

**BOARD OF EDUCATION  
AGENDA  
April 18, 2017  
Elementary School LGR**

6:00 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 held March 21, 2017

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 April 18, 2017 consent agenda:**

- A. Personnel - resolutions numbered 1-12
- B. Finance - resolutions numbered 1-7
- C. Facilities and Operations
- D. Education – resolution numbered 1

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Policy

- 1. Policy 5405 Student Wellness – revisions presented for a first reading

X. PUBLIC COMMENT

XI. ADJOURNMENT

**CONSENT AGENDA**

**April 18, 2017**

**A. Personnel**

1. Substitutes

The Board approves the following substitute appointment for the 2016-2017 school year: Teacher Kelly Murray  
Brian Olsen  
Alesandra Klug

2. Coaches

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:  
Appoint Volunteer Varsity Boys' Baseball Keith Buehler, pending CPR  
Appoint Substitute Girls' Lacrosse Madeline Combs

3. Retirement – Elementary Teacher

The Board accepts the resignation of Lorraine Novellino, as a teacher of Elementary Education, for the purpose of retirement, effective June 23, 2017.

4. Resignation – Music Teacher

The Board accepts the resignation of Katie Bernius, as a teacher of Music, effective June 30, 2017.

5. Resignation – Teaching Assistant

The Board accepts the resignation of Alyssa Berlin, as a Teaching Assistant, effective April 17, 2017.

6. Appointment – Teaching Assistant

The Board approves the appointment of Alesandra Klug, as a Teaching Assistant, on a probationary basis, effective on or about March 3, 2017 in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

7. Appointment – .6 FTE LOTE Teacher

The Board approves the appointment of Angela Rabeno, as a .6 FTE teacher of Languages Other than English, from on or about April 19, 2017 until on or about June 23, 2017, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

8. Leave Replacement Appointment – ELA Teacher

The Board approves the appointment of Kelly Murray as a teacher of English Language Arts on a substitute basis from on or about April 19, 2017 to on or about May 31, 2017; and on a leave replacement basis (for Kristyn Anumolu) from on or about June 2, 2017 until on or about June 30, 2017, at Level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

9. Leave Replacement Appointment – Elementary Teacher

The Board approves the appointment of Kristen Snelders, as a teacher of Elementary Education, on a substitute basis from on or about May 15, 2017 to on or about June 19, 2017; and on a leave replacement basis (for Gina Santini) from on or about June 20, 2017 to on or about June 30, 2017, at Level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

10. Appointment – Mentors

The Board approves the appointment of Mark Abbonizio and Charles Ruoff as mentors for the period of on or about April 19, 2017 to June 30, 2017, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

11. Memorandum of Agreement – Facility & Technology Supervisors

That the Board approve a certain Memorandum of Agreement dated April 18, 2017 between the Port Jefferson School District and the Port Jefferson Facility and Technology Supervisors Association establishing the salary of a Custodial Worker III appointed effective February 14, 2017.

12. Memorandum of Agreement – Facility & Technology Supervisors

That the Board approve a certain Memorandum of Agreement dated April 18, 2017 between the Port Jefferson School District and the Port Jefferson Facility and Technology Supervisors Association establishing the salary of a Custodial Worker III appointed effective April 3, 2017.

**B. Finance**

1. Financial Reports

The Board approves the following financial reports:  
Claims Audit Report - Month of February  
Cash Flow Analysis - Month of February  
Fund Balance Projection

**New Budget Transfers**

**February Warrants & Treasurer Reports**

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	51-53, 55
School Lunch Fund	No Warrants
Federal Fund	19
Capital Fund	No Warrants
Trust & Agency	No Warrants
Payroll	18-19
Royal Fund	No Warrants
Scholarship Fund	No Warrants

**Trial Balance - July 2016 – February 28, 2017**

**Revenue Budget Status - July 2016-June 2017**

**Appropriation Status Report - July 2016-June 2017**

**Budget Transfers - Month of February**

**Approved Fundraisers**

**2. Approval of Services**

The Board approves the services of Frank Battista, for a professional development session with music staff at a cost of \$250.00.

