

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, January 19, 2012, in the All Purpose Room of the Manor Elementary School, 1590 Washington Avenue, Seaford, New York.

PRESENT: Mr. Brian W. Fagan - President
Mr. Richard G. DiBlasio – Vice President
Mr. Bruce A. Kahn – Trustee
Ms. Annalisa Siracusa Antonette - Trustee
Ms. Jeanmarie Wink - Trustee

Mr. Brian L. Conboy
Mr. Kenney W. Aldrich
Mr. John Strifflino
Mr. Christopher Venator – Attorney

At 7:35 p.m., the President of the Board of Education opened the Workshop Meeting. As the first order of business, Board President Brian Fagan led the audience in the Pledge of Allegiance.

OPEN MEETING

None

OPENING REMARKS

Bradley Kass, Chairperson and Nicholas DiMola of the District's Audit Committee gave a presentation concerning the Audit Committee's proposed Plan.

**PRESENTATIONS
RECOGNITIONS**

History of District's Audit Committee

- Previous work done by Committee

Make-up and expertise of current Committee

Committee focus and goals

Outline how Committee would operate

Now focusing more on financial issues, processes and procedures

Proposed Internal Audit Planning and Reporting Process Plan

Areas covered in the explanation of the plan

Assessment of risk

- Effectiveness of controls
- Compliance with laws
- Operational Risk
- Safety and security
- Reputational risk
- Prior audits
- Input from Board/Administration/Audit Committee

Internal Auditor's role

Scheduling of meetings

External Auditors

Process for internal audits

Rating scale of risks

Beginning of year – plan is approved

- Quarterly – summary to Board
- Twice a year internal auditor would submit status report to Audit Committee
- Plan could be updated or changed at any time, as needed
 - Audit Committee should be involved in the process with the Internal Auditor of the addition and/or removal of an item listed in the plan and would advise the Board accordingly

Internal Audit Reports

- Summary given to Board and Administration
- Communication between Administration and Internal Auditor concerning findings, assessments and responses
- Internal Auditor would submit report to Audit Committee summarizing results
- Audit Committee would determine whether Administration should be brought in to discuss/review issues
- Approvals
- Communication
- Audit Committee will quarterly give Board and Administration a summary of audits
- Board should only be involved in those issues that the Audit Committee believes really deserves their attention
 - issue is serious and/or Audit Committee does not believe Administration is addressing it appropriately

Mr. Conboy asked if the Internal Auditor will focus on areas she believes necessary or will take direction from the Board. Mr. Conboy was advised that the Internal Auditor would then report to the Board and the Audit Committee.

Mr. DiBlasio asked about the communication between the Internal Auditor, Administration and/or the Audit Committee concerning findings of audit

- Mr. DiMola advised that the Internal Auditor would discuss her findings with the individual in charge to determine if there is agreement. Then further review would be made if necessary and a recommendation developed to resolve the issue

Board would get a report that finalizes the whole process - findings of audit, recommendations, whether Administration agrees - what actions if any will be taken and the timetable for those actions, if administration disagrees – why?

- If it is a serious issue Committee will not wait until their next report is due

Further discussion on reports, timetables, process for updating yearly plan, follow-up of recommendations/implementation of plans to determine if plans are working, focus areas and criteria of such areas, communication with Administration, relationship of proposed audit plan to State Comptroller audits and areas the State looks into when doing audits

Mr. Kass asked that in the future the Audit Committee be able to meet with the external auditors and administration to allow for the answering of any questions and for preparation of the management response. He also asked the Board to review the plan to see if anything was left off or if further clarification is needed

Mr. Fagan thanked the members of the Audit Committee for their time and contributions in and ensuring the district run effectively and efficiently.

Discussion Concerning Monthly Financial Reporting with Susan Unnold,
District Treasurer

Mr. Fagan stated that the purpose of the discussion was for the Board to explain what they would like to see in the monthly reports, understand the limitations of our systems in producing information and to give some direction to Ms. Unnold as to what the reports will look like in the future.

Mr. Conboy advised that the next set of financials will be included in the February 2nd Regular Meeting agenda packet.

Discussion included:

Cash Flow Accounts

External Auditors' suggestions for what information should be included in Treasurer's Reports concerning the Trust and Agency and Disbursement Accounts

November/December reports

Templates to do bank reconciliation but also tie it in a clear fashion to the Cash Flow report

- Assure reports are clear and concise

Different reporting and account set-ups in other school districts

Comparison of old reports and proposed new

Title of reports

- Information to be included in each report

February 2nd Financial reports

- December reports – All named Treasurer's Reports

- New templates for reports

- Communication concerning "new" reports – any necessary changes

- 4 Reports – Consolidated, General Fund, Trust & Agency, Reconciliation

Topics covered in Mr. Conboy's Administrative Report dated January 13, 2012 included:

