

LONG BEACH PUBLIC SCHOOLS
Long Beach, New York

September 23, 2008

Ladies and Gentlemen:

The Long Beach Board of Education is the authorized state agency responsible for setting educational policy in the district. It consists of five trustees, each serving a three-year term. Board members pay school taxes at the regular rate and receive no salary or other financial compensation.

All meetings, except executive sessions, are held before the public. Members of the public may address the Board of Education on any specific agenda item during special time reserved for that purpose prior to Board discussion and action. The public may also address the Board of Education on any matter of concern at a second public session after the Board of Education completes agenda action items. Visitors should not address the board in public relative to questions or comments regarding specific staff members or specific students. Such concerns should be brought to the attention of appropriate staff or to board members by telephone, in writing, or by scheduling a personal meeting, as appropriate to the circumstances.

Visitors' comments will be limited to five (5) minutes for each agenda item upon which comment is made. Visitors are precluded from speaking on any agenda item more than once during each meeting.

Sincerely,

Your Board of Education

**BOARD OF EDUCATION
Long Beach Public Schools
Special Board Meeting – September 23, 2008
Middle School Cafeteria**

AGENDA

PART I: REGULAR MEETING 8:00 P.M.

- I. Pledge of Allegiance and Opening Remarks – Board President
- II. Report of Superintendent of Schools
- III. Questions and Comments from the Public - Items on Tonight's Agenda Only
- IV. Board of Education Comments
- V. Presentations of the Superintendent:
 - 1. Personnel Matters: Certificated 1-3
 - 2. Personnel Matters: Non-Certificated 4-5
 - 3. Contracts 6-7
 - 4. Adoption of Proposed Policy #6850: Audit Committee Charter 8-13
- VI. Questions and Comments from the Public
- VII. Announcements:
 - 1. Long Beach Classroom Teachers' Association
 - 2. Administrative, Supervisory and PPS Group
 - 3. LBPS Group C Employees Association
 - 4. Parent/Teacher Association
 - 5. Student Organization
- VIII. Board of Education - Additional New/Old Business, if any
- IX. Adjournment

PART I: REGULAR MEETING

- I. Re-convene in Worksession: Mission Statement and Goals

RESOLUTIONS

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following personnel actions.

I. CERTIFICATED PERSONNEL

(a) Resignations

- (1) Name Christine Umstatter
Assign/Loc: Part Time Teacher Assistant/Lindell School
Effective Date: September 16, 2008
- (2) Name Kimberly Calise
Assign/Loc: Part Time Teacher Assistant/high school
Effective Date: September 23, 2008

(b) Request for Leave of Absence: Maternity

Name: Toni Weiss
Assign./Loc: English Teacher/high school
Effective Dates: February 9, 2009-June 30, 2009

(c) Appointment: Probationary Teacher Assistant

Name: Deborah Luken
Assign./Loc: Probationary Teacher Assistant/high school -Nike
Certification: Level III-Teacher Assistant
Effective Date: September 24, 2008
Ending Date: September 23, 2011
Tenure Date: September 24, 2011
Tenure Area: Teaching Assistant
Salary Classification: \$27,261 per annum (prorated)
Grade/Step: Grade IV/Step 5 (Secondary)
Reason: To meet a district need

(d) Appointment: Part Time Teacher Assistant (19 Hours)

Name: Michael Spiritis
Assign./Loc.: Part Time Teacher Assistant, 19 hours per week/Lindell School
Certification: Level I-Teacher Assistant (pending)
Effective Date: September 15, 2008
Salary Classification: \$16.33 per hour
Grade/Step: Grade II/Step 1
Reason: replacement for Jacqueline Healy

I. CERTIFICATED PERSONNEL

(e) Appointment: Part Time Temporary Teacher Assistant (19 Hours)

Name: Erin Baker
Assign./Loc.: Part Time Teacher Assistant, 19 hours per week/Hebrew Academy of Long Beach
Certification: Level I-Teacher Assistant
Effective Date: September 16, 2008-June 26, 2009 (or earlier at the district's discretion)
Salary Classification: \$17.02 per hour
Grade/Step: Grade II/Step 2
Reason: reappointment

(f) Appointment: Part Time Temporary Teacher Assistant (17.5 Hours)

Name: Nicole Maier
Assign./Loc.: Temporary Part Time Teacher Assistant, 17.5 hours per week/high school
Certification: Level III-Teacher Assistant
Effective Date: October 1, 2008-June 26, 2009 (or earlier at the district's discretion)
Salary Classification: \$16.33 per hour
Grade/Step: Grade II/Step 1
Reason: replacement

