

**BOARD OF EDUCATION
AGENDA
February 11, 2014
Elementary School Large Group Room**

- 6:00 p.m. Call to Order / Executive Session (ES Library)
- 7:00 p.m. Public Hearing – Proposed Veterans Tax Exemption (ES LGR)
- 7:30 p.m. Regular Business Meeting (ES LGR)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION

IV. MINUTES

The Board approves the minutes of the following meeting:

- Regular Meeting held January 14, 2014
- Work Session Meeting held January 28, 2014

V. PUBLIC COMMENT *(limited to 15 minutes - priority given to Agenda related items)*

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
 - Budget Update - *Mr. Sean Leister, Assistant Superintendent of Business*
- C. Board President
- D. Committees
- E. Other

VII. BOARD CONSENT AGENDA

As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the February 11, 2014 consent agenda:

- A. Personnel - resolutions numbered 1-9
- B. Finance - resolutions numbered 1-5
- C. Facilities and Operations – resolution numbered 1
- D. Education - resolution numbered 1

VIII. OLD BUSINESS

- A. Board Policy
 - 1. Board Policy 5312.5, Use of Breathalyzers – accept policy presented for a second reading and adoption

X. NEW BUSINESS

A. Board Policy

1. Board Policy 8115, Pesticides and Pest Management – delete present policy in its entirety and accept replacement policy presented for a first reading and adoption
2. Board Policy 8330, Authorized Use of District Owned Materials and Equipment - accept policy presented for a first reading and adoption
3. Board Policy 8414.6, Idling Prohibition for Buses and Other School Vehicles – accept policy presented for a first reading and adoption
4. Board Policy 4314, Occupational Education – delete from policy manual
5. Board Policy 4324, Programs for Pregnant Students – delete from policy manual

XI. PUBLIC COMMENT

XII. ADJOURNMENT

CONSENT AGENDA

February 11, 2014

A. Personnel

1. Appointment – Substitutes

The Board approves the following substitute appointments for the 2013-2014 school year:

Teacher	Mary Lyons
Teaching Assistant	Mary Lyons

2. Appointment Amendment – Teaching Assistant

The Board rescinds the appointment of Sheila Albinson, as a Teaching Assistant, on a probationary basis, effective November 13, 2013, for a specific student as recommended by the Committee on Special Education; and, approves the appointment of Sheila Albinson, as a Teaching Assistant, on a probationary basis, effective November 13, 2013, as recommended by the Committee on Special Education, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

3. Change in Start Date – Teaching Assistant

The Board approves the change in start date for Sonia Pinero as a Teaching Assistant, on a probationary basis, retroactive to October 8, 2013, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

4. Appointment - .5 FTE Teaching Assistant

The Board approves the appointment of June Crovello as a .5 FTE Teaching Assistant, effective February 12, 2014, for the remainder of the 2013-2014 school year, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

5. Retirement – Senior Clerk Typist

The Board accepts the resignation of Kathleen Archacki as a Senior Clerk Typist, for the purpose of retirement, effective June 30, 2014.

6. Retirement – Senior Clerk Typist

The Board accepts the resignation of Barbara Kolonoskie as a Senior Clerk Typist, for the purpose of retirement, effective June 30, 2014.

7. Retirement – Clerk Typist

The Board accepts the resignation of Belinda Rowan as a Clerk Typist, for the purpose of retirement, effective June 30, 2014.

8. Appointment – Coaches

The Board approves the following coaching appointments for the 2013-2014 school year:

7/8 Girls Lacrosse	Elizabeth Manly
JV Girls Lacrosse	Christopher Veit, pending CPR
7/8 Boys Lacrosse	Jonathan Maletta, pending FA
JV Boys Lacrosse	Taylor Forstell
JV Baseball	Charles Moore, pending FA and CPR
JV Softball	Allyson Wolff
7/8 Softball	James Mimnaugh
Varsity Softball	Deborah Edgar-Brown, pending Temporary Coaching License
Assistant Varsity Girls Track	Donald Slingerland
MS Boys Track	Keith Buehler
MS Basketball Intramurals	Allyson Wolff & Paige Macleod

9. Leave Replacement Appointment – Teaching Assistant

The Board appoints Rene Sowers as a Teaching Assistant, on a leave replacement basis (for Kathleen English), effective January 6, 2014 until on or about April 7, 2014, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

