

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, October 18, 2012, 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
Ms. Susan Ruona - Trustee
Ms. Jeanmarie Wink - Trustee

ABSENT: Mr. Bruce A. Kahn – Trustee

Mr. Brian L. Conboy
Mr. John A. Strifolino
Mr. Alan S. Phillips
Mr. Christopher Venator – Attorney

At 7:33 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

Internal Auditor Quarterly Report – Cristina Spinelli. Ms. Spinelli advised that the three main areas she focused on were:

**RECOGNITIONS
PRESENTATIONS**

Employee Attendance/Compensated Absences (accrued sick/vacation time)

- Assure records in WinCap are correct
- Testing done on several random employees – review of both WinCap system/files and employee files
- Retiree packets for three 2012 retirees reviewed

No exceptions found; comfortable with the process

Intra-District Receivables (money owed to District by other school districts)

- Mainly for special education or health services costs
- State rate or individual calculation can be billed for special education services
- Sampling of calculation and review of methodology
- Complex process to calculate individual rate

No exceptions found; charges deemed reasonable

Claims' Auditor Process

- Claims Auditor reviews every check and associated invoices that go along with that check
- Selected approximately 100 checks and went through process
- Confirming purchase orders (6 found but nothing alarming)
- Review of purchasing process - to assure district is complying with regulations (quotes, bids, state contracts)

Recommend streamlining documentation – information in one place; see back-up attached to invoices

Mr. Fagan asked Ms. Spinelli if she felt our processes were sound in terms of her testing and accepting testing criteria in accounting standards. She responded absolutely.

Mr. Fagan then introduced and welcomed Alan Phillips the interim Assistant Superintendent for Business. Mr. Fagan advised that the Board would like Mr. Phillips to look at our processes and focus/tighten up the controls

Mr. Phillips advised that it is his responsibility to ensure that the recommendations are adhered to, corrected and going forward are followed.

Topics covered in Mr. Conboy's Administrative Report dated October 12, 2012 included:

Delay of referendum vote

- Personally delivered notification postcards to the post office on Friday, October 12th
- Article in Newsday and information on website
- Foil Request report
- PERB decision
- Headcount
- Newsday article concerning safety net for classified students related to regents exams
- Welcome to Mr. Phillips
- Homecoming

None

Motion by Mr. DiBlasio, second by Ms. Ruona, to acknowledge acceptance for audit of the Treasurer's Report dated August 31, 2012.

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Ruona, to acknowledge acceptance for audit of the Revenue Report dated August 31, 2012.

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Ruona, to acknowledge acceptance for audit of the Extracurricular Fund Activity Report dated August 31, 2012.

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Ruona, to acknowledge acceptance for audit of the Appropriation Transfer Report dated August 31, 2012.

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Ruona, to acknowledge acceptance for audit of the Expenditure Report dated August 31, 2012.

Ms. Ruona asked why the line for Salary – District part-time Security in the Budget Status Report is already negative by \$63,000 (code 1620-164-0000). Mr. Phillips advised that he would look into it and get back to the Board.

All Ayes
Motion Carried.

ADMINISTRATIVE REPORT

**PUBLIC COMMENTS –
AGENDA ITEMS**

TREASURER'S REPORT

REVENUE REPORT

**EXTRACURRICULAR FUND
ACTIVITY REPORT**

**APPROPRIATION TRANSFER
REPORT**

EXPENDITURE REPORT

None

BUDGET TRANSFERS

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

**PERSONNEL ACTION REPORT
- INSTRUCTIONAL**

A. Instructional (dated October 18, 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
- P-7: APPOINTMENTS:

A) Instructional:

1. ALAN PHILLIPS

Position: Assistant Superintendent for Business
Type of Appointment: Interim
Assignment: Seaford Central Administration
Certification: SDA - Permanent
Effective Date: October 15, 2012
Expiration Date: June 30, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: \$750/diem
Reason: To Replace Ken Aldrich

- P-8: OTHER: No Recommended Actions

B. Non-Instructional (dated October 12, 2012):

- P-1: POSITION ABOLITION: No Recommended Actions
- P-2: POSITION CREATION: No Recommended Actions
- P-3: RESIGNATIONS:
1. ETHEL ZINK
- Position: Teacher Aide
Civil Service Title: Teacher Aide Part-time
Location: Middle School
Effective Date: October 5, 2012
- P-4: LEAVES: No Recommended Actions
- P-5: TERMINATIONS: No Recommended Actions

