

REVISED AGENDA AS OF MARCH 12, 2013
MALVERNE UNION FREE SCHOOL DISTRICT
Regular Board of Education Meeting
Tuesday March 12, 2013
8:00 P.M.

BOARD MEMBERS

Marguerite O'Connor, **President**
Danielle Hopkins, **1st Vice President**
Michael Taylor **2nd Vice President**
Josephine Bottitta, **Trustee**
Gina Genti, **Trustee**

ADMINISTRATION

Dr. James H. Hunderfund, **Superintendent**
Richard Banyon, **Deputy Superintendent**
Spiro Colaitis, **Assistant Superintendent for District Operations**
Thomas P. McDaid Jr. Esq., **Business Administrator**

BOARD OFFICER

Lisa Ridley, **District Clerk**
Arthur R. Venezia, **Treasurer**

BOARD COUNSEL

Frazer & Feldman, LLP

AGENDA

I. CALL TO ORDER

II. EXECUTIVE SESSION

III. PLEDGE OF ALLEGIANCE

IV. MINUTES

Approval of February 12, 2013 Board of Education Meeting Minutes

V. TREASURER'S REPORT

Approval of January 2013 Treasurer's Report

VI. RECEIPT OF FINANCIAL REPORTS

- A. Claims Audit Reports: February 2013.
- B. Trial Balance Reports: February 2013
- C. Revenue Status Reports: February 2013
- D. Appropriation Status Reports: February 2013
- E. Cash Flow Status Report: February 2013
- F. Budget transfers under \$20,000 Report: February 2013

VII. COMMUNICATIONS

VIII. SUPERINTENDENT'S REPORT/ ANNOUNCEMENTS

- 1.MHS -Valedictorian / Salutatorian
- 2.Scholar Athlete Team – Girls Varsity Basketball
- 3.All County Art Students
- 4.All County Music Students

IX . PERSONNEL

- A. Terminations
None
- B. Resignations
Civil Service (2)
- C. Leaves of Absence
None
- D. Appointments
 - 1. Teachers/Teaching Assistants (2)
 - 2. Civil Service (2)
 - 3. Interscholastic –Spring Season 2012/2013 (5)
 - 4. Interscholastic –Winter Season (1)
 - 5. Regents Assistance Program (RAP) 2012/2013 (1)
 - 6. Co-Curriculum Activities -2012/2013 (2)
 - 7. Saturday Academy -2012/2013 (1)
 - 8. Curriculum Writing 2012/2013 (1)
 - 9. AP Review Classes 2012/2013 (9)
- E. Supplemental Pay 2012/2013 (4)

X OLD BUSINESS

XI NEW BUSINESS

- A.** BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District approves the contract from **Lynbrook Union Free School District** to provide educational services for the 2011/2012 school year.

BE IT FURTHER RESOLVED that the Board authorizes the Board President to execute said contract.

- B.** BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District approves the contract from **Island Park Schools** to provide educational services for the 2012/2013 school year.

BE IT FURTHER RESOLVED that the Board authorizes the Board President to execute said contract.

- C.** BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District approves the contract from **Chief Equipment Inc. for Rental Services** for the 2012-2013 school year.

BE IT FURTHER RESOLVED that the Board authorizes the Board President to execute said contract.

- D.** BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District approves the contract from **School for Language and Communication** to provide educational services for the 2012-2013 school year.

BE IT FURTHER RESOLVED that the Board authorizes the Board President to execute said contract.

- E.** BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District approves the contract from **Valley Stream UFSD #24** to provide health and welfare services for the 2012-2013 school year.

BE IT FURTHER RESOLVED that the Board authorizes the Board President to execute said contract.

- F.** BE IT HEREBY RESOLVED that the Board of Education of the Malvern Union Free School District approves the contract from **Garden City UFSD** to provide health and welfare services for the 2012-2013 school year.

BE IT FURTHER RESOLVED that the Board authorizes the Board President to execute said contract.

- G.** BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District approves a transfer to the Capital Reserve in an amount not to exceed \$1,500,000 for the year ending June 30, 2013. \$350,000 shall be transferred immediately. The transfer will be made from unappropriated surplus to the extent available.

H. BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District approves a transfer to the Retirement Contribution Reserve in an amount not to exceed \$500,000 for the year ending June 30, 2013.. The transfer will be made from unappropriated surplus to the extent available

I. BOARD RESOLUTION:
ANNUAL ELECTION AND BUDGET VOTE AND PUBLIC NOTICE

BE IT RESOLVED by the Board of Education of the Malverne Union Free School District, as follows:

Section I: The Annual District Meeting and Election of the Malverne Union Free School District shall be held on Tuesday, May 21, 2013 in the gymnasium of the Howard T. Herber Middle School, 75 Ocean Avenue, Malverne, New York. Said Annual District Meeting and Election as set forth in the Notice of said Annual District Election, annexed hereto, shall be held for the purpose of electing two members of the Board of Education; voting upon the 2013-14 proposed school district budget to vote on an expenditure from the District Capital Reserve Fund for the construction of certain capital improvements to school facilities and to vote on any other matter which may regularly be proposed for voting therein accordance with law. The polls will remain open from 7:00 a.m. until 9:00 p.m. and as much longer as may be necessary to enable the voters then present to cast their ballots.

Section II: An Annual Public Budget Hearing for the purpose of discussion of the expenditure of funds and the budgeting thereof for school purposes for the 2013-14 school year shall be held on Tuesday May 14, 2013, at 8:00 p.m. in the Malverne High School Library, Ocean Avenue, Malverne, New York.

Section III: The Public Notice of the Annual District Election and Budget Hearing provided for in Appendix A is deemed a part of this Resolution, including each and every proposition and election to be presented to the qualified registered voters of the School District required by law to be contained in such Notice, and is hereby approved.

Section IV: The District Clerk is hereby authorized and directed to cause notice to be given of said Annual District Election and Budget Hearing in the form prescribed above, by publishing the Notice four times within the seven weeks next preceding such Annual District Election, the first publication to be at least forty-five days prior to the said Annual District Election, in *Newsday* and *The Herald*, two newspapers having general circulation in said School District, and by giving such other notice as, in her discretion, may be deemed desirable.

Section V: The District Clerk is hereby authorized and directed to rent the necessary voting machines and to have the necessary voting machine ballot labels printed for said voting machines in the form corresponding as nearly as may be with the requirements of the Education Law, and the voting rules of the School District.

Section VI: A Special Meeting of the Board of Education acting as the Board of Canvass shall be held on Tuesday, May 21, 2013, in the gymnasium of the Howard T. Herber Middle School following the closing of the polls for the purpose of accepting and declaring the results of the voting on all matters submitted to the qualified voters at said Annual District Election.

Section VII: This resolution shall take effect immediately.

Attachment: Public Notice

**NOTICE OF ANNUAL DISTRICT ELECTION AND BUDGET HEARING OF
MALVERNE UNION FREE SCHOOL DISTRICT
TOWN OF HEMPSTEAD, COUNTY OF NASSAU
STATE OF NEW YORK
TO BE HELD ON MAY 21, 2013**

NOTICE IS HEREBY GIVEN that the annual meeting of the qualified voters of the Malverne Union Free School District, Town of Hempstead, County of Nassau, will be held on May 21, 2013, at 9:00 p.m. in the gymnasium of the Howard T. Herber Middle School, Ocean Avenue, Malverne, New York, in said School District for the transaction of such business as is authorized by law.

NOTICE IS HEREBY GIVEN that the Malverne Board of Education will hold a Budget Hearing on May 14, 2013 at 8:00 p.m. at the Malverne High School Library, Ocean Avenue, Malverne, New York in School District for the purposes of discussing funds for 2013-2014 School Budget.

PLEASE TAKE FURTHER NOTICE that the vote upon the appropriation of necessary funds to meet the necessary expenditures for the school year 2013-2014, on all propositions duly filed with the Board of Education, and to fill two (2) vacancies on the Board of Education shall be held in the gymnasium of the Howard T. Herber Middle School, Ocean Avenue, Malverne, New York, in said School District on Tuesday, May 21, 2013, between the hours of 7:00 a.m. and 9:00 p.m. The qualified voters shall fill the following vacancies: (a) the office of Danielle Hopkins, current member of the Board of Education which term expires June 30, 2013, and for a new term commencing on July 1, 2013 and expiring on June 30, 2017. (b) the office of Gina Genti, current member of the Board of Education which, term expires June 30, 2013 and for a new term commencing on July 1, 2013 and expiring on June 30, 2017. The qualified voters shall also vote upon the following propositions.

PROPOSITION NO. 1

RESOLVED that the proposed Budget of the Malverne Union Free School District of the Town of Hempstead, County of Nassau, State of New York for the fiscal year 2013-2014 be adopted and that the amount of said budget be raised by tax upon the taxable property of the School District after first deducting the monies available from the State Aid and other sources.”