**3. Health Services**

The Board approves the contracts for health services for the 2016-2017 school year from the following districts:

Smithtown CSD  
Three Village CSD  
West Islip UFSD  
Middle Country CSD  
Riverhead CSD

**4. Special Education Flow through Funds**

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.

Kidz Therapy  
Alternatives for Children  
NY Therapy  
County of Suffolk  
Maryhaven Center of Hope  
AHRC

5. Capital Reserve Fund

The Board hereby authorizes the following proposition to be submitted to the voters of the Port Jefferson Union Free School District on May 16, 2017:

Shall the Board of Education of the Port Jefferson Union Free School District be authorized to expend a sum not to exceed \$456,000.00 from the "2015 Renovations and Upgrades Capital Reserve Fund" effective May 21, 2015 for the following purpose(s): roof replacement at the Middle School/High School campus including all ancillary and incidental work required to be performed.

6. Budget / Property Tax Report Card

The Board approves the proposed budget for the 2017-2018 school year in the amount of \$42,879,851; and further, the Board 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.

7. Vote Officials

The Board adopts the following resolution designating the Chairperson, Acting Clerk, Chief Election Inspector and Inspectors of Election for the May 16, 2017 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, Barbara Britt, 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 16, 2017, 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, Barbara Britt, 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, at said Vote/Election and shall perform such duties and take such action as prescribed by the Education Law:

Lesley Chesley	Margaret Smith	Wayne Chesley
Helen Kristich	Elaine Freda	Deborah Frank
Eileen Coen	Nancy Lustig	Monica D. Williams
PeggiAnn Battaglia	Beatrice Klein	Monica B. Williams

*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. Committees on Special Education**

The Board accepts the recommendations of the Committees on Special Education for the following meetings:

February 28, 2017, March 1, 2, 6, 7, 9, 10, 13, 15, 16, 20, 21, 22 and 23, 2017.

B.6.

2017-18 Property Tax Report Card

580206 - Port Jefferson UFSD

Contact Person:  
Dr. Paul Casciano

Telephone Number:

	Budgeted 2016-17 (A)	Proposed Budget 2017-18 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	41,400,492	42,879,851	3.57%
A. Proposed Tax Levy to Support the Total Budgeted Amount	34,807,214	35,626,700	
B. Tax Levy to Support Library Debt, if Applicable	0	0	
C. Tax Levy for Non-Excludable Propositions, if Applicable	0	0	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	0	0	
E. Total Proposed School Year Tax Levy (A+B+C+D)	34,807,214	35,626,700	2.35%
F. Permissible Exclusions to the School Tax Levy Limit	1,303,890	1,625,979	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions	33,503,324	34,000,721	
H. Total Proposed Tax Levy for School Purposes, <u>Excluding</u> Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	33,503,324	34,000,721	
I. Difference: (G-H) (negative value requires 60.0% voter approval)	0	0	
Public School Enrollment	1,125	1,147	1.96%
Consumer Price Index			1.26%

	Actual 2016-17 (D)	Estimated 2017-18 (E)
Adjusted Restricted Fund Balance	13,865,918	14,500,000
Assigned Appropriated Fund Balance	808,395	750,000
Adjusted Unrestricted Fund Balance	1,656,020	1,710,000
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00%	3.99%

## STUDENT WELLNESS

Given the documented connection between proper nutrition, adequate physical activity, mental health and educational success, the Board of Education adopts the following goals and actions to provide district students with a school environment that promotes student health and wellness and reduces childhood obesity.

For purposes of this policy, “school campus” means all areas of district property accessible to students during the school day; “school day” means the period from the midnight before to 30 minutes after the end of the official school day; and “competitive food” means all food and beverages other than meals reimbursed under federal food programs available for sale to students on the school campus during the school day.

