

April 3, 2012

A special meeting of the Board of Education of Port Jefferson School District was held on April 3, 2012 at the District Office. Present at the 5:40 p.m. call to order by President Mark Doyle were Vice-President Kathleen Brennan, Board Members Dennis Kahn, James Laffey, Isak Prohovnik and Robert Ramus, Superintendent of Schools Kenneth Bossert, and District Clerk Janice Baisley. The District Clerk left the meeting and Dr. Doyle acted as Clerk pro tem.

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Motion was made by Mr. Ramus, seconded by Mr. Laffey and carried 6-0 that the Board enter executive session to discuss a personnel matter, negotiations and potential litigation.

Board Member Lauren Hubbard arrived at 5:41 p.m.

At 9:06 p.m., the Board reentered general session.

Motion was made by Mrs. Brennan, seconded by Dr. Prohovnik and carried 7-0 to adjourn.

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April 18, 2012

A special meeting of the Board of Education of Port Jefferson School District was held on April 18, 2012 at the District Office. Present at the 5:11 p.m. call to order by President Mark Doyle were Vice-President Kathleen Brennan, Board Members James Laffey and Lauren Hubbard, and District Clerk Janice Baisley. Absent were Board Members Dennis Kahn, Isak Prohovnik and Robert Ramus.

Motion was made by Mrs. Brennan, seconded by Dr. Hubbard and carried 4-0 that the Board approve the 2012-2013 Administrative Budget of the Eastern Suffolk Board of Cooperative Educational Services.

Five vacancies to be filled on the BOCES Board; each vacancy is for a three year term starting July 1, 2012 and ending June 30, 2015. The following six candidates appear on the ballot:

Pamela Bethel (Mount Sinai) I  
Stephen Dewey (Eastport-South Manor) I  
Dennis Donatuti (Springs)  
Chris Garvey (Hampton Bays) I  
Joseph LoSchiavo (Patchogue-Medford) I  
Jeffrey Smith (Mattituck-Cutchogue) I

Motion was made by Mr. Laffey, seconded by Mrs. Brennan and carried 4-0 that the Board cast its votes for incumbents, Pamela Bethel, Stephen Dewey, Chris Garvey, Joseph LoSchiavo, and Jeffrey Smith.

At 5:12 p.m., motion was made by Dr. Hubbard, seconded by Mrs. Brennan and carried 4-0 to adjourn.

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April 17, 2012

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on April 17, 2012 at Edna Louise Spear Elementary School. Present at the 6:10 p.m. call to order by President Mark Doyle were Vice-President Kathleen Brennan, Board Members Lauren Hubbard, James Laffey, Isak Prohovnik, and Robert Ramus, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Pupil Personnel Services Donna Guiffre, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley. Board member Dennis Kahn arrived at 9:17 p.m.

Motion was made by Mr. Ramus, seconded by Mr. Laffey and carried 6-0 that the Board enter executive session to discuss issues relating to student, personnel, and contractual matters. At 7:35 p.m. the Board reentered general session.

NYSSMA student volunteers were recognized.

Motion was made by Mrs. Brennan, seconded by Mr. Laffey, and carried 6-0 that the Board approve the minutes of the following meetings:

Regular meeting held March 13, 2012

Special meeting held March 27, 2012

Dr. Doyle opened the Public Comment portion of the meeting.

S. Rescia – HS/MS schedule / budget

R. Cawley – track program / use of field

J. Damaskos – track program; HS schedule

## REPORTS

Student representative, Nicole Capobianco, reported on high school activities.

The report from the Superintendent of Schools included the following:

- Budget presentation by Sean Leister
- DASA presentation by Donna Guiffre – discussion followed.

Committee Reports were given as follows:

Mr. Leister – Audit Committee

Mrs. Brennan – Superintendent's Evaluation Ad Hoc Committee

PTA President Jill Russell reported on PTA activities.

The District Clerk announced the names of candidates running for the Board.

## CONSENT AGENDA

Motion was made by Dr. Hubbard, seconded by Mrs. Brennan and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered A.1-7 appearing on the April 17, 2012 consent agenda.

Motion was made by Mr. Laffey, seconded by Mr. Ramus and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered B.1-8 appearing on the April 17, 2012 consent agenda.

Motion was made by Mrs. Brennan, seconded by Mr. Laffey and carried 6-0 that as recommended by the Superintendent of Schools, the board approve Education resolutions numbered D.1-5 appearing on the April 17, 2012 consent agenda.

## OLD BUSINESS

Motion was made by Dr. Hubbard, seconded by Mr. Ramus and carried 6-0 that the board accept for a second reading and adopt revisions to Policy 5140 Entrance Age. Dr. Bossert clarified that the change goes into effect for the 2013-14 school year.

