

**MINEOLA UNION FREE SCHOOL DISTRICT
MINEOLA, NY**

Business Meeting Agenda

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.

Board Goals - 2012-2013

To Be Determined

DATE: August 9, 2012

LOCATION: Willis Ave. School

OPEN WORK SESSION 7:00 p.m. 2nd Floor Board Room

Board of Education

William Hornberger, President
Terence Hale, Vice President
Irene Parrino, Trustee
Arthur Barnett, Trustee
Christine Napolitano, Trustee

Central Office

Dr. Michael Nagler, Superintendent of Schools
Jack Waters, Asst. Supt. for Finance & Operations
Patricia Burns, Asst. Supt. of Curr., Instr., and Assessment
Andrea Paggi, District Clerk

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Reading of Mission**
- D. Moment of Silent Meditation**
- E. Dais & Visitor Introductions**

F. High School Student Organization Report

G. Old Business

H. New Business

2012- 2013 Tax Levy Affidavit

RESOLUTION #11 -BE IT RESOLVED that the Mineola Board of Education adopts the tax levy of \$76,242,180 to be raised by taxation for the Mineola UFSD of the Town of North Hempstead, Nassau County, New York for the 2012- 2013 school year to be levied upon the taxable property of the said school district as said property has been certified to by the Board of Assessors for the said school year.

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

Approval of License Agreement:

RESOLUTION # 12 - BE IT RESOLVED that the Board of Education approves the license agreement between the Mineola Union Free School District and the Portuguese Cultural Society Julio Dinis, LTD, commencing on September 1, 2012 and terminating on June 30, 2013.

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

Policy- First Reading of Policy #4321.3 - Public Report on Revisions to District Policies and Procedures Upon Finding Disproportionality

RESOLUTION #13- BE IT RESOLVED that the Board of Education of the Mineola UFSD waives the first formal reading of Policy #4321.3 (Public Report on Revisions to District Policies, Practices and Procedures Upon Finding Disproportionality) due to its availability on the information table.

Motion: _____
Second: _____

Yes: _____ **No:** _____

Passed: _____

Policy- First Reading of Policy #5030.1 - Section 504 Impartial Hearing Procedure

RESOLUTION #14 - BE IT RESOLVED that the Board of Education of the Mineola UFSD waives the first formal reading of Policy #5030.1 (Section 504 Impartial Hearing Procedure) due to its availability on the information table.

Motion: _____
Second: _____

Yes: _____ **No:** _____

Passed: _____

Policy- First Reading of Policy #4324 - Independent Education Evaluations

RESOLUTION #15 - BE IT RESOLVED that the Board of Education of the Mineola UFSD waives the first formal reading of Policy #4324 (Independent Education Evaluations) due to its availability on the information table.

Motion: _____
Second: _____

Yes: _____ **No:** _____

Passed:

I. Consensus Agenda

RESOLUTION #16 -BE IT RESOLVED that the Board of Education approves the consensus agenda items I.1.a. through I.8.a., as presented.

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

1. **Accepting of Minutes**

- a. That the Board of Education accepts the minutes of May 3, 2012 Workshop Meeting; May 15, 2012 Special District Meeting; May 24, 2012 Business Meeting; and June 6, 2012 Workshop Meeting as presented.

2. **Instruction**

a. **Leave(s) of Absence/Medical**

- 1. That the Board of Education grants Michael Mildon a medical leave of absence, using accumulated sick days, starting approximately September 12, 2012.

b. **Appointments Instruction**

- 1. The Board of Education approves the appointment of Heather Hazen, to the position of part time (.5) Reading Teacher, at Mineola High School, effective September 1, 2012 to June 30, 2013. Salary: .5 of MA+30, Step 9, \$96,576.00 equaling \$48,288.
- 2. The Board of Education approves the appointment of Hilary Pavels, to the position of part time (.6) Physical Education Teacher, at Meadow Drive, effective September 1, 2012 to June 30, 2013. Salary: .6 of BA, Step 1, \$58,123 equaling \$34,873.
- 3. The Board of Education approves the appointment of Carole Perciballi, to the position of part time (.6) English Teacher, at Mineola Middle School, effective September 1, 2012 to June 30, 2013. Salary: .6 of Ma+20, Step 9, \$94,964 equaling \$56,978.
- 4. The Board of Education approves the appointment of John Fretz, to the position of part time (.6) Social Studies Teacher, at Mineola High School, effective September 1, 2012 to June 30, 2013. Salary: .6 of BA, Step 1, \$58,123 equaling \$34,873.

