

Regular Meeting

A Regular Meeting of the Board of Education of the Northport-East Northport Union Free School District was held on Monday evening, November 21, 2011, beginning at 6:40 p.m., in the Board Conference Room at the William J. Brosnan School, 158 Laurel Avenue, Northport, New York, with Mr. Stephen V. Waldenburg, Jr., Chairperson, opening the meeting and presiding.

Members present: Ms. Julia Binger, Mrs. Kristen Gavin (arrived at 6:47 p.m.), Mrs. Lori McCue, Mrs. Donna McNaughton, Mr. Andrew Rapiejko, Mr. Joseph Sabia, Mrs. Jennifer Thompson, Mrs. Tammie Topel (arrived at 6:42 p.m.), Mr. Stephen V. Waldenburg, Jr.

Members absent: None

Also present: Dr. Marylou McDermott, Superintendent of Schools
Ms. Kathleen Molander, Assistant Superintendent for Business
Mr. Matthew Nelson, Assistant Superintendent for Instruction and Administration

1. President Waldenburg called the meeting to order.

Motion was made by Trustee Thompson, seconded by Trustee Sabia, to convene in Executive Session to discuss matters pertaining to the employment history of particular persons. The Board convened into Executive Session because discussion of such matters in public may compromise privacy rights.

Vote on Trustee Thompson's motion was as follows:

YES: Ms. Binger, Mrs. McCue, Mrs. McNaughton, Mr. Rapiejko, Mr. Sabia, Mrs. Thompson, Mr. Waldenburg
ABSENT: Mrs. Gavin, Mrs. Topel

Motion passed.

At 7:45 p.m., the Board reconvened in public session in the cafeteria at William J. Brosnan School.

Public attendance: There were approximately 150 persons present.

2. Mr. Waldenburg led those present in the Pledge of Allegiance; and

3. Pointed out the emergency exits.

4. APPROVAL OF MINUTES, TREASURER'S REPORT AND MONTHLY SUMMARY OF RECEIPTS AND DISBURSEMENTS

Motion was made by Trustee Thompson, seconded by Trustee McCue, to approve all items under 4.01

4.01 Minutes

4.01.1 Regular Meeting, November 7, 2011

Unanimously carried.

Motion was made by Trustee McCue, seconded by Trustee Sabia, to approve all items under 4.02

4.02 Treasurer's Report and Monthly Summary of Receipts and Disbursements

- 30, 2011
- 4.02.1 Treasurer's Report for the period September 1, 2011 through September
 - 4.02.2 Monthly Summary of Receipts and Disbursements for September 2011

Unanimously carried.

4.03 For Information: Claims Auditor's Report for Warrant and Schedule of Claims for payments dated:

September 2011 (Wire Transfer Report), September 15, 2011 (Accounts Payable Warrant), September 9, 2011 (Payroll Trust & Agency Warrant), September 30, 2011 (Accounts Payable Warrant), September 23, 2011 (Payroll Trust & Agency Warrant), September 2011 (Claims Audit Report)

5. SPECIAL REPORT/ANNOUNCEMENTS FROM THE SUPERINTENDENT

5.01 Accomplishments of Staff and Students

5.01.1 Mr. Tim Hoss, Northport Middle School Principal, introduced the following volunteers who participated in the 9/11 Garden Service Learning Project, renovating the Northport Middle School 9/11 Memorial Garden:

Boy Scout Pack 42: Nicholas Butler, Thomas Butler, David Burg, Declan Leonard, Kyle Mitard, Russel Mitard, Brian Truehart, Will Burg (Pack Master), Michelle Mitard (Parent Volunteer), Scott Butler (Parent Volunteer and Northport Middle School Math Teacher Margie Engeldrum

President Waldenburg and Dr. McDermott congratulated the students, parents and teacher on their project and presented them with a commendation from the Board.

Dr. Marylou McDermott, Superintendent, presented the District's Long Range Fiscal Planning. Dr. McDermott stated the philosophy of long range fiscal planning is to budget relative unknown costs with a narrow margin, budget unknown costs with a greater margin, reduce spending wherever possible, and if under spending is achieved, to successfully utilize savings to lower the tax rate and fund reserves. Dr. McDermott reviewed the relative known costs including salaries and benefits, retirement and Social Security, and long term debt service, and the unknown costs including health insurance, transportation, special education/AIS, and tax anticipation notes. Dr. McDermott stated that ongoing reduction of spending includes eliminating positions through attrition, reducing the number of teacher absences, reducing overtime, optimizing teaching schedules, participating in cooperative bidding, installing energy efficient windows, and optimizing the rate of return on District investments. Dr. McDermott noted that funding reserves is the only legal means to save for future obligations in an uncertain financial economy. Dr. McDermott stated that for the past three years the tax levy has been under 2%, averaging a 1.67% tax levy increase, while funding reserves to protect the District's future and to avoid tax spikes, and improving programs. Dr. McDermott stated that the District is prepared for the 2012-2013 2% tax levy cap but if the cap remains in place the ability to maintain programs will become more challenging and the District will have to make difficult decisions regarding programs.

