

**PORT JEFFERSON SCHOOL DISTRICT
BOARD OF EDUCATION
Annual Reorganization Meeting
July 5, 2011 – 7:00 p.m. – Elementary School**

Agenda

I. DISTRICT CLERK

1. Call to Order and Pledge of Allegiance
2. Administer Oath of Office to New Board Members
3. Election of President of the Board of Education
Call for nominations for the office of President of the Board of Education
4. Election of Vice-President of the Board of Education
Call for nominations for the office of Vice-President of the Board of Education
5. Administer Oath of Office to Newly Elected President and Vice-President

II. PRESIDENT

As recommended by the Superintendent of Schools, the Board approves resolutions numbered 6 - 8 on the July 5, 2011 Annual Reorganization Agenda.

6. Appointment of District Clerk

RECOMMENDATION: That the Board approve the appointment of Janice Baisley as District Clerk for the 2011-2012 school year, at the rate of \$10,000.00 per annum.

7. Appointment of District Treasurer

RECOMMENDATION: That the Board approve the appointment of Lorraine Dunkel as District Treasurer for the 2011-2012 school year, in accordance with Board Policy 9210.2.

8. Appointment of Claims Auditor

RECOMMENDATION: That the Board approve the appointment of Berger, MacDonald, Rand, CPAs, LLP, as Claims Auditor for the 2011-2012 school year.

9. Administer Oath of Office to Appointed Officials

As recommended by the Superintendent of Schools, the Board approves resolutions numbered 10 - 46 on the July 5, 2011 Annual Reorganization Agenda.

10. Authorization to Bond School Officials -

RECOMMENDATION - That the District Treasurer, Superintendent of Schools, and Assistant Superintendent for Business each be bonded for the 2011-2012 school year, and that the amount for each bond be set at \$500,000.00, and that the Superintendent of Schools be requested to approve this amount.

11. Appointment of School Attorney -

RECOMMENDATION - That the Board approve the appointment of the law firm of Ingerman, Smith, L.L.P., as labor and Board counsel for the period July 1, 2011 to August 10, 2011.

12. Appointment of Financial Advisors -

RECOMMENDATION - That the Board approve the appointment of Munistat Services, Inc., as financial advisors for the 2011-2012 school year.

13. Appointment of Bond Counsel -

RECOMMENDATION - That the Board approve the appointment of Hawkins, Delafield & Wood, as bond counsel for the 2011-2012 school year.

14. Appointment of 403b Compliance Consultants -

RECOMMENDATION - That the Board approve the appointment of OMNI Financial Group as the District's third party administrator for compliance and remitting services for the District's 403(b) plans for the 2011-2012 school year.

15. Appointment of School Physician -

RECOMMENDATION - That the Board approve the appointment of Dr. Mark Shapiro, as the regular school district physician, as well as the school physician member on the District's Committee on Special Education, for the period July 1, 2011 to August 16, 2011.

16. Appointment of Architect -

RECOMMENDATION - That the Board approve the appointment of JAG Architects as district architect for the 2011-2012 school year.

17. Appointment of Accountant -

RECOMMENDATION - That the Board approve the appointment of Cullen & Danowski, as school district accountant for the 2011-2012 school year.

18. Appointment of Internal Auditor -

RECOMMENDATION - That the Board approve the appointment of Rizzi, Schwarz & Taraskas as Internal Auditor for period July 1, 2011 to August 10, 2011.

19. Appointment of Insurance Agents / Carriers

RECOMMENDATION -

- a) That the Board approve JJ Stanis and Company as agent and third party administrator for the district's Excess Major Medical, Vision, Life, and Dental Self Insurance Plan for the 2011-2012 school year.
- b) That the Board approve Fitzharris Agency Inc. as agent and third party administrator for the district's Self Insured Workers Compensation Plan for the period July 1 to August 1, 2011; and to PMA for the period August 1, 2011 – June 30, 2012.
- c) That the Board approve BK International as the agent for the district's student accident insurance and excess employer's liability insurance for the 2011-2012 school year.
- d) That the Board approve New York State Insurance Reciprocal as the district's carrier for general non-medical insurance, including but not limited to school board liability, excess catastrophic liability, commercial automotive, and special school liability insurance for the 2011-2012 school year.
- e) That the Board approve Eugene Donohue Associates as agent for the district administrators life insurance plans for the 2011-2012 school year.

