

Meeting of the Board of Education
Hicksville Union Free School District
Town of Oyster Bay, Hicksville, NY
Auditorium, Hicksville High School

February 13, 2019

BOARD MEMBERS PRESENT: Mr. Heckler, Ms. Judson; Mr. Carroll, Ms. Parmely, Mr. Amato, and Ms. Manjrekar. Ms Hoene arrived at 7:30pm.

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; 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 Superintendent Evaluation, discussion of personnel reports of two district employees, discussion of Health Aids, Roving AP and PR positions, Nurses and Building & Grounds negotiations, Arbitration updates, Seritage Property and Advice of Counsel in regard to action items on the February 13th Agenda..*

EXECUTIVE SESSION

- NO. 1 Ms. Parmely 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.

The Board returned from Executive Session at approximately 8:27 PM. No action was taken. The Board of Education Meeting resumed at 8:30 PM.

SUPERINTENDENT'S REPORT

- District Goals Update – *Given by Mrs. Litzman (PowerPoint presentation is on file with the district office)*
- 2019-2020 School Calendar
Mrs. Litzman said the school calendar for the 2019-2020 school year would be presented at next month's meeting.
- Climate Survey Analysis
Mrs. Litzman presented a snapshot of the district's climate survey which was given in November of 2018. The survey was a district goal and was given in conjunction with the objectives of the Safety Committee. The survey was sponsored and administered by Nassau BOCES. (PowerPoint presentation is on file with the district office). The Communication committee will be working on how to best present the information to the district.

- Community Partnership with Broadway Commons
Mrs. Litzman met with an Executive from Broadway Commons on how the Hicksville Common can provide opportunities for our students. Mrs. Litzman said they discussed opportunities in the public areas of the mall which included the painting of murals and opportunities for our music and theatre students to perform. Internship opportunities were also discussed. These internships would be working behind the scenes at the business office of the Commons. Hicksville students would learn about the Real Estate and management areas of the Hicksville Commons.

COMMITTEE REPORTS

- Curriculum
Ms. Parmely said the committee discussed the next generation elementary science program. Mental Health and Advisory were also discussed at the committee meeting. During discussion it was suggested the the Advisory have a student input aspect added.

There was a review of FLEX and what it would mean to the budget conversation and criteria.

Mr. Heckler said programs needed to fit within the budget and the Board would decide which initiatives would move forward. Many of the programs discussed have large budgetary impacts.

Mrs. Litzman discussed ICT. She said that ICT stands for Integrated Co Teaching. It is a general education teacher and special education teacher working in the same classroom. The district is looking to expand the program to grades 3 and 4. This would require one additional teacher.

- Budget Workshop #2 Development
Ms. Tannenbaum said workshop #2 was held on Feb.6 and it took a look at enhancements in the elementary program which included the proposed 4th grade FLEX and K-5 new science curriculum. In the secondary program, WINGS were discussed as well as the proposed ICT program. The central office budget was also discussed. Ms. Tannenbaum announced the next meeting was scheduled for March 6.
- Safety
Ms. Judson said the Safety committee was held today (Feb 16) and the two highlights were mental health service delivery. Claire Hochheiser gave a presentation regarding OASIS at the meeting. Ms. Manjrekar had a list of programs funded by OASIS and said these programs work with the school population. Ms. Manjrekar handed the list to the Board members. Ms. Manjrekar said these organization work in Nassau County and could help the district. The organizations are reimbursed by Medicaid for the services they provide to our students.

The committee is pursuing adding additional resources to help support the district mental health initiative.

Ms. Judson said Mr. Friedman presented the physical safety related issued on the climate survey and those findings will be presented later.