(g) Appointment: Director for Saturday Morning Enrichment Program for the 2008-2009 school year. Stipend: \$7,238

Lois Jankeloff

(h) Appointment: Per Diem Substitute Teachers 2008-2009 School Year

(1) Name: Courtney Castanio
Certification: Initial Music (in process)

(2) Name: Ellen Fetner
Certification: 40 day maximum

(3) Name: Linda McManus
Certification: Initial English Language Arts 7-12

(4) Name: Caitlin McNally
Certification: Initial Childhood Education 1-6

I. CERTIFICATED PERSONNEL

(h) Appointment: Per Diem Substitute Teachers 2008-2009 School Year cont:

- | | | |
|------|----------------|--|
| (5) | Name: | Elise Short |
| | Certification: | Initial ESL (in process) |
| (6) | Name: | Jennifer Rett-Wertovitch |
| | Certification: | Permanent N-6 |
| (7) | Name: | Gina Marie Murphy |
| | Certification: | Initial Early Childhood Education B-2
Initial Childhood Education 1-6 |
| (8) | Name: | Zelda Volpe |
| | Certification: | Permanent Common Branch 1-6 |
| (9) | Name: | Bess Zaffuto |
| | Certification: | Permanent Pre K-6
Permanent Art |
| (10) | Name: | Steven Paul |
| | Certification: | Initial Social Studies 7-12 |
| (11) | Name: | Scott Hosemann |
| | Certification: | Initial Social Studies 7-12 |
| (12) | Name: | Edwina Bryant |
| | Certification: | Permanent English 7-12 |
| (13) | Name: | Lisa Ciavardini |
| | Certification: | Initial Early Childhood Education B-2
Initial Childhood Education 1-6 |

- (i) BE IT RESOLVED**, that the Board of Education herewith authorizes the Board President and the Superintendent of Schools to execute a certain agreement settling an Education Law §3020-a proceeding brought against a certain tenured employee named in such agreement. Said agreement has been reviewed by the Board of Education in Executive Session.

II. NON CERTIFICATED PERSONNEL

(a) Rescission

Name: Mark Healy
Assign./Loc: Director of School Facilities and Operations

(b) Appointment: Provisional Business Manager

Name: Michael DeVito
Assign./Loc.: Provisional Business Manager/Central Office
Effective Date: October 6, 2008
Salary Classification: \$156,500 per annum (prorated)
Reason: To replace Frank Ruggiero

(c) Appointment: Part Time Building Aide, 19 hours per week

Name: Tracy Gaines
Assign./Loc: Part Time Building Aide (19 hrs per week)/East School
Effective Date: September 17, 2008
Salary Classification: \$14.78 per hour
Grade/Step: Grade IA/Step 1
Reason: To fill a vacancy
Comment: Will relinquish food service worker position within two weeks

(d) Appointment: Regular Substitute Part Time Food Service Worker

Name: Mariana Soriano
Assign./Loc: Part Time Food Service Worker (17.5 hrs per week/Lunch)/high school
Effective Date: September 24, 2008-June 30, 2009 (or earlier at the district's discretion)
Salary Classification: \$11.58 per hour
Grade/Step: Grade 1/Step 1
Reason: Partial replacement for Joyce Kelly

(e) The following Per Diem person is recommended for approval for the 2008-2009 school year:

Jennifer Danzig-Clerical

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Board of Education hereby designates the appointments of the following individuals as emergency conditional appointments, pursuant to chapter 147 of the Laws of 2001:

Name	Assignment	Effective Date
Diana Barksdale	Teacher Assistant	9/23/08
Erika Becker	Teacher Assistant	9/23/08
James Bernhardt	Football Coach	9/23/08
Carol Buonanno	Secretary I	9/23/08
Jamie Carey	Teacher Assistant	9/23/08
Pamela Cohen	Nurse	9/23/08
Jennifer Danzig	Clerical Sub	9/23/08
Michael DeVito	Business Manager	9/23/08
Corinne DiBari	Per Diem Food Service Worker	9/23/08
Lisa Durkin	Payroll Clerk	9/23/08
Caroline Ferrante	Keyboard Specialist	9/23/08
Shari Ferrara	Part Time TA	9/23/08
Tina Fisher	Teacher Assistant	9/23/08
Lauren Goodman	Teacher Assistant	9/23/08
Joanne Hammel	Part Time TA	9/23/08
Maureen Jansen	Food Service Worker	9/23/08
Dragoslav Karadzic	Assistant Cook	9/23/08
Elisa Kolb	Teacher Assistant	9/23/08
Frank Lima	Food Service Worker	9/23/08
Nora Maldonado	Food Service Worker	9/23/08
Edward Olsen	Sr. Keyboard Specialist	9/23/08
Cathy Palmer	Part Time TA	9/23/08
Author Pereless	Volunteer Coach	9/23/08
Ilene Ratner	Secretary I	9/23/08
Jeanne Romero	Teacher Assistant	9/23/08
Christopher Riley	Plumber	9/23/08
Megan Scully	Teacher Assistant	9/23/08
Judith Sudarsky-Gross	Substitute Nurse	9/23/08
Mariana Soriano	Food Service Worker	9/23/08
Margaret Trela	Sr. Keyboard Specialist	9/23/08
Brad Wofsy	Teacher Assistant	9/23/08
Li-ing Woo	Account Clerk	9/23/08

