

**MINEOLA UNION FREE SCHOOL DISTRICT
MINEOLA, NY**

Business Meeting MINUTES

*The Mission of the Mineola Union Free School District is to inspire each student
to be a life-long learner, pursue excellence, exhibit strength of character
and contribute positively to a global society.*

Board Goals – 2008-2009

- ***Educational Expectations and Improvement***
- ***School Quality***
- ***Operations***
- ***Fiscal Management/Stability***

DATE: December 18, 2008

LOCATION: Willis Avenue School

OPEN BUSINESS MEETING

7:00 p.m. 1st FLOOR CAFETERIA

Board of Education

Stephen Siwinski, President
Laraine Salvatore, Vice President
John McGrath
William Hornberger
Terence Hale

Central Office

Dr. Lorenzo Licopoli, Superintendent of Schools
Dr. Michael Nagler, Deputy Superintendent
Sherri Goffman, Asst. Supt. of Curr. & Inst.
John Waters, Asst. Supt. of Finance & Oper.
Janice Patterson, Director of Pupil Services
Donna Martillo, District Clerk

A. Call to Order

At 7:08 p.m. the meeting was called to order by President Siwinski.

B. Pledge of Allegiance

C. Reading of Mission – Dr. SueCaryl Fleischmann

D. Moment of Silent Meditation

E. Dais & Visitor Introductions

After introduction of the dais, also in attendance were: Jack Feldman, Esq., District's Counsel; Deborah Shaw, Willis Principal; SueCaryl Fleischmann, Elementary Principal; and Matt Gaven, Elementary Principal.

F. High School Student Organization Report

The High School Student Rep reported on the Secret Santa Flower Sale Toy Drive.

- G. Old Business
- H. New Business

I. Consensus Agenda

1. Accepting of Minutes

- a. That the Board of Education accepts the minutes of the November 6, 2008 (Workshop); November 10, 2008 (Special Hearing); November 20, 2008 (Business); and November 25, 2008 (Special) Meetings as presented.

2. Instruction

a. Resignations/Leave of Absence

- 1. That the Board of Education accepts the resignation of Laura McNally, Permanent Substitute Teacher, effective December 1, 2008.

b. Appointments

- 1. That the Board of Education approves the appointment of Daniela LoVerde, Girls JV Lacrosse Coach (Fills vacancy due to resignation of Nicole Ippolito); stipend, step 1, \$4,256.00 for the 2008-2009 school year Winter Interscholastic Season.
- 2. That the Board of Education approves the addition of the following individuals to the Per Diem Substitute Teacher list for the 2008-2009 school year at \$90.00 per day:

Doreen Costanzo	Early Childhood Education (Birth-Grade 2)
Jillian Daino	Students with Disabilities (Birth-Grade 2)
	Students with Disabilities (Grades 1-6)
	Early Childhood Education (Birth-Grade 2)
	Childhood Education (Grades 1-6)
Jennifer Devlin	PreK-Grade 6
Vanessa Ricci	Physical Education

- 3. That the Board of Education approves the appointment of Leigh Johnson, to the position of Leave Replacement Math Teacher for Kim Stopanio, effective December 10, 2008 to on or before June 30, 2009; salary: Days 1-20, \$90.00; Days 21-39, \$100.00; Days 40-55, \$110.00; Day 46 gets contract salary of BA, Step 1, \$54,259.00 pro-rated.
- 4. That the Board of Education approves the following Fine & Performing Arts Clubs and Stipend for the 2008-2009 school year:

Regina Carvalho, Chaperone for HS Marching Band; stipend \$444.57

5. That the Board of Education amends the stipend of Frank Massaro, JV Wrestling Coach, previously approved at the November 6, 2008 Board Workshop Meeting from \$6,039.00 to \$5,835.00 for the 2008-2009 Winter Interscholastic Season.

2.1. Instruction: Committee on Special Education Actions

- a. That the Board of Education approves the CSE/CPSE/SCSE recommendations for programs and services for students with IEPs for the time period from November 1, 2008 to November 30, 2008 as set forth in Confidential Attachment "A".

