

## **REGULAR MEETING – September 22, 2005**

The meeting was called to order by President Murphy at 7:30 pm in the high school faculty room. Present were Trustees Beyer, Brennan, Genovesi, Pombar, Vollmer and Webb. Also present were Dr. Melnick, Mr. Chlebicki and Ms. Buatsi.

### **Executive Session**

At 7:30 pm, on motion of President Murphy, seconded by Trustee Beyer, and all in favor, the Board went into Executive Session in the faculty room to have a discussion regarding the proposed, pending or current litigation and matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

At 7:55 pm, on motion of Trustee Brennan, seconded by Trustee Genovesi, and all in favor, the Board moved to come out of Executive Session and resumed the Regular Meeting at 8:00 pm in the alumni room. About 20 people were present in the audience.

### **Pledge of Allegiance**

President Murphy led the audience in the Pledge of Allegiance.

### **Approval of Minutes**

On motion of Trustee Beyer, seconded by Trustee Webb, and all in favor, the minutes of September 8, 2005 were accepted.

### **Approval of Treasurer's Report**

On motion of Trustee Brennan and seconded by Trustee Beyer, and all in favor, the Treasurer's Report for June 1, 2005 through June 30, 2005 was approved.

### **Approval Of Extra Classroom Activity Fund Reports**

Prior to the approval of the reports, Trustee Beyer asked Ms. Buatsi when the Middle School extra classroom activity funds would be separated as per the advice of the internal auditor, James Pappas. Ms. Buatsi responded that the funds would be separated beginning September, 2005.

On motion of Trustee Beyer and seconded by Trustee Pombar and all in favor, the extra classroom activity fund reports for the Middle and High School were approved.

### **Statement by the Board President**

President Murphy recognized the fantastic job Ms. Buatsi did of providing information to the Comptroller's Office and read a Press Release issued by the New York State Comptroller's Office on September 14, 2005 into the minutes as follows:

### **Audit Finds Strong Financial Controls and Monitoring in Place at North Shore School District**

Internal financial controls at the North Shore Central school district are strong and the Board of Education is providing effective oversight, according to an audit released today by New York State Comptroller Alan G. Hevesi.

"The solid financial controls and strong board oversight that we found in place at North Shore school district are an indication of the district's commitment to ensuring that public money is spent wisely," Hevesi said. "In the few areas where we found some room for improvement, the board responded positively and had, in fact, already taken several steps to address many of these weaknesses."

North Shore Board of Education President Thomas Murphy said “We are pleased that the audit completed by the New York State Comptroller’s Office confirmed the findings of the District’s independent external and internal auditors indicating that North Shore has a program of strong internal controls, insuring proper use of public tax dollars.” He indicated that the board would continue “the kind of careful financial oversight that has resulted in a strong control environment ensuring that all employees follow district policies and procedure.” His full response is included in the audit.

The audit, covering the period of July 1, 2002 to August 31, 2004, examined administrative expenses for North Shore. The Comptroller’s office has undertaken 23 audits of Long Island school districts, and this is the 14<sup>th</sup> audit released. Findings include:

- **Travel Expenses.** Auditors found that the district spent about \$10,000 on travel expenses for managers and board members. Since 1997 the district has had a policy that requires the superintendent to pre-approve conference attendance and officials to attach supporting documentation to receive reimbursement. When auditors tested 61 travel-related expense claims, they found that officials were following this policy and that all the expense claims had necessary receipts attached to confirm that they were for legitimate school business. In addition, the district in November 2004 established a per diem rate for meals for overnight travel at \$47 per day.
- **Meals and Refreshments.** \$39,500 was spent on meals and refreshments at 244 events. Although the district did not have a policy governing spending on meals during the audit period, the board adopted a policy in February 2005 outlining when it is proper to provide refreshments at events.
- **Cell Phones.** The district spent about \$83,000 on 96 cell phones but did not have a written policy for cell phone use. Auditors found that the district has since adopted a cell phone policy and initiated a new process to track and monitor phone usage.
- **Retirement Parties.** In investigating a complaint from a taxpayer who said that the district was spending thousands for a year-end employee recognition party and that the board would not answer questions about the budget line item, auditors found that the district has hosted two district wide retirement parties at the Swan Club costing \$4,360 in 2003 and \$4,248 in 2004. Half the cost of these events was split with the Teachers’ Union, and the party costs were paid out of various district accounts. School district officials indicated to auditors that taxpayer dollars will no longer be used to pay for these parties and that the union would cover all costs associated with these events.

