

November 13, 2018

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on November 13, 2018 at Edna Louise Spear Elementary School. Present at the 5:43 p.m. call to order by President Kathleen Brennan, were Vice-President Tracy Zamek, Board Members, Ellen Boehm, Rene Tidwell and Ryan Walker, Superintendent of Schools Paul Casciano, Deputy Superintendent Sean Leister, and Assistant Superintendent of Curriculum and Instruction Jessica Schmettan. Board Member David Keegan arrived at 5:45 p.m. Board Member Ryan Biedenkapp was absent.

Motion was made by Mrs. Boehm, seconded by and carried 5-0 that the Board enter executive session to discuss personnel matters.

Joining the Board in executive session from 5:45 p.m. to 5:57 p.m. was a candidate for the position of Confidential Secretary to the Superintendent of Schools. Mr. Leister and Mrs. Schmettan left executive session at 6:15 p.m. Present from 6:17 p.m. to 7:29 p.m. was Dr. Julie Lutz from Eastern Suffolk BOCES.

## RECOGNITION

Annalisa Welinder was recognized as a National Scholar Semi-Finalist. Dr. Casciano reported that the Port Jefferson School District received a Certificate of Appreciation from the Greater Port Jefferson Arts Council for being part of their Moveable Fest.

## MINUTES

Motion was made by Mr. Keegan, seconded by Mr. Walker, and carried 6-0 that the Board approve the minutes of the following meetings:

Regular Meeting held October 9, 2018

Work Session Meeting held October 23, 2018

Special Meeting held October 30, 2018

## PUBLIC COMMENT

Mrs. Brennan opened the first public comment portion of the meeting.

M. Farina – Superintendent search

R. Delgado – communication and parental consent

## REPORTS

Student Representative, Chloe Andriani, reported on high school activities.

The report from the Superintendent of Schools included:

- School Safety and Security Community Forum
- Promoting Wellness Series
- Armed Forces Tribute
- A presentation on Secondary Program Modifications

The report from the Board President included:

- Upcoming high school play
- Extending wishes for a Happy Thanksgiving

Committees:

Mrs. Zamek – Policy Committee meetings held October 10 and November 11, 2018

Mrs. Boehm – Audit Committee meeting held October 11, 2018

Mrs. Boehm – Facilities Committee meeting held November 8, 2018

Mr. Keegan – Finance Committee will be meeting on December 4, 2018

Mrs. Brennan – Curriculum Committee meetings held October 10 and November 11, 2018

## BOARD CONSENT AGENDA

Mrs. Brennan read into the record resolutions numbered 11, 12 and 13. Motion was made by Mr. Keegan, seconded by Mrs. Zamek and carried 6-0 that as recommended by the Superintendent of Schools, the Board approves Personnel resolutions numbered 1-13, appearing on the November 13, 2018 consent agenda. Mrs. Brennan acknowledged the granting of tenure, resolution A.9. and the Memorandum of Agreement with the Facility & Technology Supervisors Association, resolution A.10. Congratulations were extended to Kathleen Hanley, appointed as Confidential Secretary to the Superintendent of Schools.

Motion was made by Mrs. Boehm, seconded by Mr. Keegan and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-7 appearing on the November 13, 2018 consent agenda. Mrs. Brennan extended thanks for the donations, resolutions B.2, 3 and 4.

Motion was made by Mrs. Zamek, seconded by Mrs. Boehm and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-2 appearing on the November 13, 2018 consent agenda.

## OLD BUSINESS

Motion was made by Mrs. Tidwell, seconded by Mrs. Zamek and carried 6-0 that Policy 8505, Charging School Meals and Prohibition Against Shaming be approved for a second reading and adoption.

## NEW BUSINESS

Motion was made by Mrs. Tidwell, seconded by Mrs. Zamek and carried 6-0 that Policy 2340, Notice of Board Meetings, and Policy 0110, Sexual Harassment, be approved for a first reading and adoption.