5. The Board of Education approves the appointment of Diane Nodell, to the position of School Media Specialist (Librarian), at Hampton Street, effective September 1, 2012. Probationary Period: September 1, 2012 to August 31, 2015. Salary: MA+10, Step 2, \$72,055.
6. The Board of Education approves the appointment of Laura Doherty, to the position of part time (.2) Art Teacher, at Mineola Middle School, effective September 1, 2012 to June 30, 2013. Salary: .2 of MA, Step 1, \$67,604 equaling \$13,520.

c. Appointment(s) Sub Teacher per diem

The Board of Education accepts the following individual(s) as Per Diem Substitute Teacher(s) for the current school year, at a daily rate of \$100.00 per day; and retirees at a daily rate of \$125.00 per day.:

| | <u>EMPLOYEE NAME</u> | <u>EMPLOYEE CERTIFICATION</u> |
|----|----------------------|-------------------------------|
| 1. | Christopher Weidlein | Social Studies 7-12 |
| 2. | Emily A. Judge | Mathematics 7-12 |

d. Appointment(s) Coaches

That the Board of Education approves the appointment of the following coaches for 2011-2012 year:

| <u>POSITION</u> | <u>EMPLOYEE NAME</u> | <u>STEP</u> | <u>STIPEND</u> |
|----------------------------|----------------------|-------------|----------------|
| Football-Varsity | Daniel Guido | 3 | \$10,638.00 |
| Football-Assistant | Helmut Bohringer | 3 | \$7,271.00 |
| Football-Assistant | John J. Tortora | 3 | \$7,271.00 |
| Football-Junior Varsity | Mark Miller | 3 | \$6,757.00 |
| Football- Jr. Varsity Asst | Glenn Cocoman | 3 | \$6,251.00 |
| Football- Jr. High | Matthew Antoniou | 3 | \$6,251.00 |
| Football- Jr. High Asst. | Mario Villa | 3 | \$5,741.00 |
| Football- Jr. High Asst. | Christopher Schacca | 1 | \$4,559.00 |
| Soccer-Varsity | Paulo Pereira | 3 | \$7,770.00 |
| Soccer-Varsity Asst | Albert Cavalluzzo | 3 | \$5,297.00 |
| Soccer-Junior Varsity | Peter Blum | 3 | \$5,406.00 |
| Soccer-Junior High | Donald Leopardi | 3 | \$4,740.00 |
| Soccer-Junior High | Joseph Cerulli | 1 | \$3,896.00 |
| Soccer-Varsity | Katherine P. Bennett | 3 | \$7,770.00 |
| Soccer-Varsity Asst | Tara McDonnell | 3 | \$5,297.00 |
| Soccer-Junior Varsity | Danielle Adams | 2 | \$4,740.00 |
| Volleyball-Varsity | Hyunah Park | 3 | \$7,770.00 |
| Volleyball-Junior Varsity | Hilary Pavels | 2 | \$4,740.00 |
| Golf | Alfred Weidlein, Jr | 3 | \$4,389.00 |
| Athletic Trainer | Kevin M. LaPlatney | N/A | \$5,406 |
| Cross Country | Thomas J. Leninger | 3 | \$5,406.00 |

e. Appointment(s) Band Camp

That the Board of Education approves the following staff members for Band Camp (Salary, hourly summer wages are based on the MTA contractual rates):

