

**BOARD OF EDUCATION
AGENDA
September 11, 2012
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 August 14, 2012
 - Special Meeting held August 29, 2012
- IV. PUBLIC COMMENT *(limited to 15 minutes - priority given to Agenda related items)*
- V. REPORTS
 - A. Student Representative
 - B. Superintendent of Schools
 - Construction Update – Mr. Leister
 - 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 September 11, 2012 consent agenda:
 - A. Personnel - resolutions numbered 1-14
 - B. Finance
 - C. Facilities and Operations
 - D. Education - resolutions numbered 1- 2
- VII. OLD BUSINESS
- VIII. NEW BUSINESS
 - A. Board Policy
 1. Policy 6700, Purchasing – revision presented for a first reading
 - B. Budget Timeline
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

CONSENT AGENDA

9/11/12

A. Personnel

1. Appointment – Substitutes

The Board approves the following substitute appointments for the 2012-2013 school year:

Teachers	Cheryl Durant Andrew Frey Jaclyn O'Connor Timothy Palumbo Danielle Rufrano Anthony Papiia (not to exceed 40 days)
Teaching Assistants	Julie Barrett Cheryl Durant Bob Hidalgo (not to exceed 40 days)
Teacher Aides	Julie Barrett Bob Hidalgo

2. Appointment – Athletics

The Board approves the following athletic appointments for the 2012-2013 school year:

Francoise Schachner	Head Lifeguard at the rate of \$15.00/hr.
Kelly Bates	Community Fitness Instructor at the rate of \$20.00/hour
Michael Caravello	Community Fitness Instructor at the rate of \$20.00/hour
Traci Johansen	Community Fitness Instructor at the rate of \$20.00/hour

3. Change in Start Date

The Board approves the change in start date of Taylor Forstell, Special Education teacher on a leave replacement basis for Jeanette Garofola, from November 24, 2012 to October 18, 2012.

4. Change in FTE

The Board approves the change in FTE of Stacia Schoen as a .6 FTE Speech and Language teacher to 1.0 FTE probationary Speech and Language teacher, at Level MA Step 2, effective September 12, 2012, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

5. Resignation – Teacher

The Board accepts the resignation of Justin Gargiola, part-time Technology Teacher, effective August 27, 2012.

6. Request for Leave

The Board approves the request of Eva Grasso, teacher of English, for a leave of absence from November 9, 2012 to February 7, 2013 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.

7. Leave Replacement Appointment

The Board approves the appointment of Janelle Bellotti as a teacher of Elementary Education, on a leave replacement basis, effective November 14, 2012 through November 26, 2012, at Level MA30 Step 5, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

8. Mentor Appointments

The Board approves the following teacher mentor appointments for the 2012-13 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Melissa Cosci	Mentor Coordinator
Mark Abbonizio	Mentor
Dennis Christofor	Mentor

9. After-School Library Supervision

The Board approves the following Middle School / High School after-school library supervision appointments for the 2012-2013 school year, at the rate of \$15.15 per hour:

Debra Hartmann	Antoinette Famiano
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10. Establishment of Position

The Board approves the establishment of the part-time position, Facility Use Monitor, at the rate of \$20.00 per hour.

11. Lead Evaluators

The Board approves the following resolution:

WHEREAS, §30-2.9 of the Rules of the Board of Regents requires certification of lead evaluators for purposes of conducting evaluations of teachers and principals in accordance with the requirements under §3012-c of the Education Law, respecting Annual Professional Performance Reviews;

WHEREAS, the individuals named below have successfully completed a training course that meets the requirements prescribed in §30-2.9(b) of the Rules of the Board of Regents;

NOW, THEREFORE, BE IT RESOLVED, that the Port Jefferson Union Free School District certifies the following individuals as lead evaluators:

Kenneth Bossert	(principal and teacher)
Donna Guiffre	(principal and teacher)
Maureen Hull	(principal and teacher)
Michael Caravello	(teacher)
Peter Esposito	(teacher)
Debra Ferry	(teacher)
Thomas Meehan	(teacher)
Matthew Murphy	(teacher)
Antonio Santana	(teacher)

12. Extra Class Assignment

The Board approves the extra class assignment for Brian Chalmers to teach an additional technology class, for the 2012-2013 fall semester, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

13. Change in FTE

The Board approves a change in FTE for Linda Moran, .4 FTE Business teacher, to .6 FTE for the 2012-2013 school year, at Level MA Step 12, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

14. Memorandum of Agreement- PJTA

The Board hereby approves and ratifies a certain Memorandum of Agreement dated August 7, 2012 between the negotiating representatives of the Port Jefferson Teachers' Association and the negotiating representatives of the Port Jefferson Union Free School District; and further, the Board authorizes the President of the Board of Education and Superintendent of Schools to prepare and execute a new collective bargaining agreement incorporating the terms of said Memorandum of Agreement.

