

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, June 21, 2012, in the Band Room located in Seaford High School, 1575 Seamans Neck Road, Seaford, Washington Avenue, Seaford, New York.

PRESENT: Mr. Brian W. Fagan - President
Mr. Richard G. DiBlasio – Vice President
Mr. Bruce A. Kahn – Trustee
Ms. Susan Ruona - Trustee

Ms. Jeanmarie Wink - Trustee (arrived at 10:02 p.m.)

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

At 7:36 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

Board President Brian Fagan briefly spoke about the seven staff members who retired in June.

OPENING REMARKS

Superintendent Brian Conboy advised the audience that Anne Gianfalla and Jeanette Zuckerbrot, both longtime clerical employees had retired. He also advised that four teachers from the Manor School – Phyllis Schechter, Phyllis Termine, Anne Sunshine and Eleanor Turino and High School Principal Michael Ragon had retired. He briefly spoke retirements and their effect on the district. Mr. Conboy stated that unfortunately not everyone could be at this evenings meeting but Annie Sunshine and Eleanor Turino are present.

Assistant Superintendent John Strifolino spoke about retiring Manor teachers Annie Sunshine and Eleanor Turner. He gave a brief history of their time in Seaford and spoke about their contributions to the district. Mr. Strifolino thanked them for their service to the students. Ms. Sunshine and Ms. Turino were each presented with a plaque in appreciation.

**PRESENTATIONS
RECOGNITIONS**

Mr. Conboy spoke about the Harbor Kindergarten playground and the reason why there is no longer one. He then spoke about Lisa Garcia and the Harbor PTA's efforts to raise money to build a new playground. Mr. Conboy stated that on the agenda this evening there is a donation in the amount of \$58,804 from the Harbor PTA to use to build the new Harbor Kindergarten playground. He advised that this amount included was monies from fundraising events and a check received through a grant from the Lowes Corporation, Mr. Conboy advised that this check would cover the new playground, new blacktop and new fencing in the area.

HARBOR PTA DONATION

Motion by Mr. DiBlasio, second by Mr. Kahn, to accept a donation of a check in the amount of \$58,804 from the Seaford Harbor PTA. This donation is for the sole and express purpose of constructing and installing a new kindergarten playground at the Harbor School, new asphalt and new fencing around the area.

DONATIONS

No Discussion.
All Ayes
Motion Carried.

Mr. Fagan briefly spoke about Ms. Garcia's efforts and that of the Harbor PTA and congratulated and thanked them.

Topics covered in Mr. Conboy's Administrative Report dated June 15, 2012 included:

ADMINISTRATIVE REPORT

Executive Session needed this evening

Policies on this evening's agenda

- Ms. Ruona suggested that we not abolish any policies until new policies are in place
- Would like to remove Agenda Items 7.D.6 & 7

Discussion Items on this evening's agenda

- Coaching/Club stipends for non-UTS Members
- Outside Use of Facilities' Fees
- Use of retirement breakage
- Job descriptions/job restoration

Status of APPR/Negotiations

Need to set up time/Special Meeting to interview High School Principal candidates

Sale of Seaford Avenue School

- Nearing end of sixty-day due diligence period for Engel-Burman Group
- Engel-Burman group toured school this week
- If all goes through will need to determine a date we want to bring the sale of the building up for a vote
 - Decision would be also need to be made if we want to bring the Harbor Roadway project up for another vote

Printing of Seaford Calendar

- Estimated savings from reduction of calendars printed - \$8,000/\$9,000
- We would advertise in summer newsletter that calendar will be available online
- Residents would be able to request a printed calendar
- Plan is to go from printing 7,000/8,000 calendars to 1,000 calendars

Discussion concerning control of printed calendars, ability to update online and how calendars would be distributed or supplied to residents when requested.

- It was the consensus that 1,000 calendars would be printed and it would be posted online.

Mr. DiBlasio asked if the Board would be reviewing the calendar and suggested the Board review the printed calendar for errors and conflicts before printing.

