

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

Date: August 2, 2016
Kind of Meeting: Business Meeting
Location: Oyster Bay High School, Town of Oyster Bay, Nassau County NY
Members Present: Jennifer Romeo-President
Michael Castellano –Arrived at 8:20
Todd Cronin
Robin Dando
Laurie Kowalsky
Ann Marie Longo, President

Members Not Present: John McEvoy – Vice President

Others Present: Dr. Laura Seinfeld, Superintendent
Florence Frazer, District Counsel
Joseph Lilly, District Counsel
Margaret Nolan, District Clerk
Linda Ninesling, Treasurer

Jennifer Romeo called the meeting to order at 7:00 P.M.

Motion by R. Dando, second by T. Cronin, to enter into executive session at 7:01 P.M.

Motion by R. Dando, second by T. Cronin, to claim out of executive session at 7:29 P.M.

Jennifer Romeo thanked Ellen Loewy for coming to the Board, during executive session, with regard to ideas for improving her department.

Jennifer Romeo called for the approval of minutes from the meeting July 12, 2016. The minutes were improved.

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

Dr. Seinfeld stated that part of the business report was to update the Board on current bond projects. Roger Smith and Gary Robertson presented a handout to the Board and reviewed the status of the projects. They indicated that all bond projects are scheduled to go to the NYSED for review by the end of August. Roger Smith indicated that work is projected to begin on these bond projects the summer of 2017. They gave updates on the HS Auditorium Air Conditioning, HS, Vernon, Roosevelt and Administration security vestibules and HS music/art additions and alterations. They gave the Board an update on Construction Managers and Request for Proposals for these projects. The Board would like to see the information provided from the construction management firms who have submitted proposals.

Dr. Seinfeld indicated that the Board had received a report on course enrollment. She stated there had been a number of changes. Dr. Seinfeld reviewed these courses and their enrollment

numbers with the Board. The Board asked a number of questions throughout the presentation. After much discussion, Dr. Seinfeld stated that she would provide the Board with an update later in August with more exact numbers.

Dr. Seinfeld introduced some new personnel who would be appointed for the 2016-2017 school year. Christine Parente who will be appointed this evening as the Library Media specialist at the Vernon School and Kelly Moore who will be serving as District Clerk beginning with the September 6th meeting. The Board thanked Margaret Nolan for her years of service as District Clerk.

There was no one signed in for public comments.

Motion by R. Dando, second by A. Longo, to approve the following:

VIII 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. TENURE APPOINTMENTS

- | | | | |
|-----|-----------------------|----------------|--------------------------------|
| 1.1 | THERESE CRONAUER | Position: | Teaching Assistant |
| | | Tenure Area: | Teaching Assistant |
| | | Effective: | August 29, 2016 |
| | | Certification: | Level I – Teaching Assistant |
| 1.2 | CHRISTOPHER GIACOPINO | Position: | Teaching Assistant |
| | | Tenure Area: | Teaching Assistant |
| | | Effective: | August 29, 2016 |
| | | Certification: | Initial – Childhood Education |
| 1.3 | EMMIE HESLIN | Position: | Teaching Assistant |
| | | Tenure Area: | Teaching Assistant |
| | | Effective: | August 29, 2016 |
| | | Certification: | Level III – Teaching Assistant |
| 1.4 | DANIELLE OSIPOWICH | Position: | Teaching Assistant |
| | | Tenure Area: | Teaching Assistant |
| | | Effective: | August 29, 2016 |
| | | Certification: | Professional – Phys. Ed. |

2. APPOINTMENTS

- | | | | |
|-----|---------------|----------------|---|
| 2.1 | WENDY FRAGOSO | Position: | Elementary Teacher |
| | | Status: | Leave Replacement |
| | | Effective: | August 31, 2016 |
| | | Period Date: | 8/31/16 – 11/23/16 |
| | | Salary: | \$284.82 per day + holidays
(BA, Step 1) |
| | | Certification: | Initial – Elementary Gr. 1-6 |
| | | Assigned to: | Vernon School |
| | | Replacing: | K. Hilt (FMLA) |

