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MINUTES
BOARD OF EDUCATION
Regular Meeting – December 11, 2012
High School Cafeteria

NOT BOARD APPROVED

PRESENT: President, Mrs. Ann Cotten-DeGrasse; Mr. Thomas Carson; Mr. Jeffrey Falisi; Mrs. Susan Koukounas; Mrs. Amelia Lantz; and, Mrs. Kimberly Ligon.

LATE: Mr. Gregory M. Meyer.

ALSO PRESENT: Ms. Nancy Carney, Dr. Lois Etzel, Mr. Sam Schneider, Mr. Joseph Ogeka, Jr., and Christopher Powers, Esq.

The meeting was called to order at 5:36 p.m. by Board President, Mrs. Cotten-DeGrasse.

Call to Order

A motion was made by Mrs. Ligon, seconded by Mr. Falisi, to recess to Executive Session for discussion involving collective negotiations pursuant to Article 14 of the Civil Service Law; and, the medical, financial, credit or employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

Recess to
Executive Session

Yes 6 No 0
Motion Carried.

The Board of Education recessed to Executive Session at 5:37 p.m.

Mr. Meyer arrived at 5:46 p.m.

A motion was made by Mr. Meyer, seconded by Mr. Carson, to return to open session.

Return to
Open Session

Yes 7 No 0
Motion Carried.

The Board of Education returned to open session at 7:01 p.m.

A brief recess followed.

The meeting resumed at 7:07 p.m. with the pledge of allegiance to the flag.

Pledge of Allegiance

There were about 20 other people in attendance.

A motion was made by Mrs. Ligon, seconded by Mrs. Lantz, to adopt the published agenda.

Adoption of
Published Agenda

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In a discussion that followed, Mr. Falisi requested that page 138 of the published agenda (page 3 of the minutes of the Board meeting of November 27, 2012) be amended to reflect his inquiry as to whether the state had asked for days back as a result of Hurricane Sandy to which Ms. Carney answered "yes". This is the reason why he voted in favor of the adoption of the revised 2012-2013 School District calendar.

-Approved as Amended

A motion was made by Mr. Falisi, seconded by Mrs. Ligon, to amend the published agenda to reflect the above change in the Minutes of the November 27, 2012 Board of Education meeting.

Yes 7 No 0
Motion Carried to Amend.

A motion was made by Mr. Falisi, seconded by Mr. Meyer, to adopt the published agenda as amended.

Yes 7 No 0
Motion Carried as Amended.

There were no comments made by members of the community related to Agenda topics only.

Community Comments

A motion was made by Mrs. Lantz, seconded by Mr. Meyer, to approve the Consent Agenda as follows:

CONSENT AGENDA
-Approved

CONSENT AGENDA

Approval of Minutes

Regular Meeting – November 27, 2012 (as amended)

Financial

Month of October 2012

Fund	Check Numbers	Amount
General Fund	43344-43642	\$4,068,967.14
Capital Fund	2333-2345	1,353,145.53
Federal Funds	10301-10343	291,483.66
Cafeteria	9593-9612	37,638.18
Extraclassroom	5559-5578	22,847.27
Scholarship	-0-	

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Committee on Special Education

RESOLVED, that the Board of Education of the Riverhead Central School District accepts the following recommendations of the Committee on Special Education regarding children with disabilities and whose Individualized Education Plans need to be implemented:

<u>C.P.S.E. MEETING</u>	<u>STUDENT NUMBERS</u>
11/07/12	228170, 227226

Personnel

RESOLVED, that on the recommendation of the Superintendent of Schools, the following Professional Personnel recommendations be approved per Supplemental File Personnel Report and are subject to Board Policy #9310:

(AS PER THE ATTACHED SHEETS)

RESOLVED, that on the recommendation of the Superintendent of Schools, the following Civil Service Personnel recommendations be approved per Supplemental File Personnel Report and are subject to Board Policy #9310:

(AS PER THE ATTACHED SHEETS)

Yes 7 No 0
Motion Carried.