Mr. Conboy explained that he signs off on the final calendar. He also explained the preparation and extensive review process of the calendar by administrators once it is put together and before it is finalized.

Mr. DiBlasio spoke about Elementary Moving Up Day Ceremonies which had been traditionally in the daytime, were moved to the evening and then moved back to daytime without Board input. He also spoke about residents' complaints to the Board concerning holding elementary Moving Up Ceremonies in the daytime.

Mr. Conboy explained the reason elementary Moving Up Ceremonies had previously been moved to the evening. He stated that the building Principals made the decision to hold the Moving up Ceremonies this year in the afternoon and he had not received any complaints concerning the daytime ceremonies. Mr. Conboy advised that based on Board discussions, the 2012/2013 calendar has Elementary Moving Up Ceremonies scheduled in the evening.

Lengthy discussion concerning resident/parent complaints, handling of complaints, resolution of same and communication within the District.

Discussion continued concerning whether there is a need for the Board to review the school calendar. Areas covered in this discussion included dates/times of events, conflicts, mistakes/omissions and posting on website/ability to make changes. Mr. Conboy stated that to avoid any future issues or discussions concerning the calendar, the Board will be given the calendar to review but will need it back in a couple of days.

Audit Committee member Nicholas DiMola presented to the Board the proposed 2012/2013 Audit Committee Work Plan. Areas covered in the Plan and in the presentation:

- Recurring Agenda Items
- Specific Agenda items
- Individuals/area responsible for each agenda items
- Calendar – Breakdown over the year of goals for each month
- Internal Auditor's role
- Low/high risk items
- Goals
- Communication
- Role of Audit Committee
- Need to be more pro-active than re-active

Plan to be reviewed by the Board and placed on future agenda for approval

Mr. Kahn advised that the terms of several Audit Committee Members will be up in the fall. An ad will be placed this summer advertising the need for Audit Committee members for interested community members.

Chain of command and procedures

- Concerns that some community members need to follow chain and others go straight to the Board

Board is micro-managing

Mr. Fagan stated that if there is something going on educationally with a child there is a clearly defined chain of command in place in the operation of a school

- If there is something going on in a building the Board directs them to go to the teacher/administrator and start there
- This evening's conversation was about a publically viewed event and an event that the Board wanted to attend

**PUBLIC COMMENTS –
AGENDA ITEMS**

None

OLD BUSINESS

Motion by Mr. DiBlasio, second by Mr. Kahn, to acknowledge acceptance for audit of the Budget Transfers, as indicated in the Board's documentation.

BUDGET TRANSFERS

Brief discussion concerning the reasons for transfers specifically supervision and budget line for 2012/2013 school year. Questions were also raised concerning what events required custodial overtime, salaries for non-instructional aides and a request for the back-up supporting the aides' salaries, the hours worked and why we under-budgeted aides salaries..

Brian Fagan -	Aye
Richard DiBlasio -	Abstain
Bruce Kahn -	Aye
Susan Ruona -	Aye

Motion Carried.

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

CPSE/CSE

1. Recommend acceptance of the determinations of the Special Education Committee Meetings of: 5/11; 5/14; 5/16; 5/21; 4/24; 5/30/12. For 2011/12 – 4/17; 4/18. For 2012/13 – 3/1; 3/6; 3/7; 3/8; 3/13; 3/14; 3/20; 3/12; 6/5; 6/8; 6/11/12.
2. Recommend acceptance of the determinations of the Preschool Special Education Committee Meetings of: 4/4; 4/18; 4/25; 5/2; 5/9; 5/16; 5/21; 5/23; 5/30/12.

No Discussion.
All Ayes
Motion Carried.

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

OBSOLETE ITEMS

1. Recommend the Board of Education approve the list of obsolete books removed from the Seaford Middle School Library so that they may be disposed of.
2. Recommend the Board of Education approve the list of obsolete books from the Harbor School Library so that they may be disposed of.
3. Recommend the Board of Education approve the list of obsolete equipment submitted by Fred Kaden, Director of Technology, so that they may be disposed of.