**BOARD RESOLUTION TO AUTHORIZE PROPOSITION TO
EXPEND FROM CAPITAL RESERVE FUNDS**

WHEREAS, the Board of Education of the Malverne Union Free School District has determined that there is a need to undertake certain improvement and construction work at the Malverne High School and the Malverne Middle School to commence during the 2013-2014 school year as described in a memorandum report prepared by the Districts architects , on file and available for public inspection in the office of the District Clerk; and

WHEREAS, the Board desires that a proposition be presented to the voters of the School District authorizing the expenditure of available funds from the Districts Capital Reserve Fund for that purpose;

NOW, THEREFORE, BE IT RESOLVED, that the Board establishes itself as lead agency for the purposes of SEQR determinations regarding the proposed Project; and be it further

RESOLVED, that, upon the review and recommendation of the Districts Architect, the proposed Project is hereby determined to be a Type II action, as defined by 6 NYCRR ' 617.5[c], which will have no significant impact on the environment, and which does not require any other determination or procedure under SEQRA; and, therefore, be it further

RESOLVED, that the Board hereby authorizes and directs that a proposition in substantially the form set forth below shall be placed before the voters of the Malverne Union Free School District at the Annual District Meeting to be held between the hours of 7 a.m. and 9 p.m. on May 21, 2013, at the several polling places heretofore established within the District; and that the District Clerk be hereby authorized and directed to give notice of such proposition to be voted at said Annual District Meeting by publishing reasonable and appropriate notice thereof, and to have the necessary ballot labels printed for said vote in the form corresponding as nearly as may be with the requirements of the Education Law and the provisions of the voting machine rules of this school district:

PROPOSITION NO. 2 (Capital Reserve Fund Expenditure Proposition):

RESOLVED that the Board of Education of the Malverne Union Free School District is hereby authorized to appropriate and expend from the Districts Capital Reserve Fund, heretofore established by the voters of the District on May 19, 2009, an amount not to exceed \$1,600,000.00, to undertake and perform the following school building improvements, renovations and/or alterations to commence during the 2013-2014 school year , substantially as described in a memorandum report prepared by the Districts architects , on file and available for public inspection in the office of the District Clerk, all at no additional cost to District taxpayers: replace public address and clock systems in the High School and Middle Schools; upgrade bathrooms and classrooms in the High School and Middle School; expand the cafeteria in the Middle School; upgrade sound and video in the Middle School Auditorium; all of the foregoing to include furnishings, equipment, machinery, demolition and other work required in connection therewith, as well as preliminary costs and costs incidental thereto and to the financing thereof; provided that the costs of the

components of the Project as set forth in the Report may be reallocated among such components if the Board of Education shall determine that such reallocation is in the best interests of the District and no material change shall be made in the scope of the project.

PLEASE TAKE FURTHER NOTICE that the voting shall be on voting machines as provided by the Education Law and that the polls will remain open from 7:00 a.m. until 9:00 p.m. and as much longer as may be necessary to enable the voters then present to cast their ballots. The District Clerk is hereby authorized and directed to have the necessary ballot labels printed for said voting machines in the form corresponding as nearly as may be with the requirements of the Education Law.

The condensed form of the budget proposition and the text of all other propositions to appear on the voting machine and a detailed statement in writing of the amount of money which will be required for the school year 2013-2014 for school purposes, specifying the purposes and the amount for each, will be prepared and copies thereof will be made available, upon request, to any resident in the district at each school house in the district in which school is maintained between the hours of 9:00 a.m. and 3:00 p.m. during the period of fourteen days immediately preceding said election of May 21, 2013, excluding Saturday, Sunday and holidays, and at such annual election.

PLEASE TAKE FURTHER NOTICE that pursuant to Section 495 of the Real Property Tax Law, the district is required to attach to its proposed budget an exemption report. Said exemption report, which will also become part of the final budget, will show the total assessed value on the final assessment roll used in the budgetary process is exempt from taxation, list every type of exemption granted by the statutory authority, and show the cumulative impact of type of exemption, the cumulative amount expected to be received as payments in lieu of taxes and the cumulative impact of all exemptions granted.

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The condensed form of the budget proposition and the text of all other propositions to appear on the voting machine and a detailed statement in writing of the amount of money which will be required for the school year 2013-2014 for school purposes, specifying the purposes and the amount for each, will be prepared and copies thereof will be made available, upon request, to any resident in the district at each school house in the district in which school is maintained between the hours of 9:00 a.m. and 3:00 p.m. during the period of fourteen days immediately preceding said election of May 21, 2013, excluding Saturday, Sunday and holidays, and at such annual election.

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PLEASE TAKE FURTHER NOTICE that the election shall be held in accordance with the Rules of the Conduct of Meetings and Elections adopted by the Board of Education.

