

Regular Meeting

A Regular Meeting of the Board of Education of the Northport-East Northport Union Free School District was held on Monday evening, November 15, 2010, beginning at 6:30 p.m., in the Board Conference Room at the William J. Brosnan School, 158 Laurel Avenue, Northport, New York, with Mr. Stephen V. Waldenburg, Jr., Chairperson, opening the meeting and presiding.

Members present: Ms. Julia Binger, Mr. Joe Gannon, Mrs. Lori McCue, Mrs. Donna McNaughton, Mr. Andrew Rapiejko, Mrs. Jennifer Thompson, Mr. Stephen V. Waldenburg, Jr., Mrs. Karen Wills

Members absent: None
One board seat vacant

Also present: Dr. Marylou McDermott, Superintendent of Schools
Dr. Terry Bouton, Assistant Superintendent for Human Resources
Ms. Kathleen Molander, Assistant Superintendent for Business
Mr. Matthew Nelson, Assistant Superintendent for Instruction and Administration

1. President Waldenburg called the meeting to order.

Motion was made by Trustee Gannon, seconded by Trustee Thompson, to convene in Executive Session to discuss matters pertaining to the performance of a corporation and the employment history of a particular person. Mr. Gannon stated that these matters are made confidential by federal or state law.

Unanimously carried.

At 7:35 p.m., the Board reconvened in public session in the cafeteria at the William J. Brosnan School.

Public attendance: There were approximately 50 persons present.

2. Mr. Waldenburg led those present in the Pledge of Allegiance; and
3. Pointed out the emergency exits.

President Waldenburg announced that effective November 5, 2010 Trustee Tim Madden resigned from the Board of Education stating that he moved outside of the district and state law mandates that a Board member must be a District resident. Mr. Waldenburg thanked Mr. Madden for dedicating his time and efforts to the District and children of the community.

4. APPROVAL OF MINUTES, TREASURER'S REPORT AND MONTHLY SUMMARY OF RECEIPTS AND DISBURSEMENTS

Motion was made by Trustee McCue, seconded by Trustee Gannon, to approve all items under 4.01

4.01 Minutes

- 4.01.1 Regular Meeting, October 25, 2010
- 4.01.2 Regular Meeting, November 1, 2010
- 4.01.3 Special Meeting, November 8, 2010

Vice President Wills stated that the Board received a letter from Mr. Larry Beck requesting that he would like to have corrections made to his statements made at the October 25, 2010 meeting. Mrs. Wills stated that minutes are not supposed to be word for word dialogue or transcripts but are to only indicate

substance. President Waldenburg stated that minutes are meant to indicate in summary form the occurrences at the meeting and also record any votes or actions taken by the body. President Waldenburg and Vice President Wills stated that Mr. Beck's proposed corrections violate the Open Meetings Law in regards to information shared in executive session.

Mrs. Jean Baron stated that she did not agree with President Waldenburg or Vice President Wills and requested to read Mr. Beck's letter to the public.

President Waldenburg stated that he will disallow any reading of Mr. Beck's letter.

Dr. Nina Dorata requested that the minutes of November 1, 2010 be revised regarding Ms. Molander's response to her question about the financial statements. Vice President Wills requested that the tape be reviewed to confirm what was said before any revisions are made.

After a discussion regarding Open Meetings Law and executive sessions, Vice President Wills moved to call the question, seconded by Trustee Binger.

Unanimously carried.

Vote on Trustee McCue's motion to approve all items under 4.01 pending review of the tape of the November 1, 2010 meeting was unanimously carried.

5. SPECIAL REPORTS/ANNOUNCEMENTS FROM THE SUPERINTENDENT

5.01 Accomplishments of Staff and Students

5.01.1 Ms. Denise Keenan, High School Assistant Principal and Administrator in Charge of Business Education, introduced Stephen Hearn, Business Department Student of the Month. Ms. Keenan stated that Stephen has challenged almost every class the Business department offers and participates in many extracurricular activities including DECA, Business Honor Society, National Honor Society, and serves as President of the Academy of Finance. Ms. Keenan noted that through hard work and dedication Stephen has become a top student in both the IB Business and Management Program and the Academy of Finance. Stephen's Academy of Finance internship mentor stated that he has never met a high school student who understands so much about accounting and finance or has a more thorough grasp of advanced financial topics. Ms. Keenan stated that she is thoroughly impressed by Stephen's maturity, intellect and inquisitive nature.