- | | | | |
|-----|------------------------------|--------------------|---|
| | | Position: | Resident Substitute |
| | | Effective: | November 28, 2016 |
| | | Period Date: | 11/28/16 – 6/23/17 |
| | | Certification: | Initial – Childhood Education |
| | | Salary: | \$100 per day/5 days per week |
| | | Assigned to: | Vernon School |
| 2.2 | BRITTANY FORD | Position: | Resident Substitute |
| | | Effective: | 2016-2017 School Year |
| | | Certification: | Initial – Childhood Education |
| | | Salary: | \$100/day – 3 days per week |
| | | Assigned to: | Vernon School |
| 2.3 | CHRISTINA RUSSO | Position: | Resident Substitute |
| | | Effective: | 2016-2017 School Year |
| | | Certification: | Pending |
| | | Salary: | \$100/day – 2 days per week |
| | | Assigned to: | Vernon School |
| 2.4 | FRANCISCO PEREIRA | Position: | Resident Substitute |
| | | Effective: | 2016-2017 School Year |
| | | Certification: | Initial – Phys. Ed. |
| | | Salary: | \$100/day – 5 days per week |
| | | Assigned to: | High School |
| 2.5 | CHRISTINE PARENTE | Position: | School Library Media Specialist |
| | | Status: | Probationary |
| | | Effective: | August 31, 2016 |
| | | | 1 st year of a 4 year probation period |
| | | Certification: | Pending Initial – Library Media Specialist |
| | | Salary: | BA+30, Step 1 – \$61,522 |
| | | Assigned to: | Vernon School |
| | | Replacing: | D. Finelli (resigned) |
| 2.6 | MENTORS | Effective: | 2016-2017 School Year |
| | | Salary: | \$1,200 each +1/200 th of annual salary for attendance on 8/30/16 as per Agreement between OBENCSD & OBENTA. |
| | | Marjorie Vigliotti | Christopher Weber |
| | | David Pontillo | Tracy Zambelli |
| 2.7 | COACHES | Effective: | 2016-2017 School Year |
| | | Period Date: | Fall 2016 |
| | | Salary: | According to the Agreement between the OBENCSD and the OBENTA. A list will be appended to the minutes of this meeting. |
| 2.8 | EXTENDED SCHOOL YEAR PROGRAM | Positions: | Instructors & Teacher Assistant |
| | | Effective: | July 5, 2016 |
| | | Period Date: | 7/5/16 – 8/16/16 |
| | | Status: | IEP Mandated |
| | | Salary: | \$70.69 per hour (instructors)
\$35.00 per hour (assistant) |

Teachers

Margaret Morgan 3x per week – 30 minute/session
Allison Mueller – 1x per week – 30 minute/session

Teaching Assistant

Jamie Pelletiere – 3x per week – 1.5 hours/session
(home services)

4.4	ROSEMARIE MATLAK	Position:	Monitor
		Effective:	2016-2017 School Year
		Status:	13.75 hours per week
		Salary:	\$10.20 per hour
		Assigned to:	Vernon School
		Replacing:	T. Mavros
4.5	EDUARDO VARGAS	Position:	Cleaner
		Status:	Probationary
		Effective:	August 22, 2016
		Salary:	\$51,046 (prorated 8/22/16 through 6/30/17)
		Assigned to:	Vernon School
		Replacing:	G. Villalta (resigned)

Discussion: Todd Cronin asked a question on 4.5, if this was the same individual that was previously interviewed. Dr. Seinfeld stated, no, this a different person. Michael Castellano asked a question on 2.6, mentors. Dr. Seinfeld indicated that is a mandate for new teachers and explained about the mentor program and appointments.

Motion unanimously carried.

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

IX 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 TAX LEVY RESOLUTION 2016 17

RESOLVED, that the following budget (Gross Amount) of the necessary claims and expenditures in Oyster Bay-East Norwich Central School District in the Town of Oyster Bay, school year 2016-17, amounting to:

	\$55,866,883 School Purposes
	<u>\$ 2,012,160 Library Purposes</u>
Total	\$57,879,043 be and the same is hereby accepted.

	RESOLVED, that the sum of
	\$50,562,695 School Purposes
	<u>\$ 1,857,160 Library Purposes</u>
Total	\$52,419,855 being the remainder of the budget

adopted as above and the amount which must be RAISED BY TAXATION (Net Amount) for Oyster Bay-East Norwich Central School District, of the Town of Oyster Bay, Nassau County, New York for the year 2016-2017 be levied upon the taxable property of the said school district as said property has been certified to by the Board of Assessors. The 2016-17 tax levy is in compliance with New York State's tax levy limit for the District.

