

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, July 25, 2013, in the Library of the Manor Elementary School, 1590 Washington Avenue, Seaford, New York.

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

Mr. Brian L. Conboy
Mr. John Striffolino
Mr. Christopher Venator – Attorney (arrived at 7:30 p.m.)

At 6:30 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

Kevin Hamil of WinCap explained/demonstrated the Time and Attendance Management Services available through WinCap. Areas covered included:

**PRESENTATIONS
RECOGNITIONS**

Fingerprint scanning
Swipe Cards
Timekeeping System
Attendance
Separation of duties
Payroll/Pay Rules
Web timesheet system
Pay Authorizations Module
Supervisor Authorizations
Web Applications
Employee Self-service Module
Timesheets Module
Payroll Vouchers Module
Data Input
Overrides
Timecard Audits
Overtime/additional hours
Modules
Clock unit
Ability to add notes/additional information
Reports
Customization options

Topics covered in Mr. Conboy's Administrative Report dated July 19, 2013, included:

ADMINISTRATIVE REPORT

Items on Agenda Addendum
Demonstration at August 8th Regular Meeting
- Meeting will begin at 6:30 p.m.
Update on canvass for Middle School Principal's Typist-Clerk Position
- Candidate appointed at last meeting is no longer interested in position
Need for District Transportation Coordinator:

ADMINISTRATIVE REPORT (cont'd)

Discussion:

- Mr. Aldrich's previous plan/memo and Mr. Phillip's current plan for re-establishment of this position
- Re-establishment of position on Non-Certified Personnel Action Report
- If approved tonight by Board position would be posted and canvassed through Civil Service with the intent of filling position this school year
- Position is in budget
- Individual currently serving dual role
- Administration views position as a full-time position; summer and throughout the school year

Transportation issues concerning Hurricane Sandy
Private school transportation

Position originally eliminated due to money; other cuts made

- Work has gotten done over the last four years
- Mr. Aldrich felt position was part-time position
- Can District afford to do this now and in the future
- Can this position be made $\frac{3}{4}$ rather than full-time
- How many people are doing the job and how often
- Question need for full-time position
- Other areas cut which directly affected students
- Job description for position
- Need to speak further with Mr. Phillips
- When did person start working 35 hours
- What was plan for September
- Remove item from this evening's Non-Certified Personnel Action Report

Continued discussion needed

Superintendent's recommendation was for full-time position in September

Administrative Report (cont'd)

Out-of-district coaches; pay rates

Need for executive session this evening

Removal of Item 5.C.1 – First Reading of Policy No. 5421 from this evening's Agenda

- Recent guidance from legal counsel
- Additional language to be added
- First reading of Policy will be on August 8th agenda; second reading will be done before start of school year
- Staff will be informed at Superintendent's Conference Day

UTS Agreement (2010 MOA – updated salaries/schedules)

- Working document to use going forward

Fund Balance Update

Plan to publish unaudited financials prior to Summer's end

Workers' Compensation close-out procedures

- PERMA

Job Description for computer mentor

Board Retreat

- Sunday, August 4th
- Retreat information will be posted
- Purpose of team-building, setting goals, efficiencies, review of protocols and procedures for new board members

ADMINISTRATIVE REPORT (cont'd)

- Will not be conducting any District business or discussing anything that would require a Board vote
 - Retreat will not be open to the public
- Update on asbestos abatement project at the High School

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

**NEW BUSINESS
PERSONNEL ACTION
REPORT - INSTRUCTIONAL**

A. Instructional (dated July 25, 2013):

- 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:

1. JOHN BERRY

Position: Elementary Teacher
Type of Appointment: Restoration to full time tenured teaching status
Assignment: Seaford Manor School
Certification: Early Childhood Education – Professional
Effective Date: September 3, 2013
Expiration Date: N/A
Tenure Eligibility: N/A
Tenure Area: Elementary
Salary: MA Step 5 = \$74,851
Reason: To Replace Lori Wakely

2. CANDICE KAPLAN

Position: Elementary Teacher
Type of Appointment: Restoration to full time tenured teaching status
Assignment: Seaford Manor School
Certification: Pre K-6 – Permanent
Effective Date: September 3, 2013
Expiration Date: N/A
Tenure Eligibility: N/A
Tenure Area: Elementary
Salary: MA Step 5 = \$74,851
Reason: To Replace Elizabeth Caramanica

