

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

Annual BOCES/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.

Board Goals - 2012-2013

Educational

- To use technology and NWEA assessment data to provide differentiated homework thereby increasing individual student achievement.
- To implement the Common Core Curriculum with an emphasis on assuring a correlation between the grade level unit assessments and State exam.
- Create grade 7-12 ELA curriculum in line with Common Core shifts in ELA/Literacy
- Continue to encourage HS students to challenge AP and/ or College level coursework with the goal of every student gaining this experience before they graduate
- Continue to engage the community in the District's Strategic Plan with a specific focus on the quality indicators that define Mineola's expectations of academic excellence.
- Assess the long term viability and explore expansion of the elementary world language program. Assess current program through parental input and student data.
- Implement, monitor and assess the effectiveness of the Pre-K -7 science program

Facilities

- Continue projects that incorporate 'green' technologies that over time will decrease our dependency on fossil fuels
- Begin to fund our Capital Reserve with the goal of achieving new windows and doors on all 4 elementary buildings

Finance

- Not to exceed the allowable tax levy cap for the next three years while continuing to maintain and enhance all of our programs.

DATE: April 17, 2013

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- 7:04pm** (by Terence Hale)
- B. Pledge of Allegiance**
- C. Reading of Mission-** Arthur Barnett
- D. Moment of Silent Meditation**
- E. Dais & Visitor Introductions-** Late: William Hornberger

F. High School Student Organization Report

There were no Student Organization Representatives this evening and Jackie Lusardi gave a brief update. It was reported that spring sports are underway. There are several Senior Projects going on at the high school. SangMin Bak's project was a fund raiser to benefit St. Jude's hospital and it was a concert. Ms. Lusardi stated that her senior project is a photo collage at the high school and the subject matter is the year in the life of Mineola Sports. Finally, it was reported that seniors are in the final process of deciding on colleges.

G. BOE Reports

a. Comments from Board Trustees

Mr. Barnett stated that he had attended Sang Min's senior project concert at the high school.

Ms. Parrino stated that she attended Bingo Night at Jackson Avenue and Movie night at Meadow Drive.

Mr. Hale stated that he attended Supermarket Bingo at Hampton Street.

b. Comments from Board President

Mr. Hornberger was not present at this time.

c. Comments from Superintendent

The Superintendent stated that this Friday is Color Night which is always a fun night and he encouraged people to attend. He stated that Ms. Burns is currently working on summer reading assignments for all students. The Superintendent report that today is the second day of ELA testing and he has received some feedback. It was reported that the reading was do-able however, the questions were very difficult. Today, many of the children were not able to finish the reading and essays. According to the Superintendent, many of the questions on the test are throw away questions and all districts are in the same boat. He stated that it will take awhile for the State to get it right. The Superintendent stated that there are a few changes with upcoming meeting dates: the 5/2 Workshop/ Budget Hearing meeting has been moved to 5/9. On 5/2, there will be a Special Meeting to discuss policies (7-8pm Executive Session and 8pm open to public- there will be no public comment and no agenda).

The Superintendent gave an update on the Meadow Drive Project and displayed photos of the progress for the Board. According to the Superintendent, the project is moving along and is currently on schedule. Ms. Parrino stated that she has heard some complaints regarding the construction noise. The Superintendent and Mr. Waters stated that they have not heard any complaints and stated that Ms. Parrino should direct these individuals to Mrs. Shaw to voice their concerns.

The Superintendent presented a "Security Proposal" for the District (this presentation can be found on the District website on the Board of Education page). The following is a list of the overall goals: Single Point Entry at all locations; Electronic maps of all buildings that are accessible to school administrators, security