RESOLVED, that the District Clerk of this School District be authorized and directed, pursuant to Section 6-20.0 of the Nassau County Administrative Code to file a certified copy of these resolutions with the Nassau County Board of Supervisors and the Board of Assessors.

B ACCEPTANCE OF WARRANTS

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 June 2016.

C TRANSFER OF FUNDS

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following budget transfers: Transactions #3053-3080.

D) 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 June 2016.

E) ESTABLISHMENT OF INCOME ELIGIBILITY GUIDELINES FOR FREE AND REDUCED SCHOOL LUNCH

RESOLVED, the Board of Education does hereby establish the 2016-17 Income Eligibility Guidelines for Free and Reduced Price Meals as published by the State Education Department.

FURTHER RESOLVED, the Assistant Superintendent for Finance and Operations is directed to submit the 2016-17 guidelines to the District’s newspapers of record.

F) BOCES FINAL CONTRACT FOR 2015-16

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education is authorized to sign the Final Contract between the Board of Cooperative Educational Services and the School District for the 2015-16 billings based on tuition and other charges in the amount of \$2,851,375.79

G) BOCES INITIAL CONTRACT FOR 2016-17

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education is authorized to sign the Initial Contract between the Board of Cooperative Educational Services and the School District for the 2016-17 year based on tuition and other charges in the amount of \$1,904,514.56.

H) SENECA CONSULTING GROUP/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 Seneca Consulting Group and the School District for the 2016-17 school year to provide on-going monitoring of employee hours, documentation of offering of minimum essential health care coverage and plan affordability and the new IRS reporting requirements 1095C (Parts I & II), 1094C and 6055 at a cost of \$15,000.00 for the ongoing ACA administration and Minimum Value Plan RFP and a fee of \$285/hour for any additional consulting requested and \$1.25/form for printing, mailing and postage of completed IRS 1095C, 1094C and 6055 forms.

I STANDARD WORKDAY FOR APPOINTED OFFICIALS

BE IT RESOLVED, that the Oyster Bay–East Norwich CSD hereby establishes the following as standard work days for appointed officials and will report accordingly to the New York State and Local Employees' Retirement System (ERS).

Title	Standard Work Day (Hrs/day to earn one day of service credit)	Term Begins/Ends	Participates in Employer’s Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials - N/A *				
Appointed Officials				
District Clerk	7	07/01/2016-6/30/2017	Y	N/A ¹
District Treasurer/ Secretary to the Assistant Superintendent	7	07/01/2016-6/30/2017	Y	N/A ¹

* Elected officials have been removed from this resolution because the District does not have any elected officials to which this reporting requirement would apply.

The District Treasurer is also a full-time employee of the District working in an additional title. As a result, this employee is already a member of the ERS and is credited with a full year of service for each year worked. The stipends paid to each employee as a result of the additional time spent as appointed officials will be reported to ERS.

J) OYSTER BAY-EAST NORWICH CLERICAL UNIT/AUTHORIZATION TO SIGN CONTRACT

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District authorizes the President of the Board of Education to sign the contract with the Oyster Bay-East Norwich Clerical Unit for the period July 1, 2015 through June 30, 2019.

Discussion: Robin Dando sked a question on the percentage of the tax levy. Mr. Cipriani explained. Laurie Kowalsky asked a question on the difference between the Items F & G. Dr. Seinfeld explained. Michael Castellano asked a question on Item H and if the new Assistant for Business has ever heard of this before. Mr. Cipriani stated he had and gave some explanation.

Motion unanimously carried.

Motion by A. Longo, second by L. Kowalsky, to approve the following:

X 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* Resolutions as listed:

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:

CPSE:

07/14/2016	1	Initial Eligibility Determination
07/28/2016	1	Initial Eligibility Determination

CSE:

07/08/2016	2	Amendment-Agreement No Meeting
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504

07/26/2016	1	Annual Review
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B) DISTRICT PLAN FOR STUDENTS WITH DISABILITIES

RESOLVED, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the District Plan for Students with Disabilities; the President of the Board is authorized to sign the plan.

