

A Regular Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, August 8, 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. Alan S. Phillips
Mr. John Strifolino
Mr. Christopher Venator – Attorney (arrived at 7:20 p.m.)

At 6:32 p.m., the President of the Board of Education opened the Regular Meeting. As the first order of business, Board President Brian Fagan led the audience in the Pledge of Allegiance.

OPEN MEETING

None

OPENING REMARKS

Jamie Blundell and two company representatives from Andrews Technology explained/demonstrated the Time and Attendance Management Services available through NovaTime Time & Attendance System. Areas covered included:

**PRESENTATIONS
RECOGNITIONS**

Company introduction
Software
Time/finger scan units
Interfacing with WinCap
Tracking of hours/accruals
Companies/schools using this system
Reports
Management of sick/personal days
Mobile applications
Biometric clocks
Technician assigned to account
Installation of system
- District Server; NovaTime server (Customer vs. Vendor Hosted Server)
- Benefits/negatives
- Differences between the two
- Responsibilities
- Cost
- Updates
Questionnaire
Buyerzone.com
Unlimited Training & Support
24/7 Operation
Replacement of equipment
Employee Web Services
Security
Proximity cards
District preferences
Modules
Revisions/corrections to records
Timesheets
Options
Payroll
Approvals
Supervisory Options
Real-time alerts
Approvals/Authentications
Planning Meeting

Topics covered in Mr. Conboy's Administrative Report dated August 2, 2013, included:

**ADMINISTRATIVE
REPORT**

Board Retreat
RFP for Time Management Services
Discussion items on this Agenda
Policies
New computers
Printers no longer being used
- Printers to be sold
- Check printers to see if all are the same to determine final pricing for sale
Microsoft discount available for Surface RTs
- Board move to paperless Board meetings
- Savings in paper/toner/time in copying
RFP for consultant to review non-certified staff
- One response received
- Looking at other publications to run ad
Update on Asbestos project at High School
Executive Session needed this evening

Motion by Mr. Kahn, second by Mr. DiBlasio, that the consent agenda be approved as a whole with action recorded as if it had been taken severally.
All Ayes
Motion Carried.

**CONSENT AGENDA
ITEMS 5. A, B, C, D, E
(detailed below)**

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve the Board of Education Minutes of the Special Meeting of July 10, 2013; the Reorganization Meeting of July 11, 2013; the Workshop Meeting of July 25, 2013.
No Discussion.
All Ayes
Motion Carried.

MINUTES

Motion by Mr. Kahn, second by Mr. DiBlasio, to acknowledge acceptance for audit of the Treasurer's Report dated June 30, 2013.
No Discussion.
All Ayes
Motion Carried.

TREASURER'S REPORT

None

REVENUE REPORT

Motion by Mr. Kahn, second by Mr. DiBlasio, to acknowledge acceptance for audit of the Extracurricular Fund Activity Report dated June 30, 2013.
No Discussion.
All Ayes
Motion Carried.

**EXTRACURRICULAR
FUND ACTIVITY REPORT**

Motion by Mr. Kahn, second by Mr. DiBlasio, to acknowledge acceptance for audit of the Appropriation Transfer Report dated June 30, 2013.
No Discussion.
All Ayes
Motion Carried.

**APPROPRIATION
TRANSFER REPORT**

None

EXPENDITURE REPORT

CONSENT AGENDA (cont'd)

Motion by Mr. Kahn, second by Mr. DiBlasio, to acknowledge acceptance for audit of the Budget Transfers, as indicated in the Board's documentation.

BUDGET TRANSFERS

In response to Mr. DiBlasio's question, Mr. Phillips explained the reason for the transfer concerning copier paper. The Board also asked about keeping track of the usage of paper/toner by building and also make this part of the budget process. Mr. Conboy advised that Mr. Kaden had prepared documentation concerning usage in the copy center. The Board also asked about the amount of paper purchased compared to the number of copies registered on the machines. Mr. DiBlasio also asked about the transfer concerning transportation to graduation and budgeting for field trip busing.

All Ayes
Motion carried.

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

**PERSONNEL ACTION REPORT
- INSTRUCTIONAL**

A. Instructional (dated August 8, 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
1. AMY HECHLER
Position: Elementary Teacher
Assignment: Seaford Manor School
Effective Date: September 3, 2013
Sick Leave: September 3, 2013 – October 17, 2013
Leave without Pay: N/A
Expiration Date: October 17, 2013
FMLA: September 3, 2013 – December 3, 2013
Reason: Child Care Leave of Absence
 2. SHARON KLEIN
Position: Social Worker
Assignment: Seaford Harbor School
Effective Date: September 25, 2013
Sick Leave: September 25, 2013 – November 1, 2013
Leave without Pay: November 4, 2013 – November 22, 2013
Expiration Date: November 22, 2013
Child Care Leave of Absence: September 25, 2013 – November 22, 2013
- P-5: TERMINATIONS: No Recommended Actions
- P-6: TENURE APPOINTMENTS: No Recommended Actions
- P-7: APPOINTMENTS:
1. JENNIFER PHILLIPS
Position: School Psychologist
Type of Appointment: Probationary
Assignment: Seaford Harbor School
Certification: School Psychologist - Permanent
Effective Date: September 3, 2013
Expiration Date: June 30, 2016
Tenure Eligibility: June 30, 2016
Tenure Area: School Psychologist
Salary: MA+30 Step 3 = \$72,894
Reason: To Replace Patricia Sigler

