

**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 – 2011-2012

- *Educational*
- *Facilities*
- *Finance*

DATE: September 15, 2011

LOCATION: Willis Avenue School

OPEN WORK SESSION

7:00 p.m. 2nd Floor Staff Lounge

Board Members

Christine Napolitano
William Hornberger
John McGrath
Irene Parrino
Terence Hale

Central Office

Dr. Michael Nagler, Superintendent of Schools
Jack Waters, Asst. Supt. for Finance & Operations
Patricia Burns, Asst. Supt. for Curr. & Instr. & Assessment
Matthew Gaven, Director for Pupil Personnel Services
Andrea Paggi, District Clerk

- A. Call to Order Time: 7:05pm**
- B. Pledge of Allegiance**
- C. Reading of Mission- William Hornberger**
- D. Moment of Silent Meditation**
- E. Dais & Visitor Introductions**

Absent: John McGrath

Also in Attendance- Jonathan Heidelberger, District Legal Counsel
Dan Romano, Director of Facilities and Operations
Vincent Interrante, 6th grade teacher

F. High School Student Organization Report

Matthew Moro, senior at the high school, was introduced by Dr. Nagler, Superintendent of schools. It was reported by Matthew that the first two weeks of school have gone smoothly at the high school. The 8th graders seem to be adjusting well to their new school. On 9/6, there was an 8th and 9th grade barbecue. It was a time for everyone to get

together and have some fun. Matthew reported that it turned out well and there was plenty of food for all. Students involved in the PE Leadership program have begun to work with the 8th graders. It is a mentoring program and each PE leader will work with a group of approximately 10 students; they will meet once per month. They had their first meeting and gave them information about the various clubs and programs within the school. Matthew reported that there were a number of activities at the high school to remember the 9/11 anniversary. There was a day of service, students prepared sandwiches for the needy. A special 9/11 t-shirt was sold to raise money for a 9/11 charity. On Friday, there was a memorial service after school and there was a tree planting in the courtyard based on the idea of the "survivor tree". Matthew reported that there was a senior guidance meeting last night and tomorrow, students and the guidance counselors will be going on a college trip to visit schools in the Washington/ Maryland area. The pep rally was held and the seniors showed a lot of school spirit; everyone had a great time. Finally, Matthew reported that the Spanish Exchange Students are arriving tonight and will be at the high school starting tomorrow for three weeks.

The Superintendent and the Board thanked Matthew Moro for his report.

G. Old Business

Ms. Napolitano asked the Board if there was any old business. Mr. Hale stated that he had none. Ms. Parrino inquired if the Superintendent would be addressing class size and transportation issues in his report. The Superintendent stated he would, so Ms. Parrino stated that she would hold her questions.

Mr. Hornberger asked the Superintendent if he had any statistics yet on the traffic at Cross Street, such as the number of vehicles and the time they spend in the area. The Superintendent stated that he had spoken with Dr. Dolgin, head of school at Solomon Schechter, and as of this morning there is one large bus, 26 small buses, 4- 8 vans(based on the teams). There are a total of 226 students and the number of buses remains the same as when they were in Glen Cove. Mr. Waters stated that he was present for 2 arrivals and 3 dismissals. Mr. Waters stated that the dismissals were staggered and ran smoothly; all buses were on the property. All buses were gone by 3:50pm and dismissal was at 3:30pm. Mr. Waters reported that a certain number of buses are released at a time for the light change, so that the street is not blocked. Ms. Napolitano reported that she had also gone to that location to observe dismissal. Ms. Napolitano stated that she was there on a rainy day and was surprised by how minimally the neighborhood was impacted. Many of the vehicles were not at capacity. Ms. Napolitano noted that there are much less parent pick-ups than in the past at Cross Street School. The Superintendent stated that we are expecting a formal report. He also added that next Friday, Solomon Schechter will be having their opening ceremony. The Superintendent will be attending. The superintendent also stated that he has not heard from any residents in Williston Park about bussing issues

Ms. Napolitano stated that she had no other old business for discussion.

