

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

Date: May 26, 2020
Kind of Meeting: Business Meeting/Budget Hearing
Location: Virtual Meeting (Live Streamed)
Members Present: Todd Cronin-President
Laurie Kowalsky-Vice President
Nancy Castrogiovanni
Robin Dando
John McEvoy
Dr. Aliex Ross
Maryann Santos

Members Not Present:

Others Present: Dr. Laura Seinfeld, Superintendent
Michael Cipriani, Assistant Superintendent for Finance & Operations
Dr. Lisa Mulhall, Assistant Superintendent for Curriculum, Instruction, & Assessment
Margaret Nolan, District Clerk
Mary Anne Sadowski, District Counsel

Todd Cronin called the meeting to order at 7:00 P.M. Motion by R. Dando, second by M. Santos, to enter into executive session at 7:01 P.M.

Motion by R. Dando, second by M. Santos, to claim out of executive session at 7:45 PM.

Maryann Santos reported on correspondence received by the Board.

Dr. Seinfeld shared that the ballots had been mailed as of today. She thanked Ms. Nolan and Mr. Butler for their assistance with then new process for this year. She stated that they were very proud to present a budget that is below the tax levy limit that maintains and enhances programs for students. Mr. Cipriani gave an overview of the budget as well as the process. Mr. Cipriani indicated that this is a very fiscally responsible budget which maintains the District's financial strength moving forward. There is a low levy increase of 1.53%. He stated that if the transportation proposition passes the 1.53% would go up to 1.83% which is still significantly below the tax cap which is 2.05%. He spoke on the enhancements that were added to the budget including Mandarin, a fourth-grade teacher, beginning of strings program and science teacher at the high school. He indicated that there is still a question on state aid, however, since the District does not receive a great amount of state aid the District is not dependent on that in order to present a fiscally sound budget. He indicated that revenues are monitored on a regular basis. The District is in good shape for next year. The settlement of the teacher's contract has also helped. Mr. Cipriani reviewed the capital reserve projects that were approved which include gymnasium air conditioning at the high school, playground surface replacement at Vernon and expanding the 1:1 initiative in grades 6, 7, 11 and 12. He spoke on the process this year for voting which will be mail in absentee ballots only which are being mailed out today. He thanked Ms. Nolan and Mr. Butler for their tireless work in meeting the deadlines. The Budget brochure is expected to be in homes next week and the six-day notice will be at homes six days prior to the canvassing of ballots on June 9th. He spoke on the fact that if the budget failed twice the District would then have to go to a contingent budget which would be a reduction of approximately \$800,000. Mr. Cipriani reviewed the propositions that will be on the ballot and indicated that there are two community members running to fill the position of Robin Dando. Dr. Seinfeld reminded everyone that if anyone is not registered to vote they should check the District website to see how they can register. Ballots must be received by June 9th at 5:00 P.M. to be counted.

John McEvoy asked if it stipulates that the ballot must be received by US Mail or could someone drop it off if they wanted to? Maryanne Sadowski stated that although there is nothing stating that it cannot be dropped off, it is clearly the intent that it is a mail in process. She stated some districts were setting up drop boxes for people that might want to drop off a ballot, however, their recommendation is to try and avoid that. Todd Cronin asked if there was any discussion to have a drop box. Dr. Seinfeld stated that based on legal guidance the plan was to not have one. If the Board would like to consider having one we can look into it. Maryann Santos asked a question regarding the delay in payments of the property taxes and the possibility of a TAN. She asked for a little more clarification. Mr. Cipriani reviewed the TAN rates and the taxes payments that have been received. He stated that he was trying to navigate carefully the amount to borrow, if needed. He stated he was waiting to see what happens in the next two weeks regarding the June payment. If needed the money can be available in a short time period. Laurie Kowalsky asked what is done with the money that has been saved due to school closure. Mr. Cipriani stated that money is used to fund the reserves at the end of the year to use for the future not knowing what 2021-2022 will look like. Todd Cronin asked if that money could be put into the fund balance. Mr. Cipriani states that Districts are only allowed to carry 4% in unreserved fund balance. Some Districts are having conversations that it would be helpful to be allowed to carry over more than the 4%. Dr. Seinfeld indicated that this is a conversation among her colleagues as well.