ADMINISTRATIVE REPORT

Explanation of difference between Regular Meetings and Workshop Meetings

Governor Cuomo's budget proposal

- Speech

- Comments concerning School districts

- APPR deadlines

Status of discussions/negotiations with Administrators and UTS concerning APPR

\$40,000 grant from Senator Charles Fuschillo for the purchase of technology which will be used by our students

Information for Board concerning tech services contracts

Executive session needed this evening

Status of DEC bill

Status of County Guaranty suit

- Opinion letters from Ingerman Smith and Hamberger firm

Island Trees Tax Cap Meeting

Current projected enrollment numbers for the 2012/2013 school year

New diploma and rule - New York State

Race to the Top Funds/APPR

Ms. Antonette asked about 5th grade enrollment and projected 2012/2013 6th graders

None

**PUBLIC COMMENTS –
AGENDA ITEMS**

None

**OLD BUSINESS
NEW BUSINESS
CPSE/CSE**

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve acceptance of the determinations of the Special Education Committee Meetings listed below:

1. Recommend acceptance of the determinations of the Special Education Committee Meetings of: 11/29; 12/7; 12/8; 12/14; 12/20; 12/21; 12/22; 12/23/11; 1/3; 1/9/12.
2. Recommend acceptance of the determinations of the Preschool Special Education Committee Meetings of: 11/16; 11/23; 11/30; 12/21/11.

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Mr. Kahn, to accept the recommendation to approve the Personnel Action Report, as amended:

**PERSONNEL ACTION REPORT
- INSTRUCTIONAL**

A. Instructional – None

B. Non-Instructional (dated January 13, 2012):

- P-1: POSITION ABOLITION: No Recommended Actions
- P-2: POSITION CREATION: No Recommended Actions
- P-3: RESIGNATIONS: No Recommended Actions
- P-4: LEAVES: No Recommended Actions
- P-5: TERMINATIONS: No Recommended Actions
- P-6: APPOINTMENTS:

1. MICHAEL HENDERSON

Position:	Part-time Cleaner
Civil Service Title:	Cleaner – Part-time
Type of Appointment:	Part-time
Location:	District
Salary:	\$18.17 per hour
Code:	
Reason:	Replacement – Peter Donohue
Effective Date:	Upon approval of his application by the Civil Service Commission (Mr. Henderson is currently employed by the District as a Part-time Substitute Cleaner)

P-7: OTHER: No Recommended Actions

Mr. Fagan asked about the current personnel headcount.

All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the following:

CONTRACTS

1. Recommend the Board of Education enter into a Health Services Contract with Syosset Central School District for seven Seaford-residing students currently attending Our Lady of Mercy Academy in Syosset. The cost is \$833.01 per student.

The Board asked that the total cost of a contract be included in future agendas when requesting approval.

2. Recommend the Board of Education enter into a contract with Variety Child Learning Center for special education services provided during the 2011-12 school year. The cost of the contract is expected to be \$1,320 or \$220 per month for ABA parent training at \$110/hour.
3. Recommend the Board of Education continue a contract with Developmental Disabilities Institute, Inc. for the 2011-12 school year for one Seaford student at a tuition rate of \$40,342 per year.
4. Recommend the Board of Education enter into an Agreement and Release Contract with Student ID#466213246 and his parents and natural guardians, regarding the placement of Student ID#466213246, and authorize the Board President's signature on said Contract.

All Ayes
Motion Carried.

A motion was made by Mr. DiBlasio, second by Mr. Kahn to adopt the 2012/2013 school calendar.

Mr. Kahn raised concerns over the students returning from spring break to school on April 2nd the last day of Passover. After some discussion concerning the limited options in this calendar, BOCES calendar and instructional days, it was decided that the Board would wait to vote on the calendar until Mr. Conboy could speak with other superintendents of similar school districts to see how they handled this break.

Attorney Christopher Venator explained the process of tabling/postponing motions.

Motion by Mr. Kahn, second by Ms. Antonette, to postpone the decision on the adoption of the school calendar for the 2012-2013 school year to the February 2nd, 2012 Board Meeting.

**2012-2013 SCHOOL
CALENDAR**

All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the second reading of Policy #4510.1 E – Advisory Committee for Technology (ACT) Charter.

**SECOND READING - POLIICY
#450.1 E – ACT CHARTER**

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the Middle School's field trip request to NYC to see Spiderman on the revised date of Wednesday, March 7, 2012.

FIELD TRIPS

No Discussion.
All Ayes
Motion Carried.

