

MINEOLA UNION FREE SCHOOL DISTRICT  
MINEOLA, NY

**Business Meeting MINUTES**

*The Mission of the Mineola Union Free School District is to inspire each student to be a life-long learner, pursue excellence, exhibit strength of character and contribute positively to a global society.*

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**Board Goals – 2010-2011**

- ***Educational***
  - *To further expand the district initiative of differentiated instruction specifically focusing on individual student achievement.*
  - *To continue our growth as professional learning communities focusing on common formative assessments to demonstrate individual student growth*
  - *To continue to provide the resources to attain a Intel finalist within the next three years*
- ***Facilities***
  - *To investigate and embrace projects that incorporate 'green' technologies that over time will decrease our dependency on fossil fuels*
- ***Finance***
  - *To continue the district initiative to actualize a five year plan to maintain a stable tax levy*

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**DATE: December 16, 2010**

**LOCATION: Willis Avenue School**

**OPEN BUSINESS MEETING**

**7:00 p.m. 2<sup>nd</sup> Floor Staff Lounge**

**Board of Education**

Terence Hale, President  
Christine Napolitano, Vice President  
John McGrath  
William Hornberger  
Irene Parrino

**Central Office**

Dr. Michael Nagler, Superintendent of Schools  
Jack Waters, Asst. Supt. for Finance & Operations  
Janice Patterson, Asst. Supt. for Pupil Pers. Services  
Patricia Burns, Asst. Supt. of Curr., Instr., Assessment  
Donna Martillo, District Clerk

**A. Call to Order**

At 7:03 p.m. the meeting was called to order by President Hale.

**B. Pledge of Allegiance**

**C. Reading of Mission** - William Hornberger

**D. Moment of Silent Meditation**

**E. Dais & Visitor Introductions**

Also present: Matt Gaven, Principal, Jackson Avenue School; Patricia Molloy, Principal, Meadow Drive School; Sharon Macken, Chief Information Officer; James Pyun, Legal Counsel, Frazer & Feldman.

At 7:10 p.m. Mr. McGrath joined the meeting.

**F. High School Student Organization Report**  
**G. Old Business**

Mr. Hornberger inquired if the Board needed to discuss or give the Superintendent of Schools direction regarding the Bond Outreach. The Superintendent of Schools responded that he needs comments by tomorrow.

**1. Amendment to Hampton Street SEQRA**

**RESOLUTION #40 – BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District amends the Hampton Street School SEQRA as follows:

**WHEREAS**, the Board of Education of the Mineola School District desires to embark upon a capital improvement project at the Hampton Street School for a building addition; including a library, computer center, art classroom, music classroom, Academic Intervention Services classroom, Speech classroom and associated spaces, to the existing facility and

**WHEREAS**, said capital improvement project at Hampton Street School, is subject to classification under the State Environmental Quality Review Act (SEQRA); and

**WHEREAS**, routine activities such as renovations to, or expansions of existing public school facilities by less than 10,000 square feet are classified as Type II Actions under the current Department of Environmental Conservation SEQRA Regulations (Section 6 NYCRR 617.5(8)); and

**WHEREAS**, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; and

**WHEREAS**, the Board of Education, as the only involved agency, has examined all information related to the capital improvement project and has determined that the capital improvement project for renovations and improvements to Hampton Street School is classified as a Type II Action pursuant to Section 617.5(8) of the SEQRA Regulations;

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

**BE IT FURTHER RESOLVED** that the Board of Education hereby declares that the renovations and improvements to Hampton Street is a Type II Action, which requires no further review under SEQRA; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed projects from the New York State Education Department.

**Motion:** William Hornberger

**Second:** Christine Napolitano

**Discussion:** Ms. Parrino inquired if the Superintendent of Schools was making a presentation on Resolution 40 and 41. Mr. Hale responded no. Ms.

Parrino stated she did not agree with the 1<sup>st</sup> “Whereas” and felt that the Hampton project should be financed by a Bond instead of through the budget.

At 7:10 p.m. Mr. McGrath joined the meeting.

The Superintendent of Schools responded that this SEQRA amends the previous Hampton SEQRA approved at the November 18, 2010 Business Meeting. He further stated that other than the scope of the project has changed everything else remains the same, and even if it were to be funded by a Bond a SEQRA would still needed to be adopted. Mr. Hornberger interjected that approving this SEQRA does not tie the Board’s hands regarding moving forward. The Superintendent of Schools stated that this is conceptual and depending on how the space is used will determine the building aid returned to the district from the State.

