

HARBORFIELDS CENTRAL SCHOOL DISTRICT  
GREENLAWN, NEW YORK

Kind of Meeting	-	Regular Meeting
Date of Meeting	-	October 17, 2012
Place of Meeting	-	WDPS Multi-Purpose Room
Board Members Present	-	Mrs. Boba, Mr. Banks, Mr. Mastroianni, Dr. McDonagh, Mr. Schoer, Mr. Toles
Board Members Absent	-	Mr. Giuliano
Others Present	-	Ms. Todaro, Mr. Nimmo, Mr. Sallie, Ms. Whelan, John Sheahan, Esq., of Guercio & Guercio, LLP, Ms. Jill Sanders of Cullen & Danowski, LLP, and Community Members

Mrs. Boba called the meeting to order at 5:44 p.m.

**EXECUTIVE SESSION**

Upon motion duly made by Mr. Banks, seconded by Mr. Mastroianni, and carried (4-0), the Board, district office administrators, and John Sheahan, Esq. moved to Executive Session at 5:45 p.m. for the purpose of discussing the employment history of a particular individual.

Mr. Schoer entered the meeting at 6:04 p.m.

Dr. McDonagh left the meeting at 6:26 p.m.

Jill Sanders of Cullen & Danowski, LLP entered the meeting at 6:30 p.m.

John Sheahan, Esq. left the meeting at 6:30 p.m.

**AUDIT COMMITTEE**

Jill Sanders of Cullen & Danowski, external auditors for the school district, discussed the draft copy of the district's external audit report for the fiscal year ending June 30, 2012. Ms. Sanders spoke about the financial statements, federal single audit report, extraclassroom activity funds, and the management letter which contained comments and recommendations for strengthening internal controls and operating efficiency.

A comprehensive copy of the audit report can be found in the office of the Assistant Superintendent for Business.

Mr. Banks entered the meeting at 6:53 p.m.

The Board reconvened the regular meeting at 7:38 p.m. Mrs. Boba led the audience in the Pledge of Allegiance and she instructed those in attendance where to exit the building in case of an emergency. She asked that all cell phones and beepers be silenced during the meeting.

### **PUBLIC PARTICIPATION**

There was no public participation at this time.

### **ANNOUNCEMENTS**

#### **Board of Education Recognition Program**

The following students were recognized by the Board of Education with Mrs. Boba presenting each student with a certificate of achievement:

- Elyse Katz, Alexander LaFroschia, Morgan Lange, Gabriella Savino, Mark Schumm, Harry Solomon, Corinne Stein, and Alexander Stone – 2013 National Merit Scholarship Program Commended Student
- Jacob Wax – 2013 National Merit Scholarship Program Commended Student and Stony Brook University’s “The Garcia MRSUC Summer Research Program.”

#### **National School Board Recognition Month**

Ms. Maureen Kelly, Principal, Washington Drive Primary School, introduced several members of the WDPS PTA who presented the Board of Education with a painted picture from the students at WDPS as part of National School Board Recognition Month.

Dr. McDonagh re-entered the meeting at 7:55 p.m.

### **SUPERINTENDENT’S REPORTS**

#### **Student Representative’s Report**

Michael Carillo, student representative from HHS, gave the following report:

- Suffolk County Legislator William R. Spencer held a press conference at HHS to introduce the “It Can Wait” campaign in collaboration with AT&T to educate high school students on the dangers of texting while driving.
- Value Drugs has agreed to host a year-round fundraiser for the HHS PTSA. Community members can help raise money for the PTSA by shopping at Value Drugs.

