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MINUTES
BOARD OF EDUCATION
Regular Meeting – January 11, 2011
High School Auditorium

NOT BOARD APPROVED

PRESENT: President, Mrs. Ann Cotten-DeGrasse; Vice President, Mr. Gregory Meyer; Mrs. Kathleen V. Berezny; Ms. Angela DeVito; and Mrs. Amelia Lantz

ABSENT: Mr. Timothy Griffing.

LATE: Mr. Jeffrey Falisi.

ALSO PRESENT: Ms. Nancy Carney, Mr. Joseph Singleton, Mr. Joseph Ogeka, Jr., and John Gross, Esq.

The meeting was called to order at 5:38 p.m.

Call to Order

A motion was made by Ms. DeVito, seconded by Mr. Meyer, to recess to executive session to discuss personnel.

Recess to
Executive Session

Yes 5 No 0
Motion Carried.

The Board of Education recessed to executive session at 5:39 p.m.

Mr. Falisi arrived at 6:15 p.m.

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

Return to
Open Session

Yes 6 No
Motion Carried.

The Board of Education returned to open session at 7:00 p.m.

A brief recess followed.

The meeting resumed at 7:10 p.m. with the pledge of allegiance to the flag.

Pledge of Allegiance

There were about 30 other people in attendance.

ALSO PRESENT: Dr. Lois Etzel and Mrs. Barbara O’Kula.

A motion was made by Mrs. Lantz, seconded by Mr. Falisi, to amend the agenda as follows:

Amend Agenda
-Approved to Amend

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Add:

RESOLVED, that the Board of Education of the Riverhead Central School District hereby approves the field trip request of the Riverhead Varsity Cheerleading team to participate in Cheersport (National High School Cheerleading Competition) in Atlanta, Georgia on February 17-21, 2011. Approximately 20 students (16 competing and 4 alternates) will participate at a total cost to the district not to exceed \$2,100 (includes entry/participation fee and coaches).

Amend:

RESOLVED, that the Board of Education of the Riverhead Central School District approves registration to the following:

SCSSA Advocating for Suffolk County Schools
January 22, 2011; Sherwood Instructional Support Center in
Holbrook, New York
Attendees: Ann Cotton-DeGrasse, Kathleen Berezny, Nancy
Carney, and **Angela DeVito**
Cost: No cost

Yes 6 No 0
Motion to Amend Agenda Carried.

A motion was made by Mrs. Lantz, seconded by Mr. Falisi, to accept the consent agenda as amended.

Acceptance of
Consent Agenda
-Approved as Amended

Yes 6 No 0
Motion Carried.

There were no comments heard from the community related to agenda topics only.

Community Comments

A motion was made by Mrs. Berezny, seconded by Mr. Meyer, to approve the following resolutions:

CONSENT AGENDA

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:

-Professional Personnel
Recommendations

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(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:

-Civil Service Personnel
Recommendations

(AS PER THE ATTACHED SHEETS)

RESOLVED, that upon the recommendation of the Superintendent of Schools, the probationary appointment of the professional staff member, referenced in the December 1, 2010 Education Law §3031 letter on file in the District Administration Office, is terminated effective February 12, 2011.

-Termination of
Professional Staff Member
-All Approved

Yes 6 No 0
Motion Carried.

A motion was made by Mrs. Berezny, seconded by Mr. Meyer, to approve the following resolutions as amended:

Riverhead Free Library
Vote
-April 5, 2011

Riverhead Free Library Vote

RESOLVED, that the Board of Education of the Riverhead Central School District establishes April 5, 2011 as the special meeting date to vote on the contract for library services between the Riverhead Central School District and the Riverhead Free Library and the Baiting Hollow Free Library, and be it further

RESOLVED, that such meeting shall be held at the Riverhead Free Library, 330 Court Street, Riverhead, New York, between the hours of 10:00 a.m. and 8:00 p.m., and be it further

RESOLVED, that voter registration will be held on Monday, March 28, 2011, 10:00 a.m. to 6:00 p.m. at the District Administration Office, 700 Osborne Avenue, Riverhead, New York, and be it further

RESOLVED, that the District Clerk and the School District Attorney prepare the legal notices and that the costs of such special meeting shall be reimbursed by such libraries.