**Yes:** William Hornberger  
Christine Napolitano  
Terence Hale

**No:** Irene Parrino  
John McGrath

**Passed:** Yes

**2. First Reading of Revised Policy #6700 (Purchasing & Bidding)**

**RESOLUTION #41 – BE IT RESOVLED** that the Board of Education of the Mineola Union Free School District waives the first formal reading of revised Policy #6700 due to its availability on the information table.

**Motion:** John McGrath  
**Second:** Christine Napolitano

**Discussion:** Mr. McGrath requested a summary explanation. The Superintendent of Schools stated that it was the recommendation of legal counsel to revise Policy 6700 to bring it in line with the statute (From \$25,000 to \$35,000). Mr. McGrath inquired as to the type of work. Legal Counsel (James Pyun) responded, public works. Mr. McGrath inquired if it pertained to a lease. Legal Counsel responded it did not.

**Yes:** Irene Parrino  
William Hornberger  
John McGrath  
Christine Napolitano  
Terence Hale

**No:** None

**Passed:** Yes

Mr. Hale informed the audience that the Board was using iPads instead of paper as part of the district’s green initiative and 5 year Technology Plan.

**H. New Business**

**1. Budget Transfer(s)**

**RESOLUTION #42** – **BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District approves the following budget transfer(s):

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
9760.700.00.7399	1325.444.00.0199	\$110,000.00

**Motion:** William Hornberger  
**Second:** Christine Napolitano

**Discussion:** Mr. Hale requested of Mr. Waters to explain this \$110,000 budget transfer. Mr. Waters explained that there is a surplus in the TAN interest line and the Architects fees related to the Hampton project will be paid out of that surplus. Mr. McGrath inquired if the project would proceed if the Bond failed. The Superintendent of Schools responded, yes.

Ms. Parrino inquired if the cost was the same even with a design change. The Superintendent of Schools responded that the percentage is 6% of the total cost of the project.

Mr. McGrath inquired about the total cost. The Superintendent of Schools responded he did not know the total Architect cost, which doesn't have to be taken out of this year's budget, but this allows the process to begin filing with the State Education Department.

**Yes:** Irene Parrino  
William Hornberger  
John McGrath  
Christine Napolitano  
Terence Hale

**No:** None

**Passed:** Yes

**2. Lease Proposal**

**RESOLUTION #43** – **BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District approves the following "Lease Proposal" with Solomon Schechter Day School of Nassau County:

WHEREAS, the Board of Education has determined that, effective at the beginning of the 2011-12 school year and for the foreseeable future thereafter, the Cross Street School will not be needed for school district purposes, and

WHEREAS, the Board has further determined that the leasing of the Cross Street School effective July 1, 2011 is in the best interests of the School District, and

WHEREAS, the Solomon Schechter Day School of Nassau County has indicated an interest in leasing the Cross Street School from the District for a period of five (5) years with an option for an additional five (5) years pursuant to a "Lease Proposal" dated December 7, 2010, and

WHEREAS, the terms of the said proposal appear to be generally favorable to the District and provide for a rental payment which the Board hereby determines is not less than the fair market rental value of the premises, and

WHEREAS, the Board wishes to pursue said proposed rental by authorizing District Administration to negotiate the terms of a lease with the said proposed tenant but subject to the approval of the Board by resolution, now therefore be it,

RESOLVED, that District Administration be and hereby is authorized and directed to attempt to negotiate, in good faith, a lease (in accordance with section 403-a of the Education Law) of the Cross Street School with the Solomon Schechter Day School of Nassau County; subject, however, to the final approval of the Board of Education of such lease by resolution, and be it further

RESOLVED, that the proposed tenant be provided with a copy of this resolution forthwith upon its adoption and thereby advised that the said adoption shall not be construed in any way to constitute approval of the terms of the aforesaid Lease Proposal and that the terms of said Lease Proposal, including the enrollment of students to attend school at the Cross Street School, is expressly subject to the formal approval of a written lease agreement, and execution thereof, by the Board of Education.

**Motion:** John McGrath  
**Second:** William Hornberger

**Discussion:** The Superintendent of Schools explained this resolution (Allowing the district to enter into discussions with Solomon Schechter Day School in the leasing of Cross Street School). The Superintendent of Schools requested that the Board not divulge the lease amount because it would hinder further negotiations.

