

A Regular Meeting of the Board of Education, Seaford Union Free School District, was held on November 10, 2005, in the All Purpose Room of the Seaford Manor School, 1590 Washington Avenue, Seaford, New York.

PRESENT: Mr. Bradley Kass - President
Ms. Linda Hurley – Vice President
Ms. Andrea Cajuste – Trustee
Mr. Richard DiBlasio – Trustee
Mr. Russell Klein – Trustee

Mr. George L. Duffy, III
Mr. James Powers
Mr. Brian Conboy
Mr. Neil Block - Attorney

At 6:35 p.m., the President of the Board of Education opened the regular meeting.

OPEN MEETING

All ayes
Motion carried.

Board President Bradley Kass asked to have a motion to enter into executive session for the purpose of:

- Legal Personnel Matter
- Contract Negotiations

No action will be taken.

At 6:36 p.m., a motion was made by Ms. Hurley, second by Mr. DiBlasio, to recess the Regular Meeting and enter into executive session.

RECESS REGULAR MEETING

All ayes
Motion carried.

At 8:05 p.m., a motion was made by Ms. Hurley, second by Mr. DiBlasio, to recess Executive Session and return to the Regular Meeting.

RECESS EXECUTIVE SESSION

All ayes
Motion carried.

The regular meeting was called to order at 8:18 p.m.

RECONVENE PUBLIC SESSION

As the first order of business, Mr. Kass led the audience in the Pledge of Allegiance.

Lori Fritsch, President of the UTS advised the audience that School Board Recognition Week was in October. Ms. Fritsch spoke about the role of a schoolboard and then thanked the members of the Seaford Board for all their time and work. She then asked the audience to join them for some cake and coffee in honor of the Board of Education.

BOARD RECOGNITION

The meeting recessed for refreshments at 8:22 p.m.

RECESS

The meeting resumed at 8:42 p.m.

MEETING RESUMES

Mr. Vinnie Cullen of the auditing firm of Coughlin, Foundotos, Cullen & Danowski presented the 2004-2005 audit report. He advised the audience that he would be doing his presentation differently this year. Mr. Cullen's presentation covered the following areas:

2004-2005 AUDIT REPORT PRESENTATION

Annual Audit of District's Financial Statements

- ◆ Generally accepted auditing standards (GAAS) and generally accepted government auditing standards (GAGAS) clearly state that the objective of the financial statement audit is an opinion on the fairness of the presentation of the financial statements.

AUDIT PRESENTATION (cont'd)

- ◆ The auditor reviews District provided financial information in order to form an opinion on the financial statement
- ◆ The auditor is not the accountant of the school district

Audit Process

- ◆ Risk assessment
- ◆ Understanding internal controls, including those within computer system
- ◆ SAS-99 – Detection of fraud
- ◆ Management override

Audit procedures

- ◆ Approach – substantive procedures
- ◆ Confirmation, account analysis, observation, inquiry, etc.
- ◆ Testing of transactions
- ◆ Cancelled checks

Revenues

Expenditures

Recap of Variances

Fund Balance

Board of Education Oversight

- ◆ Monitoring of Financial Activity and Projection of Year-End Results
- ◆ Published Financial Information
- ◆ Financial Policies

Computer and Accounting Controls

- ◆ Accounting Software
- ◆ Segregation of Duties – General Ledger / Journal Entries

Cash Management

- ◆ Segregation of Duties – Cash
- ◆ Wire Transfers
- ◆ Unauthorized Bank Accounts
- ◆ Administration of Summer Handicapped Program

Payroll

- ◆ Segregation of Duties – Payroll
- ◆ Documentation of Personnel Files
- ◆ Salary Certification – Federal Grants
- ◆ Security Guards
- ◆ Overtime
- ◆ Payroll Tax Returns

Purchasing and Claims Payments

- ◆ Claims Auditor
- ◆ Purchasing Agent
- ◆ Procurement Policy
- ◆ Bidding
- ◆ Solicitation of Quotations
- ◆ Confirming Purchase Orders (POs) and Authorizations for Purchases
- ◆ Documentation of Receipt of Goods/Services
- ◆ Approval for Reimbursement of Expenses

