

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, July 19, 2012, in the Band Room, Seaford High School, 1575 Seamans Neck Road, Seaford, New York.

PRESENT: Mr. Brian W. Fagan - President
Mr. Bruce A. Kahn – Trustee
Ms. Susan Ruona - Trustee
Ms. Jeanmarie Wink - Trustee

ABSENT: Mr. Richard G. DiBlasio – Vice President

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

At 7:30 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

Welcome back to Ms. Ruona from her trip

OPENING REMARKS

None

**PRESENTATIONS
RECOGNITIONS**

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

ADMINISTRATIVE REPORT

Appointment of new High School Principal Scott Bersin
Slight typo in Policy 5300
Questions concerning field trips for approval on agenda
Discussion on search for Assistant Superintendent for Business Ken Aldrich's successor
Continued discussion needed on classification of Middle School Principal's secretarial position
Update on APPR negotiations
Complaint about book used in character building at Harbor School and intent to not use that book for that purpose in the future
RFP for third party Worker's Compensation administrator
TANS/BANS results
Executive session needed this evening

None

PUBLIC COMMENTS – AGENDA

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

**PERSONNEL ACTION REPORT
INSTRUCTIONAL**

A. Instructional (dated July 19, 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: TENURE APPOINTMENTS:	No Recommended Actions

PERSONNEL (cont'd)

P-7: APPOINTMENTS:

1. SARA KRENITSKY
Position: Social Worker
Type of Appointment: Annual, Part-time (.5 FTE)
Assignment: Seaford Harbor School
Certification: School Social Worker - Provisional
Effective Date: August 30, 2012
Expiration Date: June 30, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+30 Step 6 = \$81,381 (pro-rated = \$40,690.50)
Reason: To Meet Building Needs

2. ANDREW ARBITER
Position: Business Teacher
Type of Appointment: Annual, Part-time (.5 FTE)
Assignment: Seaford Middle School
Certification: Business & Dist. Ed - Permanent
Effective Date: August 30, 2012
Expiration Date: June 30, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+60 Step 7 = \$88,119 (pro-rated = \$44,059.50)
Reason: To Meet Building Needs

3. CARA CACIOLI
Position: Physical Education Teacher
Type of Appointment: Annual, Part-time (.8 FTE)
Assignment: Seaford Middle School
Certification: Physical Education – Initial
Effective Date: August 30, 2012
Expiration Date: June 30, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+15 Step 6 = \$77,849 (pro-rated = \$62,279.20)
Reason: To Meet Building Needs

4. JEFFREY CRONIN
Position: Reading Teacher
Type of Appointment: Annual, Part-time (.8 FTE)
Assignment: Seaford Middle School
Certification: Literacy 5-12 – Professional
Effective Date: August 30, 2012
Expiration Date: June 30, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+60 Step 5 = \$82,620 (pro-rated = \$66,096)
Reason: To Meet Building Needs

PERSONNEL (cont'd)

5. LOUISE FRIEDMAN
Position: Foreign Language Teacher
Type of Appointment: Annual, Part-time (.4 FTE)
Assignment: Seaford High School
Certification: Spanish 7-12 – Permanent
Effective Date: August 30, 2012
Expiration Date: June 30, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+15 Step 10 = \$88,416 (pro-rated = \$35,366.40)
Reason: To Meet Building Needs

6. JENNIFER WEMSEN
Position: Mathematics Teacher
Type of Appointment: Annual, Part-time (.6 FTE)
Assignment: Seaford High School
Certification: Mathematics 7-12 – Professional
Effective Date: August 30, 2012
Expiration Date: June 30, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+45 Step 7 = \$86,548 (pro-rated = \$51,928.80)
Reason: To Meet Building Needs

7. CHRISTOPHER CONIGLIO
Position: Music Teacher
Type of Appointment: Annual, Part-time (.7 FTE)
Assignment: Seaford High School
Certification: Music – Professional
Effective Date: August 30, 2012
Expiration Date: June 30, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA Step 7 = \$78,631 (pro-rated = \$55,041.70)
Reason: To Meet Building Needs

8. LISA FERRARI
Position: Social Studies Teacher
Type of Appointment: Annual, Part-time (.5 FTE)
Assignment: Seaford High School
Certification: Social Studies 7-12 – Initial
Effective Date: August 30, 2012
Expiration Date: June 30, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: BA+15 Step 6 = \$66,725 (pro-rated = \$33,362.50)
Reason: To Replace Lindsay Garncarz

9. SCOTT BERSIN
Position: Principal
Type of Appointment: Probationary
Assignment: Seaford High School
Certification: SAS - Permanent
Effective Date: July 20, 2012
Expiration Date: July 19, 2015
Tenure Eligibility: July 19, 2015
Tenure Area: High School Principal
Salary: TBD
Reason: To Replace Michael Ragon

PERSONNEL (cont'd)

10. CHRISTINE SKAATS

Position:	Speech Pathologist
Type of Appointment:	Regular Substitute
Assignment:	Seaford High School
Certification:	Speech and Language Disabilities - Initial
Effective Date:	August 30, 2012
Expiration Date:	February 1, 2013
Tenure Eligibility:	N/A
Tenure Area:	N/A
Salary:	As Per Leave Replacement Schedule
Reason:	Leave Replacement for Kim Kent

P-8: OTHER: No Recommended Actions

No Discussion.
All Ayes
Motion Carried.

