

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on December 10, 2019 at Edna Louise Spear Elementary School. At 6:29 PM, President Boehm called the meeting to order.

Members Present:     Ellen Boehm, Board President  
                              Tracy Zamek, Board Vice President  
                              Randi DeWitt  
                              Rene Tidwell  
                              Ryan Walker  
                              Ryan Biedenkapp  
                              Dave Keegan,

Also Present:           Jessica Schmettan, Superintendent of Schools  
                              Sean Leister, Deputy Superintendent  
                              Christine Austen, Assistant Superintendent of Curriculum and Instruction

Motion made by Mrs. DeWitt seconded by Mr. Keegan and carried 7-0 that the Board enter executive session to discuss legal and personnel matters.

At 7:31 PM motion was made by Mr. Keegan, seconded by Mrs. Tidwell and carried 7-0 to end executive session and move to the LGR for general session.

### **RECOGNITION**

Michael Caravello, Director of Music & Fine Arts recognized student musicians.

Adam Sherrard, Director of Health, Athletics & PE recognized the Boys Varsity Cross Country Team.

### **MINUTES**

Motion made by Mr. Biedenkapp, seconded by Mrs. Tidwell, and carried 7-0 for the Board to approve following minutes:

Regular Meeting held November 12, 2019

### **PUBLIC COMMENT**

Mrs. Boehm opened the first public comment portion of the meeting. No comments.

### **REPORTS**

Student Representative Sophia Knapp reported on Senior Acceptance Letters, food drives, many fundraisers in the school and Armstrong Cup.

Mrs. Schmettan's report included:

- School-Community Partnership Postcards & Survey
- Dicken's Festival

Mrs. Austen, Assistant Superintendent of Curriculum & Instruction presented the 2018-2019 Achievement Data.

Committee reports given as follows:

Mrs. Zamek – Curriculum Committee will be meeting on January 14

Mrs. Tidwell - Finance Committee meeting held on January 6

Mr. Walker – Facilities Committee meeting held on January 13

Mrs. Tidwell – Policy Committee meeting held on January 6

## **BOARD CONSENT AGENDA**

### **PERSONNEL**

- President Boehm read into the record addendum Personnel Resolutions 9 & 10.
- Motion made by Mrs. DeWitt, seconded by Mrs. Tidwell and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Personnel Resolutions numbered 1-10 appearing on the December 10, 2019 consent agenda.

### **FINANCE**

- Motion made by Mr. Keegan, seconded by Mrs. Zamek and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Finance Resolutions numbered 1-6 appearing on the December 10, 2019 consent agenda.

### **FACILITIES & OPERATIONS**

- Motion made by Mr. Walker, seconded by Mr. Keegan and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Facilities & Operations Resolutions numbered 1-3 appearing on the December 10, 2019 consent agenda.

### **EDUCATION**

- Motion made by Mrs. Zamek, seconded by Mrs. DeWitt and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Education Resolutions 1-3 appearing on the December 10, 2019 consent agenda.

## **OLD BUSINESS**

- Motion made by Mrs. Tidwell, seconded by Mrs. Zamek and carried 7-0 that New Policy 8121.1 & 8121.1R Opioid Overdose Prevention be accepted for second reading and adoption.
- Motion made by Mr. Keegan, seconded by Mr. Biedenkapp and carried 7-0 that Policy 5420 & Policy 5420R Student Health Services be accepted for second reading with adoption.
- Motion made by Mrs. DeWitt, seconded by Mr. Keegan and carried 7-0 that Policy 5421 Administering Medication to Students will be deleted and incorporated into Policy 5420.

## **NEW BUSINESS**

- Possibility of a proposed New York State bill requiring students get the HPV vaccine.

**PUBLIC COMMENT**

Mrs. Boehm opened the second public comment portion of the meeting. No comments.

**ADJOURNMENT**

At 9:20 PM, motion was made by Mrs. Zamek, seconded by Mr. Biedenkapp and carried 7-0 to adjourn.

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**CONSENT AGENDA**

**A. Personnel**

1. Resignation – Teaching Assistant

The Board accepts the resignation of Jennifer Salgado, as a Teaching Assistant, effective November 8, 2019.

2. Appointment – Teaching Assistant

The Board approves the appointment of Jeanine Regini as a Teaching Assistant, on a probationary basis, effective December 11, 2019 in accordance with the negotiated agreement with the United Paraprofessionals' Association of Port Jefferson.

3. Appointment – Substitutes

The Board approves the following substitute appointment for the 2019-2020 school year:

Teaching Assistant  
Lisa Gillott

4. Appointment – Coaches

The Board approves the appointment of the following coach for the 2019-2020 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Luke Jackson      Volunteer - JV/V Boys' Basketball

5. Appointment – Senior Lifeguard

The Board approves the appointment of Meghan Friberg as a Senior Lifeguard for the 2019-2020 school year, for Community Swim at Edna Louise Spear Elementary School pool, at the rate of \$21.00 per hour.

