

Meeting of the Board of Education
Hicksville Union Free School District
Town of Oyster Bay, Hicksville, NY
Board Room, Administration Building

November 28, 2018

BOARD MEMBERS PRESENT: Mr. Heckler, Ms. Judson, Ms. Hoene, Mr. Carroll, Ms. Parmely, Mr. Amato, Ms. Manjrekar arrived at 7:06PM

ABSENT:

ALSO PRESENT: Marianne Litzman, Superintendent of Schools; Marcy Tannenbaum, Assistant Superintendent for Business; Rosemarie Coletti, Assistant Superintendent for Personnel; Rosemarie Coletti, Assistant Superintendent for Curriculum; Gary Steffanetta, School Attorney; Dennis McGrath, School Attorney; John O'Brien, District Clerk.

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The Regular Meeting of the Board of Education was called to order by President Heckler at approximately 7:00 PM. Mr. Heckler requested a motion to go into Executive Session to discuss *parental complaints regarding a district employee, Nurse's and Building & Grounds negotiations, litigation against the district and Advice of Counsel including Board use of email and personal cell phones and in regard to action items on the November 28th Agenda.*

EXECUTIVE SESSION

NO. 1 Ms. Judson moved, seconded by Mr. Amato that the Board of Education recess into Executive Session.

Voting on No. 1: 6-0. Motion carried unanimously.

The Board of Education recessed into Executive Session at approximately 7:01 PM.

Ms. Manjrekar arrived to the meeting at 7:06PM

The Board returned from Executive Session at approximately 8:30 PM. No action was taken. The Board of Education Meeting resumed at 8:35 PM.

BOARD OF EDUCATION STUDENT RECOGNITION

Mrs. Litzman recognized the Hicksville High School Marching Band as well as Mr. Brian Vollmer, Director and Joanna Rocco, Assistant Director of the Hicksville Marching Band for the Band's third place finish within the "Large School 3" category at the NY State Field Band Conference State Championships. Mr. Heckler and Mrs. Litzman presented the Band's student leaders with certificates. These students leaders included:

Christopher Kim, Kayla Clark, Ethan Mascarenas, Carlee Beiner, Kathryn Sill, Esmeiry Ventura, Krisia Romano, Esha Singh, Anjali Ranu, Esha Sharma, Ahmad Taitt, Dylan Ofrias, Brady Patterson, Noel John, Andy Peneranda, and Michael Chao.

NO. 2 SECOND EXECUTIVE SESSION

Mr. Heckler requested a motion to go back into Executive Session to discuss a Formal Complaint at an elementary school. Mr. Heckler explained he didn't want the first Executive Session to go over 8:30pm since students were waiting for the start of the public session.

Mr. Carroll moved and Mr. Amato seconded that the Board of Education recess back into executive session.

Voting on No. 2: 7-0. Motion carried unanimously.

The Board Return from Executive Session at 9:16PM. No action was taken. The Board of Education Meeting resumed at 9:18 PM

SUPERINTENDENT'S REPORT

- Parent Center Presentation

Since the parent center presentation ran over an hour at the NYS School Board association. The Board requested that Ms. Hochheiser send the presentation home to the Board (Ms. Hochheiser had color prints available at the meeting) and that an abbreviated version of the presentation be presented at the January Board Meeting.

- Climate Survey Update

Mrs. Litzman presented the participation rates of the climate survey which are listed in the table below:

Survey Respondent Group	Number of Completed Surveys	Survey Submission Rate
Parents 5-12	129	3.81%
Parents K-4	127	5.98%
Non Instructional Staff	200	54.20%
Teachers	418	81.64%
Students	2424 + 428 in the middle of taking it	71.67%

Ms. Tannenbaum stated that Nassau BOCES said that the district response rates were high in comparison to other districts.

Mr. Heckler then took a question from a community member. The community member asked if the survey was mandated by the state. The Board and Administration answered no but the survey will be mandated in the future. A part of ESSA mandates a climate survey and our survey would meet those mandates and this survey was developed by the Federal Department of Education. Mrs. Litzman also explained that the survey was entirely voluntary and not mandatory.

