

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, February 28, 2013, 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. Susan Ruona - Trustee  
Ms. Jeanmarie Wink - Trustee

Mr. Brian L. Conboy  
Mr. John A. Strifolino  
Mr. Alan S. Phillips  
Mr. Christopher Venator – Attorney (arrived 8:00 p.m.)

At 7:38 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**

Brian Fagan briefly spoke about the passing of student Joseph Tutaj while on the band trip in California, Seaford resident Brian Flack and former student Daniel Brennan and expressed his condolences to their families. He asked everyone to join him in a moment of silence on their behalf.

**OPENING REMARKS**

Mr. Fagan also spoke about plans to be developed in the future to create an appropriate memorial in honor of Joseph.

Areas covered in Internal Auditor Cristina Spinelli's quarterly report included:

**PRESENTATIONS  
RECOGNITIONS**

Cafeteria Services (Aramark) tested

- Collection and deposit of money
- Double counting of money
- Reconciliation
- Procedures
- Couple of small items for improvement discussed with Director
- No large financial concerns

Nutrikids System

- Options for parents
- Ability to have negative balance for students
- No process for negative balance of adult purchases of lunch

Payroll tested

- Review of timesheets (hours worked/proper hourly pay)
- Overtime

Textbook process

- Books for private school students
- Books for public school students
- Better enforcement needed for getting books back from in-building students

Club Advisors

- Cristina Spinelli and Treasurer Susan Unnold meeting individually with Advisors to go over needs/concerns

In response to Mr. Fagan's questions, Ms. Spinelli advised that there were no serious concerns found. She also advised that the District had strong controls and that the Administration has always been very responsive and open to her suggestions. Ms. Spinelli also stated that Mr. Phillips experience and knowledge has been tremendously helpful.

Mr. Fagan thanked Ms. Spinelli and also thanked the members of the District's Audit Committee for their time and work.

Topics covered in Mr. Conboy's Administrative Report dated February 22, 2013 included:

**ADMINISTRATIVE REPORT**

Past week after tragic loss of Joseph Tutaj

- Very proud of staff and High School students
- Continue to come up with ideas to memorialize Joseph Tutaj in a fashion that his family can give its blessing to and is appropriate for a school district
- Thank you to everyone for their support

Important agenda items

- Discussion needed on athletic coaching
- Purchasing policy
- 2013-2014 School Calendar

Need to change Budget Hearing date to May 9, 2013 (currently scheduled and on school calendar for May 2<sup>nd</sup>)

Planning of 2013/2014 budget

- 3<sup>rd</sup> incarnation of budget given to Board
- Anything taken off original budget is being placed into a trace document
- Again a challenging year for budgeting due to State aid
- TRS Payment/Governor's proposal  
Document containing 90 years of how much a district had to pay for TRS (average payment 10%; lowest .03%; highest in the 20's%)

Governor's Budget

Budget planning timeline

- Meetings scheduled for March 7, 14 & 21 and April 4
- Budget needed to be finalized no later than April 11

Things we need to find out about

- Will there be additional aid to school districts
- Will the smoothing average pass through legislature

Next 6 or 7 weeks going to be crucial

- Need to prioritize and value everything we have
- Will have to look at 9 period day at the High School and Middle School and full-day kindergarten
- Loathe to move in that direction but our realities are what they are

Update on sale of Seaford Avenue School

- Meeting last week with BK at Seaford
- All paperwork completed
- Would like to see zoning on Town agenda no later than May 2013

School Security for outside facilities during summer

Report from Intralogic Solutions concerning District security

Need for Executive Session this evening regarding collective bargaining and a grievance that needs to be settled

Update on tax certiorari suit against the County

- County originally won; school districts won on appeal
- Sure there will be additional appeals

Issue of dogs on campus

- Need to get more stringent in our policy
- Mr. Kahn recommended that instead of creating a whole new policy, we should add this to our code of conduct for the public under 5300.70; penalty section would also need to be updated
- Mr. DiBlasio also asked about additional signs.
- Mr. Conboy advised that he would have the language for review at the next meeting

Scholar athlete teams (Nassau County Section 8)

- Mr. DiBlasio suggested creating our own Scholar/Athlete award for teams where all members accomplish a 90% average or more

Update concerning Harbor Access Road

- "No jurisdiction" response from Town of Hempstead to letters sent
- Still awaiting responses
- Letter will be sent to Senator Gillibrand tomorrow (was omitted when others were sent)