B. Finance

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of December
Cash Flow Analysis - Month of December
Fund Balance Projected
New Budget Transfers
November Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	33-35
School Lunch Fund	7
Federal Fund	13-15
Capital Fund	None
Trust & Agency	3-4
Payroll	12-14
Royal Fund	None
Scholarship Fund	None

Trial Balance - July 2013 – December 2013
Revenue Budget Status - July 2013-June 2014
Appropriation Status Report - July 2013-June 2014
Budget Transfers - Month of December

2. Acceptance of Scholarship

The Board accepts the scholarship donation to the Ruggiero Family Scholarship Fund from the Ruggiero family in the amount of \$250.00 to be awarded to a graduating Earl L. Vandermeulen High School student pursuing a Bachelor's Degree of Fine Arts in Theatre.

3. Acceptance of Scholarship

The Board approves the establishment of the Bill Flanagan Scholarship; and further, the Board accepts the scholarship donation in the amount of \$5,000.00 to be awarded to a graduating Earl L. Vandermeulen High School student pursuing a business degree.

4. External Auditor's Single Audit Report

The Board approves the following resolution: BE IT RESOLVED, that the response to the external auditor's Single Audit Report for the fiscal year ending June 30, 2013 be accepted by the Board of Education; and further, the Assistant Superintendent for Business is authorized to submit said audit report to the New York State Comptroller's Office and New York State Education Department.

5. Special Education Services Contracts

The Board approves the Special Education Services Contracts with each of the following district for parentally-placed out-of-district students receiving special education services for the 2013-2014 school year; and further, authorizes the Board President to execute said contracts:

Longwood CSD
Middle Country CSD
Miller Place UFSD
Patchogue-Medford UFSD

C. Facilities & Operations

1. School Calendar

The Board approves the attached proposed school calendar for the 2014-2015 school year.

D. Education

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for the period January 1, 2014 – January 24, 2014.

PORT JEFFERSON SCHOOL DISTRICT DRAFT 2014-2015 School Calendar

July 2014				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

August 2014				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	{27}	{28}	29

27-28 First Days for Teachers
Conference Days
(+2)

September 2014				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

1 - Labor Day
2 - First Day for Students
25-26 Rosh Hashanah
(19)

October 2014				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

13 - Columbus Day
(22)

November 2014				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

11 - Veterans' Day
27- 28 - Thanksgiving Recess
(16)

December 2014				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

22-31 - Winter Recess
(15)

January 2015				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1-2 Winter Recess
19 - Martin Luther King, Jr. Day
(19)

February 2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

16-20 - Mid Winter Recess
16 - Presidents' Day
(15)

March 2015				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

(22)

April 2015				
M	T	W	T	F
		{1}	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

3 - Good Friday
6-10 - Spring Recess
(14+1)

May 2015				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

22-26 - Memorial Day Weekend
(19)

June 2015				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26L
29	30			

TBD - Regents
26 - Last Day School
(20)

Key: = Schools Closed
{ } = Conference Day/No School for Students

If days are needed to make up snow days, the days will be used in the following order: May 26, May 22, April 2

180 + 3 = 183

C.I.

BREATHALYZER POLICY

The Port Jefferson Board of Education is committed to the promotion of healthful living and to the safety and wellbeing of its students. In keeping with this commitment, the Port Jefferson Board of Education believes that the use of breathalyzers during school-sponsored events, on or off school grounds, during the school day is an acceptable deterrent to the use of alcohol by underage drinkers. Use of breathalyzers shall be guided by this policy.

High school administrators may administer breathalyzer tests at school-sponsored events, both on and off site, to students and their guests in order to provide a safe and healthy environment for the students, staff and community. In addition, district or school administrators at any level may administer breathalyzer tests to students attending dances, shows, athletic events and other similar school sponsored events if they believe that the use of these tests is necessary as a deterrent to the use of alcohol by underage drinkers.

Administrative Regulation Use of Breathalyzers at School or at School-Sponsored Events

Extracurricular/Voluntary School-Sponsored Events

Students and their parents or guardians will be notified via annual policy notices, newsletters and event permission forms, specific advertisements and/or tickets that breathalyzers may be used at school-sponsored events. Students and their parents or guardians also will be notified that students will be denied entry and/or be removed from the event or activity in the event that they are found to have consumed and/or possessed alcohol at or preceding a school-sponsored event and could face additional disciplinary action as described in Port Jefferson Public Schools "Extracurricular Code of Conduct" and BOE Policy 5312.4 Comprehensive Substance Use/Abuse Policy, if applicable.

