

**BOARD OF EDUCATION
AGENDA
December 13, 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 November 8, 2011

Special Meeting held November 15, 2011

Work Session held November 22, 2011

IV. PUBLIC COMMENT - (up to 15 minutes in length - priority given to comments relevant to agenda items)

V. REPORTS

A. Superintendent of Schools

- Program Modifications – Mrs. Guiffre

- Budget Update – Mr. Leister

B. Student Representative

C. Board President

D. Committees

E. Other

VI. BOARD CONSENT AGENDA

As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the December 13, 2011 consent agenda:

A. Personnel - resolutions numbered 1-7

B. Finance - resolutions numbered 1-3

C. Facilities and Operations – resolution numbered 1

D. Education - resolutions numbered 1-5

VII. OLD BUSINESS

A. Board Policy 9120.1, Nepotism and Patronage – second reading and adoption

VIII. NEW BUSINESS

A. Finance Committee

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:

Teachers

Kelly Maguire

Donna Farenga

Teaching Assistants

Sheila Albinson

Kim Berger

Amy Frohlich

Kelly Maguire

2. Request for Leave – Teaching Assistant

The Board approves the request of Patricia Dowden, Teaching Assistant, for a leave of absence from January 3, 2012 through the end of the 2011-2012 school year, in accordance with Article XI.10 of the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

3. Leave Replacement Appointment – Teaching Assistant

The Board appoints Michelle Lautato as a teaching assistant on a leave replacement basis (for Patricia Dowden) effective January 3, 2012 through the remainder of the 2011-2012 school year, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

4. Leave Replacement Appointment – Teacher

The Board appoints Lisa Griffiths as a teacher of Elementary Education on a leave replacement basis (for Miegan Rowett) effective November 14, 2011 to April 16, 2012, at Level MA15 Step 1 in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

5. Coaching / Athletic Appointments

The Board approves the following coaching / athletic appointments for the 2011-2012 school year:

MSG Varsity Outreach Media Advisor	Brian Chalmers
MS Wrestling Coach	Mike Feile
Community Fitness Center Instructors	Michael Caravello
	Traci Johansen
	Dinarae Squatriglia
	Alycia Petitto
	Andrew Cosci
	James Mimnaugh
	Michael Riley
Lifeguards for Community Swim	Loraine Serabian
	Emily Fleckenstein
	Jake Cavanaugh
	Kirsten Crovello
	Amanda Skelly

6. Rate of Pay – Substitute Custodian

The Board approves the rate of pay for substitute custodian Peter Colon in the amount of \$12.00 per hour effective with the 2011-2012 school year.

7. Resignation – Payroll Supervisor

The Board accepts the letter of resignation from Lorraine Dunkel as Senior Account Clerk / Payroll Supervisor effective January 1, 2012.

B. Finance

1. Financial Reports

The Board accepts the financial reports.

2. Change Order

The Board approves Change Order Number 1 with SJ Electric, Inc., in the amount of \$6,500.00.

3. Establishment of Non-Interest Bearing Bank Account

The Board approves the establishment of a non-interest bearing bank account with Capital One for the purpose of offsetting the increasing cost of collateralization.

C. Facilities and Operation

1. Use of Facilities Fee Schedule

The Board approves the attached Use of Facilities Fee Schedule for immediate implementation.

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 Education, Inc., for the provision of home instruction services for the 2011-2012 school year.

3. Out-of-State Trip

The Board approves the proposed trip to Boston, Massachusetts, May 10 – 11, 2012, for Grade 7 students.

4. High School Course Offering

The Board approves the addition of *Foundations in English* as a high school course offering commencing with the 2012-2013 school year.

5. Textbook Approval

The Board approves the adoption of *New York Chemistry, Matter and Change*, published by McGraw Hill, copyright date 2009, for use by Chemistry 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

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 tabled to 11/8/11

2nd reading & adoption: 12/13/11

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.

<i>Fees Schedule for Single Event</i>	Port Jefferson Not for Profit's where NO entrance fee is charged	Non Port Jefferson Not for Profit's where NO entrance fee is charged	Port Jefferson Not for Profit's where a entrance fee is charged	Non Port Jefferson Not for Profit's where a entrance fee is charged	<u>Other Organizations</u>
Classroom	\$0	\$10	\$100 per event	\$150 per event	\$240 per event
Auditorium	\$0	\$25	\$240 per event	\$300 per event	\$800 per event
Gymnasium	\$0	\$25	\$240 per event	\$300 per event	\$800 per event
Pool	\$0	\$25	\$240 per event	\$300 per event	\$400 per event
Lifeguards	\$15	\$15	\$15 per hour	\$20 per hour	\$25 per event
Cafeteria (excluding use of kitchen facilities)	\$0	\$25	\$150 per event	\$200 per event	\$360 per event
Fields (+ \$120 for lights, if needed)	\$0	\$25	\$190 per day	\$250 per day	\$360 per day
Parking Lot	\$0	\$10	\$120 per day	\$150 per day	\$240 per day
Library	\$0	\$25	\$150 per event	\$190 per event	\$360 per event
Large Group Rm/ Multi-purpose Rm	\$0	\$25	\$150 per event	\$190 per event	\$360 per event
Service Fee for Custodial Service fee weekends when Custodians are not on duty in the building	\$46 per hour	\$50 per hour	\$66 per hour	\$68 per hour	\$76 per hour
Service Fee for Spring Street Custodial Service fee weekends when Custodians are not on duty in the building	\$45 per hour Sat \$60 per hour Sun	\$50 per hour Sat \$65 per hour Sun	\$65 per hour Sat \$75 per hour Sun	\$70 per hour Sat \$80 per hour Sun	\$80 per hour Sat \$90 per hour Sun
Fee Schedule for Season (Assumes One day per week)	Port Jefferson Not for Profit's where NO entrance fee is charged	Port Jefferson Not for Profit's where NO entrance fee is charged	Port Jefferson Not for Profit's where a entrance fee is charged	Port Jefferson Not for Profit's where a entrance fee is charged	<u>Other Organizations</u>
Classroom	\$0	\$100	\$500	\$600	\$1,500
Auditorium	\$0	\$250	\$1,000	\$1,200	\$3,000
Gymnasium	\$0	\$250	\$1,000	\$1,200	\$2,000
Pool	\$0	\$250	\$1,000	\$1,200	\$2,000
Lifeguards	\$150	\$1,000	\$1,000	\$1,200	\$2,000
Cafeteria (excluding use of kitchen facilities)	\$0	\$250	\$1,000	\$1,200	\$2,000
Fields (+ \$120 for lights, if needed)	\$0	\$250	\$750	\$900	\$1,500
Parking Lot	\$0	\$100	\$500	\$600	\$1,000
Library	\$0	\$250	\$1,000	\$1,200	\$2,000
Large Group Rm/ Multi-purpose Rm	\$0	\$250	\$1,000	\$1,200	\$2,000
Service Fee for Custodial Service fee weekends when Custodians are not on duty in the building	\$46 per hour	\$50 per hour	\$66 per hour	\$68 per hour	\$76 per hour

Service Fee for Spring Street Custodial Service fee weekends when Custodians are not on duty in the building	\$45 per hour Sat \$60 per hour Sun	\$50 per hour Sat \$65 per hour Sun	\$65 per hour Sat \$75 per hour Sun	\$70 per hour Sat \$80 per hour Sun	\$80 per hour Sat \$90 per hour Sun
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