The President of the Board and the Superintendent congratulated Stephen on his fine accomplishments and presented him with a commendation from the Board.

5.01.2 Mr. Daniel McKeon, High School Assistant Principal and Administrator in Charge of Family and Consumer Science Education, introduced Ashley O'Neill, Family and Consumer Science Department Student of the Month. Mr. McKeon stated that Ashley is a hardworking and dedicated individual with a high level of commitment. She is president of Northport High Schools' chapter of Future Educations Association. Ashley has co-chaired committees for various fundraisers, educational activities and community service projects. Mr. McKeon noted that Ashley's conscientiousness and disciplined work habits along with her personal initiative, motivation and creativity are assets in both classroom and club activities. Ashley's sincere interest in the area of child development and psychology aided her decision to pursue a career in child psychology.

President Waldenburg and Superintendent McDermott congratulated Ashley on her fine accomplishments and presented her with a commendation from the Board.

5.02 Review of Instructional Initiatives in the following areas:

5.02.1 Business Department

Ms. Denise Keenan stated that the 2010-2011 Business Education Department Initiatives included constructing online learning opportunities for students enrolled in each of the business courses facilitated through the use of *Moodle*; providing professional development opportunities that support differentiated instruction and enhance the use of *Moodle*; continuing to develop and implement an electronic portfolio that illustrates student progress and assesses student growth using authentic learning experiences gained through the three year Academy of Finance program; and continuing to develop and implement curriculum maps for all Academy of Finance courses using the *Moodle* online learning system. Ms. Keenan noted that the Business department recognizes that no two students are the same and that Business Education focuses on differentiation to reach all types of learners. Ms. Keenan stated that her complete presentation is available on the District's website.

After a brief discussion regarding standard level and higher level IB courses, student internship programs and the Academy of Finance, President Waldenburg and Superintendent McDermott thanked Ms. Keenan for her informative report.

5.02.2 Family and Consumer Science Department

Mr. Daniel McKeon stated that the coursework in the Family and Consumer Science Department prepares students for both the work and family spheres of life and students are prepared to face the socioeconomic, political and technological challenges that are transforming the world. The curriculum draws from multiple disciplines including the social sciences, physical sciences, economics and the arts. Mr. McKeon stated that the 2010-2011 Family and Consumer Sciences Departmental Initiatives are to develop curricula using *Moodle* to incorporate career readiness and life skills that are necessary for the 21st century learner; to expand professional development opportunities to include training on utilizing SmartBoards in the classroom, literacy training in the content area, attendance at food workshops and trade shows, as well as engaging in peer to peer turn-key presentations; and facilitating differentiation through consistent assessment, collaborative learning, lab practicals, and both peer and self evaluation.

After a brief discussion regarding student enrollment, differentiated instruction and literacy circles, President Waldenburg and Superintendent McDermott thanked Mr. McKeon for his informative presentation.

5.03 The President of the Board reviewed the upcoming Board of Education meetings of November 29th, December 13th, and January 10th.

5.04 Motion was made by Trustee Wills, seconded by Trustee McCue to receive the Annual Report of the Independent Auditor, prepared by Cullen & Danowski LLP, for the year ending June 30, 2010:

5.04.1 Financial Statements and Supplemental Information

Mr. Peter Rodriguez of Cullen and Danowski LLP stated that the job of the external auditor is to express opinions on the District's financial statements following professional standards. Mr. Rodriguez stated that they begin the auditing process by understanding the District's revenues, expenditures and internal controls and evaluating the checks and balances in place. Mr. Rodriguez noted that the audit program ensures that statements are presented fairly through risk assessments on account balances, information is gathered through confirmation and that third party confirmation is the strongest evidence. Mr. Rodriguez stated that they gather enough information to perform the auditing process and express an opinion.