| | <u>POSITION</u> | <u>EMPLOYEE NAME</u> | <u>STEP</u> | <u>STIPEND</u> |
|----|-----------------------|--------------------------|-------------|----------------|
| 1. | Band Director | Frank N. Mauriello | | \$1549 |
| 2. | Asst. Band Director | Christopher J. Bonacorsa | | \$1033 |
| 3. | Colorguard Director | Anthony J. Demarino | | \$1033 |
| 4. | Drill Instructor | Michael R. Coppola | | \$687 |
| 5. | Brass Instructor | Timothy Doran | | \$687 |
| 6. | Percussion Instructor | Kenneth Frank | | \$687 |

| | <u>POSITION</u> | <u>EMPLOYEE NAME</u> | <u>STEP</u> | <u>STIPEND</u> |
|-----|------------------------|----------------------|-------------|----------------|
| 7. | Guard Instructor | Lauren Granath | | \$687 |
| 8. | Chaperone | Nicholas Tonini | | \$602 |
| 9. | Brass/March Instructor | Chris Rossi | | \$687 |
| 10. | Guard Instructor | Simon(Ira) Jenkins | | \$687 |
| 11. | Guard Instructor | Lisa D. Granath | | \$687 |
| 12. | Guard Instructor | Jennifer Lube | | \$687 |

3. **Instruction: Contracted**

- a. That the Board of Education accepts the instructional services contract between Harmony Heights and the Mineola UFSD for the 2012- 2013 school year.
- b. That the Board of Education accepts the Speech therapy service agreement and rider between North Shore Speech-Language Associates and the Mineola UFSD for the 2012- 2013 school year.
- c. That the Board of Education accepts nursing agreement between Home Care for Children and the Mineola UFSD for the 2012- 2013 school year.
- d. That the Board of Education accepts the Educational agreement between the Rehabilitation Institute (aka TRI) and the Mineola UFSD for the 2012- 2013 school year.
- e. That the Board of Education accepts the related services agreement between Achieve Beyond and the Mineola UFSD for the 2012- 2013 school year.
- f. That the Board of Education accepts the instructional services contract between the Center for Developmental Disabilities and the Mineola UFSD for the 2012- 2013 school year.
- g. That the Board of Education accepts the related services agreement between New York Therapy Placement Services and the Mineola UFSD for the 2012- 2013 school year.
- h. That the Board of Education approves the agreement between Linda Annapolen, Consultant and the Mineola UFSD to perform Instructional Coaching with the Kindergarten teachers in Foundation Professional Development Workshops for the 2012- 2013 school year.

4. **Instruction: Other**

- a. That the Board Of Education rescinds the excessing of Jenny L. Amendolare.

5. **Civil Service**

a. **Appointments**

1. That the Board of Education approve the appointment of Monica Pastoressa to the position of .6 Community Liasion effective September 1, 2012. Salary will be \$43,949 on Step 30.
2. That the Board of Education approve the appointment of James Cashin to the position of Seasonal Worker effective July 16, 2012. Salary is \$8.00 per hour.
3. That the Board of Education approve the appointment of Lois Haque, to the position of Substitute Nurse effective September 1, 2012. Salary will be \$125 per day.
4. That the Board of Education approve the appointment of Donna Hasan, to the position of Substitute Nurse effective September 1, 2012. Salary will be \$125 per day.
5. That the Board of Education approve the appointment of Laura Schneebaum, to the position of Registered Nurse at Hampton Street School, effective September 1, 2012. BA, Step 3, \$48,298 of the Nurses Salary Schedule.
6. That the Board of Education approves the appointment of Mary McGuinness to the position of .5 Registered Professional Nurse effective September 1, 2012. Salary is \$22,539.50 on Step 1.