H. New Business

Ms. Napolitano stated that she would like to turn the floor over to Phyllis Badinger and Robin Bishoff, who would like to discuss a project that they are initiating. Robin Bishoff thanked the Board and the Superintendent for allowing them to speak. She began by stating that as a result of the recent hurricane, the Southern tier of NY, particularly the Binghamton area was devastated by floods. Schools were declared hazardous and nothing could be salvaged. The Mineola District Council PTA is organizing the “Golden Rule Project”- treat others as you would like to be treated. This project is a school supply drive that will run through 9/22/11. Collection boxes will be placed in all lobbies. School supplies, gift cards and gently used backpacks will all be accepted. Ms. Bishoff stated that there are two obstacles which they have encountered and they are here to appeal to the Board and Dr. Nagler for any help. The two obstacles are: transportation and packing materials. They have already asked Staples for help with the packaging materials. They approached U-Haul for help with transportation, but they are unable to help at this time.

Ms. Napolitano thanked Phyllis and Robin for starting this project, and added that it truly reflects the mission of our district. The Superintendent stated that the Board should consider a resolution to lend the group a school vehicle (box truck) for delivering the items. He also stated that he would volunteer to do the driving. The Superintendent also stated that we could donate the supplies from Cross Street, which would normally be excessed.

I. Consensus Agenda

1. Accepting of Minutes

- a. That the Board of Education accepts the minutes of August 11, 2011 Business Meeting; and August 17, 2011 Board Retreat Meeting, as presented.

2. Instruction

a. Resignations

1. That the Board of Education accepts the resignation of John DiGregorio, Athletic Trainer, effective September 2, 2011.

b. Appointments

1. That the Board of Education appoints Kevin LaPlatney, to the position of Athletic Trainer, filling the vacancy left by the resignation of John DiGregorio, effective September 1, 2011. Salary: \$38.05 per hour.
2. That the Board of Education appoint the following teacher, to the position of Permanent Substitute Teacher, effective September 6, 2011 to May 31, 2012. Salary: \$100 per day.

- Jaime Becker, Meadow Drive

3. That the Board of Education accepts the following addition(s) to the Per Diem Substitute Teacher List: Salary: \$90 per day.

Ashly Barros	Childhood Education (Grades 1-6), Early Childhood Ed. (birth-2)
Jill Simons-Cole	Art
Catherine Clancy	Literacy (Birth-12), S.S. 7- 12
Laura Doherty	Art
Lisa Sang	Childhood Education (Grades 1-6)
Katherine Klock	Physical Education, Health
Kimberly Lovisi	Childhood Education (Grades 1 -6)

c. Leave of Absence

1. That the Board of Education grants a request to Megan Messina, for a leave of absence, using accumulated sick days, for child-rearing purposes, starting approximately December 25, 2011.

2.1. Instruction: Committee on Special Education Actions

That the Board of Education approve CSE/CPSE/SCSE recommended programs and services for students with IEP's for the time period June 1, 2011 to July 31, 2011.

2.2. Instruction: Contracted Instructional Services

- a. That the Board of Education approves an agreement between Mineola Union Free School District and CORE BTS, Inc., to provide Staff Augmentation Services from July 1, 2011- June 30, 2012.
- b. BE IT RESOLVED, that proposal of Rogers and Taylor dated September 8, 2011, to conduct rental appraisal study of the Willis Avenue Elementary School for a sum not to exceed \$2,500.00 be and hereby is approved and be it further

RESOLVED that the President of the Board of Education be and hereby is authorized and directed to execute the said proposal thereby acknowledging said approval.

