

**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.*

**Board Goals - 2016-2017**

**To Be Determined**

\*\*\*\*\*

**DATE: July 21, 2016**

**LOCATION: Willis Avenue School**

**OPEN WORK SESSION**

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

**Board of Education**

Christine Napolitano  
Margaret Ballantyne  
Nicole Matzer  
Brian Widman  
Cheryl Lampasona

**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-** Nicole Matzer

**D. Moment of Silent Meditation**

**E. Dais & Visitor Introductions**

Absent: Dr. Margaret Ballantyne, Patricia Burns and Edward Escobar

**F. High School Student Organization Report**

There is no Student Organization report until September.

**G. BOE Reports**

**a. Comments from Board Trustees**

Brian Widman and Nicole Matzer had no reports this evening.

Cheryl Lampasona reported that her son attended Camp Invention and really enjoyed it. She stated that there were great STEAM projects.

**b. Comments from Board President**

Christine Napolitano had no report this evening.

**c. Comments from Superintendent**

Dr. Nagler stated that summer school is in full swing including: Special Education Extended School Year Program, Summer Music and Drama, and Camp Invention. According to Dr. Nagler, the Summer Music Program has grown almost three fold over the past few years. He is looking forward to the final concert to be held on 7/29 at the Mineola Band Shell. On 7/20, Dr. Nagler was the keynote speaker for Teaching Matters. He explained the teachers in attendance were learning to run meetings, which is a very important skill for them to have. At the Business Meeting on 8/11/16, Dr. Nagler will be doing a Data Report presentation and will incorporate NWEA and Lightsail reports to capture all that we are doing. Some of the final staffing additions are on this agenda and the District is in good shape with regards to staffing. The Outreach and School Calendar will be sent out in a few weeks. Dr. Nagler reminded everyone that the calendars are only sent to families with children in the District, but anyone in the community can call to request the calendar and it will be mailed to them.

**H. Old Business**

There is no old business this evening.

## **I. New Business**

### **Harbor Day Care Lease Agreement**

**RESOLUTION # 4 - BE IT RESOLVED** that the President of the Board of Education of the Mineola UFSD is authorized to execute the agreement and fourth amendment to the lease agreement dated July 5, 2012 with Harbor Day Care Center, Inc.

**Motion:** Cheryl Lampasona

**Second:** Nicole Matzer

Discussion: The Superintendent stated that this is the fourth amendment to the original agreement dated 7/5/12 and it is the same as last year. Next year, there will be a new lease agreement. This agreement has worked well for both Mineola and Harbor Child Care. There was no additional discussion.

**Yes:** Cheryl Lampasona  
Brian Widman  
Nicole Matzer  
Christine Napolitano

**No:** None

**Passed:** Yes

### **Approval of Reimbursement**

**RESOLUTION # 5- BE IT RESOLVED** that the Board of Education of the Mineola UFSD approves the reimbursement of airfare to Buffalo, NY for the NYSSBA Annual Convention, October 27- 29, 2016 to Nicole Matzer, Board Trustee, and acknowledges that the District will be refunded in the event that the trip is cancelled.

**Motion:** Brian Widman

**Second:** Cheryl Lampasona

Discussion: The Superintendent explained that the Internal Claims Auditor requested this resolution due to the fact that normally the District does not prepay expenses. There was no additional discussion.

**Yes:** Cheryl Lampasona  
Brian Widman  
Nicole Matzer  
Christine Napolitano

**No:** None

**Passed:** Yes

### **Awarding of Project**

**RESOLUTION # 6 - BE IT RESOLVED** that the Board of Education of the Mineola Union Free School District approves the awarding of the Mineola Middle School- Proposed Bus Driveway to the Landtek Group, Inc., Project # 28-04-10-03-0-005-022, based on the Letter of Recommendation provided by Mark Design Studios. The Purchasing Authority is Nassau County General Requirements Contract # H66302U. The amount of the award is \$405,303.80.

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

Discussion: The Superintendent will display pictures of the Bus Lane in the presentation later in the meeting.

**Yes:** Cheryl Lampasona  
Brian Widman  
Nicole Matzer  
Christine Napolitano

**No:** None

**Passed:** Yes

## J. Consensus Agenda

**RESOLUTION # 7 - BE IT RESOLVED** that the Board of Education approves the consensus agenda items J.1.a. through J.9.c., as presented.