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**

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**

Ms. Ruona spoke about the need to discuss setting the salaries for the JV Baseball, Assistant Spring Track and MS Girls' Lacrosse coaching positions. Areas covered in the discussion:

Responsibilities

Length of HS/MS Seasons

Practices

Differences between High School and Middle School positions/seasons

Experience

Coach vs. Assistant Coach salary

Salary range for each position (experience) (based on information given)

- JV Baseball, Assistant \$4,000 - \$4,500
- Spring Track \$3,200 - \$3,600
- MS Girls' Lacrosse \$2,500 - \$3,000

Qualifications/Experience of prospective coaches

- What is considered experience
- Discussion to determine salary for each of the recommended coaches

Amendment of personnel action report to indicate salaries

Mr. DiBlasio asked if Instructional Item P-4.1 could be tabled and discussed during Executive Session.

Motion by Mr. DiBlasio, second by Ms. Wink, to table Agenda item 5.B. (Instructional Personnel Action Report) P-4.1 to the next week.

**TABLE AGENDA  
ITEM 5.B.P-4.1.**

All Ayes  
Motion Carried.

A. Instructional (dated February 28, 2013):

- |                           |                        |
|---------------------------|------------------------|
| P-1: POSITION ABOLITION:  | No Recommended Actions |
| P-2: POSITION CREATION:   | No Recommended Actions |
| P-3: RESIGNATIONS:        | No Recommended Actions |
| P-5: TERMINATIONS:        | No Recommended Actions |
| P-6: TENURE APPOINTMENTS: | No Recommended Actions |
| P-7: APPOINTMENTS:        | No Recommended Actions |

P-8: OTHER:

- a) Recommend the Board of Education amend the end date of Lindsay Garncarz's child care leave without pay from February 20, 2013 to April 12, 2013 as approved at the January 3, 2013 Board of Education meeting.
- b) Recommend the Board of Education approve the appointment of the following coaches for the High School and Middle School spring sports:

Eric Felsten	JV Baseball	Salary	\$4,250
Dominick Barone	Assistant Spring Track	Salary	\$3,200
Christina Facchini	MS Girls' Lacrosse	Salary	\$2,700

B. Non-Instructional (dated February 21, 2013):

P-1: POSITION ABOLITION: No Recommended Actions

P-2: POSITION CREATION: No Recommended Actions

P-3: RESIGNATIONS:

- 1. LINDA PUCCIO  
Position: Teacher Aide  
Civil Service Title: Teacher Aide – Part-time  
Location: Seaford Middle School  
Effective Date: February 1, 2013
- 2. DEBORAH DIBARI  
Position: Teacher Aide  
Civil Service Title: Teacher Aide – Part-time  
Location: Harbor School  
Effective Date: February 8, 2013
- 3. MICHAEL HENDERSON  
Position: Part-time Cleaner  
Civil Service Title: Cleaner Part-time  
Location: District  
Effective Date: February 19, 2013
- 4. LAURA WISNIEWSKI  
Position: Teacher Aide  
Civil Service Title: Teacher Aide – Part-time  
Location: Seaford Middle School  
Effective Date: March 1, 2013
- 5. SILVIA D'AVELLA  
Position: Substitute Teacher Aide  
Civil Service Title: Teacher Aide – Part-time Substitute  
Location: District  
Reason: To take position as part-time Teacher Aide  
Effective Date: Upon approval her appointment by the Civil Service Commission as a part-time Teacher Aide
- 6. COLLEEN PRIMM  
Position: Substitute Teacher Aide  
Civil Service Title: Teacher Aide – Part-time Substitute  
Location: District  
Reason: To take position as part-time School Monitor  
Effective Date: Upon approval her appointment by the Civil Service Commission as a part-time School Monitor

7. MICHELLE SCHEURMANN

Position: Substitute School Monitor  
Civil Service Title: Teacher Aide – Part-time Substitute  
Location: District  
Reason: To take position as part-time School Monitor  
Effective Date: Upon approval her appointment by the Civil Service Commission as a part-time School Monitor

P-4: LEAVES:

1. LUCILLE MILLER

Position: Part-Time Teacher Aide  
Assignment: Middle School  
Effective Date: March 1, 2013  
Expiration Date: April 1, 2013  
Leave: Extension of Unpaid Leave