III. CONTRACT

(a) Contract-Consultants: For the 2008-2009 School Year

- (1) Name: Institute For Children With Autism
Fee: \$125 per hour
\$150,000 maximum-grant funded
Services: To provide consultation for students with ASD.
Training in classrooms, parent training, teacher assistants, and staff development.
- (2) Name: Strategic Training and Research
Fee: \$1,200 per day
\$30,000 maximum-grant funded
Services: To provide consultation services and co teaching and collaborative workshops.
- (3) Name: Positive Behavior Support Consulting
Fee: \$125 per hour
\$190,000 maximum-grant funded
Services: To provide consultation for transition planning and job coaching to developmentally disabled students.
- (4) Name: Access 7 Consulting, Inc.
Fee: \$38 individual student
\$28 group/per student
\$30,000 maximum
Services: To provide physical, occupational and speech therapy to district students.
- (5) Name: New York Therapy Placement Services, Inc.
Fee: \$40 individual student
\$56 group session
\$225,000 maximum
Services: To provide physical, occupational and speech therapy to district students.
- (6) Name: Nassau County AHRC
Fee: \$90 per hour
\$35,000-maximum
Services: To provide physical, occupational and speech therapy to district students.

III. CONTRACT

***Amended Page**

(a) Contract-Consultants: For the 2008-2009 School Year continued:

- (7) Name: All About Kids
Fee: \$40 per half hour
\$10,000 maximum
Services: To provide occupational and physical therapy to district students.
- (8) Name: Kids First Evaluation and Advocacy Center Inc.
Fee: \$50 per half hour
\$10,000 maximum
Services: To provide occupational and physical therapy to district students.
- (9) Name: Paws 4 Peds
Fee: \$42 per half hour individual
\$70 per hour per group
\$10,000 maximum
Services: To provide occupational and physical therapy to district students.
- (10) Name: Aussie Professional Development
Fee: \$1,175 per day
\$94,000 total-grant funded
Services: To provide professional development to district staff in Balanced Literacy.
- (11) Name: RFB 173 Consultant*
Fee: \$600 per day
Maximum: \$70,000
Services: Interim Director of Facilities
Comment: Amended to former contract

**4. ADOPTION OF PROPOSED POLICY #6850: AUDIT COMMITTEE
CHARTER**

Audit Committee Charter

Audit Committee Authority

Pursuant to resolution number [insert number of resolution], dated [insert date of resolution], the Board of Education of the Long Beach City School District has established an audit committee to assist the Board of Education in the oversight of both the internal and external audit functions. The requirement to create an audit committee was established by Education Law §2116-c. In accordance with Education Law §2116-c (4), the role of an audit committee shall be advisory and any recommendations it provides to the Board shall not be substituted for any required review and acceptance by the Board of Education.

Mission

The Board of Education of the Long Beach City School District has established an audit committee to provide independent advice, assistance, and recommendations to the Board in the oversight of the internal and external audit functions of the district.

Composition and Requisite Skills

- The Long Beach City School District Audit Committee is comprised of five members. The committee shall include all sitting members of the Board of Education.
- The Committee members collectively should possess the knowledge in accounting, auditing, financial reporting and school district finances needed to understand and evaluate the school district's financial statements, the external audit and the district's internal audit activities.
- Possess the requisite knowledge necessary to understand technical and complex financial reporting issues.
- Have the ability to communicate with auditors, public finance officers
- Be knowledgeable about internal controls, financial statement audits and management/operational audits.

