

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, June 18, 2015, in the All Purpose Room of the Manor Elementary School, 1590 Washington Avenue, Seaford, New York.

PRESENT: Mr. Bruce A. Kahn - President  
Ms. Susan Ruona - Trustee  
Ms. Stacie Stark - Trustee  
Ms. Jeanmarie Wink - Trustee

ABSENT: Mr. Brian W. Fagan – Vice President

Mr. Brian L. Conboy  
Mr. John Striffolino  
Ms. Elisa Pellati  
Mr. Christopher Venator – Attorney

At 7:32 p.m., Bruce Kahn, President of the Board of Education, opened the Workshop Meeting. As the first order of business, Mr. Kahn led the audience in the Pledge of Allegiance.

**OPEN MEETING**

Board President Bruce announced that on Monday, the County Legislature approved the Inter-Municipal Agreement between the District and Nassau County to build the Harbor emergency access road. The Agreement will now be presented to County Executive Ed Mangano for his signature (hopefully by next week). He also announced that the District had received a letter from Engel Berman and pursuant to our contract, they will be closing within 60 days on the sale of the Seaford Avenue School.

**OPENING REMARKS**

Mr. Kahn spoke about outgoing Board Trustee Susan Ruona. He spoke about the three (3) years Ms. Ruona was on the Board, those things accomplished while on the Board and her contributions throughout her three-year term. Mr. Kahn then presented her with a plaque. Mr. Conboy then spoke about Ms. Ruona stating that she was probably the strongest voice in the community for diversity rights in our District. He also spoke about her donation of the money to create the Gay/Straight Alliance at Seaford High School.

**PRESENTATIONS  
RECOGNITIONS**

Ms. Ruona thanked everyone and briefly spoke about being a Board Member.

Mr. Conboy then announced the retirement of Marion Rubin after 30 years as a School Monitor. He then spoke about Lindy Hindy-Telford, retiring Occupational Therapist. Mr. Conboy spoke about Ms. Hindy-Telford's time in the District, including that she was the first Occupational Therapist employed by the District.

Finally, Mr. Conboy announced that Harbor teacher Susan Ward was retiring after 41 years as a teacher. He spoke about Ms. Ward's history with the District, changes which took place during her time and the mark she has left.

Ms. Hindy-Telford and Ms. Ward briefly spoke and thanked everyone. Plaques were presented to both Ms. Hindy-Telford and Ms. Ward.

Topics covered in Mr. Conboy's Administrative Report dated June 15, 2015 included:

**ADMINISTRATIVE  
REPORT**

Harbor Roadway  
Seaford Avenue School Property  
Discussion for tonight's Workshop Meeting  
Items on this evening's Agenda  
- Budget transfers  
- Approval of Professional Development Plan for 2014-2015  
- Need for resolution concerning date of Reorganization Meeting  
Summer Board Meetings will be held in the Seaford High School Band Room  
TANS Borrowing  
2015 Graduations

None

**PUBLIC COMMENTS**

Motion by Ms. Ruona, second by Ms. Wink, to approve the Budget Transfers, as indicated in the Board's documentation.

**BUDGET TRANSFERS**

No Discussion  
All Ayes  
Motion carried.

Motion by Ms. Ruona, second by Ms. Wink, to adopt the Professional Development Plan for the 2014-2015 school year and authorize the Board of Education President to sign the Statement of Certification.

No Discussion  
All Ayes  
Motion carried.

**2014/2015  
PROFESSIONAL  
DEVELOPMENT PLAN**

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

**BE IT RESOLVED** that the Board of Education will hold its annual Reorganization Meeting on July 2, 2015.

No Discussion  
All Ayes  
Motion carried.

**RESOLUTION  
JULY 2, 2015  
REORGANIZATION  
MEETING**

Areas covered in the discussion on Initial Risk Assessment dated May 31, 2015:

**WORKSHOP TOPIC: INITIAL  
RISK ASSESSMENT DATED  
MAY 31, 2015**

Document is final version

Policies which will need changing

Changes concerning Petty Cash

Recommendation to have Board President sign checks \$25,000 or over

- Manual rather than electronic signature recommended for those amounts
- On average about 8-10 checks per month that would have to be manually signed by the Board President
- Board Policy would need to be changed

Draft detailed report on Accounts Payable and Purchasing from Internal Auditors posted on Board's intranet

- Will notify Board when final version is posted on Intranet

Update on their audit plan for next year

- Considering Payroll and Technology
- Security cameras would be included

Internal Auditors to report to the Board at a later date

Pleased with work of Pappas and Company, District's Internal Auditors

There was a brief discussion on procedures concerning monies from the sale of the Seaford Avenue School property, steps already taken and external auditors review

Board is looking for volunteers interested in serving on the District's Audit Committee. Anyone interested should contact the District Clerk

Brief discussion on the New York State School Boards Association Conference to be held in October 2015 in New York City:

Funds were budgeted for attendance this year

Due to budget constraints Board has not attended in a few years

Mr. Kahn interested in attending

Board to look at their schedules to see who is interested in attending/able to attend

Closing remarks by the Administration and Board

**CLOSING REMARKS**

- ◆ Congratulations to the retirees
- ◆ Congratulations to our graduates
- ◆ Thank you to Susan for all her work on the Board; a pleasure working with her
- ◆ Congratulations to the students and teacher for their work on the AP Art Show
- ◆ Great job on the Spring Concerts
- ◆ Wonderful elementary graduations
- ◆ Ms. Ruona thanked everyone for their kind words
- ◆ Happy Father's Day

At 8:13 p.m., a motion was made by Ms. Ruona, second by Ms. Wink, to adjourn the Workshop Meeting and enter into Executive Session for the purpose of discussing:

**ADJOURN WORKSHOP  
MEETING**

- Contract negotiations with the UTS
  - A specific personnel issue
  - Individual contracts of:
    - ▶ Security Director
    - ▶ Athletic Director
    - ▶ Assistant Superintendent for Business
    - ▶ Assistant Superintendent for Curriculum/Instruction and Personnel
    - ▶ Director of Facilities
    - ▶ District Treasurer
  - Performance Assessment- Superintendent of Schools
- No Discussion.  
All Ayes  
Motion Carried.

There being no further business, a motion was made by Ms. Ruona, second by Ms. Stark, to adjourn Executive Session at 10:18 p.m.

**ADJOURN EXECUTIVE  
SESSION**

No Discussion.  
All Ayes  
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette  
District Clerk

Susan Ruona  
Vice District Clerk