3. ANDREW ARBITER

Position: Business Teacher
Type of Appointment: Restoration to full time tenured teaching status
Assignment: Seaford High School
Certification: Business & Dist Ed – Permanent
Effective Date: September 3, 2013
Expiration Date: N/A
Tenure Eligibility: N/A
Tenure Area: Business
Salary: MA+60 Step 7 = \$89,221
Reason: To Replace Carol Yablonsky

PERSONNEL (cont'd)

4. JENNIFER WEMSEN
Position: Mathematics Teacher
Type of Appointment: Restoration to full time tenured teaching status
Assignment: Seaford High School
Certification: Mathematics 7-12 – Professional
Effective Date: September 3, 2013
Expiration Date: N/A
Tenure Eligibility: N/A
Tenure Area: Mathematics
Salary: MA+60 Step 7 = \$89,221
Reason: To Replace Carol Yablonsky

5. MARIANA BEACH
Position: Art teacher
Type of Appointment: Annual, Part-time (.8 FTE)
Assignment: Seaford Manor School
Certification: Visual Arts K-12 – Professional
Effective Date: September 3, 2013
Expiration Date: June 26, 2014
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+15 Step 3 = \$70,511 pro-rated = \$56,408.80
Reason: To Meet Building Needs

6. SHARON KLEIN
Position: Social Worker
Type of Appointment: Annual, Part-time (.5 FTE)
Assignment: Seaford Harbor School
Certification: School Social Worker – Permanent
Effective Date: September 3, 2013
Expiration Date: June 26, 2014
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+30 Step 2 = \$70,119 pro-rated = \$35,059.50
Reason: To Meet Building Needs

7. CARA CACIOLI
Position: Physical Education Teacher
Type of Appointment: Annual, Part-time (.8 FTE)
Assignment: Seaford Middle School
Certification: Physical Education – Initial
Effective Date: September 3, 2013
Expiration Date: June 26, 2014
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+30 Step 6 = \$82,399 pro-rated = \$65,919.20
Reason: To Meet Building Needs

8. JEFFREY CRONIN
Position: Reading Teacher
Type of Appointment: Annual, Part-time (.9 FTE)
Assignment: Seaford Middle School
Certification: Literacy 5-12 – Professional
Effective Date: September 3, 2013
Expiration Date: June 26, 2014
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: MA+60 Step 5 = \$83,653 pro-rated = \$75,287.70
Reason: To Meet Building Needs

PERSONNEL (cont'd)

9. 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: September 3, 2013
 Expiration Date: June 26, 2014
 Tenure Eligibility: N/A
 Tenure Area: N/A
 Salary: MA+15 Step 10 = \$89,521 pro-rated = \$35,808.40
 Reason: To Meet Building Needs
10. CHRISTOPHER CONIGLIO
 Position: Music Teacher
 Type of Appointment: Annual, Part-time (.7 FTE)
 Assignment: Seaford High School
 Certification: Music – Professional
 Effective Date: September 3, 2013
 Expiration Date: June 26, 2014
 Tenure Eligibility: N/A
 Tenure Area: N/A
 Salary: MA Step 7 = \$79,614 pro-rated = \$55,729.80
 Reason: To Meet Building Needs
11. LISA FERRARI
 Position: Social Studies Teacher
 Type of Appointment: Annual, Part-time (.7 FTE)
 Assignment: Seaford High School
 Certification: Social Studies 7-12 – Professional
 Effective Date: September 3, 2013
 Expiration Date: June 26, 2014
 Tenure Eligibility: N/A
 Tenure Area: N/A
 Salary: MA+60 Step 6 = \$86,442 pro-rated = \$60,509.40
 Reason: To Meet Building Needs

P-8: OTHER:

- a) Recommend the Board of Education approve the appointment of the following coaches for the High School and for Middle School winter sports:

Fall Season

Nicole DiMarco	JV Cheerleading	Step 3/B	\$5,210
Ed Trentowski	Cross Country	Step 5/A	\$8,177
Mike Urio	Varsity Asst. Football	Step 1/B	\$4,465
George Duquette	Varsity Asst. Football	Step 5/B	\$5,950
Charlie Mazziotti	JV Football	Step 5/B	\$5,950
Dominick Barone	JV Asst. Football	Step 4/B	\$2,788.50
Tom Dluginski	JV Asst. Football	Step 5/B	\$2,975

