

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

Date: June 14, 2016
Kind of Meeting: Business Meeting
Location: Oyster Bay High School, Town of Oyster Bay, Nassau County NY
Members Present:
Jennifer Romeo-Vice President
Michael Castellano – Arrived 7:12 P.M.
Todd Cronin
Robin Dando
Laurie Kowalsky
John McEvoy
Members Not Present: Ann Marie Longo, President
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
Margaret Nolan, District Clerk
Linda Ninesling, Treasurer

Jennifer Romeo called the meeting to order at 7:05 P.M.

John McEvoy introduced Dylan Nola, a student from the Theodore Roosevelt School, who would be leading the pledge. Mr. McEvoy spoke about Dylan’s accomplishments at Roosevelt and he was presented with a certificate.

Jennifer Romeo called for the approval of minutes from the meetings of May 3rd and May 24th, 2016. The minutes were approved.

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

Robin Dando reported on correspondence and e-mails received by the Board.

Dr. Seinfeld introduced Kevin Trentowski who spoke on some of the outstanding athletic accomplishments of both students at the Vernon School and Oyster Bay High School. The students were presented with certificates for their accomplishments.

Colleen Kelly introduced Marissa Iemetti who was recognized for her participation in the After School Friends Program.

Dr. Seinfeld introduced Valerie Vacchio who presented and spoke on the students at Vernon who were recognized for their writing accomplishments. Ryan O’Hara spoke on the success of some High School students. He introduced Marge Vigliotti and Lydia Brady who spoke about these students and the awards they had earned.

Dr. Seinfeld introduced Liliana Policano and Paula Luzzi who spoke on students who were winners in the LILT original essay contest.

All students were presented with certificates for their accomplishments.

Call to Order

Approval of Minutes

Treasurer’s Report

Correspondence

Superintendent’s Report

Dr. Seinfeld reminded the Board and Community that Dr. O’Hara would be leaving at the end of the school year, as he was chosen to be the Superintendent of the Hauppauge School District. She spoke on the many accomplishments and successes Dr. O’Hara has brought to the District in his time as Principal of the Oyster Bay High School.

Dr. Seinfeld spoke on two teachers who were being appointed this evening, John Brush who will be appointed as Physical Education Teacher, and Maria Kim, who will be teaching English. She welcomed them to Oyster Bay. Dr. Seinfeld thanked some staff members who would be retiring at the end of the school year, Tom Neary, Bruce Levorchick, Donna Brandt, and Pat Horan. She presented them with a small token of appreciation.

Steve Valente gave a follow up on projects that are taking place now and throughout the summer.

Dr. Mulhall thanked Mr. Rufa and all the teachers in the music department for a great spring. She spoke on Music in the Park and awards that Oyster Bay Students had earned.

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

Motion by T. Cronin, second by J. McEvoy, 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. **RESIGNATIONS**

1.1 DR. DENNIS O’HARA Position: Principal
 Effective: June 30, 2016
 Assigned to: Oyster Bay High School

2. **TERMINATIONS**

2.1 P/T, LEAVE REPLACEMENT Positions: Various Positions
 & PER DIEM TEACHERS Effective: June 30, 2016

Hayley Byron Anthie Economou Kara Fiorillo
 Amanda McEvoy Arisleydi Langumas

3. **APPOINTMENTS**

3.1 JOHN BRUSH Position: Physical Education Teacher
 Status: Probationary
 Effective: August 31, 2016
 1st year of a 4 year probation period
 Period Date: 8/31/16 – 8/31/20*
 Tenure Area: Physical Education
 Salary: BA, Step 1 – \$56,964
 Assigned to: High School
 Replacing: T. Neary (retiring)

3.2 MARIA KIM Position: English Teacher
 Status: Probationary
 Effective: August 31, 2016
 1st year of a 3 year probation period
 Period Date: 8/31/16 – 8/31/19*
 Tenure Area: English
 Certification: Permanent – English 7-12

Public Comments

Personnel Actions

Resignations

Terminations

Appointments

Salary: MA+30, Step 1 – \$78,299
 Assigned to: High School
 Replacing: E. Hawe (resigned)

*In order to be granted tenure, a classroom teacher or building principal must have received composite or overall annual professional performance review (“APPR”) ratings pursuant to Education Law §3012-c and/or 3012-d of either “effective” or “highly effective” in at least three (“3”) of the four (“4”) preceding years and, if the classroom teacher or building principal receives an “ineffective” composite or overall APPR rating in the final year of the probationary period, he or she shall not be eligible for tenure at that time.