A breathalyzer test may be administered in the following manner at the discretion of the school administrator(s) in charge of the event:

1. The administrator(s) will test every student upon entering the school event and when the students leave the event, or
2. The administrator(s) may decide to test only upon reasonable suspicion that a particular student or students was/were under the influence of alcohol.

For purposes of this policy, indications of reasonable suspicion of alcohol consumption may include, but are not limited to, such characteristics as alcohol odor, slurred speech, and unsteady gait, lack of coordination, presence of an alcohol container, bloodshot or glazed eyes, marked change in personal behavior, a report by a third party of a student's consumption of alcohol or other similar information, or behavior that is risky, aggressive, or disruptive.

The administrator(s) in charge of the event and any other school personnel who will participate or assist in the breathalyzer tests will be knowledgeable in the proper use of available breathalyzers. Breathalyzers will be properly calibrated and maintained in accordance with accepted manufacturer standards.

Any student who tests positive after the first breathalyzer test will be given a second test after 10 minutes on a different breathalyzer in the presence of a second administrator, designee or school security guard. If a student tests positive for a second time, his/her parents or guardians will be called to pick up the student from the school-sponsored event. Under no circumstances will a student be allowed to transport himself from the event. No refunds will be provided to these students or their guests. Additional disciplinary action may follow which could include referral to an alcohol/substance abuse counseling program, in-school suspension, out-of-school suspension, expulsion, and/or other disciplinary consequences as outlined in the Port Jefferson Public Schools BOE Policy 5312.4 and the Port Jefferson Public Schools "Extracurricular Code of Conduct," if applicable.

Should the student refuse to take a breathalyzer test, it will be deemed that the suspicion of the administrator is confirmed and the student will face consequences as outlined in the Port Jefferson Public Schools BOE Policy 5312.4 and the Port Jefferson Public Schools "Extracurricular Code of Conduct," if applicable.

Police officers may be present at an extracurricular or school-sponsored event where breathalyzers are used, but police officers will not be involved in the screening process or in the disciplinary action taken by school officials against a student who fails a breathalyzer test.

Breathalyzers During the School Day

A school administrator may ask that a student submit to a breathalyzer test during the school day if there is reasonable suspicion, as defined above, that a student may be under the influence of alcohol while in attendance at school. The breathalyzer test will be administered as noted above, with an opportunity for a second test after 10 minutes. If the student tests positive for a second time, his/her parent or guardian may be called to pick up the student from school. If the parent or guardian cannot pick the student up, emergency services personnel may be contacted to transport the student as necessary for the student's safety and to maintain a safe and orderly school environment. The student may face disciplinary action which could include referral to an alcohol/substance abuse counseling program, in-school suspension, out-of-school suspension, expulsion and/or other disciplinary consequences as outlined in the Port Jefferson Public Schools BOE Policy 5312.4 and the Port Jefferson Public Schools "Extracurricular Code of Conduct," if applicable.

Should the student refuse to take a breathalyzer test, it will be deemed that the suspicion of the administrator is confirmed and the student will face consequences as outlined in the Port Jefferson Public Schools BOE Policy 5312.4 and the Port Jefferson Public Schools "Extracurricular Code of Conduct," if applicable. Results of any breathalyzer testing will be treated as confidential student information. All due process rights of students will be observed.

The District does not consider the use of a breathalyzer as constituting a search; therefore, the issue of trespass or intrusion into a student's privacy is not a factor in the use of the device.

Board of Education policy #5312.4 *Comprehensive Substance Use/Abuse Policy*

Board of Education policy #5305 *Eligibility for Extra-Curricular Activities*

Board of Education policy #5310 *Student Discipline*

Board of Education policy #5310-R *Student Discipline Regulation*

New Jersey v. T.L.O. 469 325; 105 S.Ct.733 (1985)

Veronia School District 47J v. Acton, 515 U.S. 646 (1995)

Todd v. Rush County Schools. 133F.3d984 (7th Cir. 1998)

Presented for:

1st reading – 1/14/14

2nd reading – 2/11/14

8115

PESTICIDES AND PEST MANAGEMENT

~~The Board of Education recognizes that pests can pose a significant risk to health and property and that there may be significant risks inherent in using chemical pesticides in the school environment. The Board therefore authorizes the implementation of a comprehensive integrated pest management (IPM) program for all school buildings and grounds. The Superintendent will develop appropriate regulations to implement an IPM program.~~

~~Revisions presented for:~~

~~First reading: 12/9/08~~

~~Second reading & adoption: 1/13/09~~

Policy 8115**PESTICIDES AND PEST MANAGEMENT**

The Board of Education is committed to maintaining the integrity of school buildings and grounds while protecting the health and safety of students and staff and maintaining a productive learning environment.

