

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Wednesday, November 20, 2013, in the All Purpose Room 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 Strifflino
Mr. Christopher Venator – Attorney

At 7:34 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

Areas covered in the Quarterly Audit Summary Report presented by Cristina Spinelli, Internal Auditor:

PRESENTATION – QUARTERLY AUDIT SUMMARY REPORT CRISTINA SPINELLI, INTERNAL AUDITOR

Report for the period July through October 2013:

Focus on Payroll - Looked at 40 employees representing each of the units with different pay structures to assure the accuracy of:

- Salary/hourly (Straight & Overtime)
- Deductions
- 403B Contributions
- Appropriate tax forms/proper deductions taken
- Health Insurance
- Proper steps
- Timesheets properly signed/authorized
- ERS/TRS deductions
- Longevity

Two minor exceptions

- Missing some tax withholding forms from long time employees
- One employee was not having deduction taken from paycheck for insurance.
- Issues are being rectified

In response to Board questions, Ms. Spinelli advised that this kind of review is time-consuming and to prevent this from happening you need someone to go through all the files

- Ms. Spinelli also stated that the clerical staff is very thinly staffed; what she does takes a fair amount of time and she was unsure the Payroll staff, in their current environment, has the capacity to do all the checking that she did

Automation of vendor information

Wire transfer system

Health Care Reform

- Health Care Compliance

Textbook Returns

- Procedures to recoup books/funds

Mr. DiBlasio asked about options open to the District concerning book returns. Having problems with the wireless microphone he advised that he could talk loud enough. Ms. Spinelli advised that privileges could be withheld and briefly explained what those could be. Mr. DiBlasio also asked about the collection of the books and the tightening up of tracking returns. Continued discussion concerning textbooks, returns and ways to improve collection.

Extraclassroom Funds Procedures

- School store – future to have student involvement

The Board briefly paused to deal with the problems with the wireless microphones. Mr. Conboy would be using one of the wired microphones for his Administrative Report.

Topics covered in Mr. Conboy's Administrative Report dated November 15, 2013 included:

ADMINISTRATIVE REPORT

Michael Fox Eagle Scout project at Harbor School
PERMA (Public Employer Risk Management Association)

- Endorsed by New York State School Boards Association for issues related to Workers' Compensation
- Actuarial study
- Benefits of going with PERMA
- Need, if any for an RFP
- Update on Life Skills Suite
- Update on Seaford Avenue School property
- Atlantic Express Bus Company
Motion for Chapter XI Bankruptcy
Received extension of contract for next year with CPI increase
Need to keep close eye on situation

Ingerman, Smith Opinion concerning Superstorm Sandy Assessment Relief Act

- Webinar on Act

Mr. DiBlasio asked Mr. Venator about the Act, those affected by it and other Acts concerning SuperStorm Sandy. Having additional microphone problems Mr. DiBlasio asked for the microphone so he could fix it.

Education Commissioner's forum on Common Core

- December 9th for Senator Fuschillo's area
- Time and location unknown at this time

October 30 letter from County Executive Mangano about panic buttons

Nassau County Champions – Ladies Varsity Volleyball Team

All Fall Varsity Sports are New York State Scholar Athlete Teams

Runner Joseph Miller County Champion

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

**PERSONNEL ACTION
REPORT - INSTRUCTIONAL**

A. Instructional (dated November 20, 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. STACEY FRIED

Position:	Special Education Teacher
Type of Appointment:	Regular Substitute
Assignment:	Seaford Middle School
Certification:	Special Education – Permanent
Effective Date:	December 9, 2013
Expiration Date:	March 24, 2014
Tenure Eligibility:	N/A
Tenure Area:	N/A
Salary:	As Per Leave Replacement Schedule
Reason:	Leave Replacement for Angela McGibney

PERSONNEL (cont'd)

P-8: OTHER:

- a) Recommend the Board of Education amend the end date of Maureen Sabella's child care leave without pay from November 14, 2013 to November 15, 2013 as approved at the July 11, 2013 Board of Education meeting.
- b) Recommend the Board of Education amend the end date of Christine Skaats' leave replacement for Maureen Sabella from November 14, 2013 to November 15, 2013 as approved at the August 22, 2013 Board of Education meeting.
- c) Recommend the Board of Education approve the following Seaford Manor School club and extracurricular appointment for the 2013-2014 school year:

Susan Henle	Chess Club	\$910
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- d) Recommend the Board of Education approve Nancy Natale as a home instructor for the Seaford School District. Salary is according to UTS contract.

B. Non-Instructional (dated November 14, 2013):

P-1: POSITION ABOLITION: No Recommended Actions

P-2: POSITION CREATION: No Recommended Actions

P-3: RESIGNATIONS:

- 1. NICOLE DIMARCO
Position: Teacher Aide
Civil Service Title: Teacher Aide Part-time
Location: Seaford High School
Effective Date: October 17, 2013

P-4: LEAVES: No Recommended Actions

P-6: APPOINTMENTS:

- 1. CHARLES BURKE
Position: Substitute Cleaner
Civil Service Title: Cleaner – Part-time Substitute
Type of Appointment: Substitute
Location: District – Where/When Needed
Salary: \$15.67 per hour
Code: 1620-171
Reason: Substitutes Needed
Effective Date: Upon fingerprint clearance and approval by the Nassau County Civil Service Commission
- 2. ERIC MCGOVERN
Position: Substitute Cleaner
Civil Service Title: Cleaner – Part-time Substitute
Type of Appointment: Substitute
Location: District – Where/When Needed
Salary: \$15.67 per hour
Code: 1620-171
Reason: Substitutes Needed
Effective Date: Upon fingerprint clearance and approval by the Nassau County Civil Service Commission