## PUBLIC COMMENT

Mrs. Brennan opened the second public comment portion of the meeting.  
L. DiBella – foreign language in the elementary school

## ADJOURNMENT

At 8:47 p.m., motion was made by Mr. Keegan, seconded by Mr. Walker, and carried 6-0 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 9:09 p.m., the Board reentered general session. Motion was made by Mr. Walker, seconded by Mrs. Boehm and carried 6-0 to adjourn.

---

## CONSENT AGENDA

November 13, 2018

### A. Personnel

#### 1. Resignation – Teaching Assistant

The Board accepts the resignation of Michele Aponte, as a Teaching Assistant, effective November 12, 2018.

#### 2. Resignation – Teacher

The Board accepts the resignation of Nicole Pennino-Costa, as a Teacher of LOTE, effective October 18, 2018.

#### 3. Resignation – Interim Teacher

The Board accepts the resignation of Christine Prinz, as a .6 FTE interim teacher of Science, effective November 2, 2018.

#### 4. Appointment – Teaching Assistant

The Board approves the appointment of Ryan McCormick, as a Teaching Assistant/Lifeguard, on a probationary basis, effective on or about November 14, 2018, in accordance with the negotiated agreement with the Port Jefferson Paraprofessionals Association.

#### 5. Lifeguards

The Board approves the following lifeguard appointments for the 2018-2019 school year Community Swim at Edna Louise Spear Elementary School pool, contingent upon First Aid, CPR and Lifeguard certifications:

Head Lifeguard – Nicole Demsen at the rate of \$21 per hour

Lifeguard – Andrew Johs at the rate of \$13 per hour

Lifeguard – Jonathan Moshe at the rate of \$13 per hour

6. Substitutes

The Board approves the following substitute appointments for the 2018-2019 school year:

Teacher	Victoria Johnston Boecherer Sarah Liberti
Teacher Aide	Teresa Ayala James Sinclair
Teaching Assistant	Robin Marcel Louise Valentino
Nurse	Maureen Scarnati Kaitlyn Hussey, pending fingerprint clearance by NYSED

7. Facility Use Monitors

The Board approves the following Facility Use Monitor appointments for service as needed, at the rate of \$20.00 per hour, for the remainder of the 2018-2019 school year:

Ryan Parmegiani                      Thomas Serabian

8. Coaching Positions

The Board approves the appointment of the following coaches for the 2018-2019 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association, contingent upon possession of Temporary Coaching License, First Aid and CPR Certifications:

MS/JV/V Baseball Volunteer Coach	Paul Scalcione
MS/JV/V Baseball Volunteer Coach	Anthony Filippi
Modified Girls Basketball Head Coach	Rochelle Provenzano
Modified Girls Softball Head Coach	Kristen Bagley
Varsity/JV/MS Boys Lacrosse Volunteer Coach	Omar Karasu

9. Tenure – Special Education Teacher

The Board grants tenure to Christina Marino, as a teacher of Special Education, effective December 16, 2018.

10. Memorandum of Agreement – Facility & Technology Supervisors

The Board approves the Memorandum of Agreement, dated November 13, 2018, between the negotiating representatives of the Port Jefferson Union Free School District and the Port Jefferson Facility and Technology Supervisor's Association and authorizes the Superintendent of Schools and/or the Board President to execute a new Collective Bargaining Agreement incorporating the terms of said agreement.

11. Employment Agreement

The Board approves the Employment Agreement of Kathleen Hanley, dated November 13, 2018, 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.

12. Request for Leave

The Board approves the request of Kathleen Hanley, Senior Clerk Typist, for a leave of absence from on or about December 3, 2018 to on or about June 30, 2020, in accordance with an Employment Agreement, dated November 13, 2018, between Port Jefferson School District and Kathleen Hanley.