2.2. Instruction: Contracted Instructional Services

- a. That the Board of Education approves a contract between the Mineola Union Free School District and North Shore University Hospital/Fay J. Lindner Center for Autism for the 2008-2009 school year. Fee schedule as follows:

Comprehensive Transdisciplinary	
Evaluation with observation	\$3,000.00
Without observation	\$3,300.00
Psychologist/Special Educator (M.A.)	\$ 100.00 per hour
Social Worker (MSW)	\$ 100.00 per hour
Psychologist/Special Educator (M.A., B.C.B.A.)	\$ 125.00 per hour
Sp/Language Pathologist (M.A., CCC-SLP)	\$ 150.00 per hour
Psychologist (Ph.D.)	\$ 175.00 per hour
Physician (M.D.)	\$ 250.00 per hour

- b. That the Board of Education approves a contract between the Mineola Union Free School District and Child Abuse and Prevention Services to provide training for school personnel for the 2008-2009 school year, \$300.00 for a two hour session.
- c. That the Board of Education approves a contract between the Mineola Union Free School District and East Norwich Central School District for students parentally placed in a private school outside of the Mineola School District to receive special education services from Oyster Bay-East Norwich Central School District where the private school is located, for the 2008-2009 school year. Cost to the Mineola School District derived from Education Law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education; and that these statutes and regulations may define the maximum costs that may be charged hereunder.

2.3. Instruction: Student Actions

- a. That the Board of Education tentatively approves a student exchange trip to Ovar, Portugal in April 2009, at no cost to the district, pending final submission of itinerary.

Warrant #10	\$1,209,760.74
Voids	\$ 842.04 Cr.
Credits to Expense	\$ 80,972.71 Cr.
TOTAL EXPENSES	\$2,260,677.43

<u>PAYROLL #9 & #10</u>	
General	\$3,976,808.95
Fund F	\$ 57,814.30
TOTAL PAYROLL	\$4,034,623.25

c. Increase Budget Appropriation Code

1. That the Board of Education increase Budget Appropriation Code 2630.200.00.2930 by \$5,355.00 with the monies generated from the Computer sale to be used to purchase additional computer equipment for the district.

d. Mileage Reimbursement Rate Adjustment

1. That the Board of Education amends the mileage reimbursement rate from \$.585 per mile decreased to \$.55 per mile, as per the new Federal rate, effective January 1, 2009.

4.1. Business/Finance: Contract Approvals

4.2. Business/Finance: Bids

- a. That the Board of Education approves the participation of the Mineola Union Free School District in the following BOCES Coop Bids at an aidable fee of \$350.00 each:

07/08-048X	HVAC Maintenance and Installation, Ext. #1
06/07-044A	Electrical Supplies, Ext. #2
08/09-068	Plumbing and Heating Supplies
08/09-062	Reconditioning of Athletic Equipment

4.3. Business/Finance: Change Order

- a. That the Board of Education approves Change Orders G-02 and G-03 with Rockmore Contracting Corp. for an increase to their contract in the amount of \$2,927.00.

5. Other

RESOLUTION #38 – **BE IT RESOLVED THAT** the Board of Education approves Consensus Agenda items I.1. through I.4.3.a. as presented.

Motion: Laraine Salvatore
Second: Terence Hale

Discussion: Ms. Salvatore questioned, Item I.4.3.a. (Change Order), why there was a need to increase Rockmore's Contract. Mr. Waters explained it was a result of the work done in the Middle School gym, units had to be taken off the walls and the newly painted walls needed to be touched up, which was not part of the original project. Ms. Salvatore asked if the project went out for bid. Mr. Waters responded, yes.

President Siwinski stated that two items needed to be removed from the agenda.

A motion was made to amend Consensus Agenda, Resolution #38, with the removal of items I.3.a.2 (Family Medical Leave of Absence, Susan Camarda) and item I.3.a.3. (Resignation for the Purpose of Retirement, Joan Selvin).

Motion: Stephen Siwinski
Second: William Hornberger

Discussion: Dr. Nagler explained that one person was able to regain her health and return to work; and in the other situation there was a mix up with time benefits and the person decided not to retire.

Yes:	Terence Hale	No:	None
	William Hornberger		
	John McGrath		
	Laraine Salvatore		
	Stephen Siwinski		

Passed: Yes

The Board now voted on Resolution #38 as amended with the removal of items I.3.a.2. and I.3.a.3. as presented.

Yes:	Terence Hale	No:	None
	William Hornberger		
	John McGrath		
	Laraine Salvatore		
	Stephen Siwinski		

Passed: Yes

J. Public Comments

No public comments at this time.

K. Board of Education Reports

- Comments from Board President

President Siwinski announced he received a flyer with information regarding an Economic Summit held at Old Westbury Wheatley School Auditorium on

January 12, 2009 at 6:30 p.m. Representatives around the State will be attending and the keynote speaker will be County Supervisor Suozzi and it is open to the public

- Board Committee Report
- Superintendent of Schools' Reports & Comments
 - o Superintendent Comments

The Superintendent of Schools wished everyone a Happy Holiday and New Year.

