

**BOARD OF EDUCATION
AGENDA
January 10, 2012
Elementary School**

6:30 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 meeting:
 Regular Meeting held December 13, 2011
 Special Meeting held January 3, 2012
- IV. PUBLIC COMMENT - (up to 15 minutes in length - priority given to comments relevant to agenda items)
- V. REPORTS
 - A. Superintendent of Schools
 - Student Recognition
 - First Draft Budget Update
 - 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 January 10, 2012 consent agenda:
 - A. Personnel - resolutions numbered 1-9
 - B. Finance - resolutions numbered 1-4
 - C. Facilities and Operations – resolution numbered 1
 - D. Education – resolution numbered 1
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
 - A. Board Policy 1500 Public Use of Facilities – revisions presented for a first reading
 - B. PJTA Request for Arbitration
- IX. PUBLIC COMMENT (up to 15 minutes in length)
- X. ADJOURNMENT

CONSENT AGENDA

1/10/12

A. Personnel

1. Substitutes

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

Teachers

Nicole Garcia
Jessica Lamb
Bari Marchfeld
Renee Oliva

Teaching Assistants

Nicole Garcia
Matthew Herrschaft
Jessica Lamb
Bari Marchfeld
Renee Oliva

Katherine Butera (not to exceed 40 days)

Teacher Aide

Julie Barrett
Jennifer Ehlen
Nicole Garcia
Matthew Herrschaft
Jessica Lamb
Bari Marchfeld
Renee Oliva

Custodian

Casey Vitti (contingent upon fingerprint clearance by the State Education Department)

2. Request for Leave – Guidance Counselor

The Board approves the request of Kerri Neligon, Guidance Counselor, for a leave of absence from February 27, 2012 to May 29, 2012, in accordance with Board Policy 9520.2 Family and Medical Leave and Article IX.B.9 of the negotiated agreement with the Port Jefferson Teachers' Association; further, the Board approves the request of Kerri Neligon, Guidance Counselor, for a childcare leave of absence from May 30, 2012 to June 30, 2012 in accordance with Article IX.F. of the negotiated agreement with the Port Jefferson Teachers' Association.

3. Request for Leave – Special Education Teacher

The Board approves the request of Melissa Zinger, Special Education Teacher, for a leave of absence from March 5, 2012 until March 30, 2012, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

4. Request for Extension of Leave – English Teacher

The Board approves the request for an extension of leave from Carrie Fleischer, teacher of English, from January 23, 2012 for the remainder of the 2011-2012 school year.

5. Extension of Leave Replacement Appointment

The Board approves the extension of the leave replacement appointment of Kayleen Moran (for Carrie Fleisher) from January 23, 2012 for the remainder of the 2011-2012 school year.

6. Appointment – Part-time Teacher Aide

The Board appoints Regina Spero as .615 FTE Teacher Aide effective January 11, 2012 for the remainder of the 2011-2012 school year, in accordance with the negotiated agreement with the Port Jefferson Paraprofessionals' Association.

7. Appointment – Part-time Teaching Assistant

The Board appoints Bernadine Devlin as .615 FTE Teaching Assistant effective January 11, 2012 for the remainder of the 2011-2012 school year, in accordance with the negotiated agreement with the Port Jefferson Paraprofessionals' Association.

8. Appointment - Lifeguards

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

Mary Fleckenstein, Head	Community Swim
Mairead Swords	Community Swim
Steven Bosch	Community Swim
Morgan Sakovich	Community Swim
Karin Holvik	Community Swim
Madison Crowe	Community Swim

9. Additional Class

The Board approves the extra class assignment for Jacqueline Gandolfo to teach an additional Resource Room class, three times per week, effective December 21, 2011 through the remainder of the 2011-2012 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

B. Finance

1. Financial Reports

The Board accepts the financial reports.

2. Acceptance - Response to Risk Assessment Report

As recommended by the Audit committee, the Board accepts the Internal Audit on School Lunch for the 2010-2011 school year.

3. Acceptance – Corrective Action Response

As recommended by the Audit Committee, the Board accepts the corrective action response to the external auditor's management letter for the fiscal year ending June 30, 2011; and further, the Board authorizes the Assistant Superintendent for Business to submit the management letter and action plan to the New York State Comptroller's Office.

4. Scholarship

The Board accepts the scholarship donation in the amount of \$500.00 from the Suffolk Association of School Business Officials, to be awarded to graduating senior(s).

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:

- a. (2) 5 bench bleachers
- b. Merlin phone equipment identified on the attached list
- c. Audiovisual equipment identified on the attached list

D. Education

1. CSE Recommendations

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

C.I.B.

