

**BOARD OF EDUCATION  
AGENDA  
November 8, 2011  
Elementary School**

**6:00 p.m. Executive Session (Library)**  
**7:30 p.m. Public Session (Large Group Room)**

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. MINUTES

The Board approves the minutes of the following meetings:

Regular Meeting held October 11, 2011

Work Session held October 25, 2011

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

V. REPORTS

- A. Superintendent of Schools
  - Recognition
  - Budget Update – *Mr. Leister*
  - Website Preview - *Syntax*
- 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 November 8, 2011 consent agenda:

- A. Personnel - resolutions numbered 1-10
- B. Finance - resolutions numbered 1-2
- C. Facilities and Operations – resolution numbered 1
- D. Education - resolutions numbered 1-9

VII. OLD BUSINESS

- A. Board Policy 9120.1, Nepotism and Patronage – *first reading tabled from 10/11/11*
- B. Role of Board Committees

VIII. NEW BUSINESS

- A. Bank Account for Collateralization Purposes
- B. Board Vacancy

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

X. ADJOURNMENT

**A. Personnel**

1. Substitutes

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

Teacher

Brittany Tortorella  
Shannon Flatley  
Jill Lewis  
Paige Lohmann  
Kevin Matura

Teaching Assistant

Brittany Tortorella

Teaching Assistant – (not to exceed 40 days)

Joseph Barclay  
Tory Malvetti

Teacher Aide

Joseph Barclay  
Tory Malvetti  
Brittany Tortorella

2. Mentors

The Board approves the following teacher mentors for the 2011-2012 school year in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Mark Abbonizio (for Jessica Pastor)  
Melissa Martin (for Christian Neubert)  
James Mimnaugh (for Dinarae Squitraglia)

3. Coach

The Board approves the appointment of Ian McEwen as Assistant Varsity/JV Wrestling Coach for the 2011-2012 school year, pending SED certification.

4. Request for Leave – Mathematics Teacher

The Board approves the request of Jamie Veraldi, teacher of Mathematics, for a leave of absence effective February 13, 2012 through the remainder of the 2011-2012 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

5. Leave Replacement Appointment

The Board approves the appointment of Shannon Flatley as a teacher of Mathematics, on a leave replacement basis (for Jamie Veraldi), effective February 7, 2012 through the remainder of the 2011-2012 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

6. Extra Class Assignment

The Board approves an extra class assignment for Jeanette Garafola to teach Resource Room, 1 class a day per 6 day cycle, effective November 9, 2011 for the 2011-2012 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

7. Extension of Employment Agreement

The Board extend the terms of the employment agreement with Thomas Meehan, Jr., Interim Elementary School Principal, through June 30, 2012.

8. Athletic Trainer

The Board approves the appointment of Jason Long as Athletic Trainer effective November 9, 2011, at the rate of \$40.00 per hour.

9. Human Resources Agreement

That the Board approves the appointment of Edward F. Sallie, as part-time Human Resources Administrator, effective November 15, 2011 – June 30, 2012, in accordance with the terms and conditions of an Agreement dated November 8, 2011.

10. FTE Reduction

The Board hereby resolves that due to the budgetary constraints, the following positions shall be eliminated effective June 30, 2011:

| <u>Position</u>    | <u>Total FTE Reduction</u> | <u>Employee Name</u> |
|--------------------|----------------------------|----------------------|
| Teaching Assistant | 1.0                        | Andrea Erland        |
| Teaching Assistant | 1.0                        | Taylor Gang          |

**B. Finance**

1. Financial Reports

The Board accepts the financial reports.

2. Appointment - Student Residency Investigator

The Board approves the appointment of Covert Investigations & Security, Inc. as the District's student residency investigator for the 2011-2012 school year, with the option to renew on a yearly basis, in accordance with the Proposal for Professional Services dated October 24, 2011.

**C. Facilities and Operation**

1. Surplus Property

The Board declares the following as surplus property and authorizes the Assistant Superintendent for Business to dispose of same in the best interest of the district:

- (1) Cool Classic Plus 26 Air Conditioner #20100032
- (1) Traulsen 3 Section Refrigerator #20100328
- (1) Windsor Compact 20 Floor Scrubber #005897
- (1) Storage Container (Elementary School Custodial Entrance)

**D. Education**

1. CSE Recommendations

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

2. Instructional Service Agreement

The Board approves the Instructional Service Agreement between the district and Islip Tutoring Services, Inc. for the provision of home instruction services for the 2011-2012 school year.

3. Instructional Service Agreement

The Board approves the Instructional Service Agreement between the district and Top Grade for the provision of home instruction services for the 2011-2012 school year.

4. Instructional Service Agreement

Board of Education approves the Service Agreement between the district and East End Disabilities for the provision of special education services for the 2011-2012 school year.

5. Universal Pre-K Provider

The Board of Education approves the contract between the district and The Community Programs Center of Long Island for the provision of Universal Pre-K for the 2011-2012 school year.

6. Course Offering

The Board approves the addition of College Algebra with Trigonometry as a course offering to be included in the high school course catalogue.

7. Course Removal

That the Board approve the removal of Computer Applications as a high school graduation course requirement.

8. Trip Abroad

The Board approves the proposed trip to Italy, April 9-16, 2012, for students in grades 10, 11 and 12 currently enrolled in Italian classes.

9. Out-of-State Trip

The Board approves the out-of-state trip to Washington, D.C., May 2-4, 2012, for 8<sup>th</sup> grade students.

## 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.~~

**INSERT ATTACHED**

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

1<sup>st</sup> reading: 10/14/08

2<sup>nd</sup> reading & adoption: 11/18/08

Revision presented for

1<sup>st</sup> reading: 5/11/10

2<sup>nd</sup> reading & adoption: 6/8/10

Revision presented for

1<sup>st</sup> reading: 10/11/11 tabled to 11/8/11

## INSERT

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 discover~~ 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.~~ Such potential conflicts will be promptly and fully disclosed to the Board before it takes action on any resulting recommendation. 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 or outside vendor, the administration ~~is required to~~ and Superintendent will take reasonable steps to investigate and report to the ~~Superintendent and~~ Board of Education any ~~known family~~ significant relationships ~~(blood or marriage)~~ of that candidate to any Board member or current employee of the District. Although ~~family significant such~~ relationships with current Board members or employees ~~are is~~ not necessarily a bar to employment in the district, such relationships 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.