The Superintendent of Schools responded to questions raised by the Board as follows: Solomon Schechter will pay utility costs; capital work needed, Solomon Schechter will reimburse those costs in the first 2 years of the lease; discussed some of the capital work (removal of basketball court in parking lot, removal of stage in order to make gym larger); still in negotiating the final lease; opt-out as part of the lease; rather not discuss the actual rental fees due to ongoing negotiations; no other offers for Cross; Outreach Bond issue sent to the Board just for information purposes; currently 250 students attend Solomon Schechter; possible cap noted in the lease; and the capacity of Cross depends on how many students are in a class (300). Questions and concerns raised by Board Members: access to Cross; a right to inspect; option to cancel the lease. Legal Counsel (James Pyun) stated that annual review opt out to cancel lease. If you want the right to cancel on annual basis we can ask, but it is not known if they would agree. The Superintendent of Schools responded to Ms. Parrino's question of surveillance cameras, that they were on the exterior of the building. Ms. Napolitano expressed concern regarding busing. Mr. Pyun explained that the resolution is only intent to enter into a lease. Mr. Hornberger inquired about Cross Street's field usage. The Superintendent of Schools responded that it is a stumbling block and has to be worked out that is acceptable to both sides.

**Yes:** Irene Parrino  
William Hornberger

**No:** None

John McGrath  
Christine Napolitano  
Terence Hale

**Passed:** Yes

**I. Consensus Agenda**

**1. Accepting of Minutes**

- a. That the Board of Education accepts the minutes of November 4, 2010 (Workshop); November 18, 2010 (Business) Meetings, as presented.

**2. Instruction**

a. Resignations

None

b. Appointments

1. That the Board of Education approves the appointment of Cheryl Lippert, to the newly created Special Education teaching position, effective December 13, 2010; probationary period, December 13, 2010 to December 12, 2013; salary, MA, Step 6, \$82,406.00 pro-rated.
2. That the Board of Education approves the appointment of Elizabeth McBride, to the position of Leave Replacement teacher for Lisa Fiocco, effective December 6, 2010 to on or before June 30, 2011; salary, MA+60, Step 4, \$86,212.00 pro-rated.
3. That the Board of Education approves the following stipend for the 2010-2011 school year:

- |                                   |                              |
|-----------------------------------|------------------------------|
| • Daniel Guido, Equipment Manager | <u>STIPEND</u><br>\$4,590.00 |
|-----------------------------------|------------------------------|

4. That the Board of Education approves the re-appointment of Carole Perciballi, from the Preferred Eligibility List as a part time (.6) English Teacher, effective September 1, 2010; salary, .6 of MA+20, Step 8, \$91,864.00 equalling \$55,118.00.

c. Amendment of Stipends

1. That the Board of Education approves amending the following stipends, previously approved at the October 21, 2010 Business Meeting:

- Stephanie Klein and Ilyse Milberg will split \$1,364.00 stipend for the Middle School National Honor Society, each receiving \$682.00.
- Resignation of Kieran Molloy as co-advisor for the Question Mark. Francine Sclafani will become the Question mark Advisor at the full stipend of \$3,940.00 pro-rated from December 1, 2010 to June 30, 2011.

**2.1. Instruction: Committee on Special Education Actions**

- a. That the Board of Education approves the CSE/CPSE/SCSE recommendations for programs and services for students with IEPs for the time period from November 1, 2010 to November 30, 2010 as set forth in Confidential Attachment "A".

**2.2. Instruction: Contracted Instructional Services**

- a. That the Board of Education approves the Affiliation & Internship Agreement between Mineola Union Free School District and Winthrop University Hospital for the 2010-2011 school year.
- b. That the Board of Education approves the Rider Contract between S.E.E.D.S. of the Willistons and the Mineola Union Free School District in providing related services for the 2010-2011 school year.