5.02 Annual Report of the Independent Auditor, prepared by Cullen & Danowski, LLP for the year ending June 30, 2011

Mr. Peter Rodriguez of Cullen & Danowski, LLP stated that Cullen & Danowski, LLP are the external auditors for the Northport-East Northport Union Free School District and their job is to come in once a year and audit the financial statements of the District. They plan and perform the audit to get enough evidence to show that there are no material misstatements in the financial statements. Mr. Rodriguez stated that they are opining that the financial position of the school district as of June 30, 2011, the assets, liabilities and fund balance, is fairly stated and that there are no material misstatements. They also opine

that the changes in the financial position, the revenues and expenses, are fairly stated; that all revenue the District is entitled to has been recorded and the expenses are complete, and the change in financial position, or the net profit, are fairly presented. Mr. Rodriguez reviewed the procedures they use for examining on a test basis the evidence that supports the numbers in the financial statements. Mr. Rodriguez stated that their main job is the expression of an opinion on the financial statements and they issues an unqualified opinion stating that the financial statements can be relied upon and are free of any material misstatements and that the financial statements themselves were prepared in accordance with general accepted accounting principal. Mr. Rodriguez noted that an unqualified opinion is the highest level, a good opinion, a clean opinion. Mr. Rodriguez stated that they follow Government auditing standards and are required to report on two other items. They report on the internal controls of the financial reporting and found no material weakness in internal control structure or financial reporting and gave a positive opinion with no incidence of noncompliance with laws, regulations and grants. Mr. Rodriguez stated that the management letter had two minor comments to the administration to improve a couple of things and to add on to some of the controls already in place.

President Waldenburg thanked Mr. Rodriguez for his report and stated that the Audit Committee reviewed the report extensively with Mr. Rodriguez.

Trustee Rapiejko, Audit Committee Chairperson, stated that the Audit Committee had discussions regarding the management letter and how things were described in the report and that numerous changes were made that addressed some of the committee member comments. Mr. Rapiejko stated that the majority of the committee felt comfortable and were pleased with the final product.

Mr. Larry Beck, Audit Committee Member, stated that the Audit Committee approved the financial statements with the exception of one vote, his. Mr. Beck stated that the reasoning behind his vote against approving the report was the scope of limitation. Mr. Beck stated that he requested documentation of correspondence between the internal auditor and the Board and was given incomplete documents. Mr. Beck stated that he saw a number of comments that they had the opportunity to address including the past three years budgeting \$10 million over actual expenditures which was not mentioned in the management letter and with regards to internal controls that no comment was made with respect to the prior Audit Committee chairman's firm representing someone who was suing the District.

Mr. Rodriguez stated that the Board and legal counsel were aware of this and did not see any conflict of interest related to the audit.

Ms. Rong Maio, Senior Audit Manager, stated that from their perspective they did not feel there was a scope limitation and they would not give an unqualified opinion if they felt there was a scope limitation. Ms. Maio stated that they did not find any material misstatement or material weakness with the internal controls over financial reporting.

President Waldenburg stated that he found Mr. Beck's comments discouraging to hear and stated that he was the lone vote against approval of the report.

There was a discussion regarding scope limitation, Mr. Beck's FOIL request, Audit Committee meetings with the external auditors, communications to the Audit Committee members, legality of budgeting a line item to collect taxes to fund a reserve, assurance services with respect to reserves, and management discussion of the financial statements.

5.03 Review of Instructional Initiatives in the following area:

5.03.1 English Language Arts

Dr. Patricia Schmitt presented the 2011-2012 English Language Arts Department Initiatives. Dr. Schmitt highlighted the 2010-2011 initiatives of developing a scope and sequence for grades K-8 aligned to the

newly adopted common core and completed grammar handbook, providing professional development for middle school teachers using whiteboard to encourage interactive grammar instruction and exploring the use of daily language review and rubrics to embed language instruction with writing and composition. Dr. Schmitt stated that the 2011-2012 initiatives are: to design, develop and introduce multi-genre empathy projects to inculcate the values of respect, responsibility and human dignity; to develop units of study that support differentiation through the implementation of anchor activities focusing on scaffolding instruction and units of study to enhance oral presentation skills; to develop strategies to integrate language skills into units of study including daily language review, rubrics, and focus correction areas and provide professional development for elementary and high school teachers; and to continue to develop common assessments aligned with New York State Standards and the format of the New York State Comprehensive English Regents to facilitate formative measurement of student growth. Dr. Schmitt reviewed differentiated instruction, PARCC Goals and shifts in ELA literacy.

