

MINUTES
BOARD OF EDUCATION
Special Meeting – June 7, 2011
High School Cafeteria

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.

LATE: Mr. Jeffrey Falisi.

ABSENT: Mr. Timothy Griffing.

ALSO PRESENT: Ms. Nancy Carney, Dr. Lois Etzel, Mr. Joseph Ogeka, Jr., Mr. Joseph Singleton, and Christopher Venator, Esq.

Board President, Mrs. Cotten-DeGrasse, called the meeting to order at 5:33 p.m.

Call to Order

A motion was made by Mr. Meyer, seconded by Mrs. Lantz, 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 5:34 p.m.

Mr. Falisi arrived at 5:45 p.m.

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

Return to
Open Session

Yes 6 No 0
Motion Carried.

The Board of Education returned to open session at 7:07 p.m.

A brief recess followed.

The meeting resumed at 7:14 p.m. with the pledge of allegiance to the flag.

Pledge of Allegiance

There were about 20 other people in attendance.

ALSO PRESENT: Mrs. Barbara O'Kula.

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

Amend Resolution
-Civil Service Personnel
-Change from *Termination*
TO *Resignation*

NOT BOARD APPROVED

Minutes
Board of Education
June 7, 2011
Page 2

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

-Approved to Amend

Correction: Change FROM: Termination TO: Resignation
Trent, Troy – Custodial Worker I, effective 4/8/11.

Yes 6 No 0
Motion To Amend Carried.

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

Adoption of Agenda
As Amended
-Approved

Comments heard from the community related to Agenda topics only are:

Community Comment

-Why doesn't the rejection of the proposals for School Physician Services show details as has been the norm in the past? (Ms. Carney stated that the specs need to be revised and resent.)

A motion was made by Ms. DeVito, seconded by Mrs. Berezny, to approve the Consent Agenda as amended:

CONSENT AGENDA

Personnel

-Personnel
-Approved as Amended

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 6 No 0
Motion Carried.

Minutes
Board of Education
June 7, 2011
Page 3

NOT BOARD APPROVED

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

First Reading of Board Policy
-#6151; Wire Transfer Policy
-Approved

RESOLVED, that the Board of Education of the Riverhead Central School District accepts the first reading of Board Policy #6151 - *Wire Transfer Policy*.

Mr. Singleton stated that this is basically a double-check procedure. Any monies being transferred from one bank to another cannot be done by one individual. It is additional insurance for the taxpayers and protection of funds in the district. The policy has been reviewed and endorsed by both the internal and external auditors.

Yes 6 No 0
Motion Carried.

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

Scheduling of Organizational Meeting
-July 6, 2011
-Approved

RESOLVED, that the Board of Education of the Riverhead Central School District approves the date of July 6, 2011 to hold the Annual Organizational Meeting as in accordance with New York State Education Law (§1707(2)).

Yes 6 No 0
Motion Carried.

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

Authorization of Transfer To General Fund
-Approved

RESOLVED, that the Board of Education of the Riverhead Central School District authorizes the transfer from the Employee Benefits and Accrued Liabilities Fund to the General Fund in an amount not to exceed \$450,000 to cover leave payments to retiring employees.

Yes 6 No 0
Motion Carried.

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

Rejection of Proposals
-Approved

NOT BOARD APPROVED

WHEREAS, three proposals for **School Physician Services** RFP #2011-112 were opened on May 10, 2011; and

WHEREAS, the proposals were reviewed by the Interim Assistant Superintendent for Finance & Operations, the Director of Pupil Personnel Services and the District's Purchasing Agent, and they recommend the rejection of the proposals received; now, therefore, be it

RESOLVED, that the Board of Education of the Riverhead Central School District hereby rejects the proposals received for RFP #2011-112 School Physician Services.

Yes 6 No 0
Motion Carried.

