

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Wednesday, October 19, 2011, 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 Striffolino

At 7:32 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**

None

**PRESENTATIONS  
RECOGNITIONS**

Topics covered in Mr. Conboy's Administrative Report dated October 14, 2011 included:

**ADMINISTRATIVE REPORT**

Save Seaford Sports:

- Parents and community members actively working to raise money to reinstate Middle School Sports
  - Currently have enough money to cover Winter I (\$43,000); asked if they could continue to raise funds to cover Winter II (\$28,000);
  - Expect check at the end of week to fund Winter I sports – Boys 7<sup>th</sup> & 8<sup>th</sup> Grade Basketball – combined team, Girls 7<sup>th</sup> & 8<sup>th</sup> Grade Volleyball-combined team and Cheerleading
  - MS Winter II Sports - Wrestling and Girls' 7<sup>th</sup> & 8<sup>th</sup> Grade Basketball - combined
  - Very optimistic about raising funds needed for MS Winter II
- Donation should come with a letter requesting the exact use of such money  
If check comes in to District, process can be started to set up coaching, etc.

Board Comments

- Would like to only accept check in the exact amount of the cost of Winter I Middle School Sports
- Concerns over accepting more money

Turf Field Usage

- Varsity sports home games will always have precedence over practices in using the turf field
- If turf field is available, could be used for JV games on some sort of a rotating basis; will work to accommodate JV when possible  
Will try to balance use of field by JV teams as equally as possible  
JV teams should not have the expectation that they will have use of the turf field for every home game
- Practice times will be tweaked where possible
- Middle School teams would not have a great expectation of using the turf field
- Grass fields can sometimes give team advantage and coaches prefer playing on grass; in those cases coaches should communicate that to their teams and parents

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ADMINISTRATIVE REPORT

DEC Bill

- Update on billing disagreement with State
- Attorneys trying to determine if legislation takes into consideration our specific type of waste – leaden sand

Survey of NYS School Superintendents on Fiscal Matters

Sample Fund Balance Policy

- Policy now required by GASB 54
- RS Abrams suggested we have a more specific policy

Board

- Mr. Fagan asked that the Audit Committee review the policy before it is given to the Board
- Minor word changes recommended on sample policy
- Audit Committee should review policy for flexibility/restrictions

Tax Cap Webinar

- Update on cap effecting municipalities
- Plans for a school-related document and workshop for school districts being developed

Funds received from FEMA related to December 2010 snow storm clean-up

Demand for Arbitration – Teachers

- Security staff now doing supervision at athletic events

PTAS

- Interest in using track and fields to host a Spring 2012 Relay for Life
- Would like to know if they should investigate further
- Suggest setting a rain date rather than use buildings if inclement weather occurs
- More discussion needed

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 (dated October 19, 2011):

- |                           |                        |
|---------------------------|------------------------|
| 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: |                        |
| 1. <u>LISA FERRARI</u>    |                        |
| Position:                 | Social Studies Teacher |
| Effective Date:           | October 31, 2011       |
| Tenure Area:              | Social Studies         |
| P-7: APPOINTMENTS:        | No Recommended Actions |

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PERSONNEL (cont'd)

P-8: OTHER:

- a) Recommend the Board of Education approve Kimberly Kent as Preschool Evaluation Site Coordinator for the 2011-2012 school year with a stipend in the amount of \$1,500.
- b) Recommend the Board of Education approve Kerry Carson for the CPSE stipend for the 2011-2012 school year with a stipend in the amount of \$3,900.

B. Non-Instructional (dated October 13, 2011):

P-1: POSITION ABOLITION:

P-2: POSITION CREATION:

P-3: RESIGNATIONS:

P-4: LEAVES:

P-5: TERMINATIONS:

P-6: APPOINTMENTS:

1. DEBRA LATZEN

Position:	Substitute School Nurse
Civil Service Title:	School Nurse Substitute
Type of Appointment:	Substitute
Location:	District where/when Needed
Salary:	\$85.00 per day
Code:	2815-137-00-0000
Reason:	Substitutes needed
Effective Date:	Upon approval of her application by the Nassau County Civil Service Commission

P-7: OTHER:

No Discussion.  
All Ayes  
Motion Carried.

Mr. Conboy announced that teacher Lisa Ferrari was granted tenure this evening.

Motion by Mr. DiBlasio, second by Mr. Kahn, 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: 9/15; 9/16; 9/20.
- 2. Recommend acceptance of the determinations of the Preschool Special Education Committee Meetings of: 9/16; 9/21.

No Discussion.  
All Ayes  
Motion Carried.