PERSONNEL (cont'd)

P-6: APPOINTMENTS:

1. BARBARA BRANDT
Position: Teacher Aide
Civil Service Title: Teacher Aide – Part-time
Type of Appointment: Part-time
Location: Harbor
Salary: \$11.71 per hour
Code: 2250-166-00-0000
Reason: New – 504 Plan
Effective Date: Upon approval of her application by the Nassau County Civil Service Commission (Ms. Brandt is currently employed with the District as a substitute School Monitor)

2. COLLEEN PRIMM
Position: Teacher Aide
Civil Service Title: Teacher Aide – Part-time
Type of Appointment: Part-time
Location: Harbor
Salary: \$11.71 per hour
Code: 2250-166-00-0000
Reason: New – 504 Plan
Effective Date: Upon fingerprint clearance and approval of her application by the Nassau County Civil Service Commission

3. CARMELA RUGNETTA
Position: Teacher Aide
Civil Service Title: Teacher Aide – Part-time
Type of Appointment: Part-time
Location: Harbor
Salary: \$11.71 per hour
Code: 2250-166-00-0000
Reason: New – 504 Plan
Effective Date: Upon fingerprint clearance and approval of her application by the Nassau County Civil Service Commission

4. DEBORAH GENTIL
Position: Teacher Aide
Civil Service Title: Teacher Aide – Part-time
Type of Appointment: Part-time
Location: Harbor
Salary: \$11.71 per hour
Code: 2250-166-00-0000
Reason: New – 504 Plan
Effective Date: Upon fingerprint clearance and approval of her application by the Nassau County Civil Service Commission

5. DANIELLE CASHA
Position: Teacher Aide
Civil Service Title: Teacher Aide – Part-time
Type of Appointment: Part-time
Location: Harbor
Salary: \$11.71 per hour
Code: 2250-166-00-0000
Reason: Replacement (Demetria McGrath)
Effective Date: Upon fingerprint clearance and approval of her application by the Nassau County Civil Service Commission

PERSONNEL (cont'd)

6. RITA MATALONE
Position: Teacher Aide
Civil Service Title: Teacher Aide – Part-time
Type of Appointment: Part-time
Location: Manor
Salary: \$11.71 per hour
Code: 2110-165-00-0000
Reason: Additional Aides needed for afternoon Kindergarten
Effective Date: Upon approval by the Nassau County Civil Service Commission (Ms. Matalone is currently employed with the District as a substitute Teacher Aide)
7. SHARE SALCE
Position: Teacher Aide
Civil Service Title: Teacher Aide – Part-time
Type of Appointment: Part-time
Location: Manor
Salary: \$11.71 per hour
Code: 2110-165-00-0000
Reason: Additional Aides needed for afternoon Kindergarten
Effective Date: Upon approval of her application by the Nassau County Civil Service Commission (Ms. Salce is currently employed with the District as a substitute School Monitor)
8. JENNIFER VOLKL
Position: Teacher Aide
Civil Service Title: Teacher Aide – Part-time
Type of Appointment: Part-time
Location: Manor
Salary: \$11.71 per hour
Code: 2110-165-00-0000
Reason: Additional Aides needed for afternoon Kindergarten
Effective Date: Upon approval by the Nassau County Civil Service Commission (Ms. Volkl is currently employed with the District as a substitute Teacher Aide)
9. LORI LAVORATORE
Position: Substitute Teacher Aide
Civil Service Title: Teacher Aide – Part-time Substitute
Type of Appointment: Substitute
Location: District – where needed
Salary: \$11.71 per hour
Code: 2110-165-00-0000
Reason: Substitutes needed
Effective Date: Upon fingerprint clearance and approval of her application by the Nassau County Civil Service Commission

PERSONNEL (cont'd)

10. ANNA MONTANINO

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: 2110-165-00-0000
Reason: Substitutes Needed
Effective Date: Upon fingerprint clearance and approval of her application by the Nassau County Civil Service Commission

P-7: OTHER: No Recommended Actions

Ms. Ruona asked where the funds would come from to pay for the afternoon Kindergarten aides at the Manor School and what is the expected cost of those aides. Mr. Conboy advised that the expected cost for the three aides would be \$24,864. He also advised that while you cannot go over your budget, when unexpected expenses arise, you must find the funds in other areas of the budget. Mr. Conboy stated he was confident that those funds could be found. He then briefly explained the reason for the need of these aides.