A motion was made by Ms. DeVito, seconded by Mrs. Berezny, to approve the following resolution:

Approval to Attend
N-SSBA Conference
-Approved

RESOLVED, that the Board of Education of the Riverhead Central School District approves the expenditure of \$65 for newly elected Board member, Kimberly E. Ligon, to attend a Dinner Meeting with Nassau-Suffolk School Boards Association.

Yes 6 No 0
Motion Carried.

Opportunity for
Superintendent

Ms. Carney announced that, yesterday, Riverhead High School won the first place trophy in the 11th Annual CSI Challenge held at Stony Brook University. They competed against 36 teams of schools from Long Island, New York City, Massachusetts, and Connecticut investigating a mock crime scene. They applied the skills and techniques they have been practicing in forensics classes all year long. This was an amazing accomplishment that provided an experience of real life investigating and job opportunities for these students.

CPR Proposed Bond

Ms. Carney stated that the overall proposed bond is as presented at this time. The \$78.4 million bond proposal is a culmination of work and recommendations by the Community Partnership for Revitalization (CPR) Committee. Meetings have been held with the building principals for final overview and changes (*i.e.*, differences in parking, interior changes).

Minutes
Board of Education
June 7, 2011
Page 5

NOT BOARD APPROVED

At the last Board meeting, it was stated by Mr. Griffing that the proposal did not offer enough athletic facilities for High School athletes. After considerable thought, Mr. Meyer offered that the district is in dire need of another indoor gym as well as an elevated running track since indoor sporting facilities are overcrowded and our basketball courts are often used by other local groups/organizations. The architects estimate that a second gymnasium would add an estimated \$4.5 million to the existing proposal. Further discussion took place on security issues, better scheduling of facilities for our athletes, and a proposed referendum based on needs - not wants.

Mrs. Berezny gave a report of the Audit Committee Meeting held on May 26th. The report is attached hereto.

Committee Reports

Mr. Falisi reported on the Health and Safety Committee meeting held on June 2nd. The Safe Routes to Schools project is expected to start this summer; the roof replacement capital project at Roanoke is scheduled to start June 27, as well as, the kitchen reconfigurations at the High School, Middle School, Phillips Avenue and Riley Avenue Schools; installation of the elevator at the Middle School is anticipated to begin at the summer's end or beginning of fall; Energy Performance Contract projects are expected to be done this summer; improvement of cross-walk and parking lot lighting at Riley; new 2-way radios for district communication; new remote door release and intercom buzzer system at the Middle School; and, request for the Town of Riverhead to upgrade signs on Harrison and Osborne Avenues and cross-walk between the High School and Middle School.

Ms. DeVito reported that the Inter-Governmental Committee continues to meet on policy revision and review of our policy manual for regulatory and legal compliance. The policies have been divided into three sections and all policies in Series 0000-3000 have been completed. These policies will be reviewed by the New York State School Boards Association and legal counsel, then returned to the District for the Board of Education to consider for adoption. Plans are to make all school policies available on the website and other media.

Mrs. Cotten-DeGrasse congratulated Mrs. Berezny as recipient of the "Outstanding School Board Service Award" at the 52nd Annual Nassau-Suffolk School Boards Association Dinner held on June 2nd.

Opportunity for
Board Members

Minutes
Board of Education
June 7, 2011
Page 6

NOT BOARD APPROVED

Mrs. Berezny thanked everyone who attended this special dinner and expressed her appreciation to be nominated. She commented on her pleasure to attend the Senior Prom at the Riverhead Care Center sponsored by the Key Club; the Annual Flag Day Ceremony on June 5th at the Riverhead Elks Lodge where students from our elementary schools write essays on "What the Flag Means to Me" and enter them in a contest; the 26th Annual *Say No To Drugs* March on June 3rd sponsored by the Riverhead Community Awareness Program (CAP); and, the Riverhead High School Chamber Concert on May 25. Mrs. Berezny recommended that the district speak with the Town of Riverhead to provide lighting at the World War II /Vietnam/Gulf/Afghanistan/ Iraq War Monument situated at the corner of Pulaski Street and Osborne Avenue for another year since the agreement is due to expire in August.