**2.3. Instruction: Student Actions**

**2.4. Instruction: Other**

**3. Civil Service**

a. Resignation(s)/Leave of Absence(s)

1. That the Board of Education approves the resignation, for the purpose of retirement, with regret, for William Baker, Assistant Head Mechanic in Transportation, effective January 29, 2011.
2. That the Board of Education approve the resignation, for the purpose of retirement, with regret, for Madeline Cegelski, part time Teacher Aide at Mineola High School, effective January 21, 2010.
3. That the Board of Education approves a paid Medical Leave of Absence for Ruth Glen, full time Teacher Aide, effective December 1, 2010. Recovery period will be 6 to 8 weeks at the doctor's discretion.
4. That the Board of Education approve the resignation of Lilly Balasubramanyam, part time Teacher Aide at Jackson Avenue School, effective December 17, 2010.

b. Appointments

1. That the Board of Education approves the appointment of Kristen Ryan to part time Typist Clerk in the Data Management Office as Registrar effective October 1, 2010; salary, Step 1, \$21.03 per hour (2009/2010 clerical salary schedule); probationary period, 26 weeks.
2. That the Board of Education approves the appointment of Cheryl Thwaites to the position of .5 Bus Driver to replace Maria David. Salary will be \$21,819 on Step 1; effective January 3, 2011. Probation is 26 weeks.

c. 2010-2011 Salary and Work Agreement

1. That the Board of Education approves the 2010-2011 salary and work agreement for Confidential Employee annexed hereto per Attachment "B".

4. Business/Finance

a. Treasurer's Report

1. That the Board of Education accepts the Treasurer's Report for the period ending October 31, 2010 and directed that it be placed on file.

b. Approval of Invoices and Payroll

1. That the Board of Education approves the Invoices and Payroll for the period ending November 30, 2010.

Warrant #9	\$ 396,642.59
Warrant #10	\$1,455,400.40
<b>TOTAL EXPENSES</b>	<b>\$1,852,042.99</b>

<u>PAYROLL #9 &amp; #10</u>	
General	\$4,181,242.58
Fund F	\$ 87,855.88
<b>TOTAL PAYROLL</b>	<b>\$4,269,098.46</b>

4.1. Business/Finance: Contract Approvals

4.2. Business/Finance: Bids

5. Other

**RESOLUTION #44** – BE IT RESOLVED THAT the Board of Education approves Consensus Agenda items I.1.a. through I.4.b.1. as presented.



**Motion:** John McGrath  
**Second:** Christine Napolitano

**Discussion:** Mr. McGrath inquired about Item I.2.b.5. (Administrative Stipends). The Superintendent of Schools explained that MSG offers this money for advisors, who do all the work. The teachers were not interested in the work and these two administrators are, but if the stipends are not permitted then the district will not have MSG Varsity. The Superintendent of Schools summarized the responsibilities entailed in getting student events footage to MSG. Mr. McGrath questioned the correctness of the May 20, 2010 minutes where it was stated that 2 \$1,000 scholarships would be awarded. Mr. Hornberger stated that students benefit from this program. The Superintendent of Schools stated that MSG makes a donation which goes to equipment, scholarships, and stipends.

A motion was made to table Item I.2.b.5 (Stipend for Ralph Amitrano and George Maurer from MSG Varsity Donation for the 2010-2011 school year).

**Motion:** John McGrath  
**Second:** William Hornberger

**Yes:** Irene Parrino  
William Hornberger  
John McGrath  
Christine Napolitano  
Terence Hale  
**No:** None

**Passed:** Yes

**Discussion:** Ms. Napolitano requested the Superintendent of Schools to explain the Internship with Winthrop. The Superintendent of Schools responded that he is excited about this because it is actualizing one of the Board's Goals for 2010-2011 (Science Research) spearheaded by Mr. Puccio and Mr. Gollisz. It allows students to conduct Science research with Winthrop or Adelphi with a mentor guiding them raising Science research to the next level. Students will attend the March meeting to describe their experiences.

The Board now voted on Resolution #44 with the removal of Item 2.b.5. as amended.

**Yes:** Irene Parrino  
William Hornberger  
John McGrath  
Christine Napolitano  
Terence Hale  
**No:** None

**Passed:** Yes

The Board discussed the information that will appear in the Bond Outreach publication (Layout of the reconfigured schools). Ms. Parrino requested further explanation as to the use of undesignated funds for Hampton. The Superintendent of Schools responded that the brochure is about the Bond, which may be confusing to some. He further stated that there is a reference to Hampton's project in the brochure and that they are two completely different projects. The Superintendent of Schools stated that Hampton will be explained in the budget because that is where the money was coming from. Mr. Hornberger requested that the word "small" be removed. The Superintendent of Schools stated to the Board he will modify the language.