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the first reading of Revised Policy #0100 and #0100-R – Equal Opportunity and Non-Discrimination.

**FIRST READING - POLICY
#0100 AND #0100-R – EQUAL
OPPORTUNITY AND NON-
DISCRIMINATION**

Ms. Ruona and Mr. Kahn advised that they had some suggested corrections/changes concerning the proposed revised policies 0100, 0100-R, 0110, 0110-R, 0115 and 5300. Mr. Strifolino advised that the district's attorneys had reviewed the policies and the language contained therein. School attorney Chris Venator advised that the definitions contained in the policy came right from the statute. Discussion continued over proposed changes, additions, concerns over search provisions in policies and clarification of language.

Discussion on Policy 6645 concerned definitions of equipment, dollar amount/values of equipment, concerns over not inventorying electronic equipment, computers, etc. costing under \$1,000, approval to change value amount to \$500 and that further review of this policy is needed. Mr. Conboy advised that this policy was on the District's Management Letter and should be one of the first things taken care of in the new school year.

It was decided that the policies which were discussed and revised would be placed on the next meeting agenda for a first reading.

Brian Fagan - Abstain
Richard DiBlasio - Abstain
Bruce Kahn - Nay
Susan Ruona - Nay
Motion Failed.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the first reading of Revised Policy #0110 and #0110-R – Sexual Harassment.

**FIRST READING - POLICY
#0110 AND #0110-R –
SEXUAL HARASSMENT**

Brian Fagan - Abstain
Richard DiBlasio - Abstain
Bruce Kahn - Nay
Susan Ruona - Nay
Motion Failed.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the first reading of New Policy #0115 – Dignity For All Students Act, replacing the Anti-Hazing Policy.

**FIRST READING - POLICY
#0115 – DIGNITY FOR ALL
STUDENTS ACT, REPLACING
THE ANTI-HAZING POLICY**

Brian Fagan - Abstain
Richard DiBlasio - Abstain
Bruce Kahn - Nay
Susan Ruona - Nay
Motion Failed.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the first reading of Revised Policy #5300 – Code of Conduct

**FIRST READING - POLICY
#5300 – CODE OF CONDUCT**

Brian Fagan - Abstain
Richard DiBlasio - Abstain
Bruce Kahn - Nay
Susan Ruona - Nay
Motion Failed.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the first reading of Policy #6645 – Capital Assets Accounting.

Brian Fagan - Abstain
Richard DiBlasio - Abstain
Bruce Kahn - Nay
Susan Ruona - Nay
Motion Failed.

**FIRST READING - POLICY
#6645 – CAPITAL ASSETS
ACCOUNTING**

Motion by Mr. DiBlasio, second by Mr. Kahn, to table Agenda Items 7.D.6 and 7. (Abolishment - Policy #9140.1 and #9140.1-R – Staff Complaints and Grievances & Abolishment of Policy #5030 and #5030-R – Student Complaints and Grievances).

**TABLE AGENDA ITEMS
7.D.6.&7**

Brief discussion concerning the handling of this agenda item.

All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the Seaford High School Code of Conduct.

No Discussion.
All Ayes
Motion Carried.

**SEAFORD HIGH SCHOOL
CODE OF CONDUCT**

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the Seaford Middle School Code of Conduct.

No Discussion.
All Ayes
Motion Carried.

**SEAFORD MIDDLE SCHOOL
CODE OF CONDUCT**

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the Seaford Elementary Schools Code of Conduct.

No Discussion.
All Ayes
Motion Carried.

**SEAFORD ELEMENTARY
SCHOOLS CODE OF
CONDUCT**

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve a contract with East Meadow Driving School for the “in-car” Driver Education Instruction, with vehicles, for the summer, fall and spring semesters of the 2012/2013 school year, and authorize the Board President to sign the contract.