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Attendance to Workshops and Participation in NYSSBA Webinars

-Attendance to Workshops and Participation in NYSSBA Webinars

RESOLVED, that the Board of Education of the Riverhead Central School District approves registration to the following:

- Educational Leadership Institute – *Best Practices for Effective Operation of the School District Audit Committee*
January 20, 2011; Eastport-South Manor Central Schools, Manorville, New York
Attendee: Kathleen Berezny
Cost: \$145 per person, \$95 per person for the second thru 5th persons and \$75 per person for subsequent participants.
- NYSSBA Webinar – Gov 102: Understanding the Open Meetings Law
January 12, 2011
Registrant: Angela DeVito
Cost: \$75 per person
- SCSSA Advocating for Suffolk County Schools
January 22, 2011; Sherwood Instructional Support Center in Holbrook, New York
Attendees: Ann Cotten-DeGrasse, Kathleen Berezny, Nancy Carney and Angela DeVito
Cost: No cost
- N-SSBA – Conference; *If You Can Keep Your Head When All About You Are Losing Theirs and Blaming It On You*
January 31, 2011; Hilton Long Island/Huntington, 598 Broadhollow Road, Melville, New York
Attendees: Ann Cotten-DeGrasse, Kathleen Berezny, Nancy Carney
Cost: \$65 per person
- NYSSBA Webinar – Gov 206: Savvy School District Communication Plans
January 26, 2011
Registrant: Angela DeVito
Cost: \$75 per person

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Amendment to Agreement

-Amendment to Agreement
-Complete Rehabilitation
Consultants

RESOLVED, that the Board of Education of the Riverhead Central School District hereby approves an amendment to the Agreement between the Riverhead Central School District and Complete Rehabilitation Consultants, Inc. to increase the present limit of \$20,000 for the provision of related services for its students with handicapping conditions, effective July 1, 2010 to June 30, 2011 to a cost not to exceed \$50,000.

Extension of Contract

-Extension of Contract
-BBS Architects

RESOLVED, that the Board of Education of the Riverhead Central School District hereby approves the extension of the Contract between the Riverhead Central School District and BBS Architects for architectural services in relationship to the proposed bond referendum, at an amount not to exceed \$50,000 for basic services; terms and conditions shall be identical to the 2005 Contract.

SEDCAR Contract

-SEDCAR Contract

RESOLVED, that the Board of Education of the Riverhead Central School District approves the SEDCAR Contract between the Riverhead Central School District and County of Suffolk, Department of Health Services, fully funded through a Federal Grant; and, authorizes the President of the Board of Education to sign such agreement at an amount not to exceed \$103,900.

Extension of Bids

-Extension of Bids

1.) WHEREAS, the District solicited bids in 2010 for Electrical: Maintenance & Repairs Bid #RH10-012; and

WHEREAS, the bid of Sandstrom Electric, Inc., 498 Main Rd., PO Box 145, Aquebogue, NY 11931 was the lowest bid received meeting the bid specifications and being in proper form; and

WHEREAS, the District accepted the bid of Sandstrom Electric, Inc., and entered into an agreement that is renewable under the same terms and conditions through June 30, 2012; now, therefore, be it

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RESOLVED, that the bid, Electrical: Maintenance & Repairs Bid #RH10-012 is extended until June 30, 2012.

Sandstrom Electric, Inc.

| | |
|--|------------|
| Labor Rate – Electrician – Straight Time | \$60.00/hr |
| Labor Rate – Helper – Straight Time | \$25.00/hr |
| Labor Rate – Electrician – Overtime | \$90.00/hr |
| Labor Rate – Helper – Overtime | \$37.50/hr |

2.) WHEREAS, the District solicited bids in 2010 for Sheet Music Bid #RH10-006; and

WHEREAS, the bid of National Discount Music, Inc., PO Box 731, Otisville, NY 10963 was the lowest bid received meeting the bid specifications and being in proper form; and

WHEREAS, the District accepted the bid of National Discount Music, Inc. and entered into an agreement that is renewable under the same terms and conditions through March 24, 2012; now, therefore, be it

RESOLVED, that the bid, Sheet Music Bid #RH10-006 is extended until March 24, 2012.