The Superintendent of Schools explained that the January 8th Board Workshop will focus on the ESL Program and Ms. Goffman will present it. Also on the agenda will be the tenure appointment of Mr. Larry Butti.

The Superintendent of Schools further discussed the following: Winter Concerts were well attended and excellent; will be meeting with Middle School staff, consultants, and an Environmental Physician to address concerns regarding the asbestos abatement taking place over the holiday break; he will also be attending the Economic Summit along with some of his colleagues; the Superintendent of Schools looks forward to a discussion with the Board in framing the context in building the 2009-10 Educational Plan and Budget; he met with several 5th grade students at Hampton and asked *what makes a great school* and introduced one of those students', Alysia DiBenedetto, who stated to the Superintendent that she felt *...you cannot achieve anything without team work*.

- o Educational Plan and Budget - - - Educational & Financial Planning Discussion with Board of Education

The Superintendent of Schools reported on the status of state aid reductions (Aid levels frozen at 2008-09 levels; proposal to eliminate STAR Program; school districts assume 15% of special education costs and the elimination of teacher center; impact to Mineola, \$661,270 (12.2% reduction in state aid)). The Superintendent of Schools discussed the following in preparation of the 2009-2010 Educational Plan and Budget: Goals (Increase cost effectiveness, maximize impact of tax dollars, frame current economic indicators into 5 year education & financial planning model); Objectives (Reduce expenditures-matching reductions in State Aid, discuss options for Board, relationship between budget-to-budget increases and tax levy increases and what the community can afford); Outcomes (Revise 5 Year Strategic Educational & Financial Plan by February 2009, plan to reflect educational needs of children, plan to define parameters for cost reductions); definition of State formula determines wealth (Commercial tax base); need for personal income and cost of living must be applied to Long Island districts to determine aid; illegal housing at its highest; a major item in Governor's budget proposal is a tax rate cap (4.1%); County submitted proposal to the Governor that states districts under 1,000 students should consolidate; the district anticipates losing 15% (\$900,000) in state aid; the district also anticipates increases in

retirement costs, and reductions in revenue due to investments; Board should prepare for 3 years of State Aid reductions.

Mr. McGrath requested clarification on building a budget that is close to a contingency budget where the district would not need to exceed the 4% cap. The Superintendent of Schools responded, yes and if the district were to build 3 consecutive budgets at 4% tax levy, the district would be under, very close to, or at the contingent rate.

Mr. McGrath inquired what would be the reduction in getting the district to a contingent budget. The Superintendent of Schools responded 2 million. The district has about \$900,000 as a one time expense reduction for the 2009-10 budget. They will be looking to reduce another 1.1 million for the 2010-11 budget. The Superintendent of Schools stated that TRS and health costs are not included because they are moving targets.

Mr. Hornberger discussed the 5 year blending of ERS and TRS and once the rates for 2008-09 and 2009-10 performances are established there will be large increases. The Superintendent of Schools responded that TRS will be established next December or January which will be a marker as to the cost.

Mr. Hornberger inquired what the district was currently paying for TRS and ERS. Mr. Waters responded that TRS costs approximately 3 million dollars and ERS is slightly less than a million. The Superintendent of Schools stated that in 2010-11 TRS and ERS might be double digits, but if market recovers you might see it go down.

Mr. McGrath needed clarification as to the double digits comment. The Superintendent of Schools responded that it was just a guess, he does not think it will get to 20.

The Superintendent of Schools stated that the Board needs to think strategically. Possibilities: Increasing transportation limits; vote in May gathering community input as to consolidation of schools; must be careful to strategically plan for reductions rather than one shot, due to the effect on programs.

Mr. McGrath needed clarification if the 1.1 million for next year includes TRS and ERS. The Superintendent of Schools responded just projected funding level, CPI added. Mr. Waters commented, factored in was a slight increase in TRS and salary increases.

The Superintendent of Schools also discussed: methods in drilling down expenses; think all the information today is real with potential increases; and under no circumstance build a budget beyond 4% tax levy; decision to maintain or consolidate schools; view reductions from 2 different contexts (Maintaining small schools and effects of what that would be in the budget and tax levy); outlined reductions until 2011-12 to get to a tax levy of less than 4%.