3.3 EXTENDED SCHOOL YEAR PROGRAM Positions: Instructors & Teacher Assistants
 Effective: July 5, 2016
 Period Date: 7/5/16 – 8/16/16
 Status: IEP Mandated
 Salary: \$70.69 per hour (instructors)
 \$25.73 per hour (assistants)

Instructors

Maryellen Kerr – 5.5 hours per day – 7/5/16 – 7/27/16
 Anthony Caputo – 5.5 hours per day – 7/28/16 – 8/16/16
 Colleen Kelly – 5 hours per day
 Charlotte Hawkins (Speech Language Therapist) – 3 hours per day

Teaching Assistants – 5.5 hours per day (maximum)

| | | |
|------------------|-----------------------|--------------------|
| Diane Conway | Georgiana Meyer | Danielle Osipowich |
| Carla Paolicelli | Liz Kaufman | Kristen Marrone |
| Jacklyn Frasca | Christopher Giacopino | Jamie Pelletiere |
| Paula Norton | Lina Lenis | |

Job Coach – 2 days per week – 5 hours per day
 Fran Sotirou

Nurse

Eileen McCartney – 5.5 hours per day – current rate of pay per hour

Substitutes-all special education teachers & teaching assistants & nurses presently employed by the OBENCSD.

3.4 CURRICULUM WRITING Positions: Curriculum Writing Projects
 Effective: Summer 2016
 Salary: \$78.56 per hour. A list will be appended to the minutes of this meeting.

4. **REAPPOINTMENTS**

4.1 SUMMER CPSE/CSE PERSONNEL Positions: All Special Education Personnel & General Education teachers currently employed.
 Status: CSE & CPSE Summer Meetings
 Effective: Summer 2016
 Salary: \$78.56 per hour/on call

4.2 JANE PAGANO Position: Systems Analyst
 Status: 10 additional days
 Effective: Summer 2016
 Salary: Per Diem rate of pay

Reappointments

- | | | | |
|-----|----------------|--------------|---|
| 4.3 | JANNA OSTROFF | Position: | Supervisor of Science & Technology for Learning |
| | | Status: | 12 additional days |
| | | Effective: | Summer 2016 |
| | | Salary: | Per Diem Rate of Pay |
| | | | |
| 4.4 | CARLA PIMENTEL | Position: | Mentor Coordinator |
| | | Effective: | July 1, 2016 |
| | | Period Date: | 2016-2017 School Year |
| | | Salary: | \$5,000 |
| | | Assigned to: | District |

5. **PERSONAL/VACATION DAYS/CARRY-OVER**

RESOLVED, the Board of Education approves one personal day and four vacation days for Dr. Laura Seinfeld, Superintendent of Schools, to be carried over to the 2016-2017 school year.

B) Non-teaching

1. **RETIREMENT RESIGNATION**

- | | | | |
|-----|-----------------|--------------|---------------------------------|
| 1.1 | JEAN TWORKOWSKI | Position: | Secretary to the Superintendent |
| | | Effective: | August 30, 2016 |
| | | Assigned to: | Superintendent's Office |

2. **APPOINTMENTS**

- | | | | |
|-----|------------------|--------------|---|
| 2.1 | CYNTHIA AMBROSIO | Position: | Sr. Typist Clerk |
| | | Status: | Provisional |
| | | Effective: | June 15, 2016 |
| | | Salary: | \$45,708 (prorated 6/15/16 through 6/30/16) |
| | | Assigned to: | OBHS |
| | | Replacing: | S. Ganos (transferred) |
| | | | |
| 2.2 | PATRICIA HORAN | Position: | Training/Payroll |
| | | Effective: | July 6, 2016 |
| | | Status: | 20 hours per week |
| | | Rate of Pay: | Hourly Rate of Pay |

3. **REAPPOINTMENTS**

- | | | | |
|-----|-----------|--------------|-----------------------------------|
| 3.1 | BOOK ROOM | Position: | Book Room Aides |
| | | Assigned to: | High School |
| | | Status: | No more than 72 hours each |
| | | Effective: | 6/27/16 – 8/30/16 4 days per week |
| | | Salary: | As indicated |

Katrina Kuhns – \$14.83/hr.
 Nina Rezza – \$14.28/hr.
 Claire Zangari – \$14.83/hr.

