

Regular Meeting

A Regular Meeting of the Board of Education of the Northport-East Northport Union Free School District was held on Thursday evening, November 5, 2015, beginning at 6:30 p.m., in the Board Conference Room at the William J. Brosnan School, 158 Laurel Avenue, Northport, New York, with Mr. Andrew Rapiejko, Chairperson, opening the meeting and presiding.

Members present: Mr. David Badanes, Ms. Julia Binger, Mrs. Lori McCue, Mrs. Donna McNaughton, Mrs. Regina Pisacani, Mr. Andrew Rapiejko, Mr. David Stein, Mrs. Jennifer Thompson (left at 7:48 p.m.), Mrs. Tammie Topel

Members absent: None

Also present: Mr. Robert Banzer, Superintendent of Schools  
Mr. Kathleen Molander, Assistant Superintendent for Business  
Mr. Matthew Nelson, Assistant Superintendent for Instruction and Administration  
Ms. Irene McLaughlin, Assistant Superintendent for Human Resources  
Ms. Diana Cannino, Board Counsel, Ingerman Smith LLP

1. President Rapiejko called the meeting to order.

Public attendance: There were approximately twenty-five persons present.

2. Motion was made by Trustee McCue, seconded by Trustee Badanes, to immediately convene into Executive Session to discuss matters pertaining to current litigation and matters pertaining to the employment history of particular persons and matters leading to the appointment of a particular person.

Unanimously carried.

At 7:12 p.m. the Board reconvened in Public Session.

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

Motion was made by Trustee Binger, seconded by Trustee McCue, to approve item 5.01

5. APPROVAL OF MINUTES

5.01 Minutes

5.01.1 Regular Meeting – October 8, 2015

Unanimously carried.

6. STUDENT AND STAFF RECOGNITION/ANNOUNCEMENTS FROM THE SUPERINTENDENT OF SCHOOLS

6.01 Accomplishments of Staff and Students

6.01.1 Mr. Dan McKeon, Assistant Principal Northport High School, introduced Samantha Naso, Family and Consumer Science Department Student of the Month.

Mr. McKeon stated that Samantha is a bright, compassionate and creative young woman who has completed course work in Early Childhood Education, Family Dynamics, Literacy Lab, and the college level course, Child Psychology and Development. She is currently enrolled in Early Childhood Education Planning and Administration where she plays an essential part in the management of the preschool classroom. As an active member of Northport High School's Future Educators Association (FEA) she held the office of Secretary her junior year and now serves as Vice President. Samantha exhibits compassion, empathy and patience while working with young children. Through class assignments and direct interaction with the children, Samantha reveals a sincere interest in the area of early childhood education. Samantha volunteers for the Special Olympics and is an active member of The Buddy Club, assisting Northport High School classmates with special needs by engaging them in meaningful social exercises.

Mr. McKeon stated that Samantha is a talented, creative, self-assured assistant in the preschool classroom, and at the same time is a wonderful role model and mentor to the high school students in the classroom and at FEA activities. Samantha hopes to attend James Madison University next fall and major in Interdisciplinary Liberal Studies with a minor in elementary education.

President Rapiejko and Superintendent Banzer presented Samantha with a commendation from the Board and congratulated her on her fine accomplishments.

6.02 President Rapiejko reviewed the upcoming meetings of November 19<sup>th</sup>, December 10<sup>th</sup>, January 14<sup>th</sup> and January 28<sup>th</sup>.

Superintendent Banzer stated that he attended the Academy of Finance and the Academy of Information Technology ceremonies recognizing community members who have lent themselves to students. The students reflected on what their internships taught them and how they will carry that forward. Mr. Banzer congratulated the academy advisors, Danielle Milazzo and Alison Schwabish.

Mr. Banzer stated that the 1<sup>st</sup> grade students visited the high school for a Halloween parade. Tuesday was Superintendent's conference day where thoughtful collegiality took place throughout the District and meetings were held to learn more about the changes to the elementary report card.

Mr. Banzer thanked the Boys of Summer Baseball League for their donation to the District and stated that the varsity baseball field now has irrigation.

Mr. Banzer stated that Commissioner Elia has continued to urge input from the field, community and administrators on the Common Core Standards and comments can be made on the New York State Education website AIMhighNY until November 30<sup>th</sup>.

Mr. Banzer noted that the girls' soccer team had a phenomenal season and lost in penalty kicks in the playoff game. The varsity football team will be playing Commack in a playoff game on Saturday at 1:30.

## 7. COMMUNICATIONS

There were no communications to the Board requiring Board action.

## 8. PUBLIC COMMENT/PARTICIPATION

<u>Name</u>	<u>Comment</u>
Shawne Albero Parent	Asked several questions of the Board President regarding personal devices used by the Board and confidential documents and why there were articles in the local paper about this. Asked what specific measures will be taken so the District will

not be trailing other districts in Regents scores and awarding of Regents diplomas.