7. That the Board of Education approve the appointment of James Gallagher to the position of 5 Hour Bus Driver effective August 28, 2012. Salary will be \$21,819 on Step 1 (2009/2010 Bus Driver Salary Schedule). Probation is 26 weeks.
8. That the Board of Education approve the appointment of Yale Napier to the position of 5 Hour Bus Driver, effective August 28, 2012. Salary is \$21,819 on Step 1 (2009/2010 Bus Driver Salary Schedule). Probation is 26 weeks.

b. Leave(s) of Absence

1. That the Board of Education approve a paid Medical Leave of Absence to James Carlson, 12 Month Bus Driver, effective July 9, 2012 through August 9, 2012. Dates are approximate and up to doctor's discretion.

c. Resignation(s)

1. That the Board of Education accepts, with regret, the resignation of Judith M. Seiling, Senior Stenographer for Buildings & Grounds, for the purpose of retirement, effective December 31, 2012.

d. Transfers

1. The Board of Education approves the transfer of Loretta Helmich, Steno-Secretary- 12 Mo, from Pupil Services at Central Office to Meadow Drive, effective July 1, 2012.
2. The Board of Education approves the transfer of Gina Hahn, Typist Clerk - 12 Mo, from Willis Avenue School to Pupil Services in Central Office, effective July 1, 2012.
3. The Board of Education approves the transfer of Donna Restivo, Typist Clerk - 10 Mo, from Willis Avenue School to Meadow Drive School, effective July 1, 2012.
4. The Board of Education approves the transfer of Stacy Smith, Typist Clerk - PT, from Meadow Drive School to Hampton Street School, effective July 1, 2012.
5. The Board of Education approves the transfer of Donna Raffo, Typist Clerk - PT, from Hampton Street School to the Business Office, effective July 1, 2012.
6. The Board of Education approves the transfer of Linda Munson, Typist Clerk - PT, from Jackson Avenue School to Hampton Street School, effective July 1, 2012.
7. The Board of Education approves the transfer of Laurie Seedorf, Sr. Typist Clerk - 12 Mo, from Meadow Drive School to Jackson Avenue School, effective July 1, 2012.

e. Employee Agreements

That the Board of Education hereby authorizes the Board president to execute an employee agreement with the following individuals, the terms of which have been reviewed by the Board in executive session:

| <u>POSITION</u> | <u>EMPLOYEE NAME</u> |
|---|--------------------------|
| 1. Assistant Business Administrator | Maureen Judge |
| 2. Director of School Facilities and Operations | Daniel C. Romano |
| 3. Administrative Assistant II | Elizabeth Rainha-Freitas |
| 4. Assistant Supervisor of Transportation | William Gilberg |
| 5. District Clerk | Andrea M. Paggi |

6. Business /Finance

a. Treasurer's Report

That the Board of Education accepts the Treasurer's report for the period ending June 30, 2012 and directs that it be placed on file.

b. **Approval of Invoices and Payroll**

That the Board of Education accepts the Invoices and Payroll for the period ending July 31, 2012

Warrant #1 \$ 545,546.93
Payable Warrant #1 \$ 277,047.48

Warrant #2 \$ 884,555.03
Payable Warrant #2 \$ 166,315.17
TOTAL EXPENSES \$ 1,873,464.61

PAYROLL #1 & #2
General \$1,023,700.70
F Fund \$ 239,953.50

TOTAL PAYROLL \$1,263,654.20

7. **Business/Finance: Contract Approvals**

a. **BOCES Contract**

That the Board of Education approves the initial 2012- 2013 Letter of Intent with Nassau BOCES in the amount of \$2,906,430.01.

8. **Business/Finance: Disposal of District Property**

That the Board of Education approves the disposal of the following district property, according to Policy #6900

- a. Kimball Upright Piano - Serial #512809 - at Jackson Avenue
Steinway Grand Piano - Serial #203709 - at Middle School

J. Public Comments

K. Board of Education Reports

Comments from Board President

Superintendent of Schools' Reports for 8/9/12:

- 1. Jackson Avenue Bus Loop
- 2. Common Core Curriculum
- 3. Presentation on "Perspective Survey"

Superintendent Comments

Capital Updates

Table Reports

Finance and Operations Report

Monthly Financial Report

Building and 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 & Operations Functions); and Special Report

L. Executive Session **Time:** _____ **p.m.**

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

M. Adjournment Time: _____ p.m.

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

Proposed Policies:

#4321.3- Public report on Revisions to District Policies, Practices and Procedures upon Finding Disproportionality

