

**BOARD OF EDUCATION  
AGENDA  
October 9, 2012  
Elementary School**

*Update*

**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. STUDENT RECOGNITION
- IV. MINUTES  
**The Board approves the minutes of the following meetings:**
  - Regular Meeting held September 11, 2012
  - Special Meeting held October 1, 2012
- V. PUBLIC COMMENT *(limited to 15 minutes - priority given to Agenda related items)*
- VI. REPORTS
  - A. Student Representative
  - B. Superintendent of Schools
    - Assessment Results – Mrs. Hull
  - C. Board President
  - D. Committees
  - E. Other
- VII. BOARD CONSENT AGENDA  
**As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the October 9, 2012 consent agenda:**
  - A. Personnel - resolutions numbered 1-17
  - B. Finance – resolutions numbered 1-6
  - C. Facilities and Operations – resolution numbered 1
  - D. Education - resolutions numbered 1-5
- VIII. OLD BUSINESS
  - A. Board Policy
    - 1. Policy 6700, Purchasing – revision presented for a second reading and adoption.
- VIII. NEW BUSINESS
  - A. Agenda Structure
- IX. PUBLIC COMMENT
- X. ADJOURNMENT

**A. Personnel**

1. Appointment – Substitutes

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

Teachers	Tara Jones Kaitlin Kolb Noelle Policastro Gloria Ruppert Irma Ana Wolber Ann Schwartz Kathleen Renner Danielle Rufrano
Teaching Assistants	Amanda Jacobellis Kaitlin Kolb Kimberly Scott (not to exceed 40 days) Rene Sowers (not to exceed 40 days)
Teacher Aides	Caroline Bachmore Kaitlin Kolb Nancy Starr
Clerical	Bob Hidalgo Kimberly Scott Rene Sowers Geri Marie Raso Angela Virgilio
School Psychologist	Stephanie Rubino

2. Appointment – Athletics

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

Tammy Serabian	Community Swim Lifeguard at the rate of \$12.00/hour
Melanie Dambeck	Community Swim Lifeguard at the rate of \$12.00/hour

3. Appointment – Coaches

The Board approves the following coaching appointments for the 2012-2013 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Varsity Girls Basketball	Allyson Wolff
Assistant Varsity/JV Girls Basketball	Deborah Edgar-Brown

Varsity Boys Basketball	Keith Buehler*
Assistant Varsity/JV Boys Basketball	John Serignese
Assistant Varsity Girls Winter Track	Brian Snow
Varsity Girls Winter Track	Donald Slingerland
Assistant Varsity Boys Winter Track	Andrew Cosci
Assistant Varsity Boys Spring Track	Andrew Cosci
Assistant Varsity/JV Wrestling	Ian McEwen
7/8 Boys Basketball (co-coaches)	Chuck Ruoff & Jesse Rosen
7/8 Girls Volleyball-early winter	Jaclyn O'Connor
7/8 Girls Basketball-late winter	Jaclyn O'Connor
<i>*pending CPR, First Aid and Fingerprint Clearance from NYSED</i>	

4. Appointment – Co-Curricular

The Board approves the following co-curricular appointments for the 2012-13 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Title I Coordinator (pro-rated)	Lynne Pellegrino
Elementary:	
Chess/Scrabble	Francoise Schachner
Concerts	Mark Abbonizio
	Andrew Frey
	Christine Klimek
	Jessica Pastor
	Vanessa Salzman
Drama	Andrew Frey
Greenhouse Club (co-advisors)	Brian Kendrick & Nancy Randazzo
Homework Club	Jacqueline Gandolfo
Intramurals (co-advisors)	Lorraine Novellino & Francoise Schachner
Student Government (co-advisors)	Michele Smith & Dana St. Pierre
Yearbook	Allison Coppi
High School:	
Freshman Class (co-advisors)	Kelly Cusumano & Taylor Forstell
Yearbook (co-advisor)	Richard Olson

5. Step Adjustment

The Board approves the adjustment in step for the following teachers due to the negotiated Memorandum of Agreement between the Port Jefferson School District and the Port Jefferson Teachers Association:

Kayleen Moran	BA15	Step 2
Linda Moran	MA	Step 1
Christian Neubert	BA	Step 2
Kristen Poulos	MA30	Step 6
Stacia Schoen	MA	Step 1

6. Mentor Appointment

The Board approves the appointment of Laurie McMillen as teacher mentor for the 2012-13 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

7. After-School Library Supervision

The Board approves the appointment of Susan Kempe as a substitute for Middle School/High School after-school library supervision for the 2012-2013 school year, at the rate of \$15.15 per hour:

8. Appointment – Guard

The Board approves the appointment of Ronald Elten as Guard, on a probationary basis effective October 10, 2012, at an annual base salary of \$19,285, in accordance with the negotiated agreement with the Port Jefferson Custodial Workers Unit.

9. Leave Replacement Appointment – English Teacher

The Board approves the appointment of Danielle Rufrano as a teacher of English, on a leave replacement basis, for the period January 4, 2013 – February 7, 2013, at level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

10. Leave Replacement Appointment – Reading Teacher

The Board approves the appointment of Kathleen Renner as a teacher of Reading, on a leave replacement basis, for the period December 4, 2012 – January 18, 2013, at level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

11. Appointment – Facility Use Monitors

The Board approves the following Facility Use Monitor appointments for the 2012-2013 school year at the rate of \$20.00 per hour:

Ronald Elten	Michael Stiles	Regina Booker
Taylor Forstell	Traci McGlynn	Lorraine Serabian
Thomas Serabian	Stephanie Miazga	

12. Volunteer Mentor

The Board approves the volunteer services of James McCaffrey as an administrator mentor for the 2012-2013 school year.

13. Rescission of Position Abolishment & Teacher Aide Excess

The Board rescinds the abolishment of one full-time Teacher Aide position for the 2012-2013 school year; and further, the Board rescinds the excessing of Karen Harvey, Teacher Aide, effective November 2, 2012.

14. Rescission of Substitute Appointments

The Board rescinds the appointments of Bob Hidalgo and Geri Marie Raso as substitute Teacher Aides for the 2012-2013 school year.

15. Establishment of Position – Part-time Communications Aide

The Board approves the establishment of the position, part-time School Communications Aide, at the rate \$16.00 per hour, not to exceed 20 hours per week.

16. Extra Class Assignment

The Board approves the extra class assignment for Margaret Moore to teach an extra Resource Room class one time per week through the remainder of the 2012-2013 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

17. Extra Class Assignment

The Board approves the extra class assignment for Jacqueline Gandolfo Moore to teach an extra Resource Room class two times per week through the remainder of the 2012-2013 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

**B. Finance**

1. Financial Reports

The Board approves the financial reports.

2. Acceptance of Donation

The Board gratefully accepts the donation of \$50.00 from the Incorporated Village of Belle Terre for the Andrew Golub Scholarship Fund.

3. Acceptance of Donation

The Board gratefully accepts the donation of two (2) benches from ACE Hardware, Setauket store, to be used as part of the Butterfly Science Project in the elementary school courtyard.

4. Acceptance of Financial Statements

The Board accepts the audited 2011-2012 Financial Statements from external auditor, R.S. Abrams, for the fiscal year ended June 30, 2012.

5. Approval of Services – Financial Aid Workshop

The Board approves the services of Dr. Jacquelyn Nealon as guest speaker for the November 19, 2012 Financial Aid Workshop, at a cost of \$600.00.

6. Acceptance of Donation

The Board gratefully accepts the donation of five pieces of fitness equipment from Island Sports Physical Therapy to be used for physical education classes, interscholastic athletic training and community fitness training.

**C. Facilities and Operation**

1. Surplus Property

The Board declares the items on the attached list (Appendix A) as surplus property; and, authorizes the Assistant Superintendent for Business to dispose of same in the best interest of the district.

**D. Education**

1. CSE Recommendations

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

2. College Board Test Coordinator

The Board approves Antonio Santana as the Test Center Coordinator for the Port Jefferson School District, for the 2012-2013 school year, in accordance with the College Board, at no cost to the District.

3. Instructional Service Agreement

The Board approves the Instructional Service Agreement between the district and Shoreham-Wading River School District for the provision of special education programs and services for the 2012-2013 school year.