P-5: TERMINATIONS: No Recommended Actions

P-6: APPOINTMENTS:

1. SILVIA D'AVELLA

Position: Teacher Aide (1:1)  
Civil Service Title: Teacher Aide Part-time  
Type of Appointment: Part-time  
Location: Harbor Elementary School  
Salary: \$11.71 per hour  
Code: 2250-166  
Reason: New (504)  
Effective Date: Upon approval of her application by the Nassau County Civil Service Commission. (Ms. D'Avella is currently employed with the District as a substitute Teacher Aide)

2. COLLEEN PRIMM

Position: School Monitor  
Civil Service Title: School Monitor (Part-time)  
Type of Appointment: Part-time  
Location: Harbor Elementary School  
Salary: \$11.71 per hour  
Code: 2110-165  
Reason: Replacement (Teri Gelada – who was moved to new 1-1 [504] position)  
Effective Date: Upon approval of her application by the Nassau County Civil Service Commission. (Ms. Primm is currently employed with the District as a substitute Teacher Aide)

3. MICHELLE SCHEURMANN

Position: School Monitor  
Civil Service Title: School Monitor (Part-time)  
Type of Appointment: Part-time  
Location: Harbor Elementary School  
Salary: \$11.71 per hour  
Code: 2110-165  
Reason: Replacement (Kristen Farkash who replaced Joan Gassert)  
Effective Date: Upon approval of her application by the Nassau County Civil Service Commission. (Ms. Scheurmann is currently employed with the District as a substitute School Monitor)

4. TAMMY GANDOLFO  
Position: Teacher Aide  
Civil Service Title: Teacher Aide – Part-time  
Type of Appointment: Part-time  
Location: Harbor Elementary School  
Salary: \$11.71 per hour  
Code: 2250-166  
Reason: Replacement (Alicia Rabinowitz- Susan Fink was originally appointed to replace Ms. Rabinowitz but subsequently declined the position)  
Effective Date: Upon fingerprint clearance and approval of her application by the Nassau County Civil Service Commission.
5. ANNE MARIE FICO  
Position: Substitute School Monitor  
Civil Service Title: School Monitor – Part-time Substitute  
Type of Appointment: Substitute  
Location: District where needed  
Salary: \$11.71 per hour  
Code: 2110-165  
Reason: Substitutes needed  
Effective Date: Upon fingerprint clearance and approval of her application by the Nassau County Civil Service Commission.

P-7: OTHER:

1. Rescind appointment of Susan Fink as a part-time Teacher Aide. Ms. Fink declined the position due to salary.
2. Rescind acceptance of Kristen Farkash's resignation as a part-time school monitor\*
3. Rescind appointment of Kristen Farkash as part-time teacher aide\*  
  
(\*Ms. Farkash's official Civil Service title is Teacher Aide (part-time) and is currently employed with the District as a part-time Teacher Aide)
4. Employment Agreement between Donald Barto, Security Manager, and the Board of Education of the Seaford Union Free School District for the 2012-2013 school year.

All Ayes  
Motion Carried.

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: 12/13/12; 12/18/12; 1/3/13; 1/8/13; 1/17/13; 1/22/13; 1/23/13; 1/24/13; 1/29/13; 1/30/13; 2/4/13.
2. Recommend acceptance of the determinations of the Preschool Special Education Committee Meetings of: 1/9; 1/16; 1/22; 1/30/13.  
No Discussion.  
All Ayes  
Motion Carried.

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

1. Recommend the Board of Education enter into a Health Services Contract with Patchogue-Medford Schools for the 2012-13 school year for one Seaford student who attends private school in the Patchogue-Medford School District. The cost per student is \$747.14.
2. Recommend the Board of Education enter into a Health Services Contract with the Uniondale UFSD for the 2012-13 school year for forty-three (43) Seaford students who attend Kellenberg High School in the Uniondale Union Free School District. The cost per student is \$600.56 (\$25,824.08).

No Discussion.  
All Ayes  
Motion Carried.

Mr. Fagan advised that Mr. Kahn had some changes he would like to have made to Policy 6700. Mr. Kahn asked that the following changes be made to Policy 6700:

Section on accepting bids in electronic format be removed (cannot be sure we have all the safeguards in place to accept the bids)  
Change language "Contracts from \$500 to \$1,000: Verbal quotes to "Contracts from \$250 to \$1,000: Verbal quotes." Dollar amount needs to be changed on Purchasing Exhibit 6700-E.1. as well

- Change on Purchasing Exhibit Under \$500 to Under \$250;  
\$250.00 - \$1,000.00, \$1,000.01 - \$5,000; \$5,000.01 - \$10,000

Add following language: "Splitting purchases at any threshold in any fiscal year to circumvent the procurement procedures is prohibited."

