

April 5, 2011

A special meeting/work session of the Board of Education of Port Jefferson School District was held on April 5, 2011 at Earl L. Vandermeulen High School. Present at the 7:40 p.m. call to order by Vice-President Mark Doyle were Board Members Kathleen Brennan, Lauren Hubbard, Dennis Kahn, Robert Ramus and Elisa Scott, Superintendent Max Riley, and District Clerk Janice Baisley. Absent was Board President Robert Frey.

Dr. Doyle commented on a connect-ed message sent out that was deemed not appropriate and that the matter was being looked into.

Assistant Superintendent for Business, Mark Flower, presented the following:

- options in regard to a spending plan, proposed budget, revenue to be placed in reserves, and tax rate impact
- state aid
- non-instructional cuts common to budget proposals
- highlights of a 5.07% spending plan reduction
- highlights of a 4.27% spending plan reduction
- spending plan tax rate with 4.27% reduction
- contribution to Suffolk County Tax Act vs. tax rate based upon 4.27% spending plan reduction
- budget vs. % change in tax rate based upon 4.27% spending plan reduction
- annual increase on school tax bill

Secondary School Principal, Roseann Cirmigliaro, presented the following:

- a new structure for the school day which includes multiple lunch periods
- a proposed schedule for the 2011-2012 school year reflecting 8 instructional periods as opposed to the current schedule of 9 instructional periods
- actual number of students assignments to AP classes, Regents level classes, core requirements, honors classes scheduled to date
- courses not being offered during the 2011-2012 due to decreased staffing, reduction of one instructional period, and small number of student requests
- proposed co-curricular offerings for 2011-2012

Athletic Director, Deb Ferry, presented the following:

- summary of athletic spending to date
- proposed reductions to the program
- implications of reductions
- proposed 2011-2012 fall, winter and spring athletic programs
- number of teams for 2011-2012

Elementary School Principal, Ted Mockrish, presented the following:

- 2011-2012 program scenario: K-2 and 3-5 schedules, reduction of parallel instruction, increased class size, reduction of teaching assistants and aides

Questions were posed by Board members and discussion ensued following each presentation.

Mr. Flower indicated his need for direction from the Board regarding the different options and desired percentage range to the budget. Discussion ensued.

Mr. Flower recapped his understanding of Board direction as follows:

- to develop a spending plan of between 4.2 and 5%
- show impact of decreasing class size in grades Kindergarten, 1 and 2
- produce scenarios in terms of how to use BOCES revenue, that include continuing the interfund transfer to reserves, or use of money as additional revenue to offset the tax rate.

The Board concurred.

At 11:25 p.m., motion was made by Dr. Kahn, seconded by Mr. Ramus and carried 6-0 that the Board enter executive session to discuss potential litigation and personnel issues.

The district clerk left the meeting and Dr. Doyle acted as clerk pro tem

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At 1:14 a.m., April 6, 2011, the Board reentered general session.

Motion was made by Mr. Ramus, seconded by Mrs. Brennan and carried 6-0 to adjourn.

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April 12, 2011

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on April 12, 2011 at Earl L. Vandermeulen High School. Present at the 7:40 p.m. call to order by Vice-President Mark Doyle were Board Members Kathleen Brennan, Dennis Kahn, Lauren Hubbard, Robert Ramus and Elisa Scott, Superintendent of Schools, Max Riley, and District Clerk, Janice Baisley. Board President Robert Frey was absent.

Motion was by Mrs. Brennan, seconded by Dr. Kahn, and carried 6-0 that the Board approve the minutes of the following meetings:

- Regular Meeting held March 8, 2011
- Special Meeting held March 15, 2011
- Special Meeting held March 22, 2011
- Special Meeting held March 24, 2011
- Special Meeting held March 26, 2011
- Special Meeting held March 28, 2011
- Special Meeting held April 4, 2011

Dr. Doyle announced the open forum.

S. Carlucci

- proposed cuts / maintaining quality programs

F. Feinstein

- high school schedule

W. Kilgore

- maintain programs

B. Miller

- 9 period high school schedule
- LIPA tax certiorari / property values
- Deputy Superintendent position

## REPORTS

The student representative, Matthew Strauss, reported on high school activities and presented a power point on the Kenya library project.