Board President Brian Fagan briefly reviewed the procedures concerning Public Comments

- Clarification of agenda items – discussion of items
  - If a member of the public would like something publically discussed how does it get on the agenda
  - How does a member of the public get something on the agenda
- Any relationship between Better Long Island Group and meeting of Superintendents Mr. Conboy referred to

**PUBLIC COMMENTS –  
AGENDA ITEMS**

Mr. Conboy advised that he and Mr. Fagan have a discussion about the items which they want on the agenda

- Mr. Conboy makes recommendations; Mr. Fagan makes the final decision as to what is on an agenda
- Agendas packets are sent to Board members the Friday before a meeting
- Any discussion item can be made part of the Administrative Report or can be made a separate agenda item if it requires a vote

Mr. Fagan briefly described those items which the Board will need to discuss this evening:

**OLD BUSINESS**

Budget Estimates for 2012-2013.  
Technology Committee Charter.  
Copier Contracts  
Selection Classification Policy  
Board member walk-throughs of each building.

Areas covered in the discussion on Copier contracts:

**WORKSHOP TOPIC: COPIER  
CONTRACTS**

Involvement of Technology Committee in determining District copier needs

Current leases

- Reason for two leases with two different companies
- Expiration dates for current leases

Number of machines in district

Machine locations

Cost of machines

Special features on machines, if any,

Amount of copies made on each machine

Current needs

Expected usage numbers prior to expiration of contract

Rules governing multi-year leases and voter knowledge by way of inclusion of lease information in budget information submitted to voters prior to the annual budget vote

Possible options open to the District

- BOCES involvement

Have one contract for all machines which will enable us to have a very consistent profile

Management control feature on future machines

Curriculum needs effect on copying numbers

Building feedback needed concerning daily usage

From budgeting standpoint

- We will not pay more than we are now

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COPIER CONTRACT DISCUSSION (cont'd)

Board:

Can any work done on these machines be out-sourced at a cheaper cost and eliminate some machines  
Are copiers on Technology Committee Meeting's agenda this evening  
Technology Committee should look at all-in-one machines  
Look at benefits of a three-year leases rather than five-year lease  
Possibility of purchasing copiers currently in District  
Switching high usage machine with low usage machine to prevent overages  
Can we identify patterns as to why we are making more copies now than in the past  
Look at elementary copying – workbooks vs. photocopying  
What is the plan to extend lease from February 23<sup>rd</sup> (Northeastern) through the end of the school year  
Need to develop a plan to better manage distribution  
Technology Committee reviewing  
Would like to push up timeline for budget preparation purposes

Areas covered in the discussion on the Technology Committee Charter:

Sample technology charter – Mineola School District  
- Brian Conboy to review

**WORKSHOP TOPIC:  
TECHNOLOGY COMMITTEE  
CHARTER**

Scheduling Board member walk-throughs of each building:

Length of time needed for tour  
Mr. Ward will conduct tour and go over work done, building survey items and work needed to be done  
Days and dates board members available  
Building Principal will be present at tour  
It was decided that:

**WORKSHOP TOPIC: BUILDING  
WALK-THROUGHS**

Harbor School tour:

November 3<sup>rd</sup> Regular Meeting will start at 6:30 p.m. The Board will then recess the meeting and complete a tour of the Harbor School. The Regular Meeting will then reconvene at 7:30 p.m.

Middle School/Manor School tour:

November 17<sup>th</sup> Workshop Meeting will start at 6:00 p.m. The Board will then recess the meeting and complete tours of the Middle School and Manor School. The Workshop Meeting will then convene at 7:30 p.m.

Date(s) of High School tour and Avenue School tour will be decided at a later date.

Board Membership on Audit Committee:

**TOPIC: BOARD MEMBERSHIP  
ON AUDIT COMMITTEE**

Mr. Conboy advised that Board member Bruce Kahn's term on the Audit Committee is up

Audit Committee Charter does not require a board member sit on the Committee

The Committee can have no more than 7 people and no less than 3.

All members could be from the Community

Decision to be made if a Board member will sit on the Committee and if so, who will that be

Areas covered in the discussion on Selection Classification Policy:

**WORKSHOP TOPIC: SECTION  
CLASSIFICATION POLICY**

Description of policy

History of selection/classification in District

- Tradition of allowing students who meet the standards to play up

Who can recommend students

Brief explanation of some of the steps taken in the process such as:

- District resolution allowing students to participate in the Selection/Classification program
- Committee to perform pre-evaluation assessment of student
- Procedures to determine if student meets standards
- Physical Examination by physician
- Parental consent

Question came up - Should we have this at all

- If we didn't have Middle School sports would we have a wave of students applying for selection/classification
- Concerns over Middle School students taking High School team slots
- Concerns over age differences and interaction of older and younger students

Mr. Conboy stated:

In his experience students who have played up in the past have done so successfully

- All of this was done with parental consent and endorsement and with a student proving that they could perform at that level

Some type of emotional component should also be included to prove that they will be able to mix well with High School athletes at that earlier age

Basic opinion is that District should continue doing what it has been doing but with Board resolution

- We should come up with a policy that makes sense for us that spells out what we have been doing and keep us in line with New York State Education Law

Students moving up in Seaford is more of an exception than the rule

Board:

Mr. Fagan stated that he would like to be assured that team looking to bring an athlete up is not doing it solely for a complete advantage as opposed to student ability

Board member Jeanmarie Wink spoke about her family's experience with the section/classification process in allowing her daughter to play at a High School level while in Middle School.

