

**BOARD OF EDUCATION
AGENDA
June 14, 2016
Elementary School**

6:00 p.m. Call to Order/Executive Session (Library)
7:00 p.m. Presidential Volunteer Service Awards (Gymnasium)
7:30 p.m. General Session Business Meeting (Large Group Room)

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION

IV. MINUTES

The Board approves the minutes of the following meetings:

Regular Meeting held May 10, 2016

Special Meeting held May 14, 2016

Special Meeting held May 17, 2016

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

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
- 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 June 14, 2016 consent agenda:

- A. Personnel - resolutions numbered 1-28
- B. Finance - resolutions numbered 1-8
- C. Facilities and Operations – resolution numbered 1
- D. Education - resolution numbered 1-3

VIII. OLD BUSINESS

- A. Policies
 - 1. 1230, Public Participation at Board Meetings – presented for a second reading and adoption
 - 2. 6900, Disposal of District Property – presented for a second reading and adoption
 - 3. 8112, Health and Safety Committee – presented for a second reading and adoption

IX. NEW BUSINESS

X. PUBLIC COMMENT

XI. ADJOURNMENT

CONSENT AGENDA

June 14, 2016

A. Personnel

1. Appointment – Summer 2016 Guards

The Board approves the following Guards for the summer 2016, as needed, at their hourly rate of pay for the 2016-2017 school year:

Amy Goldstein
Jeff Rubin
Michael Stiles
Ryan Walker

2. Appointment – Summer Aides

a. The Board approves the appointment of the following as aides for the summer 2016, to assist with copying and mailings for school opening, at the rate of \$11.50 per hour:

Constance Bermel (not to exceed 6 days)
Mary O’Sullivan (not to exceed 2 days)
Suzanne Uldal (not to exceed 6 days)

b. The Board approves the appointment of Maureen Colen as an aide to assist with summer 2016 sports physicals, at the rate of \$11.50 per hour, not to exceed 20 hours.

c. The Board approves the appointment of Karen Harvey as an aide for four weeks during the summer 2016, excluding the start of the school year for staff, to assist in the IT Department, at the rate of \$14.46 per hour.

3. Special Education Extended School Year Program 2016

The Board approves the following staff, as needed, for the 2016 Special Education Extended School Year program from July 5, 2016 to August 12, 2016, Monday-Friday, 9 a.m. – 12:00 p.m.:

Nurses

Susan Federico Arin Hampson

Teachers

Meagan DeVita Michelle Landetta Christina Marino (Reading)
Steve Orlovski Stacia Schoen (Speech)

Social Worker

Kristin Britt

Teaching Assistants

Debra Hartmann	Patricia Koehnlein	Bonnie Kelsch
Hope Post	Rosemary Griffin	Sheila Albinson
Lynne Scofield	Constance Byrnes	Jennifer Guerrazi
Caitlin Terrell		

Substitute Teachers

Christina Marino	Jennifer Guerrazi	Laura Wickel
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Substitute Teaching Assistants

Debra Hartmann	Patricia Koehnlein	Bonnie Kelsch
Hope Post	Rosemary Griffin	Sheila Albinson
Lynne Scofield	Constance Byrnes	Jennifer Guerrazi
Caitlin Terrell	Mary O'Sullivan	Karen Harvey
Demetra Laino		

4. Summer 2016 CSE Committee

The Board approves the following staff, as needed, for the Summer 2016 Committee on Special Education, at their hourly rate of pay, from July 1, 2016 to August 31, 2016:

Support Staff

Dr. Allyson Carlson (Psychologist)
Kristen Wendel (Psychologist)
Stacia Schoen (Speech)

Teachers

Christine Bokina	Anthony Butera	Christina Carlson
Monica Consalvo	Gina Fedler	Sandra Eybs
Sarah Ogden		

5. Appointment - Part-Time Guards

The Board approves the appointment of the following as part-time Guards, for the 2016-2017 school year, at the rate of \$22.00 per hour:

Reinaldo Delvalle
Robin Sacco

6. Appointment - Student Interns I

The Board approves the appointment of the following as Student Interns I, at the rate of \$10.00 per hour, for the 2016-2017 school year:

Maxwell Famularo Max Okst

7. Appointment – Part-Time School Communications Aide

The Board approves the appointment of Thomas Serabian as a part-time School Communications Aide, for the 2016-2017 school year, at the rate of \$16.00 per hour, not to exceed 20 hours per week.

8. Appointment – Facility Use Monitors

The Board approves the following Facility Use Monitor appointments for the 2016-2017 school year, as needed, at the rate of \$20.00 per hour:

Maureen Colon Bonnie Kelsch Tracy Gray

9. Appointment – Substitutes

The Board approves the following substitute appointments for the 2015-2016 school year:

Clerical Daisy Sanchez
Guard George Rieu-Sicart, pending fingerprint clearance by NYSED

10. Appointment – Substitutes

The Board approves the following substitute appointments for the 2016-2017 school year:

Clerical Daisy Sanchez
Sr. Clerk Typist Kathleen Archacki
 Jean O'Rourke
 Belinda Rowan
Guard George Rieu-Sicart, pending fingerprint clearance by NYSED
 Patrick McCormick

11. Appointment – Long Term Clerical Substitute

The Board approves the appointment of Nancy Makarius as a part-time Clerk Typist on a long term substitute basis (for Roxanne Brown), for the period May 24, 2016 to on or about January 1, 2017, at the rate of \$17.52 per hour, not to exceed 17.5 hours per week.

12. Change in Start Date – Director of Health, Physical Education, Athletics

The Board approves the change in start date for the appointment of Danielle Turner as Director Health, Physical Education and Athletics, on a probationary basis from July 1, 2016 to June 30, 2016.

13. Change in Leave Request Date – Foreign Language Teacher

The Board approves the change in date of the request for a leave of absence for Celiana Gandolfo, teacher of Foreign Language, from on or about May 6, 2016 through the end of the school year, to on or about April 25, 2016 until on or about June 15, 2016, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

14. Request for Leave – Part time Clerk Typist

The Board approves the request of Roxanne Brown, part time Clerk Typist, for a leave of absence from on or about March 28, 2016 until on or about January 1, 2017 in accordance with the negotiated agreement with the Port Jefferson Office Staff Association.

15. Request for Leave Extension – Music Teacher

The Board grants the request of Katie Bernius, teacher of Music, for an extension of her present leave of absence for the 2016-2017 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

16. Extension of Leave Replacement Appointment – Music Teacher

The Board extends the leave replacement appointment of Lisa Scrom, as a teacher of Music (for Katie Bernius), for the 2016-2017 school year, at Level MA Step 2, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

17. Appointment – Elementary Education Teacher

The Board approves the recall of Janelle Bellotti, from the Preferred Eligibility List, as a teacher of Elementary Education, effective August 31, 2016, at Level MA 30 Step 7, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

18. Appointment – Special Education Teacher

The Board approves the appointment of Meagan DeVita as a teacher of Special Education Teacher, on a probationary basis, effective August 31, 2016 at Level MA Step 1.5, in accordance with the negotiated agreement with the Port Jefferson Teacher's Association; and in accordance with the Education Transformation Act Amended Section 3012 of the Education Law, tenure will be granted and considered upon three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of the probationary appointment.

19. Appointment – Special Education Teacher

The Board approves the appointment of Christina Marino teacher of Special Education Teacher, on a probationary basis, effective August 31, 2016 at Level MA Step 1.5, in accordance with the negotiated agreement with the Port Jefferson Teacher's Association; and in accordance with the Education Transformation Act Amended Section 3012 of the Education Law, tenure will be granted and considered upon three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of the probationary appointment.

20. Resignation – English Teacher

The Board accepts the resignation of Carla Greco, as a teacher of English, effective July 31, 2016.

21. Resignation – Teaching Assistant

The Board accepts the resignation of Taylor Kelly, as a Teaching Assistant, effective June 30, 2016.

22. Employment Agreement – Assistant to the Assistant Superintendent for Business

The Board approves the Employment Agreement of Karen Horoszewski, Assistant to the Assistant Superintendent for Business, dated June 14, 2016, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

23. Employment Agreement – School District Treasurer

The Board approves the Employment Agreement of Lisa Van Middeltem, School District Treasurer, dated June 14, 2016, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

24. Employment Agreement – Office Applications Specialist

The Board approves the Employment Agreement of Natalie Pego, Office Applications Specialist, dated June 14, 2016, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

25. Employment Agreement – Personnel Transaction Clerk

The Board approves the Employment Agreement of Regina Booker, Personnel Transaction Clerk, dated June 14, 2016, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

26. Memorandum of Agreement – Custodial Workers Unit

The Board approves the Memorandum of Agreement, dated May 19, 2016, between Port Jefferson Union Free School District and the Port Jefferson Custodial Workers Unit.

27. Memorandum of Agreement – Office Staff Association

The Board approves the Memorandum of Agreement, dated May 31, 2016, between Port Jefferson Union Free School District and the Port Jefferson Office Staff Association, NYSUT, AFT, AFL-CIO.

28. Curriculum Projects

The Board approves the following staff for curriculum projects for 2016-2017 in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Ceramics I - 18 hours to be shared by Lynne Edsall and Caroline Morgan
Ceramics II - 18 hours to be shared by Lynne Edsall and Caroline Morgan
ENL Part 154 Comprehensive Plan and Project - 42 hours to be shared by
Regina Paquette, Mary Lyons, and Jennifer Walling

SC HS English Skills – 28 hours to be shared by Gina Fedler and Taylor Forstell
 SC HS Math Skills – 28 hours to be shared by Gina Fedler and Taylor Forstell
 Foundations in Algebra (new course) - 36 hours to be shared by Winifred Lento, Kandice Brucella and Camille Doherty
 Algebra I with Lab (new course) - 36 hours to be shared by Winifred Lento, Kandice Brucella and Camille Doherty
 Crisis Response Plan, including a Suicide Prevention Plan, 8-12 hours per participant, Jesse Rosen, Dinarae Camarda, Kristin Britt, Kristen Wendel, Kerri Neligon, Debra Hartmann, and Susan Federico

B. Finance

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of April

Cash Flow Analysis - Month of April

Fund Balance Projection

New Budget Transfers

April Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	54-56, 58
School Lunch Fund	12
Federal Fund	13-15
Capital Fund	8
Trust & Agency	9-10
Payroll	22-25
Royal Fund	No Warrants
Scholarship Fund	No Warrants

Trial Balance - July 2015 – April 30, 2016

Revenue Budget Status - July 2015-June 2016

Appropriation Status Report - July 2015-June 2016

Budget Transfers - Month of April

ExtraClassroom Activity Reports – Jan. 2016- March 31, 2016

2. Joint Municipal Bidding

The Board adopts the attached resolution approving participation in the Joint Municipal Bidding Program with Eastern Suffolk BOCES for the 2016-2017 school year.

3. Transfer of Reserves

The Board approves the following resolution:

WHEREAS, by action of the Board of Education, the Port Jefferson Union Free School District has previously established certain reserves having the following balances as of the fiscal year ending June 30, 2015:

<i>Reserves</i>	<i>Fiscal Year Ending 6/30/15</i>
Workers' Compensation	2,081,718
Unemployment	1,601,912
Compensated Absences	2,745,287
Employees' Retirement	2,972,696
Debt Service	2,806,086
Deferred Revenue	718,501
Capital Reserve	1,500,000
Total Reserves	14,426,200

And, WHEREAS, the Port Jefferson Board of Education wishes to utilize and or contribute additional funds where appropriate,

NOW BE IT RESOLVED that the Port Jefferson Board of Education hereby authorizes transfers of 2015-16 fund balance to any of the properly established reserves not exceed:

<i>Reserves</i>	<i>Transfers Not to Exceed</i>
Workers' Compensation	400,000
Unemployment	0
Compensated Absences	0
Employees' Retirement	400,000
Capital Reserve	1,500,000
Total Reserves	2,300,000

4. Bid Extension – Musical Instruments

The Board awards a bid extension to Advantage Music for the rental of musical instruments for the 2016-2017 school year.

5. Award of RFP – Transportation

The Board awards the Transportation RFP for the 2016-2017 school year to the bidder scoring the highest on all RFP measures, Suffolk Transportation Service, Inc.

6. Scholarship Donation

The Board gratefully accepts the scholarship donation of \$2,000 from Suffolk Transportation Service, Inc., to be awarded to a graduating Earl L. Vandermeulen High School student(s) aspiring to continue to higher education.

7. Scholarship Donation

The Board gratefully accepts the scholarship donation of \$250 from Mrs. Joan E. Townley, Mr. Sean Leister, and Mrs. Carol Leister, to be awarded to a graduating Earl L. Vandermeulen High School student entering into a military program.

8. Approval of Services

The Board approves the services of Joyce Brown to teach the Red Cross Junior Life Guard class during July 2016, at the rate of \$20.00 per hour, not to exceed 32 hours.

C. Facilities & Operations

1. Reorganization Meeting & July Business Meeting

The Board designates July 5, 2016 as the date of the 2016 Reorganization Meeting and July Business meeting.

D. Education

1. Committees on Special Education

The Board accepts the recommendations of the Committees on Special Education for the following meetings:
April 22, May 3, 4, 5, 6, 9, 10, 12, 13, 16, 17, 18, 19, 20, 23, 24, 26, 2016

2. Textbook Adoption

The Board approves the adoption of Accounting Principles, 12th edition, for the Principals of Accounting course at Earl L. Vandermeulen High School.

3. Driver Education Instructors

The Board approves the following services for the 2016-2017 Driver Education Program:

Kevin Vann – Drive Education Lecture Teacher

Alexander Tamuk – Substitute Education Lecture Teacher

Stephen Fox – Substitute Education Lecture Teacher

Kenneth George – Instructor

Elke Moeller – Instructor

James V. Peretta – Instructor

Nicole Sanford – Instructor

Joseph A. Vivich – Instructor

Jo Ann Monette - Instructor

School Year 2016-2017

RESOLUTION (A)

JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Port Jefferson Union Free School District, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Dated:

Port Jefferson Union Free School District

Name of Educational or Municipal Corporation

Name of Official

Title

Contact Person - Name

Title

E-Mail Address

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education encourages public participation on school related matters at Board meetings, as outlined in this policy. To allow for public participation, a period not to exceed 15 minutes shall be set aside during the first part of each Board meeting for public comment, with priority given to comments on items on the meeting's agenda. A second 15 minute time period will be set aside at the end of each Board meeting for public comment on matters pertaining to the district but not on the agenda. These periods may be extended by a majority vote of the Board.

Persons wishing to address the Board shall advise the District Clerk prior to the scheduled starting time of the meeting. The request shall be made in writing on a form provided by the district and shall include the name of the speaker, the address, telephone number, name of organization represented (if any), and a brief description of the topic to be addressed. Any group or organization wishing to address the Board must identify a single spokesperson. The Board may, at their discretion, allow faculty/staff members to speak during public participation.

Presentation should be as brief as possible. No speaker will be permitted to speak for longer than five minutes. Speakers may comment on (1) any matter related to district business; (2) any agenda item; or (3) matters related to agenda items specifically or district matters generally, depending on the public participation section.

The Board will not permit in public session discussion involving individual district personnel, students and/or members of the Board of Education. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Persons making presentations at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other district officials only upon the approval of the President. Board members and the Superintendent shall have the privilege of asking questions of any person who addresses the Board.

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation and Dissemination.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented, as outlined in this policy and applicable provisions of law and regulation, and subject to the Board's parliamentary procedure. The President shall have the right to discontinue any presentation which violates this policy.

Cross-ref: 2342, Agenda Preparation and Dissemination
2350, Board Business Operations

Ref: *Matter of Martin*, 32 EDR 381 (1992)
Appeal of Wittneben, 31 EDR 375 (1992)
Matter of Kramer, 72 EDR 114 (1951)
NYS Department of State, Committee on Open Government, OML-AO-#2696 (Jan. 8, 1997), OML-AO-#2717 (Feb. 27, 1997), OML-AO-#4292 (Dec. 6, 2006)

Presented for:
1st reading – 5/10/16
2nd reading & adoption – 6/14/16

DISPOSAL OF DISTRICT PROPERTY

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year, a determination shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the school district. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.

The ~~School Business Manager~~ **Assistant Superintendent for Business** shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the school district;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless.

Prior to reassigning, storing, discarding or selling any equipment or supplies (including computer hardware and software), the district shall ensure that all district-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the district shall note that district data or information has not been permanently and completely removed. The district shall also ensure that all district-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The district shall work with the third party provider to ensure that district data and information is able to be permanently and completely removed from the equipment.

Following approval by the Board of Education, items may be sold in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale or **on an online auction site**. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

Ref: General Municipal Law §§51; 800 et seq.
Ross v. Wilson, 308 NY 605 (1955)
Matter of Baker, 14 EDR 5 (1974)
Op. St. Compt. 58-120

Presented for:

1st reading – 5/10/16

2nd reading & adoption – 6/14/16

HEALTH AND SAFETY COMMITTEE

The Board of Education recognizes the importance of the participation of district staff and parents in promoting a safe, secure and healthy school environment. In accordance with Commissioner's regulations, the Board will appoint a Health and Safety Committee, **at its annual reorganization meeting**, composed of representation from district officials, staff, bargaining units, parents and students.

The committee will participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair. The Superintendent of Schools will ensure that the committee is appropriately involved in all of the activities required by the Commissioner's regulations. Specifically, the committee will:

1. Participate in the investigation and disposition of health and safety complaints.
2. Consult with district officials in completing safety ratings of all occupied school buildings.
3. Monitor safety during school construction projects including periodic meetings to review issues and address complaints related to health and safety resulting from the project.
4. Upon completion of a construction project, conduct a walk-through inspection to ensure the area is ready to be reopened for use.

Expanded Health and Safety Committee

During construction projects, the Health and Safety Committee will be expanded to include the architect, construction manager and contractor. This expanded committee will:

1. Participate in the investigation and disposition of health and safety complaints regarding the construction or maintenance project.
2. Meet periodically to review issues and address complaints regarding health and safety arising from construction.
3. Monitor safety during construction projects.
4. After the work is completed, conduct a walk-through inspection to confirm that the area is ready to be reopened for use.

In addition to addressing matters of regulation, the District's Health and Safety Committee may also be charged with reviewing practices and procedures necessary to ensure the safety, health and welfare of all students, faculty and staff.

The Chairperson of the Board's Facility Committee will make every effort to report the findings and the work of the Health and Safety Committee to the Board of Education.

Ref.: 8 NYCRR Part 155 (Educational Facilities)

Presented for:

1st reading – 5/10/16

2nd reading & adoption – 6/14/16