- Facilities

Ms. Judson said the committee discussed the following

1. *District wide AC – developing a path to move forward with a proposed reserved for the 19-20 school year.*
2. *Tennis courts - agreed to the construction of 6 tennis courts to be constructed behind the administration building with the existing area to be converted to a “laydown” area for construction materials for the new swimming pool. After construction of the pool is complete the area would be used for additional parking.*
3. *Cross walk refreshing – the committee came up with a list of 41 cross walks that need refreshing. The Town will refresh ones that are their responsibility and contact the county for the others.*
4. *Traffic enhancements at Burns, Woodland and OCR – the three schools are working on traffic enhancements, which would be completed by the end of the school year. OCR enhancement would be placed on hold due to the budget implications.*
5. *3D web tours of auditorium and music suite – Ms. Judson said the 3D tours on the website were well received by the public. And tours will be created for auditoriums, cafeteria, and media center.*

- Policy

Ms. Hoene said the last committee was held on January 29 and the committee is working on the 5000 series of policies which is Student Matters. The Board has received 6 policies from the 5000 series which are up for a first meeting.

- Communications

Ms. Judson said the Communications committee should be called an Advisory committee since it won't be a standing committee for the long term. Ms. Judson said the communication committee is working on a draft plan which includes the 5 goals of the communications committee. Those draft goals are:

1. *Develop and maintain a positive and collaborative relationship with all stakeholders to strengthen support for the Hicksville School District.*
2. *Utilize a variety of media to maximize awareness and support for District goals, objectives and programs.*
3. *Establish an effective Communications plan to improve internal communications and employee engagement.*
4. *Achieve coordinated communications both internally and externally regarding safety issues and crisis management*
5. *Maintain a proactive public relations program to enhance the districts image on image and state levels*

Short term deliverables of the committee include:

- *Development of a Staff Professional development session on accountability and responsive to parent needs and engagement.*
- *Revision of the school calendar which lists the meetings of committees. Developing a more transparent school calendar.*
- *Developing on the web a contact list of who to call require particular issues*
- *Adding to the website committee highlights and policy changes*

INDIVIDUAL BOARD MEMBER'S REPORT

WARRANT REPORT

Mr. Heckler state that the Board of Education has received the Warrant Report from the Claims Auditor for the period ending January 31, 2019

GENERAL PUBLIC (Agenda Items Only)

NO. 2 OMNIBUS MOTION

Mr. Heckler requested an omnibus motion to approve the Minutes and Personnel Action report as amended in Executive Session. Ms. Judson moved and Mr. Amato seconded that the following items be approved:

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 January 23, 2019

PERSONNEL

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

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.	Corinne Pope	Grade 3	FMLA
		Dutch Lane	4/29/19-6/30/19

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. Lisa Perrone, High School, Teaching Assistant, effective at the close of business, February 1, 2019.
- B. Maria Bacalocostantis, Woodland, Teaching Assistant, effective at the close of business, January 29, 2019.

3. RETIREMENTS:

Recommended Action: It is recommended by the Superintendent that the Board of Education approve the resignations, for the purpose of retirement, of the following professional staff members:

- A. Theresa Leahy, High School, Science, effective at the close of business, June 30, 2019.
- B. Nancy Nowak-Reilly, Woodland, Elementary, effective at the close of business, June 30, 2019.
- C. Barbara Hebron, Dutch/Old Country Road, Physical Education, effective at the close of business, June 30, 2019.
- D. Lori Simon, Old Country Road, Elementary, effective at the close of business, June

Minutes of the Meeting February 13, 2019

30, 2019.

- E. Shelley Chertoff, Old Country Road, Elementary, effective at the close of business, June 30, 2019.

