

**BOARD OF EDUCATION
AGENDA
October 11, 2011
Elementary School Large Group Room**

**6:00 p.m. Call to Order
Executive Session
7:30 p.m. Public Session**

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. ROLL CALL OF BOARD MEMBERS
- III. MINUTES

The Board approves the minutes of the following meeting:
Regular Meeting held September 13, 2011

- IV. PUBLIC COMMENT (up to 15 minutes in length – relevant to agenda items only)

V. REPORTS

- A. Superintendent of Schools
 - Student Recognition
 - Response to Intervention Update - Donna Guiffre
 - Leadership Goals
- B. Board President
- C. Committees
- D. Student Representative
- E. Other

VI. BOARD CONSENT AGENDA

As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the October 11, 2011 consent agenda:

- A. Personnel - resolutions numbered 1-10
- B. Finance - resolutions numbered 1-6
- C. Facilities and Operations – resolutions numbered 1-2
- D. Education - resolutions numbered 1-2

VII. OLD BUSINESS

- A. Board Policy 9120.1, Nepotism and Patronage – revisions presented for a first reading
- B. Board Goals
- C. Role of Committees
- D. District Website

VIII. NEW BUSINESS

A. Tax Levy

Be it resolved, that the amount to be raised by tax levy for the Port Jefferson Union Free School District be fixed in the sum of \$31,960,867; and,
Be it further resolved, that the amount to be raised by tax levy for the Port Jefferson Library Association be fixed in the sum of \$2,783,755 for the 2011-2012 school year, as agreed to on July 5, 2011 between the Port Jefferson Free Library Association and the Port Jefferson Union Free School District.

B. Budget Development Calendar

The Board approves the attached 2012-2013 Budget Development Calendar.

IX. PUBLIC COMMENT (up to 15 minutes in length)

X. ADJOURNMENT

CONSENT AGENDA

10/11/11

A. Personnel

1. Appointment – Substitutes

The Board approves the following substitutes for the 2011-2012 school year: Teachers

Sheila Albinson
Carmina Austin
Marsha Cohen
Robert Conlin
Kathryn Csorny
Lisa Griffiths
Michelle Landetta
Kristen Mariani
Rachel Tarnowski
Jordan Tsunis
Valerie Vignona
Wendy Woods
Andrea Femoyer (not to exceed 40 days)

Teaching Assistants

Kathryn Csorny
Michelle Landetta
Kristen Mariani
Jordan Tsunis
Wendy Woods
Kerry Desmond-Totillo (not to exceed 40 days)

Teacher Aides

Kathryn Csorny
Kerry Desmond-Totillo
Michelle Landetta
Kristen Mariani
Kimberly Scott
Jordan Tsunis
Wendy Woods

Clerical

Bernadine Devlin
Kimberly Scott
Kerry Desmond-Totillo

Nurse

Linda Love
Audrey Pastrich
Gertrude Weidler

Athletic Trainer

Rachel Aragone

2. Coaching Appointments

The Board approves the appointment of the following coaches for the 2011-2012 school year:

JV Boys' Basketball	John Serignese
Assistant Boys' Winter Track	Andrew Cosci
Assistant Boys' Spring Track	Andrew Cosci
Assistant Girls' Winter Track	Donald Slingerland
Assistant Girls' Spring Track	Donald Slingerland
Varsity Winter Cheerleading	Andrea Gil
7/8 Boys' Basketball co-coaches	Charles Ruoff & Jesse Rosen
7/8 Girls' Volleyball co-coaches	Virginia Hampel & Dinarae Squatriglia
7/8 Girls' Basketball	Virginia Hampel
Substitute Independent Swim	Benjamin Bajus

3. Co-Curricular Appointments

The Board approves the following co-curricular appointments for the 2011-2012 school year:

High School

Yearbook (co-advisors)	Richard Olsen, Lynne Edsall, Megan Ryan
Community Service (co-advisors)	Jesse Rosen, Kerri Neligon
Detention (co-supervisors)	Justin Garguilo, Eva Grasso
Student Organization	Sarah Ogden
Robotics (co-advisors)	Justin Garguilo, Brian Chalmers
Leo Club (co-advisors)	Kristine Vaccaro, Brian Chalmers
Freshman Class (co-advisors)	Justin Garguilo, Robert Farenga

Middle School

Yearbook (co-advisors)	Jeanette Garofalo, Allison Giannusa
7 th Grade Trip Coordinator	Christine Austen
8 th Grade Trip Coordinator	Megan Ryan

Elementary School

Spanish Club	Kimberly Petrone
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4. Mentor Coordinator

The Board approves the appointment of Melissa Corey as Mentor Coordinator for the 2011-2012 school year in accordance with Article VI.O. Appendix K. of the negotiated agreement with the Port Jefferson Teachers' Association.

5. Memorandum of Agreement – Paraprofessionals Association

The Board of Education approves the Memorandum of Agreement between the Port Jefferson Union Free School District and the United Paraprofessionals Association of Port Jefferson in settlement of a grievance dated May 6, 2011.

6. Memorandum of Agreement – Custodial Workers Unit

The Board approves and ratifies the Agreement between the negotiating representatives of the Port Jefferson Union Free School District and the Port Jefferson Custodial Workers' Unit, dated September 15, 2011; and authorizes the Superintendent of Schools and/or the Board President to execute the new Collective Bargaining Agreement incorporating the terms of said agreement.

7. Request for Leave – Speech Teacher

The Board approves the request of Amy McClelland, Speech Teacher, for a leave of absence for the period November 7, 2011 – May 1, 2012, in accordance of the negotiated agreement with the Port Jefferson Teachers' Association.

8. Request for Leave – Math Teacher

The Board approves the request of Christina Morgan, Mathematics Teacher, for a leave of absence for the period November 21, 2011 – April 2, 2012, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

9. Request for Leave – Elementary Teacher

The Board approves the request of Miegan Rowett, Elementary Teacher, for a leave of absence for the period November 14, 2011 – April 16, 2012, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

10. Approval of Teaching Assignments

The Board approves the following resolutions:

- a. BE IT RESOLVED, that Kristine Vaccaro, is serving in the capacity of a (.4) Special Education Teacher for the 2011-2012 school year and is serving in the capacity as a (.6) 7-12 Mathematics teacher for the 2011-2012 school year, is hereby granted one (1) year of seniority credit in the tenure area of Special Education and one (1) year seniority credit in the tenure area of 7-12 Mathematics for her service to the District for the 2011-2012 school year.

- b. BE IT RESOLVED, that Winfred Lento, having served in the capacity of a (.4) Special Education Teacher for the 2010-2011 school year and having served as a (.6) 7-12 Mathematics teacher for the 2010-2011 school year, is hereby granted one (1) year of seniority credit in the tenure area of Special Education and one (1) year seniority credit in the tenure area of 7-12 Mathematics for her service to the District for the 2010-2011 school year.

B. Finance

1. Financial Reports

The Board accepts the financial reports.

2. Inter-municipal Agreement - Suffolk County Natural Gas

The Board approves the attached resolution authorizing the execution of an Inter-municipal Agreement with Suffolk County for Procurement of Natural Gas.

3. Internal Auditor

The Board approves the appointment of Nawrocki, Smith, as Internal Auditor for the 2011-2012 school year, with the option to renew on an annual basis.

4. Acceptance of Financial Statement

The Board accepts the 2010-2011 Financial Statement for the Port Jefferson School District audited and prepared by external auditor, R.S. Abrams.

5. Approval of Payment - APPR Training

The Board approves payment to Anthony Butera, at his individual rate of pay, to attend the mandated APPR training held on August 31, 2011.

6. Acceptance of Donation

The Board gratefully accepts the donation of 300 patio pavers from Great Gardens, Yaphank, NY, for the creation of a 20' x 15' patio in the elementary school courtyard, to be installed by the Garden Club, at no cost to be district.

C. Facilities and Operation

1. Appointment - Custodian of the District's Accounting Records, Bid Opening and Purchasing Officer, Investment Officer, Records Access Officer, Title IX Compliance Officer, FOIL Officer

The Board appoints Sean Leister, Assistant Superintendent for Business, to the following positions for the remainder of the 2011-2012 school year:

Custodian of the District's Accounting Records
Bid Opening and Purchasing Officer
Investment Officer
Records Access Officer
Title IX Compliance Officer
FOIL Officer

2. Change to 2011-2012 School Calendar

The Board approves a change to the 2011-2012 school calendar cancelling Superintendent's Conference Day scheduled for April 16, 2012 and designating February 27, 2012 as Superintendent's Conference Day in its place.

D. Education

1. CSE Recommendations

The Board accepts the recommendations of the Committees on Special Education.

2. Rescission - Skilled Nursing Services

The Board rescinds the approval of Dawn Martin for the provision of skilled nursing services for the 2011-2012.

NEPOTISM AND PATRONAGE

The Board of Education is committed to building trust in the district and the community by ensuring that hiring and purchasing processes and decisions are competitive, based on cost and merit. No preference will be given in hiring or purchasing based on personal relationships with, or advantage to, current employees or Board members.

1. Board members holding actual or prospective personal, familial or financial interest in the resolutions, motions or decisions placed before the Board for action, must publicly announce that interest and recuse themselves from voting if appropriate.
2. A two-thirds majority of the entire Board is required for the appointment of a blood or marriage relative of board members to a teaching position. "Blood or marriage relative" is defined as immediate family - parent, child, sibling, or spouse.
3. This policy shall not be understood to prohibit any Board member from voting on the appointment of, or on a contract of employment with, that member's blood or marriage relative, in accordance with applicable laws.
4. Board members will not impose undue pressure (individual or as a Board) on administrators or staff before and after recommendations for purchase or hire are made.
 - a. The Board may review the processes used by the administration and staff to develop data and information upon which recommendations to the Board have been made.
 - b. The Board shall assign the school district's attorney to investigate any suspected abuse or misuse of the employment or procurement process in any individual candidacy or bid brought into question by a member(s) of the Board.
5. The administration will comply with the Purchasing Policies (Board Policy 6700 et seq.) in respect to purchasing competitively and without prejudice or favoritism, and in following the bidding procedures of such policy and the General Municipal Law.
6. ~~The administration will assure that the competitive hiring process outlined in Board Policies 9240 and 2926 are followed. With regard to any candidate for employment, the administration is required to take reasonable steps to investigate and report to the Superintendent and Board of Education any known family relationships, of that candidate to any Board member or current employee of the District. Although family relationship with current Board members or employees is not necessarily a bar to employment in the district, such relationship may impose particular duties on the Board in the employment process and the administration in assignment of supervision. Disclosure of a family relationship between a candidate and a current Board member or employee is important to avoid the fact or appearance of impropriety in hiring.~~

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It is important to avoid the fact or appearance of impropriety when hiring new employees or when entering contracts with consultants and other vendors. The Superintendent and administration will take reasonable steps to ensure that any potential conflict of interest involving district employees participating in a decision-making process leading to a recommendation to the Board for the hiring of a candidate or for entering into a contract with a third-party are promptly and fully disclosed. District employees involved in decisions regarding hiring or the engagement of outside consultants and vendors are required to disclose any potential conflicts of interest (in fact or appearance) to the Superintendent during the decision-making process. The administration will ensure that the competitive hiring process outlined in Board Policies 9240 and 2926 are followed. With regard to any candidate for employment, the administration is required to take reasonable steps to investigate and report to the Superintendent and Board of Education any known family relationships (by blood or marriage) of that candidate to any Board member or current employee of the District. Although family relationship with current Board members or employees is not necessarily a bar to employment in the district, such relationship may impose particular duties on the Board in the employment process and the administration in assignment of supervision. In addition, Board members are also required to disclose any conflict of interest to the Superintendent and Board before voting on a candidate for hire or a contract.

7. No individual who is a blood or marriage relative of a Board member or district administrator will be allowed more than 30 days per diem salary prior to Board approval.
8. When a recommendation to accept a bid or hire is rejected by the Board of Education, the administration must re-initiate the bidding process or the search for candidates by re-posting, re-advertising and recruiting. Only after an attempt is made to recruit additional candidates may the administration begin interviews with new candidates or vendors. If candidates from the original advertising or recruiting process are considered qualified, the administration is not required to re-interview them before they are considered for recommendation for employment or vendor status.
9. Normally, an administrator shall not be permitted or assigned to directly supervise an employee related to the administrator by blood or marriage. Exceptions to this rule and supervision by an administrator of a more distant relative may be determined by the Superintendent after consideration of other available options and the goal of avoiding the fact or appearance of impropriety. This restriction shall not preclude the fulfillment by any administrator of such other responsibilities or exercise of such authority as may be appropriate to the supervisor's administrator's position.

Related Laws: General Municipal Law Sec.103, 104, 109, 119, 800's;
Education Law Sections 1619, 2103, 2513, 2556, 3016; Bd of Ed v. McGinnis, 100AD2d 300, 1984

| Revision presented for 1st reading: 10/14/08; 2nd reading & adoption: 11/18/08

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

| Revision presented for 1st reading: 10/11/11

B.2.