PERSONNEL (cont'd)

3. PEDRO PORTUGAL

Position:	Substitute Cleaner
Civil Service Title:	Cleaner – Part-time Substitute
Type of Appointment:	Substitute
Location:	District – Where/When Needed
Salary:	\$15.67 per hour
Code:	1620-171
Reason:	Substitutes Needed
Effective Date:	Upon fingerprint clearance and approval by the Nassau County Civil Service Commission

P-7: OTHER:

1. Correction of salaries of the following Aides:

* Danielle Casha	\$13.25 per hour	Teacher Aide
* Kelly Carlin	\$13.25 per hour	Teacher Aide
** Jennifer Volk	\$13.25 per hour	Teacher Aide

* Salary was incorrectly listed on 10/24/2013 Non-certified Personnel Action Report

** Salary was incorrectly listed on 11/7/2013 Non-certified Personnel Action Report

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to approve acceptance of the determinations of the Special Education Committee Meetings of: 10/15; 10/17; 10/22; 10/24; 10/29; 10/31; 11/4.

CPSE/CSE

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to entering into a Managed Services Agreement with Centris Group, LLC, our special education software provider (IEP Direct), for automatically renewable successive one-year terms, and authorize the Board President to sign said Agreement.

CONTRACT – CENTRIS GROUP, LLC

Discussion concerning terms of agreement, requested/negotiated changes, automatic renewal and payments.

All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to approve the Amendment to the Agreement dated August 8, 2013 with the Hagedorn Little Village School, to add Parent Counseling and Training Services at a cost of \$115 per hour for one special education student, and authorize the Board President to sign said Agreement.

CONTRACT AMENDMENT – HAGEDORN LITTLE VILLAGE SCHOOL

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to approve the Zero Transportation Contracts for the 2013-2014 school year and authorize the Board President to sign these contracts.

CONTRACTS – 2013/2014 ZERO TRANSPORTATION

No Discussion.
All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to approve entering into a Memorandum of Agreement between the District and Shenghu Wang who will provide translation services from November 14, 2013 through June 26, 2014 at a cost of a maximum of \$35 per page of translation for up to fifty-five (55) pages.

No Discussion.
All Ayes
Motion Carried.

**CONTRACT – SHENGHU
WANG**

Motion by Mr. Kahn, second by Ms. Ruona, to approve the Harbor School's request for a field trip to the Museum of Natural History in NYC on May 27, 2014.

No Discussion.
All Ayes
Motion Carried.

**FIELD TRIP – HARBOR
SCHOOL – MUSEUM OF
NATURAL HISTORY**

Motion by Mr. Kahn, second by Ms. Ruona, to approve the High School's request for a field trip to Lincoln Center Theatre in NYC on January 8, 2014.

No Discussion.
All Ayes
Motion Carried.

**FIELD TRIP – HIGH SCHOOL
LINCOLN CENTER**

Motion by Mr. Kahn, second by Ms. Ruona, to approve the Eagle Scout Project at the Harbor School submitted by Michael S. Fox of Troop 581.

**EAGLE SCOUT PROJECT –
MICHAEL FOX**

Mr. Fagan briefly spoke about Michael Fox and his project. In response to Ms. Ruona's questions Michael Fox advised that he had spoken to Donna DeLucia-Troisi and she had signed off on the project.

All Ayes
Motion Carried.

Motion by Mr. Kahn, second by Ms. Ruona, to approve the dedication of the All Purpose Room located in the Harbor Elementary School to Brian L. Conboy, as recommended by the Harbor 50th Anniversary Committee.

**HARBOR AP ROOM
DEDICATION**

Mr. Conboy briefly spoke about the Harbor 50th Anniversary Celebration and how honored he was by this dedication.

No Discussion.
All Ayes
Motion Carried.

Areas covered in the discussion on the Assistant Superintendent for Business position:

**WORKSHOP TOPIC:
ASSISTANT SUPERINTENDENT
FOR BUSINESS POSITION**

Looking for outside skills other than in schools
CPA
Certificate from State
Civil Service title Business Manager
Post position on OLAS System
- If do not find appropriate candidate look at over avenues
- Post on OLAS tomorrow
Screening process of resumes
- Resumes will be given to Board through Board intranet
July 1, 2014 targeted start date

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

PUBLIC COMMENTS

- Civil Rights issues concerning rights for hearing impaired residents
Use of microphones
- CPSE/CSE determinations on agenda; are there no CPSE's
Need to pay attention to trend and purpose of meetings
Concern over Atlantic Bus extension for next year
School Store – In School Career Development opportunity
Presentation to the Regent at State Ed
- Manor Fifth Grade trip
Why was trip cancelled; any research as to why
Other trips going to New York; should be looked into why building
Principal said no
Email to administrators concerning Parent Visitation Day
Parents were not made aware that building level and/or IEP mandated
services were cancelled (rescheduled for another day) during visitation
time
Better communication to parents
Need to advise parents of provider absences
- Request that both sets of doors be open and having people checked at
both entrances on visitation days
- Student requested air conditioning in classrooms in Manor School

Closing remarks by the Administration and Board

CLOSING REMARKS

- ◆ Happy Thanksgiving

At 8:54 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 contract negotiations with the Custodial unit, the UTS, SASA and the Aides.

**ADJOURN WORKSHOP
MEETING**

No Discussion.
All Ayes
Motion Carried.

There being no further business, a motion was made by Mr. Kahn, second by Ms. Ruona, to adjourn Executive Session at 10:48 p.m.

**ADJOURN EXECUTIVE
SESSION**

No Discussion.
All Ayes
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette
District Clerk

Bruce A. Kahn
Vice District Clerk