Merlin Legend PBX Phone System

System 2 - High School

Slot 0 - Processor

Slot 1 - 408 GS/LS MLX

Slot 2 - 408 GS/LS ATL

Slot 3 - 408 GS/LS ATL

Slot 4 - 408 GS/LS ATL

Slot 5 - 800 GS/LS

Slot 6 - 016 Ring Gen

Slot 7 - 016 Ring Gen

Slot 8 - 016 Ring Gen

Slot 9 - 800 GS/LS

Slot 10 - 800 GS/LS

Slot 11 - 800 GS/LS

Slot 12 - 007 Merlin Mail

Slot 13 - 016 MLX

Slot 14 - 016 MLX

Slot 15 - Empty

Slot 16 - Empty

Slot 17 - Empty

Approximately

70 MLX Phones

18 ATL Phones

1 Portable

A/V Items to be Surplused

Asset tag Number	Description
30635	3M Overhead Projector
N/A	3M Overhead Projector
03-063	3M Overhead Projector
04-206	3M Overhead Projector
010595	3M Overhead Projector
010538	3M Overhead Projector
0-0883	3M Overhead Projector
02-251	3M Overhead Projector
0159	3M Overhead Projector
04-239	3M Overhead Projector
0079	3M Overhead Projector
N/A	3M Overhead Projector
010507	3M Overhead Projector
N/A	3M Overhead Projector
03-411	3M Overhead Projector
N/A	3M Overhead Projector
N/A	3M Overhead Projector
N/A	3M Overhead Projector
010584	3M Overhead Projector
010578	3M Overhead Projector
N/A	3M Overhead Projector
010571	3M Overhead Projector
N/A	APC 450 Battery Backup
N/A	APC 450 Battery Backup
N/A	Apollo Overhead Projector
01-025	Bell & Howell Cassette Player
N/A	Bell & Howell Cassette Player
006578	Bell & Howell Cassette Player
03-313	Bell & Howell Cassette Player
04-291	Bell & Howell Cassette Player
006575	Bell & Howell Cassette Player
N/A	Bogen Equalizer
N/A	Bogen mixer
02-289	EIKI Cassette Player
006960	Eiki CD tape recorder
006513	EIKI Cassette Player
03-126	EIKI Cassette Player
015748	EIKI Cassette Player
006514	EIKI Cassette Player
015744	EIKI Cassette Player
015745	EIKI Cassette Player
006519	EIKI Cassette Player
04-486	EIKI Cassette Player
006512	EIKI Cassette Player

A/V Items to be Surplused

Asset tag Number	Description
006577	EIKI Cassette Player
N/A	EIKI Cassette Player
N/A	EIKI Cassette Player
007514	Furman Power Conditioner
011492	Head End Combiner
3065	JVC Dual Cassette Deck
006606	JVC VCR
010550	JVC VCR
006610	JVC VCR
011429	Mackie mixer
011441	MIPS 12 Channel Selector
05-002	Panasonic Boom Box
013409	Panasonic DVD /VCR
05-096	Panasonic DVD /VCR
010691	Panasonic DVD Player
N/A	Panasonic Cassette Player
0-0876	Panasonic VCR
0308	Panasonic VCR
3068	Panasonic VCR
05-0546	Panasonic VCR
011392	Panasonic VHS Camcorder
015752	Panasonic VHS Camcorder
006286	Panasonic VHS Camcorder
015735	Panasonic VHS Camcorder
006554	Panasonic VHS Camcorder
011396	Panasonic VHS Camcorder
011367	PFAM 550 AV Modulator
011444	PFAM 550 AV Modulator
011443	PFAM 550 AV Modulator
N/A	Pioneer CD player
010526	Pioneer Laser Disk Player
02-311	RCA Boom Box
005851	RCA TV
006593	RCA TV
006406	RCA TV
005902	RCA TV
010529	RCA TV
010549	RCA TV
005658	RCA TV
n/a	RCA VCR
N/A	RCA VCR
010683	RCA VHS Camcorder
n/a	Samsung VCR
006264	Sharp TV

C.l.e.

A/V Items to be Surplused

Asset tag Number	Description
006289	Sharp TV
2010	Sharp TV
1628	Sony Lasermax
N/a	TOA Amplifier
N/A	TOA Amplifier
N/A	TOA Power Mixer
013370	Tripp lite 1500 UPS
013369	Tripp lite 1500 UPS
02-273	VCR

1500 PUBLIC USE OF FACILITIES

The School District's buildings and grounds are maintained primarily for the education and recreation of the students within the School District. However, the Board of Education recognizes that the buildings and grounds of the School District are a valuable resource and believes that this resource should be made available to the community for specific uses that will not interfere with, obstruct or disrupt any educational activities in the School District. School District facilities will be made available to the community for use in accordance with this Policy. All uses shall comply with the provisions of this Policy, **section 414 of the Education Law** and any other applicable provision of law or regulation.

Prohibited Uses

The Board of Education of the Port Jefferson Union Free School District expressly prohibits any use of School District facilities that is not specifically authorized by this Policy.

Permitted Uses

The Board of Education of the Port Jefferson Union Free School District hereby authorizes the use of School District facilities for the purposes listed below, subject to the conditions and restrictions set forth in this Policy.