#5030.1- Section 504 Impartial Hearing Procedures

4324- Independent Education Evaluations

DRAFT POLICY

Public Report on Revisions to District Policies, Practices and Procedures Upon a Finding of Significant Disproportionality

The Board of Education (“Board”) recognizes that, despite the Mineola Union Free School District’s (“District”) best efforts, there may be times when there might be a disproportionate representation of racial and ethnic groups in its special education programs and services, and/or with respect to the suspension of students with disabilities. To minimize the risk of such occurrences, the Board has endeavored to adopt policies, practices and procedures for the District that are consistent with The Individuals with Disabilities Education Improvement Act (“IDEA”) and Article 89 of New York’s Education law, and their implementing Regulations.

Nevertheless, upon learning of a significant disproportionality either in the suspension, identification, classification and/or placement of the District’s students with disabilities as determined by the New York State Education Department (“SED”), the Board will immediately review the District’s policies, practices and/or procedures to determine whether they are fully compliant with the requirements of IDEA and Article 89, or require revisions. If changes are necessary, the Board will take immediate steps to adopt and implement any and all necessary revisions.

The Board will inform the public of any revisions to the District’s policies, practices and/or procedures undertaken as required by this Policy. The Superintendent will notify school personnel responsible for implementing the revisions.

References: 20 USC §1412(a)(24);
34 CFR §§300.173, 300.646;
8 NYCRR §200.2(b)(15).

Adopted: _____

SECTION 504 IMPARTIAL HEARING PROCEDURE

An impartial due process hearing (“Hearing”) may be requested by the school district, parent, or person in parental relationship on matters directly related to the identification, eligibility, evaluation, placement, and/or services and accommodations of a student provided pursuant to Section 504 of the Rehabilitation Act (“504”), or based upon any discriminatory action believed to have occurred against the student and in violation of 504.

Hearing Procedures:

1. The request for a Hearing shall be made in writing, within (30) days of receipt of the 504 Committee’s determination. The request shall be addressed to the District’s 504 Compliance Officer: Catherine Maiman, 121 Jackson Avenue, Mineola NY 11501. Telephone: (516) 237-2040.
2. The written request must set forth:
 - a. The name of the student;
 - b. The specific nature of the dispute;
 - c. The specific relief or remedy requested; and
 - d. Any other information the school district or parents believe is important to understanding the dispute.
3. As soon as possible, but within ten (10) school days, the Compliance Officer will schedule a Review Meeting with the parent or person in parental relationship, and the building administrator. At this meeting, every effort will be made to satisfactorily resolve the issues presented in the request.
4. If after the Review Meeting, issues remain unresolved, the Board of Education shall, within a reasonable time, appoint an impartial hearing officer (“IHO”) to preside over the hearing.
5. The Board may appoint any IHO who has been approved and qualified by the New York State Education Department (“SED”) to serve as an IHO in a due process hearing sought under the Individuals with Disabilities Education Improvement Act (“IDEA”). However, the selection of a Section 504 Hearing Officer need not follow the SED selection process for IDEA Hearing Officers.
6. IHOs who serve as IHOs in Section 504 Hearings shall receive the same rate of pay as an IHO who serves as an IDEA Hearing Officer.
7. IHOs who serve in Section 504 Impartial Due Process Hearings who must travel to the location of the Hearing are entitled to reimbursement for expenses related to such travel at the same rate as approved by the IRS for mileage reimbursement. This shall be the sole expense available for an individual serving as an IHO in a Section 504 Hearing.

8. Prior to the hearing, the IHO will notify the parties in writing of the Hearing Date.
9. A parent of or person in parental relation to a qualified student, or the student himself/herself, if 18 years or older, is entitled to review the student file. Anyone wishing to review the student's file may request an opportunity to examine his or her student's educational file, by submitting a written request to the Compliance Officer.
10. At the Hearing, each party shall have the opportunity to present relevant information, witness testimony, and be represented by counsel.
11. The IHO appointed to hear a Section 504 case in the District shall be entitled to a late cancellation fee of no more than Five-Hundred (\$500) Dollars if a Hearing is cancelled on fewer than three (3) calendar days' notice.
12. The District will maintain a Hearing record of the due process Hearing either by audio recording or by employment of a court reporter.
13. Within thirty (30) days following the completion of the Hearing, the parties shall be notified in writing of the IHO's decision.
14. The decision of the IHO shall be binding on all parties involved unless an appeal is pursued within the time permitted by law.