Mr. Fagan spoke about newly appointed High School Principal Scott Bersin who was in the audience. Mr. Bersin briefly spoke about his future in the position and thanked everyone.

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

CPSE/CSE

1. Recommend acceptance of the determinations of the Special Education Committee Meetings of: 6/1; 6/18; 3/29; 4/4; 4/17; 4/18; 4/19; 4/20; 4/23; 5/1; 5/2; 5/8; 5/9; 5/15; 5/16; 5/22; 5/29; 6/6; 6/7; 6/11; 6/12; 6/13; 6/20; 6/21/12.
2. Recommend acceptance of the determinations of the Preschool Special Education Committee Meetings of: 2/29; 4/25; 5/2; 5/16; 5/23; 6/6; 6/7; 6/19;

Questions were raised concerning the delay concerning approval of the meeting for 2/29, declassifications, the note on the memo and reason for such delays. Mr. Conboy advised that he would look into to obtain further clarification.

All Ayes
Motion Carried.

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

**SECOND READING – POLICIES
#0100 and #0100-R**

No Discussion.
All Ayes
Motion Carried.

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

**SECOND READING – POLICIES
#0110 and #0110-R**

No Discussion.
All Ayes
Motion Carried.

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

**SECOND READING -
POLICY #0115**

No Discussion.
All Ayes
Motion Carried.

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

**SECOND READING -
POLICY #5300**

Mr. Conboy explained the reason for the change/addition in the language.

All Ayes
Motion Carried.

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

**SECOND READING –
POLICY #6645**

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Wink, to declare the list of outdated, obsolete and damaged High School Library books as obsolete so that they can be removed from the library and disposed of.

OBSOLETE ITEMS

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Wink, to approve entering into a Memorandum of Agreement with Shenghu Wang for the term of August 20, 2012 through June 28, 2013 for translation services to the District. The service provider will be paid a maximum of \$35 for each page of translation for up to 55 pages.

**MEMORANDUM OF
AGREEMENT SHENGHU
WANG**

Ms. Ruona asked about the cost of the translation services concerning full page/less than full pages. Mr. Strifolino explained that this gentlemen's rates are extremely reasonable compared to others providing the same services.

All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Wink, to approve the High School's request for a field trip to Grand Central Station, NYC on August 13, 2012 with the Freshman Buddies Mentors.

FIELD TRIPS

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Wink, to approve the High School's request for a field trip to Orlando, Florida February 7 – February 12, 2013 for the Universal Cheerleading Association Nationals Competition to August 2, 2012.

FIELD TRIPS

Concerns raised:

- Clarification of room assignments
 - Adults' rooms
 - Students' rooms
 - Number of students per room
 - Cost should be same for all students
- No cost to school
 - Students fundraise
- Missed school days
- Supervision/Security
 - Nighttime security
 - Board policy concerning nighttime security for out of state trips
 - previous exception to policy
 - Need to fundraise for security guard
- Cooperation with McArthur High School and Sachem North
- Delay can increase cost/prices for students
- More information needed before Board can approve

Motion by Mr. Kahn, second by Ms. Wink, to table approval of the High School's request for a field trip to Orlando, Florida February 7 – February 12, 2013 for the Universal Cheerleading Association Nationals Competition to August 2, 2012.

FIELD TRIPS

All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Wink, to authorize the Board President to sign the final AS-7 documents that cover the cost of the services provided by Nassau BOCES to the Seaford School District during the 2011-2012 school year.

CONTRACT

No Discussion.
All Ayes
Motion Carried.

Mr. Conboy advised the Board that he would be sending an envelope home to each of them over the weekend containing the Apple Computer Contract with Nassau BOCES for review. Contract will be on the August 2nd agenda. Mr. Kahn asked about the need for State approval of the contract and the timeline signatures and approvals. In response to Mr. Kahn's question, attorney Christopher Venator advised that it did need State approval and should be forwarded to the State.

Mr. Conboy advised the Board that he would be emailing the school calendar to them and needed a turn around by Monday evening.

Areas covered in the discussion on the change of title and filling the Principal's Secretary position at the Middle School:

WORKSHOP TOPIC:

New title proposed by Administration – Account Clerk

- Job description of Middle School Stenographer's position
- Duties of position
- Percentage of time spent on "secretarial" and/or "accounting" work
- Second clerical at High School is an Account Clerk

Contracted clerical titles

- Impact bargaining
 - Board can create a new position and establish an initial salary
 - Any future salary changes would need to be negotiated with bargaining unit

Titles suggested by Board – Senior Typist Clerk or Principal Typist Clerk

- Reasons for recommending titles
- Do not feel Account Clerk appropriate title

Civil Service job specifications

Process for submitting to Civil Service

- Submit District's request to Civil Service
- CS will either approve request or make a suggestion as to what they feel the appropriate title should be

