

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, September 15, 2016, in the All Purpose Room of the Manor Elementary School, 1590 Washington Avenue, Seaford, New York.

PRESENT: Mr. Bruce A. Kahn - President
Mr. Brian W. Fagan - Vice President
Ms. Janice Baldwin - Trustee
Mr. Patrick Rail – Trustee

ABSENT: Ms. Stacie Stark - Trustee

Mr. Brian L. Conboy
Mr. John A. Strifolino
Ms. Elisa Pellati

At 7:30 p.m., the President of the Board of Education opened the Workshop Meeting. As the first order of business, Board President Bruce Kahn led the audience in the Pledge of Allegiance. Mr. Kahn asked for a moment of silence in honor of community member Wilbur Erb who passed away this week. Mr. Kahn briefly spoke about Mr. Erb who was not only a former Seaford School Board President, but was a devoted member to his church, a WWII Air Force Veteran, a retired NYPD Investigator and a very involved member of the Seaford Community. Mr. Erb was a gentleman and will be sorely missed by all.

OPEN MEETING

Mr. Kevin Herbst, Fire Inspector, gave the Annual Fire Inspection Report. Mr. Herbst reported that it was summer inspection done on July 14th and no violations or issues were found. He advised that we are on an eleven-month cycle and the District will most likely have another July inspection.

PRESENTATIONS RECOGNITIONS ANNUAL FIRE INSPECTION REPORT

Pappas & Company, Internal Auditors, discussed the results of their Payroll and Personnel and Property Plant and Equipment testing. Areas covered in their report included:

PAPPAS & COMPANY INTERNAL AUDITORS REPORT

Background of how areas to look at were determined

Testing Areas:

- Payroll & Personnel
- Fixed Assets

Assessment of Risk and Internal Controls

Recommendations previously made and implemented

Very good internal controls

Segregation of duties

Tests of actual payroll transactions

Personnel files

- Sampling taken from all bargaining units

3 Policies pertaining to fixed assets

Procedures for capturing fixed assets

New company has been hired

Future tracking of equipment which has been moved from one building to another

Look to Board and Audit Committee for guidance in areas to test in the coming year

- Special Education

- District Vehicles/Gasoline

Have a very good working relationship with the Board and Administration

Topics covered in Mr. Conboy's Administrative Report dated September 9, 2016 included:

ADMINISTRATIVE REPORT

Workshop topic for this evening

- District Website

Excellent opening for schools this year

Good deal of optimism in each of the buildings

- Many new staff members this year

Resignation from High School Drama Coordinator – Mr. Kerry Prep

- Position has been posted

9-11 Memorial Ceremony

Homecoming next weekend

Mr. Rail asked about proposed revisions to policies – Use of Facilities and Field Trips

Mr. Kahn reminded the Board Members of the need for the Board to do tours of the buildings. After a brief discussion Mr. Rail and Ms. Baldwin were to give Mr. Kahn some dates they would be available to do a 7:00 a.m. tour. Ms. Stark had advised Mr. Kahn she would be available to do a tour. Mr. Kahn asked that they each email him so that he could coordinate the building tours.

None

PUBLIC COMMENTS

Motion by Mr. Fagan, second by Mr. Rail, to adopt the following resolution:

RESOLUTION

IT IS HEREBY RESOLVED, pursuant to Education Law Section 913, that a tenured employee, whose identity is known to the Board of Education, is hereby directed to report for a psychiatric examination in order to determine the capacity of such person to perform said employee's duties with the Seaford Union Free School District. Said examination will be conducted by a psychiatrist to be selected by the School District on a date scheduled by the District.

No Discussion.
All Ayes
Motion Carried.

RFP for Superintendent Search. Areas discussed included

WORKSHOP TOPIC:

Timeline for publication
Need for the RFP
Potential cost of Consultant
Benefits of hiring a consulting/search firm rather than conducting the search in-house
Board to review responses to RFP
Need to develop job description
Board members to think about what they are looking for in a Superintendent
Responses to RFP back in October

Upgrade of the School District's Website. Areas discussed included:

WORKSHOP TOPIC:

Current District Template
Possible template options
Manhasset, Wantagh, Hicksville and BOCES Websites
SchoolWires
Search Box
- Importance of size and location
Scrolling Student/Community Pictures
Position/Movement of channel bars
Use of the entire page of the website
Length of pages
Having all lunch menus in same place preferred
One strip of channels on top of page
Spot for emergency notifications/school closings
Cost to District if we wanted to change it
Ability to preview what it is going to look before it goes live
- District purchases the template
New website will be more mobile device friendly
Calendar
Customization options

It was decided to go with the template that BOCES uses for their website with a white background and green trim

Closing remarks by the Administration and Board

CLOSING REMARKS

- ◆ Mr. Fagan and Mr. Conboy spoke more about Wilbur Erb, his contributions to the Seaford Community and how he will be missed.
- ◆ October 20th Workshop Meeting has been changed to Wednesday, October 19th.
- ◆ Should view the new mural being painted by Cliff Miller at the Harbor School

There being no further business, a motion was made by Mr. Fagan, second by Mr. Rail, to adjourn the Workshop Meeting at 8:29 p.m.

ADJOURN WORKSHOP MEETING

No Discussion.
All Ayes
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette
District Clerk