20. Appointment of Environmental Consultants -

RECOMMENDATION - That the Board approve the appointment of Envirosience Consultants, Inc. as environmental consultants for the 2011-2012 school year.

21. Appointment of Accounting Records Custodian, Payroll Certification Officer & Bid Opening: Advertising & Purchasing Officer -

RECOMMENDATION : That the Assistant Superintendent for Business be designated as Custodian of the District's accounting records; and that the Claims Auditor be designated as Payroll Certification Officer; and that the Assistant Superintendent for Business, Mark Flower, perform the duties of the Bid Opening, and Purchasing Officer of the school district; and that the District Clerk be responsible for advertising notices.

22. Appointment of Investment Officer & Continuance of Board Policy -

RECOMMENDATION: That the District Treasurer and the Assistant Superintendent for Business be appointed investment officers and that these duties include the negotiation of short term loans, Tax Anticipation Notes, and the investment of surplus funds in Certificates of Deposit, and other authorized instruments; and further, the Board agrees to continue Board Policy 6240, Investments.

23. Appointment of Records Access Officer -

RECOMMENDATION : That the Assistant Superintendent for Business be appointed as Records Access Officer for the school district.

24. Appointment of AHERA Compliance Officer -

RECOMMENDATION - That the Board approve the appointment of the Director of Facilities as Compliance Officer under the Asbestos Hazard Emergency Recovery Act, and that he be made save harmless in the performance of his duties. These duties shall include but not be limited to status review, asbestos assessment study, management plan, employee training and management place review update.

25. Appointment of EPA Program-use Compliance Officer -

RECOMMENDATION - That the Board approve the appointment of the Director of Facilities as EPA Program-use Compliance Officer and be made save harmless.

26. Appointment of Title IX Compliance Officer -

RECOMMENDATION : That the Board approve the appointment of the Assistant Superintendent for Business as the Title IX Compliance Officer for the 2011-2012 school year.

27. Appointment of Substitute Treasurer -

RECOMMENDATION - That the Board approve the appointment of the Superintendent of Schools as Substitute District Treasurer should these services be required any time during the 2011-2012 school year.

28. Appointment of Publication -

RECOMMENDATION - That the Times-Record newspaper and/or Newsday be designated as the official publications of the District for the 2011-2012 school year; and further, that Times-Record newspaper and/or Newsday be designated the official publication for advertising competitive bids.

29. District Accounts / Designation of Depository -

RECOMMENDATION - That the following bank accounts be approved:

General Fund - Checking - Capital One 0224126755
General Fund - Investment IMMA - Bank of America 9418779550
General Fund - Investment - Capital One 0224125930
Federal - Checking - Capital One 0224126805
Capital - Checking - Capital One 0224126813
Capital - Investment - Capital One 0224126821
Trust & Agency - Checking - Capital One 0224126789
Payroll - Capital One 0224126763
Royal Education Foundation - Checking - Capital One 0224126839
Trust & Agency Scholarship - Checking - Capital One 0224126797
School Lunch - Checking - Capital One 0224126847
Trust & Agency - Payroll - Capital One 0224126771

and further that the following banks be designated as the depository for all district funds: Capital One, Suffolk County National Bank, MBIA-CLASS, Bank of America, J.P. Morgan Chase, Citibank, State Bank of Long Island, Commerce Bank, HSBC, Wachovia

30. Authorization of Facsimile Signatures -

RECOMMENDATION - That the District Treasurer and substitute District Treasurer be authorized to resort to an electronic signature, and be it further resolved that the District Treasurer and substitute District Treasurer maintain control of these signatures.