Committee Reports were presented as follows:

Dr. Kahn – LIPA

Mrs. Brennan – Superintendent Search

Mr. Ramus – Budget Advisory

Dr. Doyle – Curriculum

Dr. Doyle – Audit

The Superintendent's report included:

- legislative resolution commending the basketball team
- RtI presentation proposal accepted by NYSSBA
- Energy Education Update was given by Peter Esposito

- Presentation of 2011-2012 proposed budget by Mark Flower with two budget options; one in the amount of \$36,788,511 and the other in the amount of \$38,071,728.

#### CONSENT AGENDA

Motion was made by Dr. Hubbard, seconded by Dr. Kahn and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-8 appearing on the April 12, 2011 consent agenda.

Motion was made by Mr. Ramus, seconded by Dr. Hubbard and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-7 appearing on the April 12, 2011 consent agenda.

Motion was made by Mr. Ramus, seconded by Dr. Kahn and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-2 appearing on the April 12, 2011 consent agenda.

#### NEW BUSINESS

Motion was made by Dr. Hubbard, seconded by Mrs. Brennan and carried 6-0 that the Board designate April 27, 2011 as a special meeting for the purpose of voting on the Eastern Suffolk BOCES 2011-2012 budget and election of members to the BOCES Board.

Motion was made by Mr. Ramus, seconded by Mrs. Brennan and carried 6-0 to discuss the following resolution in regard to adoption of 2011-2012 Budget:

The Board approves the proposed budget for the 2011-2012 school year in the amount of \$\_\_\_\_\_ ; and further, the Board of Education approves the attached Property Tax Report Card to be published in the local newspaper, appended to the proposed budget, and submitted to the State Education Department.

Motion was made by Mr. Ramus, seconded by Mrs. Brennan to open the microphone and allow time for the public to discuss the budget. Motion carried 6-0. The following community members remarked on the presented budget scenarios:

I. Prohovnik  
J. Egan  
A. Wittrock  
B. Miller  
A. Lustig  
S. Rescia  
F. Feinstein  
P. Koehnlein  
P. Rescia

Mr. Flower explained the difference between the proposed budget and a contingent budget. Board discussion ensued regarding the two budget options presented and respective impact. Discussion continued regarding the same budget amount for next year as this year; \$37,354,521.

Motion was made by Mr. Ramus, seconded by Mrs. Scott and carried 4-2 (Mrs. Brennan and Dr. Kahn opposed) that the Board approve the proposed budget for the 2011-2012

school year in the amount of \$37,354,521; and further, that the Board of Education approve the attached Property Tax Report Card to be published in the local newspaper, appended to the proposed budget, and submitted to the State Education Department.

Dr. Hubbard indicated that she would like to make a motion to put a busing referendum on the ballot. Mrs. Scott suggested tabling it at this time. The Board concurred.

Dr. Doyle announced the second open forum.

B. Miller  
- pursue PILOTS

P. Koehnlein  
- Superintendent search candidate

(Dr. Kahn left the room)

S. Rescia  
- district merge

At 11:00 p.m., motion was made by Mrs. Brennan, seconded by Mr. Ramus and carried 5-0 that the Board enter executive session to discuss potential litigation and personnel issues. (Dr. Kahn returned)

The district clerk left the meeting and Dr. Doyle acted as Clerk pro tem.

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At 1:23 a.m., April 13, 2011, the Board reentered general session. Motion was made by Mr. Ramus, seconded by Dr. Hubbard and carried 6-0 to adjourn.

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**A. Personnel**

1. Appointment - Substitutes

The Board approves the following substitute appointment for the 2010-2011 school year:

Kerry Desmond-Totillo	Teaching Assistant (not more than 40 days)
Christine Makarius	Teacher, Teaching Assistant (not more than 40 days)
Carla Sutherland	Teaching Assistant, Teacher Aide
Kimberly Scott	Teacher Aide

2. Retirement – Teaching Assistant

The Board accepts the letter of intent to retire from Frank Sirabella, Teaching Assistant, effective April 6, 2011.

3. Retirement – Teacher

The Board accepts the letter of intent to retire from Nancy Matura, teacher of Health, effective June 30, 2011.

4. Retirement – Teacher

The Board accepts the letter of intent to retire from Maria Llorens, teacher of Foreign Language, effective June 30, 2011.

5. Appointment – Paraprofessional

The Board approves the appointment of Andrea Erland as a teaching assistant effective April 13, 2011 through June 24, 2011, as recommended by the Committee on Special Education, in accordance with the negotiated agreement with the United Paraprofessionals' Association of Port Jefferson.