and first responders; "Man Traps"- secure vestibules; Panic Alarms- automatically signals lockdown and calls police; and Command Center- one location in which the entire district can be viewed and monitored (Willis Avenue in district and BOCES for after hours or weekends). The Superintendent displayed a chart of all enhancements and stated that the total cost is \$100,000: \$75,000 from the facilities line and a \$25,000 grant from Senator Martins. The Superintendent discussed the Security Vestibules or "Man Traps" and displayed a slide of how this will be accomplished throughout the District. He stated that the work at the High School and Hampton Street need to be done out of house and added that the work at Hampton is the most involved. Mr. Barnett stated that he feels we should start to move on these security upgrades. The Superintendent stated that he is looking for direction from the Board. Mr. Hornberger polled the Board about starting the work on the cameras and other security measures (total cost \$100,000) and all Board members were in favor of starting the work. Mr. Hornberger also asked the Board about the "Man Traps"- \$17000 for the High School and budget the others in next year's budget and all were in favor.

Mr. Hornberger asked the Superintendent about the effect these security measures will have on events and activities at the schools. The Superintendent stated that it will be necessary to revisit scenarios of how security will affect events and he added that at the High School, students do have ID cards. Ms. Napolitano inquired if our current contracts with outside security need to be changed as a result of these new security measures. The Superintendent stated that these contracts could be changed if necessary. There was no further discussion.

The Superintendent presented the "2013-2014 Budget Highlights", (this presentation can be found on the District website on the Board of Education page). The Proposed budget is \$86,143,656, with a budget to budget increase of 2.56%. The allowable tax levy increase is 2.53% and the proposed levy is 2.18%. This is accomplished through the use of \$250,000 of fund balance achieved through the teacher contract settlement. The Superintendent added that this proposed levy is the 5th lowest in the county and our 6 year average has been the 4th lowest in the county; accomplished while not losing any programs. The following are items that the Superintendent highlighted from the proposed budget.

Education: The proposed budget will maintain all current educational and co-curricular programs; maintains comprehensive staff development and professional development; and looks toward making all buildings wireless.

Curriculum Enhancements: An additional section of 5 day 1/2day pre-k will be added (UPK but using budget monies). The district will enter into a partnership with CW Post in which our AGP students can attend their Saturday Academy. Other enhancements include: continuation of science lab for grades 3-7; full implementation of Common Core Curriculum in ELA; and fully aligning our current math program with the Common Core standards.

Operational: Vehicles: there is a new 5 year bus Replacement plan, which achieves entire fleet under 10 years old by 2017; Facilities Upgrade: new diesel pumping station and security (man traps) at all buildings; Staffing: reduce 20 FTE aides and finally maintain 4% fund balance.

Equipment: There is an allocation of \$217,000 for new equipment which the superintendent displayed a list of items.

The Superintendent asked the Board if there were any questions/comments. Mr. Hornberger asked if the Middle School sound system upgrades are in the budget and the Superintendent responded that he believes that we may receive a donation for this expense and he will update the Board as the information becomes available. Mr. Barnett commented that he believes the diesel pump station will pay for itself and he believes that this is something that we will look back at as being very important and practical. The Superintendent stated that he feels that this is a good, sound budget and it addresses security issues raised by parents in the aftermath of Sandy Hook. Mr. Waters stated that over the past few years, many districts have used their reserves to lower the tax levy, while at Mineola, we did this operationally. Dr. Nagler added that this

information will be in the next Outreach. Ms. Napolitano thanked Mr. Waters for coming up with a budget that includes everything that they wanted to see.

Mr. Hornberger opened the floor to any public comments, specific to the budget presentation only. There were no comments at this time. Mr. Hornberger thanked Dr. Nagler, Mr. Waters and the Board for this proposed budget and he stated that he is proud of all of the hard work that went into the process.

H. Old Business

There was no old business.

I. New Business

Adoption of 2013/14 Budget and Property Tax Report Card

RESOLUTION # 50- BE IT RESOLVED that the Mineola Board of Education approves the Adoption of the 2013- 2014 Education Plan and Budget in the amount of \$86,143,656, as submitted or, if necessary, with revisions, and further

BE IT RESOLVED that the Board of Education of the Mineola School approves the real property tax report card prepared by the District's business office for the 2013 Annual District Meeting: and be it further RESOLVED that a copy of said report card shall be submitted to the State Education Department by the end of the next business day following this approval.

