

Special Meeting

A Special Meeting of the Board of Education of the Northport-East Northport Union Free School District was held on Monday evening, March 19, 2012, beginning at 6:00 p.m., in the Faculty Dining Room at Northport High School, 154 Laurel Hill Road, Northport, New York, with Mr. Stephen V. Waldenburg, Jr., Chairperson, opening the meeting and presiding.

Members present: Ms. Julia Binger, Mrs. Kristen Gavin, Mrs. Lori McCue, Mrs. Donna McNaughton, Mr. Andrew Rapiejko, Mr. Joseph Sabia, Mrs. Jennifer Thompson, Mrs. Tammie Topel, Mr. Stephen V. Waldenburg, Jr.

Members absent: None

Also present: Dr. Marylou McDermott, Superintendent of Schools
Dr. Terry Bouton, Assistant Superintendent for Human Resources
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 into Executive Session to discuss matters pertaining to the employment history of a particular person, matters pertaining to pending litigation and matters pertaining to negotiations.

Unanimously carried.

At 7:50 p.m., the Board reconvened in public session in the Large Cafeteria at Northport High School.

Public attendance: There were approximately 75 persons present.

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

President Waldenburg led a moment of silence in memory of Northport High School Class of 2010 Graduate John Garelle.

Dr. Marylou McDermott, Superintendent, presented the Budget Financial Overview. Dr. McDermott stated that a fund balance is the money remaining in the General Fund on June 30th. The remaining money comes from revenues that are higher than budgeted and/or expenses that are lower than budgeted. The components of a fund balance are the restricted reserves, the assigned fund balance, and the unassigned fund balance. Districts have restricted reserves as they are the only legal means of saving money for future known obligations but unknown variable costs from year to year. Districts are not mandated to have reserves, however districts use restricted reserves for long term known obligations such as retirement costs and insurance costs. Dr. McDermott stated that the District budgets as prudently as it can while continuing to reduce or eliminate costs throughout the year. New York State law states that restricted reserves can only be used for the specific intended purpose they were established and for no other reason. Dr. McDermott stated the district has \$15.5 million in restricted reserves: EBALR - \$4.5 million, ERS - \$6.3 million, Unemployment - \$959,000, Workers' Compensation - \$2.6 million, Capital - \$1.1 million and Insurance - \$49,000. Dr. McDermott reviewed the history of actual reserve expenditures, pension costs, and the comparison between other Town of Huntington school districts.

Dr. McDermott stated that the assigned fund balance includes purchase order encumbrances for bona fide obligations and the amount of fund balance used to lower the tax levy. There is \$4.1 million in the assigned fund balance (\$3.5 million to lower the tax levy and \$600,000 in encumbrances). The unassigned

fund balance is money available for contingency expenses. The legal unassigned fund balance cap is 4% of a district's budget. The District is at 3.99% which is approximately \$6 million. Dr. McDermott stated that contingency expenses are increases in student population, mid-year State Aid cuts, additional Special Education costs, emergency maintenance of ten buildings, unanticipated overtime expenses, unfunded mandates, acts of nature, unanticipated energy costs and unanticipated medical support for students. Dr. McDermott reviewed the District's history of budgetary "under-spending", unknown variable costs and continued long term planning.

There was a discussion regarding restricted reserves, ARRA money, fund balance reduction, property tax report card, and the unassigned fund balance.

4. DISCUSSION OF SUPERINTENDENT'S PROPOSED 2012-2013 BUDGET

<u>Function Code</u>	<u>Description</u>
1010	Board of Education

Ms. Molander stated that expenditures included Nassau-Suffolk School Boards Association dues and New York State School Board Association dues.

1040	District Clerk
1060	District Meeting
1240	Chief School Administrator

Trustee Thompson noted that Dr. McDermott is taking a pay freeze again.

Ms. Molander stated that the clerical salaries reflect a 2% increase for 2011-2012 and also a 2% increase for 2012-2013 in accordance with the MOA that was signed.