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

Discussion: Christine Napolitano stated that tonight it is necessary to amend the consensus agenda. The following are the changes:

Item J.2.a.6. Instructional appointment of Jillian Vento is being tabled until the 8/11/16 meeting due to changes that need to be made.

Items to be added: J.2.a.7- Instructional appointment of Kimberly Vrael; J.3.f. Instructional- contract- Roble Media LLC; J.3.g Instructional- contract- OYOclass.com.

A motion was made by Cheryl Lampasona to amend the Consensus Agenda and was second by Nicole Matzer. The Board was polled and all were in favor of amending the consensus agenda. The motion passed. Christine Napolitano asked if there were any questions/comments about the amended consensus agenda, however there was none.

**Yes:** Cheryl Lampasona  
Brian Widman  
Nicole Matzer  
Christine Napolitano

**No:** None

**Passed:** Yes

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

- a. That the Board of Education accepts the minutes of the July 5, 2016 Reorganization Meeting and the July 5, 2016 Workshop Meeting as presented.

### 2. **Instruction**

- a. **Appointments Instruction**
  1. That the Board of Education amends the probationary period of Damaris Ramirez to August 31, 2016 to August 30, 2019.

2. That the Board of Education approves the appointment of Peter Macedo, to the position of Driver Education Coordinator for Fall 2016 and Spring 2017. Salary of \$6,724. The Driver Education Program is self-funded.
3. The Board of Education approves the appointment of Elizabeth Gazzini, to the position of part time / hourly paid Reading Teacher at Jackson Avenue, effective August 31, 2016 to June 30, 2017 with a salary of \$55.32 per hour.
4. That the Board of Education approves the appointment of Joseph Denninger, to the position of Probationary Biology/Chemistry Teacher in the Science tenure area, effective August 31, 2016. Salary: MA, Step 1, \$68,282. Probationary Period: August 31, 2016 to August 30, 2020.
5. That the Board of Education approves the appointment of Samantha Stavish, to the position of Leave Replacement Elementary Teacher for Lisa Balogh at Mineola Middle School, effective August 31, 2016 to June 30 2017 with a salary of BA, Step 1, \$58,706.
6. That the Board of Education approves the appointment of Jillian Vento, to the position of Leave Replacement Special Education Teacher for Theresa Duignan, effective August 31, 2016 to June 30, 2017, with a salary of MA, Step 1, \$68,282.- \*Tabled until 8/11/16
7. That the Board of Education approves the appointment of Kimberly Vrael, to the position of Probationary Earth Science/Special Education Teacher in the tenure areas of Science and Special Education, effective August 31, 2016. Salary: MA, Step 1, \$68,282. Probationary Period: August 31, 2016 to August 30, 2020.

b. Appointment(S) Summer Music

That the Board of Education approves a self funded Summer Music Program, (Salary, hourly summer wages are based on the MTA contractual rates):

	<u>EMPLOYEE NAME</u>	<u>STEP</u>	<u>STIPEND</u>
1.	Teacher	Brian E. Goldman	Step 3 \$68.31

3. **Instruction: Contracted**

- a. That the Board of Education approves an agreement between the Mineola UFSD and Jesus Fraga, consultant to support parental involvement and provide professional development for social workers and ENL Teachers for the 2016-2017 school year.
- b. That the Board of Education approves an agreement between the Mineola UFSD and Teaching Matters, consultant firm, to work with Principals and Teachers for the 2016-2017 school year.
- c. That the Board of Education approves an amended agreement (original agreement approved 6/16/16) between the Mineola UFSD and Fred Robert Bocchino & Associate, Heart of Change, consultants to work with Principals and Key Leaders (teachers) for the 2016-2017 school year.
- d. That the Board of Education approves a pricing agreement between the Mineola UFSD and Propio Language Services, to perform over the phone interpreting within the District for the 2016-2017 school year.
- e. That the Board of Education approves a pricing agreement between the Mineola UFSD and ASTA-USA Translation Service, to perform Portuguese translation within the District for the 2016- 2017 school year.