Mr. McGrath commented that the Board is being asked to make decisions on educational programs in keeping the tax levy under 4%. The Superintendent of Schools responded yes and there were 3 different levels (Preserving quality of educational services; relationship between budget to budget increases; tax levy is what the community can afford). Mr. McGrath inquired when a discussion on quality educational services and 4% tax levy take place.

The Superintendent of Schools recommended not reducing too much in one year. Mr. McGrath and Mr. Hornberger inquired as to the contingency number. Mr. Waters responded 5.6% tax levy (2.3 million budget to budget increase). Ms. Salvatore inquired if that includes reimbursement aid being frozen for 2 years, and the district picking up 15% of Pre-K Special Ed. Mr. Waters responded that they are included in the State Aid numbers.

The Superintendent of Schools stated that a status quo budget translates into the current budget rolled over into 2009-10 with an adjustment of \$900,000 of expense side reductions (Includes reduction in State Aid) at a 5.32% tax levy increase. The Superintendent of Schools presented examples of non-mandated expenses (Pre-K, K-6 Art, School Nurse, Computer Teachers, IL positions, non-mandated support, increase of transportation limits, revise class sizes, guidelines with caveats for neighborhood schools, Kindergarten, K-6 Music, Librarian, Assistant Principal, Assistant Superintendent, no late buses); also possibly reducing capital upgrade budgeted line from \$500,000 to \$250,000.

Mr. Hornberger requested clarification about the number 3.9. Mr. Waters responded that contingency would be 5.6% and the budget-to-budget increase would be 3.9%. Dr. Nagler stated that contingency is based on budget-to-budget increase and if you had a tax levy cap you would always be under.

The Superintendent stated if the Board thinks the community can't afford a 4% tax levy the 2009-10 budget will need to be adjusted by an additional million.

Mr. McGrath inquired as to the type of equipment that would be cut to reduce a million dollars. The Superintendent of Schools responded non-instructional equipment, i.e. a truck.

Mr. Siwinski inquired if something could be added for the children, i.e. foreign language at the elementary level. The Superintendent of Schools responded that in this scenario, unless it is mandated, it is not included. The Superintendent of Schools responded if more than expected retirements were to occur, and the district had an extra FTE, the district could use that FTE because it was already budgeted. Ms. Salvatore commented that 80% of the district's budget is contractual. The district needs to expense side that. The children lose when on austerity. She has been asking Administration to look at positions within the district to do without, i.e. Assistant Principal, she is also interested in getting rid of the

parking lot. Ms. Salvatore referred to hiring a psychologist position last year adding to the 80%. Mr. McGrath responded that it was more cost effective to have the position. Ms. Salvatore asked for an explanation as to how it is more cost effective. The Superintendent of Schools responded that outsourcing was more costly than having employees perform the duties, even if it was for 10 years. Mr. Hornberger inquired as to what will be impacted to get to the 1.1 million in reductions. Mr. McGrath stated that it will be difficult to reduce a million dollars without having an understanding why he is doing it. If the community votes down 4%, programs will still need to be cut; what is the incentive. Ms. Salvatore requested clarification if under contingency, bussing is lost. The Superintendent of Schools responded, no.

Mr. Siwinski commented that he is not sure that by cutting an Assistant Principal and Computer Teacher, and Secretarial staff does not hurt students. The Superintendent of Schools responded that Administration will present what the impact will be. Ms. Salvatore commented that Dr. Nagler stated February and March are cut offs when employees need to be alerted. Mr. Siwinski stated the Board is challenging Administration to come back itemizing non-mandated items, their impact and cost. The Superintendent of Schools responded that direction is needed in planning for 2009-10, the district is going plan for expense side reductions to preserve the program and make it as cost effective as feasible. The Superintendent of Schools presented examples of drilling down expense side reductions line by line (Field trips, professional leave, professional development, Outward bound, intramurals, reduce clubs, eliminate sports, eliminate high cost extra-curricula, eliminate Regents Prep (outsourced), reduce supplies, materials & equipment, reduce capital upgrades, conferences, BOCES cultural arts, before & after school programs, late buses, reduce extracurricular activities).

The Superintendent of Schools inquired of the Board if they want him to tier it out to other budget years. Mr. Siwinski responded that it would be in the form of a financial plan and sitting Boards will vote on it. Mr. McGrath requested contingency scenarios as well. Mr. Hornberger stated he wishes to see long term plans. Mr. McGrath agreed, on a multi-year basis.