31. Purchasing Policy -

RECOMMENDATION - That the Board review Purchasing Policy 6700, as required by General Municipal Law Section 104-b(4).

32. Charge Cards -

RECOMMENDATION - That the Board authorize the use of the Home Depot, and Hess credit cards for the 2011-2012 school year.

33. Designation of Extra-Classroom Activities Fund Officers -

RECOMMENDATION - That the Board approve the following officers for the Extra-Classroom (Student Organization) Funds for the 2011-2012 school year:

| | |
|---------------|-------------------------------|
| Elementary | - Lucy Arnone, Treasurer |
| | - Principal |
| | - Superintendent of Schools |
| Middle School | - Rosalie Loizas, Treasurer |
| | - Principal |
| | - Superintendent of Schools |
| Senior High | - Stephanie Miazga, Treasurer |
| | - Principal |
| | - Superintendent of Schools |

34. Designation of Petty Cash Funds & Fund Custodians -

RECOMMENDATION - That the Board approve the establishment of petty cash funds and custodians of the funds as follows:

| <u>Fund</u> | <u>Amount</u> | |
|-------------------|---------------|---|
| District | \$100.00 | Superintendent / Janice Baisley |
| Elementary School | \$100.00 | Principal / Lucy Arnone |
| Middle School | \$100.00 | Principal / Rosalie Loizas |
| High School | \$100.00 | Principal / Stephanie Miazga |
| Business Office | \$100.00 | Assistant Superintendent / Natalie Pego |

35. Reimbursement for Authorized Use of Vehicles -

RECOMMENDATION - That the rate of reimbursement for the authorized use of privately owned vehicles in the performance of District business be established at the IRS rate per mile for the 2011-2012 school year.

36. Reimbursement for Conferences -

RECOMMENDATION - That the rate of reimbursement for authorized conferences, contests and events for lodging, meals and incidental expenses will not exceed the maximum IRS rate limits. Exceptions may be granted when approved conferences are held at a participating hotel or there is an approved written justification for special circumstances.

37. Rate per Hour - Home Instruction Fee -

RECOMMENDATION - That the rate per hour for home instruction fees provided by any agency other than Port Jefferson Teachers' Association be \$40.00.

38. Non-Resident Tuition -

RECOMMENDATION - That the Board establish the non-resident tuition rate for the 2011-2012 school year pursuant to the required State Education Formula for establishing non-resident student tuition rate, as follows:

| | |
|--|-------------------|
| Kindergarten - Grade 6 | \$17,718 per year |
| Grades 7 - 12 | \$22,327 per year |
| Special Education: Kindergarten - Gr.6 | \$65,947 per year |
| Special Education: Grades 7- 12 | \$70,550 per year |

Said rates to be revised when they become finalized by the State Education Department.

39. Appointment of District Committee on Special Education -

RECOMMENDATION - That the Board approve the appointment of the following as District Committee on Special Education for the 2011-2012 school year:

Assistant Superintendent for Pupil Personnel Services, School Psychologist, Special Education Teacher - Chairpersons
Special Education Teacher, Teacher Member
Classroom Teacher, Teacher member
Assistant Superintendent for Pupil Personnel Services, School Psychologist
Physician Member
John Steiner, Parent Member
Lorraine Steiner, Parent Member
Lorraine Guzzetta, Parent Member

40. Appointment of Sub-Committee on Special Education -

RECOMMENDATION - That the Board approve the following composition of the Sub-Committee on Special Education for the 2011-2012 school year:

Assistant Superintendent for Pupil Personnel Services, School Psychologist, Special Education Teacher - Chairpersons
School Psychologist, Classroom Teacher, Teacher Member
Special Education Teacher, Teacher Member