6. Appointment – Fitness Center Instructor

The Board approves the following athletic appointment for the 2010-2011 school year:

John Serignese	Fitness Center Instructor
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7. Appointment – Lifeguards

The Board approves the following lifeguard appointments for the after-school swim program for the 2010-2011 school year:

Maura Boehm  
Amanda Skelly

8. Appointment- Co-Curricular

The Board approves the following co-curricular appointments for the 2010-2011 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Vanessa Salzman & Christian Neubert  
Christine Creighton  
Katie Bernius

6<sup>th</sup> Grade Concerts-Strings (shared)  
6<sup>th</sup> Grade Concerts-Band  
Middle School Concerts-Vocal

**B. Finance**

1. Financial Reports

The Board approves the financial reports.

2. Multi-Year Service Agreement

The Board approves the Multi-Year Service Agreement with Eastern Suffolk BOCES for the acquisition of hardware and software to upgrade the existing network and telephone system throughout the district.

3. Joint Municipal Bidding Program

The Board adopts the attached resolution approving participation in the Joint Municipal Bidding program with Eastern Suffolk BOCES for the 2011-2012 school year.

4. ASEP Agreements

In accordance with New York State's Flow Through Law, the Board approves the agreements between the Port Jefferson School District and the following approved special education providers for the 2010-2011 school year; and further, the Board authorizes the Board President to execute said agreements:

Anderson Center for Autism	Just for Kids
Alternatives for Children	Metro Therapy
Bilinguals	New York Therapy Placement Services
Cleary School for the Deaf	NYSARC, Inc.
Developmental Disabilities	Suffolk County Department of Health

5. Internet Connection

The Board approves entering into a service agreement with Optimum Lightpath for the purpose of providing a 100Mbps internet connection.

6. Health Services Contracts

The Board approves the health services contracts with each of the following districts for children attending Our Lady of Wisdom School for the 2010-2011 school year:

Comsewogue UFSD	Longwood CSD
Middle Country CSD	Miller Place UFSD
Mount Sinai UFSD	Riverhead CSD
Rocky Point UFSD	Shoreham-Wading River CSD
Smithtown CSD	Three Village CSD
William Floyd UFSD	

7. Vote Officials

The Board adopts the following resolution designating the Chairperson, Acting Clerk, Chief Election Inspector and Inspectors of Election for the May 17, 2011 Annual Vote and Election; and further, that the compensation for said officials be at the rate of \$10.00 per hour.

RESOLVED by the Board of Education of Port Jefferson Union Free School District, in the County of Suffolk, New York:

*Section 1.* Pursuant to the provisions of the Education Law, Arnold Lustig, a qualified voter of the Port Jefferson Union Free School District, in the County of Suffolk, New York (the "District"), is hereby appointed to act as the Chairperson of the Annual Vote/Election to be held in the District on May 17, 2011, and the District Clerk is hereby authorized and directed to give written notice of the appointment of such qualified voter so appointed by this Board of Education.

*Section 2.* Pursuant to the provisions of the Education Law, Arnold Lustig, a qualified voter of the District, is hereby appointed to act as the Acting Clerk at said Vote/Election, in the absence of the District Clerk.

*Section 3.* Each of the following qualified voters of the District are hereby appointed to act as Inspectors of Election, including one such qualified voter appointed as Chief Election Inspector, at said Vote/Election and shall perform such duties and take such action as prescribed by the Education Law:

Isabelle Nalbantian	Lesley Chesley	Lucy Smith
Mary Moore	Helen Kristich	Monica Williams
Nancy Lustig	Caroline Ennis	Margaret Smith
Stephanie Free	Samantha Free	Eileen Coen
Elaine Freda	Deborah Frank	

*Section 4.* The District Clerk is hereby authorized and directed to give written notice of appointment to each of the persons hereinabove appointed to the respective offices, and to notify this Board of Education forthwith if any of such persons refuse to accept such appointment or fail to serve, in which case this Board of Education is to take such further action as may be authorized in such circumstances pursuant to the Education Law. In the event that this Board of Education is unable to hold a meeting to appoint a qualified voter of said District to fill a vacancy caused by the refusal of any person herein designated to accept his/her appointment or the failure of such person to serve, the District Clerk is hereby authorized to appoint a qualified voter of this District to fill such vacancy.

*Section 5.* The Inspectors of Election are hereby directed to announce the results of the ballot to the Chairperson of the Vote/Election. The Chairperson is directed to declare such results and the District Clerk is directed to record such results.

*Section 6.* This resolution will take place immediately.

**C. Facilities & Operations**



**D. Education**

1. CSE Recommendations

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

2. Summer Music Camp

The Board approves the Summer Music Camp to be held July 11 – July 28, 2011 at the Middle School.

School Year 2011-2012

**RESOLUTION (A)**

**JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM**

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Port Jefferson UFSD, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Dated:

\_\_\_\_\_  
Name of Educational or Municipal Corporation

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Person - Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address



Property Tax Report Card  
580206 - PORT JEFFERSON UFSD

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Official - as of 04/13/2011 09:48 AM

**Important Note: Changes in GAAP reporting requirements for fund balances affect NYS school district financial statements for periods ending June 30, 2011. Data elements for the Property Tax Report Card have been renamed and redefined in accordance with these changes. Please see <http://www.p12.nysed.gov/mgt/serv/districtbudgetdata.html> for additional guidance.**

Form Due - April 23, 2011

School District Contact Person:   
School District Telephone Number:

	Budgeted 2010-11 (A)	Budgeted 2011-12 (B)	Percent Change (C)
Total Spending	<input type="text" value="37,354,521"/>	<input type="text" value="37,354,521"/>	<input type="text" value="0.00"/> %
Total School Tax Levy	<input type="text" value="29,538,898"/>	<input type="text" value="31,960,867"/>	<input type="text" value="8.20"/> %
Public School Enrollment	<input type="text" value="1,272"/>	<input type="text" value="1,272"/>	<input type="text" value="0.00"/> %
Consumer Price Index			<input type="text" value="1.6"/> %

	Actual 2010-11 (D)	Estimated 2011-12 (E)
Adjusted Restricted Fund Balance	<input type="text" value="2,810,537"/>	<input type="text" value="3,638,584"/>
Assigned Appropriated Fund Balance	<input type="text" value="1,750,000"/>	<input type="text" value="0"/>
Adjusted Unrestricted Fund Balance	<input type="text" value="1,486,218"/>	<input type="text" value="1,486,218"/>
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	<input type="text" value="3.98"/> %	<input type="text" value="3.98"/> %

April 14, 2011

A special meeting of the Port Jefferson School District Board of Education was held on April 14, 2011 at the District Office. Present at the 9:07 p.m. call to order by Vice-President Mark Doyle were Board Members Dennis Kahn, Lauren Hubbard, Kathleen Brennan, Robert Ramus, and District Clerk Janice Baisley. Absent were Board President Robert Frey and Board Member Elisa Scott.

Motion was made by Mr. Ramus, seconded by Dr. Hubbard and carried 5-0 that the Board enter executive session to discuss matters relating to personnel contracts. Teleconferenced in was school district attorney Anna Scricca. The District Clerk left the meeting and Dr. Doyle acted as Clerk pro tem.

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Ms. Scricca left the meeting at 10:30 p.m. Dr. Hubbard left the meeting at 10:40 p.m.

At 11:30 p.m., the Board reentered general session.

Motion was made by Mrs. Brennan, seconded by Dr. Kahn and carried 4-0 to adjourn.

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April 15, 2011

A special meeting of the Port Jefferson School District Board of Education was held on April 15, 2011 at the District Office. Present at the 7:38 p.m. call to order by Vice-President Mark Doyle were Board Members Lauren Hubbard, Kathleen Brennan, Robert Ramus, Elisa Scott, and District Clerk Janice Baisley. Absent were Board President Robert Frey and Board Member Dennis Kahn.

Motion was made by Mr. Ramus, seconded by Mrs. Brennan and carried 5-0 that the Board enter executive session to discuss matters relating to personnel contracts. At 7:55 p.m., the Board reentered general session.

Motion was made by Mr. Ramus, seconded by Mrs. Brennan and carried 5-0 that the Board approve the Release and Settlement Agreement between Dr. Max Riley and the Port Jefferson Union Free School District, dated April 15, 2011; and further, the Board authorize the Board President/Vice-President to execute said agreement.

Motion was made by Mr. Ramus, seconded by Mrs. Brennan and carried 5-0 that the Board rescind the action taken at the October 12, 2010 meeting of the Board of Education accepting the resignation of Dr. Max Riley effective August 31, 2011.

Motion was made by Mr. Ramus, seconded by Mrs. Scott and carried 5-0 that the Board accept the letter of resignation from Dr. Max Riley as Superintendent of Schools effective May 31, 2011.