Motion: Terence Hale

Second: Christine Napolitano

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
Terence Hale
William Hornberger

No: None

Passed: Yes

Adoption of BOCES 2013-2014 Annual Operating Budget

RESOLUTION # 51 -BE IT RESOLVED that the Mineola Board of Education approves the Nassau BOCES Proposed Administrative Operations Budget for the 2013/2014 school year in the amount of \$19,686,115.

Motion: Irene Parrino
Second: Arthur Barnett

Discussion: The Superintendent stated that each year school district are required to vote on the BOCES Budget and it must be approved by a majority of the districts.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
Terence Hale
William Hornberger
No: None

Passed: Yes

Election of BOCES Candidates

RESOLUTION #52-BE IT RESOLVED that the Mineola Board of Education cast one (1) vote for three of the following candidates listed below to fill the Board of Cooperative Educational Services of Nassau County (BOCES) for three (3), three (3) year terms commencing July 1, 2013.

1. Ronald Ellerbe X
160 Wallace Street
Freeport, NY 11520
Freeport UFSD

2. Fran N. Langsner X
253 Aspen Court
Wantagh, NY 11793
Wantagh UFSD

3. Robert "B.A." Schoen X
969 Hayes Street
Baldwin, NY 11510
Baldwin UFSD

Motion: Terence Hale
Second: Christine Napolitano

Discussion: These candidates are nominated by a number of school districts and we must vote as part of of the annual BOCES process.

Yes: Christine Napolitano
Arthur Barnett
No: None

Irene Parrino
Terence Hale
William Hornberger

Passed: Yes

Inter-Municipal Cooperative Transportation Agreement

RESOLUTION # 53- WHEREAS, a number of public school districts in Nassau County wish to jointly solicit proposals, together with the Nassau Board of Cooperative Educational Services ("BOCES") for pupil transportation services for the 2013-2014 school year and Summer 2013 (and any renewal period) in accordance with the applicable provisions of General Municipal Law;

WHEREAS, the public school districts and the BOCES have agreed to form a Cooperative (the "Cooperative") for this purpose;

WHEREAS, the Mineola School District, is desirous of participating in the Cooperative for joint solicitation of proposals for pupil transportation services as authorized by General Municipal Law, Section 119-0 in accordance with the terms and conditions of the Inter-Municipal Cooperative Transportation Agreement attached hereto; and,

NOW THEREFORE BE IT RESOLVED that the Board of Education authorizes the School District to participate in the Cooperative.

BE IT FURTHER RESOLVED that the Board of Education hereby approves the Inter-Municipal Cooperative Transportation Agreement attached hereto and authorizes the Board President to execute the Agreement on behalf of the Board of Education.

Motion: Irene Parrino
Second: Terence Hale

Discussion: The Superintendent explained that this is a Cooperative Transportation Agreement which we may or may not use, but it must be approved in order for the District to take part in the agreement. No further discussion.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
No: None

Terence Hale
William Hornberger

Passed: Yes

J. Consensus Agenda

RESOLUTION # 54 -BE IT RESOLVED that the Board of Education approves the consensus agenda items J.1.a. through J.7.a., as presented.

Motion: Terence Hale
Second: Arthur Barnett

Discussion: It was noted that there are election workers that also work in the District as aides and it was asked if this conflicts with their assigned hours. The Superintendent stated that employees are not allowed to double dip and that these individuals only work the election when they are no longer on shift. There was no additional discussion.

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
Terence Hale
William Hornberger

No: None

Passed: Yes

1. **Instruction**

- a. Leave(s) of Absence/Child Rearing
 1. That the Board of Education grants a request to Jennifer Capella, for an unpaid Leave of Absence, for child-rearing purposes, effective April 16, 2013 to June 30, 2013.
 2. That the Board of Education grants a request to Melissa Koenig, for a Leave of Absence, for child-rearing purposes, using accumulated sick days, starting approximately June 27, 2013.
 3. That the Board of Education grants a request to Jessica Hirsh, for a Leave of Absence, for child-rearing purposes, using accumulated sick days, starting approximately May 1, 2013.
- b. Appointments Instruction
 1. The Board of Education approves the recommendation of the Superintendent to appoint Cheryl Lippert, to the position of Leave Replacement Teacher for Jessica Hirsh, at Hampton Street, effective April 16, 2013 to on or before June 30, 2013, with a salary of MA, Step 7, \$85,523 pro-rated.