The Board recognizes that pests can pose a significant risk to health and property and there may be significant risks inherent in using chemical pesticides in the school environment. Generally, pesticides will not be used on district playgrounds, turf, athletic or playing fields, unless there is an emergency. Emergencies will be handled in accordance with applicable law and regulation.

Provisions will be made for a least toxic approach to integrated pest management (IPM) for all school buildings and grounds in accordance with the Commissioner's regulations. Integrated pest management is a systematic approach to managing pests focusing on long term prevention or suppression with minimal impact on human health, the environment and non-targeted organisms.

Notification of Pesticide Application

All district staff and parents/guardians will be notified of pesticide applications performed at any school facility. A notice will be sent at the beginning of the school year which will include:

1. Notification of periodic pesticide applications throughout school year.
2. The availability of 48-hour prior written notification of pesticide applications to parents and staff who request such notice.
3. Instructions on how to register with the school to receive this prior written notification.
4. The name and number of the school representative who can provide further information.

A separate notice will be sent to staff and parents within two days of the end of winter and spring recess and within 10 days of the end of the school year which includes the date, location and product used for each pesticide application which required prior notification and each emergency application.

The Superintendent of Schools shall ensure the dissemination of this policy and conduct any training necessary to ensure that all staff are fully informed about pesticides and pest management.

Cross-ref: 8110, School Building Safety
8220, Building and Grounds Maintenance and Inspection

Ref: Environmental Conservation Law, Art.33 (Pesticides)
Education Law § 409-h (Requirements for Notification of Pesticide Applications); §409-k (Pesticide Alternatives)
6 NYCRR Part 325 (Application of Pesticides)
8 NYCRR 155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring)
Desmond Americana v. Jorling, 153 AD2d 4 (3rd Dept. 1989)
IPM Workbook for New York State Schools, Cornell Cooperative Extension Community IPM Program with support from New York State Dept. of Environmental Conservation, August 1998

Revisions presented for:
1st reading & adoption – 2/11/14

Policy 8330**AUTHORIZED USE OF DISTRICT OWNED MATERIALS AND EQUIPMENT**

The Board of Education permits the use of district-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the district when such material and equipment is needed for district-related purposes.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Business, shall evaluate on a case by case basis the loan and use of equipment. Such evaluation must address:

- the individuals who may properly authorize the use of such material and/or equipment;
- the lack of authority of the borrower to use such material or equipment for private, non-business purposes;
- the responsibilities of the borrower for proper use, care and maintenance;
- that, regardless of condition or other factors, all loaned equipment must be returned to the district. No item may be sold to or purchased by the borrower unless such equipment has been returned to the district for evaluation and, if necessary, disposal in accordance with district policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return. In addition, since Board members, officers and employees may be issued district owned equipment in connection with their work responsibilities, the individual using the district owned equipment should not have an expectation of privacy with respect to information contained on the device (e.g., computer files, images, messages).

The Business Office shall maintain records of all equipment that is loaned for long-term use (e.g., school year, term of office, etc.) and shall review such list yearly.

Cross-ref: 8332, Use of District Owned Cell Phones
 8630, Computer Resources and Data Management

Presented for:
1st reading & adoption – 2/11/14

Policy 8414.6**IDLING PROHIBITION FOR BUSES AND OTHER SCHOOL VEHICLES**

Allowing vehicles to idle (i.e., stopped with the engine running) produces unnecessary exhaust gas, which contains harmful chemicals and pollutants. In addition to negatively impacting the environment, these substances can cause cancer and other health problems, especially in children. Idling vehicles is not necessary to properly run or maintain vehicles, and in fact increases engine wear and wastes fuel.

Recognizing these factors, the Board of Education shall take steps to reduce the idling of school buses and other school vehicles. In compliance with Education Law §3637 and Commissioner's Regulations §156.3(h), this policy shall govern the idling of school buses and all other school vehicles, whether owned, leased, or contracted for by the district.

Anyone operating a school bus or other school vehicle must turn off the engine (no idling) in the following instances:

- while waiting for passengers to load and unload on school grounds;
- when the vehicle is parked or standing on school grounds, or in front of or adjacent to any school; or
- during sporting and other school events.

