

A Workshop Meeting of the Board of Education, Seaford Union Free School District, was held on Thursday, July 16, 2015, in the Band Room located in Seaford High School, 1575 Seamans Neck Avenue, Seaford, New York.

PRESENT: Mr. Bruce A. Kahn - President
Mr. Brian W. Fagan – Vice President
Mr. Patrick Rail – Trustee
Ms. Stacie Stark – Trustee
Ms. Jeanmarie Wink - Trustee

Mr. Brian L. Conboy
Mr. John Striffolino
Ms. Elisa Pellati
Mr. Christopher Venator – Attorney

At 7:31 p.m., the President of the Board of Education opened the Workshop Meeting. As the first order of business, Board President Bruce Kahn led the audience in the Pledge of Allegiance.

OPEN MEETING

Mr. Kahn explained that while this is a Workshop Meeting there would be a couple of voting items on the agenda.

OPENING REMARKS

Areas covered in Pappas & Company, Internal Auditors (James Pappas and Rhonda Meserole), Risk Assessment and the results of their Accounts Payable and Purchasing testing:

**PRESENTATION
PAPPAS & COMPANY
DISTRICT'S INTERNAL
AUDITORS**

Initial Risk Assessment Report

- Inherent risk/Control risk
- Medium to low; one high (allocation of expenditures)

Start with basic policies District has in place

Internal controls in place to lower risks

All areas – reasonable system of controls

All recommendations which were made have been done

Tone at the Top

- Good development of dialogue/rapport with Administration, Board and Audit Committee and understand concerns
- Quickly address recommendations; pro-active

Purchasing & Accounts Payable

- Corrective Action Plan - Recommendations have been either addressed or in the works
- Policy language revisions
- Claims Auditor's reports
- Recommendations concerning blanket purchase orders

Areas suggested to look at for the 2015/2016 school year

- Payroll, Personnel
- Flexible; changes can be made if necessary

Expect to meet again after next testing

- Board to decide

Areas covered in the Audit Committee Report by Brian Fagan – Review of the Committee's work for the 2014-2015 school year:

**PRESENTATION
AUDIT COMMITTEE REPORT**

Audit Committee met 3 times during 2014/2015 school year

Met with Internal Auditors after Initial Risk Assessment

Overview of systems and control

Look at IT area and disaster recovery plan

Prioritizing areas to look at

Maintain appropriate separation of duties within District

Reports from certain entities; need for Audit Committee to maintain its independence/separation and transparency

Meetings with External Auditors, R.S. Abrams

Recommend revising Audit Committee Charter for Committee to meet a minimum 4x per year instead of 6x per year and report to Board bi-annually instead of quarterly

New York State Comptroller's Top Ten Control Issues; requesting District's to create an Audit Plan for those Top Ten

Mr. Kahn advised that the Board had received a letter of interest and resume from a resident interested in becoming a member of the Audit Committee. It was suggested that the Audit Committee interview the candidate

Topics covered in Mr. Conboy's Administrative Report dated July 10, 2015 2015 included:

ADMINISTRATIVE REPORT

Auditing/good that came from the issues with the Roslyn School District
Discussion items for this evening Workshop Meeting

- Smart Schools Bond
- APP (Athletic Placement Process) for the 2015/2016 school year
- \$25,000 Bullet Aid from Senator Venditto's Office

Executive Session needed this evening to discuss a specific personnel matter and UTS negotiations

Transfer/reason for transfer on tonight's agenda

Update on electrical issue at Harbor School

Update on status of Harbor Roadway

Lighted pathway project/paving around Booster Club at High School started

Update on status of Seaford Avenue School property closing date

None

PUBLIC COMMENTS

Motion by Mr. Fagan, second by Ms. Wink, to adopt the following resolution:

**RESOLUTION ASSISTIVE
EQUIPMENT IN ACCORDANCE
WITH INDIVIDUALIZED
EDUCATION PROGRAM (IEP)**

Whereas the Board of Education of the Seaford Union Free School District has determined that the purchase of assistive equipment is necessary in conjunction with an IEP stipulation;

Now, therefore, be it resolved, that the Board of Education hereby declares the purchase of such equipment to be an ordinary contingent expense in an amount not to exceed \$7,000 and authorizes the Assistant Superintendent of Business to fund such expense by making the appropriate and necessary transfers between budgetary appropriation codes.

	No Discussion
Bruce Kahn -	Aye
Brian Fagan -	Aye
Patrick Rail -	Aye
Stacie Stark -	Aye
Jeanmarie Wink -	Aye
	Motion Carried.