## NEW BUSINESS

Motion was made by Mrs. Brennan, seconded by Mr. Ramus and carried 6-0 that the Board approve the proposed budget for the 2012-2013 school year in the amount of \$38,076,500; and further, the Board of Education approves the attached Property Tax Report Card to be published in the local newspaper, appended to the proposed budget, and submitted to the State Education Department.

Dr. Doyle opened the second public comment portion of the meeting.

P. Davis – changes to secondary program

A.Lustig – AP position, Spring Street lease, contingency budget

At 9:10 p.m., motion was made by Mr. Ramus, seconded by Dr. Prohovnik and carried 6-0 that the board adjourn to executive session to discuss personnel and contractual matters.

The District Clerk left the meeting and Dr. Doyle acted as Clerk pro tem.

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At 11:09 p.m., motion was made by Dr. Prohovnik, seconded by Dr. Kahn and carried 7-0 to adjourn.

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**A. Personnel**

1. Curriculum Mapping

The Board approves the following teachers for Spring 2012 Curriculum Mapping Projects, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Brian Snow                      Economics, Building Map and District Map  
½ year course – 8 hours

Sandra Eybs                      PreK-4 Science: Alignment of Topics,  
Grade 1 participant, 5 hours

2. Retroactive Payment -Teacher Aide

The Board approves payment for Regina Spero as a Teacher Aide retroactive to September 20, 2011.

3. Appointment – Substitute

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

Teacher                              Daniel Angland

Teaching Assistant              Daniel Angland  
Roxanne Brown (not to exceed 40 days)  
Carole Peters (not to exceed 40 days)

Teacher Aide                        Daniel Angland  
Carole Peters

4. Memorandum of Agreement – Assistant Superintendent for Business

The Board approves the Memorandum of Agreement between the Board of Education and the Assistant Superintendent for Business pertaining to unused vacation days for the 2011-2012 school year.

5. Appointment – Substitute Coach

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

Dennis Christofor                      Substitute Assistant Tennis

6. Resignation – English Teacher

The Board accepts the resignation of Michelle Borthwick as a teacher of English effective June 30, 2012.

7. Grievance

The Board denies Grievance 2012-1 heard at Level 3.

**B. Finance**

1. Financial Reports

The Board approves the financial reports.

2. 403b Provider

The Board approves MetLife Financial Freedom Select as a 403b (tax shelter annuity) provider.

3. ASEP Agreements

The Board approves the agreements between the District and the following approved special education providers, in accordance with New York State Flow Through Law; and further, the Board authorizes the Board President to execute said agreements:

Anderson Center for Autism  
Alternatives for Children  
Cleary School for the Deaf  
Developmental Disabilities  
Just for Kids  
Metro Therapy  
New York State Therapy Placement Services  
NYSARC, Inc.  
Suffolk County Department of Health

4. Health Services Contracts

The Board approves the health services contracts with each of the following districts for children attending Our Lady of Wisdom School for the 2011-2012 school year:

Comsewogue	Longwood
Middle Country	Miller Place
Mount Sinai	Patchogue-Medford
Riverhead	Rocky Point
Sachem	Shoreham-Wading River
Smithtown	Three Village
William Floyd	

5. Contracts for Health Services

The Board approves the contracts for health services for the 2011-2012 school year from:

Nassau BOCES  
Hauppauge UFSD  
South Huntington UFSD  
Three Village CSD  
Smithtown CSD  
Hempstead UFSD  
West Islip UFSD

6. Joint Municipal Bidding Program

The Board adopts the attached resolution approving participation in the Joint Municipal Bidding program with Eastern Suffolk BOCES for the 2012-2013 school year.

7. Cooperative Purchasing Program

The Board authorizes participation in the cooperative purchasing program with Educational Data Systems for the 2012-2013 school year.

8. Vote Officials

The Board adopts the following resolution designating the Chairperson, Acting Clerk, Chief Election Inspector and Inspectors of Election for the May 15, 2012 Annual Vote and Election; and further, that the compensation for said officials be at the rate of \$10.00 per hour.

RESOLVED by the Board of Education of Port Jefferson Union Free School District, in the County of Suffolk, New York:

*Section 1.* Pursuant to the provisions of the Education Law, Mabel Ackerman, a qualified voter of the Port Jefferson Union Free School District, in the County of Suffolk, New York (the "District"), is hereby appointed to act as the Chairperson of the Annual Vote/Election to be held in the District on May 15, 2012, and the District Clerk is hereby authorized and directed to give written notice of the appointment of such qualified voter so appointed by this Board of Education.

*Section 2.* Pursuant to the provisions of the Education Law, Mabel Ackerman, a qualified voter of the District, is hereby appointed to act as the Acting Clerk at said Vote/Election, in the absence of the District Clerk.