Motion was made by Mr. Ramus, seconded by Dr. Hubbard and carried 5-0 that the Board appoint Dr. Kenneth Bossert as Superintendent of Schools, in accordance with the terms of an Employment Agreement between the Board of Education and Dr. Kenneth Bossert, dated April 14, 2011; and further, the Board authorize the Board President/Vice-President to execute said agreement.

Discussion ensued regarding how to communicate Dr. Bossert's appointment. The Board concurred that a reception will be held on April 26, 2011, 6:00 p.m., in the high school library; and an immediate connect-ed e-mail and posting on the district web-site would be done.

The Board discussed having a special board meeting for the purpose of discussing the spending plan for the proposed 2011-2012 budget. The Board concurred that this meeting will be held on April 26, 2011, 7:00 p.m., in the high school auditorium.

The Board discussed a time on April 27, 2011 to meet to vote on the Eastern Suffolk BOCES Budget and Board Candidates. The Board concurred that the time will be 9:30 a.m. at the District Office.

Motion was made by Mr. Ramus, seconded by Dr. Hubbard and carried 5-0 to adjourn.

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April 26, 2011

A special meeting of the Board of Education of Port Jefferson School District was held on April 26, 2011 at Earl L. Vandermeulen High School. Present at the 7:10 p.m. call to order by Vice-President Mark Doyle were Board Members Kathleen Brennan, Lauren Hubbard, Dennis Kahn, Robert Ramus and Elisa Scott, Superintendent Max Riley, and District Clerk Janice Baisley. Absent was Board President Robert Frey.

Dr. Doyle explained the purpose of the work session was to discuss a spending plan for the 2011-2012 adopted budget.

Dr. Riley reviewed calendar deadlines related to the budget, program changes to the elementary, middle, and high school programs, courses being restored and those not being scheduled, reductions to non-instructional, athletics and club stipends, and staffing changes. Questions were posed by Board members and discussion ensued during the course of the presentation. Administrators addressed questions pertaining to their respective areas.

A. Lustig – Inquired whether there would be a public forum. Board consensus was that the meeting was a work session, posted as such, and there would not be an open forum.

Additional discussion ensued regarding:

- detailed information to be included in the budget brochure
- executive session to address administrative costs within the budget

Motion was made by Mr. Ramus, seconded by Dr. Hubbard and carried 4-2 (Mrs. Brennan and Dr. Kahn opposed), that the Board adopt the proposed \$37, 238,009 spending plan as a template for the budget brochure and budget statement.

At 8:50 p.m., motion was made by Mr. Ramus, seconded by Mrs. Brennan, and carried 6-0 that the Board enter executive session to discuss personnel issues. The district clerk left the meeting and Dr. Doyle acted as Clerk pro tem.

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At 9:57 p.m., the Board reentered general session.

Motion was made by Mrs. Scott, seconded by Mr. Ramus and carried 6-0 that the Board direct administration to adjust the 2011-2012 budget spending plan to reflect a reduction of no less than \$225,000 in administrative compensation.

At 10:00 p.m., motion was made by Mrs. Brennan, seconded by Dr. Hubbard and carried 6-0 to adjourn.

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April 27, 2011

A special meeting of the Board of Education of Port Jefferson School District was held on April 27, 2011 at the District Office. Present at the 9:40 a.m. call to order by Vice-President Mark Doyle were Board Members Kathleen Brennan, Lauren Hubbard, and Elisa Scott, and District Clerk Janice Baisley. Absent were Board President Robert Frey, and Board Members Dennis Kahn and Robert Ramus.

Motion was made by Mrs. Scott, seconded by Mrs. Brennan and carried 4-0 that the Board approve the Administrative Budget of the Board of Cooperative Educational Services for 2011-2012.

Five vacancies to be filled on the BOCES Board; each vacancy is for a three year term starting July 1, 2011 and ending June 30, 2014. The following six candidates appear on the ballot:

Walter Denzler (Three Village SD) I  
Stephen Gessner (Shelter Island SD)  
Susan Lipman (West Islip SD) I  
Anne Mackesey (Sag Harbor SD) I  
William Miller (Longwood SD) I  
Katherine Heinlein (Bayport-BluePoint SD) I

Motion was made by Mrs. Brennan, seconded by Dr. Hubbard and carried 4-0 that the Board cast its votes for incumbents, Walter Denzler, Susan Lipman, Anne Mackesey, William Miller, and Katherine Heinlein.

At 9:44 a.m., motion was made by Dr. Hubbard, seconded by Mrs. Brennan and carried 4-0 to adjourn.

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