The community member then asked what is the purpose of the survey? Ms Tannenbaum stated that the survey is looking for the student, parent and other constituents' perception on safety— "what do you think? How do you feel? Do you feel safe?"

Ms. Judson added that the survey goes beyond safety; it covers communications between staff and students, staff and parents and engagement with the community. The district is viewing

the survey as a platform to improve the climate of the district And using the survey as a tool to improve engagement within district, and improving upon the whole child concept. Ms. Litzman also added that some grants require a climate survey.

The community member wanted the district to know that he was concerned and that this was a psychological survey and he did not like the questions being asked.

- Summer Recreation 2019 (See attached presentation)
Due to construction projects at all of the District schools, the District's Summer Recreation program could be cancel for the summer or be run in a modified form.

After Mrs. Litzman's presentation the Board agreed that the summer recreation program should continue this summer in a modified form. In the coming months the administration and the Board would work at the logistics and work through potential issues that many rise.

COMMITTEE REPORTS

- Curriculum Committee
 1. ICT recommendations including staff
Mr. Heckler requested that Ms. Hochheiser share her presentation with the Board and ICT would be discussed further in the Curriculum committee and presented at the December Board Meeting.
 2. Land Use Update
Tabled
- Finance
 1. 17/18 close out and fund balance
Ms. Tannenbaum stated the Board had received the Fund balance which was included in the Auditor's financial statements. But she would send out a spreadsheet to the Board that just included the 2017-2018 Fund balance.
 2. 18/19 spending projections
Tabled
 3. Postcard announcing budget dates
Mr. Heckler stated Hicksville residents would receive a postcard with fixed dates for District Budget Meetings. Ms. Tannenbaum said the postcard would go out in January once dates are developed and agreed to.
- Audit
 1. Annual risk assessment – Cyber Security
Mr. Heckler asked to table the Audit committee minutes since the full board does not attend the audit committee meeting. But he would summary what was discussed in committee since the Board would be asked to approve a resolution regarding the auditor's recommendation.

Mr. Heckler said the auditor committee had three presentations from three different consultants. All were extremely positive. Mr. Heckler said the internal audit was very complimentary and the auditors are working on a cyber security audit. Mr. Heckler said the auditor pointed out the district is in good shape with reserves and the comptroller would be happy that the district

is in the range of almost \$25 million or 20% of reserves – the high end of the recommended amount. Mr. Carroll added that the items that were reported by the auditor were extremely insignificant.

- Safety

Due to the lack of time, the Safety Committee Report was tabled.

- Facilities

Due to the lack of time, the Facilities Committee Report was tabled.

- Policy

Ms. Hoene said her policy meeting is tomorrow and the committee would be discussing the Information Security Breach and Notification Policy and the Integrating Mental Health Education and Well-being within an Entire School Environment Policy.

Mr. Heckler requested that the policy committee look at the hiring policy and how we request civil service lists.

Ms. Judson added the policy should look at any antiquated and are not helpful to our processes.

INDIVIDUAL BOARD MEMBER'S REPORT

WARRANT REPORT

The Board of Education has received the Warrant Report from the Claims Auditor for the period ending October 31, 2018.

GENERAL PUBLIC

NO. 3

OMNIBUS MOTION

Mr. Heckler requested an omnibus motion to table the approval of minutes for the November 13, 2018 Audit Committee Meeting and approve the Approval of Minutes and the Personnel Action Report as Amended in Executive Session.

APPROVAL OF MINUTES

The Board of Education is asked to accept the minutes of the following meetings as prepared by the District Clerk:

- Minutes of the Regular Meeting of the Board of Education on October 24, 2018
- Minutes of the Audit Committee Meeting of November 13, 2018 – **TABLED**

PERSONNEL

The Board of Education, upon the recommendation of the Superintendent, is asked to approve the actions detailed in the attached Personnel Actions Report.