President Rapiejko stated that the Board does receive confidential documents. Trustee McNaughton noted that the Board does not have access to student records.

The Superintendent stated that he cannot emphasize enough the need to get positive press out there. Mr. Banzer stated that he developed and is executing an entry plan. At this point he has been looking at data, talking to principals and central office staff, and is still in the gathering information stage.

Antoinette Blanck  
UTN President

Stated that the Governor’s Task Force on Common Core has set up a listening opportunity at Stony Brook University tomorrow from 4-6 p.m. Ms. Blanck stated that it is a great opportunity for voices to be heard and encouraged everyone to participate.

## 9. SPECIAL REPORTS

9.01 Mr. Paul Klimuszko, Director of Physical Education, Heath and Athletics, and Ms. Cynthia Fitzgerald, Director of Student Support Services presenting, presented the District’s Concussion Management Program. Mr. Klimuszko and Ms. Fitzgerald reviewed what a concussion is, the facts about concussions, and the signs and symptoms of a concussion.

The Concussion Management and Awareness Act requires the Commission of Education, in conjunction with the Commissioner of Health, to promulgate rules and regulations related to students who sustain a concussion at any school and at any district-sponsored event or related activity. These guidelines for return to school and certain school activities apply to all public school students who have sustained a concussion regardless of where the concussion occurred. The law requires that school coaches, physical education teachers, nurses and certified athletic trainers complete a New York State Education Department approved course on concussions and concussion management every two years. The law requires that students who sustained, or are suspected to have sustained, a concussion during athletic activities are to be immediately removed from such activities. Students may not return to athletic activities until they have been symptom-free for a minimum of 24 hours and have been evaluated by, and receive written and signed authorization to return to activities from a licensed physician.

Mr. Klimuszko and Ms. Fitzgerald reviewed the Return to Play Protocol. At the elementary level, students will require private physician clearance only to return to physical education activities and recess unless requested by parent/guardian/physician to perform full return to play protocol. At the middle school and high school levels, all students will go through return to play protocol regardless of participation on a school athletic team. If the school is made aware of the concussion, the student must be put through the protocol. The five stages of return to play protocol are: Stage 1 – light aerobic exercise, Stage 2 – moderate aerobic exercise, Stage 3 – non-contact training/class activity, Stage 4 – full contact training, Stage 5 – return to full activities.

The Return to Play Protocol is administered during or after the school day by members of the District’s Concussion Management Team which includes the Athletic Director, School Nurse, Athletic Trainer, Physical Education Teacher and Athletic Coach. Final clearance to return to full activity is given by the School District Medical Officer – Dr. R. Perrone.

The Athletic Office ensures that all coaches are educated in the nature and risk of concussion or head injury prior to the first practice/competition. This education includes signs and symptoms of concussion/brain injury. Coaches and physical education staff must complete certification on a biennial basis through the Center for Disease Control and Prevention and NYSPHSAA. All professional staff must ensure that any student/athlete showing signs or symptoms of concussion/brain injury is removed from participation immediately, and not allowed to return to play until they have written clearance from a

licensed health care provider trained in the evaluation and management of concussion/brain injury.

The Board and the Superintendent thanked Mr. Klimuszko and Ms. Fitzgerald for their very informative report.

10. SUPERINTENDENT’S REPORT, GENERAL – FOR BOARD ACTION

Motion was made by Trustee Thompson, seconded by Trustee Topel, to approve item 10.01, including the addendum 10.01 Personnel Actions Report.

10.01 Approving the Personnel Actions Report dated November 5, 2015, attached and made part of the official minutes.

Vote on Trustee Thompson’s motion to approve item 10.01, including the addendum 10.01 Personnel Actions Report was as follows:

YES: Mr. Badanes, Ms. Binger, Mrs. McCue, Mrs. Pisacani, Mr. Rapiejko, Mr. Stein, Mrs. Thompson, Mrs. Topel  
ABSTAIN: Mrs. McNaughton

Motion passed.

Trustee Thompson left the meeting at 7:48 p.m.

Motion was made by Trustee McNaughton, seconded by Trustee McCue, to approve items 10.02 through 10.03, except tabled items 10.03.1, 10.03.2, and 10.03.3

10.02 Approving Schedule J – Committee on Special Education

10.03 Receiving for a first read the following policies:

- 10.03.1 Policy #5450.1 - TABLED
- 10.03.2 Policy #5460.2 – TABLED
- 10.03.3 Policy #5465 – TABLED
- 10.03.4 Policy #8635 – “Information Security Breach and Notification”

Vote on Trustee McNaughton’s motion to approve items 10.02 through 10.03, with the exception of tabled items 10.03.1, 10.03.2, and 10.03.3 was unanimously carried by those present.