AUDIT PRESENTATION (cont'd)

Budgets and Fund Balance

- ◆ Budgets – Line Items
- ◆ Undesignated Fund Balance -General Fund
- ◆ Undesignated Fund Balance – School Lunch Fund

Other Matters

- ◆ Fixed Assets
- ◆ Extra classroom Activity Clubs - Inactive Accounts

Recent Developments from New York State

- ◆ Audit Committees
- ◆ Internal Audit Function
- ◆ Reserves
- ◆ Interim Administrators and Teachers
- ◆ Documentation for Conference Expense

At the conclusion of his presentation, Mr. Cullen afforded the audience an opportunity to ask questions. Areas of concern raised by community members included:

**PUBLIC COMMENTS –
AUDIT PRESENTATION**

- The amount of authorized bank accounts maintained by the district.
- Amount contained in administrators account
- Bearer bonds statements
- Mass and blanket encumbrances
- Projections, revenues & amount of money back to taxpayers
- Reserve accounts
- Authorization of transfers from accounts
- Transfers of reserves
- Actuary Firms
- Cost Benefits
- Conflicts of interest
- Testing Controls and Monitoring
- Publication of financial statements
- Legal regulations concerning publication of incorrect information
- System for monitoring Federal funds
- Current policy on wire transfers
- Amount of transfers from code to code and plans to reduce amount
- Monitoring future transfers
- Accounting software safeguards
- Unanticipated funds
- Fund Balance & future projections
- Anticipated and unanticipated encumbrances
- Student Activity Fund
- Monies from the School Lunch Program
- Cash coming into the district
- Internal Auditor

Motion by Ms. Hurley, second by Mr. DiBlasio, to approve the Board of Education Minutes of the Executive Session of September 30, 2005, the Regular Meeting of October 6, 2005 and the Workshop Meeting of October 20, 2005.

MINUTES

All ayes
Motion carried.

Motion by Ms. Hurley, second by Mr. DiBlasio, to approve the Treasurer's Report for July 31, 2005 and August 31, 2005.

All ayes
Motion carried.

TREASURER'S REPORT

Motion by Ms. Hurley, second by Mr. DiBlasio, to accept the Extracurricular Fund Activity Treasurer's Report for September 30, 2005 and October 31, 2005.

	SEPTEMBER	OCTOBER
Opening Balance	\$ 55,542.62	\$ 63,450.39
Receipts	\$ 11,005.60	\$ 12,054.08
Expenditures	\$ 3,097.83	\$ 1,764.64
Closing Balance	\$ 63,450.39	\$ 73,739.83

All ayes
Motion carried.

**EXTRACURRICULAR
FUND ACTIVITY
REPORT**

Motion by Ms. Hurley, second by Mr. DiBlasio, to approve the General Fund Revenue Report for the period July 1, 2005 through July 31, 2005 and July 1, 2005 through August 31, 2005.

All ayes
Motion carried.

**GENERAL FUND
REVENUE REPORT**

Motion by Ms. Hurley, second by Mr. DiBlasio, to approve the Journal Analysis Report (transfers) for the period July 1, 2005 through July 31, 2005 and August 1, 2005 through August 31, 2005.

All ayes
Motion carried.

**JOURNAL ANALYSIS
REPORT**

Motion by Ms. Hurley, second by Mr. DiBlasio, to approve the Expenditure Report for the period July 1, 2005 through October 28, 2005.

All ayes
Motion carried.

EXPENDITURE REPORT

Motion by Ms. Hurley, second by Mr. DiBlasio, to approve the Bill Schedules and Warrants:

Warrant 1018	10/19/05	\$ 547,664.08
Warrant 1020	10/28/05	\$ 408,943.04

All ayes
Motion carried.

**BILL SCHEDULES &
WARRANTS**

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

- Agenda Item 17 - Review of CPSE/CSE recommendations by members of the Board of Education.
- Agenda Item 24 - Island Tutoring Center, Inc. contract for special education students (Wilson Reading Program).