- | | | | |
|-----|------------------|--------------|--------------------------------------|
| 3.2 | EILEEN McCARTNEY | Position: | Vernon School Nurse |
| | | Status: | Summer Hours |
| | | Period Date: | 2016-2017 School Year |
| | | Effective: | Summer 2016 |
| | | Status: | 1 day |
| | | Salary: | 1/200 th of Yearly Salary |

3.3 PATRICIA JARONCZYK Position: High School Nurse
 Status: Summer Hours
 Period Date: 2016-2017 School Year
 Effective: Summer 2016
 Status: 30 hours maximum
 Salary: Hourly Rate of Pay

3.4 MARIA MALZONE Position: Science Lab Technician
 Status: 7 hours per day
 Effective: August 31, 2016
 Period Date: 2016-2017 School Year
 Salary: 25.73 per hour
 Assigned to: Oyster Bay High School
 Status: Summer Hours
 Effective: Summer 2016
 Status: 5 days
 Salary: \$25.73 per hour

Discussion: Jennifer Romeo asked a question on Curriculum Writing and number of hours. Dr. Mulhall explained why each of these were needed. John McEvoy asked where curriculum writing takes place. Dr. Mulhall explained it takes place in-district. Laurie Kowalsky asked if more information can be placed on the District website. Laurie Kowalsky asked for explanation on the number of hours for book room aides during the summer.

Motion unanimously carried.

Motion by R. Dando, second by T. Cronin, 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 May, 2016.

B) TRANSFER OF FUNDS

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following budget transfers: Transactions #3047-3052, 3062, 3063

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 May, 2016.

D) AWARD OF QUOTES

RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby approves the following awards based on quotes received, meeting all specifications:

- Backflow Corp. --- backflow testing
- JV/Metro Group --- OBHS boiler water treatment
- Big Valley --- grounds equipment repair
- Acme American Repair – oven repairs
- Paul Yonkers Plumbing --- plumbing repairs
- Acme American Refrigeration --- refrigeration and freezer repairs

Business Actions

Acceptance of Warrant

Transfer of Funds

Extraclassroom Activity Funds

Award of Quotes

E) AWARD OF BID/RUBBISH REMOVAL 2016-2017RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby awards the bid for Rubbish Removal to Jamaica Ash & Rubbish Removal, at their low base bid price of \$28,995.00, meeting all specifications.

Award of Bid

F) TRANSLATOR FOR 2016 ASSESSMENTS AND REGENTS RESOLVED upon the recommendation of the Superintendent of Schools, the Board of Education appoints Lely C. Schwartz for the following tests for a maximum of 6 hours at the contractual rate of \$78.56 an hour.
Algebra II / Trigonometry Regents (4 hours)
Scoring of Regents - (2 hours)

Translator

G) THE OMNI GROUP/AUTHORIZATION TO SIGN CONTRACT RENEWALRESOLVED, the President of the Board of Education is authorized to sign the contract renewal between THE OMNI GROUP and the School District for the 2016-2017 school year to provide third party administration of the district's 403(b) Plan in the amount of \$1,500.

Authorization to Sign Contract

H) AUTHORIZATION TO REAFFIRM RESERVE ACCOUNTS RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education hereby reaffirms the authorization for the following reserve accounts as prescribed under General Municipal Law and/or Education Law; Reserve for Employee Benefits and Accrued Liabilities; Reserve for Retirement Contributions, Insurance Reserve, and Capital Reserve.

Authorization to Reaffirm Reserve Accounts

BE IT FURTHER RESOLVED: that the Board of Education authorizes the funding of these reserves for the fiscal year ending June 30, 2016 as follows: Reserve for Employee Benefits and Accrued Liabilities not to exceed \$2,650,000; Reserve for Retirement Contributions not to exceed \$2,600,000; Insurance Reserve not to exceed \$400,000; Unemployment Reserve not to exceed \$200,000; and Capital Reserve not to exceed \$10,000,000. Final Amounts to be placed into each reserve will be determined upon final closing documents and reviewed by the District's External Audit Firm.