CONSENT AGENDA – PERSONNEL (cont'd)

2. JENNIFER BRAND

Position: English Teacher
Type of Appointment: Regular Substitute
Assignment: Seaford High School
Certification: English 7-12 - Permanent
Effective Date: September 3, 2013
Expiration Date: October 17, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: As Per Leave Replacement Schedule
Reason: Leave Replacement for Tania Cintonino

3. MARY MOY

Position: Elementary Teacher
Type of Appointment: Regular Substitute
Assignment: Seaford Manor School
Certification: Pre K-6 – Permanent
Effective Date: September 3, 2013
Expiration Date: October 17, 2013
Tenure Eligibility: N/A
Tenure Area: N/A
Salary: As per Leave Replacement Schedule
Reason: Leave Replacement for Amy Hechler

P-8: OTHER: No Recommended Actions

- a) Recommend the Board of Education approve the appointment of the following coaches for the High School Fall season:

Lauren Udey JV Volleyball \$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.

Mary Simons Grade 11

B. Non-Instructional (dated August 2, 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: APPOINTMENTS: No Recommended Actions

P-7: OTHER:

1. Recommend the Board of Education approve the following substitute Teacher Aide appointment for 2013 summer personnel required for Special Education. Salary per contract.

Joan Zabawski

2. Approve changing Louraine Prodan's title from Clerk (part-time) to Teacher Aide part-time effective upon approval by the Nassau County Civil Service Commission.

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve acceptance of the determinations of the Special Education Committee Meetings of: 7/17/13.

No Discussion.
All Ayes
Motion Carried.

CPSE/CSE

Status of renovation of Special Education Life Skills Suite
- Safety of equipment currently in suite

None

**PUBLIC COMMENTS –
AGENDA ITEMS**

OLD BUSINESS

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

RESOLVED, that the following budget (gross amount) of the necessary claims and expenditures in Seaford UFSD (#6) in the Town of Hempstead School Year 2013-2014, amounting to

\$ 60,437,334 School Purpose

\$ 2,143,078 Library Purpose

Total: \$ 62,580,412 be the same and is hereby accepted.

RESOLVED, that the sum of \$ 47,445,310 School Purpose

\$ 1,921,547 Library Purpose

Total: \$ 49,366,857 Be the remainder of

budget adopted as above and the amount which must be RAISED BY TAXATION (NET AMOUNT) for Seaford UFSD (#6) of the Town of HEMPSTEAD, Nassau County, New York, for the year 2013-2014 be levied upon the taxable property of the said school district as said property has been certified to by the Assessor for the school year 2013-2014.

RESOLVED, that the District Clerk of this School District is hereby authorized and directed, pursuant to Section 6-20.0 and amendments thereto of the Nassau County Administrative Code, to file a certified copy of these resolutions with the Nassau County Legislature and the Department of Assessment, Mineola, New York, on or before August 15, 2013.

No Discussion

Brian Fagan - Aye

Bruce Kahn - Aye

Richard DiBlasio - Aye

Susan Ruona - Aye

Jeanmarie Wink - Aye

Motion Carried.

**NEW BUSINESS
TAX LEVY RESOLUTION**

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve entering into an Instructional Services contract with The Hagedorn Little Village School for summer school for one Seaford Kindergarten student, July 8, 2013 – August 16, 2013.

No Discussion.
All Ayes
Motion Carried.

**CONTRACTS – HAGEDORN
LITTLE VILLAGE –
SUMMER 2013**

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve entering into an Instructional Services contract with The Hagedorn Little Village School for the 2013-2014 school year for one Seaford Kindergarten student.

No Discussion.
All Ayes
Motion Carried.

**CONTRACTS – HAGEDORN
LITTLE VILLAGE 2013/2014**

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve entering into an Agreement and Release with the Seaford School District and one Special Education student and his parents for the 2013-2014 school year.

No Discussion.
All Ayes
Motion Carried.

CONTRACTS

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve the first reading of newly created Policy #5421 – Anaphylaxis.

No Discussion.
All Ayes
Motion Carried.

**FIRST READING - POLICY
#5421 – ANAPHYLAXIS**

Mr. Strifolino gave a brief history as to how the policy was developed and those involved in the development.

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve the first reading of Revised Policy #0115, Dignity for All Students Act.

No Discussion.
All Ayes
Motion Carried.