Motion was made by Trustee McCue, seconded by Trustee Topel, to approve all items under 11.

11. SUPERINTENDENT’S REPORT, FINANCIAL – FOR BOARD ACTION

11.01. Approving the following resolution:

JOINT MUNICIPAL COOPERATIVE BIDDING RESOLUTION

"WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for Tutorial & Special Education Services for Students, Western Suffolk BOCES & Component School District - RFP #12-01P/Opened April 25, 2012; Original Contract Term: July 1, 2012 through June 30, 2013; Third Extension of Contract: July 1, 2015 through June 30, 2016; and

WHEREAS, the Northport-East Northport UFSD, an educational/municipal corporation is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law §119-o and Education Law Section 1950; and

WHEREAS, the District is a municipality within the meaning of General Municipal Law §119-n and is eligible to participate in the Board of Cooperative Educational Services, Second Supervisory District of Suffolk County (hereinafter Western Suffolk BOCES: Joint Municipal Cooperative Bidding Initiative in the areas mentioned above; and

WHEREAS, with respect to all activities conducted by the Western Suffolk BOCES, the District wishes to delegate to Western Suffolk BOCES the responsibility for drafting of specifications, advertising for bids/proposals, accepting and opening bids/proposals, tabulating bids/proposals, awarding the bids/proposals, extending awards of bids/proposals, and reporting the results to the District.

BE IT RESOLVED that the District hereby appoints Western Suffolk BOCES to represent it and to act as the lead agent in all matters related to the services as described above; and

BE IT FURTHER RESOLVED that the District hereby authorizes Western Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official paper for Western Suffolk BOCES; and

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j."

11.02 Approving the following resolution:

**RESOLUTION AUTHORIZING PIGGYBACKING ON THE SOUTHAMPTON UFSD CONTRACT FOR LIBRARY SUPPLIES, FURNISHINGS & EQUIPMENT**

"WHEREAS, the SOUTHAMPTON UFSD has made available to other municipalities a contract for library supplies, furnishings & equipment; and

WHEREAS, said contract for library supplies, furnishings & equipment was let for bid consistent with the requirements of General Municipal Law, section 103; and

WHEREAS, the Northport-East Northport UFSD is permitted to utilize said contract in accordance with the terms and conditions of the bid and requirements of General Municipal Law, section 103; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the purchase of library supplies, furnishings & equipment from Southampton UFSD contract in accordance with the requirements of General Municipal Law, section 103."

11.03 Approving the following resolution:

**RESOLUTION AUTHORIZING PIGGYBACKING ON THE ROCKLAND COUNTY CONTRACT FOR AUDIO-VISUAL AND PHOTOGRAPHY EQUIPMENT AND SUPPLIES - PERCENT DISCOUNT FROM CATALOG/WEB**

"WHEREAS, the COUNTY OF ROCKLAND has made available to other municipalities a contract for audio-visual and photography equipment & supplies-percent discount from catalog/web; and

WHEREAS, said contract for audio-visual and photography equipment & supplies-percent discount from catalog/web was let for bid consistent with the requirements of General Municipal Law, section 103; and

WHEREAS, the Northport-East Northport UFSD is permitted to utilize said contract in accordance with the terms and conditions of the bid and requirements of General Municipal Law, section 103; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the purchase of audio-visual and photography equipment & supplies-percent discount from catalog/web from the Rockland County contract in accordance with the requirements of General Municipal Law, section 103."

11.04 Approving a Consultant Agreement between the Northport-East Northport Union Free School District and CANFIGUREIT LLC, to provide and setup the CANFIGUREIT program in the School District at no cost to the District.

11.05 Approving the Claims Auditor's Report for Warrants and Schedule of Claims for payments dated:

September 11, 2015 (Payroll Trust & Agency Warrant), September 15, 2015 (Accounts Payable Warrant), September 25, 2015 (Payroll Trust & Agency Warrant), September 30, 2015 (Accounts Payable Warrant), September 2015 (Claims Audit Report)

11.06 Approving the Claims Auditor's Report – Payroll Audit for Payroll Distribution/Audit dated September 25, 2015 (Ocean Avenue Elementary School)

11.07 Approving the Treasurer's Report and Monthly Summary of Receipts and Disbursements

11.07.1 Treasurer's Report for the period August 1, 2015 through August 31, 2015

11.07.2 Monthly Summary of Receipts and Disbursements for August 2015

11.08 Approving the Schedule of Investments as of August 31, 2015

11.09 Approving the Collateral Schedule as of August 31, 2015

11.10 Approving the Bank Reconciliation Report for the Month Ended August 31, 2015

11.11 Approving the General Fund Projected Cash Flow Statement for the Year Ending 2015-2016, Actual Data July 1, 2015 – August 31, 2015, Estimated Data September 1, 2015 – June 30, 2016