Amended items:

f. That the Board of Education approves the Agreement between Roble Media, LLC and the Mineola UFSD for the purpose of developing and providing educational media for the 2016- 2017 school year.

g. That the Board of Education approves the scope of work agreement between OYOclass.com and the Mineola UFSD for the 2016- 2017 school year.

4. **Instruction: Student Actions**

a. That the Board of Education approves the Athletic Placement Process request for the following students:

1. Meghan Heckelman, 8th grade student, to compete on the JV Volleyball Team for the 2016-2017 school year
2. Samuel Anjo, 8th grade student, to compete on the JV Boys Soccer Team for the 2016-2017 school year
3. Jillian Parrino, 8th grade student, to compete on the Varsity Golf team for the 2016-2017 school year.

5. **Instruction: Other**

a. That the Board of Education appoints the following individual to serve in the designated position for the 2016-2017 school year:

1. Edward Escobar- Civil Rights Officer (#3420)

6. **Civil Service**

a. **Appointments**

1. That the Board of Education approve the appointment of Alba Zambrano to the position of 11 month Typist Clerk at the High School Copy Center, effective August 1, 2016. Salary is \$38,742 on Step 1; probation is 26 weeks.

b. **Leave(s) of Absence**

1. That the Board of Education approve a paid Medical Leave of Absence to Alisa Egan, 12 month Bus Driver in Transportation, due to a medical condition, effective July 7, 2016. She is expected to be out for approximately 6 weeks.

7. **Business /Finance**

a. **Treasurer's Report**

1. That the Board of Education accepts the Treasurer's report for the period ending May 31, 2016 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 June 30, 2016

A/P Warrant # 23	June 15, 2016	\$ 618,659.05
A/P Warrant # 24	June 29, 2016	\$ 10,535.54
A/P Warrant # 25	June 30, 2016	\$ 714,125.34

**TOTAL EXPENSES \$ 1,370,319.93**

PAYROLL # 23 & # 24

General	\$ 8,667,054.72
F Fund	\$ 106,042.58

**TOTAL PAYROLL \$8,773,097.58**

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

a. BOCES Contract

That the Board of Education approves the 2015/16 Final AS-7 Agreement with Nassau BOCES in the actual amount of \$4,399,693.92 for services provided throughout the school year.

b. BOCES Contract

That the Board of Education approves the 2016/17 Initial AS-7 Contract with Nassau BOCES in the amount of \$3,783,223.06 to provide services throughout the school year.

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

That the Board of Education approves the disposal of the following district property, according to Policy #5250, declaring them obsolete:

- a. Bus # 81: Year- 2001, VIN # 1FDWE45F91HB11502, Odometer- 110,852  
Bus # 85: Year- 2002, VIN # 1FDXE45F41HA74458, Odometer- 160,460  
Bus # 92: Year- 2006, VIN # 1GDJG31U061257371, Odometer- 93,899  
Bus # 94: Year- 2009, VIN# 1FD4E45P88DA98615, Odometer- 98,016

b. Obsolete Machines:

- 1. Rockwell Disk Sander- serial # HK9108
- 2. Powermatic Drill Press- serial # 9314F0598, min # 000862
- 3. Dayton Arc Welder- serial # 472137
- 4. Rockwell Drill Press- serial # 1686365, min # 000864
- 5. Delta Planner- serial # 1349875
- 6. Delta Scroll Saw- serial # K9404
- 7. Grizzley Spindle Sander- min # 20151254

- c. Marching Band Uniforms- originally purchased in 1995.

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

### Superintendent of Schools' Reports for 7/21/16

#### Presentations:

#### 1. Capital Project Update

Dr. Nagler presented on "Capital Projects Update" this evening. \*This presentation can be found on the District website on the Board of Education page under "presentations".

#### **Hampton Street School:**

Capital Reserve Projects (November 2015): Includes- turf field; turf track; concession stand; classroom additions/ stairway; bus lane; playground modifications/ new surface and storage facility (\*\*transfer to capital in 2016-17 budget).

**Status:** Architect is currently responding to initial SED review and Mechanical review is still 10 weeks away.

**Revised Timeline:** If SED approval by September 19th, one month to bid, hopeful for Board approval by October 20th meeting. If not October, then it will be November 10th meeting.