Dr. Schmitt reviewed the 2010-2011 Library/Media Initiative highlights including elementary librarians collaborated with elementary counselors to design and implement internet safety lessons; aligned library/media curricula with newly adopted Common Core, librarians collaborated with content area teachers to integrate research skills, and librarians engaged in professional development to become adept at using Moodle. Dr. Schmitt stated that the 2011-2012 Library/Media Initiatives are: to expose students to appropriate databases and resources to support content area instruction; implement and enhance newly designed library media curricula; inculcate an atmosphere of respect by developing anti-bullying (cyber-bullying) units of study; and provide professional development for the integration of interactive whiteboard lessons.

There was a discussion regarding anchor activities and scaffolding instruction, testing data on students with disabilities, common assessment data, Advanced Placement English and IB English.

President Waldenburg thanked Dr. Schmitt for her informative presentation.

5.04 The President of the Board reviewed the upcoming meetings of December 12, 2011, January 9, 2012, and January 23, 2012.

6. COMMUNICATIONS

6.01 E-mail from Ms. Karen Wills to Members of the Board, received November 2, 2011, re: NYSSBA Resolution.

Ms. Wills was not present to address her letter. President Waldenburg read Ms. Wills letter congratulating the Board for bringing a resolution allowing school tax collections scheduled to be adjusted to minimize the need for school district borrowing to the New York State School Boards Association and garnishing support at the recent NYSSBA Convention held in Buffalo, NY.

Trustee Thompson stated that the Board formed a resolution which was given to NYSSBA for support and they accepted that resolution at the Convention in Buffalo along with 18 other resolutions. Mrs. Thompson stated that there is currently a bill in the state assembly that would bring the tax collection schedule into alignment so that districts would not have to borrow money. The bill has been supported by Assemblyman Thiele and Assemblyman Raia is in support of cosponsoring the bill.

Motion was made by Trustee McCue, seconded by Trustee Sabia, to approve the following resolution:

“BE IT RESOLVED, that the Board of Trustees of the Northport-East Northport Union Free School District supports an amendment to the Suffolk County Tax Act, Bill A03911, to adjust the tax collection schedule to coincide with the encumbrances that are incurred by school districts starting with each fiscal year commencing July 1, so as to reduce the interest incurred as a result of the acquisition of tax anticipation notes (commonly referred to as TANs).”

Trustee Rapiejko suggested contacting Senator Flanagan to get senate sponsorship as well.

Vote on Trustee McCue's motion was unanimously carried.

7. PUBLIC PARTICIPATION

<u>Name</u>	<u>Comment</u>
Glenn Buscareno Megan Albin UTN	Read a letter to the Board from the members of the United Teachers of Northport stating their concerns about the health of the district, opining that the morale of district staff is at an all-time low. The current top-down management style does not allow for true collaboration, input and feedback from practitioners, or professional dialogue as part of a shared-decision making process. They hope that these concerns will be addressed at the upcoming meeting of the Board-Teacher Relations Committee.

President Waldenburg stated that he is looking forward to the meeting on December 5th and would like to see a full frank and open discussion of the issues.

After a brief discussion, it was decided that the Board-Teacher Relations meeting will be held as a public work session on December 5th.

Margaret Granger Parent	Stated that Housing Help has requested a variance for the sewage treatment plant at the Matinecock Court Housing Project. Ms. Granger stated that they are requested large variances with regards to the setback of the sewage treatment plant. Ms. Granger stated that as a parent of children who will be attending Northport High School it is in very close proximity to the high school. Ms. Granger stated that by Suffolk County allowing this variance it would be breaking rules that were written to protect the health and safety of the community. Ms. Granger asked for the District's support in petitioning Suffolk County Health Department to not allow this variance to go through.
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President Waldenburg stated that he had concerns about the location of the sewage treatment plant and the hundreds of students that use the fields regularly.

Dr. McDermott stated that Ingerman Smith, LLP will be representing the District and writing a letter, which must be received by the Suffolk County Department of Health by November 28th, in opposition to the variance application by Housing Help. Dr. McDermott stated that the Board is taking a very aggressive stand against the sewage treatment plant. Dr. McDermott stated that the letter will be posted on the District's website.