Mr. Conboy clarified with Mr. Venator if there was a need for an additional first reading of Policy 6700. It was determined that the Board was in agreement with Mr. Kahn's suggested changes and Purchasing Policy 6700, as amended, would be placed on the next meeting agenda for a Second Reading.

Motion by Mr. DiBlasio, second by Mr. Kahn, to approve the first reading of Policy #6700 – Purchasing, as amended with the recommended added changes to be incorporated in the second reading.

All Ayes  
Motion Carried.

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

1. Recommend the Board of Education accept a donation of a used 5-piece drum set from the Hujber Family to the Seaford Middle School Jazz Band.
2. Recommend the Board of Education accept a donation from the Webster PTA of Malibu, California of a \$600 check, new books and \$75 in gift cards for Harbor students displaced by Hurricane Sandy.

## CONTRACTS

### HEALTH SERVICES CONTRACT PATCHOGUE-MEDFORD SCHOOLS

### HEALTH SERVICES CONTRACT UNIONDAL UFSD

## FIRST READING – POLICY 6700 – PURCHASING

## DONATIONS

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CONSENT AGENDA – PERSONNEL (cont'd)

Ms. Wink commented how nice it was that a school on the other side of the country thought of us. Mr. Conboy advised that the Harbor children were able to Skype with the children and this school. He also advised that this was made possible by former Board member Russell Klein.

No Discussion.  
All Ayes  
Motion Carried.

Motion by Mr. DiBlasio, second by Mr. Kahn, to adopt the 2013/2014 School Calendar, as indicated in the Board's documentation.

Mr. DiBlasio advised that in the past the board was presented with a couple of different drafts to choose from. Would like to see other types of possibilities. Lot of concerns about preparing for exams. Previous negative feedback for the day before Thanksgiving off, as well as the snowflake days. Would like to see this changed around a bit to have less time off at the end of May when students area preparing for AP exams, etc. He also spoke about the possibility of interfering with Passover using April 22<sup>nd</sup> as a snow day.

Mr. Conboy explained that the State has made the last day of school June 26<sup>th</sup>. 180 days are scheduled with 2 conference days. He also asked if we do not bring students in on September 4<sup>th</sup> do we bring staff in.

Ms. Wink and Ms. Ruona suggested having school on the Wednesday prior to the Thanksgiving recess and have students start school on September 9<sup>th</sup>.

Mr. Fagan said to consider the students coming in to school on Wednesday, September 4<sup>th</sup>. The students have their first day, they get their lists of supplies and then they are all set to start a full week of school starting on the 9<sup>th</sup> of September.

Mr. Kahn stated that after everything we experienced this year he would rather save it as a snow day for later in the year. He also suggested moving the November 27<sup>th</sup> day to another date

Continued discussion on the proposed 2013/2014 school calendar included:

- Calendar needs to be negotiated
- Conference day on Election Day; not an instruction day
- Concerns over the little having anxiety of starting on the 4<sup>th</sup> and then back to school on the 9<sup>th</sup>
- Use of BOCES calendar (178 instructional days) as a starting basis for this one
- Board review of calendars
- Concern over time off prior to exams
- Moving days and conflicting with State testing/AP Exams/Regents
- Put days at the end with more instructional time for students
- Calendar formed with testing in mind
- Concerns over September 4<sup>th</sup>, November 27<sup>th</sup>, April 22<sup>nd</sup> and May 23rd

Board decided to table approval of this calendar and requested to see a different draft.



Motion by Mr. DiBlasio, second by Mr. Kahn, to table Agenda item 5.G.1 – 2013/2014 School Calendar, as indicated in the Board's documentation.

All Ayes  
Motion Carried.

Motion by Mr. DiBlasio, second by Mr. Kahn, to declare the list of items submitted by Fred Kaden, Director of Technology, as obsolete and of no use to the District.

**OBSOLETE ITEMS**

In response to Mr. Fagan's question, Mr. Conboy advised that all the equipment on the list is not usable.

All Ayes  
Motion Carried.