I NASSAU COUNTY BOCES 2016-2017 COOPERATIVE BID FOR VARIOUS COMMODITIES AND/OR SERVICES

BOCES Cooperative Bid

WHEREAS, the Board of Education of the Oyster Bay- East Norwich Central School District of New York State (the "School District") wishes to participate in Cooperative Bidding Program for the 2016-2017 school year conducted by the Board of Cooperative Education Services of Nassau County ("Nassau BOCES" for the purchase of various commodities and/or services as authorized by and in accordance with the Education Law and General Municipal Law, Section 119-0;

NOW THEREFORE, BE IT RESOLVED that the School District hereby appoints Nassau BOCES as its representative and agent in all matters related to the Cooperative Bidding Program, including but limited to responsibility for the drafting of specifications, advertising for bids, accepting and opening bids, bids, reporting the results to the School District and making recommendations thereon, and

BE IT FURTHER RESOLVED that Nassau BOCES is hereby authorized to award bids on behalf of the School District to the bidder deemed to be the lowest responsible bidder meeting the bid specifications and other wise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts and to enter into contracts for the purchase of the commodities and/or services as authorized herein, and

BE IT FURTHER RESOLVED that the School District agrees to assume its equitable share of the administrative costs of the cooperative bidding program and all its obligations and responsibilities pursuant to any contract that may be awarded by Nassau BOCES on behalf of the School District.

J) APPOINTMENT OF COOPERATIVE BIDDING AGENT – EDUCATIONAL DATA SERVICES, INC.

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay – East Norwich CSD, appoints Educational Data Services Inc., as sole administrative agent for the Educational Cooperative Pricing System with respect to the district’s Cooperative Supply Bids for the 2016-17 school year at a fee of \$4,700.00 pursuant to a letter of agreement and to authorized by the Board President on June 14, 2016 for the 2016-17 school year.

**Appointment
Of Cooperative
Bidding Agents**

K) APPOINTMENT OF COOPERATIVE BIDDING AGENT – TEL/LOGIC INC. D/B/A TEXTBOOK CENTRAL:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay – East Norwich CSD, appoints Tel/Logic Inc. D/B/A Textbook Central, as sole administrative agent for the purchase and distribution of all non-public and private school textbooks needed for the 2016-17 school year at the following fee schedule:

First 1-25 students/ school \$26.50/student
Next 26-250 students/school \$21.20/student and
Over 250 students/school \$15.90/student,
Pursuant to acceptance of a letter of agreement and to authorize the Board President to execute the same.

L) NASSAU COUNTY SCHOOLS COOPERATIVE SELF – INSURANCE PLAN FOR WORKERS’ COMPENSATION

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay – East Norwich CSD maintain its membership in the Nassau County Schools Cooperative Insurance Plan for Workers’ Compensation for the 2016-2017 school year, at a cost of \$190,550.00.

**Cooperative Self-
Insurance Plan**

M) SMART SCHOOLS GRANT INVESTMENT PLAN APPROVAL

RESOLVED, the President of the Board of Education accepts and authorizes the expenditure of \$212,980.41 on technology equipment as outlined and discussed in the Smart School Grant Investment Plan presented at the May 24, 2016 Board of Education Public Hearing.

**Smart Schools
Grant**

Discussion: Todd Cronin asked a question on the warrants regarding bills for Frazer and Feldman. Robin Dando asked a question on Item “F”, translators. Todd Cronin asked a question on the Extra Classroom Activity Funds and on Item “D”. Mr. Valente explained and answered all questions.

Motion unanimously carried.

Motion by R. Dando, second by T. Cronin, to approve the following:

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:

Special Services

A 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:

| | | |
|---------------------|---|-----------------------------------|
| <u>CPSE:</u> | | |
| 05/18/2016 | 3 | Annual Review |
| 05/25/2016 | 1 | Annual Review |
| 05/25/2016 | 1 | Initial Eligibility Determination |
| 06/03/2016 | 1 | Requested Review |
| 06/08/2016 | 1 | Annual Review |
| 06/08/2016 | 1 | Initial Eligibility Determination |
| <u>CSE:</u> | | |
| 03/09/2016 | 1 | Annual Review |
| 03/15/2016 | 1 | Reevaluation CPSE to CSE |
| Transition | | |
| 03/17/2016 | 2 | Requested Review CPSE to CSE |
| Transition | | |
| 03/17/2016 | 1 | Reevaluation CPSE to CSE |
| Transition | | |
| 03/18/2016 | 1 | Annual Review |
| 03/22/2016 | 1 | Reevaluation CPSE to CSE |
| Transition | | |
| 03/30/2016 | 2 | Annual Review |
| 03/31/2016 | 2 | Requested Review CPSE to CSE |
| Transition | | |
| 04/12/2016 | 2 | Requested Review CPSE to CSE |
| Transition | | |
| 04/12/2016 | 1 | Reevaluation CPSE to CSE |
| Transition | | |
| 04/14/2016 | 1 | Requested Review CPSE to CSE |
| Transition | | |
| 04/14/2016 | 2 | Reevaluation CPSE to CSE |
| Transition | | |
| 04/21/2016 | 2 | Annual Review |
| 04/21/2016 | 1 | Reevaluation/Annual Review |
| 05/02/2016 | 2 | Annual Review |
| 05/03/2016 | 1 | Annual Review |
| 05/03/2016 | 1 | Reevaluation/Annual Review |
| 05/04/2016 | 2 | Annual Review |
| 05/05/2016 | 3 | Annual Review |
| 05/11/2016 | 1 | Annual Review |
| 05/17/2016 | 2 | Reevaluation/Annual Review |
| 05/17/2016 | 1 | Annual Review |
| 05/19/2016 | 2 | Annual Review |
| 05/19/2016 | 1 | Reevaluation/Annual Review |
| 05/20/2016 | 1 | Annual Review |
| 05/20/2016 | 1 | Requested Review |
| 05/23/2016 | 1 | Initial Eligibility Determination |
| 05/25/2016 | 1 | Initial Eligibility Determination |
| 05/26/2016 | 1 | Requested Review CPSE to CSE |
| Transition | | |
| 05/31/2016 | 1 | Requested Review |
| 06/01/2016 | 1 | Annual Review |
| 06/01/2016 | 2 | Initial Eligibility Determination |
| 06/02/2016 | 1 | Requested Review |
| 06/02/2016 | 1 | Initial Eligibility Determination |
| 06/03/2016 | 2 | Annual Review |
| 06/03/2016 | 1 | Annual Review |
| 06/06/2016 | 3 | Requested Review |
| 06/14/2016 | 1 | Annual Review |

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| | | |
|------------|---|-----------------------------------|
| 05/03/2016 | 2 | Annual Review |
| 05/06/2016 | 3 | Annual Review |
| 05/09/2016 | 2 | Annual Review |
| 05/13/2016 | 1 | Amendment |
| 05/19/2016 | 1 | Initial Eligibility Determination |
| 05/23/2016 | 1 | Initial Eligibility Determination |
| 05/31/2016 | 1 | Reevaluation Transfer Student |

Motion unanimously carried.

The Board reviewed two policies that had some suggested changes or questions. Some suggestions were made to change the wording of Policy 3260. Dr. Seinfeld also stated that the auditors provided a sample policy which reflects charging for-profit groups to use District facilities. She reviewed the paragraph of this policy for discussion. The Board discussed this at length. Florence Frazer stated that there are a number of factors to be considered when making this decision; she will send a list of the factors to be considered. This policy will be included on a future agenda. Policy #5620, Accounting of Fixed Assets was discussed based on a change in dollar amount suggested by the auditors. This policy will be on the next agenda for adoption.

Discussion

The Friday packet was discussed.

Friday Packet

John McEvoy asked a question on the transition of the counseling department. Dr. Seinfeld indicated a letter was sent home. Jennifer Romeo asked a question on the traffic signage requests. The Board discussed this at length and this will be discussed at the next Safety Committee Meeting. Dr. Castellano asked for an update on the lead testing at Vernon. Mr. Valente stated that the next stage was a flush test. After the results are in they will look to see if they can find out where the lead is coming from and then have to make some decisions from there.

Todd Cronin asked a question on the June 3rd Friday packet regarding supervision of high school students being dropped off for sports at Vernon. Dr. Seinfeld, Dr. O'Hara and Mr. Trentowski have a meeting set up for June 27th to look at possible solutions. Dr. Seinfeld indicated that further conversation regarding particular personnel should be discussed in executive session.

Jennifer Romeo spoke on the Saturday morning program for ENL students which she attended. She stated that it was very well attended and a wonderful program for students and their families. Dr. Seinfeld thanked Mrs. Policano and her staff for their work on this program.

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

Public Comments

Motion by R. Dando, second by M. Castellano, to enter into executive session at 8:45 P.M.

Executive Session

Motion by R. Dando, second by J. Romeo, to claim out of executive session and adjourn at 10:15 P.M.

Adjournment

Respectfully submitted,

Margaret Nolan
District Clerk