1310	Accounting
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Ms. Molander stated that the cost of Finance Manager software system was previously charged to an instructional code and the auditors said that was not appropriate so the expenditure was moved into the code most appropriate.

1311	Business Administration
1320	Auditing
1325	Treasurer
1345	Purchasing
1380	Fiscal Agent Fees
1420	Legal

Ms. Molander stated that the hourly fee for Ingerman Smith, LLP is currently \$195 and a 4% increase was factored in.

1430	Human Resources
1480	Public Information and Services

Ms. Molander stated that certain mailings such as the school lunch mailings are required by law.

1620	Operation of Plant
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Ms. Molander stated that the code includes overtime or extra help for transportation employees for field trips or athletic trips. Ms. Molander stated that the district code is only responsible for \$26,000 and any amount over is transferred from the field trip or athletic codes.

Mr. Briggs, Security Supervisor, stated that the increase in security cameras is critical to the success of the security program to identify subjects in incidents and monitor activity within the schools. Mr. Briggs stated that additional cameras are needed to cover gaps in coverage and that he is requesting 76 additional cameras.

Ms. Molander stated that the code covers service monitoring contracts, fire alarm, intrusion alarm, and contractual services for these items.

Mr. Tony Resca, Superintendent for Buildings and Grounds, stated that BOCES health and safety specialists do investigations such as air quality and also do training.

Trustee McCue stated that an energy performance contract was approved at the last meeting to realize energy costs savings.

1621 Maintenance of Plant

Mr. Resca stated that this code covers maintenance of the plan including upgrades to systems, materials such as plumbing supplies, electrical supplies, contract services such as floor work, asbestos abatement, tree removal, tipping fees for refuse and waste charges to the Town of Huntington.

1660 Central Warehouse

Ms. Molander stated that the increase of \$3500 is for new tires and battery system for a 1974 fork lift.

1670 Central Printing and Mailing

Ms. Molander stated that the lease is year four of a five year lease for 21 copy machines.

There was a brief discussion regarding ways of reducing postage and eliminating mailings.

1680 Central Data Processing

1910 Insurance

Ms. Molander stated that this code includes insurance on vehicles and boiler insurance

1920 School Association Dues

1930 Judgment and Claims

1980 MTA Payroll Tax

1981 BOCES Administrative Costs

Vice President McNaughton stated that she has been attending the BOCES Board meetings.

1989 Unclassified

2010 Curriculum Development and Supervision

2020 Supervision – Regular School

Ms. Molander stated that the code includes a change in salary for a retirement replacement. Ms. Molander also noted that the clerical codes include a 2% increase for 2011-2012 and a 2% increase for 2012-2013 due the clerical agreement.

2040 Supervision – Special Schools

2060 Research, Planning and Evaluation

Trustee Sabia stated that the District can run on a \$139 million budget and he does not understand why they are talking about cuts to programs.

2070 In-service Training – Instruction

Ms. Molander stated that this is a contractual item and money not used is rolled back into the budget.

2110 Teaching – Regular School

Trustee Topel stated that a few members on the Board would like to see a 0% budget and that they don't need to hear what it would do to students and programs. They should be looking for other ways to cut the budget without cutting programs.

Trustee McCue stated that the community needs to fully understand what is involved between the two budgets presented.

Vice President McNaughton stated that she feels very comfortable with the philosophy of long range fiscal planning and is fearful if they veer off course they will be like many other districts cutting staff and programs.

Trustee Sabia stated that nobody wants to cut classes or hurt children in classes but there is money in reserves and the budget is being under-spent again.

Ms. Molander stated that the elementary schools have budgeted for a new line item in the amount of \$20,000 for education equipment such as classroom desks, chairs and lunch tables to being a cycle of replacement.

Mr. Nelson stated that the code includes contracts for new telecommunications equipment, new district wired and wireless system, lease contract for internet access, WAN service, voice ISP bundle, network security and cabling. In addition the codes includes Science and Regents scoring as the District may not be allowed to grade it own student's tests. The code also includes staff development training for the IB program.

2250 Programs for Students with Disabilities

Ms. Christina Pulaski, Director of Special Education, stated that changes to the codes are due to the splitting of the department between Special Education and Pupil Services.