3.) WHEREAS, the District solicited bids in 2009 for Printing of Envelopes, Business Cards & Pads Bid #RH09-004; and

WHEREAS, the bids of Country Printer, 716 New York Ave., Huntington, NY 11743 and Sav-On Printing, 598 Route 25A, Mt. Sinai, NY 11766 were the lowest bids received meeting the bid specifications and being in proper form; and

WHEREAS, the District accepted the bids of Country Printer and Sav-On Printing, and entered into an agreement that is renewable under the same terms and conditions through February 28, 2012; now, therefore, be it

RESOLVED, that the bid, Printing of Envelopes, Business Cards & Pads Bid #RH09-004 is extended until February 28, 2012.

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4.) WHEREAS, the District solicited bids in 2010 for Printing of Budget Items Bid #RH10-005; and

WHEREAS, the bids of Tobay Printing Co., Inc. 1361 Marconi Blvd. Copiague, New York 11726 and Sav-On Printing 598 Route 25A Mt. Sinai, New York 11766 were the lowest bids received meeting the bid specifications and being in proper form; and

WHEREAS, the District accepted the bids of Tobay Printing Co., Inc. and Sav-On Printing and entered into an agreement that is renewable under the same terms and conditions through March 23, 2012; now, therefore, be it

RESOLVED, that the bid, Printing of Budget Items Bid #RH10-005 is extended until March 23, 2012.

5.) WHEREAS, the District solicited bids in 2010 for Printing of Labyrinth Bid No. RH10-004; and

WHEREAS, the bid of Courier Printing Corp., 24 Laurel Bank Avenue, Deposit, NY 13754 was the lowest bid received meeting the bid specifications and being in proper form; and

WHEREAS, the District accepted the bid of Courier Printing Corp., and entered into an agreement that is renewable under the same terms and conditions through March 23, 2012; now, therefore, be it

RESOLVED, that the bid, Printing of Labyrinth Bid No. RH10-004 is extended until March 23, 2012.

6.) WHEREAS, the District solicited bids in 2009 for Printing of Letterhead Bid #RH09-003; and

WHEREAS, the bid of Sav-On Printing, 598 Route 25A, Mt. Sinai, NY 11766 was the lowest bid received meeting the bid specifications and being in proper form; and

WHEREAS, the District accepted the bid of Sav-On Printing, and entered into an agreement that is renewable under the same terms and conditions through February 28, 2012; now, therefore, be it

RESOLVED, that the bid, Printing of Letterhead Bid #RH09-003 is extended until February 28, 2012.

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7.) WHEREAS, the District solicited bids in 2009 for Printing-Kindergarten Items Bid #RH09-009 and in 2010 for the Printing of Envelopes, Business Cards, Pads, & Profiles #RH10-001; and

WHEREAS, the bids of A to Z Printing, Ltd., 514 Broadway, Massapequa, NY 11758 were the lowest bids received meeting the bid specifications and being in proper form; and

WHEREAS, the District accepted the bids of A to Z Printing, Ltd., and entered into an agreement that is renewable for one year under the same terms and conditions; now, therefore, be it

RESOLVED, that the bid, Printing – Kindergarten Items Bid #RH09-009 is extended until March 31, 2012, and the bid Printing of Envelopes, Business Cards, Pads & Profiles Bid #RH10-001 is extended until February 28, 2012.

8.) WHEREAS, the District solicited bids in 2008 for Printing of District Newspaper & Riptide Newspaper Bid #RH08-043 and in 2009 for Printing of Newspapers-Adult Education & Transportation Bid #RH09-005; and

WHEREAS, the bids of Tobay Printing, 1361 Marconi Blvd, Copiague, NY 11726 were the lowest bids received meeting the bid specifications and in proper form; and

WHEREAS, the District accepted the bids of Tobay Printing and entered into an agreement that is renewable for one year under the same terms and conditions; now, therefore, be it

RESOLVED, that the bid, Printing of District Newspaper & Riptide Newspaper Bid #RH08-043 is extended until January 27, 2012, and the bid, Printing of Newspapers-Adult Education & Transportation Bid#RH09-005 is extended until February 24, 2012.