Mr. Siwinski asked for a sense of the Board to postpone a decision to close schools for another year. The Superintendent of Schools responded that he does not think a decision can be made now. Mr. Siwinski stated that to push that decision off to next year. Mr. Hornberger inquired no change from school building perspective. If it were to be done right now it would be a short window. He is in favor of reconfiguring the district in order to benefit the children through equity in programs and keeping the same class sizes. Ms. Salvatore stated the discussion must proceed throughout the year. The Superintendent of Schools responded that at the business meeting in January he will prepare a budget reduction plan for 2009-2010 and tier it down, 2010-2011, 2011-2012 as if a consolidation, and as if to maintain small schools. Mr. Siwinski stated the Board has until April first if teachers are to be let go. The Superintendent of Schools

stated that the teacher notification piece, as long as we notify them, does not necessarily mean they will be expensed, which will be a last resort.

The Superintendent of Schools stated that the district is in a good position in terms of the budget.

A motion was made to open up the discussion to the public.

Motion: Laraine Salvatore
Second: William Hornberger

Yes:	Terence Hale	No:	John McGrath
	William Hornberger		
	Laraine Salvatore		
	Stephen Siwinski		

Passed: Yes

Public comments were as follows:

- ❖ A resident noted that the Board did not give any direction as to which of the 4 remaining scenarios would be used in formulating a budget. Mr. Siwinski responded that some of the scenarios require construction, probably scenario 1 or 2. The Superintendent of Schools outlined the various scenarios and stated that creating a more diverse plan not requiring capital upgrades. Mr. McGrath would like to know what the household cost would be. The Superintendent of Schools stated \$6.00 per month. Mr. Hornberger stated that due to salary increases he feels it would be more than \$6.00. Mr. Siwinski inquired as to what was involved in a retirement incentive. The Superintendent of Schools responded there is a breakage point in terms of retirements and rehires. If the position is not filled, savings on salary and benefits. Mr. McGrath inquired which building(s) is at the top of the list if closed. The Superintendent of Schools stated Cross. The Superintendent of Schools stated that is a decision that needs to be addressed if the economy worsens. The Superintendent of Schools also stated that if Cross Street were to close Administration would have to redistrict 3 buildings to get a balance. This is not a proposal.
- ❖ A resident spoke about clustering schools and that closing the largest school and distributing the students to the remaining buildings would maximize the capacity of all the buildings.
- ❖ A resident stated that she was glad to hear that the Board was still open to closing schools. She would like to hear more about the educational impact and would have a problem voting if nothing was accomplished. The Superintendent of Schools stated that they will be prepared to speak about the educational impact at the January meeting.
- ❖ A resident inquired if Administration had a number for possible teacher retirements. The Superintendent of Schools responded that it will be a topic the Board will be discussing.
- ❖ A resident inquired if Atronix was paid for work they performed. Dr. Nagler responded, no.
- ❖ A resident inquired about the asbestos abatement work, testing, and the cost. Mr. Waters responded \$30,000.00

- ❖ A resident inquired if closing schools was off the table for this year. The Superintendent of Schools responded that he understands the decision will be made next year for 2010-2011 school year. The resident inquired if all students will be going to their home school next year. The Board responded, yes. The resident commented that you cannot put numbers on priceless things like the kids.

The Superintendent of Schools asked the Hampton 5th grade student, Alysia DiBenedetto how the Board Meeting was this evening. She gave a thumbs up sign.

- Table Reports
 - o Capital Updates
 - o Finance and Operations Report
 - Monthly Financial Report
 - Building & Grounds Report
 - Building Usage
 - Vandalism
 - Work order status
 - Transportation Report
- Special Reports
 - *Public Questions - Board Committee Reports; Student Organization Report; Superintendent's Report; Table Reports (All Finance & Operation Functions); and Special Report

L. Executive Session

At 9:12 p.m. a motion was made for the Board of Education to go into executive session to discuss a proposed, pending or current litigation in the matter between Licopoli and Salvatore.

Motion: Laraine Salvatore
Second: William Hornberger

Yes: Terence Hale
William Hornberger
John McGrath
Laraine Salvatore
Stephen Siwinski

No: None

Passed: Yes

At 9:34 p.m. the Board returned to open session.

M. Adjournment

At 9:34 p.m. a motion was made to adjourn this meeting of the Board of Education.

Motion: John McGrath
Second: Terence Hale

Yes: Terence Hale
No: None

William Hornberger
John McGrath
Laraine Salvatore
Stephen Siwinski

Passed: Yes

Respectfully submitted,

Donna Martillo
District Clerk