**CONTRACT - EAST MEADOW
DRIVING SCHOOL**

Mr. Conboy explained that there were two bidders and East Meadow Driving School was the lowest bidder.

All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the Board of Education approve the contract for Nassau County Drug and Alcohol funding and authorize the Board President to sign the contract.

**CONTRACT - NASSAU
COUNTY**

Mr. Conboy explained that this is a contract with Nassau County which provided the OASAS Grant which partially funded a salary for a social worker who is a trained drug and alcohol counselor. Unfortunately this program this program was discontinued last year; this approval is to claim the last part of our OASAS grant.

All Ayes
Motion Carried.

CONTRACTS (cont'd)

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the Board of Education approve a professional services contract with H2M Architects, at a cost not to exceed \$4,344, for the Middle School and Harbor School cafeteria refrigeration construction management work, and authorize the Board President to sign the contract.

**CONTRACT - H2M
ARCHITECTS**

No Discussion.
All Ayes
Motion Carried.

Areas covered in the discussion on use of facilities fees included:

**WORKSHOP TOPIC: USE OF
FACILITIES FEES**

Rates created last year with a 5% increase each subsequent year

- Rates will cover actual salaries of district personnel when services are needed
- On contingency all groups were charged
 - Two rate schedules – one for Non-profit School Aligned Organizations; one for profit-making groups
- Rates charged were created to cover our actual costs comfortably
- There are some restrictions on school districts concerning making money

Decision needs to be made as to whether we charge all groups or go back to past practice of not charging our local non-profits such as Scouting, Little League, etc.

- If district staff is needed then group would need to be charged for that service

After discussion it was decided that local not-for profit groups would not be charged for usage of the facilities

Areas covered in the discussion on coaching stipends for non-UTS members included:

**WORKSHOP TOPIC:
COACHING STIPENDS FOR
NON-UTS MEMBERS**

Coaching approvals will be on July 5th agenda

- Correct salaries for the 2012/2013 school year will be indicated
- Traditionally non-UTS members receive same contractual stipends
- Unsure whether non-UTS members should receive same
 - Stipends are negotiated items and once in contract are increased according to contract
 - 5-Step increment in coaching
 - How are stipends determined
 - Need to have a defined stipend and a clear job description of coaching position or club supervisor
 - How many times club meets, games/practices
 - Evaluation of coach/supervisor
 - Notification of coaches as to whether they will coach following year

Many non-UTS coaches/club supervisors have been doing this for many years

- Recommend for the 2012/2013 school year to follow contract
 - If feel only teachers should benefit from contract, then during negotiations could make that clear and have language stating same
- Need to develop an evaluation for non-UTS coaches/supervisors this year

**JEANMARIE WINK
ARRIVED AT 10:02 P.M.**

Areas covered in the discussion on use of retirement breakage included:

**WORKSHOP TOPIC: USE
OF RETIREMENT BREAKAGE**

Printout was given to Board indicating retirements and projected breakage from retirements

- Mr. Conboy explained expenses to district for retirees for medical coverage and various payouts
- He also explained the way breakage works and the first and second year benefits to district

Mr. Conboy regretfully stated that he could not recommend using any of the retirement breakage to restore program for the 2012/2013 school year

Projecting retirements and breakage during the budget process

- During contract negotiation process need to have language for earlier notification of retirements in new contracts

Areas covered in the discussion on replacing positions from recent retirements included:

**WORKSHOP TOPIC: REPLACING
POSITIONS FROM RECENT
RETIREMENTS**

Lack of computer teaching at elementary level

- Instead of replacing Manor Library Media Specialist have both elementary schools share the Harbor Library Media Specialist and hire an Elementary Computer teacher to be share by both buildings
- New computers will be placed in elementary schools during 2013/2014 school year
- In the past there was a librarian in each school and a computer teacher who taught in both buildings
 - Mr. Strifolino explained how computer was taught in the past, what would take place if we had a half Library media position and a half computer position and how it would be scheduled
 - He also explained the role and benefits of the Library Media Specialist for elementary students