- Katherine Adams, Chris Brandine, Kennedy Burgess, Trevor Simon and Nick Starost were named to NYSCAME/SCMEA's 2012 All-County Band.
- Amanda Conklin, Daniel Saulle, Jacob Wax, Margaret Winthrop, and Stephanie Zamow were named to NYSCAME/SCMEA's 2012 All-County Mixed Chorus.
- Sam Axelrod, Eric Hochwald, James Kim, Gabriella Savino, Theo Simpson, and Brian Umbach were named to NYSCAME/SCMEA's 2012 All-County Orchestra.
- Miranda Abbott and Laura Im were named to NYSCAME/SCMEA's 2012 All-County Women's Chorus
- The Health and Welfare Committee held a successful blood drive with students, faculty and community members all participating.
- The College Board has recognized 85 students as AP Scholars (39 AP Scholars, 21 AP Scholars with Honors, and 25 AP Scholars with Distinction).
- The Tri-M Music Honor Society inducted 24 new members.
- The HHS National Honor Society inducted 108 new members.
- The marching band and kickline will be participating in *Newsday's* Marching Band Festival at Hofstra University on October 23, 2012.
- HHS Homecoming will be on October 27, 2012. The theme of this year's homecoming is charities. The parade begins at 12:00 noon and the football game starts at 1:30 p.m.

### Superintendent's Report

Ms. Todaro announced that the audit committee met with the district's external auditor earlier in the evening and received a draft copy of the district's audit report for the fiscal year ending June 30, 2012. She stated that the report would be placed on the November 2012 Board Agenda for acceptance by the Board of Education.

Ms. Todaro went on to announce that she had attended the Suffolk County Superintendent Association's meeting earlier in the day with a presentation on APPR. There was also discussion on the planned Advocacy Meeting, which is scheduled to be held on Saturday, January 26, 2013. Ms. Todaro noted that the focus of this meeting is still being formulated, and she will provide specific information once it is finalized.

Ms. Todaro announced that the November 2012 Board of Education meeting will be held at the Thomas J. Lahey Elementary School. She thanked the community members for their continued support.

Claims Auditor's Report

Ms. Maryann Viglucci reported that there were no problems with confirming purchase orders during the first three months of the school year.

**BOARD OF EDUCATION MINUTES**

The Board of Education accepted the following minutes:

- Regular Meeting, September 19, 2012
- Special Meeting, October 4, 2012

**CONSENT AGENDA**

At this time, Mrs. Boba announced that it was the Board's intention to move forward with a Consent Agenda explaining to those in attendance the process involved with a Consent Agenda. Mrs. Boba further explained that the Board of Education receives the agenda several days in advance of the meeting, thereby affording each member the opportunity to thoroughly review the items they will be voting on.

**FINANCE CONSENT AGENDA**

**Call for Removal of Resolutions from the FINANCE Consent Agenda**

There were no items removed from the FINANCE Consent Agenda.

**Consent Agenda - Finance**

Upon motion duly made by Mr. Toles, seconded by Mr. Schoer, and carried (6-0), all items in the area of Finance on the agenda of October 17, 2012 were approved by the Board of Education by consent. The Board expressed their thanks and appreciation for the gift items included in the Finance Consent Agenda.

**4.1 Financial Status Report**

Upon the recommendation of the Superintendent of Schools, the Board of Education accepted the Financial Status Report for August 2012.

**4.2 Treasurer's Report**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the Treasurer's Report for August 2012.

**4.3 Schedule of Bills**

Upon the recommendation of the Superintendent of Schools, the Board of Education accepted the Schedule of Bills as attached to the agenda of October 17, 2012.

**4.4 Surplus Equipment**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved that the surplus equipment, as listed in the attachments to the agenda of October 17, 2012, be declared surplus and disposed of accordingly.

- Panasonic Microcassette Transcriber (Asset ID#: 009647)
- Dictaphone Voice Processor (Asset ID#: 000193)

**4.5 Acceptance of Gift**

Upon the recommendation of the Superintendent of Schools, the Board accepted the following gift with thanks:

- Two (2) sets of *World Book Encyclopedias*, 2006 and 2009, donated by the Harborfields Public Library, for use in the school library at Thomas J. Lahey Elementary School.