Mr. Rodriguez stated that the opinion issued for the Northport-East Northport School District for the fiscal year ending June 30, 2010 was an unqualified opinion, free of material weakness, which is the highest level opinion the auditors can express. Mr. Rodriguez stated that the firm follows federal government auditing standards. Mr. Rodriguez stated that they reviewed the comments from the June 30, 2009 audit report and stated that most of them had been corrected. In the audit report for f/y/e June 30, 2010, the firm did make four comments regarding handling of cash receipts, policy and procedure manual updating, school lunch fund deficit and old capital projects. Mr. Rodriguez noted that the District had a big improvement from last year stating that they noted four material weaknesses last year and none this year.

There was discussion regarding the District's reserves, comparison to other districts they audit, capital project expenditures, rollover budgets, and third party preparation of financial statements.

In response to a question from Vice President Wills, Mr. Rodriguez stated that without any reserves there would be no way to offset future expenses as they come up which would result in spikes to the tax levy.

Audit Committee Chairperson Warren Arthur stated that the Audit Committee held a meeting on November 10, 2010 and recommended that the Board of Education receive and accept the external audit report for fiscal year ending June 30, 2010 by a vote of four members in favor and two members opposed.

In response to a question regarding timeliness of the filing of the external audit report, Mr. Rodriguez stated that the State Education Department gives a statutory 30 day grace period. Mr. Rodriguez noted that if a report is not filed with the SED by November 20th the District could be left off the state aid warrant and their December aid could get deferred.

There was further discussion regarding the internal audit report, audit committee members voting against recommending acceptance of the external audit report, fund reserve calculations, and reserve accounting.

Vice President Wills stated that the report received was a quite favorable report. Mrs. Wills stated she attended the Audit Committee Meeting and two members had concerns in connection with the District's internal accounting controls which attributed to their reasons for not accepting the report. Mrs. Wills noted that she listened carefully to everyone's comments at that meeting and she is in favor of accepting the Audit Committee's recommendation to accept the report.

Vote on Trustee Will's motion to receive the Annual Report of the Independent Auditor, prepared by Cullen & Danowski LLP, for the year ending June 30, 2010 was unanimously carried.

6. COMMUNICATIONS

6.01 Email from Mr. Carl Litt to the President of the Board, received November 5, 2010, re: Energy Smart Schools

Mr. Litt asked the Board if they would be interested in a work session to discuss energy saving options including solar energy.

President Waldenburg stated that the Board would be in favor of setting up a work session and asked Mr. Litt to contact the Superintendent's office to make the arrangements.

7. PUBLIC PARTICIPATION

<u>Name</u>	<u>Comment</u>
Denise Mumm Resident	Asked the Board who directs the internal auditors on what areas to scrutinize.

Trustee Gannon stated that the final decision as to which particular items get reviewed is subject to Board approval and that suggestions come from the internal auditors, business office and the audit committee.

Jean Baron
Parent Stated that her daughter transferred to the high school and after a week wanted to return to her previous school. Mrs. Baron stated that children hang out in the commons or assigned wells, are allowed to roam halls when they should be in a class doing homework, and that the high school has a reputation of a social club. Mrs. Baron stated that another student jerked her daughter's head back and a gym teacher heard it but did nothing.

President Waldenburg stated that the issue Mrs. Baron brought forward is a terrible issue and asked why it was not reported to the high school administration. Dr. McDermott stated that if this was reported to Principal McLaughlin it would have been handled appropriately and that this type of behavior is not acceptable within the district.

Ms. Irene McLaughlin, High School Principal, stated that she resented Mrs. Baron's accusations and unfair characterization of the high school. Ms. McLaughlin stated that if the incident had been reported when it happened and not after the student signed out of the high school it would have been addressed immediately. Ms. McLaughlin stated that it is unfair to characterize every situation and every student the same way and that the high school educates every single student. Ms. McLaughlin welcomed anyone to come and see what goes on at the high school.

Joe Stewart
Parent Asked if extra help for struggling students was mandated in the teachers' contract and stated that it should be in the contract. Mr. Stewart also stated that the Board should have a catastrophic plan in place with regards to the LIPA tax certioraris.

