

September 13, 2016

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on September 13, 2016 at Edna Louise Spear Elementary School. The meeting was called to order at 5:36 p.m. by President Kathleen Brennan, present were Vice-President Mark Doyle, Board Members, Ellen Boehm, Adam DeWitt, Vincent Ruggiero, and Tracy Zamek, Superintendent of Schools Paul Casciano, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley. Board Member Robert Ramus arrived at 6:13 p.m.

Motion was made by Mr. Ruggiero, seconded by Mr. Boehm and carried 6-0 that the Board enter executive session for the purpose of discussing personnel and litigation. Carrie-Ann Tondo of Ingerman, Smith, LLP, joined the Board at 6:18 p.m. At 6:48 p.m., the Board recessed and moved to the large group room for Dr. Casciano's welcome reception.

At 7:34 p.m. the business meeting commenced.

RECOGNITION

MINUTES

Motion was made by Dr. Doyle, seconded by Mrs. Boehm and carried 7-0 that the Board approve the minutes of the following meetings:

- Special Meeting held August 8, 2016
- Regular Meeting held August 16, 2016
- Special Meeting held August 23, 2016

PUBLIC COMMENT

Mrs. Brennan opened the Public Comment portion of the meeting. There were no comments.

REPORTS

Student Representative, Kyra Becker, reported on school opening and upcoming events.

The report from the Superintendent of Schools included extending thanks for the welcome reception, introducing the new Executive Director of Curriculum and Instruction, school opening, meetings with government officials, Wall of Fame honorees, and a summer construction update presentation by Director of Facilities Fred Koelbel.

The Board President reported on attending the Port Jefferson Fire Department 9-11 ceremony, and reminded to Committee Chairs to submit 2015-16 end-of-year reports.

Committee Reports:

- Mr. Ruggiero – Facilities/School Visitation Tour
- Mr. DeWitt – Curriculum to be scheduled
- Dr. Doyle – Finance meeting held September 12
- Mr. Ramus – Policy meeting September 19
- Mrs. Boehm – Audit meeting September 29

BOARD CONSENT AGENDA

Antoinette Famiano was read into the record as a substitute Teaching Assistant, resolution A.6. Motion was made by Mr. Ruggiero, seconded by Dr. Doyle and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-9 appearing on the September 13, 2016 consent agenda. Mrs. Brennan welcomed Jessica Schmettan, appointed Executive Director of Curriculum and Instruction.

Motion was made by Mrs. Zamek, seconded by Mrs. Boehm and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1- 2 appearing on the September 13, 2016 consent agenda. Mrs. Brennan acknowledged the scholarship donation in resolution B.2.

Motion was made by Mrs. Boehm, seconded by Dr. Doyle and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Facilities & Operations resolution numbered 1 appearing on the September 13, 2016 consent agenda.

Motion was made by Mr. Ramus, seconded by Mrs. Zamek and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-3 appearing on the September 13, 2016 consent agenda.

OLD BUSINESS

NEW BUSINESS

Motion was made by Mr. DeWitt, seconded by Dr. Doyle, that the Board adopt the attached goals and objectives for the 2016-2017 school year.

PUBLIC COMMENT

Mrs. Brennan opened the second Public Comment portion of the meeting. There were no comments.

ADJOURNMENT

At 8:20 p.m., motion was made by Mr. Ruggiero, seconded by Dr. Doyle, and carried 7-0 that the Board enter executive session to discuss a personnel matter. The District Clerk left the meeting and Mrs. Brennan acted as Clerk pro tem.

At 8:45 p.m., the Board reentered general session. Motion was made by Mr. Ruggiero, seconded by Dr. Doyle and carried 7-0 to adjourn.

CONSENT AGENDA

September 13, 2016

A. Personnel

1. Resignation – Teaching Assistant

The Board accepts the resignation of Arielle Zamek, as a Teaching Assistant, effective August 26, 2016.

2. Request for Leave – Custodial Worker III

The Board approves the request of Mark Zimmermann, as a Custodial Worker III, for a leave of absence from on or about September 1, 2016 to on or about February 28, 2017.

3. Change in FTE – ESOL Teacher

The Board approves the change in FTE for Jennifer Walling, as a .6 FTE teacher of ESOL to a 1.0 teacher of ESOL, effective August 31, 2016, at Level MA 60 Step 7.5, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

4. Coaches

The Board approves the following coaching positions for the 2016-2017 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Appoint	Junior Varsity Boys' Basketball	Maximilian Campbell
Appoint	Middle School Boys' Basketball	Ryan McCormick
Appoint	Substitute Varsity Independent Swim (fall/winter)	Joyce Brown
Appoint	Volunteer Varsity Football	Ryan McCormick
Rescind	Middle School Field Hockey	Nancy Gallagher
Appoint	Middle School Field Hockey (9/6/16 - on or about 9/13/16)	Deirdre Filippi
Appoint	Middle School Field Hockey (on or about 9/13/16 - on or about 11/6/16)	Karin Holvik
Appoint	Volunteer Middle School Field Hockey	Maximilian Campbell
Appoint	Junior Varsity Field Hockey	Nancy Gallagher

5. Appointment – Mentors

The Board approves the following mentors for the 2016-2017 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Kristyn Anumolu Dennis Christofof Matthew Sefick

6. Appointment – Substitutes

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

Teachers:	Virginia Armstrong	Ryan McCormick
	Maximilian Campbell	Ian Schneider
	Edward Duddy, Jr.	Maribeth Siskind
	Mandi Gaffney	Rachel Tarnowski
	Susan Lutch	
Teaching Assistants:	Bunny Daly	
	Mandi Gaffney	
	Thomas Murdolo	Antoinette Famiano

7. Change in Title – Senior Clerk Typist

The Board approves the change in title for Kelly Bates from Clerk Typist to Senior Clerk Typist, effective September 1, 2016, in accordance with Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Office Staff Association.

8. Executive Director of Curriculum and Instruction

The Board approves the following resolution:

RESOLVED that the appointment resolution of Jessica Schmettan as Executive Director of Curriculum and Instruction adopted by the Board of Education on August 23, 2016 is hereby rescinded and replaced with the following resolution:

BE IT RESOLVED that the Board of Education appoints Jessica Schmettan to a four (4) year probationary appointment in the position of Executive Director of Curriculum and Instruction for the period from September 19, 2016 through September 18, 2020; and BE IT FURTHER RESOLVED that the Board President is authorized to execute an Agreement setting forth the salary, benefits and other emoluments for the position, which Agreement has been reviewed by the Board of Education.

9. Lead Evaluators

The Board approves the following resolution:

WHEREAS, §30-3 of the Rules of the Board of Regents requires certification of lead evaluators for purposes of conducting evaluations of teachers and principals in accordance with the requirements under §3012-d of the Education Law, respecting Annual Professional Performance Reviews;

WHEREAS, the individuals named below have successfully completed a training course that meets the requirements prescribed in §30-3 of the Rules of the Board of Regents;

NOW, THEREFORE, BE IT RESOLVED, that the Port Jefferson Union Free School District certifies the following individuals as lead evaluators;

Christine Austen	(teacher)
Kevin Bernier	(teacher)
Jodi Cahill	(teacher)
Michael Caravello	(teacher)
Thomas Meehan	(teacher)
Robert Neidig	(teacher)
Claudia Smith	(teacher)

B. Finance

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of June
Cash Flow Analysis - Month of June
Fund Balance Projection
New Budget Transfers
June Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	66-68, 70-74
School Lunch Fund	14-16
Federal Fund	20-23
Capital Fund	10-12
Trust & Agency	12-16
Payroll	32-37
Royal Fund	10
Scholarship Fund	None
Trial Balance - July 2015 – June 30, 2016	
Revenue Budget Status - July 2015-June 2016	
Appropriation Status Report - July 2015-June 2016	
Budget Transfers - Month of June	
ExtraClassroom Activity Reports – June 2016	

2. **Scholarship Donation**

The Board gratefully accepts the donation of \$1,000 from the Suffolk County Chapter for Superintendents of School Buildings and Grounds for the purpose of a scholarship fund.

C. Facilities & 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) High School Kitchen Reach-in Refrigerator – inventory control tag 006096
- (100) Elementary School Student Desks
- (100) Elementary School Student Chairs

D. Education

1. **Committees on Special Education**

The Board approves the recommendations of the Committees on Special Education meetings held: August 11, 18, 24 and 30, 2016

2. **Approval of Services – Financial Aid Night**

The Board approves the services of Joanne Graziano, Assistant Provost for Admissions and Recruitment, LIU Post, as presenter for the Financial Aid presentation scheduled for October 5 at 7:00 p.m. in the high school/middle school library, at a cost of \$500.00.

3. **Home Instruction Services**

The Board approves the services of Syosset Home Tutoring, Inc., as a resource for the District to provide students identified in need of home instruction, for the 2016-2017 school year, with the option to renew on a yearly basis.

PORT JEFFERSON SCHOOL DISTRICT 2016-2017 Goals and Objectives

GOAL 1: EXCEPTIONAL STUDENT ACHIEVEMENT

Student Achievement Objectives:

- A. Complete a quantitative analysis that includes data collected through multiple measures.
- B. Implement the Common Core Standards in Mathematics in an effort to increase student achievement in Mathematics.
- C. Develop more consistent criteria for calculating secondary report card and final grades.
- D. Explore opportunities to challenge our students to reach their full potential.
- E. Explore with the intent of increasing the use of digital connections and resources for students, parents, and teachers to support dynamic instruction and deeper learning both inside and outside of the classroom.

GOAL 2: PRUDENT FISCAL MANAGEMENT

Fiscal Management Objectives:

- A. Develop a long term financial plan which is sensitive to maintain outstanding student achievement, the State's tax levy cap, and potential changes in LIPA assessments.
- B. Prepare and pass a proposed budget for the 2017-2018 school year that is sensitive to the needs of students, staff and residents.

GOAL 3: SUCCESSFUL POST-SECONDARY PLANNING & PREPARATION

Post-Secondary Objectives:

- A. Increase the use of our Post-Secondary Planning Guide.
- B. Plan for internal and external experts to assist students and parents.
- C. Identify the level of success of Port Jefferson graduates in adherence to and completion of college and career pursuits.

GOAL 4: EFFECTIVE LEADERSHIP DEVELOPMENT & CONTINUITY

Leadership Development Objectives:

- A. Develop leadership capacity among teachers.
- B. Develop interest in formal leadership positions among teachers.
- C. Continue to develop leadership capacity among administrators.
- D. Develop interest in district-level leadership positions among administrators that will result in succession planning and continuity in our leadership ranks.