A motion was made by Mrs. Ligon, seconded by Mr. Falisi, to approve the following resolution:

WHEREAS, Mrs. Julie Lojko, Senior Clerk Typist, will retire on December 21, 2012 after completing 29 years of dedicated and illustrious service in her time in the Riverhead Central School District, and

WHEREAS, Julie Lojko began her journey in 1984 educating our students as a Reading Aide assigned to the St. John's School and the Riverhead Middle School, and in 1985, Julie was reassigned to the position of Clerk Typist at the Riverhead Middle School, and

Recognition of Retiree
-Julie Lojko
-Approved

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WHEREAS, Julie Lojko, in 1995, was reassigned to the Aquebogue Elementary School and worked her way up to Senior Clerk Typist. For the past 19 years, Julie has dedicated her time, enthusiasm, competence and expertise to creating an efficient and professional work environment like no other--very organized and in excellent working order, and

WHEREAS, Julie Lojko has created a true child/family-friendly atmosphere where most visitors are recognized by name, and where all visitors are treated with the utmost respect and understanding, and has demonstrated a solid work ethic and is respected by students, staff, faculty, and the "Boss", and

WHEREAS, Julie Lojko has taken the Riverhead Town's recycling concept to the next level at Aquebogue; studying and examining every piece of recyclable items(s) and making a plan in her mind of what to do with it--by no means should anything be thrown away before an attempt is made to reuse it, and

WHEREAS, Julie Lojko has been a revered member, an invaluable resource, a cornerstone of the Aquebogue School, someone everyone can count on for advice, a smile and a laugh, a dance, and always an answer;

NOW THEREFORE, BE IT RESOLVED by the Board of Education, that having accepted the resignation for retirement purposes of Julie Lojko, Senior Clerk Typist, Aquebogue Elementary School;

BE IT FURTHER RESOLVED, that the Board of Education takes great pleasure in recognizing Julie Lojko, Senior Clerk Typist, Aquebogue Elementary School and, herewith, expresses its sincere gratitude for the invaluable effort and work she has done for the Riverhead Central School District; and

BE IT FURTHER RESOLVED, that this resolution be spread upon the permanent minutes of the Board and that copies be sent to Julie Lojko to share with her family.

Yes 7 No 0
Motion Carried.

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Mrs. Lojko was presented with a plaque by the Board of Education and Central Administration with best wishes for a happy and healthy retirement. Her 29 years of dedicated service to the District and students has been sincerely appreciated.

A motion was made by Mr. Carson, seconded by Mr. Meyer, to approve the following resolution:

Adoption of
2013-2014 Budget
Calendar
-Approved

RESOLVED, that the Board of Education of the Riverhead Central School District hereby adopts the 2013-2014 Budget Development Calendar (SEE ATTACHED).

Yes 7 No 0
Motion Carried.

A motion was made by Mr. Falisi, seconded by Mrs. Ligon, to approve the following resolution:

Out of State,
Overnight Field
Trip
-Approved

RESOLVED, that the Board of Education of the Riverhead Central School District approves the participation of the Riverhead Varsity Cheerleading team (approximately 15 students) in the Cheer UCA (National High School Cheerleading Championship) in Orlando, Florida on February 8-11, 2013 at a cost to the District not to exceed \$400 for busing and substitute coverage.

Yes 7 No 0
Motion Carried.

On behalf of the Board of Education, Mr. Falisi wished the team *Good Luck!*

A motion was made by Mr. Carson, seconded by Mr. Falisi, to approve the following resolution:

Donation
-Approved

RESOLVED, that the Board of Education of the Riverhead Central School District gratefully accepts the donation of 6 Dell GX620 Computers, 6 Monitors, and 6 Keyboards and associated parts from Suffolk County National Bank, for use at Roanoke Avenue Elementary School.

Yes 7 No 0
Motion Carried.

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Mr. Charles Gassar, Director of Guidance, gave a presentation on the Guidance Department that has seven full time Guidance Counselors (one counselor is dedicated exclusively to 9th grade students). They are responsible for student/parent communications, student schedule programming (alignment of 4-year plan for graduation, new student intakes (Student Inventory Surveys), facilitating individual counseling and student groups (academic, social, and emotional concerns), college planning, selection and application process in addition to student progress reports, report cards, student transcripts, maintenance of scholarship offerings, publication of course offerings booklets, master scheduling, attendance, manage home instruction, etc. He spoke about a new online college planning tool called *Naviance* that makes the college entry process easier. The web based program allows students to track their achievements, search prospective colleges and submit applications, etc. Additionally, school counselors can more effectively manage college and career goals of the students. The program has been expanded and is now available to all seniors; eleventh graders will be introduced to the program this year; and, tenth graders will learn how to set up a Naviance account in the spring. The plan is that freshmen will also have accounts by spring 2014. Guidance counselors also have access to the program and the system is accessible both on and off premise. Students can search through colleges, their size, tuition fees, majors, scholarships, and other curricula. The program streamlines the entire college application process and increases efficiency and saves the District money in staff, paper, postage, etc. The Naviance initiative has been very successful and is a valuable program.

Guidance Presentation
-Mr. Gassar

Ms. Jill Sanders, a certified accountant with the firm of Cullen & Danowski, LLP, gave a report on the External Auditor's Report of the School District for the year ended June 30, 2012. In accordance with the State Education Department's statute on the requirement of an annual audit, she has met with the Audit Committee (Gregory Meyer, Susan Koukounas, and Amelia Lantz) to hold discussions and analyze the findings. The basis of the report is the audit of the District's financial statements, books, and records and the numbers contained therein. The firm has rendered the District in sound financial condition with no significant deficiencies...with a firm system of checks and balances in place and...with a lot of business oversight. Overall, they are very pleased with the results.

*Presentation of
External Auditor's
Report*
-Cullen & Danowski LLP
-Jill Sanders

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The District has done a very good job to utilize reserves to support the budget rather than raise taxes and has monitored spending. Recommendations have been made and certain items from the prior year's audit have been addressed, closed or progress has been made to implement such recommendations. She thanked the Audit Committee for their feedback and interaction as well as appreciation for the full cooperation of Mr. Sam Schneider, the Assistant Superintendent of Finance and Operations and office staff.

A motion was made by Mr. Meyer, seconded by Mr. Carson, to approve the following resolution:

Acceptance of
Audit Report
-Approved

RESOLVED, that based on the recommendations of the Audit Committee of the Board of Education, the Board of Education of the Riverhead Central School District hereby accepts the annual financial statements and independent auditor's reports (General, Extraclassroom and Federal Funds) for the fiscal year ending June 30, 2012 as performed and prepared by Cullen & Danowski, LLP, Certified Public Accountants, for submittal to the New York State Education Department.

Yes 7 No 0
Motion Carried.

Ms. Carney reported on some highlights within the schools:

Opportunity for
Superintendent

•The District is very busy with the many construction bond projects taking place at the buildings...the north parking lot and playground at Phillips Avenue School have been completed and the library media center is almost complete...project plans and specifications for the High School have been submitted for review to SED...the new parking lot at Aquebogue has been installed and footings and foundation for the new kitchen are currently being poured...on December 4th during the RAPA meeting, architects, construction managers and District administrators gave a presentation about upcoming bond plan construction and renovation that will occur at Riley in the upcoming weeks. Safety fencing is being installed at Riley in preparation for a new roof, reconfigured driveways, and resurfaced parking as well as ADA improvements to the playground. Design meetings have begun with the principals at Roanoke Avenue and Pulaski Street Schools. By summer, everything will be in full swing.