Legal Reference:
34 C.F.R. Part 104

Adopted:

DRAFT POLICY

INDEPENDENT EDUCATIONAL EVALUATIONS

It is the policy of the Board of Education to provide the parents of all students referred to the Committee on Special Education (“CSE”) or the Committee on Preschool Special Education (“CPSE”) with notice of their due process rights. Included in the due process notice to parents at the time of the CSE/CPSE initial referral, annual review or reevaluation, the District will inform parents regarding their right to an independent educational evaluation (“IEE”) and the circumstances under which such evaluations will be at District expense.

The names, addresses and telephone numbers of appropriate public and private agencies and other professional resources where IEEs may be obtained will be provided upon request. Parents may select professionals to conduct evaluations from the list provided by the District or may select others who meet District criteria. However, the District will not be responsible for the quality of such IEEs. In addition, the District will not be responsible for the cost of such IEEs which do not meet the criteria listed below.

“Independent Educational Evaluation” means an individual evaluation of a student who has or who is thought to have a disability, conducted by a person who is not employed by the District. The parameters of this policy apply to IEEs conducted at both public and private expense. An IEE at public expense must challenge an existing school district evaluation. If a parent requests an IEE at public expense, the District may ask, but cannot require, the parent’s reason as to why s/he objects to the public evaluation. The District will provide public funding of IEE’s only under the following conditions:

1. Parents disagree with an evaluation conducted by the District; or
2. The school district was unable to comply with mandated timelines for conducting its own evaluations; or
3. The IEE is conducted at the request or direction of an impartial hearing officer as part of a duly convened impartial hearing.

The school district may deny reimbursement for an IEE under the following conditions:

1. The district either had initiated, or shortly intends to initiate, a due process hearing to show that its evaluation of the child is appropriate and that no further evaluation of the type in dispute is warranted or that the parents have not complied with other district criteria, such as:
 - a. The criteria under which the IEE was conducted, including the location of the evaluation, does not meet stated district or other legal criteria.
 - b. The independent evaluator selected by the parents does not meet stated minimum district qualifications.
 - c. The parents’ request for reimbursement exceeded stated district timelines for such

requests.

- d. The amount parents' request for reimbursement exceeded stated district guidelines for such requests.
2. The IEE was not obtained because of a disagreement with the district's evaluation.
3. The district has already funded an IEE and has conducted no subsequent evaluation.

If the district concludes that it is not required to reimburse the parents for the IEE, it will notify the parents in writing of the receipt of the request, the basis for the denial and whether the district intends to initiate an impartial hearing.

It shall be the policy of the District that whenever an IEE is conducted, either at parental or at public expense, the criteria under which the evaluation is obtained, including the location of the evaluation and the qualifications of the examiner, shall be the same as the criteria which the school district uses when it initiates an evaluation. The criteria shall be as follows:

- § **Location:** Geographic location is defined as an evaluation which takes place within a 50 mile radius of the district.
- § **Minimal Qualifications:** Minimal qualifications are defined by the district as New York State Education Department certification or licensure within the specific area of the evaluation.
- § **Reasonable Costs of an IEE:** Reasonable costs are defined as no more than 10% above the evaluation costs through Nassau BOCES or of any teaching university hospital within the 50 mile radius of the District (such as North Shore University Hospital, Long Island Jewish Medical Center). Except that, Parents may demonstrate that unique circumstances justify selection of an evaluator whose fees fall outside these reasonable cost parameters.

Legal References: 20 U.S.C. §1415(b)(1); 34 C.F.R. §300.502; 8 N.Y.C.R.R. §200.5(g)(1)

Adopted: