

**BOARD OF EDUCATION
AGENDA
January 13, 2015
Elementary School LGR**

Updated

6:00 p.m. Call to Order/Executive Session (ES Library)
7:30 p.m. General Session Business Meeting

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION – *Investment Club Charter Members*

IV. MINUTES

The Board approves the minutes of the following meeting:
Regular Meeting held December 9, 2014

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

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
 - Budget 2015-2016 – *Mr. Leister*
 - Secondary Program Modifications – *Mrs. Hull*
- 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 January 13, 2015 consent agenda:

- A. Personnel - resolutions numbered 1- 8
- B. Finance - resolutions numbered 1 - 4
- C. Facilities and Operations – resolution numbered 1
- D. Education - resolution numbered 1

VIII. OLD BUSINESS

- 1. Board Policy 9520.2, Family Medical Leave Act – Revision presented for a second reading and adoption

IX. NEW BUSINESS

- 1. 2015-2016 School Calendar
- 2. Field Testing

X. PUBLIC COMMENT

XI. ADJOURNMENT

CONSENT AGENDA

January 13, 2015

A. Personnel

1. Coaching Appointments

The Board approves the appointment of the following coaches for the 2014-2015 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Baseball JV	Ian Schneider, pending TCL
Baseball 7/8	Peter J. Esposito, pending TCL
Lacrosse JV Girls	Heather Rosen
Lacrosse 7/8 Girls	Deirdre Filippi, pending CPR and FA
Lacrosse 7/8 Boys	Chris Veit
Softball JV	Allyson Wolff
Softball Varsity	Deborah Edgar-Brown
Softball Volunteer	Megan MacKenzie (unpaid)
Spring Girls Track 7/8	Joseph Dessi
Gymnastics 7/8 Girls	Alycia Sullivan

2. Substitute Appointment

The Board approves the following substitute appointment for the 2014-2015 school year:

Teaching Assistant	Zachary Levy
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3. Extra Class Assignment

The Board approves the following extra class assignment for the 2014-2015 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Lauren Trelewicz – Psychology, .2 FTE half year

4. Resignation – Teaching Assistant

The Board accepts the resignation of Bryton Saunders as a Teaching Assistant, effective January 13, 2015.

5. Resignation – Leave Replacement Teaching Assistant

The Board accepts the resignation of Caitlin Terrell as a leave replacement Teaching Assistant, effective January 14, 2015.

6. Appointment – Teaching Assistant

The Board approves the appointment of Caitlin Terrell as a Teaching Assistant, on a probationary basis, effective January 14, 2015, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

7. Appointment – Leave Replacement Teaching Assistant

The Board approves the appointment of Michelle Lautato as a Teaching Assistant, on a leave replacement basis, effective January 14, 2015, at the prorated salary of \$10,534, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

8. Increase in FTE

The Board approves the increase in FTE of Amanda DiPietro, teacher of Physical Education, from .7 FTE to .8 FTE, effective January 26, 2015, as recommended by the Committee on Special Education.

B. Finance

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of November

Cash Flow Analysis - Month of November

New Budget Transfers

November Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	23-25, 27-28, 30
School Lunch Fund	5-6
Federal Fund	5-7
Capital Fund	6
Trust & Agency	No Warrants
Payroll	11-12
Royal Fund	4
Scholarship Fund	No Warrants

Trial Balance - July 2014 – November 30, 2014

Revenue Budget Status - July 2014-June 2015

Appropriation Status Report - July 2014-June 2015

Budget Transfers - Month of November

Extra Classroom Activity Reports

2. Acceptance of Grant

The Board gratefully accepts the Water Quality Improvement Grant from the NYS Department of Environmental Conservation in the amount of \$206,250.00.

3. Acceptance of Grant

The Board gratefully accepts the Grant from the Italian American Committee on Education for the purchase of Italian books.

4. Affordable Care Act - "Look-Back Measurement Method" Periods

The Board adopts the attached resolution pertaining to "Look-Back Measurement Method" Periods under the Affordable Care Act.

C. Facilities and Operations

1. Surplus Property

The Board declares the following as surplus property and authorizes the Assistant Superintendent for Business to dispose of same in the best interest of the district:

- (1) 2000 Chevrolet Dump Truck, VIN # 1GBKC34J7YF444171
- (4) Casio MA-120 Mini Keyboard
- (1) Casio CT650 Mini Keyboard
- (1) Casio PT-100 Mini Keyboard
- (2) Casio CZ1000 Mini Keyboard
- (1) Kawai 130943 Compact Keyboard
- (1) Korg DW8000 Compact Keyboard
- (2) Sound Chaser Compact Keyboard
- (2) Yamaha PSS-140 Compact Keyboard
- (97) Share the Music Textbooks
- (1) Gr. 2 Practice Masters/Workbook, 0-328-04954-9, Scott Foresman
- (2) Gr. 2 Problem Solving Masters/Workbook, 0-328-04960-3, Scott Foresman
- (4) Gr. 2 Volume 2, 978-0-618-67186-1, Houghton Mifflin
- (1) Gr. 2 Volume 1, 978-0-618-67185-4, Houghton Mifflin
- (22) Gr. 2 Practice Workbook, 978-0-618-69875-2, Houghton Mifflin
- (4) Gr. 2 Enrichment, 0-328-04933-6, Scott Foresman
- (12) Gr. 2 Problem Solving/Masters/Workbook, 0-328-04960-3, Scott Foresman
- (1) Gr. 2 Volume 1 Teacher's Edition, 978-0-618-59114-5, Houghton Mifflin
- (1) Gr. 2 Volume 2 Teacher's Edition, 978-0-618-59113-8, Houghton Mifflin

D. Education

1. Committees on Special Education

The Board approves the following recommendations of the Committees on Special Education:

Meetings held December 3, December 10, and December 17, 2014

**BOARD RESOLUTION TO ADOPT
“LOOK-BACK MEASUREMENT METHOD” PERIODS
UNDER THE AFFORDABLE CARE ACT**

WHEREAS, the Affordable Care Act (“ACA”) added a new Section 4980H to the federal Internal Revenue Code (“IRC”) under which certain large employers either offer affordable health care coverage that provides minimum essential coverage and minimum value or are imposed an assessable payment;

WHEREAS, employers may use an optional safe harbor method known as the “Look-Back Measurement Method” to determine whether an employee with variable hours is to be treated as a full-time employee for purposes of determining liability under Section 4980H; and

WHEREAS, the Port Jefferson Union Free School District desires to establish “Look-Back” standard/initial measurement periods, administrative periods and stability periods for its ongoing employees and new variable hour/new part-time/new seasonal employees; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education (“Board”) of the Port Jefferson Union Free School District, upon the recommendation of the Superintendent of Schools, hereby designates the following Standard/Initial Measurement, Administrative, and Stability Periods for the following category of District employees:

Ongoing Employees

Year 1

Transition Standard Measurement Period: Start Date: (1/1/2014)—
End Date: (10/10/2014)

Transition Administrative Period: Start Date: (10/11/2014) -- End Date: (12/31/2014)

Transition Stability Period: Start Date: (1/1/2015) -- End Date: (12/31/2015)

Year 2 and Thereafter

Standard Measurement Period: Start Date: (October 11th) —
End Date: (October 10th the following year),
beginning with October 11, 2014 and continuing
each year thereafter.

Administrative Period: Immediately following the Standard Measurement
Period. Start Date: (October 11th)—
End Date: (December 31st)

Stability Period: Immediately following the Administrative Period.
Start Date:(January 1st)--End Date: (December 31st)

that same year), beginning with January 1, 2016 and continuing each year thereafter.

The periods set forth above will apply unless modified by the Board.

New Variable/New Part-Time/New Seasonal Employees

Measurement Period: A period of 12 months beginning on the first day of the subsequent month following the employee's first day of work.

Administrative Period: A period beginning on the day after the end of the Measurement Period and continuing through the end of the first full calendar month.

Stability Period: Twelve months immediately following the end of the Administrative Period.

BE IT FURTHER RESOLVED, that the Board authorizes and directs the Superintendent of Schools to take any and all necessary steps to implement the "Look-Back Measurement Method" and apply the above-listed periods in accordance with all applicable laws, District policies and relevant employment agreements; and

BE IT FURTHER RESOLVED, that notwithstanding the foregoing, the Port Jefferson Union Free School District reserves the right to elect to provide insurance coverage to otherwise eligible employees who are not currently provided insurance coverage or to elect not to provide insurance coverage to otherwise eligible employees.