Municipal Cooperation Agreement with Town of Riverhead

WHEREAS, the Riverhead Central School District is in need of a source for unleaded fuel; and

WHEREAS, the Town of Riverhead has an unleaded fuel facility at their Municipal Garage on Route 58 in Riverhead; and

-Municipal Cooperation Agreement with Town of Riverhead

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WHEREAS, it is in the best interest of the taxpayers for municipalities to share resources and under General Municipal Law 119-o it is legally permissible for municipalities to share resources when it is in the public interest; and

WHEREAS, the Riverhead Central School District and the Town of Riverhead wish to enter into an intermunicipal agreement for the use of the Town's unleaded fuel facility by School District vehicles and equipment as per the terms of the agreement; now, therefore be it

RESOLVED, that the President of the Board of Education is hereby authorized to sign the Municipal Cooperation Agreement Renewal No. 1 between the Town of Riverhead and the District.

Out of State Field Trips

-Out of State Field Trips
-All Approved

RESOLVED, that the Board of Education of the Riverhead Central School District approves the field trip for approximately eighty-six (86) students of the Riverhead High School Chamber Orchestra, Riverhead High School Jazz Ensemble, and Riverhead High School Chamber Choir to participate in the "Music in the Parks" competition and educational experience on May 13-15, 2011 in Williamsburg, Virginia, at a total cost to the district in the amount of \$465.

RESOLVED, that the Board of Education of the Riverhead Central School District hereby approves the field trip request of the Riverhead Varsity Cheerleading team to participate in Cheersport (National High School Cheerleading Competition) in Atlanta, Georgia on February 17-21, 2011. Approximately 20 students (16 competing and 4 alternates) will participate at a total cost to the district not to exceed \$2,100 (includes entry/participation fee and coaches).

Yes 6 No 0
Motion Carried.

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*Concussion Management
Presentation*

Athletic Director, William Reid Groth, along with Candice Maglione, Certified Athletic Trainer, and Dr. John Scalamandre, Physical Therapist, gave a presentation on concussion management that included recommendations for moving forward with and implementation of new regulations. Under §135.2 of the New York State Education Department Chapter 11 Regulations of the Commissioner, all schools under the jurisdiction of the State Education Department shall provide a program of health, physical education and recreation in an environment conducive to healthful living. This program shall include:

- Health and safety education
- Physical education, including athletics
- Recreation

Under §135.5 of NYSED regulations, all coaches are required to have first aid knowledge and skill requirements, as follows:

- Coaches of extra class periods in physical education, as defined in section 13.1(h), shall meet the requirements of this section.
- All coaches must hold valid certification in first aid knowledge and skills, including instruction in the administration of adult cardiopulmonary resuscitation, as issued by the American Red Cross, or meet equivalent requirements as set forth in this section except as provided in subdivision ©.
- Under §135.1(h), extra class periods in physical education mean those sessions organized for instruction and practice in skills, attitudes and knowledge through participation in individual, group and team activities organized on an intramural, extramural or interschool athletic basis to supplement regular physical education class instruction.

By definition, a concussion is a traumatic brain injury resulting in a transient change in neurologic function. Concussions are treatable if managed properly and are defined according to the individual. The brain is likened to an egg, as such:

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Brain – egg yolk
Skull – shell
Fluid – egg white

If treated properly, the student athlete will recover completely without any other effects. The only person who can now put an athlete back into play is the chief school medical officer (a district-to-district decision). Because St. Charles is the only pediatric traumatic brain injury unit on Long Island, arrangements need to be worked on in the event a student needs to be transported there since Riverhead Ambulance does not go West.

A five-step program comprehensive concussion management plan would include:

- Education, education, education
- Baseline neurocognitive testing
- Proper sideline decisions (When in doubt, sit them out!)
- Proper ER evaluations
- Follow-up treatment – return to play

Recommendations are:

- Approve concussion certified physicians
- Education of athletic trainer, coaches, nurses, athletes and parents
- Conduct Impact Concussion Seminar
- Commence with testing of athletes prior to Fall 2011 season

The Power Point presentation is made part of the Supplemental File of Minutes.

Mr. Meyer left the meeting at 7:47 p.m.

Ms. Carney made the following comments:

Opportunity for
Superintendent

-The Riverhead NJROTC Drill Team beat out nine other tri-state area schools at the Southold Drill Meet held at Mattituck High School to win First Place Overall. The drill team now qualifies for a spot in the northeast championships in May.