Approval of a Resolution Authorizing the Execution of an Intermunicipal Agreement with Suffolk County for Procurement of Natural Gas

MOTION: “WHEREAS, sub-division (c) of section (1) of Article IX of the New York State Constitution provides that “Local governments shall have power to agree, as authorized by act of the legislature, with the federal government, a state or one or more other governments within or without the state, to provide cooperatively, jointly or by contract any facility, service, activity or undertaking which each participating local government has the power to provide separately... ;“ and

WHEREAS, sub-division (1) of section 119-0 of Article 5-G of the General Municipal Law provides, in part, that “In addition to any other general or special powers vested in municipal corporations and districts for the performance of their respective functions, powers or duties on an individual, cooperative, joint or contract basis, municipal corporations and districts shall have power to enter into, amend, cancel and terminate agreements for the performance among themselves or one for the other of their respective functions, powers and duties on a cooperative or contract basis or for the provision of a joint service;“ and

WHEREAS, paragraph (d) of sub-division (2) of section 119-0 of Article 5-G of the General Municipal Law authorizes agreements relating to “purchasing and making of contracts subject to general laws applicable to municipal corporations and school districts;” and

WHEREAS, sub-division (a) of section 119-n of Article 5-G provides that “The term ‘municipal corporation’ means a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, fire district or a school district”; and

WHEREAS, Port Jefferson UFSD is an educational/municipal corporation, and

WHEREAS, Port Jefferson UFSD has determined that, in the interest of realizing cost savings, it is to its advantage to participate, through Suffolk County’s Department of Public Works, in Suffolk County’s bidding and award procedures for the procurement of natural gas, by including the demand for natural gas of Port Jefferson UFSD in the County’s request for bidders; and

WHEREAS, it is in the mutual interest of Suffolk County to include Port Jefferson UFSD demand for natural gas in its request for bidders for natural gas for County facilities, in order to maximize purchasing value and obtain a more favorable price, which will amount to a cost savings for Suffolk County;

NOW, THEREFORE, be it RESOLVED, that the Port Jefferson UFSD is hereby authorized, empowered, and directed to enter into an inter-municipal agreement with Suffolk County, in a form acceptable to the Board attorney, pursuant to §119-o of the General Municipal Law, to promote efficient and economical purchasing opportunities for natural gas; and be it further

RESOLVED, that such agreement shall provide that Port Jefferson UFSD and any of its affiliates, successors, and assigns shall be solely responsible for payments due the successful contractor or vendor for their individual purchases.”

2012-2013 Budget Development Calendar

VIII.B.

Required Action

Financial Reports Due to SED (ST-3, Forms A, FT, FB)
 Financial Statement (FS) & External Audit report submitted to SED and Comptrollers Office
 Single Audit of Federal Funds including ARRA
 Reponse to External Audit Findings (Corrective Action Plan)
 Collection of Basic Education Data System (BEDS)
 Non-resident tuition and health services bills

Due Date

9/1/2011 (filed)
 10/14/2011
 10/14/2011
 90 days after receipt of FS
 10/6/2011 (distributed)
 12/15/2011

Proposed Budget Calendar

Subject	Date
Finance Committee Reviews Budget Process & Calendar	Oct-11
Finance Committee reviews 5-10 year trend analysis of appropriations, revenues, assessed values and tax rates	Nov-11
Principals, Directors, will submit	December, 2011
BAC Receives Rollover Budget	December 1, 2011
Superintendent and Assistant Superintendent for Business review Budget Draft #1	Jan 3-5, 2012
Board of Education receives Budget Draft #1	January 6, 2012
BOE review and discussion of Budget Draft #1	January 10, 2012
Finance Committee review and discussion of Budget Draft #2	February 7, 2012
Board of Education receives Budget Draft #2	February 10, 2012
BOE review and discussion of Budget Draft #2	February 14, 2012
Report Levy Cap date to NYS Comptrollers Office	March 1, 2012
Board receives Budget Draft #3	March 9, 2012
BOE review and discussion of Budget Draft #3	March 13, 2012
Public Budget Presentation Meeting	March 27, 2012
Legal notice of date, time, and place of budget hearing and budget vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the budget vote. Notice should appear in 2 general circulation newspapers.	March 27, 2012
Board receives FINAL Budget Draft	April 4, 2012
Board's final review and adoption of proposed budget	April 17, 2012
District wide Budget Informational Meeting - Administration 7:30 pm	April 17, 2012
Board votes on BOCES board candidates and BOCES administrative budget	April 17, 2012
Popular Budget to Printer	April 18, 2012
Property Tax Report Card must be submitted to SED by the end of the next business day following the adoption of the budget but no later than 24 days prior to the budget vote.	April 18, 2012
Salary Disclosure submitted to S.E.D	April 18, 2012
Property Tax Report Card Submitted to local newspapers	April 18, 2012

Budget statement and required attachments must be made available upon request at each school building at least 7 business days before the budget hearing and at least 14 days before the budget vote.	May 1, 2012
Latest date for Popular Budget (Brochure) to be mailed home to residents	May 2, 2012
Board Budget Hearing 7:30 p.m.	May 8, 2012
Budget Notice to be Mailed	May 9, 2012
BUDGET VOTE	May 15, 2012