Motion was made by Trustee McNaughton, seconded by Trustee McCue, to approve all items under 8. and 9., including Supplemental 8.01.1 (Schedule A #8-16), Supplemental 8.01.2 (Schedule B #4-7), and excluding severed item 8.01.3 (Schedule D)

8. SUPERINTENDENT'S REPORT, GENERAL

8.01 Personnel Schedules, each dated November 21, 2011, and each attached and made part of the official minutes:

- 8.01.1 Schedule A – Certified Staff (including Supplemental #8-16)
- 8.01.2 Schedule B – Non-Instructional Staff (including Supplemental #4-7)

- 8.01.3 SEVERED
- 8.01.4 Schedule J – Committee on Special Education

President Waldenburg announced the retirement of Ms. Carol DiPaolo, Northport High School Nurse, after twenty-five years and seven months of service to the District.

9. SUPERINTENDENT’S REPORT FINANCIAL

9.01 Approving a 2011-2012 Service Agreement between the Board of Education of the Northport-East Northport Union Free School District and Developmental Disabilities Institute

9.02 Approving transfer of general fund appropriations in the 2011-2012 budget

9.03 Approving membership in the New York State School Boards Association in the amount of \$11,115.00 for 2012

9.04 Approving End of Year Transfer of Funds to balance 2010-2011 budget

Vote on Trustee McNaughton’s motion to approve all items under 8. and 9., including Supplemental 8.01.1 (Schedule A #8-16), Supplemental 8.01.2 (Schedule B #4-7), and excluding severed item 8.01.3 (Schedule D) was unanimously carried.

Motion was made by Trustee Binger, seconded by Trustee Thompson, to approve severed item 8.01.3 (Schedule D)

- 8.01.3 Schedule D – Extra Pay

Vote on Trustee Binger’s motion was as follows:

- YES: Ms. Binger, Mrs. Gavin, Mrs. McCue, Mr. Rapiejko, Mrs. Thompson, Mrs. Topel, Mr. Waldenburg
- NO: Mr. Sabia
- ABSTAIN: Mrs. McNaughton

Motion passed.

10. SUPERINTENDENT’S REPORT – FOR INFORMATION ONLY

10.01 Schedule I – Home Instruction

10.02 Student Activity Account Reports for September 2011 from:

- 10.02.1 Northport High School
- 10.02.2 East Northport Middle School
- 10.02.3 Northport Middle School

10.03 Investment Report for September 2011

10.04 Collateral Schedule for September 2011

10.05 Bank Reconciliation Report for September 2011

10.06 School Lunch Profit and Loss Report for the months ending June 30, 2011, May 31, 2011, April 30, 2011, March 31, 2011, February 28, 2011, January 31, 2011, December 31, 2010,

November 30, 2010, October 31, 2010 and September 30, 2010, and for the years ending June 30, 2011 and June 30, 2010

10.07 Monthly Revenue and Budget Status Report for September 2011, August 2011 and July 2011

11. UNFINISHED BUSINESS

Vice President McNaughton stated that she along with President Waldenburg, Trustees Sabia, McCue, Rapijko and Thompson and Board Counsel attended a meeting of the Town of Huntington Zoning Board of Appeals regarding the proposed addition of a 7-Eleven at the intersection of Route 25A and Waterside Avenue.

President Waldenburg stated that the request is for a variance to raise the existing building and build a 7-Eleven with an entrance and exit on 25A and Waterside Avenue. Mr. Waldenburg stated that the District's concern is regarding the number of Northport Middle School students who walk along that route to and from school and the Board elected to make those points known to the Zoning Board of Appeals. The chairman elected only to hear the applicant's portion of the variance and will take public comment at a later date followed by a rebuttal and then a decision. Mr. Waldenburg stated that no date has been given for the continuation of the meeting but believed that it would not be held until after the first of the year.

At 10:30 p.m., motion was made by Trustee Thompson, seconded by Trustee McCue, to extend the meeting.

Unanimously carried.

There was a discussion regarding the hazardous intersection, the safety of students, expected customer traffic on a daily basis to the 7-Eleven, and the traffic study performed.

President Waldenburg requested that the information be sent to Board Counsel for review.

12. NEW BUSINESS

13. ADJOURNMENT

At 10:40 p.m., there being no further business to discuss, motion was made by Trustee Waldenburg, seconded by Trustee Thompson, to adjourn the meeting and convene into Executive Session to discuss matters pertaining to contract negotiations.

Unanimously carried.

At 11:30 p.m. the Chair declared the meeting adjourned.

Beth M. Nystrom
District Clerk

bmn