Dr. McDermott stated that extra help is not mandated in the teachers' contract and it is something that could be raised during negotiations. Trustee McNaughton stated that it may not appear in the contract but that the majority of teachers do give extra help. UTN President Antoinette Blanck stated that the vast majority of teachers do make themselves available to work with students.

In response to the inquiring regarding LIPA, President Waldenburg stated that the District has been contracted by the Town of Huntington to be part of an action committee and that conversations have already been had with Senator Flanagan.

Carl Litt
Resident Stated that the Operations and Maintenance Committee has been trying to get approval on a RFP for energy savings and asked if there was a way to expedite it. Mr. Litt also questioned the million dollar amount Dr. McDermott stated the District spent on mold remediation at Northport Middle School a few years ago.

Dr. McDermott stated that she has been in touch with District counsel regarding expedition of the RFP issue, and will also check the records regarding the costs of the mold remediation.

Resident Stated that the District under-spent the 2009-2010 budget by \$9.8 million and asked why the District doesn't find ways to cut spending instead of projecting what things will cost.

Ms. Kathleen Molander stated that it was a unique year regarding ARRA money available, a 0% CPI, and a lower than normal health insurance increase.

Denise Mumm Resident Stated that it is unfortunate that the District has \$9.8 million in reserves and cannot look at any academic initiatives. Mrs. Mumm stated that the school lunch program loses money every year to pay for employee costs and asked why it is run at a deficit.

Ms. Kathleen Molander stated that the school lunch fund must pay contractual benefits for its employees including health insurance and the employee retirement system. Ms. Molander also noted that the District has a very low free and reduced population.

In response to a question of hiring an outside firm and its employees to manage school lunch, Trustee Gannon stated that it violates the Taylor Law.

Donna McNaughton Board Trustee Stated that she supported remaining at an eight member board until the next election in May of 2011. Mrs. McNaughton also asked that her fellow Board Trustees think about the possibility of reducing the Board from a nine member Board to a seven member Board. Mrs. McNaughton noted that most Long Island Districts do not have a nine member Board.

President Waldenburg stated that the options for the Board to consider due to the resignation are to remain at an eight member Board until the May 2011 election, hold a special election to fill the trustee position or to solicit applications and select a member of the public to complete the vacant term until the election in May of 2011.

Motion was made by Trustee McNaughton, seconded by Trustee Gannon, to approve all items under 8. and 9., with the exception of severed item 8.01.3

8. SUPERINTENDENT'S REPORT, GENERAL - FOR BOARD ACTION

8.01 Personnel Schedules, each dated November 15, 2010, and each attached and made part of the official minutes:

- 8.01.1 Schedule A - Certified Staff
- 8.01.2 Schedule B - Non-Instructional Staff
- 8.01.3 Schedule D - Extra Pay (severed)
- 8.01.4 Schedule J - Committee on Special Education

In response to a question regarding compensation for proctoring SAT exams, Ms. Cynthia Lore, Director of Pupil Personnel Services, stated that the District gets partial reimbursement on SAT exams from the College Board but does not get reimbursement for the PSAT exams. Ms. Lore also noted that additional proctors may be needed for students with accommodations.

In response to a question regarding consultant services for home instruction to hospitalized students, Ms. Christina Pulaski, Director of Special Education, stated that some hospitals use certain agencies and do not allow Districts to use their own teachers.

8.02 Receive for a second reading and adopting the following policy:

8.02.1 Policy #9225 – *“Acceptable Use Policy for Users (Employees, Consultants, Volunteers and Other District Authorized Personnel) Use of District Computers, Networks, Internet Access, and E-Mail System”*

8.03 Receiving for a first reading the following policies:

8.03.1 Policy #5150 – “*School Admissions*” (replaces Policy #5111 “Admissions” and 5141.3 “Health Examinations, Inoculations and X-rays”)

8.03.2 Policy #4322 – “*Programs for the Gifted and Talented*” (replaces Policy #6143.2 “Education for the Gifted and Talented Child”)

8.04 Appointing the following District parents to serve as parent members for CPSE/CPE meetings: Heidi Aronson, Cynthia DeStefano, Amy Levins, Stacey McDevitt

8.05 Approving Northport High School, Northport Middle School and East Northport Middle School participation in a Youth Development Survey through the Office of Alcoholism and Substance Abuse Services (OASAS) for students in grades seven through twelve

Trustee McNaughton noted that the Youth Development Survey was an initiative of the Drug and Alcohol Task Force.