Auditors encouraged the board to carefully monitor compliance with newly adopted policies for cell phones and meals, as well as ensuring that receipts are attached to all expenses to verify that they are necessary for school business.

The North Shore Central school district has about 2,800 students, five buildings and about 542 employees. The district’s operating budget is approximately \$64 million.

#### **Report of the SGO Representative/Comments from the Public**

SGO Representative, Alex Romano reported that the first 3 weeks of school is going great. As per Dr. Melnick’s request, he updated the Board on the scheduling problem. While Alex was switched out of a class and not happy about it at first, he said it has worked out better to be in a much smaller class and he feels that students have adjusted to the rescheduling of classes. The SGO hosted a Hurricane Relief Concert on September 16<sup>th</sup> and raised \$2,500. They are still deciding which charity to send it to. He added that he had read about the audit results in the paper and was very happy about the results.

Dick Wehreyhter, Glen Head, introduced himself as a Glen Head resident and alumni of North

Shore High School. He thanked the Board for the good job they have been doing, but he is very concerned about the transportation facility proposed at the Glen Head School site. His concerns included the congestion in the area, increased parking, the removal of trees, the contamination of soil in the area, the noise and additional pollution and the impact it would have on the residents. He has viewed the current transportation facility in Glenwood Landing, and would like to see the buses remain there. He offered to work with the board to find an alternative site. President Murphy thanked Mr. Wehreyhter for his comments and assured him the Board has already given much thought to the concerns he raised. He explained that Trustee Brennan would be giving a report from the Construction/Bond Committee and would like to get his thoughts in writing so the Board can be sure to address his issues. He also suggested that Mr. Wehreyhter meet with Dr. Melnick to review the file of information involved in pursuing a piece of property for a transportation facility over the last several years. President Murphy also welcomed input from all residents who have concerns or views they would like the Board to consider in this process. The Board is committed to keeping all residents informed during the process.

Mr. Manfredonia, Glen Head, submitted to the Board a photocopy of the sign which had been posted in the wooded area at Glen Head School for many years, and which he had spoken about at the September 8 meeting. Although he is still opposed to the transportation facility being built on the site at Glen Head school, he thanked Dr. Melnick for calling him earlier in the week to discuss the proposed site and for giving him information on the origination of the sign he had questioned the Board about. The sign had been placed in the wooded area in 1989 by a group of 4<sup>th</sup> graders who had completed a project; the project is no longer in effect. Mr. Manfredonia wanted the Board to know that the class' project had been very successful as there have been an owl, hawk and several other birds who have nested in that area.

#### **Superintendent's Report**

Superintendent Melnick had decided to forgo his report in the interest of time, but did want the Board to know of a tuition voucher program that the State is instituting for the victims of Hurricane Katrina. He is concerned that this will become a permanent federal voucher program and believes the Board should keep a close eye on the situation.

#### **Construction/Bond Report**

Trustee Brennan gave a report of the Bond Construction Committee. The Committee consists of 2 Board Members; Trustee Brennan and Trustee Webb, the Superintendent, Assistant Superintendent for Business, the Facilities and Operations Manager, and representatives from our Architect and Engineering firms; the Transportation and Bus Maintenance Supervisors were also present for the most recent meeting. The group meets to discuss all of the bond construction projects throughout the district, and recently met for over 2 hours to discuss the proposed transportation facility at Glen Head School. When the Glen Head School site was originally proposed as a potential site, we asked our architects for a proposal to identify if this site could indeed be a potential site for consideration. The original site plan developed by the architect did not meet the criteria for the transportation facility and was altered in order to fit all of the buses on one site. There remained, however, some serious concerns with parking for staff, and it was then proposed to break up the facility to two sites, storing the maintenance facility and vans in alternate locations. Another problem identified was that the elevation of the property would not allow for the large building that was proposed and there would be no room for expansion. Costs that estimate five million dollars after expenses; the need to remove trees and level the lot, relocation of the maintenance facility and the new construction would be expensive costs that would offset any savings realized by using our own land. The next step in considering this site would be the environmental impact study. Dr. Melnick recommended that the Board move on Phase 1 of the environmental impact study and postpone Phase 2 until the report from Phase 1 is completed. Trustee Beyer asked what type of information we would get from Phase 1. Ms. Buatsi explained that Phase 1 would include a search of the historical records on the property, and a physical inspection and general description of the condition of the property. The cost would be approximately \$1,800. There was then a discussion by all members