Areas covered in the Budget Planning Discussion:

**WORKSHOP TOPIC:**

Tax Levy Cap information which must be posted on State Comptroller's website on March 1<sup>st</sup>.

Tax Levy Cap – Breakdown of submission to State

- Elements
- Calculations and Totals
- Exclusions
- Tax Levy Limit Before Exclusions/Plus Exclusions
- Proposed Levy
- Difference between tax levy limit plus exclusions and proposed levy

Other areas covered in the discussion:

- Funds put aside last year to be carried over this year
- Did not use maximum allowable last year
- State not allowing carryover this year despite the direction given to districts last year that this would be allowed
- What would happen if we put the carryover in this year; risks involved
- District would be flagged; only Roosevelt School District is allowed a carryover
- What is being done to challenge this from the Superintendent Associations
- New York State School Boards Association
- Law was not changed; changed the way the law was interpreted
- When Statute came out districts were give guidance from the Comptroller's office related to that statute that stated if you don't use your entire maximum allowable tax levy, the additional amount can be carried over
- This year there was an interpretation that it was prior to exclusions rather than post exclusions
- Would we have gone to 2.9 last year if we knew we couldn't carryover
- No way for District to reclaim this money
- Pros/cons of piercing the Cap
- Board to create letter to Comptroller for exception for this year
  - Mechanism to get opinion
  - Process takes months
  - Interest in getting information on what the process is
- Better option may be to try to get the Legislature to change the law; contact NYSSBA on behalf of all the school districts to reach out to the Legislature

- Annual Legislation Roundtable this Saturday at Hofstra
  - Ms. Wink and Mr. Kahn will attend on behalf of the Board

Mr. Conboy:

Worst case scenario:

- No additional aid
  - No smoothing average (TRS)
  - Negotiations
  - Looking to cut 2.3 million dollars from version 3 budget
  - Why looking at big items such as 9<sup>th</sup> period and full-day kindergarten
- Is there are any feeling among the Board that they might want to pierce the Cap

Things cut from version to version of budgets will be kept in a trace document

- Need to focus in on specific matters at our upcoming meetings
- Any specific topic which you want to focus on at the March 7<sup>th</sup> meeting
- If items is on trace document it means it has been removed from a prior version
- Version 1 of the budget was created prior to getting our State Aid run
- Year 2 numbers of our Technology Plan Technology has been built into Version 3
- Subsequent versions were created after discussions with Administrators

Board:

- Perhaps piercing the cap for educational purposes
  - Considering what has happened to everyone in this community due to Sandy worry that even if they wanted to vote to pierce the cap could they afford to
- Would like to see a budget that restores program educationally that is for the benefit of the kids
- Should look at things that we could potentially cut that are not educationally or academically required
- Tough to even talk about piercing the cap when trying to raise the budget 4% just to maintain what we had last year without even adding anything; first should look at things not effecting educational programs
- Suggest Technology should be an early presentation
- Can Board get projections of revenue
  - Include reserves information

It was decided for the next meeting:

- Line by line analysis of Version 3 determining what other information is needed for subsequent meetings
- Some revenue information/projections for 2013/2014
- Board should highlight lines in Version 3 that they would like to discuss more thoroughly at the March 7<sup>th</sup> meeting
- Status of Reserves

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CONSENT AGENDA – PERSONNEL (cont'd)

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

**PUBLIC COMMENTS**

- What are the first/last days of school for the 2012/2013 right now  
Will there be ½ days for elementary students in June  
Status of report from Army Corps of Engineers  
Happy that members of the Board will be attending Saturday's  
Legislation Roundtable  
One way to keep people in Seaford or move into Seaford is to have Full-  
Day Kindergarten  
Class size concerns

Closing remarks by the Administration and Board

**CLOSING REMARKS**

- ◆ Have spoken to legislators about budget issues; high tax aid
- ◆ Hope that much better days are ahead for our community

At 9:46 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 reviewing the status of ongoing contract negotiations with the UTS and Administrators, a specific Aides' grievance and a specific leave request.

**ADJOURN WORKSHOP MEETING**

No Discussion.  
All Ayes  
Motion Carried.

There being no further business, a motion was made by Mr. DiBlasio, second by Mr. Kahn, to adjourn Executive Session at 11:04 p.m.

**ADJOURN EXECUTIVE SESSION**

No Discussion.  
All Ayes  
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette  
District Clerk

Bruce A. Kahn  
Vice District Clerk