4. APPOINTMENTS:

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

- A. Name: Michael Conway
 Type: Probationary
 Tenure Area: Assistant Director of Business
 Effective Date: February 25, 2019
 *Ending Date: February 24, 2023
 [^]Location: Administration
 Certification: NYS Administrative Internship Certification
 Salary: \$81,581 - Assistant Director Schedule, Step 2 (\$108,775 x .75)
 Upon release by NYSED of NYS School Business Administrator Certification, salary will be \$108,775 - Assistant Director Schedule, Step 2
 Replacing: New Position
- B. Name: Madison Cascio
 Type: Permanent Substitute Teacher
 Effective Date: To Be Determined
 Ending Date: May 21, 2019 (or earlier based upon the needs of the District)
 *Location: Dutch Lane
 Certification: Initial Certification
 Salary: \$125.00 per diem
- C. Name: Kathleen Gessner
 Type: Permanent Substitute Teacher
 Effective Date: To Be Determined
 Ending Date: April 17, 2019 (or earlier based upon the needs of the District)
 *Location: Dutch Lane
 Certification: Initial Certification
 Salary: \$125.00 per diem
- D. Name: Erin Chenicek
 Type: Permanent Substitute Teacher
 Effective Date: To Be Determined
 Ending Date: June 30, 2019 (or earlier based upon the needs of the District)
 *Location: Middle School
 Certification: Initial Certification
 Salary: \$125.00 per diem
- E. Name: Teresa Kahyaoglu
 Type: Part-Time
 Assignment: Teaching Assistant
 Effective Date: To Be Determined
 *Location: Dutch
 Certification: Teaching Assistant certification
 Salary: \$23.36 per hour
- F. Name: Janet Crinnion
 Type: Part-Time
 Assignment: Teaching Assistant
 Effective Date: To Be Determined
 *Location: Dutch

Minutes of the Meeting February 13, 2019

Certification: Teaching Assistant certification

Salary: \$23.36 per hour

5. 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. Coaching Position for School Year 2018-19, Schedule No. P-1819-88.
2. Continuing Education Personnel for Spring 2019, Schedule No. P-1819-89.
3. Continuing Education Personnel for Spring 2019, Schedule No. P-1819-90.
4. Chaperones-Middle School, Schedule No. P-1819-91.
5. Spring Regents Review, Schedule No. P-1819-92.
6. SAT Review, Schedule No. P-1819-93.

CERTIFIED – ADDENDUM

1. 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. Helena Lipska, Middle School, Foreign Languages, effective at the close of business, June 30, 2019.

2. APPOINTMENT:

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

- A. Name: Melanie Marinello
Type: Leave Replacement Teacher
Assignment: Special Education
Effective Date: February 25, 2019
Ending Date: June 30, 2019
*Location: High School
Certification: Initial Certification
Salary: BA Step 1 \$58,158 prorated
Replacing: N. Ricupero

CERTIFIED – ADDENDUM II

1. CREATION OF POSITION:

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

<u>Position</u>	<u>FTE</u>
Traveling Elementary Assistant Principal	1.0

CLASSIFIED

1. APPOINTMENTS:

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

- A. Name: Michelle Livreri
Title: Registered Professional Nurse
Location: Holy Trinity High School
Salary: \$39,054
Effective Date: Pending Civil Service Approval
Replacing: D. Papuzynski

Minutes of the Meeting February 13, 2019

B. Name: Jose Rodriguez
 Title: Messenger/Bus Driver
 Location: Administration/Facilities
 Salary: \$54,458
 Effective Date: Pending Civil Service Approval
 Replacing: C. Finnan

C. Name: Leonard Visconti
 Title: Messenger/Bus Driver
 Location: Administration/Transportation
 Salary: \$54,458
 Effective Date: Pending Civil Service Approval
 Replacing: W. Millis, Jr.

CLASSIFIED - ADDENDUM

1. APPOINTMENT:

Recommended Action: It is recommended that the Board of Education approve the following appointment:

A. Name: Noelle Sydor
 Title: School Monitor Part-time
 Location: Burns Avenue
 Salary: \$14.25 per hour
 Effective Date: Pending Civil Service Approval
 Replacing: W. Pelliccia

CLASSIFIED – ADDENDUM II

2. CREATION OF POSITION:

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

Position:
Bodily Hygiene Aide

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

NO. 3 OMNIBUS MOTION

Mr. Heckler requested an Omnibus motion to approve Finance Action Items A1 to A7, B1 and New Business items A1 to A4. Mr. Amato moved and Ms. Hoene 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 January 31, 2019.