Mr. Falisi also participated in CAP's *Say No To Drugs* March at the Pulaski Street School. He commented on the number of politicians and dignitaries who came out and spoke and the extremely nice event that it is. He also went to the field days at Riley and Pulaski that were held today.

Mr. Meyer reported that the Fundraising Committee met briefly in May. There are some items that need answers from the attorney and, when received, they will be able to move forward.

Mr. Meyer commented on his attendance to:

- The Nassau-Suffolk School Boards Dinner honoring Mrs. Berezny. He congratulated her for her nine years of service on the Board of Education
- Congratulations to Melodee Riley who won first place in the NYS Track Championship Meet and set a school record. Melodee is unofficially the second best in the nation and we wish her *Good Luck* in all competitions.

Mrs. Lantz also attended the *Say No To Drugs* March and commented that it is a very well supported event.

Mrs. Cotten-DeGrasse announced that Phillips Avenue Elementary School will be hosting a Community Festival on June 11th and invited the community to support this celebration.

Minutes
Board of Education
June 7, 2011
Page 7

NOT BOARD APPROVED

Ms. Barbara Barosa, President of the R.C.F.A., inquired as to the student capacity of gym space at Pulaski, Roanoke, Riley, Phillips and Aquebogue schools; and, that provision of a High School Faculty Room would be great for faculty rather than be segregated by department.

Opportunity for R.C.F.A.

Comments heard from the community include:

Community Comments

-the reports given by the Board and administration help keep the community informed and updated about events and projects within our schools

-it's good news that the Safe Routes to Schools project is being taken care of

-in accordance with By-Laws, does the majority of the Board need to approve putting forth a bond referendum; and, will any conflicts of interest arise in connection with approval of construction related contracts if a Board member were employed by an organization or is a member of any union who could benefit from contracts with construction companies or trade unions? (The district will get clarification from legal counsel.)

-will the district consider self-contained classrooms in each of the elementary schools in the proposed referendum? (Per Mrs. Cotten-DeGrasse: Unfortunately, the answer is *no* since the district tries to adhere to the least restrictive environment in the classroom.) (Ms. Carney stated that this issue is re-visited all the time, however, the district is looking to be more cost effective and provide all children with services.)

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

Adjournment

Yes 6 No 0
Motion Carried.

The meeting adjourned at 9:42 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>Leave Replacements:</u>		
Andrew Aleksandrowicz	Science Teacher/Middle School (Replacement for Kristen Realander)	5/27/2011- 6/24/2011
Jacqueline Andrejack	Elementary Teacher/Aquebogue (Replacement for Pretoria Falkner)	5/03/2011- 6/24/2011
Fifield, Lucas	Elementary Teacher/Pulaski (Replacement for Karen Ivins)	6/13/2011 - 6/17/2011
Lawrence, William	Elementary Teacher/Phillips Ave (Replacement for Melissa Richardson)	6/02/2011 - 6/03/2011
<u>Substitute Appointments:</u>		
Seppala, Barbara	Substitute Teacher	6/08/11 - 6/30/11
<u>Tenure Appointments:</u>		
Quinteros, Sandra	Teaching Assistant/HS	6/30/2011
<u>10-11 TITLE IIA GRANT</u>		
Lisa Goulding	Collegial Circles	2010-2011 School Year

Civil Service Personnel Recommendations

<u>Name:</u>	<u>Title & Area:</u>	<u>Effective Date:</u>
Brown, Bernice	BOCES Summer Office Support (Secretary)	7/01/2011 - 8/22/2011
Carron, Angela	BOCES Summer Office Support (Attendance)	7/01/2011 - 8/22/2011
Flood, Brenda	BOCES Summer Office Support (Textbooks, General	7/01/2011 - 8/22/2011
Gerosa, Elizabeth	BOCES Summer Office Support (Computer Facilitat	7/01/2011 - 8/22/2011
Atkins, Sarah	Security Personnel	7/01/2011 - 8/22/2011
Brown, Walter	Security Personnel	7/01/2011 - 8/22/2011
Falvey, Joanne	Security Personnel	7/01/2011 - 8/22/2011
Morgan, Ken	Security Personnel	7/01/2011 - 8/22/2011
Nelson, Don	Security Personnel	7/01/2011 - 8/22/2011
Appio, Lisa	Alternate Guard	As needed
Johnson, Ed	Alternate Guard	As needed
<u>Termination:</u>		
Trent, Troy	Custodial Worker I	4/08/2011