2.3. Instruction: Student Actions

None

2.4. Instruction: Other

None

3. Civil Service

a. Resignations

1. That the Board of Education accepts the resignation of Dolores Levy, full time Teacher Aide, effective August 25, 2011.

c. Appointments

1. That the Board of Education approves the re-appointment of Mary McGuinness to the position of .5 Permanent Substitute Nurse for the 2011/2012 school year. Salary will be \$22,539.
2. That the Board of Education approve the appointment of Diane Kubat to part time Teacher Aide from part time Greeter/Monitor, at the Middle School, effective September 1, 2011. Salary will be \$15.38 on Step 4. Probation is waived.

c. Medical Leave of Absence

1. That the Board of Education approve the Paid Medical Leave of Absence for James Carlson, 12 month Bus Driver, effective August 17, 2011. Return date is approximately six weeks and at the doctor's discretion.

d. Excessing of Cleaner Position

- a. That the Board of Education approves excessing of one Cleaner position due to closure of the Cross Street School, effective June 30, 2011.

e. Withdrawal of "Confidential" Designation

BE IT RESOLVED that the Board of Education hereby withdraws the "confidential" designation for the following employees clerical position effective July 1, 2011 based upon the diminution of confidential duties which warrant this designation:

Donna Martillo

BE IT FURTHER RESOLVED that said position shall be included within the Clerical Employee's Bargaining Unit.

4. Business/Finance

a. Treasurer's Report

1. That the Board of Education accepts the Treasurer's Report for the period ending July 31, 2011 and directed that it be placed on file.

b. Approval of Invoices and Payroll

1. That the Board of Education approves the Invoices and Payroll for the period ending August 31, 2011 .

Warrant # 3	\$1,754,476.84
Warrant # 4	\$ 346,746.73
TOTAL EXPENSES	\$ 2,101,223.57

<u>PAYROLL #3 & #4</u>	
General	\$ 1,030,929.09
Fund F	\$ 164,315.11
TOTAL PAYROLL	\$ 1,195,244.20

4.1. Business/Finance: Contract Approvals

4.2. Business/Finance: Bids

5. Other

RESOLUTION #21 – **BE IT RESOLVED THAT** the Board of Education approves Consensus Agenda items I.1.a. through I. 5. as presented.

Motion: Terence Hale

Second: William Hornberger

Discussion: Mr. Hornberger asked the Superintendent for clarification of item 2.2 b Proposal of Rogers and Taylor to conduct a rental appraisal. The Superintendent explained that an appraisal is needed in order to plan for next year. Mr. Hornberger also asked if the appraisal was for both floors of the building. The Superintendent stated that it would be the first and second floor. The Superintendent added that the district would be targeting a non-profit program as we are still paying off the bond.

There was no further discussion.

Yes: Terence Hale
Irene Parrino
William Hornberger
Christine Napolitano

No: None

Passed: Yes

The Superintendent stated that the Board should vote on a resolution of how the District will assist with the “Golden Rule Project”.

RESOLUTION #22-BE IT RESOLVED that the Board of Education approves that the District donate excess supplies and equipment and transportation to help facilitate the “Golden Rule Project”.

Motion: Terence Hale
Second: William Hornberger

Yes: Terence Hale
Irene Parrino
William Hornberger
Christine Napolitano

No: None

Passed: Yes

J. Public Comments

There were no public comments.

K. Board of Education Reports

- Comments from Board President
- Board Committee Report
- Superintendent of Schools’ Reports & Comments
 - Superintendent Comments
 - Capital Updates
- Table Reports
 - 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

Board President Comments:

Ms. Napolitano stated that she had observed a number of dismissals and most went smooth. She added that the Superintendent will be giving an update on transportation issues. Ms. Napolitano attended the 8th/9th grade Barbecue at the high school and she noticed many new faces. However, it didn’t feel all that different at the high school. Ms. Napolitano attended the 9/11 service at the high school. She stated that two

alumni spoke and the service was very moving. Ms. Napolitano stated that everyone should go and see the mural at Hampton Stadium. She thanked Cindy Velez and Artie Barnett for spearheading this project. She stated that there were many volunteers including: parents, board members, and the Superintendent. Ms. Napolitano finished by stating that overall she was very pleased with the opening of schools.