C) SERVICE CONTRACTS/OBEN DISTRICT OF LOCATION/2016-17

WHEREAS, Section 3602-c of the Education Law provides that the Board of Education shall provide special education services to parentally-placed students with disabilities when such students attend private schools located within the Oyster Bay-East Norwich Central School District but reside in another school district, and

WHEREAS, a request for such special education services had been made by the following school authorities for the number of children and

WHEREAS, such contracts to furnish services nominated hereunder are authorized under the provisions of Section 3602-c of the Education Law, NOW, therefore, be it resolved that this district contracts with the district of residence

to provide special education services and facilities for children attending the non-public schools within the boundary of Oyster Bay-East Norwich Central School District, subject to verification of names and addresses by the district of residence and proof of the services provided.

Parentally Placed (Districts with students in Oyster Bay)

Amityville
Cold Spring Harbor
Garden City
Island Trees
Mineola
Smithtown
Copiague
Glen Cove
Jericho
North Shore
South Huntington
Deer Park
Harborfields
Levittown
Plainview- Old Bethpage
Syosset
East Islip
Hicksville
Locust Valley
Seaford
West Hempstead
East Meadow
Huntington
Massapequa
Sewanhaka

E SPECIAL EDUCATION INSTRUCTIONAL SERVICE AGREEMENT

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 Special Education Instructional Services agreement with the below special school for the purpose of having one student attend special education classes for period of September 1, 2016 through June 30, 2017.

Queens Center for Progress

G) SEDCAR 2016-17 IDEA 611 & 619 FLOW-THRU FUND (GRANTS)/ AUTHORIZATION TO SIGN CONTRACTS

RESOLVED, upon the recommendation of the Superintendent of Schools, the President of the Board of Education is authorized to sign contracts with the following approved special education vendors for special education services:

All About Kids
Association for Children with Down Syndrome
Brookville Center
Hagedorn Little Village School
Kidz Therapy Services
Mill Neck Manor
Variety Children's Learning Center

Discussion: Laura Seinfeld thanked Ms. Loewy for her hard work in updating the District's Special Education Plan.

Motion unanimously carried.

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

XI 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* Resolutions as listed:

A) DISTRICT-WIDE SAFETY PLAN

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education adopts the 2016-17 District-Wide Safety Plan as required by Project SAVE (Students Against Violence in Education).

B SURPLUS EQUIPMENT

RESOLVED, upon the recommendation of the Superintendent, the Board of Education hereby declares the following equipment obsolete. The items will be temporarily stored and included in the district-wide public sale in August 2016.

Scale – Atlantic Scale Co.
Brother fax machine
2001 Dodge Ram pick/up truck with plow set up and sander

C) REVISION OF APPOINTMENTS

RESOLVED upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich School District hereby revises the following appointments approved at the July 12 Reorganization Meeting as follows:

1) **Acting Clerk of the Board of Education**

RESOLVED, Michael Cipriani, Assistant Superintendent for Finance and Operations, is appointed Acting Clerk of the Board of Education for the 2016-17 school year, without additional compensation.

2) **Records Access Officer**

RESOLVED, Michael Cipriani, Assistant Superintendent for Finance and Operations, is appointed Records Access Officer for the 2016-17 school year, without additional compensation.

3) **Records Management Officer**

RESOLVED, Michael Cipriani, Assistant Superintendent for Finance and Operations, is appointed Records Management Officer for the 2016-17 school year, without additional compensation.

4) **Purchasing Agent**

RESOLVED, Ryan Butler is appointed Purchasing Agent for the 2016-17 school year, without additional compensation, in accordance with Section 170.2(b) of the Commissioner's Regulations. In the absence of Ryan Butler, Michael Cipriani, Deputy Purchasing Agent, shall perform this function.

5) **Anti-Harassment Officers**

RESOLVED, Dr. Lisa Mulhall and Michael Cipriani are appointed Anti-Harassment Officers for the 2016-17 school year, without additional compensation.

6) **Asbestos Compliance Officer**

RESOLVED, Michael Cipriani, Assistant Superintendent for Finance & Operations, is appointed Asbestos Compliance Officer for the 2016-17 school year, without additional compensation.

7) **Establishment of Income Eligibility Guidelines for Free and Reduced School Lunch**
RESOLVED, the Board of Education does hereby establish the 2016-17 Income Eligibility Guidelines for Free and Reduced Price Meals as published by the State Education Department.

FURTHER RESOLVED, the Assistant Superintendent for Finance and Operations is directed to submit the 2016-17 guidelines to the District's newspapers of record.