CERTIFIED

1. LEAVE OF ABSENCE REQUESTS:

Recommended Action: It is recommended by the Superintendent that the Board of Education approve leaves of absence for the following certified staff members:

A.	Stephanie Fries-Fontana	Mathematics High School	Unpaid LOA 11/13/18-1/4/19
B.	Patricia Papageorge	Special Education Burns/OCR	FMLA 11/26/18-12/14/18
C.	Petrice Grimaldi	English High School	FMLA 1/24/19-3/29/19
D.	Nicole McCabe	ASL Middle School	FMLA 2/11/19-4/17/19
E.	Michelle Jeannette	ESL Fork/Lee	FMLA 3/15/19-5/10/19
F.	Ashley Castellano	Special Education Middle School	Unpaid LOA 1/29/19-6/30/19
G.	Erin Lawlor	English High School	FMLA 4/11/19-5/31/19

2. RESIGNATIONS:

Recommended Action: It is recommended by the Superintendent that the Board of Education approve the resignations of the following certified staff members:

- A. Taryn Wells, Dutch Lane, Teaching Assistant, effective at the close of business, November 2, 2018.
- B. Tracey Gross, Woodland, Teaching Assistant, effective at the close of business, November 16, 2018.
- C. Veena Khiara, Middle School, Teaching Assistant, effective at the close of business, December 21, 2018.
- D. Angela Curatolo, Fork Lane, Teaching Assistant, effective at the close of business, November 14, 2018.

3. APPOINTMENTS:

Recommended Action: It is recommended by the Superintendent that the Board of Education approve the following appointments:

- A. Name: Danielle Cirisano
Type: Leave Replacement Teacher

Assignment: ENL
Effective Date: March 15, 2019
Ending Date: May 10, 2019
*Location: Fork/Lee
Certification: Initial Certification
Salary: MA Step 1 \$336.48 per diem
Replacing: M. Jeannette

- B. Name: Veronica Otero
Type: Leave Replacement Teacher
Assignment: Mathematics
Effective Date: November 26, 2018
Ending Date: January 4, 2019
*Location: High School
Certification: Initial Certification
Salary: MA Step 1 \$336.48 per diem
Replacing: S. Fries-Fontana
- C. Name: Randi Sussman-Kim
Type: Per Diem Substitute ESL Teacher
Effective Date: November 29, 2018
Ending Date: June 30, 2019 (or earlier based upon the needs of the District)
*Location: Districtwide as needed
Certification: Permanent Certification: ESL
Salary: \$115.00 per diem
- D. Name: Daniel Gerber
Type: Per Diem Substitute Physical Education Teacher
Effective Date: November 29, 2018
Ending Date: June 30, 2019 (or earlier based upon the needs of the District)
*Location: Districtwide as needed
Certification: Permanent Certification: Physical Education
Salary: \$115.00 per diem
- E. Name: Danielle Cirisano
Type: Per Diem Substitute ENL Teacher
Effective Date: November 29, 2018
Ending Date: June 30, 2019 (or earlier based upon the needs of the District)
*Location: Districtwide as needed
Certification: Initial Certification: ESL
Salary: \$115.00 per diem
- F. Name: Luz Molina De Mejia
Type: Part-Time
Assignment: Teaching Assistant
Effective Date: November 29, 2018
*Location: Old Country Road
Certification: Professional certification

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Salary: \$23.36 per hour
Replacing: New Position

G. Name: Deborah Peterec
Type: Part-Time
Assignment: Teaching Assistant
Effective Date: November 29, 2018
*Location: Middle School
Certification: Permanent certification
Salary: \$23.36 per hour
Replacing: New Position

H. Name: Kaitlyn DeVictoria
Type: Part-Time
Assignment: Teaching Assistant
Effective Date: November 29, 2018
*Location: Middle School
Certification: Permanent certification
Salary: \$23.36 per hour
Replacing: New Position

I. Name: Liza McNally
Type: Part-Time
Assignment: Teaching Assistant
Effective Date: November 29, 2018
*Location: Middle School
Certification: Permanent certification
Salary: \$23.36 per hour
Replacing: New Position

J. Name: Michael Goldin
Type: Part-Time
Assignment: Teaching Assistant
Effective Date: November 29, 2018
*Location: High School
Certification: Permanent certification
Salary: \$23.36 per hour
Replacing: New Position