All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Wink, 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: 9/12; 9/14; 9/20; 9/21; 9/24; 9/25; 9/11; 9/13; 9/25; 10/4;
2. Recommend acceptance of the determinations of the Preschool Special Education Committee Meetings of: 9/27; 9/28.

No Discussion.
All Ayes
Motion Carried.

None

OLD BUSINESS

Motion by Mr. DiBlasio, second by Ms. Wink, to approve that Alan Phillips be bonded through the district brokerage agent.

BONDING

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Wink, to appoint Alan Phillips as the designated Purchasing Agent for the 2012-2013 school year.

**PURCHASING AGENT
2012/2013 SCHOOL YEAR**

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Wink, to appoint Alan Phillips as the alternate Hearing Officer for all student hearings for the 2012-2013 school year.

No Discussion.
All Ayes
Motion Carried.

**HEARING OFFICER –
STUDENT HEARINGS
2012/2013 SCHOOL YEAR**

Motion by Mr. DiBlasio, second by Ms. Wink, to appoint Alan Phillips as the Records Retention Officer for the 2012-2013 school year.

No Discussion.
All Ayes
Motion Carried.

**RECORDS RETENTION
OFFICER 2012/2013 SCHOOL
YEAR**

Motion by Mr. DiBlasio, second by Ms. Wink, to appoint Alan Phillips as Medicaid Compliance Officer for the 2012-2013 school year.

No Discussion.
All Ayes
Motion Carried.

**MEDICAID COMPLIANCE
OFFICER 2012-2013 SCHOOL
YEAR**

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

1. Recommend the Board of Education enter into a contract with RCM Health Care Services for Occupational Therapy Services for the 2012-2013 school year and authorize the Board President to sign said contract.
2. Recommend the Board of Education enter into contracts with five private contractors and Nassau BOCES to provide transportation to Seaford schools, to Special Education locations, and to private schools, under seventeen separate annually renewable contracts for the 2012-2013 school year, and authorize the Board President to sign said contracts.

CONTRACTS

**RCM HEALTH CARE
SERVICES**

**2012/2013
TRANSPORTATION
CONTRACTS**

Ms. Ruona asked about routes and amount of students related to routes. Mr. Conboy briefly explained routing and late buses.

All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Wink, to approve the high school's request for a field trip to Columbia University Press Day in NYC on Monday, November 5, 2012.

No Discussion.
All Ayes
Motion Carried.

**FIELD TRIPS – COLUMBIA
UNIVERSITY PRESS DAY**

Motion by Mr. DiBlasio, second by Ms. Wink, to approve the Manor School's request for a field trip to NYC on May 29, 2013 with the 5th grade to see Lion King and have lunch at Bubba Gump's Shrimp Restaurant.

FIELD TRIPS

Ms. Ruona asked about the need for security on this trip. Mr. Strifolino advised that in the past security has not been used on this trip because of the amount of parents attending.

All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Wink, to approve the high school's request for bus transportation for the band to JFK Airport for the band's California trip.

FIELD TRIPS

Ms. Ruona asked about the cost of the trip which was not listed on the field trip request for the bus. Mr. Conboy advised that the trip had been previously approved by the Board several months ago and this request was just for the bus to the airport.

All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Wink, to approve the high school's request for a field trip to Howes Caverns/Herkimer Diamond Mine on October 30, 2012.

FIELD TRIPS

Ms. Ruona asked about the need for security on this trip. Mr. Conboy explained that security is called for on New York City trips. It is felt that security is not needed on this trip which is for high school geology students to examine Howe Caverns.

All Ayes
Motion Carried.

Motion by Mr. DiBlasio, second by Ms. Wink, to declare the list of middle school textbooks as obsolete, as indicated in the Board's documentation.

OBSOLETE ITEMS

No Discussion.
All Ayes
Motion Carried.

Mr. Fagan briefly explained what had been discussed at the last meeting concerning the contract of sale for the Seaford Avenue School, the intention to amend that contract and the postponement of the referendum vote.