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.:

EMPLOYEE NAME

EMPLOYEE CERTIFICATION

1. Joseph A. Gagliano Physical Ed

d. Appointment(S) Perm Sub

1. That the Board of Education approves the recommendation of the Superintendent to appointment Nicholas Tonini to the position of .3 Permanent Sub, effective March 8, 2013 to May 31, 2013. Salary: \$30 per day.

e. Appointment(S) Summer Jumpstart

That the Board of Education approves the following teachers for the Summer Jump start Program, to be funded by Title III LEP (Salary, hourly summer wages are based on the MTA contractual rates):

| | <u>EMPLOYEE NAME</u> | <u>STEP</u> | <u>STIPEND</u> |
|----|----------------------|-------------|------------------|
| 1. | Charyn Restituyo | 3 | \$2,039.10 |
| 2. | Andrea M. Romano | 3 | \$2,039.10 |
| 3. | Teri Wolfe | 3 | \$2,039.10 |
| 4. | Teresa L. Dawber | Sub | \$67.97 per hour |

2. **Instruction: Committee on Special Education**

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 2/1/13- 2/28/13. Please be advised that all of the parents have received the student's IEP and a copy of their DUE process rights.

3. **Instruction: Contracted**

a. That the Board of Education approves the amendment of the Special Education Services Contract for a Parentally Placed student between the Huntington UFSD and the Mineola UFSD for the 2012- 2013 school year, approved at the March 21, 2013 Business Meeting, to reflect the District of Residence to be South Huntington UFSD, not Huntington UFSD.

4. **Instruction: Student Actions**

- a. That the Board of Education approves the arrangement of a high school exchange trip to Leon, Spain, in which Spanish students will come to Mineola from September 12 through October 2, 2013 and our students will travel to Spain during Winter Recess, February 11 through 23, 2014.

5. **Civil Service**

a. Resignation(s)

1. That the Board of Education accept the resignation of Jill M. Braster, part time Teacher Aide at Meadow Drive School, effective April 12, 2013.

6. **Business /Finance**

a. **Treasurer's Report**

That the Board of Education accepts the Treasurer's report for the period ending February 28, 2013 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 March 31, 2013

| | | |
|--------------|----------------|-----------------|
| Warrant # 17 | March 13, 2013 | \$ 1,387,821.78 |
| Warrant # 18 | March 26, 2013 | \$ 786,838.56 |

TOTAL EXPENSES \$2,174,660.34

PAYROLL # 17 & # 18

| | |
|---------|----------------|
| General | \$3,948,038.98 |
| F Fund | \$ 72,975.37 |

TOTAL PAYROLL \$4,021,014.35

c. **Budget Appropriation Adjustment**

1. That the Board of Education approves the acceptance of revenue (NYSSMA Check Deposits) in the amount of \$3,088.00 and makes appropriation increase adjustments to the following Budget Code:A 2110.404.00.2230.

2. That the Board of Education approves the acceptance of revenue (for Instrument Rentals) in the amount of \$38,494.00 and makes appropriation increase adjustments to the following Budget Code: 2110.416.00.2330.