of the Board as to the feasibility of utilizing this proposed site and whether or not to proceed with Phase 1 of the Environmental Impact Study in light of the tremendous cost and problems already identified with the property. On motion of Trustee Vollmer and seconded by Trustee Beyer and all in favor, the Board decided not to proceed with Phase 1 of the Environmental Impact Study for the proposed transportation facility on the Glen Head School site and to seek a new location. The Board then discussed having generic site plans drawn up to identify the amount of space and the cost of the facility prior to looking for new properties. Dr. Melnick explained we already know we need approximately 2 ½ acres of land and there was consensus on the Board to wait until we find a new site before moving forward with site plans.

### **Elementary Balanced Literacy Program**

Mr. Chlebicki gave an overview of the new elements of the elementary literacy program; DIBELS (Dynamic Indicators of Basic Early Literacy Skills) and the addition of Literacy Blocks of time allowing teachers daily blocks of instruction uninterrupted by students being pulled out of class for instrument lessons, gym or other special classes. He gave samples of a typical day for the students and explained that literacy components may be integrated into library, computer, Second Step, math, science, social studies and choice time. Students are assessed using the Literacy Profile. DIBELS are quick and easy assessments that will enable teachers to identify a student who has not mastered a particular area as it is taught, thereby catching a potential problem early. President Murphy thanked Mr. Chlebicki for his impressive presentation and asked the Board in the interest of time, to email any questions or comments they may have. Trustee Vollmer was concerned that the structure of the program siphons off the creativity of the teacher. He would like to see feedback from teachers who were not involved with putting the program together, to see if they are all comfortable with such a structured program. Mr. Chlebicki and Dr. Melnick expressed the need for structure in this program and assured Trustee Vollmer that the teachers are very happy with it. Dr. Melnick explained that they receive faculty feedback through bi-monthly faculty meetings. He suggested Trustee Vollmer email some questions he would like to see on a survey in order to address his concerns. Trustee Vollmer requested a classroom visit to observe the program in action. Dr. Melnick offered to arrange classroom visits for any Board member provided it is not in a school where their children attend.

### **Cameras for Security**

Dr. Melnick explained that Jerry Blackburn, Facilities and Operations Manager is recommending the addition of security cameras at each building. These cameras would not be monitored 24 hours a day, they would be motion detected cameras and only viewed to identify vandals and to act as a deterrent. He explained this could greatly decrease the amount of vandalism to the buildings, add security when there is no one patrolling the buildings and help catch those individuals who continuously cause damage to the buildings and fields. There was consensus by the Board that although the cameras may act as a deterrent, it would not address the safety issue as they would not prevent someone from breaking into a building. It was suggested to look into the cost of an alarm system and put one or two cameras in key areas where there is a reoccurrence of vandalism at this time.

### **Comments from the Public**

Deborah Dumas, Sea Cliff, applauded the efforts of the new literacy program on addressing diversity and learning problems but she is not convinced that the same effort is addressing problems with remediation.

Mr. Wehyreter, Glen Head, said this is the first board meeting he has attended and is very impressed with how the Board interacts and with the presentations. He likes the idea of adding cameras, and agrees with a pilot program of 1 or 2 cameras. He suggested the Board define their needs and get competitive bids to keep the price down. Dr. Melnick explained that by law we must go through a competitive bidding process for any expense over \$10,000.

Adam Bedel, Reporter, Glen Cove Record Pilot, asked if the cameras would be used to monitor students throughout the day. Dr. Melnick responded the cameras would not be used to watch the students and would only be used after school hours.