Budget Planning Strategy for 2012-2013 – Areas covered included:

**WORKSHOP TOPIC:
BUDGET PLANNING
STRATEGY FOR 2012-2013**

Preliminary Materials based on January 2012 State Aid Runs
State Aid Run

- 2011/2012 State Aids
- 2012/2013 Estimated State Aids

Building Aid from Capital Project higher than expected

Concerns over low regular aid number

3.2% CPI

2% tax cap plus allowable exceptions

Preliminary tax levy number

2011/2012 Contingency Budget

Projected revenue

Expected Increases

- Known and estimated

5 of 6 Bargaining Units' contracts expire June 30, 2012

- Teachers' contract expires June 30, 2013

Difference between expected revenues and expected increases

Difference in these numbers compared to preliminary numbers previously given to Board in October

500 line by line budget needs to be completed

TRS/ERS numbers

- TRS under budgeted last year

Allowable increases

2% on 2011/2012 tax levy

Importance of getting correct information to community concerning tax cap and allowable exceptions

District Administration reviewing 500 lines of budget

- Looking at how much is in those budget lines; how much has been spent
- How much has been spent this year
- Which budget lines are over spent; under spent
- Will look for additional savings in those lines

How to make up any difference

- May have some breakage from retirements
- If retirements occur, should those positions be replaced
- should that position be replaced with a full-time or part-time position
- Contract negotiations

BUDGET PLANNING STRATEGY FOR 2012-2013 (cont'd)

500 line projection expected at next workshop meeting
Districts required to report to state and let voters know by March 1st
allowable increase by simple majority vote
Board will need to discuss if would like to increase number and go for a
60% vote

Mr. DiBlasio:

Building aid is directly tied to the Capital Bond project; advised community
we would put it to good use

- Money should be put toward increased programs for children
- Building aid received because we did bond; district will receive it over
the next 20 years

80% of budget is salary/benefits

Would like to see more or better programs than we have now; put back or
changing our curriculum

- \$1.8 million should be put to better our children's programs; right now
we are using it to just to pay some bills
- Would like to see this as the focus going forward in the budget process
- Need to negotiate some things

Mr. Conboy:

Bond re-payment will be paid over the next 20 years

Mr. Fagan:

Need to look back and find efficiencies elsewhere so we could use these
dollars received in building aid back into the system to use for the children

Mr. Fagan asked the Board to supply the District Clerk with dates that they
will be available and/or unavailable to attend budget meetings. He also
advised Mr. Conboy that he would like for the next meeting to have actual
numbers for each of the budget lines and to look for efficiencies where we
are not cutting but looking to restore from other areas.

In response to Ms. Wink's questions, Mr. Conboy advised that the Board
would be receiving the full 500 line budget. He also stated that it is helpful
when discussing particular budget lines such as buildings and grounds or
technology, to have the director or administrator of that area present to
answer any questions.

Mr. Conboy briefly summarized the budget process/reporting timeline, past
cuts, efficiencies and goals for this budget process.

Mr. Fagan also spoke about the importance of communication to the public
and the need to schedule dates for budget presentations and/or town hall
type meetings.

Comments, Questions and/or Concerns Raised by the Public included:

PUBLIC COMMENTS

- Building aid – match our revenue to our expenses so in the future we have the money to pay ; don't spend it all now
Problem with Middle School Sports included in knowns for next year when not adding any programs or clubs
- Would like a clear picture of what does Middle School sports cost; what percentage is it of the total athletics budget
- Detailed estimate of Spring Middle School sports budget
How do they come up with figures
What bargaining units are up for negotiation this year and who negotiates with them; who represents taxpayers
When teachers' negotiations come up should be hard negotiations; teachers got raises every year when no one else did
Patch article concerning differences in State aid given to Wantagh and Seaford

Administration:

ADMINISTRATION/BOARD

Explanation of building aid; district expects to receive 58.6% building aid from bond

- Nothing is guaranteed; Governor could freeze at any time
- We can make an estimate for next year

Fall Middle School sports was included in the 2011/2012 budget

Do not have actual costs of Winter I Sports because that season just ended
Costs of sports are made up of coaches salaries, referees, transportation, equipment/supplies and BOCES fees

Contracts expire this year for the Administrators, Secretaries, Custodians, Nurses and Aides/Security

- The Board, District's lawyer and Central Office Administrators negotiate; negotiations begin the January of the year the contracts expire.
- Negotiations are closed

Wantagh has a lot more students than Seaford; in terms of athletics they are a Class II school because of their size and we are a Class IV

- Aid profile is made up of many items

Board:

Have we received any building aid for the 21 million dollar bond project

Need to see the 18 year plan for the estimates of expected building aid from the 21 million dollar project

- Need to see a status checklist of all bond projects

None

At 10:11 p.m., a motion was made by Mr. DiBlasio, second by Mr. Kahn, to adjourn the Workshop Meeting and enter into Executive Session for the purpose of discussing contract negotiations.

No Discussion.
All Ayes
Motion Carried.

CLOSING REMARKS

**ADJOURN WORKSHOP
MEETING**

There being no further business, a motion was made by Mr. Kahn, second by Mr. Fagan, to adjourn Executive Session at 11:37 p.m.

No Discussion.
All Ayes
Motion Carried.

**ADJOURN EXECUTIVE
SESSION**

Respectfully submitted,

Carmen T. Ouellette
District Clerk

Bruce A. Kahn
Vice District Clerk