PLEASE TAKE FURTHER NOTICE that the nominations for the office of member of the Board of Education shall be made by petition subscribed by at least 30 qualified voters of the District, and filed in the Office of the District Clerk between the hours of 9:00 a.m. and 5:00 p.m., not later than the 30th day preceding election at which the trustees shall be voted upon, this year, April 22, 2013. Such petition shall state the specific vacancy on the Board for which candidate is nominated, which description shall include at least the length of the term of office and the name of the last incumbent, if any. Each vacancy shall be considered a separate office and a separate petition shall be required to nominate a candidate to each separate office. No person shall be nominated for more than one separate office. However, a nomination may be rejected by the Board of Education if the candidate is ineligible for the office or declares his unwillingness to serve.

PLEASE TAKE FURTHER NOTICE that any proposition or question to be placed upon the voting machines shall be submitted, in writing, by petition subscribed by at least 100 qualified voters of the District and filed in the Office of the District Clerk between the hours of 9:00 a.m. and 5:00 p.m., not later than

30 days preceding the meeting or election at which such question or proposition shall be voted upon, this year April 22, 2013 except that this rule shall not apply to those questions or propositions which are required to be stated in the published or posted notice of the meeting or to those propositions or questions which the Board of Education has authority by law to present at any annual or special meeting of the district.

PLEASE TAKE FURTHER NOTICE that the Board of Registration of this school district shall be in the Malverne High School Lobby located at 80 Ocean Avenue on Thursday, April 18, 2013 from 8:30 a.m. to 11:30 a.m. and from 11:30 a.m. to 3:30 pm located at the District's Administration Building, on Saturday May 4, 2013, from 9:30 a.m. to 1:30 p.m., at the District's Administration Building located at 301 Wicks Lane, Malverne, New York for the purpose of preparing a register of the qualified voters of this district for said annual district election, at which time any person shall be entitled to have his/her name placed upon the such registry provided that, at such meeting of the Board of Registration, he/she is known, or proven to the satisfaction of the Board of Registration, to be then or thereafter entitled to vote at the annual district elections for which such register is prepared.

PLEASE TAKE FURTHER NOTICE that the register shall include: (1) all qualified voters of the District who shall personally present themselves for registration; (2) all previously qualified voters of the District who shall have been previously registered for any annual or special District meeting or election and who shall have voted at any annual or special District meeting or election held or conducted at any time within four calendar years (2009-2012) prior to preparation of the said register; and (3) those voters permanently registered with the Board of Elections of the County of Nassau.

PLEASE TAKE FURTHER NOTICE that the Board of Registration will further meet during the hours of voting at the Annual District Election on May 21, 2013 for the purpose of preparing a register for District meetings or elections to be held subsequent to May 21, 2013.

The Register shall be filed in the Office of the District Clerk in the Administration Building, 301 Wicks Lane, Malverne, New York, where it shall be open for inspection by any qualified voter between the hours of 9:30 a.m. and 1:30 p.m. on each of the five days prior to the day set for election, except Sunday, and at the polling place on election day.

PLEASE TAKE FURTHER NOTICE that applications for absentee ballots for the School District election may be applied for at the District Clerk's office. A list of all persons to whom absentee ballots shall have been issued will be available in the District Clerk's office on each of the five days prior to the day of the election, except Sundays.

PLEASE TAKE FURTHER NOTICE that this Board shall convene a special meeting thereof within twenty-four hours after the filing with the District Clerk of a written report of the results of the ballot, to meet at the gymnasium at the Howard T. Herber Middle School for the purpose of examining and tabulating said reports of the result of the ballot and declaring the result of the ballot; that the Board hereby designates itself to be set of poll clerks to cast and canvass ballots pursuant to Education Law, §2019-a, subdivision 2b at said special meeting of the Board.

Dated: March 12, 2013

BY ORDER OF BOARD OF EDUCATION
MALVERNE UNION FREE SCHOOL DISTRICT
TOWN OF HEMPSTEAD
COUNTY OF NASSAU, NEW YORK

LISA RIDLEY, DISTRICT CLERK

**J. RESOLUTION CERTIFYING LEAD EVALUATORS TO CONDUCT
2012-2013 ANNUAL PROFESSIONAL PERFORMANCE REVIEWS
("APPRs") OF TEACHERS**

BE IT RESOLVED that, in accordance with New York State Education Law Section 3012-c and Subpart 30-2 of the Regulations of the Commissioner of Education, the Board of Education of the Malverne Union Free School District hereby certifies that the following individual as qualified lead evaluator :

1. Patricia Desormeau

The District hereby authorizes the above-listed individual to conduct and/or complete the annual professional performance reviews of classroom teachers within the District.

