

**MINUTES OF THE BOARD OF EDUCATION
Oyster Bay – East Norwich Central School District**

Date: March 15, 2016
Kind of Meeting: Business Meeting
Location: Oyster Bay High School, Town of Oyster Bay, Nassau County NY
Members Present: Ann Marie Longo, President
Jennifer Romeo-Vice President
Todd Cronin
Laurie Kowalsky
John McEvoy
Members Not Present: Michael Castellano
Robin Dando

Others Present: Dr. Laura Seinfeld, Superintendent
Stephen Valente, Assistant Superintendent for Finance & Operations
Dr. Lisa Mulhall, Assistant Superintendent for Curriculum, Instruction, & Assessment
Florence Frazer, District Counsel
Joseph Lilly, District Counsel
Margaret Nolan, District Clerk

Minutes taken by District Clerk and Linda Ninesling (after Superintendent's Report) in the absence of the District Clerk.

Ann Marie Longo called the meeting to order at 7:00 P.M. Ann Marie Longo read a short biography on Ava Hanlon, a student at OBHS, who led the meeting in the pledge. Ava was presented with a certificate for her achievements.

Ann Marie Longo called for the approval of minutes from the meetings of February 9, 2016 and revised minutes from January 19, 2016. The minutes were approved.

Linda Ninesling gave the treasurer's report for the month of February, 2016. The treasurer's report was accepted.

John McEvoy reported on correspondence and e-mails received by the Board.

Dr. Seinfeld introduced Danielle Sugar who gave a report on the activities being held by the Student Council.

Dr. Seinfeld spoke on the next community book club, which will be reading Because of Mr. Terupt. The next book club meeting will be held on May 9th.

Dr. Seinfeld indicated that there were a number of students being recognized for their achievements this evening. She introduced Peter Rufa who introduced and spoke on those students being honored for: All County Art, Nassau County Art Supervisor's Association Scholarship, The Art Guild of Port Washington, Go APE Art Exhibition, Advanced Vision 12 High School Artists of Excellence, and AGAPAE. The students were presented with certificates for their accomplishments.

Kevin Trentowski introduced and spoke on winter athletes who were being honored for: All County Champions, All-Academic Team, All Long Island, and Boys' Basketball JV Coach of the Year. They were presented with certificates for their accomplishments.

Call to Order

Approval of Minutes

Treasurer's Report

Correspondence

Superintendent's Report

(The District Clerk left the meeting at this time)

Steve Valente presented Budget Workshop #4. Mr. Valente spoke on the Budget Revenue, reviewed the OBEN funding profile and the budget development process indicating there is a 0.15% increase. Mr. Valente reviewed the proposed state aid as per the Governor’s budget. Mr. Valente reviewed past year appropriated fund balances along with a suggested appropriated fund balance for 2016-2017. The Board agreed to table the amount of appropriated fund balance until there is a closer final picture of the revenue available. Mr. Valente reviewed knowns and unknowns of the final budget process and indicated there is still a 0% gap between revenue and expenses.

Mr. Valente reviewed with the Board the potential use of Capital Reserve Funds. He reiterated the fact that the Board must come to a decision this evening, as the information must be made part of the legal Public Notice which must be placed in the local papers between March 29th and April 2nd. Mr. Valente reviewed the proposed Capital Reserve Fund Expenditures with the Board. After discussion, the budget was adjusted from \$1,473,885 to \$1,157,885. It was agreed to remove the purchase and installation of padding for Butler building and the memorial stadium locker floor replacement from the expenditures.

Mr. Caffrey gave an update on security throughout the District along with some recommendations. He indicated that in 2013-2014 security building walk through were conducted and recommendations were made and implemented based on available funding. The first phase was implemented through the 2014-2015 school year. Mr. Caffrey reviewed security audit findings and made some recommendations to the Board, to be completed in two phases depending upon priority, time and available funding.

Mr. Caffrey gave an update on traffic and parking situations throughout and presented the Board with some recommendations.

The Board accepted questions and comments from the community, on agenda items, at this time.