Superintendent's Report:

The Superintendent stated that he enjoyed painting the mural at Hampton Stadium.

The Superintendent presented the following Class Size Guidelines:

**Mineola UFSD
Staffing Guidelines
Recommended Guidelines for Staffing (Grades Pre-K-12)**

The planning of the number of regular grade Pre-K-12 classroom teachers for the 2008-09 school year is based on the following guidelines:

1. Using the fall enrollment projections, including the projected number of special education students to be included in the general education classrooms, as a planning guide, each school will be allocated:
 - 1.1. One half teacher for each 20 pupils in Pre-Kindergarten rounded to the nearest half.
 - 1.1.1. Examples: $\frac{97 \text{ pupils}}{20} = 2.4 = 3 \text{ teachers}$
 $\frac{148 \text{ pupils}}{20} = 3.7 = 4 \text{ teachers}$
 - 1.1. One teacher for each 22 pupils in Kindergarten - grade 2 rounded to the nearest whole number.
 - 1.1.1 Examples: $97 \text{ pupils} \div 22 = 4.4 = 4 \text{ teachers}$
 $148 \text{ pupils} \div 22 = 6.7 = 7 \text{ teachers}$
 - 1.3 One teacher for each 24 in grades 3 & 4 rounded to the nearest whole number.
 - 1.3.1 Examples: $97 \text{ pupils} \div 24 = 4.0 = 4 \text{ teachers}$
 $160 \div 24 = 6.6 = 7 \text{ teachers}$
 - 1.4 One teacher for each 26 pupils in grades 5 & 6 rounded to the nearest whole number.
 - 1.4.1 Examples: $97 \text{ pupils} \div 26 = 3.7 = 4 \text{ teacher}$
 $160 \div 26 = 6.2 = 6 \text{ teachers}$
 - 1.5 One teacher for each 28 pupils in grades 7-12 rounded to the nearest whole number.
 - 1.5.1 Examples: $97 \text{ pupils} \div 28 = 3.5 = 4 \text{ teachers}$
 $148 \div 28 = 5.2 = 6 \text{ teachers}$
2. Following the determination of the staff allocation, each principal has the responsibility for determining how the classes are organized and the number of pupils assigned to each class.
3. Within the framework of the formulas outlined above, staffing adjustments (increases and decreases) will be authorized by the Superintendent and implemented as documented changes in anticipated and actual enrollment occur through September for each year.

3/18/08

The Superintendent discussed the Class Size Guidelines for Mineola. He stated that the enrollment in Kindergarten is 232 at the present time. If two more children enroll, then a new class would need to be opened. Ms. Napolitano asked what would happen if the enrollment stays the same now but in January, 3 or 4 children come into the program. The Superintendent stated that the converse could also happen, leaving a section not filled. He stated that this is why we have guidelines in order to give us an objective way to make a decision. The Superintendent stated that in the example presented by Ms. Napolitano, the building is being closed at the end of the school year, therefore he would not recommend hiring a new staff person that would then be excessed in May. This situation may be different next year, when the district is settled into the new configuration. The Superintendent stated at that point, he would look at the situation differently since the teacher hired would continue on at the school. Ms. Parrino inquired if there is a similar situation regarding the numbers at Jackson Avenue. The Superintendent stated the numbers are smaller and the spill number is six. Ms. Parrino also asked what happened at Hampton with the principal asking parents of new second graders about moving to Jackson Avenue. The Superintendent stated that for various reasons all parents declined. Mr. Hornberger asked for clarification as to whether or not Kindergarten and Jackson Avenue 3rd grade are within the current guideline. The Superintendent stated that both are within the guideline and it is not necessary to open a new section in either location. Mr. Hornberger inquired about the 2nd grade at Hampton Street, which is currently over the guideline. The Superintendent stated that they are over, but new parents were given the option to have their children attend Jackson Avenue, however they all declined. The Superintendent added that only he could dictate that this move must be made. However, the teachers at Hampton do not feel it is necessary to open another section because the classes as they currently exist are manageable. Mr. Hornberger asked if the Superintendent had spoken with the teachers. The Superintendent stated that he met with the principal who had met with the teachers. It was reported that the teachers wanted the classes to be kept as they are now.