- Instruction in any branch of education, learning or the arts.
- Public library purposes, subject to provisions of the Education Law or as stations of public libraries.
- Social, civic and recreational meetings and entertainments or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- Meetings, entertainment and occasions where admission fees are charged when the proceeds are to be spent for an education or charitable purpose.
- Polling places for holding primaries and elections for the registration of voters and for holding political meetings.
- Civic forums and community centers
- Recreations, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- Childcare programs when school is not in session or when school is in session for the children of students attending schools of the District. If there is additional space available, children of employees of the School District may attend.
- Graduation exercises held by not-for-profit elementary and secondary schools provided that no religious service is performed.

In case of emergency, the School District's facilities shall be available to the American Red Cross.

Conditions of Use for School District Facilities

Use of School District facilities may be permitted unless such facilities are in use for school purposes or educational programs. The School District reserves the exclusive and non-

reviewable judgment concerning the impact a requested use would have on the School District's educational programs.

In an effort to ensure that School District facilities are preserved for the benefit of the greater School District community, the School District reserves the right to limit access to School District facilities to community based groups and organizations (that is, groups which are located within the geographic area covered by the District).

Use of School District facilities will be permitted only where the applicant agrees to pay the School District a user fee according to a schedule adopted by the Board of Education to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the use of any additional services or equipment. The sum equaling the estimated costs and fees associated with the proposed use shall be paid ~~seven (7) days in advance~~ **within ten (10) days** of the date for the requested use. The School District retains the further right to waive or reduce user fees for groups that are associated with or sponsored by the School District or where 50% of the enrollment is comprised of School District residents.

Where, in the judgment of the School District, the requested use of School District facilities requires special equipment or supervision, the School District reserves the right to deny such use, or in accordance with the above. Only authorized personnel shall operate School District equipment. **Restrictions on the use of athletic equipment, tables, chairs, a/v equipment are determined solely by the District.**

Use of School District facilities will only be permitted where the organization provides the School District with proof of adequate insurance to save the School District harmless from all liability, property damage, personal injuries and / or medical expenses in advance of the date of the use. The School District will exercise complete and unreviewable discretion regarding what insurance coverage will be adequate for each proposed use. The Superintendent / designee reserves the right to waive the insurance requirement. In addition, each organization shall be required to execute a hold harmless agreement to protect the School District from any claims or suits.

In the case of an accident resulting in injury to any person or damage to personal property, the incident must be immediately reported to the Principal of the facility and the Business Administrator. A written report must be submitted to the Business Office within twenty-four (24) hours of the incident.

Application Procedure

All applications for use of the School District facilities shall be made in writing and submitted to the Superintendent of Schools / or designee at least ~~fourteen (14)~~ **thirty (30)** days in advance of the date of the requested use.

Applicants must clearly and completely describe the intended use of the School District facility and sign the application pledging to comply with this Policy and all other rules and regulations of the School District. Unsigned applications will not be considered.

All uses shall be made in accordance with the terms and conditions of this Policy as well as all other School District rules, regulations and policies. (See regulation 1500-R)

Applicants shall be fully responsible for all damages resulting from its use of facilities

The Board of Education authorizes the Superintendent of Schools to alter or cancel any permission for use of School District facilities if it becomes necessary to use the facility for a School District purpose or for some other justifiable reason.

The Board of Education retains the right to give preferences to groups and organizations which are associated with or sponsored by the School District.

At all times, School District staff shall have the right to access any School District facility made available to an outside group or organization. No School District facility shall be used unless a School District representative or administrator is present.

The number of persons admitted for a function must not exceed room capacity limits

Whenever inclement weather or an emergency situation cause the closing of School District schools, all after-school functions scheduled for that day will be canceled.

The Board of Education reserves the discretion to deny use of School District facilities, to terminate use of the facilities or rescind a previous grant for use of facilities.

- Where there are less than 50% of district residents
- By an applicant who has previously misused or abused School District facilities or property or who has violated this Policy;
- For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York Constitutions;
- For any use which, in the estimation of the Board of Education, could reasonably be expected to or actually does give rise to a riot or public disturbance;
- For any use which the Board of Education deems inconsistent with this Policy;
- For any use by a private not-for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
- In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
- For any prohibited by law.

The School District shall promulgate regulations which shall supplement the provisions of this Policy.

Reference: N.Y. Education Law § 414

1st reading: 2/08

2nd & adoption: 3/08

Revision presented for:

1st reading – 1/10/12

Glossary of Terms

Event: A single occurrence or use of a facility up to a 4 hour period, when school is not in session.

Classroom: Charge for a single room

Pool: Includes use of the swimming facility, (lifeguards are not included)

Lifeguards: Must possess a valid Lifeguard certification as well be CPR/AED certified.

Fields: The use of a single field, e.g. baseball, softball, soccer, lacrosse, football, etc.

Season: There are three seasons as defined by the school calendar, 1st semester, 2nd semester, summer. A separate season fee must be paid for each time period.

Port Jefferson Organization: An organization whose membership consists of at least 50% residents.

Not for Profit: An charitable organization as recognized by IRS 501(c)(3) status or other IRS non-profit tax code.

Entrance Fee: Where monies are charged for admission

School organizations: PTA, PTSA, and Royal Education Foundation are considered school not for profit organizations, and therefore not subject to facility usage fees.