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-District 4th graders, Middle School students, High School physics, Math and Calculus students, and the Council for Unity recently heard the inspiring message of Riverhead High School alumni, Dr. Marshall Jones, who overcame learning difficulties as an elementary student at Aquebogue and then went on to earn a Ph.D. and become a top scientist for GE Global Research. The district looks forward to ongoing communication and presentations by Dr. Jones.

-The Riverhead Middle School cheerleaders participated in their first competition on December 18th at the East End Cheer Classic and won first place by beating their opponents by 19.5 points!

-Congratulations to Stacy Tuohy, who was awarded *2010 Educator of the Year* by the News-Review and to Robert "Bubbie" Brown, who was awarded *Public Servant of the Year for 2010*. Ms. Tuohy is a phenomenal second grade teacher at Roanoke Avenue Elementary School, and Mr. Brown is a community leader and advocate for our students. They are congratulated with much thanks for their efforts.

-One of our High School teams placed first in the High School, Suffolk Division of the Fall 2010 – ten-week session of The Stock Market Game. Team members are: Rodney Rollins, Chris Lara, Billy Goode, Joe Menna, and Owen Keupp.

-Riverhead Middle School will hold its 2nd Annual College Awareness Week during the week of January 10th

-The Blue Waves Boys Varsity basketball team beat North Babylon 60-58 in their home opener for Suffolk League III games. Coach John Rossetti's team has won three of its last four games to even its overall record at 3-3.

-the Girls Varsity basketball team won three of their first five games. Congratulations to the girls and their coach, David Spinella.

-Some braved the cold to view the lunar eclipse on December 21. Mr. Mion did a great job of getting the observatory in operation.

-Riverhead Middle Masques will present *Alice in Wonderland* on January 20-21 at 7:00 p.m. and January 22 at 2:00 p.m. in the Riverhead Middle School cafetorium.

-The winter concert at Roanoke scheduled for tomorrow will be rescheduled for the following day (Thursday) at 7:00 p.m. due to the forecast of the imminent substantial snowstorm

-On January 14, the High School Chamber Choir will perform at the Meeting House Creek Inn at 7:00 p.m.

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Mrs. Berezny gave a report on the Audit Committee meeting that was held on January 3rd. The purpose of the meeting was to talk about the second half of the the Audit scope. Key issues that were addressed are:

Committee Report
-Audit Committee

- Employee benefits (to make sure that there is no duplication of work)
- Employee attendance
- Budget development
- Student attendance

(All of the above to be put on hold until after internal controls on Employee Benefits is done.)

On-line checking, debit cards, school lunch program, and student lunches will be explored to possibly be put in place for September 2011.

Main concerns to evaluate controls are:

1. Workers' Compensation (check for funding and look into the East End Consortium administrative portion and consider putting out an RFP)
2. Benefit eligibility
3. Benefit calculations
4. Employee Benefit Administration
5. Benefits oversight – third party administrators
6. Health insurance

The area of Human Resources will be on-hold until we receive word from the Office of the New York State Comptroller and External Auditors. A new engagement letter with Sheehan & Company is being worked on for the second half of this school year,

The overall objective is to be efficient with financial constraints to contend with and embrace sound, fiscal decisions in fulfilling our mission.

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Regarding the presentation given at the December 14th Board meeting by the Business Advisory Committee, Ms. DeVito requested the Board's consideration of tentative go-ahead plans to develop the Essential Skills Program at the High School and to use the rest of this school year to develop a curriculum. (Mrs. Cotton-DeGrasse stated that the Board has no objection to move forward with this as it utilizes volunteers and no district funds are expended.)

Opportunity for
Board Members

Mrs. Berezny expressed appreciation for the invitations to attend the following:

- The First Baptist Church 26th Annual Christmas Concert on December 19th. The evening was a huge success and she encouraged the community to attend this event for Riverhead residents and the North Fork.
- The Middle School, High School and Pulaski Street winter concerts were great and goes to show that our music program is going in the right direction. *Thank You* to Sean O'Hara and the entire Music Department and students for their talent and dedication.
- The Riverhead Blue Waves Football Annual Dinner and Awards night on December 17th at the Vineyard. It was great to see the students, parents, and families come together. Many thanks to everyone who supported the team.