*Section 3.* Each of the following qualified voters of the District are hereby appointed to act as Inspectors of Election, including one such qualified voter appointed as Chief Election Inspector, at said Vote/Election and shall perform such duties and take such action as prescribed by the Education Law:

Isabelle Nalbantian	Lesley Chesley	Mary Moore
Helen Kristich	Thomas Kristich	Monica Williams
Caroline Ennis	Margaret Smith	Elaine Freda
Stephanie Free	Eileen Coen	Deborah Frank
Thomas Hummel		

*Section 4.* The District Clerk is hereby authorized and directed to give written notice of appointment to each of the persons hereinabove appointed to the respective offices, and to notify this Board of Education forthwith if any of such persons refuse to accept such appointment or fail to serve, in which case this Board of Education is to take such further action as may be authorized in such circumstances pursuant to the Education Law. In the event that this Board of Education is unable to hold a meeting to appoint a qualified voter of said District to fill a vacancy caused by the refusal of any person herein designated to accept his/her appointment or the failure of such person to serve, the District Clerk is hereby authorized to appoint a qualified voter of this District to fill such vacancy.

*Section 5.* The Inspectors of Election are hereby directed to announce the results of the ballot to the Chairperson of the Vote/Election. The Chairperson is directed to declare such results and the District Clerk is directed to record such results.

*Section 6.* This resolution will take place immediately.

**C. Facilities & Operations**

**D. Education**

1. CSE Recommendations

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

2. Service Agreement

The Board approves the Service Agreement between the District and the Cleary School for the Deaf, for the period September 1, 2011 to June 30, 2012, for a specific student, in accordance with the New York State revised funding structure for §4201 schools.

3. Service Agreement

The Board of Education approves the Service Agreement between the District and Dr. Ilene Solomon for the provision of evaluation(s) for the 2011-2012 school year.

4. Nursing Service Agreement

The Board approves the termination of the Nursing Service Agreement between Edna Espada and the District, effective April 3, 2012.

5. Science Olympiad Competition

The Board approves the attendance of the Middle School Science Olympiad Team at the New York State competition at SUNY Ulster, April 20-21, 2012.



**ENTRANCE AGE**

Children who reach their fifth birthday on or before December 1st of the year of matriculation are entitled to attend school and may be admitted to kindergarten. Proof of age must be presented in the form of a birth certificate, baptismal certificate, or passport.

A child who has regularly attended and satisfactorily completed a year's work in a kindergarten which is duly registered with the State Education Department will be enrolled in the first grade.

The Board of Education authorizes the Superintendent of Schools to establish any and all rules, regulations, and procedures necessary to implement and maintain this policy.

A child will be permitted to enroll in the in the pre-kindergarten program if he or she reaches the age of four years on or before ~~December 31~~ *December 1st* of the current school year.

Ref: Education Law §§709; 1712; 2503; 2514; 2555; 3202; 3205; 3210

Note: Prior policy, 5111, revised

Revision presented for:

First reading: 3/13/12

Second reading & adoption: 4/17/12

School Year 2012-2013

**RESOLUTION (A)**

**JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM**

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Port Jefferson School District, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First ~~Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal~~ Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Dated:

\_\_\_\_\_  
Name of Educational or Municipal Corporation

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title

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\_\_\_\_\_  
Contact Person - Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address

## 2012-13 Property Tax Report Card

580206 - Port Jefferson UFSD

School District Contact Person: Dr. Kenneth Bossert

School District Telephone Number: 631-476-4404

	Budgeted 2011-12 (A)	Budgeted 2012-13 (B)	Percent Change (C)
Total Spending	37,354,521	38,076,500	1.93%
School Tax Levy Limit		31,596,754	
Permissible Exclusions to the School Tax Levy Limit		1,376,126	
Proposed School Year Tax Levy (not including Permissible Exclusions to the School Tax Levy Limit)		32,600,786	
Proposed School Year Tax Levy (including Permissible Exclusions to the School Tax Levy Limit in 2012-13) *	31,960,867	32,600,786	2.00%
Public School Enrollment	1,269		-1.50%
Consumer Price Index			3.2%

\* If the Proposed School Year Tax Levy in 2012-13 (including Permissible Exclusions to the School Tax Levy Limit in 2012-13) exceeds the sum of the School Tax Levy Limit for 2012-13 and Permissible Exclusions to the School Tax Levy Limit in 2012-13, approval of 60% or more of the qualified voters present and voting is required."

	Actual 2011-12 (D)	Estimated 2012-13 (E)
Adjusted Restricted Fund Balance	4,021,936	4,521,936
Assigned Appropriated Fund Balance	0	0
Adjusted Unrestricted Fund Balance	1,486,667	1,523,060
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	3.98%	4.00%