

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

**Board Goals - 2015-2016**

***Educational***

- Continue to actualize the District's Mission and Strategic Objectives and measure progress toward these goals
  - Continue to develop an electronic portfolio which recognizes the attributes embodied in the mission statement
  - Demonstrate that students are contributing positively to a global society
  - Demonstrate that students are exhibiting strength of character (habits of the mind)
  - Demonstrate that students are pursuing something about which they are passionate
- Continue to expand and develop college and career partnerships to ensure success for our HS graduates.
  - Expand Queensboro certificate program
  - Explore career partnerships with local institutions

***Facilities***

- Develop a comprehensive Building Condition Survey which outlines the health of all of the districts buildings
  - Create a new five-year Capital Plan to address outstanding items in the BCS
    - Leverage both the Capital Reserve and Energy Performance Contracts (EPC)

***Finance***

- Not to exceed the allowable tax levy cap while continuing to maintain and enhance all of our programs and facilities

\*\*\*\*\*

**DATE: March 3, 2016**

**LOCATION: Willis Avenue School**

**OPEN WORK SESSION**

**7:00 p.m. 2nd Floor Board Room**

**Board of Education**

Christine Napolitano  
Patricia Navarra  
Nicole Matzer  
Margaret Ballantyne  
Brian Widman

**Central Office**

Dr. Michael Nagler, Superintendent of Schools  
Jack Waters, Asst. Supt. for Finance Operations  
Patricia Burns, Asst. Supt. Curr., Instr., & Assess.  
Edward Escobar, Asst. Supt. Human Resources  
Andrea Paggi, District Clerk

**A. Call to Order- 7:00 pm**

**B. Pledge of Allegiance**

**C. Reading of Mission-** Patricia Navarra

**D. Moment of Silent Meditation**

**E. Dais & Visitor Introductions**

Absent: Jack Waters, Asst. Superintendent for Finance and Operations

**F. High School Student Organization Report**

There was no Student Organization report this evening.

Christine Napolitano stated that there is a special presentation this evening and she introduced Matt DeLuca to speak about the High School Spring Musical. Mr. DeLuca stated that the Spring Musical at the High School is "Pippin", which was written by a Mineola graduate. Mr. DeLuca thanked the Board for all of their support. The Musical will take place at the High School on Friday, 3/18 at 7:30pm and Saturday, 3/19 at 2:00pm and 7:30 pm. Tickets can be purchased on the District website. Mr. DeLuca introduced Jake Siegfried, who plays Pippin, to perform a song for the Board. After the performance, the Board thanked both Mr. DeLuca and Jake for coming this evening.

**G. BOE Reports**

**a. Comments from Board Trustees**

Patricia Navarra thanked Septa for the Pancake Breakfast. She looks forward to reading to the children next week during PARP.

Nicole Matzer attended the PTA meetings at the Middle School and the High School and reported that they are already starting to plan for next year. She attended Jazz and String Nights, which were both great and she congratulated the students on their performances. Ms. Matzer was unable to attend Choral Night, but was able to live stream it. She looks forward to seeing the High School Marching Band perform in the St. Patrick's Day Parade in Mineola on Sunday. Ms. Matzer also attended the Septa Pancake Breakfast.

Margaret Ballantyne attended Jazz Night which was very good and she enjoyed the faculty participation. Dr. Ballantyne was very happy with the music selections at Choral night. She attended the Septa Pancake Breakfast and the Junior FIRST Lego League Expo on Saturday. Dr. Ballantyne was very impressed with all that she saw at the FIRST Lego League Expo. Dr. Ballantyne looks forward to reading in the schools for PARP.

Brian Widman attended and enjoyed Jazz night. He also attended the Junior FIRST Lego League Expo and reported that there were 8 teams from Mineola participating. He congratulated all of the teams. On a personal note, Mr. Widman wished his mother a Happy Birthday.

**b. Comments from Board President**

Christine Napolitano reported that she also attended many of the same events as the rest of the Board. She was very impressed with how well attended all of the events were. Ms. Napolitano found the New York theme at Choral Night to be very enjoyable. Ms. Napolitano attended the District Council meeting. She stated

that it is hard to believe it is March already and there year is almost over.