### **Comptroller's Five-Point Plan for School Fiscal Accountability and Establishment of an Audit Committee**

Dr. Melnick reported that North Shore is in compliance with 4 of the 5 points in the New York State Law-Five Point Plan for Fiscal Accountability. The 6 hour training workshop for Board members appointed to a term beginning July 1, 2005 only affects Trustees Beyer and Vollmer, however, it is recommended that all members participate in the training. The fifth point, establishment of a Board Audit Committee, can be formed as a 3 member sub-committee or as the Board as a whole. Dr. Melnick pointed out that the Board is already acting as a whole and recommended the committee be formally established in that fashion. Rather than reporting to a sub-committee, who in turn would make a report to the Board, the auditors, both internal and external would report to the entire Board, at a scheduled meeting. The Board requested that the internal auditor report to the board on a quarterly basis and Ms. Buatsi will arrange a schedule with Mr. Pappas, the internal auditor, to begin his quarterly reports. The Board agreed to establish an Audit Committee as a committee consisting of the entire Board.

### **Board Self-Evaluation**

President Murphy thanked Trustee Beyer for her time and effort in compiling the Board Self-Evaluation. He noted that this year, only 1 area of focus was identified, in comparison to last year when there were 6 areas of focus.

Trustee Beyer noted that some Board members informed her that they had a hard time answering certain questions. She would like to rewrite the evaluation sheet to clarify or change these questions.

### **Mission Statement**

There was a brief discussion on the new mission statement. On motion of Trustee Vollmer and seconded by Trustee Webb, a vote was called for on the adoption of the mission statement. There was then another brief discussion about rewording the statement, therefore, on motion of Trustee Vollmer and seconded by Trustee Webb, and all in favor, it was decided to rescind the motion to adopt the mission statement and to table the discussion until the next meeting of the Board on October 6, 2005.

### **Status of North Shore Schools' responsibility for Children residing at St. Christopher Otillie**

Dr. Melnick updated the board on the district's responsibility for the resident children of St. Christopher Otillie. He reported that Robert McMahon, the Director of St. Christopher Otillie, informed him they will be sending all but 6 students to their new facility in Garden City. This will decrease the budget by 1.2 million dollars, however, he reminded the Board it will also decrease the revenue side of the budget by the same amount.

The Board agreed to vote simultaneously on Items H-O

### **Personnel Changes**

#### **Change of Status – Certified**

Resolved: To change the status of William Fish, Music, Sea Cliff & Glen Head, from a .4 to a .8 appointment, on Step 16 of the MA schedule, effective September 1, 2005 through June 30, 2006

#### **Approval of Increments for Advanced Study**

Resolved: To approve an increment for advanced study for Marla Behar, Special Education, Middle School, from Step 21 of the MA salary schedule, to Step 21 of the MA+15 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Jennifer DeSimone, Elementary, Glenwood Landing, from Step 12 of the MA+15 salary schedule, to Step 12 of the MA+30 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Arlene Fern, Special Education, Glen Head from Step 7 of the MA salary schedule, to Step 7 of the MA+15 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Rosea Filone, English, Middle School from Step 10 of the MA salary schedule, to Step 10 of the MA+15 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Victoria Kane, Science, High School, from Step 21 of the MA+45 salary schedule, to Step 21 of the MA+60 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Melissa Levy-Weiner, Elementary, Sea Cliff, from Step 9 of the MA+30 salary schedule, to Step 9 of the MA+45 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Melanie Lisberg, Social Studies, High School from Step 5 of the BA+15 salary schedule, to Step 5 of the BA+30 salary schedule, effective September 1, 2005

Approval of Increments for Advanced Study

Resolved: To approve an increment for advanced study for Maureen McMorrow, Elementary, Glen Head, from Step 1 of the MA salary schedule, to Step 1 of the MA+30 salary schedule, effective September 1, 2004

Resolved: To approve an increment for advanced study for Maureen McMorrow, Elementary, Glen Head, from Step 2 of the MA+30 salary schedule, to Step 2 of the MA+45 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Jaime Meehan, Elementary, Sea Cliff, from Step 3 of the MA salary schedule, to Step 3 of the MA+15 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Maureen Priolo, Elementary, Glen Head, from Step 5 of the MA+15 salary schedule, to Step 5 of the MA+30 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Karin Rasin, Elementary, Glen Head, from Step 11 of the MA+45 salary schedule, to Step 11 of the MA+60 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Joanne Sangirardi-Gray, Art, Glen Head from Step 19 of the MA salary schedule, to Step 19 of the MA+15 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Timothy Shea, Guidance, High School, from Step 14 of the MA+30 salary schedule, to Step 14 of the MA+45 salary schedule, effective September 1, 2005

Resolved: To approve an increment for advanced study for Colette Weinberg, Elementary Computer, Middle School, from Step 9 of the MA salary schedule, to Step 9 of the MA+15 salary schedule, effective September 1, 2005