4. Instructional Service Agreement

The Board approves the Instructional Service Agreement between the district and South Huntington School District for the provision of special education programs and services for the 2011-2012 and 2012-2013 school years.

5. Instructional Service Agreement

The Board approves the Instructional Service Agreement between the district and Mount Sinai School District for the provision of special education programs and services for the 2012-2013 school year.

## APPENDIX A

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Gateway M465	CPU_Laptop	0039217025	016074
Gateway M465	CPU_Laptop	0039217023	016077
Gateway M465	CPU_Laptop	0039217037	016081
Gateway M465	CPU_Laptop	0039216998	016075
Gateway M465	CPU_Laptop	0039217011	016087
Gateway M465	CPU_Laptop	0039217001	016093
Gateway M465	CPU_Laptop	0039217017	016091
Gateway M465	CPU_Laptop	0039217039	016092
Gateway M465	CPU_Laptop	0039217005	016090
Gateway M465	CPU_Laptop	0039217038	016088
Gateway M465	CPU_Laptop	0039217020	016094
Gateway M465	CPU_Laptop	0039217013	016089
Gateway M465	CPU_Laptop	0039217003	016095
Gateway M465	CPU_Laptop	0039217029	016096
Gateway M465	CPU_Laptop	0039216995	016097
Gateway M465	CPU_Laptop	0039217033	016098
Gateway M465	CPU_Laptop	0039217022	016086
Gateway M465	CPU_Laptop	0039217009	016346
Gateway M465	CPU_Laptop	0039216997	013408
Gateway M465	CPU_Laptop	0039217015	016099
Gateway M465	CPU_Laptop	0039217014	016101
Gateway M465	CPU_Laptop	0039217028	013399
Gateway M465	CPU_Laptop	003917024	016046
Gateway M465	CPU_Laptop	0039217036	013398
DL380 - G3	CPU_Server	EBT8KJNZ2W	012839
DL380 - G3	CPU_Server	D327LDN1H083	012599
DL380 - G3	CPU_Server	D327LDN1H080	012588
DL380 - G3	CPU_Server	D327LDN1H082	012587
DL380 - G3	CPU_Server	EBTAKJNZ2W	012672
DL380 - G3	CPU_Server	D327LDN1H081	012598
DL380 - G3	CPU_Server	EBT9KJNZ2W	012549
DL380 - G4	CPU_Server	USE524A5LB	011591
DL380 - G4	CPU_Server	USE525A6JM	011593
DL380 - G4	CPU_Server	USE525A6JP	011592
DL380 - G4	CPU_Server	USE525A6JN	011590
DL380 - G5	CPU_Server	USE722N8FR	016323
DL380 - G5	CPU_Server	USE722N8FT	016320
DL380 - G5	CPU_Server	USE722N8FV	016321
DL380 - G5	CPU_Server	USE722N8FS	016322
APC Rack	Misc H/W	n/a	

ModelNumber	AssetCategoryID	SerialNumber	BarcodeNumber
APC Rack	Misc H/W	n/a	
Promethian	Whiteboard	B0810090346	n/a
RP503	Microfilm Reader	1617084	n/a
HP	Printer_PC	USMB366393	2304
HP	Printer_PC	USMB221872	005942
HP	Printer_PC	USMC076979	005589
HP	Printer_PC	USGNH11282	010786
HP	Printer_PC	USMB362855	011297
HP	Printer_PC	USEF119489	005487
HP	Printer_PC	USMB366393	013819
HP	Printer_PC	USMB221379	006203
HP	Printer_PC	USMC118608	006236
HP	Printer_PC	USMB221823	006481
HP	Printer_PC	USEF166521	006175
HP	Printer_PC	USMB227317	005941
HP	Printer_PC	USEB026278	005601
HP	Printer_PC	USMB221827	013823
HP	Printer_PC	USMB227100	005588
HP	Printer_PC	USEF166515	010719
HP	Printer_PC	USEF166511	006211
RCA	TV	27" TV	005914
Zenith	TV	27" TV	010568
RCA	TV	27" TV	006398
RCA	TV	27" TV	006117
RCA	TV	27" TV	010605

**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:

1<sup>st</sup> reading – 9/11/12

2<sup>nd</sup> reading & adoption – 10/9/12