2. Transfer Reports

The Board of Education, upon the recommendation of the Superintendent, is asked to accept the Transfer Report for period January 1, 2019 to January 31, 2019.

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 January 1, 2019 to January 31, 2019.

3. 2018-2019 Health Services Rate

The Board of Education, upon the recommendation of the Superintendent, is asked to establish the health services rate of \$695.90 for the 2018-2019 school year. This rate is used to bill other school districts for health services provided to their students attending non-public schools located in Hicksville, backup attached.

4. Health and Welfare Services Contracts-Middle Country CSD; Huntington UFSD; Farmingdale UFSD;

The Board of Education, upon the recommendation of the Superintendent, is asked to approve the Health Services Contracts 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, backup attached. The Superintendent of Schools is hereby authorized to execute said contract(s) on behalf of the Board of Education.

5. Grant-Long Island Media Association

The Board of Education, upon the recommendation of the Superintendent, is asked to accept a \$500 grant from the Long Island Media Association for a Kwame Alexander-Exploring Novels in Verse Author Study, and authorize the Business Office to increase library code 2610.527.11. The grant was written by Claudia Lasurdo, Middle School Librarian, backup attached.

6. Special Education Services Contracts (DOL)-Seaford 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. Donation-Target Grant

The Board of Education, upon the recommendation of the Superintendent, is asked to accept the following Target Field Trip Grant check, backup attached.
Old Country Road \$700

B. Facilities

1. Use of School Facilities & Waiver of Fees

A request has been made by the Fine Arts Department for the use of the High School on Friday, May 17, 2019 from 2:30 p.m.-9:30 p.m. and Saturday, May

18th, 2019 from 7:00 a.m. to 4:30 p.m. for the NYSSMA Solo Festival, with a Waiver of Fees, backup 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. 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.

3. 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.

4. Resolution – Sick Bank MOAs

WHEREAS, from time to time an employee or an employee's immediate family member suffers from a catastrophic illness or injuries which extend beyond that employee's allowable sick leave; and

WHEREAS, the Board of Education is often asked to consider the approval of an agreement between the Board and the applicable bargaining unit(s) with members wishing to donate one or more of their accumulated sick days for use by a District employee; and

WHEREAS, the Board of Education wishes to provide the Superintendent of Schools with the discretion and authority to approve such agreements on behalf of the Board;

RESOLVED, the Board of Education hereby authorizes the Superintendent of Schools to review and approve, in her discretion, and execute on behalf of the Board any request by a bargaining agent for the donation of sick days from their unit members to a District employee in need of additional sick leave.

Voting on No. 3: 7-0. Motion carried unanimously.

NO. 4 New Business Item #5

Mr. Heckler requested a motion to approve New Business Item #5. Mr. Heckler stated this resolution was an addendum and need to be approved at tonight's meeting so paperwork could be sent to SED for approval.

Mr. Amato moved, and Ms. Manjrekar seconded that the following resolution be approved.

5. RESOLUTION

WHEREAS the Board of education advertised for bids for renovations and upgrades on District Facilities and bids were opened on or about February 7, 2019;

IT IS HEREBY RESOLVED that the Board of Education rejects all bids pertaining to the renovation of the library and media centers in the Burns Avenue School, Dutch Lane School, Fork Lane School and Old Country Road School, and all alternates for the Hicksville High School Auditorium, except for Alternate 2 which will be awarded to J.P. Daley and Son and we will also be awarding alternate KA and Alternate KB for the Hicksville High School cafeteria and Kitchen reconstruction. The business office is hereby authorized to advertise and bid all rejected projects at a later date.