41. Appointment of Committee on Preschool Special Education -

RECOMMENDATION - That the Board appoint the following to the Committee on Preschool Special Education for the 2011-2012 school year:

Assistant Superintendent for Pupil Personnel Services, School Psychologist, Special Education Teacher - Chairpersons
Teacher Member
Special Education Teacher Member
Suffolk County Representative, County Representative
Evaluator, a professional who participated in the evaluation of the child for whom services are sought.
John Steiner, Parent Member
Lorraine Steiner, Parent Member
Lorraine Guzzetta, Parent Member

42. IDEA and 504 Impartial Hearing Officers -

RECOMMENDATION - As per Part 200.5(j)(3)(i), appointment from the impartial hearing list must be made in accordance with the rotational selection process established in Section 200.2(e)(1) of the Part 200 Regulations of the commissioner and the administrative procedures established by the Board of Education pursuant to Section 200.2(b)(9).

43. Appointment of Surrogate Parents -

RECOMMENDATION - That the Board approve the appointment of the following as Surrogate Parent(s) for the Committee on Special Education for the 2011-2012 school year: Father Frank Pizzarelli

44. Approval of Special Education Providers / Evaluators

RECOMMENDATION – That the Board approve the following special education providers / evaluators for the 2011-2012 school year:

| | |
|---------------------------------|---|
| Complete Rehabilitation | Consulting that Makes a Difference (Diane Ripple) |
| Dr. Michael Mennella | Developmental Disabilities Institute |
| St. Charles Hospital | St. James Tutoring |
| Creative Tutoring | Cleary School for the Deaf |
| PT, OT, SLP of the Hamptons | Interim Health Care |
| RFB & D | Gayle Kligman Therapeutic Resources |
| Metro Therapy | AHRC |
| Anderson School | Hauppauge School District |
| Center Moriches School District | Longwood School District |
| Miller Place School District | Sachem School District |
| Smithtown School District | South Country School District |
| Three Village School District | Comsewogue School District |
| Dave Seyfert | Cost Management Systems |
| Empowering Minds | Horizon Health Care Staffing |
| Bilinguals, Inc. | Dr. Karin Burkhard |
| Dawn Martin, Nurse | Nicole Harvery, Nurse |
| Amy Berk, Nurse | Career & Employment Options (Ceo) |

45. Annual Budget Hearing, Annual Meeting/District Vote –

RECOMMENDATION: That the Annual Budget Hearing be held on May 8, 2012, 7:00 pm; and, the Annual Meeting/District Vote be held on May 15, 2012, 6:00 am-9:00 pm.

46. Designation of Regular Board of Education Meeting Dates -

RECOMMENDATION: That the Board designate the following as dates for regular monthly business meetings of the Board of Education for the 2011-2012 school year:

| | |
|--------------------|-------------------|
| July 5, 2011 | January 10, 2012 |
| August 9, 2011 | February 14, 2012 |
| September 13, 2011 | March 13, 2012 |
| October 11, 2011 | April 17, 2012 |
| November 8, 2011 | May 8, 2012 |
| December 13 2011 | June 12, 2012 |

III. ESTABLISHMENT OF BOARD COMMITTEES

IV. ADJOURNMENT

INVESTMENTS

The Board of Education's investment policy shall apply to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

The primary objectives of the district's investment policy are, in priority order:

1. to conform with all applicable federal, state and other legal requirements;
2. to adequately safeguard principal and minimize risk;
3. to provide sufficient liquidity to meet all operating requirements; and
4. to obtain a reasonable rate of return.

The Board's responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and, other relevant information and regulate the activities of subordinate employees.

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that may impair public confidence in the district to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principle as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

In accordance with this policy, the District Treasurer, Assistant Business Administrator, and Assistant Superintendent for Business are authorized to invest and/or deposit all funds, including proceeds of obligations and reserve funds, in special time-deposit accounts, certificates of deposit, short-term government securities, repurchase agreements or other investment instruments permitted by law, subject to the investment regulations approved by the Board of Education.