Motion by J. Romeo, second by T. Cronin, to approve the following:

X PERSONNEL ACTIONS

A) Professional Personnel

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the following *Professional Personnel and Civil Service Personnel* Resolutions as listed:

1. **APPOINTMENTS**

1.1 GRACE CAIAZZO

Position:	Teaching Assistant
Status:	5.5 hours per day
Effective:	March 16, 2016
Period Date:	3/16/16 – 6/24/16
Certification:	Level I – Teaching Assistant
Salary:	\$25.48 per hour
Assigned to:	Roosevelt School
Replacing:	New

Public Comments

Personnel

Appointments

1.2 CHRISTOPHER GIACOPINO Position: Supervisor for Special Education Student
 Status: Vernon Evening Concert
 Effective Date: May 19, 2016
 Salary: \$25.48 per hour – max. 3 hours

1.3 SUPERVISION SCHEDULE Position: Supervisors
 Effective: 2015-2016 School Year
 Period Date: Winter II 2016
 Salary: As per Agreement between the OBENCSD and the OBENTA. A list will be appended to the minutes of this meeting.

1.4 HOME INSTRUCTION Position: Home Tutors
 Status: Waiting for placement (student sem)
 Effective: March 1, 2016
 Period Date: 3/1/16 – 6/24/16
 Rate of Pay: \$78.56/per hour
 Nicole Sisia – 2 hours per week
 Tara Stiles – 6 hours per week

1.5 SUBSTITUTE TEACHERS Effective: 2015-2016 School Year
 Assigned to: On-call – as needed
 Salary: \$100 per day

1.6 COACHES Effective: 2015-2016 School Year
 Period Date: Spring 2016
 Salary: According to the Agreement
 between the OBENCSD and the OBENTA. A list will be appended to the minutes of this meeting.

1. **LEAVE OF ABSENCE**

1.1 JOSE GUZMAN Position: Cleaner
 Status: Unpaid Medical Leave of Absence
 Effective: March 3, 2016
 Period Date: 3/3/16 until employee is able to return to work
 Assigned to: High School

Leave of Absence

2. **RESIGNATION**

2.1 E. TARA CORNELIUS Position: Teacher Aide
 Assigned to; Roosevelt School
 Effective: March 15, 2016

Resignation

3. **APPOINTMENTS**

3.1 JOANNE DUKE Position: Kindergarten Aide
 Effective: March 16, 2016
 Period Date: 3/16/16 – 6/24/16
 Status: 27.5 hours per week
 Salary: 14.28 per hour
 Assigned to: Roosevelt School
 Replacing: T. Cornelius (resigned)

Appointments

Motion unanimously carried.

Motion by J. Romeo, second by J. McEvoy, to approve the following:

XI BUSINESS ACTIONS

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the following *Business* Resolutions as listed:

A ACCEPTANCE OF WARRANT

The Board of Education hereby accepts the Warrant of Schedules and Claims as presented by the Internal Claims Auditor to the Treasurer for the month of February, 2016.

B) TRANSFER OF FUNDS

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following budget transfers: Transactions #2982, 2983, 2987, 2988-2993.

C) EXTRACLASSROOM ACTIVITY FUNDS

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the report of the Extra Classroom Activity Funds as submitted for February, 2016.

D) EDUCATIONAL DATA SERVICES INC./AUTHORIZATION TO SIGN CONTRACT

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education is authorized to sign the contract between Educational Data Services, Inc. and the School District for the 2016-17 school year to participate in the Educational Data Services, Inc. buying co-operative at a cost of \$4,700 for the year. This cost includes all licensing and software used to create all purchase orders for goods and services obtained at lowest pricing through the co-operative.

E) J. C. BRODERICK & ASSOCIATES, INC./AUTHORIZATION TO SIGN CONTRACT

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education is authorized to sign the contract between J.C. Broderick & Associates, Inc., and the School District for the required Triennial Asbestos Hazard Emergency Response Act (AHERA) Compliance Management Services at a cost of \$8,100.00 for the 2016-2017 school year.

F) HEALTH AND WELFARE SERVICES AGREEMENT CONTRACT – NON PUBLIC SCHOOL ATTENDEES

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education of the Oyster Bay-East Norwich Central School District is authorized to sign a Health and Welfare Services agreement with the following school districts for the purpose of having said districts provide the Health and Welfare services to students residing in Oyster Bay–East Norwich and attending non-public schools located in the following districts, as per Section 912 of the Education Law, for the 2015-16 school year.