Winter Season

Nicole DiMarco	JV Cheerleading	Step 3/B	\$5,210
Dominick Barone	Winter Track Asst	Step 1/B	\$4,465
Ralph Rossetti	Varsity Boys Basketball	Step 5/A	\$8,177
Jamie Adams	JV Boys Basketball	Step 5/B	\$5,950
Robert Vachris	Varsity Girls Basketball	Step 5/A	\$8,177

MS Winter I

Brianne Kern	MS Cheerleading		\$4,567
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PERSONNEL (cont'd)

Spring Season

Eric Felsten	JV Baseball		\$4,250
Ed Trentowski	Varsity Boys Track	Step 5/A	\$8,177
Dominick Barone	Spring Track Asst		\$3,200

- b) Recommend the Board of Education approve the following teachers for High School Common Core Class Curriculum Writing Project. Forty hours of curriculum writing is budgeted for one faculty member per grade level at \$48.86 per hour.

Susan Steinberg	Grade 9
Lisa Ferrari	Grade 10

- c) Recommend the Board of Education approve the following Middle School club and extracurricular appointments for the 2013-2014 school year:

Erin Mitchell	Student Council Co-Advisor	\$2,102
Angela McGibney	Student Council Co-Advisor	\$2,102
Russell Brand	Accompanist	\$34.78/hour
Roseann Zeblisky	Science Club	\$2,803

- d) Recommend the Board of Education approve the following High School club and extracurricular appointments for the 2013-2014 school year:

Michael Kerr	National Art Honor Society	\$1,401
Andrea Palleschi	Best Buddies Co-Advisor	\$1,401.50
Eileen Tooher	Best Buddies Co-Advisor	\$1,401.50
Lauren Thompsen	Computer Club	\$1,401
Kevin Nichols	AM Detention	\$4,906
Michael Kerr	PM Detention Co-Advisor	\$2,453
Grant Weber	PM Detention Co-Advisor	\$2,453
Curtis Tripoli	Digital Film Club	\$2,803
Kerry Prep	Drama Co-Director	\$2,102
Samantha Gates	Drama Co-Director	\$2,102
Samantha Gates	Drama Producer	\$1,401
Christopher Coniglio	Pit Orchestra Director	\$1,401
Grant Weber	Drama Set Stage Crew Manager	\$1,401
Grant Weber	Drama Set Design/Construction	\$1,401
Grant Weber	Drama Back Stage Manager	\$1,401
Samantha Gates	Drama Choreographer	\$1,401
Kerry Prep	Drama Vocal Director	\$1,401
Kerry Prep	Drama Music Accompanist	\$2,177
Tania Cintorino	Freshman Buddies Co-Advisor	\$700.50
Shari Raduazzo	Freshman Buddies Co-Advisor	\$700.50
Paula Sussman	Sophomore Advisor	\$3,502
Rosalie Franz	Junior Class Advisor	\$3,502
Linda Schwartz	Senior Class Advisor	\$3,502
Paula Sussman	GSA Advisor	\$1,401
Pamela Nagy	Home Instruction Director	\$3,502
Keri Degnan	Key Club Advisor	\$4,204
Christopher Coniglio	Jazz Band Co-Advisor	\$700.50
Anthony Romeo	Jazz Band Co-Advisor	\$700.50
Anthony Romeo	Marching Band Director	\$3,502
Christopher Coniglio	Assistant Marching Band Director	\$910
Genevieve LaGattuta	Mathletes Co-Advisor	\$1,051.50
Jessica Delguercio	Mathletes Co-Advisor	\$1,051.50
Christopher Coniglio	Model Congress Co-Advisor	\$1,051.50
Anthony Romeo	Model Congress Co-Advisor	\$1,051.50
Linda Schwartz	National Honor Society	\$1,823

PERSONNEL (cont'd)

Christopher Coniglio	Pep Band Director	\$1,401
Michael Kerr	Radio Club Advisor	\$2,803
Nicholas Isgro	Robotics Co-Advisor	\$700.50
Neal Hagan	Robotics Co-Advisor	\$700.50
Jennifer Swiencki	SADD Co-Advisor	\$1,401.50
Joanna Schroeder	SADD Co-Advisor	\$1,401.50
Lauren Thompsen	Green Team Advisor	\$1,401
Shari Raduazzo	Student Council Co-Advisor	\$2,803
Tania Cintorino	Student Council Co-Advisor	\$2,803
Yvonne Bendzlowicz	Tri-M Music Honor Co-Advisor	\$700.50
Anthony Romeo	Tri-M Music Honor Co-Advisor	\$700.50
Yvonne Bendzlowicz	Vocal Ensemble Advisor	\$1,401
Sonia Zervakos	World Culture Club Advisor	\$1,401
Russell Brand	Piano Accompanist	\$34.78/hour

No Discussion.