### **c. Comments from Superintendent**

The Superintendent began by talking about the Junior Lego League and reported that last year, Mineola had two teams and this year there were eight teams. Most of the team members are fourth graders and will be moving on to the Middle School. Dr. Nagler stated that there is big demand for Lego League and additional staff will be needed. He asked the Board permission to increase in the budget the stipend lines for faculty. The Board was in agreement and gave their permission. Dr. Nagler stated that he would like to send his thanks and congratulations to Mr. Interrante and Ms. Fusco. Dr. Nagler stated that they showed up on Friday to help set-up for the Junior Lego League and volunteered all day Saturday; in addition to having a full day on Sunday. It is their enthusiasm that is getting this all going. Dr. Nagler also reported that this is the first year that the High School, under the direction of Mr. Coy, were involved with the FIRST tech challenge. It is Dr. Nagler's hope, that with the new Fab Lab, we will get started with Robotics. He cautioned that it may take two years to get the High School ready. He stated that many people thanked the District for hosting the FIRST Lego League Expo.

Dr. Nagler stated that the High School Field project has been approved and the hope is to begin the project the second week of June. He added that on April 7th at the Board Meeting, there will be a presentation by the Architect on the various options for in-fill for the fields. Dr. Nagler hopes to award the project on April 21st at the Business meeting.

Dr. Nagler wanted to let everyone know that there is a change on the calendar. The April 19th meeting will be changed to just the BOCES Vote and the Business Meeting will take place on April 21st at 7:00 pm. The change has been made on the main calendar on the district website.

The Superintendent stated that he had been in Chicago to visit Gurnee 56, a school district in the suburbs. He described the school district as almost a carbon copy of Mineola. Dr. Nagler went on behalf of Digital Promise and he feels that he learned as much as he taught. Dr. Nagler brought back information which he will be sharing with the Board.

Dr. Nagler spent the day shadowing a student. He explained that eight other district administrators have also shadowed students. Dr. Nagler followed a fifth grader but was also able to interact with the other students in the class. He found it very interesting and learned a lot about students' likes and feelings about all that is going on in the classroom. Dr. Nagler asked Mr. Escobar to give the Board more information about "shadow a student" program. Mr. Escobar reported that two administrators will be shadowing tomorrow. He had the opportunity to shadow a sophomore at the High School. The focus of the program is to empathize with what a student goes through on a daily basis. Mr. Escobar was reminded that school is more than just academics when he shadowed the student. He was also impressed with how engaged students are within the classrooms. Dr. Nagler thanked teachers for welcoming the administrators in their classrooms. He added that it is very important to know what is going on and to understand what kids go through on a daily basis. Ms. Napolitano asked if all grades were covered by administrators. Dr. Nagler stated that all buildings were covered.

Dr. Nagler stated that the Board had inquired about the Summer Program and asked Ms. Burns to give an update. According to Ms. Burns, the programs are similar to those in the past: Summer Music and Drama, grades 3-8; FAST Athletics, Camp Invention, Instructional Wrestling, All Net Basketball Camp and Bricksology. Ms. Burns stated that the entire camp program will be posted once all of the fees are in. Dr. Nagler stated that he wanted to clarify with the Board if they were all in agreement with charging a minimal fee to the outside programs for using our facilities. The Board was in agreement and gave their approval to charge a minimal fee.

The Superintendent was invited to Carle Place to meet with the Commissioner. She reminded everyone present that she has only been on the job for 8 months. The Commissioner discussed some of the things that have been done during this time, including: de-coupling of scores of students and the ratings of their teachers; untimed testing to reduce stress; eliminated a number of questions on the exam; the test this year will be the same as last year due to the new company starting next year. The Regents are reviewing and revising standards, which will not affect this year's curriculum. Dr. Nagler expects that there will still be a high rate of opt out this year. He believes that it is the parents decision to decide what is best for their child. There will be opt-out rooms and work for those students.

Dr. Nagler acknowledged the passing of one of the District lawyers, Warren Richmond and stated that he will be truly missed. Ms. Napolitano added that he was a very nice gentleman and will truly be missed.

## **H. Old Business**

There was no old business this evening.

## **I. New Business**

### **Policy- First Reading of Regulation # 8450 R- Homebound Instruction**

**RESOLUTION # 58 - BE IT RESOLVED** that the Board of Education of the Mineola UFSD waives the first formal reading of Regulation # 8450 (Homebound Instruction) due to its availability on the information table.

**Motion:** Margaret Ballantyne

**Second:** Nicole Matzer

Discussion: The Superintendent stated that not all policies require regulations; but this Policy #8450 Homebound Instruction needs a set of rules to accompany it.