UNIONDALE

Kellenberg Memorial (27 students at the rate of \$646.34) \$17,451.18

HICKSVILLE

Our Lady of Mercy (2 students at the rate of \$647.74) \$ 1,295.48

Holy Family (1 student at the rate of \$647.74) \$ 647.74

Trinity Lutheran (1 student at the rate of \$647.74) \$ 747.74

Holy Trinity (4 students at the rate of \$647.74) \$ 2,590.96

Business Actions

Acceptance of Warrant

Transfer of Funds

Extraclassroom Activity Funds

Authorization to Sign Contracts

HUNTINGTON

St. Patrick School (3 students at the rate of \$536.49) \$ 1,609.47

SYOSSET

Our Lady of Mercy Academy (14 students at the rate of \$886.62) \$12,412.68

St. Edward the Confessor (10 students at the rate of \$886.62) \$ 8,866.20

SOUTH HUNTINGTON

St. Anthony's (11 students at the rate of \$790.86) \$ 8,699.46

LI School for the Gifted (5 students at the rate of \$790.86) \$ 3,954.30

GARDEN CITY

St. Anne's School (1 student) \$896.72

The Waldorf School (1 student) \$896.72

G) AWARD OF PROPOSAL FOR TEST BORINGS AND GEOTECHNICAL SERVICES FOR OYSTER BAY HIGH SCHOOL ART AND MUSIC EXPANSION

WHEREAS, the Oyster Bay-East Norwich Central School District has solicited and received proposals for test borings and geotechnical services in conjunction with the Oyster Bay High School Art and Music expansion.

BE IT RESOLVED therefore that, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby accepts the following proposal and awards the respective contract to the following bidder:

Universal Testing & Inspection Services, Inc.	\$5,200.00
73 Otis Street	
West Babylon, NY 11704	
Total	\$5,200.00

This award consists of:

5 borings & geotechnical report and concrete submittals	\$5,200.00
Additional Unit cost of gradation	\$ 70.00/each
Proctor compaction	\$ 110.00/each

Other bids were from Soil Mechanics at a cost of \$7,975 for the same tests and \$125/each for unit cost for gradation and \$375/each for proctor compaction and from Municipal Testing Laboratory, Inc. at \$7,895 for the same tests and \$150/each for unit gradation and \$200/each for proctor compaction.

H) ACCEPTANCE OF PTA DONATION

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education of the Oyster Bay-East Norwich Central School District accepts a \$500.00 donation made by the PTA for use by the Roosevelt and Vernon schools to purchase science supplies. The donation was made by the PTA on behalf of the McCusker family who donated the money for use by the two schools. The Board authorizes the increase to the Revenue budget and the corresponding increase to the Expenditure budget.

I) ACCEPTANCE OF DONATION

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education of the Oyster Bay-East Norwich Central School District accepts a \$500.00 donation made for the College Awareness Program by Mr. and Mrs. Kelly. The Board authorizes the increase to the Revenue budget and the corresponding increase to the Expenditure budget. Motion unanimously carried

Award of Proposal

Acceptance of Donations

Motion by J. Romeo, second by T. Cronin, to approve the following:

XII SPECIAL SERVICES

Special Services

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the following *Special Services* Resolution as listed:

A) CPSE/CSE MINUTES

**CPSE/CSE
Minutes**

RESOLVED, the Board of Education of the Oyster Bay-East Norwich Central School District has arranged that the following appropriate special education programs and/or services be provided as recommended by the Committee on Special Education:

CSE:

02/01/2016	3	Annual Review
02/01/2016	1	Reevaluation/Annual Review
02/03/2016	2	Reevaluation/Annual Review
02/03/2016	1	Annual Review
02/10/2016	1	Annual Review
02/10/2016	1	Reevaluation/Annual Review
02/12/2016	4	Annual Review
02/23/2016	4	Annual Review
02/24/2016	1	Program Review
02/24/2016	3	Annual Review
02/25/2016	3	Annual Review
02/25/2016	4	Reevaluation/Annual Review
02/25/2016	1	Initial Eligibility Determination
02/26/2016	2	Annual Review
02/26/2016	1	Reevaluation/Annual Review
02/29/2016	1	Initial Eligibility Determination
02/29/2016	2	Annual Review
02/29/2016	1	Reevaluation/Annual Review
03/01/2016	4	Annual Review
03/04/2016	1	Amendment-Agreement No Meeting
03/04/2016	1	Initial Referral Continuation
03/07/2016	1	Initial Eligibility Determination
03/08/2016	2	Annual Review
03/08/2016	1	Reevaluation/Annual Review
<u>504</u>		
03/04/2016	1	Requested Review Transfer Student
03/04/2016	1	Annual Review

Motion unanimously carried.

Motion by L. Kowalsky, second by J. McEvoy, to approve the following:

XIII NEW BUSINESS

New Business

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the following *New Business* Resolution as listed:

A) REORGANIZATION MEETING

RESOLVED, the Board of Education of the Oyster Bay-East Norwich Central School District Board of Education approves the 2016-17 Reorganization Meeting will be held July 12, 2016 at 7:30 PM.