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- Mr. Robert Brown, an alumnus of Riverhead High School and a retired employee of Brookhaven Lab and resident poet, has once again helped to organize the “Community Role Models” series of speakers for fourth graders. The program is designed to inspire students to never give up on their dreams. Most presenters are graduates of Riverhead High School.
- On November 28th, four High School students: Nolan Renshaw, Kaity Talmage, Josh Rosenbaum, and Gabriel Rodrigez, along with Science Research teacher, Lance Mion, and Library Media Specialist, Kim McGurk, attended the Brookhaven National Lab “Partners in Science” program where they were given a tour of the labs and treated to an interesting lecture from an actual BNL scientist. We are so very thankful to Brookhaven National Lab for this partnership in science project.
- Students at Roanoke have initiated an Anti-Bullying Club. Almost everyone in the school has joined and we are very proud of their involvement.
- The High School Leaders’ Club sponsored a blood drive in response to the urgent need for blood from Long Island Blood Services. The response was heartwarming as close to 200 students and staff contributed.
- On December 6th, the Riverhead Chamber of Commerce held their Annual Awards Dinner at The Vineyards in Aquebogue where the Riverhead High School Girls’ Basketball Team was recognized as recipient of the Spirit of Riverhead Award. Congratulations!
- The Riverhead Blue Waves Varsity Football Team had an amazing season and won the Suffolk County Division II Championship. We are proud of the team, their coaches, and the rallying of community support at standing room only games at Stony Brook University.
- The Blue Masques held their outstanding production of an adaptation of the Charles Dickens classic, *A Christmas Carol*, this past weekend.
- On December 21, the High School will hold its annual Physics Rube Goldberg Competition and fruitcake toss.
- The District has received formal approval on our APPR plan from the State Education Department. Thank you to the administrators and teachers for their cooperation and collaboration in this challenging process.
- Best wishes for a joyous holiday season and a Happy New Year!

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Contracts under \$25,000 approved and executed by the Superintendent of Schools:

Consuelo Ludlam, Juanita Torres, Susana Vique-Kearney, Johanna Boutcher, Laura Grable	Teacher conference translator services	Not to exceed \$1,500 each
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There were no comments made by Board members.

Opportunity for
Board Members

Ms. Barbara Barosa, President of the R.C.F.A., expressed her appreciation to Dr. Lois Etzel for the time she has spent with R.C.F.A. members to develop the new APPR plan. The process was very involved as they faced many challenges from Albany to revise and revamp the plan. She also wished everyone Happy Holidays!

Opportunity for R.C.F.A.

Comments from the community include:

Community Comments

- Very pleased with Mr. Gassar’s presentation and the positive things that are happening at the High School.
- A recent article in the local newspaper indicated that the YMCA now plans to build their facility where the bus garage is. What exactly did the YMCA offer? (Ms. Carney stated that the YMCA asked to meet to consider a preliminary/exploratory proposal to put the Peconic Y on school property. It would be on School Street where the buses park and the entire campus would be reconfigured. Right now, it is just a thought, an idea, that has been brought to us; and, would be something the Board of Education would ultimately decide upon.)
- Even with any reconfiguration of our campuses to provide for a YMCA, there is still not enough room for our students beside the fact that the Town had no knowledge of this and has already spent a lot of taxpayer dollars on a sewage study, soil borings, contracts, legal fees, etc. on the EPCAL location.

Prior to adjournment, Mr. Meyer stated that it's nice to end with a retirement (Mrs. Lojko) and a hiring (Ms. Angerhouser).

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A motion was made by Mr. Falisi, seconded by Mrs. Lantz, to
adjourn the meeting.

Adjournment

Yes 7 No 0
Motion Carried.

The meeting adjourned at 8:38 p.m.