**Yes:** Brian Widman  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**No:** None

**Passed:** Yes

## **Removal of Board Policy**

**RESOLUTION # 59** - **BE IT RESOLVED** that the Board of Education of the Mineola UFSD approves the removal of Policy #7552 Bullying and Harassment from the District Policy Manual and replaces it with Policy #7552 Student Gender Identity adopted on October 15, 2015.

**Motion:** Patricia Navarra  
**Second:** Brian Widman

Discussion: The Superintendent explained that it is necessary for the policy to be formally eliminated, once it is replaced.

**Yes:** Brian Widman  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**No:** None

**Passed:** Yes

## **J. Consensus Agenda**

**RESOLUTION # 60** - **BE IT RESOLVED** that the Board of Education approves the consensus agenda items J.1.a. through J.6.a., as presented.

**Motion:** Nicole Matzer  
**Second:** Brian Widman

**Yes:** Brian Widman  
Margaret Ballantyne  
Nicole Matzer  
Patricia Navarra  
Christine Napolitano

**No:** None

**Passed:** Yes

### 1. **Accepting of Minutes**

- a. That the Board of Education accepts the minutes of the February 11, 2016 Business Meeting as presented.

### 2. **Instruction**

- a. **Appointments Instruction**
  1. That the Board of Education approves the appointment of Daniela Cavalieri, to the position of Speech and Language Disabilities Teacher, effective February 22, 2016. Salary: MA, Step 1, \$68,282. Probationary Period: February 22, 2016 to February 21, 2020.

b. Retirement(s) Instruction

1. That the Board of Education accepts, with regret, the resignation of Georgiann Carlson, Physical Education teacher, for the purpose of retirement, effective June 30, 2016.

c. Appointment(s) Coaches

That the Board of Education approves the appointment of the following coaches for the current school year:

<u>POSITION</u>	<u>EMPLOYEE NAME</u>	<u>STEP</u>	<u>STIPEND</u>
Girls 7th grade Softball	Dominick Tolipano (replacing Peter Linderman previously approved 2/11/2016)	3	\$5,075.00

3. Instruction: Student Actions

- a. That the Board of Education approves the following out of state trip for the Mineola High School Chorus:  
-Monday, March 14, 2016- Hartt School of Music, Hartford, Connecticut. Students will be departing at 6:00 am and returning at 3:00 pm.

4. Instruction: Other

- a. That the Board of Education approves the following anticipated vacancies for the 2016 Special Education Extended School Year Program:

Dates: 7/4/16 to 8/12/16 (School Closed 7/4/2016)

Full Day = 8:00 am to 2:00 pm (6 hours)

Half Day = 8:00 am to 11:30 am (3.5 hours)

- 2 Special Education teachers (6 hours)
  - o Elementary
  - o With ABA experience
- 3 Special Education teacher (6 hours)
  - o Middle School & High School
  - o With ABA experience
- 1 Regular Education teacher (Home & Careers) (6 hours)
- 5 Special Education teachers (3 hours)
  - o With LLI, Foundations, EdMark, and/or SOAR experience
- 1 Nurse (6 hours) **EXCEPT** 7/11 to 7/15 and 7/18 to 7/22 ( 7 hours)
- 1 School Psychologist (6 hours)
- 1 Part-Time Special Education teachers (3.5 hours)
  - o Wilson Trained
- 3 Speech and Language teachers (5.5 hours)
- 2 Occupational Therapists (5.5 hours)

5. Civil Service

a. Appointments

1. That the Board of Education approve the appointment of Stacey Caracciolo, to the position of part time Greeter at Meadow Drive School to replace Maryanne Marino, effective February 29, 2016. Salary is \$10.15 per hour on Step 1.

b. Leave(s) of Absence

1. That the Board of Education approve a Leave of Absence to John Hassell, Cleaner, effective February 29, 2016. Approximate leave will be for one month.

c. Leave(s) of Absence

1. That the Board of Education approve a paid Medical Leave of Absence to Terence Doyle, Maintainer, effective February 1, 2016. Approximate leave will be two months according to his physician.
2. That the Board of Education approve a paid Medical Leave of Absence to Felix Cappuccio, 12 month Bus Driver, for a medical procedure, effective February 16, 2016. Leave is expected to be approximately three months.