However, idling may be permitted under the following conditions:

- when necessary to maintain an appropriate temperature for passenger comfort (if auxiliary heaters are not available);
- when necessary for mechanical work, or to keep the windshield clear of ice; or
- when necessary during emergencies to operate a wheelchair lift.

The district shall provide notice of these requirements to all school personnel within 5 school days after the start of the school year, or within 5 school days of beginning employment in the district.

When operating any school vehicle, drivers are encouraged to allow adequate space between their vehicle and any heavy duty motor vehicle in front of them. This will reduce the effect of exhaust emissions of the front vehicle on the air quality inside the school vehicle. When planning field trips and transportation routes, the Board also encourages using newer school vehicles for longer trips and older vehicles for shorter trips, when newer vehicles have lower emissions.

Bus Loading and Unloading Practices

Each Building Principal is responsible for developing and implementing a plan for loading and unloading buses in a safe and prompt manner that minimizes exposure to bus exhaust emissions.

When designing new or renovated school facilities, projects shall take into account the goal of prompt loading and unloading of buses.

When possible, drivers must park diagonally to minimize exhaust from the bus from entering adjacent buses or school buildings. Additionally, all staff shall instruct students to board the bus promptly in the afternoon to reduce loading time.

Contracts for Student Transportation

If the district contracts with private vendors for student transportation services, any such contract entered into on or after July 1, 2008 shall include a provision requiring compliance by the vendor with the state's bus idling laws and regulations and this policy.

Monitoring and Review

The Transportation Director shall be responsible for monitoring compliance with the requirements of law and regulations summarized in this policy.

The Board shall receive a periodic report on the district's compliance with this policy.

Ref: Vehicle and Traffic Law §142
Education Law §3637
8 NYCRR §156.3(h)
6 NYCRR Subpart 217-3

Presented for:
1st reading & adoption – 2/11/14

4314

OCCUPATIONAL EDUCATION

~~The Board of Education shall provide secondary school students and district adults access to programs of occupational education, commensurate with the interests and capabilities of those desiring and having a need for preparatory training. The district will develop programs with sensitivity to present and projected employment opportunities, based upon work force needs in existing and emerging occupations.~~

~~Occupational training or retraining may be provided for persons enrolled in secondary schools, as well as for persons who have graduated or left high school, for adults who have entered the labor market, and for persons who have academic, socioeconomic and other disabilities that prevent them from succeeding in regular occupational education programs. Classes for out-of-school youth sixteen years of age and over and for adults may be conducted during the day and/or evening.~~

~~In accordance with Regulations of the Commissioner, district occupational instruction shall:~~

- ~~1. be related to the occupation or fields for which students are being trained or retrained and suited to the needs of those engaged in or preparing to engage in such occupations;~~
- ~~2. admit persons to classes and provide instruction for each type of occupational education or occupational field on the basis of their interest and potential for achieving competence in the occupation;~~
- ~~3. include in the total program of instruction both general and occupational education in which the preparatory portion shall develop minimum competencies and skills to permit initial employment while providing a basis for future learning on the job or through continuing education;~~
- ~~4. appropriately define all instruction as of high school grade so as to avoid interpretation as advanced programs or courses;~~
- ~~5. be sufficiently extensive and inclusive within a scheduled unit of time to enable students to develop competencies for entering, advancing or continuing in an occupation or occupational field;~~
- ~~6. be conducted and supervised by persons meeting established certification requirements; and~~
- ~~7. in the absence of a suitable state syllabus or curriculum guide for basic and remedial subjects, establish part-time employment programs for youth who need income and experience, and administer a program of essential ancillary services.~~

~~The Board designates the Occupational Advisory Council of the Eastern Suffolk BOCES to serve as the advisory council for occupational education in the school district. This designation is based on the willingness of the Council to serve the district.~~

Ref: — Education Law §§1001 et seq.; 2045(2); 3602(17); 3602-c; 4601 et seq.
8 NYCRR §§100.2(h); 141 et seq.

Note: — Prior policy, Policy Manual, 6174, revised

~~PROGRAMS FOR PREGNANT STUDENTS~~

~~The Board of Education recognizes the need to provide pregnant students with a flexible school program. Students are encouraged to continue in their scheduled program of study. However, they may attend alternative programs offered at Regional BOCES facilities. The Principal shall work with the appropriate personnel to meet individual student's special needs.~~

Cross-ref: 5620, Pregnant Students

Note: — Policy added