Mr. Falisi commented on the outstanding winter concert performance of the Pulaski Street School. He also applauded the Girls Varsity Basketball game where they more than doubled their score against Newfield, and recognized the CYO League fourth grade girls who were Suffolk County Champs. He was also invited to a Continental Breakfast and the Varsity alumni basketball game where High School players took on alumni...the alumni outnumbered the team 3-1. He thanked Coaches John Rossetti and Elwood Lamb, Jr. for their efforts that provided an outstanding time for all.

Ms. Barosa, President of the R.C.F.A., announced the scheduling of the First Annual Scholarship Variety Show at the Riverhead High School on February 4th @ 7:00 p.m. She invited the Board of Education, administration and community to attend what is hoped to be a great success. You may contact Special Education teacher, Ed Tholl at the Middle School for ticket information @ 516-359-5350.

Opportunity for R.C.F.A.

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Comments from the community are:

Community Comment

-invitation to the tenth program of the East End Voter Coalition on
January 16th at the Riverhead Free Library at 3:00 p.m.

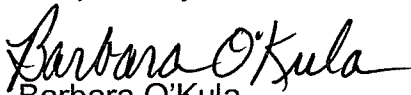
A motion was made by Mrs. Berezny, seconded by Ms. DeVito, to
adjourn the meeting.

Adjournment

Yes 5 No 0
Motion Carried.

The meeting adjourned at 8:24 p.m.

Respectfully submitted,


Barbara O'Kula
District Clerk

NOT BOARD APPROVED

PERSONNEL

Professional Personnel Recommendations:

| <u>Name</u> | <u>Title & Area:</u> | <u>Effective Date:</u> |
|---|---|-------------------------|
| <u>Coaching Appointments:</u> | | |
| Bullock, Amy | Middle School 7th Gr. Girls' Volleyball | Winter 2011 |
| Carron, Tracey | JV Girls' Lacrosse Head | Spring 2011 |
| Mustacchio, Cheryl | Middle School Softball (1) Head | Spring 2011 |
| Philcox, Evan | JV Boys' Lacrosse Assistant | Spring 2011 |
| Wiesmann, Gerald | JV Boys' Lacrosse Head | Spring 2011 |
| Winkel, Rebecca | Middle School Softball (2) Head | Spring 2011 |
| <u>Substitute Appointments:</u> | | |
| Barillo, Amanda | Substitute Teacher | 1/12/11-6/30/11 |
| Loffredo, Tracy | Substitute Teacher | 1/12/11-6/30/11 |
| Shierant, Cynthia | Substitute Teacher | 1/12/11-6/30/11 |
| <u>Tenure Appointment:</u> | | |
| Howard, Erica | Bilingual Teacher - Phillips Ave | 1/31/11 |
| <u>Extension of Tenure by Agreement:</u> | | |
| Salamone, Catherine | ESL Teacher - Roanoke Ave | 6/24/11 |
| <u>Request for Unpaid Leave of Absence:</u> | | |
| Bergin, Danielle | English Teacher - High School | 1/12/11-4/13/11 FMLA |
| Morris, Christine | Guidance Counselor - STAR Academy | 4/26/11-5/25/11 FMLA |
| <u>Extension of Unpaid Leave of Absence:</u> | | |
| Heidtmann, Samantha | Teacher - Roanoke Ave | 2/1/11-6/30/11 |
| Civil Service Personnel: | | |
| <u>Substitute Appointments:</u> | | |
| Kujawski, Joan | Substitute Clerical | 1/12/11-6/30/11 |
| Mack, David | Substitute Food Service Worker | 1/12/11-6/30/11 |
| Sakhno, Serge | Substitute Guard | 1/12/11-6/30/11 |
| Marangio, Kathleen | Substitute Teacher Aide | 1/12/11-6/30/11 |
| Wojtach, Kristen | Substitute Teacher Aide | 1/12/11-6/30/11 |
| <u>Resignation:</u> | | |
| Hill, Patricia | Substitute Clerk Typist | 12/10/10 |
| <u>Extension of Unpaid Leave of Absence:</u> | | |
| Brown, Linda | Bus Driver | 12/24/10-2/11/11 |