6. Appointment – Lifeguard

The Board approves the appointment of Michael Henderson as a Lifeguard for the 2019-2020 school year, for Community Swim at Edna Louise Spear Elementary School pool, at the rate of \$13.00 per hour.

7. Appointment – Community Fitness Instructors

The Board approves the following Community Fitness Instructors for the 2019-2020 school year at the rate of \$20.00 per hour:

Caitlin Dennehy  
Meghan Friberg  
Andrew Johs

8. Co-curricular – Elementary School

The Board approves the following co-curricular appointment(s) for the 2019-2020 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Rescind - Jennifer Salgado - ES Yearbook Club effective 11/8/19  
Appoint - Caitlin Dennehy - ES Yearbook Club effective 11/11/19

9. Resignation – Teaching Assistant

The Board accepts the resignation of Annmarie Anderson, as a Teaching Assistant, effective December 20, 2019.

10. Memorandum of Agreement – Office Staff Association

The Board approves a certain Memorandum of Agreement, dated December 10, 2019, between the Port Jefferson Office Staff Association and the Port Jefferson Union Free School District.

**B. Finance**

1. Financial Reports

The Board approves the following financial report:

Claims Audit Report - Month of October  
Cash Flow Analysis - Month of October  
New Budget Transfers  
October Warrants & Treasurer Reports

Fund Name	Warrant #
General Fund	19-22, 24
School Lunch Fund	7-9
Federal Fund	2-5
Capital Fund	5-6
Trust & Agency	9
Payroll	7-9
Scholarship Fund	No Warrants
CD Investment	No Warrants

Trial Balance - July 2019 – October 31, 2019  
Revenue Budget Status - July 2019-June 2020  
Appropriation Status Report - July 2019-June 2020  
Budget Transfers - Month of October  
Approved Fundraisers

2. Scholarship

The Board approves the establishment of the Dr. Paul Casciano Scholarship; and further, the Board accepts the scholarship donation in the amount of \$1,000.00 to be awarded to a graduating Earl L. Vandermeulen High School student(s) for leadership, influencing peers and assisting others.

3. Donation – Port Jefferson Royal Education Foundation

The Board gratefully accepts the donation from the Port Jefferson Royal Educational Foundation to the Port Jefferson School District in the amount of \$6,837.97.

4. Transfer of Reserves – Workers’ Compensation

The Board approves the following resolution:

BE IT RESOLVED: the Board of Education approves the transfer of \$139,000 from the reserve for Workers’ Compensation to cover appropriations needed to support a Workers’ Compensation claim.

Furthermore; the Board approves the following resolution:

BE IT RESOLVED, the Board of Education hereby increases the 2019-2020 budget in the amount of \$139,000, to support a Workers’ Compensation claim.

5. Donation – Fishing Club

The Board gratefully accepts the following donations made to the Port Jefferson School District Fishing Club.

James Barker	Tackle box, 4 rods/reels
Phil Sullivan	Tackle box, lures, 3 rods/reels, hooks, & sinkers
SoundView Heating & Air Conditioning	T-Shirts for the students

6. Capital Improvement Project

The Board awards the 2019-2020 Capital Improvement Project, Roof Reconstruction, at Edna Louise Spear Elementary School and Earl L. Vandermeulen High School, to the lowest responsible bidder as follows: GTS Construction Corp., Hicksville, NY.

**C. Facilities & Operations**

1. Agreement - Suffolk County Police Department (SCPD) & Suffolk County Fire, Rescue & Emergency Services (FRES)

The Board approves the agreement between the Suffolk County Police Department (SCPD), the Suffolk County Department of Fire, Rescue and Emergency Services (FRES) and the Port Jefferson School District for temporary remote electronic device access in case of an emergency for the 2019-2020 school year, and authorizes the Board President to execute said agreement.

2. Agreement – Inter-Municipality

The Board approves the agreement between the Port Jefferson School District and the Incorporated Village of Port Jefferson for the periodic motor vehicle patrols by Village Code Enforcement Officers on District property for the 2019-2020 school year, and authorizes the Board President to execute said agreement.

3. Memorandum of Understanding – Suffolk County Police Department

The Board approves the Memorandum of Understanding between the Port Jefferson School District and the Suffolk County Police Department (SCPD) for the placement of a School Resource Officer (SRO) within the School District, and authorizes the Board President to execute said agreement.

**D. Education**

1. Committees on Special Education

The Board accepts the recommendations of the Committees on Special Education for the following meetings: October 8, 29, 30, 31, 2109 and November 1, 4, 5, 7, 8, 12, 13, 2019.

2. Course Offering – High School

The Board approves the addition of the following new course offering to the High School course catalog effective with the 2020-2021 school year:

Fossils & Findings

3. Professional Development

The Board approves the contract with Jamie Fishlow of Fishbeast, LLC, to provide two hours of professional development to the Health and Physical Education Department on March 2, 2020, for a fee of \$300.