**DISCUSSION – CONTRACT
FOR THE SALE OF THE
SEAFORD AVENUE SCHOOL**

Attorney Christopher Venator briefly explained that negotiation had taken place to create the amendment to include in the contract that:

- Condo units would be for sale condominiums and it is expressly stated that the terms will be submitted to the Attorney General of the State of New York in accordance with the Martin Act.
- Age restricted to at least one resident of the unit being 55 or over.
- No resident may reside unless they have attained the age of 18
- Restrictive covenant will run with the land.

Mr. Venator explained Section 4.2 of the contract which some community members had expressed concern over.

Mr. DiBlasio and Mr. Fagan stated that these changes addressed the concerns the Board had and were good with the changes made to tighten up the contract. Mr. Fagan also stated that these changes addressed some of the concerns that the community had and it was important to do this.

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

**PUBLIC COMMENTS - SALE
OF SEAFORD AVENUE SCHOOL**

- Will School District make a commitment to use the funds from the sale to reduce the taxes for the residents?
Will the contract of sale be posted on the website?
Who is paying for the legal fees – buyers, sellers or split? What is the rate?

PUBLIC COMMENTS – SALE OF SEAFORD AVENUE SCHOOL (cont'd)

- What is the anticipated net to the District for the sale? Minimum guaranteed?
Can we get numbers out to the community?
What are Ingerman Smith's fees to date?
Who negotiated the contract?
What is Mr. Venator's interpretation of 4.2.b.?
- If BK sells property to another entity, the amount of units is not restricted.
Does not prevent an owner of a unit to rent.
- Aren't we obligated to pay \$400,000 for asbestos removal; is that reflected in the price?
- Did Mr. Conboy or any member of the Board of Education follow the inspector doing the inspection for asbestos to see the spots as they were pointed out?
How come someone in the community had to pay \$8.00 for a foil report?
Can you offer community an opportunity to walk through the building to see where the asbestos is?
Why not leave the building up and make it a community center; wouldn't have to remove asbestos; get grants – hire a grant writer.
Why not ask Massapequa Nissan to replace the Seaford Avenue School windows?
In the contract would like to see - If condos are built would like to see security guard there 24-7; If pool lifeguard should be there anytime gate is open.
Want notice of meetings about sale in Newsday at least a day in advance.
Legal ads in Newsday should be 16 font.
Why didn't neon sign outside state meeting tonight?
- At October 4th meeting it was asked if anyone had proposed single-family housing.
Understanding that local contractor had contacted realtor that they were interested in building single-family homes; was Board informed of this?
Contractor was told that Board was only interested in accepting proposals for assisted family living; not accepting proposals for single-family homes.
Seems as if realtor is in cahoots with the builder if Board was not told.
Will look into further to obtain any correspondence in writing.
Assume contractor was not given RFP.
Would like to see list of who received RFP and the RFP itself.
Survey showed least favorable use of the property was for condos.
- Will advise contractor to contact Board.
Feel that things that you are correcting in contract are things that should have been in the contract to begin with.
Shoe-horning project into area that roads/parking can't handle.
Did not address number of units.
If community is not in support of this and shows up in force at the Zoning Board – they will listen to those who live in the area.
- Can you explain exactly what the community is voting on?
Condos or nothing – can you get that out to the community? Need to make it clear.
- Many people cannot read notices due to font size.
Why isn't asbestos report printed in large font and available at Seaford Public Library?
How is lottery going to be done for units?

PUBLIC COMMENTS – SALE OF SEAFORD AVENUE SCHOOL (cont'd)

- Restrictive language is contained in contract concerning what the District can consider.
- What is the exact number of units in contract?

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

BE IT RESOLVED, that the Board of Education hereby authorizes and approves a Fourth Amendment to the Contract of Sale for the sale of the Seaford Avenue Building to BK at Seaford, such amendment being dated October 18, 2012.

All Ayes
Motion Carried.