Dr. Seinfeld spoke on two committees that she would like the Board to help and work with in terms of the District's goals. One is reentry and the other is an ongoing focus on academics. For the Re-entry Committee they have been doing a lot of research and guidance from the department of health, CDC, other parts of the country and the world as far as the reopening of schools. She stated in the packet was the latest updated guidance regarding the reopening of schools which was dated May 19, 2020. She stated that there are many factors to consider regarding criteria for opening. She indicated that this will be a lot of the work over the summer and that they should be receiving guidance from the state in June and would need to submit a plan for the state's consideration sometime in July. She would like to set up a committee with Board members, parents, staff members, students to get everyone's feedback on this process. They had a brief meeting today with three members of the Board looking at the academic side of reopening. Coupled with the Re-entry Committee, at the next Board meeting she would like to appoint some members of the Board for each of these committees. Since it cannot be more than a quorum, it would be a maximum of three Board members on each committee. Dr. Seinfeld asked for volunteers from the Board. Todd Cronin stated that back in May there were some members of the Board that were interested in the Academic Committee. Mrs. Kowalsky, Mrs. Castrogiovanni and Mr. McEvoy. Dr. Seinfeld asked them if they were willing to commit to remaining on this committee even beyond reentry. They indicated they were interested. For the Re-entry Committee, Mr. Cronin and Mrs. Santos would like to serve on that committee. It was suggested that maybe the newly elected Board member would be interested in serving on this committee.

Motion by R. Dando, second by J. McEvoy, to approve the minutes from the meetings of April 7th, April 21st and April 28th.

Motion unanimously carried.

Michael Cipriani gave a brief update on projects that were expected to be completed this summer. He indicated that due to the current situation, some of these timelines could change.

Turf Field - Construction will begin in early June and completed early September.

Inside Case Work at Vernon

High School Ceiling – Expected to begin early June and completed mid-August

West side boiler upgrade -Begin early June completed mid-August

Theodore Roosevelt playground drainage

Work on masonry at HS which is ongoing. Mr. Cronin asked where this was taking place. Mr. Cipriani replied the Northeast corner. John McEvoy indicated that he is hearing the federal government will be

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|--|----------------|---|--|
| 2.3 | NICOLE TURNER | Position:
Status:
Effective:
1 st year of a 4-year probationary period
(pending official transcripts)
Certification:
Salary:
Assigned to: | Teacher
Probationary
09/01/2020

C.E. (1-6) Professional
T.E.S.O.L. Initial
MA, Step 1 \$73,226
James H. Vernon School |
| 2.4 | MARIA ZAMBUTO | Position:
Status:
Effective:
1 st year of a 4-year probationary period
(pending official transcripts)
Certification:
Salary:
Assigned to: | Science Teacher
Probationary
09/01/2020

Biology 7-12 Initial
Biology 5-6 Initial Extension
General Science 7-12 Initial Extension
Earth Science 7-12 Initial
MA, Step 1 \$73,226
High School |
| 2.5 | CARLA PIMENTEL | Position:
Effective:
Period Date:
Salary:
Assigned to: | Mentor Coordinator
July 1, 2020
2020-2021 School Year
\$5,000
District |
| 2.6 | SUBSTITUTE | Effective:
Assigned to:
(*see attached) | 07/06/2020
On-call – as needed |
|
 | | | |
| B) Non-Teaching | | | |
| 1. <u>RETURN FROM EXTENDED SICK LEAVE</u> | | | |
| 1.1 | DIANE SEK | Position:
Assigned to:
Effective: | Senior Typist Clerk
High School
05/07/2020 |
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 | | | |
| 2. <u>RESIGNATION</u> | | | |
| 2.1 | LEANNE ADLER | Position:
Assigned to:
Effective: | Nurse
Roosevelt School
06/30/2020 |

Discussion: Dr. Seinfeld congratulated all those on the agenda for retirement. She indicated they will be honored later this year. She thanked them for their many years of service.

Dr. Seinfeld spoke on the appointments of four new teachers. She congratulated them and said she was looking forward to working with them.

Todd Cronin congratulated the retirees, on behalf of the Board and thanked them for their years of service in the Oyster Bay School District and he welcomed the new teachers.

Motion unanimously carried.

Motion by R. Dando, second by L. Kowalsky, to approve the following:

VIII 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) TREASURER'S REPORT

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Treasurer's Report as submitted April, 2020.

B) 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 months of April, 2020.

C) TRANSFER OF FUNDS

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following budget transfers: Transactions #3480-3487.

D) EXTRA CLASSROOM 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 April, 2020.

Motion unanimously carried.

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

IX 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

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>		
03/26/2020	1	Annual Review
04/02/2020	1	Annual Review
04/03/2020	1	Annual Review
04/24/2020	3	Annual Review
04/28/2020	2	Annual Review
05/07/2020	3	Annual Review
05/12/2020	2	Annual Review
05/12/2020	1	Requested Review

CSE

04/02/2020	1	Annual Review
04/21/2020	5	Annual Review
04/23/2020	5	Annual Review
04/29/2020	2	Annual Review
04/30/2020	1	Annual Review
04/30/2020	1	Re-evaluation/Annual Review
05/04/2020	2	Annual Review
05/05/2020	1	Annual Review
05/06/2020	2	Annual Review
05/06/2020	1	Re-evaluation/Annual Review
05/07/2020	3	Annual Review
05/07/2020	1	Initial Eligibility
05/14/2020	2	Annual Review
05/15/2020	1	Initial Eligibility
05/18/2020	3	Annual Review
05/19/2020	2	Annual Review
05/20/2020	3	Annual Review
05/21/2020	3	Annual Review

504:

04/23/2020	3	Annual Review
04/28/2020	4	Annual Review
04/30/2020	1	Annual Review
05/07/2020	1	Initial Eligibility
05/15/2020	1	Initial Eligibility

Motion unanimously carried.