To the extent feasible, investments and deposits shall be made in and through local or regional financial institutions. Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged.

This policy will be annually reviewed by the Board and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

* Section 39 of the General Municipal Law requires Boards of Education to adopt a comprehensive investment policy which will set forth both the district's general operative policy as well as instruction to its administrators and staff regarding the investing, monitoring and reporting of the district's funds.

Ref: Education Law §§1604-a; 1709(8); 1723-a; 2131; 3651; 3652
Local Finance Law §165
General Municipal Law §§6-a; 6-j; 6-m; 6-n; 39

Note: Prior policy, 3700, revised

Revision presented for:

1st reading: 11/18/08

2nd reading & adoption: 12/9/08

PURCHASING

The function of the purchasing process in a school district is to serve the educational program effectively by providing the appropriate and necessary supplies, equipment, and services, as well as completing public works projects, as promptly as circumstances will allow and to the extent that budget and other allocations will permit.

To that end, the Board of Education declares its intention to engage competitively and without prejudice in procurement actions which will seek to obtain optimal value for the expenditure of school district funds.

The acquisition of supplies, equipment, and services, as well as the pursuit of public works projects, will function through the purchasing process under the direct supervision of the Assistant Superintendent for Business, and with the advice of the Director of School Facilities as appropriate.

Procurement Policies Pursuant to Section 104-b

| <u>Item</u> | <u>Written Quotes*</u> | <u>RFP</u> |
|--------------------------------|------------------------|------------|
| <u>Purchase Contracts</u> | | |
| \$2,500 - \$19,999 | 3 | |
| <u>Public Works Contracts</u> | | |
| \$2,500 - \$34,999 | 3 | |
| <u>Professional Services**</u> | | X |
| <u>Insurance**</u> | | X |
| <u>Exempt Purchases</u> | | |
| Sole Source | | |
| Emergencies | | |
| Standardized Items | | |
| BOCES Contracts | | |
| County Contracts | | |
| State Contracts | | |
| Preferred Source Contracts | | |

*If three quotes are not available, the requisitioner must provide documentation that he/she attempted to obtain said quotes, (i.e. copies of faxes, emails requesting quotes).

* * Request for proposals will be issued at the discretion of the Board of Education via a board resolution upon the recommendation of the Superintendent of Schools.

EXCEPTIONS: General categories exist which are excluded from the requirement for competitive bidding:

1. The purchase of goods or equipment costing less than \$20,000.
2. Public works projects costing less than \$35,000.
3. Special skills services, which include professional or unique services. This refers to services that require particular training and/or experience, consulting services, and such other services as have been previously determined by the Commissioner of Education and/or courts of competent jurisdiction not to require bidding.
4. Standardized items which the Board of Education, by resolution approved by an affirmative vote of three-fifths of its total authorized membership (not reducible by absences, abstentions or vacancies), is a need for standardization of identified items. Examples: buses and boilers.
5. Sole source goods or services that can be procured only from a single manufacturer, supplier or vendor.
6. Emergency procurement of goods and/or public work projects or services which are urgently required as a result of an accident or other unforeseen occurrence or condition whereby circumstances affecting School District buildings, property or life, health or safety or property of School District inhabitants/residents require immediate action which cannot await competitive bidding.

EXCLUSIONS: Purchases excluded from the bid process:

1. BOCES vendor contracts: Goods and services available from vendors that have, pursuant to public bidding as required by law, entered into Blanket Purchase Agreements with the Board of Cooperative Educational Services, requiring such vendors to provide goods and services to participating districts.
2. State of New York, Office of General Services contracts: Goods/services from vendors who have entered into contracts with the State of New York to supply, sell and service municipalities within the State of New York goods/services specified in such contracts at prices and in amounts provided by such contracts.