- She briefly described the process used, some of the disadvantages of higher skilled students playing at the lower level and expressed her support for selection/classification.
- Physical test is extremely important

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SECTION/CLASSIFICATION (cont'd)

Mr. Kahn expressed concerns over regulating the process while allowing for the exceptions

Mr. DiBlasio stated that our goal is the safety of the children.

- He expressed concerns over a 7<sup>th</sup> or 8<sup>th</sup> grader moving up to a Varsity or JV team and their well-being playing against other teams
- JV is developmental; fair level of playing time for each player
- Should never have a 7<sup>th</sup> or 8<sup>th</sup> grader on a Varsity team
- Concerns over who will approve a student moving up

He also stated that once a child moves up in a sport they cannot move back down in that sport

Mr. Conboy gave examples of students being able to move up in wrestling or track and advised that this not typical for football or soccer

In closing it was decided that Mr. Conboy would draft a policy incorporating what we have been doing for Board review to determine what restrictions, if any, need to added.

Areas covered in the discussion on Budget Estimates for 2012-2013:

Preliminary look at 2012/2013

- Costs/exceptions are estimates at this time
- Combination of known and unknown figures

Tax Levy Cap

- 2% Tax Cap
- Allowable exceptions which will bring tax levy over 2% - closer to 3.5%
- CPI

Tax Cap Exceptions

- TRS (exact bill unknown at this time)
- Debt Repayment

Necessary Budget Increases

- Medical
- TRS
- ERS
- Employee Contracts
  - By June 30, 2012 - Administrators, Aides, Clericals, Confidential Clericals, Custodians, Nurses and Central Office Administrators will have expired contracts
  - Teachers' contract in place until June 30, 2013
  - Step increases
- Other Items
- Debt Repayment

Total Estimated Increases

Estimated Allowable Increases with Exceptions and Majority Vote

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PRELIMINARY LOOK AT 2012/2013 BUDGET (cont'd)

Unknowns

- Additional State Aid (Foundation, Building or Other)
- Additional Revenues
- Benefit concessions
- Retirements

Other areas:

Transportation

State of economy

Potential for increased State aid

Conversation with District bargaining units

Possible amendment to employment contracts for earlier notification of retirements

Desire to increase program

Current contingency budget

Potential State aid

Status of frozen Foundation Aid due to District

Need to calculate increases on actual numbers not averages

Differences between TRS and ERS numbers

Communication with legislators

Need to look at each school and each department; speak to staff to see where additional cuts can be made

How do we come up with percentages for projections

- Look at last year's percentages

Review expenditures taken this year to enable us to prioritize

- From a financial standpoint and to see what worked well and what didn't work

Meet earlier this year with Budget Advisory Committee

Explanation of how budget works and communicating that information to the community is extremely important

- Get information out as early as possible

By March 1<sup>st</sup> all New York State school districts have to have posted on state level website at the Office of Taxation and Finance what their maximum tax levy increase can be

- Hope that number will be 2% plus exceptions; we will not know that until we receive the final CPI number

Hold Town Meeting at High School once real numbers are known to get correct information out to community

Simple majority of voters needed to approve 2% + allowable exceptions

- 60% majority needed to approve anything higher

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

**FIELD TRIPS**

1. Recommend the Board of Education approve the Manor School's field trip request to the Minskoff Theater in NYC for the EOY Experience with the fifth grade students on Wednesday, May 30, 2012.
2. Recommend the Board of Education approve the Middle School's field trip request to NYC to see Spiderman on Wednesday, December 14, 2011.

Mr. Kahn asked about principal's signature missing on Manor field trip request form. He also asked about monitoring of funds in field trip account.

All Ayes  
Motion Carried.



Motion by Mr. DiBlasio, second by Mr. Kahn, to accept the donation of a check from New York Life Giving Campaign in the amount of \$210 to be used for non-fiction books at the Harbor School as part of their giving campaign.

**DONATIONS**

No Discussion.  
All Ayes  
Motion Carried.

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

**PUBLIC COMMENTS**

- Anything new on Harbor Access Road from Homeland Security
- Concerns over Nassau County's plan to privatize sewage treatment plant  
November 6<sup>th</sup> rally
- Board of Education Minutes need to be made available to the public within two weeks and do not need to be approved  
May 6<sup>th</sup> Minutes – inaccuracy of statement concerning law requiring external auditors to close books  
Tax Cap and voting majority

Closing remarks by the Administration and Board

**CLOSING REMARKS**

- ◆ Advertising next week for Budget Advisory Committee Members
- ◆ Hofstra Marching Band Festival
- ◆ Welcome to new Board members Annalisa Siracusa Antonette and Jeanmarie Wink

There being no further business, a motion was made by Mr. DiBlasio, second by Mr. Kahn, to adjourn the Workshop Meeting at 10:03 p.m.

**ADJOURN WORKSHOP  
MEETING**

No Discussion.  
All Ayes  
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette  
District Clerk

Bruce A. Kahn,  
Vice District Clerk