Respectfully submitted,



Mr. Sam M. Schneider
Clerk Pro Tem

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Personnel

1. Professional Personnel:

<u>Name:</u>	<u>Title:</u>	<u>Date:</u>
<u>Appointments:</u>		
<u>Special Education Teacher:</u>		
Athena Angerhouser	Special Education Teacher - HS (Probationary Appointment)	12/17/12-12/17/15
<u>Title 1 Grant:</u>		
Stephanie Dubois	ESL Teacher (Probationary Appointment)	12/12/12-12/12/15
<u>12/13 - 611 Grant:</u>		
Maria Casamassa	.5 Reading Teacher	12/12/12-6/30/13
<u>Leave Replacement:</u>		
Heather Olsen	Music Teacher (Replacing Marguerite Volonts)	10/15/12-6/30/13
<u>Extension of Leave Replacement:</u>		
Stacy Christiano	Math Teacher-High School (Replacing Stephanie Lauria)	From: 9/24/12-11/29/12 To: 9/24/12-12/5/12
<u>Home Instructors:</u>		
Mary Cholodenko	Home Instructor	2012-2013 school year
Raffaella Pembroke	Home Instructor	2012-2013 school year
<u>Substitute Teacher:</u>		
John Zilnicki	Substitute Teacher	2012-2013 school year
<u>Substitute Teaching Assistants:</u>		
Colleen Carter	Substitute Teaching Assistant	2012-2013 school year
Leah DeSoiza	Substitute Teaching Assistant	2012-2013 school year
Suzanne Young	Substitute Teaching Assistant	2012-2013 school year
<u>2. Civil Service Personnel:</u>		
<u>Appointments:</u>		
<u>Change in Title:</u>		
Lisa Hollborn	From: Clerk Typist To: Senior Clerk Typist	12/3/12
<u>Substitute Computer Lab Assistant:</u>		
Tammy Furio	Substitute Computer Lab Assistant	2012-2013 school year
<u>School Bus Monitor/Drivers/Change in Hours:</u>		
Patricia Hamill	From: 5.00 hours per day To: 6 hours per day	11/19/12
Stephan Jeski	From: 5 hours per day To: 6 hours per day	11/19/12
Walter Pytell	From: 6 hours per day To: 5.75 hours per day	11/26/12
Robert Szczepanik	From: 5 hours per day To: 5.25 hours per day	12/3/12
<u>Retirement:</u>		
Julie Lojko	Senior Clerk Typist	12/21/2012

Riverhead Central School District 2013-2014 Budget Development Calendar

- | | |
|-------------------|--|
| 1/22/13 – Tuesday | Board Meeting – Tentative Budget Goals adopted by Board of Education |
| 1/29/13 – Tuesday | <u>Special</u> Board Meeting – Personnel Discussion (Executive Session only)
5:30 pm at District Office |
| 2/5/13 – Tuesday | Board Meeting – Budget Presentation on:
General Support, Benefits, Debt Service |
| 2/26/13 – Tuesday | Board Meeting – Budget Presentation on:
Regular Day School Budget, Transportation, Facilities |
| 3/1/13 – Friday | Submission of Tax Levy Limit Calculations to State authorities |
| 3/12/13 – Tuesday | Board Meeting – Budget Presentation on:
Special Education, PPS, Guidance, other Instructional items |
| 3/19/13 – Tuesday | <u>Special</u> Board Meeting – Budget Presentation on:
Revenue, Tax Levy
<u>Last opportunity for Board to authorize additional ballot propositions</u> |
| 4/4/13 – Thursday | First publication of legal notices of Budget Vote and Board election |
| 4/9/13 – Tuesday | Board Meeting – Budget Presentation on:
Total Tentative Budget |
| 4/22/13 – Monday | Deadline for submission of Board nominating petitions by
5:00 pm to District Clerk at District Office |
| 4/23/13 – Tuesday | Board Meeting –
Adoption of Proposed Budget and Property Tax Report Card |
| 4/30/13 – Tuesday | Proposed Budget data on file at each district building and public libraries
Budget Brochure mailed to all residents |
| 5/7/13 – Tuesday | Board Meeting –
Public Hearing on Proposed Budget
Polling Place Information Card mailed to all residents |
| 5/14/13 – Tuesday | Six-day notice mailed to all residents
Deadline to receive absentee ballot applications |
| 5/21/13 – Tuesday | Budget Vote – 6:00 am – 9:00 pm at four local polling locations |