2270 Pupils with Special Needs
2280 Occupational Education
2310 Continuing Education School
2320 Summer School

Mr. Nelson stated that the summer program only houses the District's students and no longer houses the BOCES program.

2330 Teaching – Special Schools

5. SUPERINTENDENT'S REPORT, GENERAL

Motion was made by Trustee McNaughton, seconded by Trustee McCue, to approve all items under 5., including Supplemental 5.01.1 (Schedule A #11-14)

Motion was made by Trustee Topel, seconded by Trustee Thompson, to sever item 5.01.1 Schedule A.

Vote on Trustee Topel's motion to sever item 5.01.1 was as follows:

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

ABSENT: Mr. Sabia

Motion passed.

Motion was made by Trustee Sabia, seconded by Trustee McNaughton, to sever item 5.01.3 Schedule D.

President Waldenburg asked Trustee Sabia what he objected to on Schedule D.

Vote on Trustee Sabia's motion to sever item 5.01.3 was as follows:

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

Motion failed.

5.01 Personnel Schedules, each dated March 19, 2012, and each attached and made part of the official minutes:

5.01.1 SEVERED

5.01.2 Schedule B – Non-Instructional Staff

5.01.3 Schedule D – Extra Pay

5.02 Adopting the revised proposed School Calendar for 2012-2013

5.03 Authorizing the administration to survey the community to determine the extent of need for a school breakfast program for the 2012-2013 school year

Vote on Trustee McNaughton's motion to approve all items under 5., excluding severed item 5.01.1, Schedule A, was unanimously carried.

Motion was made by Trustee Binger, seconded by Trustee McCue, to approve item 5.01.1 Schedule A, including Supplemental 8.01.1 Schedule A #11-14

Motion was made by Trustee Thompson, seconded by Trustee Topel, to table item 5.01.1 Schedule A, #11-12.

Trustee Thompson requested further information regarding the 100 hours of curriculum development for the Gifted and Talented Program. There was a brief discussion regarding changing the investigate program to tie-in closer with classroom activity, curriculum writing, and the scope of duties of the G&T facilitators.

Vote on Trustee Thompson's motion to table item 5.01.1 Schedule A, #11-12 was as follows:

YES: Mrs. Gavin, Mr. Rapiejko, Mr. Sabia, Mrs. Thompson, Mrs. Topel

NO: Ms. Binger, Mrs. McCue, Mrs. McNaughton, Mr. Waldenburg

Motion passed.

Vote on Trustee Binger's motion to approve item 8.01.1 Schedule A, including Supplemental 8.01.1 Schedule A #13-14, and excluding tabled item 8.01.1 Schedule A #11-12 was as follows:

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

Motion passed.

Motion was made by Trustee McNaughton, seconded by Trustee Rapiejko, to approve all items under 6.

6. SUPERINTENDENT'S REPORT FINANCIAL

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

6.02 Receiving the following donation to the District:

6.02.1 \$200.00 from Ms. Sabrina Kauffman to the Michael C. Kauffman Memorial Scholarship

6.03 Approving the following resolution:

“RESOLVED, that the Board of Education hereby approves the transfer of \$2,000.00 donated to the District by MSG Varsity Network from budget code A2110.5030.30.2000 to budget code A2110.2030.30.2000 for the purpose of purchasing digital SLR and digital video cameras for the creation of media that will be uploaded to the MSG Varsity School Media web page”

Vote on Trustee McNaughton's motion to approve all items under 6. was unanimously carried.

7. SUPERINTENDENT'S REPORT – FOR INFORMATION ONLY

7.01 Schedule I – Home Instruction

8. ADJOURNMENT

President Waldenburg reviewed the upcoming meetings of March 26th, April 2nd, April 16th and April 24th.

Motion was made by Trustee McNaughton, seconded by Trustee Rapiejko, to adjourn the meeting.

Unanimously carried.

At 1:20 a.m. the Chair declared the meeting adjourned.

Beth M. Nystrom
District Clerk

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