K. Name: Grishma Mehta
Type: Part-Time
Assignment: Teaching Assistant
Effective Date: November 29, 2018
*Location: Dutch
Certification: Permanent certification
Salary: \$23.36 per hour
Replacing: C. Turcinovic

- L. Name: Maria Scammell
 Type: Permanent Substitute Teacher
 Effective Date: November 29, 2018
 Ending Date: June 13, 2019 (or earlier based upon the needs of the District)
 *Location: Burns
 Certification: Initial Certification
 Salary: \$125.00 per diem
4. STATUS ADJUSTMENT:
 Recommended Action: It is recommended by the Superintendent that the Board of Education approve a change of position from Part-Time .8 to Part-Time .9 for the following certified staff member:
- A. Name: Mary-Anne Segal
 Type: Part-Time .9 Mathematics Teacher
 Effective Date: August 30, 2018
 Ending Date: June 30, 2019
 *Location: High School
 Certification: Professional Certification
 Salary: MA+15 Step 5 \$71,956 (\$79,952 x .9)
- B. Name: Courtney Schroedel
 Type: Leave Replacement Special Education
 Assignment: Special Education
 Effective Date: January 29, 2019
 Ending Date: June 30, 2019 (or earlier based upon the needs of the District)
 *Location: Middle School
 Certification: Initial Certification
 Salary: MA+15 Step 1 \$68,698 (prorated)
 Replacing: A. Castellano
5. RETIREMENT:
 Recommended Action: It is recommended by the Superintendent that the Board of Education approve the resignation, for the purpose of retirement, of the following professional staff member:
- A. Nancy Ricupero, High School, Special Education, effective at the close of business, February 25, 2019.
6. ASSIGNED SERVICES:
 Recommended Action: It is recommended by the Superintendent that the Board of Education approve the following assigned services schedules for the 2018-2019 school year:
1. Winter Concert –Lee Avenue, Schedule No. P-1819-63.
 2. Schedule “D” Extra Classroom Activity Position-Fine Arts, Schedule No. P-1819-64.
 3. High School Driver Education, Schedule No. P-1819-65.
 4. Extended Day Academic Program –Old Country Road, Schedule No. P-1819-66.
 5. High School & Middle School Supervision for Athletics 2018-2019, Schedule No. P-1819-67.

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6. Schedule "D" Extra Classroom Activity Position-HS, Schedule No. P-1819-68.
7. Regents Review, Schedule No. P-1819-69.
8. High School & Middle School Supervision for Athletics 2018-2019, Schedule No. P-1819-70.
9. Schedule "D" for Continuing Education Personnel, Senior Director, Schedule No. P-1819-71.
10. Proctoring PSAT- HS, Schedule No. P-1819-72.
11. Extended Day Academic Program-Burns, Schedule No. P-1819-73.
12. High School & Middle School Supervision for Athletics 2018-2019, Schedule No. P-1819-74.

CERTIFIED PERSONNEL - ADDENDUM

1. APPOINTMENTS:

Recommended Action: It is recommended by the Superintendent that the Board of Education approve the following appointments:

- A. Name: Peyton Walters
Type: Leave Replacement Teacher
Assignment: Special Education
Effective Date: November 26, 2018
Ending Date: December 14, 2018
*Location: Burns/Old Country Road
Certification: Initial Certification
Salary: MA Step 1 \$336.48 per diem
Replacing: P. Papageorge
- B. Name: Elizabeth Cody
Type: Part-Time
Assignment: Teaching Assistant
Effective Date: December 13, 2018
*Location: Fork
Certification: Permanent certification
Salary: \$23.36 per hour
Replacing: A. Curatola

CLASSIFIED PERSONNEL - ADDENDUM

1. RETIREMENT:

Recommended Action: It is recommended that the Board of Education approve the following resignation for the purpose of retirement:

William Millis, Jr., Messenger Bus Driver, District Wide, effective close of business, Friday, February 15, 2019.

Voting on No. 4: 7-0. Motion carried unanimously.