The Superintendent addressed the transportation concerns that have come up since the start of school. He stated that due to the many changes in the district, it was necessary for Bill Gilberg to re-route the entire district. As a result, there were a number of hiccups that occurred. One particular route at Willis Avenue, the Alligator bus had a number of issues. A few bus routes are being changed tomorrow. Also, the issues for the SCOPE bus have been addressed and changes were made. The Superintendent stated that there had been an issue where a bus driver was picking up a child at their home. The bus driver has been spoken to and told that this is unacceptable and if it occurs then they will receive a reprimand. The Superintendent thanks Mr. Gilberg for his hard work and for trying to correct the problems. Mr. Hornberger stated that he was glad that the issue of stopping at a student home has been addressed. Mr. Hornberger stated that another concern that has come up is that for some students, they are the first on the bus and they are the last dropped off in the afternoon. He asked if it is possible to change this so that these children are not always on the bus for the longest period of time. The Superintendent stated that at times this situation is unavoidable. Mr. Hornberger stated that another big transportation issue was the fact that many parents were unable to get through to a live person when they contacted Transportation. The Superintendent stated that there is no excuse for the Transportation department not speaking to parents on the phone. The Superintendent

stated that next year, phones will be linked to the buses. Parents will get a call of buses are running late or early.

The Superintendent addressed the Board goals. He stated that there had been two retreats; however no goals have been set yet. Mr. Hornberger and Mr. Hale stated that they do not want to have a discussion on goals with out the entire Board present. The Superintendent stated that he cannot set his own goals until this is done. Ms. Napolitano inquired if Mr. Hornberger was unwilling to have any discussion on the goals. Mr. Hornberger stated that he feels it would be inappropriate to do so in Mr. McGrath's absence. The Superintendent stated that at the Board retreat there was a discussion on the current mission statement. A few years ago, the district went through a long process to develop the mission, a set of core values, and strategic objectives for meeting these goals and measuring success. The Superintendent would like to re-visit these strategic objectives; in order to determine if all of these items are still important and how are performance / success measured. The Superintendent recommends forming a committee to begin the process of revisiting the mission statement, core values and strategic objectives. He stated that he would like to include the district council in this process. The Superintendent stated that he feels we dropped the ball when we got to the strategic objectives. The Superintendent added that this will be a big task and a lot of people will be needed. He is hopeful that the whole mission statement and set of core values would not be completely ripped apart. He feels that the document in place will be a good place to start. Mr. Hornberger inquired as to the background of people on this committee. The Superintendent stated that this committee needs to reflect who we are as a district. Ms. Napolitano stated that she is very anxious to get this process started. Ms. Napolitano stated that even if a Board member is not present, the Board must continue to move forward. Mr. Hale stated that the Board has a set of guidelines of goals. He asked if a discussion of the goals could take place via e-mails in order to get the process rolling. The Board was in agreement with this and the Superintendent can begin to pursue this project. The Superintendent stated that he will request that he be on the agenda at the next District Council meeting.

The Superintendent introduced Mr. Dan Romano, Director of Facilities and Operations, to present the "Mineola goes Green" report. Mr. Romano explained that this is a three phase plan which began in 2000. Phases 1 and 2 have saved the district approximately \$400,000 per year. The district has received the Energy Star Award at Meadow, Hampton and Cross for two years in a row. A green clean initiative was put in effect; the district does not use pesticides and uses recycled products. A great deal of preventive maintenance is done in order to keep equipment running as efficiently as possible. With regards to lighting, Mr. Romano stated that the plan is to move toward the use of LED lights. Initially, they may seem expensive, but they offer great long term savings. They have been installed in the high school auditorium. A question was raised by Mr. Hale regarding lights being left on at night. Mr. Hale asked if all of the lights need to be on at night or if there is a way to shut some off. Mr. Romano stated that many lights are on sensors but he was unsure if it is permissible to have hallway and stair lights on sensors or off. The Superintendent recommended that lights in the stairs be left on and hallway lights be put on a sensor. Mr. Romano also pointed out that the crews work until 11:30pm, which may also be why buildings are lit at night. Mr. Romano listed some money saving ideas in his report. Mr. Hornberger requested that a column be added to show what has already been done. Mr. Romano stated that overall we are very efficient. He feels that we should add more sensors and