Minutes
Board of Education
June 7, 2011
Page 9

Audit Committee Minutes
Meeting of: May 26, 2011
District Administration Office

PRESENT:

Kathleen Berezny, Board of Education and Audit Committee Member
Gregory Meyer, Vice President/Board of Education and Audit Committee Member
Ann Cotten DeGrasse, President/Board of Education
Nancy Carney, Superintendent of Schools
Joseph Singleton, Interim Assistant Superintendent of Business
Sam Schneider, New Assistant Superintendent of Business (July 1, 2011)
Jill Sanders, External Auditor, Cullen and Danowski
Marianne Van Duyne, Closing of the Books, R.S. Abrams & Co.
Charles Scheid, Closing of the Books, R.S. Abrams & Co.
Patty Nelson, Internal Auditor, Sheehan & Co.

The meeting began with a presentation by Patty Nelson who discussed risk assessment scope area to be selected by the Audit Committee as well as the Board of Education. The scope areas for consideration will be addressed at the June 7, 2011 Board of Education Meeting. Also, the Internal Auditor will address the Draft Internal Audit Report for the fiscal year 2011-2012.

Patty Nelson, Internal Auditor, spoke to the risk assessment scope areas: Human Resources, Employee Benefits, fixed assets inventory tracking (recommended by Audit Committee at the April 13, 2011 meeting), and safety and security (recommended by Audit Committee at their April 13, 2011 meeting).

R.S. Abrams: Maryanne Van Duyne - Key points were:

- Look at smaller funds first, followed by School Lunch fund, grants performed procedures to ensure that expenses tie into the grant reports that the district files with the State Education Dept.
- BOCES expenses and reconciliations, as well as, district accruals and the Capital Fund have been reviewed.
- R.S. Abrams will target July 18, 2011 for receivables, payables, and closing of the books. If not completed, they will send the district any additional journal entries that need to be done.
- July 19, 2011 Preliminary Draft of the Financial Statements

Cullen & Danowski:

- External Auditors, will work with the district during the week of August 8, 2011 to perform the audit. If all the audit target dates are met, then the ST-3 Report for the fiscal year ending June 30, 2011 will be submitted on time by the last day of August.

Minutes
Board of Education
June 7, 2011
Page 10

(Audit Committee Meeting – May 26, 2011 cont'd)

District has GASB 45 update.

Fixed Assets will be done by June 30, 2011.

Marianne Van Duynes unsure when the East End Workers Compensation financial statement audit will be finalized for the fiscal year ending June 30, 2011.

Jill Sanders of Cullen and Danowski (External Auditors) reported that there is a slight problem in beginning the audit because the district had not had a corrective action plan for the prior year's financial statement audit, dated June 30, 2010. Some of the findings were remediated – but, not all.

There was discussion dealing with the chronological order of audit procedures. The test of controls, information technology questionnaire will be sent to the district's IT Director, and the auditors will perform frequent testing of payroll and benefits.

There may be a quirk in the rollover of the ARRA Funds. A rollover in the amount of \$700,000 of ARRA Funds was deducted from the State Aid this year.

Jill Sanders recommends that the Audit Committee implement a new procedure on the Extra Classroom accounts. It was recommended that the teacher (faculty advisor) generate a roster listing the monies collected from each student. Also, when a faculty advisor gives funds to the Treasurer for deposit, he/she should give a copy of that particular week's roster each and every time.

Respectfully submitted,

Kathleen Berezny
Chair/Audit Committee