Appointments – Non Certified

Resolved: To approve the appointment of John Hall, Director of Facilities & Operations, District-wide, effective October 1, 2005, replacing Richard Kavanaugh (retired)

Resolved: To approve the appointment of Lexi Senft, Teacher Aide at Glen Head and Sea Cliff, effective September 19, 2005

Approval of Additions to the Per Diem Substitute List

AnnaMaria Gregorio	Secondary
Marge Malone	Secondary
Shala Pascucci	Secondary
Denise Renga	Elementary
Jacqueline Ziegler	Secondary
Coleen Crider	Clerical

Extra-Curricular Activities Sponsors/Coaches

Resolved: To approve the following extra curricular activity sponsors:

Freshman Class Advisor	Joshua Knight Brian Rodahan
GSA	Joshua Knight
Film Club	Derek Leif

Middle School Coaches

Football	Jethro Cardona
Girls' Soccer (3 <sup>rd</sup> Team)	Anthony Cassone
Field Hockey (3 <sup>rd</sup> Team)	John Pace

Approval of Contract and Salaries for Unaffiliated Employees

Resolved: To approve the contracts and salaries for unaffiliated employees as per the memo reviewed by the Board at Executive Session on September 8, 2005, effective July 1, 2005

Approval of Contract with Networked Educational Technologies, Inc.

Resolved: To enter into a contract with Networked Educational Technologies, Ltd. for Technical Staff Augmentation Services for approximately 3 months, at a cost of \$42/hr., effective September 22, 2005

Adoption of District Goals for 2005-06

Resolved: To adopt the District Goals for 2005-06

Approval of Resolutions for Allocation of Fund Balance

Resolved: To approve the resolutions below for allocating fund balance:

Resolved, that pursuant to Article 2 of the Worker's Compensation Law and General Municipal Law 6-j the already established Worker's Compensation Reserve Fund be increased	\$100,000.00
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Resolved, that pursuant to Chapter 260 of section 6-r to the General Municipal Law there is hereby established a retirement contribution reserve fund for reserving funds for future payments of retirement contributions for the fiscal year ending June 30, 2005.	\$740,876.35
Increase the undesignated fund balance to the 2% Permitted by law	\$ 58,439.92
Employee Benefit Accrued Liability Reserve	\$ 79,531.83
Two (2) additional kindergarten aides due to enrollment at Sea Cliff & Glen Head	\$ 60,000.00
To be added to funds designated to reduce the tax levy for 2006-07	\$700,000.00

Approval of Change Order #2 for HVAC, Inc. for Mechanical Reconstruction at the Glenwood Landing Elementary School

Resolved: To approve change order #1 for HVAC, Inc. for Mechanical Reconstruction at the Glenwood Landing Elementary School in the amount of \$5,878.71

Approval of Special Education Contracts/Agreements

Resolved: To approve a contract with North Shore-Long Island Jewish Health System for behavioral consultation for the 2005-06 school year

Resolved: To approve a contract with North Shore Speech- Language Associates for Speech-Language Therapy, for the 2005-06 school year

Resolved: To approve a contract with Top Grade for Tutoring Services for the 2005-06 school year

Approval of Special Education Services – TAB

The following IEPS are still pending approval from the September 8, 2005 Board of Education Meeting for corrections 363619879, 363621511, 363622625, 363623054, 363623121, 363622625, 353261102, 363619837, 363622791, 363623199, 363623233

Resolved: To approve special education services, per attached tab with the exceptions of 363619033, 363620551, 363621011, 363622160, 363623339, 363619472, 363621449, 363622496

**Comments from the Public**

There were no comments from the public.

**Old Business/New Business**

Old Business

Trustee Brennan asked for a volunteer to join the Bond Construction Committee, as she and Trustee Webb's term of office ends in June and it would be beneficial to have someone who is familiar with the committee to continue in that case. Trustee Vollmer volunteered to join.

Trustee Beyer noted that Trustee Brennan did not get to finish her Bond Construction Committee Report and would like it placed on the October 6, 2005 agenda.

**Adjournment**

At 11:10 am by motion of Trustee Pombar, seconded by Trustee Genovesi, and all in favor, the meeting was adjourned.

Elizabeth A. Ciampi  
District Clerk