Duties and Responsibilities

The duties and responsibilities of the Long Beach City School District Audit Committee include the following:

- External Audit Focus
 - ❖ Provide recommendations regarding the selection of the external auditor
 - ❖ Meet with the external auditor prior to commencement of the audit to, among other things, review the engagement letter
 - ❖ Review and discuss with the external auditor any risk assessment of the district's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards, if applicable
 - ❖ Receive and review the draft annual audit report and accompanying draft management letter, including the external auditor's assessment of the district's system of internal controls, and, working directly with the external auditor
 - ❖ Make a recommendation on accepting the annual audit report
 - ❖ Review every corrective action plan developed by the school district and assist in the implementation of such plans.

- Internal Audit Focus
 - ❖ Make recommendations regarding the appointment of the internal auditor
 - ❖ Assist in the oversight of the internal audit function, including reviewing the annual internal audit plan to ensure that high risk areas and key control activities are periodically evaluated and tested, and reviewing the results of internal audit activities.
 - ❖ Review significant recommendations and findings of the internal auditor
 - ❖ Monitor implementation of the internal auditor's recommendations by management
 - ❖ Participate in the evaluation of the performance of the internal audit function

- Administrative Matters
 - ❖ Hold regularly scheduled meetings
 - ❖ Review and revise the Audit Committee Charter, as necessary

- Membership

The membership duties of the Long Beach City School District Audit Committee include the following:

- ❖ Good Faith – Members of the Committee shall perform their duties in good faith, in a manner they reasonably believe to be in the best interests of the Committee and the District with such care as a generally prudent person in a similar position would use under similar circumstances.
- ❖ Independence – An individual, other than members of the Board of Education, may not serve on an audit committee constituted as an advisory committee if he or she is employed by the district currently provides, or within the prior two years, has provided, goods or services to the district, is an immediate family member (spouse, spouse equivalent or dependent whether or not related) or close family member (parent, sibling or nondependent child) of an individual who is an employee, officer or contractor providing services to the district, is the owner of or has a direct and material interest in a company providing goods or services to the district.
- ❖ Confidentiality – During the exercise of duties and responsibilities, the Committee members may have access to confidential information. The Committee shall have an obligation to the district to maintain the confidentiality of such information.
- ❖ Advisory members – The following members shall act in an advisory capacity and are expected to attend each meeting of the Audit Committee.
 - The Superintendent of Schools
 - The District Treasurer
 - External Auditor, Internal Auditor, Internal Claims auditor
 - Assistant Superintendent for Business

Meetings and Notification

The Long Beach City School District Audit Committee shall meet a minimum of four (4) times each year. An agenda of each meeting should be clearly determined in advance and the Audit Committee should receive supporting documents in advance, for reasonable review and consideration. The agenda shall be made public no later than ten days before the meeting. The meeting shall be conducted in public.

The Audit Committee may make request to the Long Beach City School District for clerical assistance in the preparation of the agenda, the taking of minutes, gathering and dissemination of information, publishing of minutes, and other such related tasks.

The Audit Committee shall give notice and prepare minutes of each meeting. At a minimum, the minutes will include the following:

- The meeting agenda
- Date, attendance and location of the meeting
- Except as otherwise provided by law in connection with executive sessions, summaries of the topics discussed, and all motions, proposals, resolutions and any other matter formally voted upon and the vote thereon, including recommendations agreed to by the committee
- As appropriate, copies of materials discussed or presented at the meeting

Decision-Making Process

All decisions shall be reached by vote of a simple majority of the total membership of the committee. A quorum constitutes a simple majority of the total membership and meetings will not be conducted unless a quorum is present.

Reporting Requirements

The Long Beach City School District Audit Committee has the duty and responsibility to report its activities to the Board of Education as needed, but not less than annually. Periodic written reports of Audit Committee activities are an important communication link between the Audit Committee and the Board on key decisions and responsibilities. These reports will become a matter of record and held by the District Clerk.

The Audit Committee's reporting requirements are to:

- Report on the scope and breadth of committee activities so that the Board of Education is kept informed of its work.
- Provide minutes or a summary of minutes of meetings which clearly record the actions and recommendations of the Committee.
- Report on their review of the District's draft annual audit report and accompanying management letter and their review of significant findings.

- Report on suspected fraud, waste or abuse, or significant internal control findings and activities of the internal control function.
- Report on indications of material or significant non-compliances with laws or District policies and regulations.
- Report on any other matters that the committee believes should be disclosed to the Board of Education.

Review of the Charter

The Long Beach City School District Audit Committee shall assess and report to the Board of Education on the adequacy of this Charter no less than an annual basis or as necessary. Charter modifications, as recommended by the Audit Committee, should be presented to the Board of Education in writing for their review and action.

First Reading: August 26, 2008
Second Reading: September 9, 2008
Adoption: September 23, 2008