FAMILY AND MEDICAL LEAVE

Consistent with the federal Family and Medical Leave Act of 1993, as amended, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to 12 weeks during any 12 month period. For the purposes of family and medical leave, the twelve month period necessary for eligibility shall be a rolling year. A rolling 12 month period is measured backward from the date an employee uses any FMLA leave. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued during the leave, shall not have any previously accrued benefits altered and except as otherwise authorized by law, shall be returned to their previous position or to an equivalent position according to established Board practices, policies and collective bargaining agreements.

To be eligible for family or medical leave an employee must have been employed for at least twelve months and have worked at least 1,250 hours during the prior twelve months.

Family leave shall be provided when a son or daughter is born to the employee or one is placed with the employee for adoption or foster care. Medical leave shall be provided in order for the employee to take care of a spouse, child, or parent who has a serious health condition or when the employee has a serious health condition rendering him/her unable to perform the functions of the employee's job.

The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves: (A) inpatient care in a hospital, hospice, or residential medical care facility; or (B) continuing treatment by a health care provider.

Family leave shall be provided because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to a total of 26 workweeks of unpaid leave in a single twelve month period to care for the service member who is seriously ill or injured in the line of duty while on active duty in the Armed Forces.

Under certain circumstances, an eligible employee may choose or be required to substitute accrued or earned paid leave for FMLA unpaid leave. For an employee's own serious health condition, the eligible employee may elect, or the District may require the employee to use sick, personal or vacation days. For the birth of a child or placement of a child for adoption or foster care, the eligible employee may elect,

or the District may require the employee to use vacation or personal days. For the care of a family member with a serious health condition, the eligible employee may elect, or the District may require the employee to use vacation or personal days; family illness or family sick days, if any, may be used if permitted under the applicable Collective Bargaining Agreement; the employee's own sick days may only be used to care for a family member with a serious health condition if and as permitted under the applicable Collective Bargaining Agreement.

The employee shall notify the District of his/her request for leave, if foreseeable, at least 30 days prior to the date when the leave is to begin. If such leave is not foreseeable then the employee shall give such notice as is practical. The District may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment, except as otherwise authorized by law. The Superintendent of Schools or designee may reassign a teacher consistent with the teacher's collective bargaining agreement to a different grade level, building or other assignment consistent with the employee's certification and tenure area.

Instructional Personnel

As to instructional employees, if the leave begins more than five (5) weeks prior to the end of a semester, the employee may be required to continue the leave until the end of the semester, (A) if the leave is for at least three (3) weeks, and (B) the employee's return to work would occur during the three (3) week period prior to the end of the semester.

If the leave is requested within five (5) weeks of the end of the semester, the instructional employee may be required to continue on leave until the end of the semester, if (A) the leave is longer than two (2) weeks, and (B) the employee would return from leave within two (2) weeks of the end of the semester.

Instructional employees whose family or medical of servicemember family leave extends past five (5) days and begins during the three (3) week period prior to the end of the semester may be required to take the leave until the end of the semester. This does not apply to medical leave for the employee's own serious health condition.

Special rules apply to an employee who works principally in an instructional capacity who needs intermittent leave or leave on a reduced schedule to care for a family member, or for the employee's own serious health condition or to care for a covered servicemember and the employee would be on leave for more than twenty percent of the number of working days over the period the leave would extend. These special rules include being required to take leave for periods of a particular duration or to transfer temporarily to an alternative, equivalent position that better accommodates the leave.

The Board shall ensure that family and medical leave, consistent with the Family and Medical Leave Act, is provided to all eligible employees. This policy is a brief summary of the legal requirements of the Family and Medical Leave Act and is intended to be consistent with all the provisions of the Act.

The District shall post a notice in designated areas and include a notice stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.

Ref: 29 U.S.C. §§2601-2654, the Family and Medical Leave Act
29 CFR Part 825

Update presented for
1st reading: 12/9/14
2nd reading & adoption: 1/13/15