NO. 5 OMNIBUS MOTION

Mr. Heckler requested an Omnibus motion to approve Finance Action Items A1 to A10 and New Business items A1 to A6 and Policy Item B1. Mr. Amato moved and Ms. Manjrekar seconded that the following items be approved:

BUSINESS & FINANCE

A. Finance – Action Items

1. Treasurer's Report

The Board of Education, upon the recommendation of the Superintendent, is asked to approve the Treasurer's Report for the period ending October 31, 2018.

2. Transfer Reports

A. The Board of Education, upon the recommendation of the Superintendent, is asked to accept the Transfer Report for the period October 31, 2018.

B. The Board of Education, upon the recommendation of the Superintendent, is asked to accept the Requests for Transfer of Funds in Excess of \$10,000/\$100,000 for the period ending October 31, 2018.

3. Recommendation to accept the Auditor's Reports

WHEREAS, the Board of Education has established an Audit Committee as required by Education Law §2116c; it is hereby

RESOLVED, the Board of Education, on the recommendation of the Superintendent and the Audit Committee, is asked to accept:

1. The External Audit Report including Financial Statements, Management Letter and Extraclassroom Activity Funds Financial Statements for the 2017-2018 school year (backup attached);
2. The Reports presented by the Internal Auditor for the 2017-2018 school year (backup attached);
3. The Report presented by the Claims Auditor for the period July 1, 2018 to October 31, 2018 (backup attached)

And hereby directs the Assistant Superintendent for Business to submit the required documentation to the State of New York.

4. Health and Welfare Services Agreement Payable-Hicksville UFSD

The Board of Education, upon the recommendation of the Superintendent, is asked to approve the Health and Welfare Services Agreement which reimburse individual school districts for health services provided to students who reside in Hicksville and attend private/parochial schools in other school districts for the 2018-2019 school year. The Superintendent of Schools is hereby authorized to execute said contract(s) on behalf of the Board of Education.

5. Health and Welfare Services Agreement-Receiveable-Hicksville UFSD

The Board of Education, upon the recommendation of the Superintendent, is asked to approve the Health and Welfare Services Agreement for individual school districts for health services provided by Hicksville to students from other districts that attend private/parochial schools in Hicksville, for the 2018-2019 school year. The Superintendent of Schools is hereby authorized to execute said contract(s) on behalf of the Board of Education.

6. Special Education Services Contracts(DOL)-Freeport Public Schools, North Babylon School District, Wyandanch School District, Island Park UFSD, Lawrence UFSD, Amityville UFSD

The Board of Education, upon the recommendation of the Superintendent, is asked to approve the special education services contract(s) (IESP) for above named school district(s) and the Board of Education of the Hicksville Public Schools (DOL) from July 1, 2018 through June 30, 2019, backup attached. The Superintendent of Schools is hereby authorized to execute said contract(s) on behalf of the Board of Education.

7. Special Education Services Contracts-Greenburgh North Castle;

The Board of Education, upon the recommendation of the Superintendent, is asked to approve the special education services contract(s) (IESP) for above named school district(s) and the Board of Education of the Hicksville Public Schools from July 1, 2018 through June 30, 2019, backup attached. The Superintendent of Schools is hereby authorized to execute said contract(s) on behalf of the Board of Education.

8. Special Education Consultant Services Contract(s)-All About Kids SLP, OT, PT, LMSW, Psychology, PLLC:

The Board of Education, upon recommendation of the Superintendent is asked to approve the special education consulting contract(s) with the above named service provider(s) and the Board of Education of the Hicksville Public Schools from July 1, 2018 through June 30, 2019, backup attached. The Superintendent of Schools is hereby authorized to execute said contract(s) on behalf of the Board of Education.

9. Donation

The Board of Education, upon the recommendation of the Superintendent, is asked to accept the following monetary donation, backup attached.

High School eScrip \$223.83

10. Sound Actuarial Consulting

The Board of Education, upon the recommendation of the Superintendent, is asked to approve the agreement between Hicksville Public Schools and Sound Actuarial Consulting to provide an actuarial review of the District's self-insured workers compensation program, at a rate of \$9,100, a \$200 increase from 2017-2018, back up attached.

