

**BOARD OF EDUCATION  
AGENDA  
January 10, 2017  
Elementary School LGR**

6:30 p.m. Call to Order/Executive Session (ES Library)  
7:30 p.m. General Session Business Meeting

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION

IV. MINUTES

**The Board approves the minutes of the following meetings:**  
Regular Meeting December 13, 2016

V. PUBLIC COMMENT *(limited to 15 minutes - priority given to Agenda related items)*

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
- 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 January 10, 2017 consent agenda:**

- A. Personnel - resolutions numbered 1-5
- B. Finance - resolutions numbered 1-4
- C. Facilities and Operations
- D. Education – resolutions numbered 1-2

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Policy
  - 1. 1510, Public Sales on School Property – revisions presented for a first reading and adoption
  - 2. 8130, Emergency Plans – revisions presented for a first reading and adoption

X. PUBLIC COMMENT

XI. ADJOURNMENT

**A. Personnel**

1. Substitutes

The Board approves the following substitute appointments for the 2016-2017 school year:

Teaching Assistant	Daisy Sanchez
Teacher Aide	Alesandra Klug
	Cassandra Meehan

2. Coaching Positions

The Board approves the following coaching positions for the 2016-2017 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Rescind – Varsity Boys' Tennis	Dennis Christofor
Appoint – Varsity Boys' Tennis	Keith Houghtaling
Rescind – MS Boys' Lacrosse	Thomas Foley
Rescind – MS Boys' Baseball	Peter Esposito
Appoint – MS Boys' Baseball	Ryan McCormick
Rescind – Junior Varsity Girls' Lacrosse	Samantha Schade

3. Part-time Clerk Typist

The Board approves the appointment of Rita Michael as a part-time Clerk Typist, effective on or about January 11, 2017, in accordance with the Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Office Staff Association.

4. Guard

The Board approves the appointment of Patrick McCormick, as Guard, on a probationary basis effective January 30, 2017, in accordance with the negotiated agreement with the Port Jefferson Custodial Workers Unit.

5. Maintenance Mechanic IV

The Board approves the change in title of Williams Corona, from Maintenance Mechanic II to Maintenance Mechanic IV, effective December 14, 2016, at an annual salary of \$55,675, in accordance with the negotiated agreement with Port Jefferson Facility and Technology Supervisors' Association.

**B. Finance**

1. Financial Reports

The Board approves the following financial reports:  
Claims Audit Report - Month of November

Cash Flow Analysis - Month of November  
New Budget Transfers  
November Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	35-38
School Lunch Fund	2-4
Federal Fund	11-12
Capital Fund	8-10
Trust & Agency	2
Payroll	11-12
Royal Fund	4
Scholarship Fund	No Warrants

Trial Balance - July 2016 – November 30, 2016

Revenue Budget Status - July 2016-June 2017

Appropriation Status Report - July 2016-June 2017

Budget Transfers - Month of November

2. LIU Scholars Program

The Board approves the agreement between Port Jefferson Union Free School District/Earl L.Vandermeulen High School and Long Island University in connection with the LIU High School Scholars Program.

3. Secondary Guidance Services

The Board approves the agreement between Port Jefferson Union Free School District and Sharon A. Brennan for assistance with the district's secondary guidance program for the 2016-2017 school year.

4. Acceptance of Donation

The Board gratefully accepts the donation from the Port Jefferson Royal Educational Foundation to the Port Jefferson School District in the amount of \$4,372.67.

**C. Facilities & Operations**

**D. Education**

1. Committees on Special Education

The Board accepts the recommendations of the Committees on Special Education for the following meetings: November 29, December 13, 19, 2016

2. Google Professional Development

The Board approves Robert Farenga and Meghan Roth-Ueno for six hours each of Google professional development for teachers, after school, for the 2016-2017 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

## PUBLIC SALES ON SCHOOL PROPERTY

### *Fundraising*

The Board of Education believes that fund drives and/or materials drives should be conducted only when there is some educational benefit for the student. ~~The Board must be provided an opportunity to review, approve and the administration shall schedule these activities so as to eliminate the possibility of too many drives being conducted simultaneously.~~

**In order to review, schedule, and approve fundraising activities, groups must submit Fundraising Application 1510-E for administrative approval at least 30 days prior to the start of the fundraising campaign. The Board will be notified of all approved fundraising activities at its monthly meeting.**

Any fund drive must be sponsored by the school district, or a school-related organization (e.g., the Parent-Teacher Association).

Funds raised through school-sponsored activities must be deposited and accounted for in the extra-curricular fund. Accounting for funds raised by school-related groups are the responsibility of such groups.

No fund drives will be sponsored by the school district requiring door-to-door solicitation.

Requests to solicit charitable contributions for Board-approved activities must be reviewed by the Board as part of a regular agenda item, except in the event of an emergency request, in which case the Board will review the request in accordance with the time limitations. (See Policy 5660, Student Gifts and Solicitations.)

~~The administration will review procedures for fundraising activities and the criteria for Board approval.~~

### *Soliciting Funds from Staff*

No solicitor, salesman or agent shall come into any school building or upon any school property and solicit business other than school business, from any school employee. In the case of school business, he/she shall obtain permission from the Superintendent before soliciting any school employee in any building.

Cross-ref: 1511, Advertising in the Schools  
5660, Student Gifts and Solicitations

Revisions presented for:  
1<sup>st</sup> reading and adoption – 1/10/17

**EMERGENCY PLANS**

The Board of Education recognizes the necessity of preparing an emergency management plan and practicing it in order to ensure that the safety and health of students and staff, as well as district property, are safeguarded in the event of a true emergency. Pursuant to this concern and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to develop such a plan for each school and for the district and to ensure that sufficient training in carrying it out takes place.

Such plan shall provide for sheltering, evacuation, early dismissal, **response to carbon monoxide alarms**, written notification to students and staff, an annual drill, and coordination with local and county emergency preparedness administrators. The District Emergency Coordinator shall be the Business Administrator.

The Business Administrator is to provide such plan to the Board for approval in time to ensure that it will be in place, reviewed, and, if appropriate, modified each year by October 1.

It is the responsibility of the chief executive officer of each educational agency located within the district to provide the Superintendent with information about school population, number of staff, transportation needs and the business and home telephone numbers of their key officials.

The Business Administrator is to ensure that copies of the plan are available, **as per Commissioner's Regulations**, for public inspection and that there are copies in appropriate places throughout the district.

The Superintendent is to notify the District (BOCES) Superintendent whenever the Plan is activated and results in the closing of a school building in the district.

Cross-ref:        5450, Student Safety  
                      8132, Fire Drills

Ref:            Education Law §3623(2)  
                      Executive Law Article 2B

EPA: Chemicals in Your Community, A Guide to the Emergency Planning and Community Right-To-Know Act, (Sept. 1988)  
8 NYCRR §§155.3; 155.4; 155.13

Revisions presented for:  
1<sup>st</sup> reading & adoption – 1/10/17