**FIRST READING - POLICY
#0115, DIGNITY FOR ALL
STUDENTS ACT**

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve the first reading of Revised Policy #0115, Dignity for All Students Act.

No Discussion.
All Ayes
Motion Carried.

**FIRST READING - POLICY
#0115, DIGNITY FOR ALL
STUDENTS ACT**

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve the first reading of Revised Policy #5300, Code of Conduct, as amended.

No Discussion.
All Ayes
Motion Carried.

**FIRST READING - POLICY
#5300, CODE OF CONDUCT**

Mr. Kahn advised that he had a few minor changes/corrections to the policy. Discussion covered search procedures, security concerning visitors to the building, language changes and clarification of security procedures. After discussion and review it was decided to make the suggested modifications and additional changes will be made concerning security measures.

All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Mr. DiBlasio, to approve the revised building level Codes of Conduct, as amended.

No Discussion.
All Ayes
Motion Carried.

**BUILDING LEVEL CODES
OF CONDUCT**

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

INCREASE 2013/2014 BUDGET

Based upon a recommendation by the Superintendent,

BE IT RESOLVED, that the Board of Education of the Seaford School District accepts the donation of \$7,171 from the Manor PTA and increases the 2013-2014 budget from \$60,477,334 to \$60,484,505. The express purpose of the additional funds is for the construction and installation of a new playground at the Manor School.

Brief discussion concerning correcting the typographical errors in the numbers.

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

Transportation Coordinator Position - Areas covered in the discussion included:

**DISCUSSION ITEM:
TRANSPORTATION
COORDINATOR POSITION**

Position would have Civil Service title of Account Clerk
History of position
Detailed description of job/work done by this position
12-Month position
Survey of other districts for this position – ½ time/full time, salary, number of people in position and whether they own their own buses or not
State aid related to this position
Transportation contracts
Budget concerns in the future
Position is in current budget
Position would have time to handle the monetary issues at the Middle School to resolve the issue there
Need to have defined role in Middle School – monetary related matters; handling of funds collected
Meeting with staff on Superintendent's Conference Day to go over procedures with staff
The Board approved the posting of the position of Transportation Coordinator (District Title) - (Civil Service Title – Account Clerk)
- Position will be appointed through Civil Service procedures

Middle School Aides – Payroll for 2012-2013 - Areas covered in the discussion included:

**DISCUSSION ITEM: MIDDLE
SCHOOL AIDES -
2012/2013 PAYROLL**

Extra pay and reason for pay
Aide absenteeism
Salary projections
Beginning of school year will go over with staff proper procedures
- Sign in/sign out
- Management oversight
- Guidelines
- Coverage for students
- Uniform for all buildings; consistent
- Monitoring
Make impact going forward
Need for policy

MIDDLE SCHOOL AIDES DISCUSSION (cont'd)

Aides should never cover for clerical staff

Coverage for clerical staff

- Need for someone to cover offices to answer phones/greet visitors

Proper function of all offices

Paper trail

- Inaccuracies
- Inconsistencies
- Review of timesheets

Building Tours by Board Members - Areas covered in the discussion included:

2 Board members to building visits and report back to balance of Board
Coordinate with Andrew Ward

Board decided that Brian Fagan and Jeanmarie Wink would tour the buildings

- Plan to do tour prior to school opening

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

- Security in buildings
 - Need to have Security Guards giving out Visitor Badges
 - Concerns over people walking through building; perhaps have someone walk visitors down to area they are visiting
 - What will happen on assembly days; visitor days with only one security guard
 - Need to have Middle School students – ID when coming into elementary buildings
- Responses to letters concerning Harbor Access Road
 - Status of plans to build Harbor Access Road
- Test Scores
 - Pilots; plans going forward
- Any way to sell the printers in bulk rather than individually
- Is salary for Transportation Coordinator in budget
- PERB discussions – why in Executive Session
- Dollar amount of unanticipated revenue
- Coverage for clericals
 - Aides familiar with students/staff/families
 - Just answering phones, greeting people, opening mail
- Job description for Aides
 - Training processes

None

**DISCUSSION ITEM:
BUILDING TOURS BY
BOARD MEMBERS**

PUBLIC COMMENTS

CLOSING REMARKS

MIDDLE SCHOOL AIDES DISCUSSION (cont'd)

At 9:39 p.m., a motion was made by Mr. Kahn, second by Mr. DiBlasio, to adjourn the Regular Meeting and enter into Executive Session for the purpose of discussing the PERB settlement with the Clerical Unit, negotiations with the Aides Unit and the Clerical Unit and the evaluation of the Superintendent of Schools.

**ADJOURN REGULAR
MEETING**

No Discussion.
All Ayes
Motion Carried.

There being no further business, a motion was made by Mr. Kahn, second by Ms. Wink, to adjourn Executive Session at 11:56 p.m.

**ADJOURN EXECUTIVE
SESSION**

No Discussion.
All Ayes
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette
District Clerk

Bruce A. Kahn
Vice District Clerk