All Ayes

Motion Carried.

Motion by Mr. Kahn, second by Mr. DiBlasio, to accept the recommendation to approve the Non-Instructional Personnel Action Report, as amended:

**PERSONNEL ACTION
REPORT - INSTRUCTIONAL**

B. Non-Instructional (dated July 1, 2013):

P-3: RESIGNATIONS:

1. ELIZABETH PYTHON

Position:	Teacher Aide
Civil Service Title:	Teacher Aide – part-time
Location:	Middle School
Effective Date:	July 1, 2013

P-7: OTHER:

1. Rescind the July 11, 2013 appointment of Christine Williams as a Senior Typist Clerk (Middle School Principal's Office) effective immediately. Ms. Williams decided that she did not want the position.

All Ayes

Motion Carried.

Motion by Mr. Kahn, second by Mr. DiBlasio, 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: 5/14; 6/6; 6/12; 6/18; 6/19; 5/9; 5/14; 5/15; 5/22; 5/23; 5/28; 5/29; 6/5; 6/6; 6/11; 6/12; 6/13; 7/5; 5/14; 6/18.

No Discussion.

All Ayes

Motion Carried.

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve the second reading of updated Policy #6600 – Fiscal Accounting and Reporting.

**SECOND READING - POLIICY
#6600**

No Discussion.

All Ayes

Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to authorize the Board President to sign a roll-over food service contract with Aramark Educational Services, LLC, as indicated in the Board's documentation. The contract extension allows for a maximum increase of not more than the CPI, which is 1.4%. The increase translates to a new cost per meal of \$2.4073. The resulting change in the food prices for the students necessitates a meal price increase at the elementary school from \$2.10 to \$2.25 and the secondary schools from \$2.35 to \$2.50.

**CONTRACTS – ROLL-OVER
ARAMARK EDUCATION
SERVICES, LLC**

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to authorize the Board President to sign three separate contracts with IntraLogic Solutions Inc. for fire and burglar protection of the four student-occupied buildings.

**CONTRACTS – INTRALOGIC
SOLUTIONS, INC.**

- a. Service Agreement for Fire Alarm Semi-Annual System Testing and Service Maintenance (\$10,995).
- b. Service Agreement for an Annual Burglar Alarm System Inspection and Service Rates (\$800).
- c. Alarm System Monitoring of Fire Alarm, Burglar Alarm and Elevator Emergency Telephone Systems (\$2,700).

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to authorize the Board President to authorize the Board President to sign an Agreement with Access 7 Services, Inc. for reading services to a special education student during the summer of 2013. Total cost is \$2,025.

**CONTRACTS – ACCESS 7
SERVICES, INC.**

Mr. Kahn stated that the Board is being asked to approve reading services for the summer yet the contract is for the whole year and has about twenty different services. Mr. Conboy explained that the memo from Ms. Dawkins explains what the services are for. Mr. Kahn stated that his understanding was that Ms. Dawkins was supposed to specify in her memo if she wanted the ability to use other services from the provider if needed to justify the Board approving the other services. In response to Mr. Kahn's question, attorney Chris Venator stated his recollection of previous conversations concurred with Mr. Kahn's understanding. Mr. Conboy advised that approval tonight is just for the services Ms. Dawkins requested in her memo. Discussion continued concerning past understanding, boiler plate contracts, language in memos to indicate individual services and/or request for possible use of provider for other services in the future, unwillingness to approve a contract for services which have not been researched, what services will be provided under this contract and what Board is approving this evening. Mr. Conboy stated that the Board is only approving this company for this service; if Ms. Dawkins wants any other services from them during the school year then another recommendation and Board resolution will be needed.

Brian Fagan - Aye
Bruce Kahn - Nay
Richard DiBlasio - Aye
Susan Ruona - Aye
Jeanmarie Wink - Aye

Motion Carried.