#### **J. Public Comments**

The public comments were as follows:

- ❖ A resident expressed his concern about the capacity of Cross Street as it relates to Solomon Schechter and requested a traffic study be done before the lease is signed. The Superintendent of Schools explained the dismissal procedures. The resident commented that he didn't want the residents there annoyed by the traffic. The Superintendent of Schools stated that it is a 5 year lease and if it does not work out then they won't renew.
- ❖ A resident inquired as to where the money will come from in doing capital renovations to Cross. The Superintendent of Schools responded, out of the fund balance. The resident inquired about a security guard. The Superintendent of Schools responded that there will be night patrols. The resident inquired if the district was still responsible for the property. The Superintendent of Schools responded yes. The resident stated that this is the first he was hearing that 2 million dollars would be needed for expansion work. The Superintendent of Schools responded that there are 2 options and the cost has not yet been decided. That is why they are paying the Architect to get a more definitive design. The resident inquired if there was enough money without raising the budget. The Superintendent of Schools responded, yes, that the budget will increase but it will be a wash for year one. The Superintendent of Schools does not foresee the project going over 2 million dollars.

Ms. Parrino commented that the district had no control over construction costs. The Superintendent of Schools responded that the Board can choose alternates or not, in order to keep the cost down and a buffer percentage has been included in the construction cost. Ms. Parrino inquired as to who did the estimating. The Superintendent of Schools stated, the Architect.

#### **K. Board of Education Reports**

- Comments from Board President
- Board Committee Report
- Superintendent of Schools' Reports & Comments
  - Superintendent Comments
  - Capital Updates
- Table Reports
  - Finance and Operations Report

- Monthly Financial Report
- Building & Grounds Report
  - Building Usage
  - Vandalism
  - Work order status
- Transportation Report
- Special Reports
  - \*Public Questions - Board Committee Reports; Student Organization Report; Superintendent's Report; Table Reports (All Finance & Operation Functions); and Special Report

The Superintendent of Schools presented to the Board of Education this year's SMART Goals and stated that Ms. Burns and her team spearheaded this discussion. These goals are in line with what the State is projecting. Ms. Burns presented a summary of goals and stated an action plan has been worked on. The team members, besides Ms. Burns, were: Patricia Molloy, Principal of Meadow Drive, Matthew Gaven, Principal of Jackson Avenue, and Sharon Macken, Chief Information Officer. The following was discussed: the goal is to meet the needs of the students and to completely align with where the State is going; description of SMART Goals: Strategic, Measurable, Attainable, Results Based, Time Bound; Formative Assessments; Summative Assessments; Process, interpreting NWEA results, measuring goals through NWEA (K-5); NYS Assessments (3-12); AIMSWEB (6-8); how teachers use the data; specific measurable results (5<sup>th</sup> grade Math class); class breakdown by overall RIT scores; NWEA is not a test of mastery; grade level is not looked at; data is available next day after students are tested; addressing different needs of students; flexible grouping is important; staff development; Principals' Action Plan; teachers' individual SMART Goals; State tests show proficiency and NWEA shows growth; 3 Board Goals addressed this year (... *Individual Student Achievement*; ... *Student Growth*... and *Intel finalist within the next three years*); 3 assessments each year; quadrant report to the Board; new State assessments mirrors this program; 2 parent/teacher conferences annually; accelerate the timeline between teacher/parent conferences.

The Superintendent of Schools announced that this was Ms. Patterson's last Board Meeting.

The Superintendent of Schools also announced he was in need of an executive session.

**L. Executive Session**

At 9:45 p.m. a motion was made for the Board of Education to go into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

**Motion:** William Hornberger  
**Second:** John McGrath

**Yes:** Irene Parrino

**No:** None

William Hornberger  
John McGrath  
Christine Napolitano  
Terence Hale

**Passed:** Yes

President Hale announced that the Board may return at any time.

At 10:40 p.m. the Board of Education returned to open session.

**M. Adjournment**

At 10:40 p.m. a motion was made to adjourn this meeting of the Board of Education.

**Motion:** John McGrath

**Second:** Irene Parrino

**Yes:** Irene Parrino  
William Hornberger  
John McGrath  
Christine Napolitano  
Terence Hale

**No:** None

**Passed:** Yes

Respectfully submitted,

Donna Martillo  
District Clerk