11.12 Approving the Monthly Revenue and Budget Status Report – School Lunch Fund for the Month Ending August 31, 2015

11.13 Approving the Monthly Revenue and Budget Status Report – Special Aid Fund for the Month Ending July 31, 2015

11.14 Approving the Monthly Revenue and Budget Status Report – Special Aid Fund for the Month Ending August 31, 2015

11.15 Approving the Monthly Revenue and Budget Status Report – General Fund for the Month Ending August 31, 2015

11.16 Approving the Monthly Revenue and Budget Status Report – Capital Fund for the Month Ending August 31, 2015

11.17 Approving a Transfer of General Fund Appropriations in the 2015-2016 budget

11.18 Approving the following resolution:

"RESOLVED, that the Board of Education accept the donation of \$55.19 toward the purchase of classroom supplies for Pulaski Road School and increase the 2015-2016 budget code A2110.5030.16.0200 by \$55.19 for this purpose.

RESOLVED, that the Board of Education hereby approves an increase in the revenue code A2705 of the 2015-2016 budget by \$55.19 with the understanding that this increase in revenue is the result of the Pulaski Road School participation in My Coke Rewards Program."

11.19 Approving the following resolution:

"BE IT RESOLVED, that the Board of Education hereby gratefully accepts a donation of \$555 from Northport-East Northport residents whose names are more fully set forth in the attached document, for the purposes of covering the cost of transportation for the Northport High School Urban Studies class field trip on October 15, 2015 and increase the 2015-2016 budget code A2110.4161.30.2903 by \$555 for this purpose.

BE IT RESOLVED, that the Board of Education hereby approves an increase in the revenue code A2705 of the 2015-2016 budget by \$555 with the understanding that this increase in revenue is the result of donations from Northport-East Northport residents."

11.20 Approving a Supplementary Education Services Agreement between the Northport-East Northport Union Free School District and Wilderness Traveling Museum for a National History Presentation in the amount of \$400 (BAS)

11.21 Approving a 2015-2016 Agreement between the Northport-East Northport Union Free School District and Family Pediatric Home Care, a division of Tri-Borough Home Care, Ltd., to provide nursing staffing services (Spec. Ed.)

11.22 Approving a Business Associate Agreement in Compliance with Health Insurance Portability and Accountability Act of 1996 ("HIPPA") between the Northport-East Northport Union Free School District and Family Pediatric Home Care, a division of Tri-Borough Home Care, Ltd. (Spec. Ed.)

11.23 Approving the following resolution:

"BE IT RESOLVED, that the Board of Education hereby gratefully accepts a donation of \$4,646.04 from the Northport Middle School Student Activity Account, for the purpose of transportation for students attending Western Suffolk BOCES Great South Bay Investigation field trip on September 22, 24 and 25, 2015 and increase the 2015-2016 budget code A5540.4161.23.2902 by \$4,646.04 for this purpose.

BE IT RESOLVED, that the Board of Education hereby approves an increase in the revenue code A2705 of the 2015-2016 budget by \$4,646.04 with the understanding that this increase in revenue is the result of donations from the Northport Middle School Activity Account."

Vote on Trustee McCue's, motion to approve all items under 11. was unanimously carried by those present.

12. SUPERINTENDENT'S REPORT – FOR INFORMATION ONLY

12.01 Schedule H – Use of Facilities

12.02 Budget Transfers – As per Board Policy #6150, all transfers between salary codes up to \$25,000 and transfers between all other codes up to \$10,000 are to be reported to the Board of Education as an information item.

13. UNFINISHED BUSINESS

President Rapiejko stated that several Board Members attended the New York State School Board Association's Convention in Manhattan and requested that they give an update at the next Board meeting.

Trustee Pisacani stated that the Athletic Facilities Citizen Advisory Committee has been working very hard in accomplishing its goal of advising the Board on the current conditions and needs of the athletic facilities throughout the District. The Committee is working on its report which will be presented to the Board at the December 10<sup>th</sup> meeting.

President Rapiejko stated that the Board has discussed preparing a letter to legislators regarding the APPR and attaching that to teacher evaluations. President Rapiejko requested that several Board members meet to prepare a letter to the Governor focusing on APPR and present that letter at the next Board meeting for discussion. Trustees McCue, McNaughton, Pisacani and Thompson will work on the letter.

14. NEW BUSINESS

15. ADJOURNMENT

Motion was made by Trustee McCue, seconded by Trustee Topel, to adjourn the meeting.

Unanimously carried by those present

At 9:15 p.m., the Chair declared the meeting adjourned.

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Beth M. Nystrom  
District Clerk

bmn