**MINUTES – WORKSHOP MEETING
JULY 25, 2013**

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CONTRACTS (cont'd)

Motion by Mr. Kahn, second by Ms. Ruona, to authorize the Board President and Superintendent to sign 2013 summer transportation contracts with Nassau BOCES at a total anticipated cost of \$37,839; Suburban Bus Co. at a total anticipated cost of \$8,304; ACME (Baumann) at an anticipated cost of \$68,479.62; and Educational Bus Co. at an anticipated cost of \$2,898.30.

**CONTRACTS – SUMMER
2013 TRANSPORTATION
CONTRACTS**

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to authorize the Board President to authorize the Board President to sign an Engagement Agreement with Chernoff Diamond & Company, LLC for GASB 45 Valuation, Reporting and Consulting Services for the years ending June 30, 2013 and June 30, 2014.

**CONTRACTS – CHERNOFF
DIAMOND & COMPANY, LLC**

In response to Ms. Ruona's question about fluctuating costs from year to year, Mr. Conboy advised that a full valuation is done every other year.

All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to authorize the Board President to authorize the Board President to sign the district's 2012/13 Final AS-7 Agreement which reports the final costs of services provided by BOCES during the 2012/13 fiscal year.

**CONTRACTS – NASSAU
BOCES 2012/13 FINAL AS-7**

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Mr. DiBlasio, to declare the list of books submitted by the high school as obsolete so that they may be removed from the building, as indicated in the Board's documentation.

OBSOLETE ITEMS

No Discussion.
All Ayes
Motion Carried.

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

**RESOLUTION - FLUSHING
COMMERCIAL BANK**

RESOLVED, that

1. Flushing Commercial Bank (hereinafter referred to as "Bank") be and is hereby designated as a provider of banking services to the Public Entity;
2. The persons designated by this resolution to act on behalf of the Public Entity (unless powers are limited by special instruction) are authorized:
 - a. To open deposit accounts at Bank;
 - b. To contract for any services offered by the Bank,

RESOLUTION (cont'd)

- d. To make deposits of currency for the account of the Public Entity;
- e. To sign checks, drafts or other orders with respect to any funds to the credit of the Public Entity, including checks, drafts or orders in favor of any individual designated herein, and to issue stop payment instructions with reference to any of the above;
- f. To make withdrawals or transfers of funds from accounts in the name of the Public Entity, and to transfer funds between such accounts, by any means authorized by Bank, including (without limitation) use of a negotiable instrument, withdrawal ticket, a terminal or other electronic or telephone device, including such as may cause overdrafts;
- g. To conduct any and all other lawful business with Bank.

The Public Entity acknowledges that the joint signatory designation is a statement of its own internal policy and not a service offered by Bank. The Public Entity agrees that Bank assumes no responsibility for the payment of a check, draft, or other item drawn on any Public Entity account or for any withdrawal from any account which is honored and bears only a single authorized signature of one of the individuals designated herein.

- 3. The designated authorized person(s) in this resolution are individually empowered to delegate to other persons the authority to perform transactions with respect to the accounts of the Public Entity and to change and revoke such delegations from time to time; the Bank is entitled to rely upon such delegations of authority and to accept instructions from such other persons as being fully authorized by the Public Entity.
- 4. The Bank is hereby authorized to accept for deposit, for credit, for discount, for collection, or otherwise, any and all instruments deposited by or on behalf of the Public Entity, whether or not endorsed by any person or by stamp or other impression in the name of the Public Entity, without inquiry as to the circumstances of the endorsement or lack of endorsement or the disposition of the proceeds.
- 5. The Bank is authorized to pay any check, draft or other instrument for the payment of money drawn on any account of the Public Entity which bears or appears to bear the facsimile signatures provided below or such other facsimile signature later certified by an authorized representative of the Public Entity to be authorized, if the facsimile signature, regardless of how or by whom affixed, resembles a specimen facsimile signature provided to and filed with Bank.
- 6. The designated authorized person(s) in this resolution may, on behalf of the Public Entity, transact with and through the Bank all such business as he or she deems advisable upon such terms as he or she deems proper, including but not limited to, applying for electronic funds transfer, capital markets products, automated clearing house ("ACH") payments, cash management, trust and investment products, night depository services and any other services or transactions; and, in compliance with all applicable law and procedures, do all acts or other things as he or she deem proper.