Motion by Ms. Hurley, second by Mr. DiBlasio, to accept the recommendation to approve the Personnel Action Report:

1. Certified Personnel

- a. BE IT RESOLVED, that the Board of Education hereby approves and authorizes the President of the Board of Education to sign the Terms of Employment dated November 10, 2005 for the 2005-2006 school year with Brian Conboy.

**PUBLIC COMMENTS -
AGENDA ITEMS**

**PERSONNEL ACTION
REPORT**

PERSONNEL (cont'd)

- b. Recommend accepting the resignation of Anita Denger for retirement purposes, effective January 6, 2006.

- c. Recommend the appointment of the following individuals for winter coaching positions:

Nancy Kaplan	Varsity Winter Cheerleading
Michelle Longhitano	JV Winter Cheerleading
Lauren Raggio	MS Winter I Cheerleading

- d. Recommend the appointment of Michael Milano as middle school boys basketball coach for the winter season.

- e. Recommend the appointment of the below-listed teacher mentors for one year, effective November 1, 2005. Stipend as per UTS contract.

Shawna Bello	Stephanie Duryea	Manor – Spec. Ed.
Janine Cupo	Mary Alacqua	HS - Science
Dianne Fox	Laurin Bresnahan	Manor – Spec. Ed.
Erik Lichtwar	Jessica Schaaf	Harbor – Spec. Ed.
Nanci Prefer	Erin Jones	Harbor – Spec. Ed.
Shari Raduazzo	Rosalie Crociata	HS – Science

- f. Recommend accepting the resignation of Mike Burns as Middle School boys' basketball coach for Winter I season effective immediately.

2. Noncertified Personnel:

- a. Recommend accepting the resignation of Jean Carney for retirement purposes, effective January 24, 2006.

- b. Recommend the appointment of Sheri Witty to the position of temporary account clerk, effective October 31, 2005. Salary: \$32,506 Code: 1310-023

- c. Recommend the appointment of the following individuals:

Nancy Morrissey	PT Teacher Aide	Harbor	2250-035
Carol Carota	PT Teacher Aide	HS CDP Program	2250-035
Carol Osa	PT Sub School Monitor		2110-033

- d. Recommend the appointment of Donald Barto to the position of lead security coordinator, effective November 11, 2005. Salary: \$125 per week. Code: 1620-039-00

All ayes
Motion carried.

Motion by Ms. Hurley, second by Mr. Klein, to approve acceptance of the annual audit report of the district's financial records for the 2004-2005 fiscal year, which was prepared by the auditing firm of Coughlin, Foundotos, Cullen & Danowski.

All ayes
Motion carried.

**2004/2005 AUDIT
REPORT**

Motion by Ms. Hurley, second by Mr. Klein, to approve acceptance of the determinations and placements of the Committee on Special Education Meetings of 9/19/05, 9/20/05, 9/13/05, 9/15//95, 9/27/05, 9/29/05 and 10/6/05; and Preschool Special Education Meetings of 8/31/05, 10/19/05 and 10/27/05.

All ayes
Motion carried.

**CPSE/CSE
DETERMINATIONS**

Motion by Ms. Hurley, second by Mr. Klein, to accept the recommendation to approve the following High School groups to conduct fund raising activities during the 2005-2006 school year:

HS FUND RAISING

Computer Club	L.A.N. Café	1-2 per month
SADD	Paint the Rink Red	10/25/05
Model Congress	Car Wash	9/10/05
Key Club	Car Wash	9/17/05
Yearbook	Senior Group Photo	11/9/05
Mathletes	Entertainment Book	11/10/05-5/06
Class of 2007	Lollipop Sale	11/10/05-6/06
Class of 2007	Garage/Bake Sale	11/12/05
World Culture Club	Bake Sale	11/30/05
Key Club	Poinsettia Sale	11/30/05
Key Club	11 Days of Christmas	12/2/05 – 12/16/05

All ayes
Motion carried.

Motion by Ms. Hurley, second by Mr. Klein, to accept the recommendation to approve the High School English students to go on a field trip to the Nederlander Theatre in New York City on December 7, 2005.

FIELD TRIPS

All ayes
Motion carried.

Motion by Ms. Hurley, second by Mr. Klein, to accept the recommendation to approve the High School English students to go on a field trip to the musical *The Color Purple* and Planet Hollywood in New York City on January 11, 2006.