Motion by R. Dando, second by M. Santos, to approve the following:

X 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) PLACEMENT OF 2020/2021 PUBLIC LIBRARY BUDGET ON BALLOT

RESOLVED, the Board of Education of the Oyster Bay-East Norwich Central School District approves the placement on the ballot of May 19, 2020, the proposed Oyster Bay-East Norwich Public Library budget for the 2020-2021 year, as follows:

Total Budget	\$2,105,750
Minus Appropriated Fund Balance	\$ 118,000
Minus Estimated Receipts	\$ 25,000
Amount to be Raised by Taxation	\$1,962,750

B) APPOINTMENT OF ELECTION INSPECTORS

The following people will be appointed as election inspectors for the June 9th budget vote at the rate of \$13.00 per hour unless otherwise noted. *

Bransfield, Janet
Broccolo, Julianna
Gowe, Grace
LeMar, Judy
LeMar, Harold
Longo, Ann Marie (Chief Election Inspector/\$14.00 per hour)*
McEvoy, Anna
McEvoy, Owen
Ninesling, Nicole
Payton, Lindsey
Vacari, Jeanette

C) 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.

BE IT FURTHER RESOLVED: that the Board of Education authorizes the funding of these reserves for the fiscal year ending June 30, 2020 as follows: Reserve for Employee Benefits and Accrued Liabilities not to exceed \$2,750,000; Reserve for Retirement Contributions not to exceed \$4,250,000; Retirement Contribution Reserve TRS Sub-fund not to exceed \$500,000; Insurance Reserve not to exceed \$400,000; Unemployment Reserve not to exceed \$200,000; Capital Reserve not to exceed \$10,000,000; and Capital Reserve for Technology 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.

D) ADOPTION OF REVISED 2020-21 SCHOOL CALENDAR

RESOLVED, upon the recommendation of the Superintendent of Schools, as there was continuity of learning during the dates that had been scheduled as spring break in accordance with the Governor's Order, the Board of Education hereby adopts the revised 2019-20 calendar to include June 17, 2020 as the last day for students and June 18-19, 2020 as Superintendent's Conference Days.

Discussion: Robin Dando asked where the canvassing of ballots will be held and how it will be set up due to the fact that there were a number of inspectors appointed. Mr. Cipriani indicated that masks will be worn and inspectors will be spaced apart according to social distancing guidelines. Todd Cronin asked if someone from Ingerman Smith will be present. Maryanne Sadowski indicated that in light of the social distancing her recommendation was to limit the number of people in the room aside from the District Clerk and election inspectors. If Board members did want to be present, she felt that it should be limited. Dr. Seinfeld stated she will include more detail in the next Board packet relative to the set up and who should be present in order to protect everyone and be safe.

Maryann Santos asked when the determination will be made as to how much money will be added to these reserve funds. Mr. Cipriani indicated that the auditors will come in to do their analysis, which is usually the end of August. At this time, he will know the exact fund balance and can then determine how much will be put into each reserve. Normally the majority goes into capital reserve, however this year could be very different.

Motion unanimously carried.

Mr. Cronin thanked the PTA for setting up the Meet the Candidates night which was on Zoom. He wished both candidates good luck.

Dr. Seinfeld thanked Mr. Cronin, Ms. Lasher, the high school team and all the parents for their work in honoring the senior class in such a special way today. She thanked Mr. Cronin for his help in arranging the escort from Fireman's Field to Oyster Bay High School.

Laurie Kowalsky asked for more information regarding the Class of 2020 funds. Mr. Cipriani indicated that there was a request from a community member regarding the use of those funds. He indicated that there was approximately a \$10,000 balance that was not used and has accumulated from prior years. He indicated there was some discussion on how to spend these funds in an appropriate and auditable process. Normally the students meet together to discuss how to use these funds. There is a process of approval between the extra classroom treasurer, the building principal and ultimately the business office. Mr. Butler indicated that the Extra Classroom account is subject to a separate audit and the records are reviewed in detail each and every year. John McEvoy asked if there were currently any requests from Student Council to spend these funds. Mr. Butler indicated that he is not aware of any. Dr. Seinfeld indicated that in speaking with Ms. Lasher who has been in contact with parents and students to look at ways to use these funds to continue to honor the class of 2020, even if it falls into next year or as soon as it is safe. Mr. Butler gave a little more detail on how the clubs function relative to spending of funds.

Motion by N. Castrogiovanni, second by M. Santos, to adjourn at 8:45 P.M.

Respectfully submitted,

Margaret Nolan
District Clerk