3. Suffolk County contracts: Goods from vendors who have entered into blanket purchase agreements with the County of Suffolk requiring such vendors to make available to all municipal agencies within the County of Suffolk, goods at prices and in amounts provided by such contracts provided such contracts are extended to school districts.
4. Suffolk County Public Contracts: Services from vendors who have entered into blanket agreements with the County of Suffolk requiring such vendors to make available to municipal agencies within the County of Suffolk, the services and prices provided by such contracts provided that such services are not subject to Article 8 or 9 of the New York State Labor Law and the contract has been extended to school districts.

OTHER EXEMPTIONS: Purchases from the following agencies of the State of New York are exempt from the requirements of this policy:

1. New York State Department of Correctional Services
2. New York State Institute of the Blind
3. New York State Industries for the Disabled

Revisions presented for
1st reading: 11/9/10
2nd reading & adoption: 12/14/10

BOARD COMMITTEES

1) Committees may be established at the annual reorganization meeting of the Board by the Board any time an issue arises that requires more time and attention than the board feels can be provided during the course of a board meeting or as required by law. Committees may be established by approval of committees during the annual reorganization meeting or in response to a successful motion to refer an issue to committee. The District Clerk shall maintain a list of all standing and ad hoc committees and their respective membership.

Standing Committee membership will be assigned, in accord with Policy 2210, at each annual reorganization meeting. The standing committees will consist of the following:

- Audit (as required by law),
- Facilities (which provides oversight of facility planning, transportation, bond referenda, and technology infrastructure and will also serve as the School Visitation Committee),
- Curriculum (oversight of five-year curriculum review, educational initiatives and curriculum-related policy),
- Finance (oversight of budget calendar and development of the annual budget, expenditures and financial reports and long-range financial planning).

2) When appointing a committee, the Board President provides the following guidance to the committee and ensures it is recorded in the meeting minutes.

- a) Designate the committee as either a standing or special (ad hoc) committee. Standing committees are ongoing and special committees dissolve upon completion of their appointed task.
- b) Designate a committee chairperson or co-chairs and specify the committee membership.
- c) Define the committee's fact-finding, deliberative, or advisory role and outline the desired outcome(s) of the committee's work.
- d) Provide a general time line for the committee's work and for reporting to the board.
- e) The President of the Board shall serve as an *ex officio* member of all committees.

3) The Board votes to approve the charge and composition of the committee. The membership of the committee may be comprised of Board members only, Board members and others (staff and/or community members), or only others (without Board representation).

- 4) The Superintendent will provide appropriate staff and/or data support to permit the effective functioning of the committee.
- 5) The committee chair will extend an invitation by letter or phone to those members of the community whose service is desired.
- 6) Committee meetings will be conducted in the following manner:
 - a) The committee chair, with the assistance of assigned district staff, is responsible for setting a meeting time, preparing the agenda, arranging for a meeting site with necessary equipment, and notifying all members of the time and place for the meeting.
 - b) Committee meetings will be conducted in compliance with the Open Meetings Law and open to the public unless items under discussion qualify as appropriate for executive session.
 - c) Meetings will generally be conducted in accordance with Robert's Rules of Order Newly Revised (§49, Procedures for Small Boards), using it as a guideline for the meeting.
 - d) The committee chair will coordinate with the Superintendent to obtain district information required to complete the committee's task. The chair may designate committee members to obtain information that the committee needs to complete its job.
 - e) The chair will notify the Board President and Superintendent when committee recommendations or reports are ready and arrange to deliver a final report in the form and time specified by the original charge or Board President.
 - f) The Board will enter a motion into the record to receive the report and may ask clarifying questions, but no motion to accept or approve the report is required.
 - g) If the report contains committee recommendations, the board will discuss and take action on recommendations as deemed appropriate by the Board.

Standing committees should establish an annual calendar of meetings each July. Each committee will provide a year-end report to the Board in June.

Revision presented for:
1st reading: 5/11/10
2nd reading & adoption: 6/8/10