RESOLUTION (cont'd)

- d. To make deposits of currency for the account of the Public Entity;
7. In the event the designated authorized person(s) in this resolution acting on behalf of the Public Entity shall apply to or contract with Bank for any electronic funds transfer service that Bank may make available to the Public Entity, including, but not limited to, any service that contemplates Bank execution of payment orders initiated by the Public Entity for the wire or ACH transfer of funds to or from an account of Public Entity, such authorized person(s) shall be empowered on behalf of the Public Entity to designate one or more persons (who may, but need not be, authorized person(s)), each of whom, acting alone, shall be authorized on behalf of the Public Entity to transmit payment orders to Bank for the transfer of funds to or from the Public Entity's account.
8. The designated authorized person(s) in this resolution and each person or persons designated by such person(s) to act on behalf of the Public Entity (who may, but need not be, authorized persons), shall have the power and authority to transact business and bind the Public Entity through any electronic medium (e.g., the Internet) and Bank may rely on any of the following to the same extent as the actual signature and proof of identity of each such person to bind the Public Entity: any electronic signature or digital signature under applicable law, of such person; any identifier issued by Bank, its affiliates or any other party to such person; or any other criteria that Bank may reasonably rely on which may serve as an indicator of authentication for such person.
9. The Public Entity agrees to be bound by all of the applicable Bank rules, regulations and any other account agreements, and any modification(s) or amendment(s) of same, with the same effect as if each and every term thereof were set forth in full herein.
10. The Public Entity agrees that by opening any account with Bank or accepting any of the services connected with such account, either Bank or the Public Entity may elect to require any dispute between us concerning the account be resolved by binding arbitration. In the event of any litigation in which the Bank and the Public Entity are adverse parties, the right to a trial by jury and to interpose any defense based upon any statute of limitations or any claims of laches, and any offset or counterclaim of any nature or description, is hereby waived by the Public Entity. The Public Entity agrees that if an attorney is used by the Bank to enforce, declare or adjudicate any of the provisions herein or any of the rights herein granted to the Bank or to obtain payment of any obligations owed to the Bank, reasonable attorney's fees shall be payable by the Public Entity. The Bank shall not, by any act, delay, omission or otherwise, be deemed to have waived any of its rights or remedies hereunder unless such waiver is in writing, signed by the Bank, and then only to the extent therein set forth.
11. Any notice to the Bank shall be deemed effective only if sent to and received at the branch, division or department of the Bank designated as the location for receipt of such notice conducting the transaction or transactions affected. Any notice to the Public Entity shall be deemed sufficient if sent to the last known address of this Public Entity appearing on the records of the Bank.

RESOLUTION (cont'd)

12. The Public Entity ratifies and confirms any and all transactions with Bank prior to the date of this resolution.
13. The authority granted herein shall remain in full force and effect until revoked or modified by a properly executed new resolution adopted by the Board of Trustees (or such other governing body as is authorized to designate depositories and to transact, or delegate the authority to transact, the business of the Public Entity) delivered to the Bank at the location wherein the account(s) of the Public Entity is then maintained and the Bank has a reasonable opportunity to act on it. Any such notice shall not affect the validity of any transaction in process at the time the notice is received.
14. The Public Entity certifies that the provisions in this resolution are in accordance with all laws and regulations, including but not limited to the New York State Municipal Law, applicable to, or organizational documents of, the Public Entity. Any provision hereof which may prove unenforceable under any law shall not affect the validity of any other provision hereof.
15. The names, titles and signatures of the individuals authorized by this resolution to act on behalf of the Public Entity are set forth below, and each said individual is legally empowered, in accordance with the charter and organizational documents of the Public Entity, to exercise the authority indicated.

Ms. Ruona asked about names being listed.

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

Motion by Mr. Kahn, second by Ms. Ruona, to approve the following field trips:

FIELD TRIPS

1. Recommend the Board of Education approve the high school's request for a field trip to Orlando, Florida for the Cheerleading Nationals held February 6 – February 11, 2014
2. Recommend the Board of Education approve the high school's request for a field trip to NYC for the marching band to participate in the St. Patrick's Day Parade on March 17, 2014.

FIELD TRIP – ORLANDO, FLORIDA - CHEERLEADING

FIELD TRIP – ST. PATRICK'S DAY PARADE

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to authorize the use of the Hung Rite Ceiling Corporation to re-install new tiles throughout the High School as a result of the asbestos abatement project at a cost of \$83,910. Hung Rite Ceiling Corporation was awarded the Ceiling Tile Installation Cooperative Bid as indicated in the Board's documentation.