**4.6 Acceptance of Gifts/Grants and Increase In Appropriations**

Upon the recommendation of the Superintendent of Schools, the Board of Education accepted the following gifts/grants with thanks:

- Grant from Northrop Grumman (\$200.00) to be administered under the guidance and direction of Thomas Gellert, Director of Music and Art Education, to support the district's music program.
- Grant from MSG Varsity (\$2,000.00) to be administered under the guidance and direction of Dr. Rory Manning, Principal, Harborfields High School to cover the stipend paid to the media club advisor.
- Gift from HACEF (\$9,850.00) to be used under the guidance and direction of the Office of Curriculum & Instruction for the purchase of three (3) Smart Boards for use at Thomas J. Lahey Elementary School.

Further, upon the recommendation of the Superintendent of Schools, pursuant to the anticipated receipt of the gifts/grants to reimburse our expenses, appropriations for 2012-2013 be increased as follows:

1. A2112.5130.34.2400 .....	\$ 200.00
2. A2850.1520.12.2850 .....	\$2,000.00
3. A2630.2000.42.4020 .....	\$9,850.00

with the understanding that this increase in appropriations is matched by unanticipated revenue and will, therefore, result in no impact on the tax levy.

#### **4.7 Private School Placement/Special Education Services Contracts**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the following special education services contracts between the Harborfields Central School District "District of Residence" and the school "District of Location" listed below. The "District of Residence" will be billed for special education services for children residing in the Harborfields Central School District and attending nonpublic schools in said school districts in accordance with Education Law Section 3602-c and regulations of the Commissioner of Education.

##### **District of Location:**

One (1) student residing within the Northport-East Northport Union Free School District attending a private school within the Harborfields Central School District effective July 1, 2012 through June 30, 2013.

##### **District of Residence:**

One (1) student residing within the Harborfields Central School District attending a private school within the Commack Union Free School District effective July 1, 2012 through June 30, 2013.

#### **4.8 Transportation Bid**

Upon the recommendation of the Superintendent of Schools, the Board accepted the following bid, as attached to the official minutes of the meeting of October 17, 2012:

- Bid 2012-1: Huntington Coach Corporation

### **HUMAN RESOURCES CONSENT AGENDA**

#### **Call for Removal of Resolutions from the HUMAN RESOURCES Consent Agenda**

There were no items removed from the Human Resources Consent Agenda.

#### **Consent Agenda – Human Resources**

Upon motion duly made by Mr. Toles, seconded by Mr. Mastroianni, and carried (6-0), all items in the area of Human Resources on the agenda of October 17, 2012 were approved by the Board of Education by consent.

**5.1 Resignations**

Upon the recommendation of the Superintendent of Schools, the Board of Education accepted the following resignations:

- Washburn, Laura, Part-time Clerk Typist, TJL, effective close of business October 15, 2012

**5.2 Leave of Absence**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the following leave of absence:

Name	Assignment	School	Dates Paid	Dates Unpaid
Jennifer Washington	Special Education Teacher	TJL	2/25/13 – 3/13/13	3/14/13 – 4/30/13

**5.3 Revision of Leave of Absence**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the following revised leave of absence:

Name	Assignment	School	Dates Paid	Dates Unpaid
Jill Rochanakit	Elementary Teacher	TJL	From: 10/15/12 – 1/15/13 To: 9/13/12 – 12/5/12	From: 1/16/13 – 8/31/13 To: 12/6/12 – 8/31/13

**5.4 Civil Service Change of Status**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the following change in status in accordance with the schedule attached to the official minutes of the meeting of October 17, 2012:

Name	Assignment	School	Type of Appointment	Effective Date
Ana Gallegos	Cafeteria	OMS	From: Food Service Worker To: Cook	9/1/12

**5.5 Permanent Appointment**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the following permanent appointment:

Name	Position	Building	Effective Date
Dennis Graham	Principal Account Clerk	Business Office	10/1/12

**5.6 Civil Service Appointment**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the following civil service appointment in accordance with the schedule attached to the official minutes of the meeting of October 17, 2012:

Name	Assignment	School
Jose M. Diaz	Custodial Worker I	HHS

**5.7 Increase in Hours for the “Lahey Lions” Reading/Mathematics Program at TJL**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved that the following personnel be granted an increase in hours for the “Lahey Lions” reading/mathematics program at TJL:

<b>ELA Teaching Assistants: 49 one hour sessions from October 22, 2012 – May 8, 2012</b>		
Name	Grade	Hourly Rate of Pay
Pam Fakatselis	3	\$18.37
Janet Peterson	3	\$18.37
Carolyn Girard	4	\$17.94
Sandra Lellis	4	\$16.16
Ellen Blair	5	\$17.94
Mary Ann Broderick	5	\$17.94

<b>Math Teaching Assistants: 25 one hour sessions from October 25, 2012 – May 9, 2012</b>		
Name	Grade	Hourly Rate of Pay
Pam Fakatselis	3	\$18.37
Janet Peterson	3	\$18.37
Carolyn Girard	4	\$17.94
Sandra Lellis	4	\$16.16
Ellen Blair	5	\$17.94
Mary Ann Broderick	5	\$17.94

**5.8 Increase in Hours Teaching Assistant**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the following employee be granted an increase in hours:



Name	Assignment	School	Type of Appointment	Effective Date
McCann-Nostro, Erin	Teaching Assistant	WDPS	From: 3.0 hours per day To: 4.0 hours per day	10/4/12

**5.9 Extracompensation Appointment Schedule 2012-2013**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the appointees specified on the Extracompensation Appointment Schedule, as attached to the official minutes of the meeting of October 17, 2012.

**5.10 Addendum to 2012-2013 Substitute List**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the Substitute List Addendum, as attached to the official minutes of the meeting of October 17, 2012, for the maximum period through June 30, 2013 to serve at the pleasure of the Board.

**5.11 Establishment of Standard Work Day for Appointed and Elected Officials-Amended**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved that the Harborfields Central School District/Location Code 74757 hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the timekeeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 Digits)	Registration Number	Standard Work Day (Hrs./Day)	Term Begins/ Ends	Participates in Employer's Time Keeping System (Y/N)	Days/ Month (based on Record of Activities)
District Treasurer	Paula Francis	XXXX	XXXXXXXX	7	7/1/12-6/30/13	Y	N/A
District Clerk	Sharon Whelan	XXXX	XXXXXXXX	7	10/1/12-6/30/12	Y	N/A

**INSTRUCTION CONSENT AGENDA**

**Call for Removal of Resolutions from the INSTRUCTION Consent Agenda**

There were no items removed from the Instruction Consent Agenda.

**Consent Agenda – Instruction**

Upon motion duly made by Mr. Schoer, seconded by Mr. Toles, and carried (6-0), all items in the area of Instruction on the agenda of October 17, 2012 were approved by the Board of Education by consent.

### **6.1 Review of IEP Recommendations and Authorization for Placement and Services**

Upon the recommendation of the Superintendent of Schools, the Board of Education, having reviewed the IEP recommendations, approved that authorization be granted to provide for the placement and services contained in the following recommendations of the CSE, CPSE, and SCSE:

- **Committee on Special Education** meetings dated August 22, 2012, September 12, 2012, September 13, 2012, September 19, 2012, September 21, 2012, October 3, 2012, and October 5, 2012.
- **Subcommittee on Special Education** meeting dated October 4, 2012.
- **Committee on Preschool Special Education** meetings dated September 13, 2012 and October 4, 2012.

### **6.2 Overnight Field Trip**

Upon the recommendation of the Superintendent of Schools, the Board of Education approved the following overnight field trip:

- Approximately 125 students from the Harborfields High School Marching Band, Kickline Team and Vocal Ensemble to perform at Hershey, PA from May 31, 2013 through June 1, 2013

## **ITEMS FOR DISCUSSION**

### **NYSSBA 2012 Proposed Resolutions and Voting Delegates Guide for the 2012 Annual Business Meeting**

The Board discussed the Proposed Resolutions to be voted on at the NYSSBA Annual Conference to be held October 25-27, 2012.

### **Social Media Presentation – Michael Conte, Syntax Communications, Inc.**

Ms. Todaro announced that the district has been exploring the use of social media as another method to keep the community informed about events, activities and meetings around the district. She noted that the PTA Council has recently established a Facebook page, and the high school has created a website that automatically formats the daily announcements to fit any mobile device. The link is available through the district's website.