7. **Other**

a. That the Board of Education approves the appointment of the following individuals to serve as Registrars and Inspectors at the Annual Election and Budget Vote held **Tuesday, May 21, 2013** at the hourly rate of pay, \$10.00:

Chief Election Inspectors:

Meadow Drive: **Eileen Alexander**
Jackson Avenue: **Carolina Macedo**

Registrars:

Meadow Drive: Marguerite Mahon, Madeline Cegelski, Lynn Clifford

Jackson Avenue: Frank Iaquinto, Marie Destefano, Marian Kessler, Eugene Raffo, Joanne Fitzgerald

Inspectors:

Meadow Drive: Ann Marie Smith, Douglas Cegelski, Raymond Kwiatek

Jackson Avenue: Flore Rowe, Marie Encizo, Trisha Hahn, Mary Ann Iaquinto, Karen Dombeck

NOTE: In the event that there should be a vacancy created in any of the positions of Inspector of Election or Registrar, the Superintendent of Schools is authorized to appoint a qualified voter of this District to fill such vacancy.

The Superintendent of Schools recommends the appointment of the following Registrar to serve on Registration Day, Tuesday, **May 7, 2013**, between the hours of 4:00pm to 8:00pm at the authorized rate of pay of \$10 per hour.

Willis Avenue: **Eileen Alexander**

The Superintendent of Schools also recommends the appointment of : Eileen Alexander to open the Registration Books to the public on **Saturday, May 18, 2013** from 9:00am to 12:00 noon, at the same authorized rate of pay.

A one hour workshop will be given on **Monday, May 20, 2013** from 3:00pm to 4:00pm and the attending Registrars and Inspectors will be compensated at the hourly rate of \$10.00.

K. Superintendent Reports/Presentations

Superintendent of Schools' Reports for 4/17/13

Presentations:

1. Budget Presentation *(prior to adoption of the budget)
2. 5 Year Tech Plan
3. Strategic Planning Committee

The Superintendent stated that this evening the Strategic Planning Committee will be presenting on their work and the 5 newly worded objectives which they have developed (the presentation can be found on the district website on the Board of Education page). The Superintendent displayed the mission statement and stated that these words are fairly ingrained in all that we do. The question for us as a district is do we still believe it and do we want to continue to pursue it. He stated that the original committee came up with a list of directives and a Strategic Plan for Excellence, which was displayed for all. The items on the list were very difficult to measure. Last year, the Board requested that committee reconvene. The Superintendent introduced committee member, Mary Desiderio.

Ms. Desiderio stated that the Strategic Planning committee convened in November 2011 and the committee was comprised of parents, staff members, administrators and 2 Board of Ed trustees. The committee has met approximately 8 times and the average attendance was approximately 10 members. The purpose of the committee was to reflect on the mission statement and core values, to assess the strategic objectives for language, relevance and clarity. The committee also discussed ways in which the objectives can be measured. Through the many discussions, the idea of formally surveying the community was introduced and they met with a survey company to develop questions for the initial survey. As a result of this process, 5 newly worded objectives will be presented this evening.

Strategic Objective - I: The District will establish benchmark measures for each student in math and ELA. Assessment 1: Growth for students in grades k-7 will be measured in ELA and Math in two ways- % of students in a grade that reach "target growth" and % of students above proficiency based on National norms. In grade 8-12 growth will be measured based upon Student Learning Objectives. Ms. Desiderio explained that strategic objective 1, may eventually need to be tweaked when the State finishes making their changes.

Strategic Objective- II: Phyllis Badinger (one of the original committee members) presented this objective. The District will establish a list of positive character traits. Assessment - II "Positive Character Traits" includes three steps- curriculum units of study will be developed in every grade; at the end of each unit an assessment will be given; and schools will be required to develop a system to track and recognize students when they display the Positive Character Traits.

Mr. Hornberger asked if these positive character traits will be incorporated on the report cards and Dr. Nagler stated that new report cards will be based on the standards and there may not be room for these items.

Strategic Objective- III: The District will provide opportunities for students to contribute to their community and encourage them to do so. Assessment III- "Community Involvement": each school will provide grade opportunities for students to contribute to their community and data will be collected on participation rates in the various activities. This objective is linked to Objective II. The Superintendent added that he feels we do well in this area.

Strategic Objective IV: In conjunction with the District's K- 12 research guide, students will continually seek

and access information from a variety of sources related to questions about which they are curious. Assessment IV- "Research and Presentation Skills"- mandatory research projects on each grade level (subject) will be developed and rubric scores will be recorded and analyzed; and presentations exhibitions will be required for specific grades in each building. It was noted that these assessments are in line with the common core.