CAPITAL PROJECTS – HANG RITE CEILING CORPORATION

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Mr. DiBlasio, to accept a donation from the Manor PTA in the amount of \$7,171.00 to cover the total cost of the new playground, as indicated in the Board's documentation.

DONATIONS – MANOR PTA

Thank you to the Manor PTA for this donation.

All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to adopt the following resolution:

**RESOLUTION - ADMINISTRATIVE
REGULATION 4750-R**

WHEREAS, in accordance with the Administrative Regulation 4750-R, middle school students who fail two or more core educational courses are required to pass one or more courses at an approved summer school in order to be promoted; and

WHEREAS, strict adherence to the above regulation for affected students pertaining to the summer of 2013 is impractical given the shortage of summer school programs in the area;

NOW THEREFORE, be it resolved that Administrative Regulation 4750-R is hereby suspended for the summer of 2013 for the reasons reflected herein; and

BE IT FURTHER RESOLVED, that administration is directed to implement appropriate alternative criteria for promotion in middle school for the 2013/2014 school year.

No Discussion
Brian Fagan - Aye
Bruce Kahn - Aye
Richard DiBlasio - Aye
Susan Ruona - Aye
Jeanmarie Wink - Aye
Motion Carried.

Areas covered in the discussion of the 2012/13 payroll related to the Teacher Aides/Security bargaining unit:

WORKSHOP TOPIC:

- Hourly employees
- How they are paid
- Assignment of Aides
- Signing in/out procedures
- Information from each building for each individual
 - How many regular hours each person worked
 - How many extra hours each person worked
 - Total payable hours for the 2012/2013 school year
- Items contributing to additional pay this year
 - Days closed for Hurricane Sandy
 - Make-up Days
 - Changes in security after Newtown tragedy
 - Additional Kindergarten Aides
- Payable hours
- Information requested by Board
 - Either paying out too much or went too far over budget

DISCUSSION (cont'd)

If an Aide is absent another Aide may need to be assigned to that student

Significant part of how our District functions

Limited amount of substitutes

How aides are assigned when another is absent

- Not every Aide is suited to work with every student or are not comfortable or experienced to work with specific types of needs

Aide absenteeism

Aides filling in for clericals in office; do we really need to do that

- Coverage for phones/greeting
- No substitute clericals
- Never budgeted to cover clerical

Management/oversight of extra hours for hourly employees and signing in/out of hourly staff

- Know how to remedy problems concerning signing in/signing out
- Will be dealt with at Superintendent's Conference Day

Overlapping of time

Do we have a description for why overtime is needed

Not overtime – extra time

Master schedule for building

When a student is absent what is the Aide doing

Information was given to Board at their request

Board member belief that there is a lack of management/oversight in assignment of Aides

Procedures used in an elementary school in another district

Explanation of column headings on Board material

Plan for efficiency expert to come in and look at this

Zero-Based budget for Aides for each building

How are things budgeted

Need to hear from Building Principals on how things are done

Separation of line codes for each building; regular hours – extra hours

- Also security
- Separate Aides by category

Board Requested following information for next meeting to help them understand why this occurs:

Breakdown of extra hours for the Middle School

- Master Schedule
- Timesheets for Aides who worked 50 hours and above
- Reasons for those extra hours
- Sick days and/or unpaid leave for those individuals
- If they worked only their scheduled hours what budget would be
- Total up how many are 1:1, shadow aides, etc.

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

PUBLIC COMMENTS

- How increase in class size increased aides
Training for 1:1 aides
Need for some full-time aides
Amount of additional revenue stream for fund balance
What will be covered at Board retreat
Software to track aide training
- Procedures used at the Manor School for covering aides who are absent
- Anaphylactic policy

Closing remarks by the Administration and Board

CLOSING REMARKS

- ◆ Update on Seaford Avenue School property
- ◆ Update on \$30,000 from Legislator Dunne for the scoreboard

At 9:35 p.m., a motion was made by Mr. Kahn, second by Ms. Ruona, to adjourn the Workshop Meeting and enter into Executive Session for the purpose of discussing two specific personnel matters.

**ADJOURN WORKSHOP
MEETING**

No Discussion.
All Ayes
Motion Carried.

There being no further business, a motion was made by Mr. Kahn, second by Mr. DiBlasio, to adjourn Executive Session at 11:23 p.m.

**ADJOURN EXECUTIVE
SESSION**

No Discussion.
All Ayes
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette
District Clerk

Bruce A. Kahn
Vice District Clerk