**RESOLUTION –FOURTH
AMENDMENT TO CONTRACT
BK AT SEAFORD**

Areas covered in the discussion on the date of future referendum vote:

Previously rescinded resolution to set referendum in order to amend the contract
Need to keep in mind legal requirements for publication of legal notices (1st at least 45 days)
Nothing on calendar for Wednesday, December 12, 2012
Possibility of changing Regular Meeting scheduled for December 6th to December 12 or keep Regular Meeting on December 6th and hold Special Meeting on December 12th to certify vote
Traditionally only have one Board meeting in December; decision on meeting can wait

**WORKSHOP TOPIC: FUTURE
REFERENDUM VOTE**

Mr. Fagan asked each of the Board members present if they were in agreement with the December 12th date.

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

BE IT RESOLVED, that the following proposition to obtain the approval of the voters of the District shall be placed on the ballot as a voter referendum at a Special Meeting to be held on December 12, 2012 as follows:

SHALL the Board of Education of the Seaford Union Free School District be authorized to sell to BK at Seaford, LLC at a price at or about Five Million One Hundred and Ninety-Three Thousand and Five Hundred (\$5,193,500.00) Dollars, subject to adjustment in accordance with the contract of sale, certain real property known by street address 2165 Seaford Avenue, Seaford, New York and designated as Section 57; Block 254; Lot 25 containing approximately 5.66 acres of land with an approximately 55,000 square foot building erected thereon; as more fully described in a legal description on file in the Office of the District Clerk; which sale shall be on substantially the terms and conditions set forth in a contract of sale, as amended, on file in the Office of the District Clerk.

**RESOLUTION – REFERENDUM
VOTE FOR SALE OF SEAFORD
AVENUE SCHOOL
DECEMBER 12, 2012**

Brian Fagan - Aye
Richard DiBlasio - Aye
Susan Ruona - Aye
Jeanmarie Wink - Aye
Motion Carried.

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

PUBLIC COMMENTS

- Why would minutes be modified so long after the meeting itself; and why would amendments not be shown in pdf?
- External audit document shows greater surplus than expected – You get monthly reports of anticipated surplus which was around \$400,000; when did you become aware of actual surplus?
Unassigned fund balance – difference between projections and what external audit shows – debt service – \$1.2 million payment.
How did Board feel about it – are you alarmed by it – do you want to hear more about how to prevent it in the future?
Look at prior fiscal years – concerns about taking from reserves.
- 4 brand new Smartboards at Harbor - installed in August are not working – when will they be fixed?
Do we have a plan to get computers in the hands of all Seaford students by 2014?
- Can Harbor Roadway project be put on vote in December?
Concerns over safety; very scary down there.
Can't get out of there at dismissal.
Should have no parking on Bayview Avenue
Can a committee be created for Harbor Roadway Project?
Cannot believe that there is no one in public office that would come down there and say that it is not safe for our kids.
Roadway was not included in bond project because it would hold up whole project; would put in at end or take money out of operating expenses.
Then stated you were mistaken - that road had to be voted on.
Maybe need FIOS or Newsday to come down at dismissal to see.
Need to put roadway up for vote.
- What is the function and qualifications of aides in Kindergarten?
Have you contacted colleges to have student teachers fill these positions to have qualified people in the classrooms? Can you reach out to find semi-qualified college students or people that are more qualified than the lady down the block who has no experience?
If you can't provide students with a teacher provide them with someone other than the lady down the block who is a very nice person.
Have someone fully qualified and trained who can be an asset rather than a babysitter.
Aides qualify for benefits and pension; knock them down to 15 hours so we don't have to pay benefits or pension.
- Does the contract with Aramark state how many food servers?
Either not enough people or maybe not working fast enough.
Kids wait too long to get food.
Needs to be investigated.
- Need to have a community fire drill.
- When will we see new Kindergarten aides in classrooms?

Closing remarks by the Administration and Board

CLOSING REMARKS

- ◆ Homecoming events wonderful.
- ◆ October is Red Ribbon Month.
- ◆ November 1st Board Meeting will be at the Harbor School.

At 9:40 p.m., a motion was made by Mr. DiBlasio, second by Ms. Wink, to adjourn the Workshop Meeting and enter into Executive Session for the purpose of discussing contract negotiations with the Seaford Aides, Custodians, Seaford Association of School Administrators and Clericals.

**ADJOURN WORKSHOP
MEETING**

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 10:45 p.m.

**ADJOURN EXECUTIVE
SESSION**

No Discussion.
All Ayes
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette
District Clerk

Susan Ruona
Acting Vice District Clerk