Strategic Objective V: Teresa Hornberger presented this objective. The District will continue to value technology as a tool to foster 21st century skills. The district will aspire to equally implement technology K-12 as a means to engage students in content curriculum. Ms. Hornberger stated that as she presented this item she feels the wording should be changed. Ms. Desiderio recommended that objective V- should be tabled to allow for the committee to discuss any necessary changes. Assessment V- "Technology" - a yearly survey will be developed to assess our ability to impart the significance of technology to stakeholders; implement technology as a tool to enhance all students learning and keep students engaged. The Superintendent stated that he is happy that committee and the community values technology. He stated that these objectives will help us define what is important to us and how we are doing. Dr. Nagler stated that the committee really looked if these objectives can be measured and how it can be accomplished. He stated that he is not looking for a Board vote on these objectives yet.

Mr. Hale and Ms. Parrino both thanked the Strategic Planning Committee for all of their hard work. Mr. Hornberger stated that Objective V defines what we do well and he thanked the committee for their hard work. The Committee will tweak the Objectives and then will present them to the Board for approval.

The Superintendent stated that tonight's final presentation is the "5 Year Technology Plan- Year 8: 2013-2014" (this presentation can be found on the District website on the Board of Education page). The Superintendent explained a "Multi Year Purchase" for the Board. He reported that in a Multi-Year Purchase, the District purchases equipment yearly and pays over 5 years via financing through BOCES. This creates a cycle of replacement whereby no piece of equipment is older than 5 years. The cost is already in the budget, so as one 5 year purchase is paid off, we spend the same amount the next year- maintaining a flat budget. He stated that the amount available for 2013- 2014 is \$100,000. The Superintendent stated that the proposed purchases for 2013-14 include the following: 200 new desktops at the High School; 156 Wireless Access Points (WAP's); and 230 iPads for 5th grade. The following is the Instructional Proposal:

BYOD (Bring Your Own Device): Purchase WAP's for the High School and HP Desktops; students can bring any device to school and will use Edmodo to save and retrieve files wirelessly. This will allow students and teachers to follow flipped classroom instructional model. BYOD is targeted for the 8th grade in 2013-14. The Superintendent recommends that the District can declare old iPads obsolete and parents can purchase these devices.

iPad Student Initiative: At Jackson Avenue School- Allow for the iPad Student Initiative to continue. The Superintendent stated that all iPad 2's not declared obsolete will be used at Jackson; grant monies will be used to purchase enough for the entire grade and there will be 35 WAPs. At Meadow Drive and Hampton Street, there will be a re-allocation of iPad 1's for classroom center work.

The Superintendent asked the Board if there were any questions or comments. Mr. Barnett wanted clarification if the plan is for all students in grades 3-12 to be carrying a device. The Superintendent stated that is the plan and added that the biggest problem is re-syncing the machines and maintenance is enormous job. This will be part of a contract with BOCES. The Superintendent stated that with BYOD, all devices will have to be registered to work. Mr. Hornberger stated that this will be a big change for the High School. The Superintendent stated that that is why the focus will be on the 8th grade only next year and training will start with them. He added that this process is going to be a challenge in the older grades. There was no further discussion.

L. Public Comments

Mr. Hornberger opened the floor to public comments. There was one parent/resident who inquired about the possibility of textbooks on the devices and the Superintendent explained that the problem with that is the amount of memory required. The parent asked additional questions regarding the summer reading assignments and was given clarification. There were no additional comments.

M. Executive Session Time: 9:20 p.m.

A motion was made at 9:20pm for the Board of Education to go into Executive Session to discuss negotiations.

Motion: Arthur Barnett

Second: Christine Napolitano

Yes: Christine Napolitano
Arthur Barnett
Irene Parrino
Terence Hale
William Hornberger

No: None

Passed: Yes

N. Adjournment Time: _____ p.m.

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

Respectfully Submitted,

Andrea M. Paggi