Process for obtaining Civil Service lists

Provisional/probationary appointments

Ability to speed up process at Civil Service

Need to staff Middle School Office

- Use of a substitute or move another staff member to Middle School
- Board decided that the title of Senior Typist Clerk should be submitted to Civil Service for approval for Middle School Principal's clerical position
- Request will be made for CS4 to be expedited
 - Salary for position will be established once approved
 - Salary to be somewhere between Clerk Typist and Account Clerk

Areas covered in the discussion on the search for the replacement for Mr. Kenney W. Aldrich, Assistant Superintendent for Business:

WORKSHOP TOPIC:

Mr. Aldrich's retirement effective date is November 3, 2012

What are we looking for in Mr. Aldrich's successor

Mr. Conboy stated position is full time and he would want someone who at a minimum has a School Business Administrator's certificate, knowledge of schools, how things should be done financially in schools and laws governing schools

Mr. Fagan asked if the District wanted to hire a CPA without School Business Administrator Certificate can we request a waiver from the State

- Someone who is a CPA with background in a publically traded company
- Would have different mindset and look at things from a different perspective
- Need familiarity with schools

Ms. Wink and Mr. Kahn expressed concerns about the timeline of having someone in place just as budget discussions will begin

- Initially look for a retired/experienced business official to serve as an interim until District finds successor
- Have a committee to determine the best possible person for this position

Ms. Ruona stated that she would not want to see someone who did not have school background doing on the job training

- Schools unique area

Mr. Fagan asked if there was a job description for Mr. Aldrich's position and requested that the Board be given a list of duties

If Board found someone who they felt had the skill set but did not have a SBA could we file for a short-term waiver

Mr. Venator advised that he would have to do some review as to what are the minimum requirements/qualifications for this position

- Vast majority of Districts have Assistant Superintendents for Business but there are other titles for business officials.

Mr. Conboy suggested that District would hire an interim to get us through the budget process – November through June.

- In depth discussions throughout the year as to what current job description is and how we want it to change
- Need a balance
- Affiliated with SCOPE–list of qualified individuals who can work as an interim
- Finding interim not a complex process; finding permanent person is

Brief discussion on Audit Committee's involvement in selection process:

- Audit Committee member to be part of panel in selection process of successor

In response to Mr. Kahn's question about the publication of un-audited draft financials in August, Mr. Aldrich advised that the financials would be available and published by the end of August.

Mr. Fagan asked if we have the unanticipated surplus number and was advised that a number would be forthcoming

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

PUBLIC COMMENTS

- Delays in approval of CPSE/CSE Determinations
 - Notation on memo in back-up concerning delays
 - Have all conflict statements been signed
 - Cost of interims and impact on budget
 - Does BOCES have Interims
 - Instead of another Assistant Superintendent some other title
- Use fund balance money
 - Lack of response to email sent to Board
 - Concerns over Kindergarten class sizes in Manor School
 - Board review of CPSE/CSE determinations
 - Concerns over lack of special education services to Manor Kindergarten students; need for collaborative class
 - Moving students from their home schools

- Need to scrutinize donations
 - Emails concerning scoreboard
 - Signage related to donations
 - Tax break received by Massapequa Nissan
 - Past issue concerning endorsements
 - RFP's for scoreboards

Closing remarks by the Administration and Board

CLOSING REMARKS

- ◆ Mr. Conboy stated he would look into reason/explanation for delays in submitting CPSE/CSE determinations for Board approval
- ◆ Use of fund balance funds
 - Explanation of fund balance/reserves and importance of maintaining those funds
 - Board cannot use surplus funds to increase approved budget
- ◆ Mr. Kahn advised that he reads the CPSE/CSE determinations
- ◆ Board is not fundraising for a scoreboard; Board does not fundraise
 - Massapequa Nissan took it upon themselves to do something
 - Do not know how they got District logo
 - No check has been presented to the District
 - Massapequa Nissan Interested in developing long-term relationship with District
 - MulCahey's June 7th fundraiser was marketed to them internally – their dealerships
 - Process of accepting donations
 - Stipulations are few when donations come in to a District
 - Donations have been given for specific purposes such as playground, Middle School Sports, etc.
 - Clarifications would be made prior to acceptance of donations
- ◆ Parents/students pay for Booster Club Dinner
- ◆ Previous discussions concerning scoreboards
- ◆ Policy concerning donations

At 9:25 p.m., a motion was made by Mr. Kahn, second by Ms. Wink, to adjourn the Workshop Meeting and enter into Executive Session for the purpose of discussing personnel matters related to the discipline of a particular employee and to discuss collective bargaining negotiations with the Clerical Association, Seaford Aides, Seaford Association of School Administrators and Central Administrators.

ADJOURN WORKSHOP MEETING

No Discussion.
All Ayes
Motion Carried.

There being no further business, a motion was made by Mr. Kahn, second by Ms. Wink, to adjourn Executive Session at 11:38 p.m.

ADJOURN EXECUTIVE SESSION

No Discussion.
All Ayes
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette
District Clerk

Bruce A. Kahn
Vice District Clerk