K. BE IT HEREBY RESOLVED that the Board of Education shall approve the following transfer of funds for the 2012-2013 school year recommended by the Superintendent of Schools.

| ACCOUNT CODE | | OUT | IN |
|---------------|--------------------------------------|-----------|--------|
| A 1310.200.00 | EQUIPMENT | | 13,000 |
| A 2630.200.00 | EQUIPMENT | \$13,000 | |
| A 1310.400.00 | CONTRACTUAL | | 45,000 |
| A 2110.480.04 | TEXTBOOKS | | 62,000 |
| A 1620.150-00 | SALARIES - PROFESSIONAL | | 4,000 |
| A 1620.160-00 | SALARIES - NON-INSTRUCTION | | 12,000 |
| A 1620.160-02 | SALARY - SECURITY - HTH | | 100 |
| A 1620.162-00 | SALARIES - CUSTODIAL OVERTIME | | 75,000 |
| A 2010.160-00 | SALARIES - NON-INSTRUCTIONAL | | 1,904 |
| A 2020.160-00 | SALARIES - NON-INSTRUCTIONAL | | 9,442 |
| A 2110.150-12 | SALARIES - ENGLISH TEACHERS | | 21,122 |
| A 2110.150-15 | SALARIES - SCIENCE TEACHERS | | 63,077 |
| A 2110.150-16 | SALARIES - SOCIAL STUDIES TEACHERS | | 41,789 |
| A 2110.150-17 | SALARIES - ART TEACHERS | | 56,398 |
| A 2110.150-21 | SALARIES - BUSINESS ED TEACHERS | | 8,300 |
| A 2110.155-11 | CURRICULUM WRITING - READING | | 7,358 |
| A 2110.155-12 | CURRICULUM WRITING - ENGLISH | | 500 |
| A 2110.155-13 | CURRICULUM WRITING-FOREIGN LANGUAGE | | 820 |
| A 2110.155-14 | CURRICULUM WRITING-MATH | | 2,182 |
| A 2110.155-15 | CURRICULUM WRITING-SCIENCE | | 2,209 |
| A 2110.157-00 | TEACHER MENTORING | | 320 |
| A 5510.160-00 | SALARIES - TRANSPORTATION | | 20,000 |
| A 9060.801.00 | INSURANCE | \$107,000 | |
| A 1620.401-12 | National Grid & Oil | \$76,100 | |
| A 1620.401-13 | TELEPHONE | \$35,000 | |
| A 2110.150-13 | SALARIES - FOREIGN LANGUAGE TEACHERS | \$50,000 | |
| A 2110.150-14 | SALARIES - MATH TEACHERS | \$50,000 | |
| A 2110.400-30 | APPR & RTI | \$115,421 | |

L. BE IT HEREBY RESOLVED that the Board of Education of the Malverne Union Free School District approves the contract from **Corinthian Therapy Management Services, Inc.** to provide related services for the 2012/2013 school year.

BE IT FURTHER RESOLVED that the Board authorizes the Board President to execute said contract.

XII. POLICIES

XIII. CURRICULUM MATTERS / STUDENTS SERVICE

BE IT HEREBY RESOLVED that the Board of Education approves the Recommendations at the March 12, 2013 Board of Education meeting made by the Committee on Special Education for meetings held on 1/08/2013 1/30/2013, 2/04/2013, 2/05/2013, 2/07/2013, 2/11/2013 2/13/2013, and 2/15/2013.

BE IT FURTHER RESOLVED that the Board of Education approves the Recommendations made by the Subcommittee on Special Education for meetings held on, 2/15/2015 and recommendations made by the Committee Preschool Special Education for meetings held on 1/20/2013 and 2/25/2013.

XIV. GENERAL DISCUSSION

XV. PUBLIC PARTICIPATION

XVI. DATES TO REMEMBER

| | |
|--------------------------|---|
| <u>March 19</u> | Budget Review @ 7:00 pm –MHS Library |
| <u>March 25- April 1</u> | Spring Recess- Schools Closed |
| <u>April 3</u> | MHS POPS Concert @ 7:30 pm-HTH Auditorium |
| <u>April 9</u> | Board of Education Meeting /Budget Adoption MHS Library @ 8pm |
| <u>April 18</u> | Voter Registration @8:30 a.m.-11:30 a.m –MHS Lobby and Administration Building @ 11:30 am -3:30 pm |

XVII. ADJOURNMENT