WHEREAS the Board of Education advertised for bids for renovations and upgrades to district facilities, and bids were opened on or about February 7, 2019:

IT IS HEREBY RESOLVED that the Board of Education awards contracts to the lowest responsible bidders meeting specifications and in the best interest of the District as follows:

- | | |
|-------------|---|
| Contract 1A | General Construction
Hicksville High School Auditorium
Vendor: Patriot Organization |
| Contract 1B | General Construction
Hicksville High School Kitchen Cafeteria Reconstruction
Alternate KA – removal of existing floor tile and installation of new
Alternate KB – removal of existing wall tile and installation of new
Vendor: Irwin Contracting |
| Contract 2 | Plumbing Reconstruction
Location 1: Hicksville High School Auditorium Reconstruction
Location 2: Hicksville High School Kitchen/Cafeteria
Reconstruction
Vendor: Maccarone Plumbing |
| Contract 3A | HVAC Reconstruction
Burns Avenue Elementary Classroom UV Replacement
Dutch Lane Elementary Classroom UV Replacement
Fork Lane Elementary Classroom UV Replacement
Old Country Road Elementary Classroom UV Replacement
Vendor: HVAC Inc. |
| Contract 3B | HVAC Reconstruction
East Street Elementary Classroom UV Replacement
Lee Avenue Elementary Classroom UV Replacement
Woodland Elementary Classroom UV Replacement
Hicksville High School Cafeteria/Kitchen Renovation
Vendor: Thermotech Combustion Inc. |

- Contract 3C HVAC Reconstruction
Hicksville High School
Auditorium Reconstruction
Classroom UV Replacement
Vendor: Central Air Corporation
- Contract 4A Electrical Reconstruction
Burns Avenue Elementary Classroom UV Replacement &
Electrical Service Upgrade
Dutch Lane Elementary Classroom UV Replacement &
Electrical Service Upgrade
East Street Elementary Classroom UV Replacement &
Electrical Service Upgrade
Lee Avenue Elementary Classroom UV Replacement &
Electrical Service Upgrade
Woodland Elementary Classroom UV Replacement &
Electrical Service Upgrade
Hicksville High School Classroom UV Replacement &
Electrical Service Upgrade
Vendor: Palace Electrical Contractors
- Contract 4B Electrical Reconstruction
Fork Lane Elementary Classroom UV Replacement &
Electrical Service Upgrade
Hicksville High School Cafeteria/Kitchen Reconstruction
Vendor: LEB Electric LTD
- Contract 4C Electrical Reconstruction
Hicksville High School Auditorium Reconstruction
Alternate 2 – LED Lights on Stage
Vendor: JP Daly & Sons

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

NO. 4 POLICY

Mr. Heckler requested a motion to adopt policy 5300. Ms. Hoene moved seconded by Ms. Manjrekar that the Board approves policy 5300 Code of Conduct.

Adoption

5300 Code of Conduct

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

The Board also received the following policies for a first reading:

5200 Cocurricular and Extracurricular programs
5210 Student Organizations

5220 School-Sponsored Student Expression
5225 Student Personal Expression
5252 Student Activities Funds Management
5710 Violent and Disruptive Incident Reporting

DISCUSSION ITEMS

- OASIS – Next Steps
- Decentralize Supplies
- Calendar for Course Selection

GENERAL PUBLIC

INFORMATIONAL ITEMS

- Announcements
 - A. Wednesday, February 27, 2019
Communications Advisory Committee Meeting – 7PM
Board Room, Administration Building
 - B. Wednesday, March 6, 2019
Safety Committee Meeting – 2PM
Budget Workshop – 7PM
Curriculum Committee Meeting – 8:30PM
Board Room, Administration Building
 - C. Wednesday, March 12, 2019
Policy Committee Meeting – 4PM
Board Room, Administration Building
 - D. Wednesday, March 20, 2019
Regular Meeting of the Board of Education
Executive Session – 7:00 PM
Action Meeting – Approximately 8:30 PM
Board Room, Administration Building
- Budget Summary

ADJOURNMENT

NO. 5 Mr. Heckler requested a motion adjourn. Ms. Judson moved and Mr. Amato seconded that Board of Education Meeting adjourn.

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

The Board adjourned at 9:50PM.

John O'Brien
District Clerk