13. Change in Title

In accordance with Suffolk County Department of Civil Service and an Employment Agreement, dated November 13, 2018, between Port Jefferson School District and Kathleen Hanley, the Board approves the temporary change in title for Kathleen Hanley to Senior Office Assistant, from on or about December 3, 2018 to on or about December 31, 2018; and the change in title to Confidential Secretary to the Superintendent of Schools, effective January 1, 2019.

**B. Finance**

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of September

Cash Flow Analysis - Month of September

New Budget Transfers

September Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	11-13, 15-16
School Lunch Fund	No Warrants
Federal Fund	2-3
Capital Fund	4, 6
Trust & Agency	1
Payroll	7-8
Scholarship Fund	No Warrants
EPC Escrow	No Warrants

Trial Balance - July 2018 - September 30, 2018

Revenue Budget Status - July 2018-June 2019

Appropriation Status Report - July 2018-June 2019

Budget Transfers - Month of September

Approved Fundraisers

Extra Classroom Activity Report – July-September 2018

2. Scholarship Donation

The Board gratefully accepts the donation from Rolf and Louise Welch in the amount of \$210.00 to the Andrew Golub Scholarship Fund.

3. Donation

The Board gratefully accepts the donation from the Port Jefferson Royal Educational Foundation to the Port Jefferson School District in the amount of \$731.86.

4. Donation

The Board gratefully accepts the donation from the Port Jefferson 2017-18 5<sup>th</sup> Grade Committee to the Port Jefferson School District in the amount of \$5,000.00 to offset the cost of the Frost Valley 6<sup>th</sup> grade field trip.

5. Budget Development Calendar

The Board approves the attached 2019-2020 Budget Development Calendar.

6. Internal Controls/Risk Assessment Report

The Board accepts both the Internal Controls Report and the Risk Assessment, from the district's internal auditors, Nawrocki Smith, LLP, pertaining to the District Treasurer Duties and the Document Retention Cycle; and further, the Deputy Superintendent is authorized to submit the corrective action plan to the New York State Comptroller's Office.

7. Audited Financial Statements

The Board approves the following resolution: The Port Jefferson Union Free School District accepts the audited 2017-2018 Financial Statements from the external auditor, R.S. Abrams, for the fiscal year ended June 30, 2018; and further, the Deputy Superintendent is authorized to submit the corrective action plan to the New York State Comptroller's Office.

**C. Facilities & Operations**

**D. Education**

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for meetings held: September 7, 21, 24, 25, 28, October 1, 3, 4, 15, 17, 18, 19, 2018.

## 2. Professional Development

The Board approves the agreement between Education Alive/It Takes A Village Wellness and the Port Jefferson Union Free School District for wellness professional development with middle school and elementary teachers for the 2018-2019 school year.

November 27, 2018

A work session meeting of the Port Jefferson School District Board of Education was held on November 27, 2018 at Edna Louise Spear Elementary School. Present at the 7:06 p.m. call to order by President Kathleen Brennan, were Board Members Ryan Biedenkapp, David Keegan, and Ryan Walker, Superintendent of Schools Paul Casciano, Deputy Superintendent Sean Leister, and District Clerk Janice Baisley. Board Member Ellen Boehm arrived at 7:14 p.m. Board Members Rene Tidwell and Tracy Zamek were absent.

#### WORK SESSION

Mr. Bernier and members of the ELA Department gave a presentation on the 2018 ELA Summer Reading program. Discussion followed.

#### BOARD BUSINESS

Motion was made by Mr. Keegan, seconded by Mr. Biedenkapp and carried 5-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1 and 2 appearing on the November 27, 2018 meeting agenda.

##### A. Personnel

1. The Board accepts the resignation of Janice Baisley as District Clerk effective December 30, 2018.
2. The Board appoints Janice Baisley as District Clerk effective January 3, 2019 through June 30, 2019, at a stipend of \$5,000.00.

Mrs. Brennan read a report from SEPTA.

#### ADJOURNMENT

At 8:49 p.m., motion was made by Mr. Keegan, seconded by Mr. Walker and carried 5-0 to adjourn.

---