According to Dr. Nagler, Hampton is in good shape and the following has been completed; windows, exterior doors, masonry and HVAC. The Superintendent stated that the issue of concern for the Capital Reserve Projects is the money, due to the fact that it is almost a year since approval and costs are coming in higher. Cheryl Lampasona commented that the windows and doors at Hampton Street look great. Nicole Matzer inquired if approval is given in October, when would work on the field begin. Dr. Nagler stated that hopefully it could start right away, weather would be a factor. All jobs are weather related and have to do with when the ground freezes.

Dr. Nagler stated that Dan Romano is here tonight and added that he is doing a great job organizing all of the projects. Dan is serving as "Construction Manager" and Dr. Nagler thanked him for his great work.

#### **Meadow Drive School:**

2016-2017 Budget- Facility Line: Includes- playground surface and Room 104 extension (Pre-k playground equipment and surface)

**Status:** Plans completed, filing with SED

**Completed Work:** Capital Reserve project (November 2013) - windows, exterior doors, masonry and HVAC.

#### **Jackson Avenue School:**

Transfer to Capital 2015/2016: Includes- windows and exterior doors

**Status:** Approved and waiting for Window manufacturer, includes Cross Street Windows

Transfer to Capital 2016-2017: Includes- classroom A/C and electrical upgrade

**Status:** Drawings complete filing with SED

Facility line in budget: includes cornice painting and cupola repair

**Status:** work not started, will coordinate with window work.

#### **Middle School**

Facility line in Budget:

Bus loop

**Status-** Bid award July 21st- hopeful that work will be complete by start of school

Fab Lab

**Status-** work has begun

Summer school classrooms air-conditioning



**Status-** 6 room complete, electric and compressor completed for 6 additional future rooms

Dr. Nagler displayed drawings of the Middle School Bus lane. The Village of Mineola has approved this bus lane and is happy that the project is being done. Dr. Nagler added that this project is for the safety of the children and will cut down on some of the traffic. He expressed his appreciation for the Village acting on this project in such a timely manner. Ms. Matzer expressed that she is very glad that the project is being done. Dr. Nagler displayed photos of Room 211 conversion and the Fab Lab.

### **High School:**

Capital Reserve Project (November 2015)- includes track, field and lobby ceiling

**Status-** track and field on schedule, lobby framed and waiting for light fixtures

Transfer to Capital 2016-2017- includes renovate and construct 3 Music rooms

**Status-** demolition almost complete, pricing painting, floor scheduled, lights ordered. Waiting for final HVAC design and price

Facility line in budget:

Fab Lab

**Status:** demo and floor complete; knee walls installed- soffit will begin July 25th and storefront in fabrication, HVAC ordered and will install upon arrival

Baseball Field concrete

**Status:** have proposal from Land tek

Classroom renovations- Rooms 134, 238, 240, old book room, ihub and offices

**Status:** all complete except for 240

Equipment- includes HS lockers

**Status:** ordered and awaiting delivery- installation starts 8/18.

Dr. Nagler stated that the lockers may not be ready for Mineola East, but will be complete for the opening of school.

Dr. Nagler displayed photos of the track and field, the Fab Lab and the music rooms. There are many projects going on at the same time and Dr. Nagler is confident the students will be able to occupy all of these spaces safely by the opening of school. Christine Napolitano thanked Dan Romano for his attention to all of these projects and added that it is truly appreciated. She also thanked Dr. Nagler for keeping the buildings on track. Brian Widman added that all of this is going on while the District continues the many summer programs for students. Nicole Matzer asked for clarification of how many sports the field will be striped for and Dr. Nagler responded four sports: boys and girl lacrosse, football and soccer. Christine Napolitano anticipates that there will be many happy teachers and coaches when all of the work is complete.

### Superintendent Comments

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

### **L. Public Comments**

Christine Napolitano opened the floor to public comment, however there were none this evening.

**M. Executive Session      Time: 8:00 p.m.**

At 8:00 pm, a motion was made for the Board of Education to go into Executive Session for the Audit committee to meet with the External Auditor.

**Motion:** Nicole Matzer  
**Second:** Cheryl Lampasona

**Yes:** Cheryl Lampasona                      **No:** None  
      Brian Widman  
      Nicole Matzer  
      Christine Napolitano

**Passed:** Yes

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

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

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

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

**Respectfully Submitted,**

**Andrea M. Paggi**