d. Reappointments

1. That the Board of Education amend the date of Olga Santoli to the position of Bus Attendant from February 1, 2016 to February 22, 2016. Salary of \$23,278 on Step 2 remains the same.
2. That the Board of Education amend the appointment of Renee Aufiero, to the position of 11 month Typist Clerk in Buildings & Grounds, from March 1, 2016 to March 9, 2016. Salary remains the same at \$39,323 on Step 2.

e. Salary Adjustment

1. That the Board of Education approve the salary adjustment of Joaquim Farinhas, from \$43,364 on Step 8 to \$44,333 on Step 9, effective January 4, 2016.

f. Leave Replacement

1. That the Board of Education approve the appointment of John Hassell as a Maintenance Leave Replacement for Terrance Doyle, effective March 1, 2016 through March 31, 2016. Salary will be pro-rated at \$48,918 on Step 1.

g. Civil Service: Other

1. That the Board of Education approves the following positions for the Special Education Summer Program beginning July 5, 2016 through August 12, 2016. The hours will be 8:00 am to 2:00 pm (full day) and 7:30 am - 11:00 am (half day).
  - 1 Part Time Clerical
  - 1 Greeter
  - 15 Special Education Aides
  - 15 Teachers-in-Training

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

a. That the Board of Education approves Health Contracts between Mineola UFSD and the following districts, whereby Mineola UFSD provides health and welfare services for the 2015-16 school year:

Baldwin UFSD, Bellmore-Merrick CHSD, Bethpage UFSD, Carle Place UFSD, Central Islip UFSD, Cold Spring Harbor CSD, Commack UFSD, Connetquot CSD, East Meadow UFSD, East Williston UFSD, Elmont UFSD, Farmingdale UFSD, Floral Park-Bellerose UFSD, Franklin Square UFSD, Garden City UFSD, Glen Cove City School District, Great Neck UFSD, Half Hollow Hills CSD, Herricks UFSD, Hewlett-Woodmere UFSD, Hicksville UFSD, Huntington UFSD, Jericho UFSD, Lawrence UFSD, Levittown UFSD, Locust Valley Central School District, Long Beach City School District, Lynbrook UFSD, Massapequa UFSD, Merrick UFSD, New Hyde Park-Garden City Park SD, New York City Board of Education, North Shore CSD, Northport-E. Northport UFSD, Oceanside UFSD, Oyster bay-E. Norwich CSD, Plainview-Old Bethpage CSD, Port Washington UFSD, Rockville Centre UFSD, Roslyn UFSD, Sewanhaka Central School District, Smithtown Central School District, South Huntington UFSD, Syosset Central School District, Valley Stream UFSD 13, Wantagh UFSD, West Hempstead UFSD, Westbury UFSD.



## **K. Superintendent's Report**

### Superintendent of Schools' Reports for 3/3/16

#### Presentations:

1. Smart Schools Investment Plan (SSIP)- Preliminary Presentation
2. Five (5) Year Capital Plan

The Superintendent's first presentation this evening was "Review of Capital Work: Building Condition Survey, Desired Work and 5 Year Plan". \* This presentation can be found on the District website, on the Board of education page, under the heading presentations. Dr. Nagler began with a review of the Building Condition Survey. He broke the findings of the survey down into major categories and then presented a total cost for these projects. The major categories include: district wide interior door replacement; select ceilings at Jackson, MS, HS and Cross Street; replace/encapsulate asbestos flooring district wide; playground surfaces; boilers at Hampton, Jackson, MS, HS and Cross Street; ADA toilet upgrades; unit ventilators at Jackson and HS; windows and roof at bus garage; lockers at the HS and cornice and cupola at Jackson Avenue. The projected cost of all of this work is \$8,822,139. The Superintendent next presented a list of other projects, not included in the Building Condition Survey. These projects include: air conditioning classrooms at Jackson, MS and HS with transformer upgrades; district storage facility at Hampton; MS Bus loop; Meadow cafeteria and link to connect building; second gymnasium at HS; MS library; conversion of old Hampton Street cafeteria into pre-k classrooms- "Pre-K Wing"; Meadow Pre-K wing; HS Public Address system; Jackson gymnasium painting, curtains and padding; renovate the music rooms at HS and MS bleachers and girls locker room lockers. The projected cost of these projects is \$10,000,000. The Superintendent next presented the possible funding sources: Capital Reserve, Energy Performance Contract (EPC), SMART bond monies (pre-k), and Budget (in current budget)- transfer to capital \$1,300,000, facilities upgrade line \$830,000 and equipment line \$430,000 (these will be rolling over in the budget as well, however this money is not never ending). The Superintendent next presented a breakdown for each of those funding sources and the projects that they would cover. Dr. Nagler stated that the next steps will be developing a five year plan that prioritizes projects; plans for sources of funding and proceeds with the energy performance contracts, SMART school plan and hearing and building the 2016-2017 budget. Dr. Nagler asked the Board to think about how they wish to prioritize the projects. Dr. Nagler and Mr. Waters have been working on the money and hope to present the first draft of the budget at the next meeting. The Board agreed that following two projects are high priority: Bus loop at the Middle school and air conditioning in the classrooms. Mr. Widman asked if the High School PA system is a safety issue. The Superintendent responded that it is not a safety issue at this time; however the parts for the current system are no longer available. Ms. Navarra inquired about the cost of the playground surfaces and Dr. Nagler responded that they are very expensive. He also added that the district equipment line would be depleted very quickly with the locker replacement.