B. Finance

C. Facilities and Operation

D. Education

1. CSE Recommendations

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

2. Professional Development

The Board approves participation in the Columbia University Teachers College Reading and Writing Project (TCRWP), for Staff Development in Writing and Implementation of the new Common Core Standards, for the 2012-13 school year, at an approximate cost of \$10,600 (reduced from \$40,000).

PURCHASING

The function of the purchasing process in a school district is to serve the educational program effectively by providing the appropriate and necessary supplies, equipment, and services, as well as completing public works projects, as promptly as circumstances will allow and to the extent that budget and other allocations will permit.

To that end, the Board of Education declares its intention to engage competitively and without prejudice in procurement actions which will seek to obtain optimal value for the expenditure of school district funds.

The acquisition of supplies, equipment, and services, as well as the pursuit of public works projects, will function through the purchasing process under the direct supervision of the Assistant Superintendent for Business, **Sean Leister**, and with the advice of the Director of School Facilities as appropriate.

Procurement Policies Pursuant to Section 104-b

<u>Item</u>	<u>Written Quotes*</u>	<u>RFP</u>
<u>Purchase Contracts</u>		
\$2,500 - \$19,999	3	
<u>Public Works Contracts</u>		
\$2,500 - \$34,999	3	
<u>Professional Services**</u>		X
<u>Insurance**</u>		X
<u>Exempt Purchases</u>		
Sole Source		
Emergencies		
Standardized Items		
BOCES Contracts		
County Contracts		
State Contracts		
Preferred Source Contracts		

*If three quotes are not available, the requisitioner must provide documentation that he/she attempted to obtain said quotes, (i.e. copies of faxes, emails requesting quotes).

* * Request for proposals will be issued at the discretion of the Board of Education via a board resolution upon the recommendation of the Superintendent of Schools.

EXCEPTIONS: General categories exist which are excluded from the requirement for competitive bidding:

1. The purchase of goods or equipment costing less than \$20,000.
2. Public works projects costing less than \$35,000.
3. Special skills services, which include professional or unique services. This refers to services that require particular training and/or experience, consulting services, and such other services as have been previously determined by the Commissioner of Education and/or courts of competent jurisdiction not to require bidding.
4. Standardized items which the Board of Education, by resolution approved by an affirmative vote of three-fifths of its total authorized membership (not reducible by absences, abstentions or vacancies), is a need for standardization of identified items. Examples: buses and boilers.
5. Sole source goods or services that can be procured only from a single manufacturer, supplier or vendor.
6. Emergency procurement of goods and/or public work projects or services which are urgently required as a result of an accident or other unforeseen occurrence or condition whereby circumstances affecting School District buildings, property or life, health or safety or property of School District inhabitants/residents require immediate action which cannot await competitive bidding.

EXCLUSIONS: Purchases excluded from the bid process:

1. BOCES vendor contracts: Goods and services available from vendors that have, pursuant to public bidding as required by law, entered into Blanket Purchase Agreements with the Board of Cooperative Educational Services, requiring such vendors to provide goods and services to participating districts.
2. State of New York, Office of General Services contracts: Goods/services from vendors who have entered into contracts with the State of New York to supply, sell and service municipalities within the State of New York goods/services specified in such contracts at prices and in amounts provided by such contracts.
3. Suffolk County contracts: Goods from vendors who have entered into blanket purchase agreements with the County of Suffolk requiring such vendors to make available to all municipal agencies within the County of Suffolk, goods at prices and in amounts provided by such contracts provided such contracts are extended to school districts.

4. Suffolk County Public Contracts: Services from vendors who have entered into blanket agreements with the County of Suffolk requiring such vendors to make available to municipal agencies within the County of Suffolk, the services and prices provided by such contracts provided that such services are not subject to Article 8 or 9 of the New York State Labor Law and the contract has been extended to school districts.

OTHER EXEMPTIONS: Purchases from the following agencies of the State of New York are exempt from the requirements of this policy:

1. New York State Department of Correctional Services
2. New York State Institute of the Blind
3. New York State Industries for the Disabled

Revisions presented for:
1st reading – 9/11/12