All ayes
Motion carried.

Motion by Ms. Hurley, second by Mr. Klein, to accept the recommendation to approve the band and chorus to go on a field trip to Washington, D.C. to participate in *Music in the Parks* Festival on May 11 through May 14, 2006.

All ayes
Motion carried.

Motion by Ms. Hurley, second by Mr. Klein, to adopt the following resolution:

RESOLUTION

RESOLVED, that the Seaford Board of Education accepts a donation of \$3,434 from S.P.O.R.T.S. for the purpose of providing sufficient funds for the Middle School Winter II sports program.

All ayes
Motion carried.

Motion by Ms. Hurley, second by Mr. Klein, to adopt the following resolution:

RESOLUTION

BE IT RESOLVED, that the Board of Education of the Seaford UFSD hereby approves and authorizes the execution of a Stipulation resolving Case NO. U-25858 pending before the Public Employment Relations Board.

All ayes
Motion carried.

Motion by Ms. Hurley, second by Mr. Klein, to approve the President for the Board of Education to sign a contract with Island Tutoring Center, Inc. for the 2005-2006 school year.

CONTRACTS

All ayes
Motion carried.

Motion by Ms. Hurley, second by Mr. Klein, to approve the use of facilities by the following groups as detailed in the Board's documentation:

USE OF FACILITIES

1. Seaford High School

- A. Nassau Softball Umpires Association Clinic & Meetings
- B. Seaford Wellness Council 5K Run and Registration

2. Seaford Middle School

- A. Local 528 Food Services Workers - Meeting

3. Manor Elementary

- A. Cub Scouts Den 5 Meeting

4. Harbor Elementary

- A. Harbor PTA – Bingo Night

All ayes
Motion carried.

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

PUBLIC COMMENTS

- Textbook problem for district students attending private schools and possibility of district joining the BOCES book cooperative.
- Status, possible suggestions and need for community members to contact town, county and state representatives concerning the access road for the Harbor School.
- Evacuation plan.
- Status and possible suggestions for the Avenue School

Mr. Kass thanked the Sports organization for its donation to restore Winter II sports.

CLOSING REMARKS

Mr. Duffy stated that at the last meeting a resident had questioned the number of students attending vocational and technical schools specifically the Levittown Career and Technical Center. He advised that we have 14 students attending that program, 4 students attending the Cultural Arts Center and 25 students attending the Barry Tech Center.

In response to Mr. Kass' request for the sharing of recent positive education-related events, descriptions of the November 8 Superintendent's Conference Day, a field trip to Philadelphia and the Halloween-themed Middle School Activity night were events mentioned.

Mr. Conboy spoke about the Grades 3-8 ELA and Math exams. He announced that administration and teachers would be hosting a Parent Information Night on December 6, 2005 at 7:00 p.m. in the High School Auditorium. Review of the contents of these exams and how the district is preparing students for these exams will be covered.

Ms. Hurley thanked the UTS for this evenings refreshments.

CLOSING REMARKS (cont'd)

Mr. DiBlasio advised the audience that the Board is aware of everything that was mentioned this evening. They are in the process of prioritizing the order in which they are going to take care of things. Everything is important and they are tackling as much as they can. Mr. Kass advised that he had written on the easel the Board e-mail address. boe@mail.seaford.k12.ny.us He stated the e-mail address is working and that it will be reviewed regularly by one of the board members. Residents may use this address to contact the board. He also announced that the Workshop Meeting scheduled for Thursday, November 17 had been changed to Wednesday, November 16.

At 11:10 p.m., a motion was made by Ms. Hurley, second by Mr. DiBlasio, to adjourn the Regular Meeting and return to Executive Session for the purpose of discussing a number of personnel issues.

**ADJOURN REGULAR
MEETING**

All ayes
Motion carried.

There being no further business, a motion was made by Ms. Hurley, second by Mr. DiBlasio to adjourn Executive Session at 12:00 a.m.

**ADJOURN EXECUTIVE
SESSION**

All ayes
Motion carried.

Respectfully submitted,

Carmen T. Ouellette
District Clerk

Linda Hurley,
Vice District Clerk