The Superintendent's second presentation this evening was "SMART Schools Investment Plan". \*This presentation can be found on the district website, on the Board of Education page, under the heading presentations. The State allocates this money and Mineola will get \$576,879. However, the District must apply for approval to use the money. Dr. Nagler presented the allowable categories: community connectivity; Pre-K classrooms; replace transportable classrooms; high-tech security; school connectivity; and classroom technology/devices. The Superintendent is recommending using the money on Pre-K classrooms. He explained that currently, there are a total of 6-1/2 day Pre-K sections (54 students at Hampton and 49 students at Meadow); there are 54 full day Pre-K spots at Harbor (UPK); approximately 40 more children are someplace else; there are a total of 7 rooms (2 Hampton, 2 Meadow, 3 Willis). The question this raises is if we want to offer more full day spots, how many classrooms will we need?

The Superintendent explained the current practice for Pre-K. All children that register for Pre-K are entered

into a lottery for full day. After the lottery, parents are contacted and have a choice to remain in full day or opt for 1/2 day. Every child is eligible for at least 5 day, 1/2 day placement. He reported that for 2014-2015- 17 parents declined full day and 2015-2016- 14 parents declined full day. There are also some parents that do not send their children because they want/need full day and didn't get selected. They seek an outside placement.

Dr. Nagler discussed space for the future. The plan would include adding one classroom at Hampton and Meadow and create a "Pre-K Wing" of 3 rooms with a designated outside play area. The district would also maintain 3 classrooms at Harbor. This would provide 9 total classrooms for a combination of full and half day programs. Dr. Nagler stated that this would be a minimum of 162 children, if everyone elected full day. He added that he would expect 1/2 day classes based upon past history. Dr. Nagler stated that there would still be a lottery to fill location and 1/2 or full day by selection.

Dr. Nagler asked the Board for approval of this presentation for the Preliminary SSIP. The Board was all in agreement and gave their approval of the preliminary SSIP. Dr. Nagler explained the rest of the process for SSIP approval:

1. Today, March 3, 2016, the Board has approved the preliminary SSIP plan. It will be posted on the website for 30 days and a district contact for written comments will be listed (Dr. Nagler will be the contact).
  2. The School Board will conduct a hearing for stakeholders to respond to the preliminary plan. The Board agreed that a Hearing would be held on April 7th at 7:00pm and will be immediately followed by the scheduled Workshop Meeting. This hearing will be posted on the District website main calendar.
  3. The final plan will be presented to the School Board for approval. (April 21st)
  4. There will be consultation with parents, teachers, students, community members and non-public schools
- The Board was in agreement with the process as explained by the Superintendent. There was no additional discussion.

#### Superintendent Comments

The Superintendent had no additional comments, but stated that he was in need of an Executive Session this evening.

#### **L. Executive Session    Time: 8:15 p.m.**

At 8:15 pm, a motion was made for the Board of education to go into Executive Session to discuss teacher negotiations.

**Motion:**    Nicole Matzer

**Second:**    Patricia Navarra

**Yes:**        Brian Widman                      **No:**    None

Margaret Ballantyne

Nicole Matzer

Patricia Navarra

Christine Napolitano

**Passed:**    Yes

**M. Adjournment Time:** \_\_\_\_\_ **p.m.**

**Motion:** \_\_\_\_\_

**Second:** \_\_\_\_\_

**Yes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**No:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Passed:** \_\_\_\_\_

**Respectfully Submitted,**

**Andrea M. Paggi**