Motion unanimously carried.

ADDENDUM:

Motion by J. Romeo, second by J. McEvoy, to approve the following:

A) RESOLUTION TO AUTHORIZE PROPOSITION TO EXPEND CAPITAL RESERVE FUNDS

WHEREAS, the Board of Education of the Oyster Bay-East Norwich Central School District ("Board") has determined that there is a need to undertake certain capital improvements, renovations and/or alterations to District facilities ("Projects") and to purchase and acquire certain equipment, machinery or apparatus necessary for District operations ("Purchases"), to commence during the 2016-2017 school year, as described in the District's Capital Projects Summary ("Report") on file and available for public inspection in the office of the District Clerk; and

WHEREAS, the Board desires that a proposition be presented to the voters of the School District authorizing the expenditure of available funds from the District's Capital Reserve Fund for that purpose, subject to any requisite SEQRA review or determinations prior to the commencement of such Projects or acquisition of such Purchases;

RESOLVED, that the Board hereby authorizes and directs that the following proposition be placed before the voters of the Oyster Bay-East Norwich Central School District at the Annual District Meeting to be held between the hours of 7 a.m. and 9 p.m. on May 17, 2016, at Oyster Bay High School; and that the District Clerk be hereby authorized and directed to give notice of such proposition to be voted at said Annual District Meeting by publishing a notice thereof, four times within the seven (7) weeks next preceding the district election, the first publication to be at least forty-five (45) days before the election, and to have the necessary ballot labels printed for said vote in the form corresponding as nearly as may be with the requirements of the Education Law and the provisions of the voting machine rules of this school district.

PROPOSITION NO. [2] (Capital Reserve Fund Expenditure Proposition):

RESOLVED, that the Board of Education of the Oyster Bay-East Norwich Central School District ("District") is hereby authorized to appropriate and expend from the District's Capital Reserve Fund, heretofore established by the voters of the District on May 16, 2006, and amended on May 17, 2011 and May 21, 2013, an amount not to exceed One Million One Hundred Fifty Seven Thousand Eight Hundred Eighty Five dollars (\$1,157,885) to undertake and perform school building improvement projects ("Projects") and to purchase and acquire equipment, machinery or apparatus necessary for District operations ("Purchases"), substantially as referred to and described in the District's Capital Projects Summary ("Report") on file and available for public inspection in the office of the District Clerk, all at no additional cost to District taxpayers; said Projects and Purchases to commence during the 2016-17 school year and to consist of capital improvements, renovations and/or alterations at the James Vernon School (gym ceiling abatement, demolition and lighting replacement and replacement of all classroom lighting to LED), the Oyster Bay High School (hallway and classroom lighting to LED and abatement and replacement of entire 4th floor flooring), District-wide (purchase of new truck, plow and sander), Theodore Roosevelt School (classroom construction of one new bathroom and renovation of two existing bathrooms to make ADA compliant, resurface of area below existing swing sets and playground areas, installment of new swing sets, classroom LED lighting replacement).

Reorganization Meeting

Resolution to Authorize Proposition to Expend Capital Reserve Funds

All of the foregoing to include furnishings, equipment, machinery, demolition and other work required in connection therewith, as well as preliminary costs and costs incidental thereto and to the financing thereof; provided that the detailed costs of the components of the Projects and Purchases as set forth in the Report may be reallocated among such components if the Board of Education shall determine that such reallocation is in the best interests of the District and no material change shall be made in the scope of the Projects and Purchases.

Motion unanimously carried.

The Board reviewed the following policies which will be adopted at the April 5th meeting.

XIV DISCUSSION

Policy Review

New

5675 Student Grading Information Systems

Revised

3260 Use of School Facilities, Materials and Equipment

5230 Disposal of District Property

5640 Records Management

5650 Safety and Security

6110 Code of Ethics for Board Members and All District Personnel

6160 Safety of Students (Fingerprinting Clearance of New Hires)

6430 Staff Use of Computerized Information Resources

7513 Administration of Medication
(Opioid Overdose Prevention)

Discussion

The Friday Packet was discussed

Friday Packet

The Board accepted questions and comments from the community, on non-agenda items, at this time.

Public Comments

Motion by J. Romeo, second by T. Cronin, to enter into executive session at 10:40 P.M.

Executive Session

Motion by J. Romeo, second by T. Cronin, to claim out of executive session and adjourn at 11:15 P.M.

Adjournment

Respectfully submitted,

Margaret Nolan
District Clerk