use more LED bulbs. He stated that our personnel could install these items. He does not know how long it would take for the district to get back the cost of initially installing these items. Mr. Hornberger stated that he is always skeptical of the initial high cost at the beginning of these jobs. Mr. Romano also spoke about the boilers, he stated they run cleaner and run on gas. Mr. Romano added that sooner or later we will need to replace the boilers at Hampton and Jackson.

Ms. Napolitano raised a concern of the temperature in the classrooms, which during warmer months is very high. Mr. Romano stated that he is looking into window tinting and has begun to obtain prices. Ms. Napolitano stated that she would like an assessment of the classroom temperatures. The Superintendent stated that the district could look into ways to make the classrooms more comfortable but stated that this would come at a cost; the initial outlay would be high. It was suggested that the price of ceiling fans be looked into.

The Superintendent of Schools stated that he had a few announcements. First, he would like to thank the Albertson Fire Department for letting the Staff from Meadow Drive use their parking lot when the street was paved. The Superintendent reported that the State had published the test dates for the 2011/2012 school year: ELA grades 3-8 will take place 4/17 and 4/18 and the Math grades 3- 8 will be on 4/23 and 4/24. This is a radical departure from how these tests have been administered. The Superintendent stated that the State is trying to model after the SAT's, there is a fear that cheating will occur. The scoring dates will also be very tight and there is also talk that the teachers will not be doing the scoring and tests will be sent out for grading. The Superintendent stated that this is all a bit extreme and he is not optimistic that it will go well. He feels this is very different and it will cause an increase in the stress level of students. The Spanish Exchange Students are arriving this evening and there will be a breakfast at the High School in the morning to welcome them. Next week is Homecoming and everyone is encouraged to attend. The new district web-site is up and running. The two biggest differences are what teachers will be doing on the site and how we will access it. The web-site is a secure site and everyone will need a password. Teachers have received training on how to use the site. Teachers will be able to put the calendar, links and homework on their page. Students will be able to do homework and post their work in a locker. The Superintendent stated that this will help organize students and provides parents with information that they may not know. The fifth graders will be using "blackboard" because they have the IPAD, which has the apps for that program.

Mr. Hornberger inquired about the timeframe for the website to be utilized by teachers and students. The Superintendent stated that he would like to say mid-October. He feels that the more training that teachers are given, the more they will see the value of utilizing it. The Superintendent has spoken with building principals about what is needed.

The floor was open again for public comments. A parent had a question regarding the temperature of classrooms in the winter. She stated that the classrooms are very hot and she suggested the temperature be lowered. The Superintendent stated that the temperatures could be monitored and adjusted as necessary. This parent also asked if it is mandatory that all teachers set -up a webpage. The Superintendent stated that he

expects all teachers to use the website. However, he stated that he expects a varying degree of use.

There were no further comments.

L. Executive Session Time: 9:20 p.m.

At 9:20pm, a motion was made for the Board of Education to go into executive session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Motion: Terence Hale

Second: Christine Napolitano

Yes: Terence Hale
Irene Parrino
Christine Napolitano

No: William Hornberger

Passed: Yes

M. Adjournment Time: _____ p.m.

Motion: _____

Second: _____

Yes: _____

No: _____

Passed: _____

Respectfully Submitted,

Andrea Paggi
District Clerk