Ms. Todaro then introduced Michael Conte from Syntax Communications, Inc., the district's public relations firm. Mr. Conte reported that of the 18 component school districts within Western Suffolk BOCES, four of them have a Facebook page. Mr. Conte explained that the typical Facebook page for a school district would not be designed for dialogue, but merely for advertising community events. There would be no availability to post comments or responses. He indicated that Syntax would be ready to go live with a Facebook page for Harborfields, as soon as they get the green light from the district.

#### Library Park at Harborfields Public Library

Ms. Todaro reported that in response to the complaints received from residents at the September 19, 2012 Board of Education meeting regarding the park, she authorized Drew Cacciola to have his security staff and buildings and grounds staff monitor the usage of the park and maintain a log of activities. Ms. Todaro reported that based on the input from the log, the complaints appear to be unfounded; there were no incidents reported at the park and a minimal number of people have been observed using the site. She indicated that the district would continue to monitor the usage of the park.

#### Update on IQM2

Ms. Todaro reported that Valerie Brosnan continues to work very closely with the technicians at IQM2 on the new electronic agenda system. She noted that the system was removed and reinstalled on Ms. Brosnan's computer in order to address a few glitches that had been encountered. Ms. Todaro further noted that the district has presented several ideas to IQM2 that they would like to have incorporated into the system, and the technicians have been very helpful in working towards adding these new items. She will continue to keep the Board updated on the progress.

#### Summary of Gifts, Grants and Scholarships 2011-2012

Ms. Todaro indicated that a spreadsheet of gifts, grants and scholarship donations made to the school district during the 2011-12 school year was included in the Board's packets. She explained that the spreadsheet had been sorted by date of Board action, as well as by location. The Board expressed their appreciation for the generosity of the community.

### **BOARD OF EDUCATION ACTIVITIES**

#### IQM2 Training

Ms. Todaro announced that on September 14, 2012, several Board members, central office administrators, and clerical staff took part in the training offered by IQM2 on the new electronic agenda system.

Meeting with State Education Commissioner, Dr. John B. King, Jr., September 20, 2012  
at Huntington High School, Huntington, NY

Ms. Todaro reported that she and Board President, Nicholas Giuliano, had the opportunity to meet Dr. John B. King, Jr., New York State Education Commissioner, on September 20, 2012 at Huntington High School. School district superintendents and board presidents from Nassau and Suffolk Counties were in attendance. Topics of discussion centered on APPR, the tax cap, accountability, and state assessments.

Ms. Todaro reiterated that she is very proud of what the district accomplished with regard to its APPR Plan. She noted that she has received feedback from the State Education Department indicating that the district did a phenomenal job in preparing the APPR Plan. Additionally, she recently received an email from the state which contained highlighted examples on the proper format for APPR Plans, and the first example cited was from the Harborfields APPR Plan.

Board of Education School Visits, October 2, 2012

Mrs. Boba reported that this year's visits went very well. Dr. McDonagh noted that while the district is fortunate to be the recipient of generous donations for Smart Boards from the PTAs and HACEF, he would like to see the district develop a comprehensive plan in its budget for supporting Smart Boards and other technology in every classroom. He further indicated that a district-wide vision for beautification of the outdoor space at each building should be developed. Mr. Banks noted that he was impressed with the improvements that were made through the Energy Performance Contract, and he complimented Drew Cacciola and his staff on the excellent job they do in keeping our buildings in good shape.

**PUBLIC PARTICIPATION**

A resident addressed the Board to say thank you for the action they took with regard to "Pickle Park." She stated that the park is a "hidden gem," and she thanked the Board for not locking it up.

**ADJOURNMENT**

Upon motion duly made by Mr. Banks, seconded by Mr. Mastroianni, and carried (6-0), the Board adjourned the regular meeting of October 17, 2012 at 9:15 p.m.

Respectfully submitted,

Sharon M. Whelan  
District Clerk