Discussion concerning role of Library Media Specialist, skills required, computer expertise, maintenance of library, literacy skills, shared responsibility of classroom teacher and technology teacher to provide technology instruction to students,

- Both building principals in favor of keeping Library Media Specialists and expanding their expertise in terms of teaching technology

Need for our students to be computer literate

- Current technology in our elementary schools is not adequate to put decent curriculum in place; it will be in 2013/2014

New Library Media Specialist should also have the skill set required for new technology

Request for defined criteria concerning awards, eligibility and what is necessary to be considered for an award

**DISCUSSION – CRITERIA
REQUIRED FOR AWARDS**

- Students should be made aware of the goals and requirements
- Issues concerning wall at High School
- Start with athletics
- Twelve-season award criteria – given to students beginning of Freshman year
- Information contained in policies or student guides listing requirements/criteria to be eligible for an award
- Some awards will still be somewhat subjective

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

PUBLIC COMMENTS

- Yearly posting of coaching positions
Evaluation of coaches by Athletic Director
- Cost of upcoming Middle School Sports Seasons – Fall/Winter I & II
Option for intramural program
- Thank you for not charging non-profits groups for use of facilities
Awards/presentations at Athletic Awards dinner – more clarification for award, criteria of awards and process of students receiving awards at dinner
- Clarification of charges if extra staff is needed
Will SCOPE be charged
- Librarian at Harbor School
Would love to see more technology
More guidelines for library
- Concerns Manor Kindergarten class size
No SSC K-1 in Manor; integrated class in Harbor; no Special Ed service in the Manor
CPSE Meetings dates don't match number of Special Ed students
Where did students go
Concerns over declassification of students and effect of that on students
Meeting in April; told can't have service because we don't have a program
Have issue with program being created after many meetings have been held and signed off on
- Concerns over approval of CPSE/CSE meeting dates
Series of declassification activities for declassified students; monitoring of kindergartners
Try to add another section in Manor Kindergarten
How many of our 8th Graders are going to private school; benefit of exit interviews to help District
Change of curriculum for technology should be looked at now
- Approvals of contracts and interference with CPSE/CSE process
Discussion should be about student needs
Wrong for anyone at a CSE to be told that you don't offer a service or prior to discussing if the child needs the service

Contract states coaches have an expectation of coaching the following year unless notified
Need to better define role, responsibility and accountability of coaches/club supervisors
Scope will be charged
Not making decisions to keep numbers down or push numbers up
- Want true decisions to come out from CPSE and CSE meetings
Some is economic; If you don't have enough numbers of students in one building that meets the criteria you might have to combine them

ADMINISTRATION/BOARD

Closing remarks by the Administration and Board

CLOSING REMARKS

- ◆ Congratulations to the Graduating Class of 2012
Graduation is at Nassau Community College on Sunday at noon

At 11:15 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 personnel matters related to the discipline of particular employees and to discuss collective bargaining negotiations with the Clerical Association, Seaford Aides, Seaford Association of School Administrators and Central Administrators.

**ADJOURN WORKSHOP
MEETING**

Board President Brian Fagan advised those in the audience that at the conclusion of Executive Session the Board may be come back into a public session to vote on a specific decision arrived at in Executive Session on a personnel discipline matter.

In response to a resident's question, Mr. Fagan advised that if they did come back into a public session that would be the only item voted on.

No Discussion.
All Ayes
Motion Carried.

There being no further business, a motion was made by Mr. DiBlasio, second by Ms. Wink, to adjourn Executive Session at 12:37 a.m., Friday, June 22nd, 2012.

**ADJOURN EXECUTIVE
SESSION**

No Discussion.
All Ayes
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette
District Clerk

Bruce A. Kahn
Vice District Clerk