Motion by Mr. Fagan, second by Ms. Wink, to accept the recommendation to approve the Non-Instructional Personnel Action Report:

**PERSONNEL ACTION REPORT
NON- INSTRUCTIONAL**

A. Non-Instructional (dated July 13, 2015):

P-1: POSITION ABOLITION: No Recommended Actions

P-2: POSITION CREATION: No Recommended Actions

P-3: RESIGNATIONS: No Recommended Actions

P-4: LEAVES: No Recommended Actions

P-5: TERMINATIONS:

1. ONDINE ARIANS

Position:	Account Clerk
Civil Service Title:	Account Clerk
Location:	Central Administration – Facilities
Effective Date:	July 16, 2015
Reason:	Unsatisfactory Probation Period

P-6: APPOINTMENTS: No Recommended Actions

P-7: OTHER: No Recommended Actions

No Discussion.
All Ayes
Motion Carried.

Director of Technology Fred Kaden briefly gave an overview of the Smart Schools Bond, what can be done with those funds, negatives/positives of specific uses and District needs. Areas covered in the discussion included:

WORKSHOP TOPIC: SMART SCHOOLS BOND

Smart Schools Bond Allocation for Seaford - \$1,103,841
Purchase of front end devices
Infra-structure
Rules governing funds
- Cannot go for internet costs, professional development, consultants
- Must go for equipment purchases
Cabling throughout District
Two 100mb pipes/have load-balanced
Internet providers
No expiration date on funds
State wants all exams online
Technology items in 2015/2016 Budget (Year 4 of the 5-Year Plan)
- Devoted to infrastructure
Security
Estimated costs for wiring
Scholar Chip
Buzzer System for buildings
BOCES Technology Audit
Firewalls in place to protect integrity of data
Possible use of internet for phones in the future
- Additional costs/equipment needed
Hearing required for use of funds
ACT Committee & District-Wide Safety Committee to come up with ideas for use of funds
Need to frame out how would like to spend money
- Create committee to look at all proposals
Possibility of use of bond money for items included in the fifth year of the 5-Year Plan
Purchases through BOCES are aidable
- If you use the Smart Schools money you can't purchase through BOCES and get aid back

Areas covered in the discussion concerning the Athletic Placement Process:

WORKSHOP TOPIC: ATHLETIC PLACEMENT PROCESS

Draft policy
Concerns for safety of athletes
Policy can always be strengthened in the future
Do we want to allow 7th and 8th Graders to play up
- Believe we need to a certain extent
- Must follow State Education Guidelines
We can make policy more stringent but not less
- Create more stringent policy/additional points for 7th Graders
- Issue of Middle School students taking High School students' places
- Need to make sure 7th/8th Graders can handle competing on varsity level
- Current procedures in place before student can move up
- Effect of the loss of the Middle School sports program
- High School students playing down
- High School students on teams even if not as good as a 7th or 8th Grader
- Student needs to be capable of participating in 50% of the program
- Students who are too good to play on Middle School team
- Paperwork which needs to be filled out
- Physical Exams
- Tanner Scale
- Cheerleading
- New York State Education Department Guidance/State Ed FAQ's
- Steps of process
- Additional steps
- Track Teams
- Contract sports - 7th graders to only play on JV teams
- Policy to be drafted for a first reading by the Board
- Request to be evaluated should be only by Parent/Student; remove teacher/coach
- Student to write essay outlining past performance
- Clarification/changes to language
- Current forms/sample State forms
- Timetable for submission of forms

ATHLETIC PLACEMENT PROCESS DISCUSSION (cont'd)

- Draft of policy changes/new policy to be created for first reading
- 12 Middle School students interested in playing up
- Compliance with State Ed for Fall 2015 Sports
- Sample resolution
- Until we have required readings/policy in place perhaps adopt Athletic Placement Process subject to a more specific policy to be in compliance and have something in place for Fall sports
Adopt New York State Policy and do First Reading of revised policy at August 6 Board Meeting

Areas covered in the discussion concerning the use of our \$25,000 in Bullet Aid from Senator Venditto:

**WORKSHOP TOPIC: \$25,000
IN BULLET AID**

Suggest use money to renovate Softball field
Fencing around District needs to be replaced; \$25,000 will not take care of much of that
Areas of the worst fencing
Look at replacing areas of fencing going forward
Will get cost of renovating field

None

CLOSING REMARKS

Ms. Stark left the room 9:44 p.m.

MS. STARK LEAVES ROOM

At 9:45 p.m., a motion was made by Mr. Fagan, second by Ms. Wink, to adjourn the Workshop Meeting and enter into Executive Session for the purpose of discussing contract negotiations with the UTS and a specific personnel matter.

**ADJOURN WORKSHOP
MEETING**

	No Discussion
Bruce Kahn -	Aye
Brian Fagan -	Aye
Patrick Rail -	Aye
Jeanmarie Wink -	Aye
	Motion Carried.

Ms. Stark returned to the room at 9:46 p.m.

STACIE STARK RETURNS

There being no further business, a motion was made by Mr. Fagan, second by Ms. Wink, to adjourn Executive Session at 10:56 p.m.

**ADJOURN EXECUTIVE
SESSION**

No Discussion.
All Ayes
Motion Carried.

Respectfully submitted,

Carmen T. Ouellette
District Clerk

Stacie Stark
Vice District Clerk