NEW BUSINESS

A. Action Items

1. Committee on Special Education

Resolved, that the Board of Education hereby accepts, and shall through the Administration, arrange for the provision of the appropriate special education programs and services for students enumerated in the CSE reports.

2. Committee on Preschool Special Education

Resolved, that the Board of Education hereby accepts, and shall through the Administration, arrange for the provision of the appropriate special education programs and services for students enumerated in the CPSE reports.

3. Section 504

Resolved, that the Board of Education hereby accepts, and shall through the Administration, arrange for the provision of the appropriate special education programs and services for students enumerated in the Section 504 reports.

4. New Local Scholarship – Breitfeller Family Scholarship

The Board of Education, upon the recommendation of the Superintendent, is asked to approve a new scholarship from the Kiwanis Foundation of Hicksville in Honor of Kiwanian Doris Breitfellers for the amount of \$500 to be added to the 2018-2019 *Directory of Local Scholarships*, backup attached.

5. New Local Scholarship – Homecoming Scholarship

The Board of Education, upon the recommendation of the Superintendent, is asked to approve 2 new scholarships from the Hicksville Council of PTA Units for the amount of \$500 each to be added to the 2018-2019 *Directory of Local Scholarships*, backup attached.

6. Donation

The Board of Education, upon the recommendation of the Superintendent, is asked to accept the following monetary donation of \$10.00 from Florence R. Whaley in appreciation of the events at the High School backup attached.

B. Policy

1. Adoption:

The following policies are presented to the Board of Education for Adoption:

8505 Charge and Probation against Meal Shaming
2225 Board Correspondence

Voting on No. 5: 7-0. Motion carried unanimously.

NO. 6 Mr. Heckler requested a motion to approve Curriculum items C1 to C3. Mr. Amato moved seconded by Ms. Hoene that the Board approve Curriculum items C1 to C3.

C. Curriculum

1. New Course Proposals

The Board of Education is asked to approve the new course proposals for the 2019-2020 school year backup attached:

- Food for Thought
- The Art of Positive Living - Home and Careers
- Medical Science
- Advance Placement Research

2. New Curriculum Proposal

The Board of Education is asked to approve the new NYS Framework for Mental Health Education Instruction for the 2019-2020 school year backup attached.

3. Professional Development Contract – Child Care Council of Nassau

The Board of Education, upon the recommendation of the Superintendent, is asked to approve the professional development contract for Child Care Council of Nassau to provide Prekindergarten professional development for teachers and teaching assistants, backup attached.

Voting on No. 6: 7-0. Motion carried unanimously.

DISCUSSION ITEMS

- Alternative High School – *The Board agreed to table the Alternative High School discussion.*

GENERAL PUBLIC

A Community Member asked if the morning Scope program could start earlier. She has a first grader at Lee Avenue who participates at SCOPE and many parents would benefit from an earlier start time. Mrs. Litzman said the district would take the request under consideration. Mr. Heckler told the community member to have the other parents who also want an earlier start time to contact the district clerk.

INFORMATIONAL ITEMS

Announcements

Thursday, November 29, 2018

Policy Committee Meeting – 4PM

Board Room, Administration Building

Wednesday, December 5, 2018

Curriculum Committee Meeting – 7PM

Finance Committee Meeting – 8:30PM

Board Room, Administration Building

Tuesday, December 11, 2018

Facilities/Bond Committee Meeting - TBA

Board Room, Administration Building

Wednesday, December 12, 2018

Safety Committee Meeting – 2PM

Board Room, Administration Building

Regular Meeting of the Board of Education

Executive Session – 7:00PM

Action Meeting – *Approximately* 8:30PM

Board Room, Administration Building

ADJOURNMENT

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NO. 7 Mr. Heckler requested a motion adjourn. Mr. Amato moved and Mr. Carroll seconded that Board of Education Meeting adjourn.

Voting on No. 7: 7-0. Motion carried unanimously.

The Board adjourned at 10:46PM.

John O'Brien
District Clerk