8) **District-Wide Safety Team**
RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education appoints the following list of individuals to serve as members of the District-Wide Safety Team for the 2016-17 school year as per Project SAVE (Schools Against Violence in Education) regulations:

BE IT FURTHER RESOLVED that Michael Cipriani is the designated school official who will serve as the head of the District-Wide Safety Team for the 2016-17 school year with no additional compensation.

Michael Cipriani, Assistant Superintendent for Finance & Operations

9) **Wellness Committee**
RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education appoints the following list of individuals to serve as members of the District-Wide Wellness Committee for the 2016-17 school year:

Michael Cipriani, Assistant Superintendent for Finance & Operations

10) **Petty Cash Funds**
RESOLVED, Michael Cipriani, Assistant Superintendent for Finance and Operations, is authorized to establish Petty Cash Funds for the 2016-17 school year in accordance with Sec. 170.2(b) of the Commissioner's Regulations. Specifically, the Petty Cash Funds shall be located in the following areas and be in the following amounts:

High School Main Office	\$100	
Vernon School Office		\$100
Roosevelt Elementary School Office		\$100
Administration Building	\$100	

11) **Authorization for Opening of Bids**
RESOLVED, that Michael Cipriani, Assistant Superintendent for Finance and Operations, is responsible for the opening of all bids for the 2016-17 school year. In the absence of Michael Cipriani, Ryan Butler shall perform this function.

12) **Authorization to Publish Annual Financial Report**
RESOLVED, Michael Cipriani, Assistant Superintendent for Finance and Operations, is authorized to publish the annual financial report of the school district after the completion of the independent auditors' report.

13) **Authorization of Surety Bonds for District Treasurer/Extra-Classroom Activities Fund Treasurer**
RESOLVED, Michael Cipriani, Assistant Superintendent for Finance and Operations, is authorized to purchase bonds required by Law for the Treasurer in the amount of \$1,100,000 and for the Extra-Classroom Activities Fund Treasurer in the amount of \$100,000. This appointment will be in effect for the 2016-17 school year.

14) **Investment of Funds**

RESOLVED, Michael Cipriani, Assistant Superintendent for Finance and Operations, is authorized to invest such portions of the District's monies as he may determine in Special Time Deposit accounts or in Certificates of Deposits issued by a bank or trust company, provided, however, that such investment shall be payable within such time as proceeds shall be needed to meet expenditures for which such money was obtained and further that such transaction meets all the requirements outlined in Education Law 1723.a and further that appropriate safeguards as may be enacted by the New York State Legislature or other governing agencies will be utilized. This appointment will be in effect for the 2016-17 school year.

15) **Deputy Treasurer**

RESOLVED, Janet Bransfield is appointed Deputy Treasurer for the 2016-17 school year without additional compensation.

16) **Section 504 Coordinator**

RESOLVED, Ellen Loewy, Director of Special Services, is appointed 504 Coordinator, and Johanna Canonica, Assistant Director of Special Services, is appointed Section 504 Chairperson for the 2016-17 school year, without additional compensation. In addition, Tracy Vieweg, Dr. Cara Riebe, and Dr. Allison Mueller are designated as 504 Chairpersons.

Motion unanimously carried.

Dr. Seinfeld spoke with the Board regarding a date for building walkthroughs. The walkthroughs will be held on August 30th starting at 7:45 AM. Dr. Seinfeld will provide the Board with a starting location in the next Board letter.

Dr. Seinfeld stated that previously the Board had chosen to begin receiving the Friday packet electronically. However, some members also have asked for hard copies in addition. Dr. Seinfeld asked if they Board would consider receiving the packet electronically only on weeks when there is no Board meeting. On the weeks where there is a meeting, the Board members who wish to receive a hard copy would receive it the Friday before the meeting as usual. The Board agreed to try this procedure. Dr. Seinfeld asked which Board members would need a device set up at the meetings. Todd Cronin, Michael Castellano and Jennifer Romeo will need devices at meetings. John McEvoy will need a device he can take home with him.

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

Motion by T. Cronin, second by L. Kowalsky, to enter into executive session at 8:45 P.M.

Motion by T. Cronin, second by L Kowalsky, to claim out of executive session and adjourn at 10:30 P.M.

Respectfully submitted,

Margaret Nolan
District Clerk