9. SUPERINTENDENT’S REPORT, FINANCIAL - FOR BOARD ACTION

9.01 Taking specified action on the following BIDS:

SCHOOL LUNCH

9.01.1 Award – Beverage and Snack Vending Machine Services

In response to a question, Ms. Kathleen Molander, Assistant Superintendent for Business, stated that this year the District will be working with a flat fee one year contract which is based on sales.

At 10:30 p.m., motion was made by Trustee Gannon, seconded by trustee McNaughton to extend the meeting.

Unanimously carried.

9.02 Approving transfer of general fund appropriations in the 2010-2011 budget

In response to questions regarding the transfer of funds, Ms. Kathleen Molander stated that column advancement is a contractual item and the District does have to meet this obligation. Ms. Molander also noted that the budget code for column enhancement was increased substantially. Dr. Terry Bouton, Assistant Superintendent for Human Resources, stated that a teacher can only move once time during the year but there are three different time periods when they can move.

9.03 Approving a 2010-2011 SEDCAR 1 Sub-Allocation Contract between Elwood Union Free School District (Local Education Agency – LEA) and Northport-East Northport Union Free School District (Approved Special Education Program – ASEP)

9.04 Approving a 2020-2011 Special Education Services Contract between Northport-East Northport Union Free School District and Half Hollow Hills Central School District

Vote on Trustee McNaughton’s motion to approve all items under 8. and 9., with the exception of severed item 8.01.3, was unanimously carried.

Motion was made by Trustee McCue, seconded by Trustee Binger, to approve previously severed item 8.01.3

8.01.3 Schedule D – Extra Pay

Vote on Trustee McCue's motion was as follows:

YES: Ms. Binger, Mr. Gannon, Mrs. McCue, Mr. Rapiejko, Mrs. Thompson, Mr. Waldenburg,
Mrs. Wills
ABSTAIN: Mrs. McNaughton

Motion passed.

10. SUPERINTENDENT'S REPORT - FOR INFORMATION ONLY

10.01 Schedule I – Home Instruction

10.02 Monthly Revenue and Budget Status Report:

10.02.1 Monthly Revenue and Budget Status Report as of June, 2010

In response to a question, Ms. Kathleen Molander stated that the ARRA funding must be coded specifically to the individual teachers discipline, course or grade level.

A resident stated that there was a lot of under-spending in the 2009-2010 budget especially in special education and also noted that there is no reason to budget debt service at 4 to 5%.

Ms. Molander stated that special education is very difficult to forecast.

10.03 School Lunch Profit and Loss Report

10.03.1 School Lunch Profit and Loss Report as of June, 2010

In response to a question regarding operating expenditures salary increase, Ms. Molander stated that the employees received a contractual increase of 3.5% and that the position of high school head cook was not filled until March of 2010.

11. UNFINISHED BUSINESS

11.01 Review of proposed changes to the 2011-2012 budget process

Dr. McDermott stated that the budget will be presented in function format instead of program format and noted that the change presents the same data but documents will be aligned with New York State financial reporting. Dr. McDermott noted other advantages of using the function format will be efficient and effective use of *Finance Manager* reports, elimination of the need to export data to Excel spreadsheets for calculation, preserving the integrity of data, allowing for better use of clerical time, and viewing the final budget online in multiple formats.

12. NEW BUSINESS

13. ADJOURNMENT

There being no further business to discuss, motion was made by Trustee Gannon, seconded by Trustee Rapiejko to adjourn the meeting.

At 10:50 p.m. the Chair declared the meeting adjourned.

Beth M. Nystrom
District Clerk

bmh