### I. Foods and Beverages Available in School-to Students on School Campus During the School Day

The Board recognizes that a nutritious, well-balanced, reasonably- portioned diet is essential for student wellness. To help students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the district shall ensure that all foods and beverages available in school promote good nutrition, balance, and reasonable portion sizes. The district shall ensure that reimbursable school meals meet or exceed the program requirements and nutrition standards found in federal and state regulations.

To accomplish this, the Board directs that the district serve healthy and appealing foods and beverages at district schools, including vending machine food and beverage following state and federal nutrition guidelines, as well as safe food preparation methods.

#### A. School Meals – the district shall:

1. Include fruits, vegetables, salads, whole grains, and low fat items at least to the extent required by federal regulations.
2. Encourage students to try new or unfamiliar items.
3. Make efforts to ensure that families are aware of need-based programs for free or reduced-price meals and encourage eligible families to apply.
4. Consider serving produce and food from local farms and suppliers.
5. Make free drinking water available at locations where meals are served.

#### B. Meal Scheduling – the district shall:

1. Provide adequate time to eat.
2. Schedule lunchtime between normal lunch hours (11 a.m. - 1 p.m.)

#### C. Foods and Beverages Sold Individually (e.g., a la carte, vending machines, school stores) – the district shall:



1. Ensure that all such items meet the nutrition standards set in federal regulations for competitive foods regarding whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium, and caffeine.
2. Permit the sale of fresh, frozen or canned fruits and vegetables, if processed pursuant to federal regulations, as exempt from the nutrition standards.
3. Work with existing vendors or locate new vendors that will comply with nutrition standards.

D. Fund-Raising Activities – the district shall:

1. Ensure that all fundraisers selling food or beverages to students on school campus during the school day meet the competitive foods nutrition standards set in federal regulations for whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium, and caffeine.
2. Promote non-food items to sell, or activities (physical or otherwise) in which to participate.
3. Student groups conducting fundraisers which take place off the school campus or outside the school day must obey this policy.
4. Outside organizations (e.g., parent groups, booster clubs) conducting fundraisers which take place off the school campus or outside the school day are encouraged to follow this policy.

E. School and Class Parties, Celebrations, and Events where food and beverages are provided, but not sold – the district shall:

Principals will communicate to parents and staff guidelines for snacks that promote health and avoid known allergy-inducing foods. Parents and staff are encouraged to follow guidelines for healthy snacks for children. All schools will provide allergy free tables, as student needs may require.

1. This section applies to all school and classroom parties, snacks which have been brought in for the class or school, celebrations, food provided to learn about cultures or countries, and other events where food is provided but not sold.
2. Schools shall set guidelines for the frequency and content of classroom and school-wide celebrations where food and beverages are provided.
3. The district shall promote the use of food and beverage items which meet the standards for competitive foods and beverages, promote non-food activities, and discourage foods and beverages which do not meet those standards, at celebrations.
4. Model the healthy use of food as a natural part of celebrations.

F. Marketing of Foods and Beverages

1. Any food or beverage that is marketed on school grounds during the school day must meet at least the federal nutrition standards for competitive items.
2. This restriction applies to all school buildings (interior and exterior), school grounds, school buses and other vehicles used to transport students, athletic fields, structures, parking lots, school publications, and items such as vending machines, equipment, posters, garbage cans, or cups.

3. Marketing includes all advertising and promotions: verbal, written, or graphic, or promotional items.
4. This restriction does not apply to personal opinions or expression, or items used for educational purposes.
5. This restriction applies to all purchases and contracts made after the effective date of this provision.

## II. Physical Activity

Physical activity is an important factor in staying healthy and being ready to learn. The Board encourages every student to develop the knowledge and skills necessary to perform a variety of physical activities, to regularly participate in physical activity, and to appreciate and enjoy physical activity as an ongoing part of a healthy lifestyle. In addition, staff, families, and community are encouraged to participate in and model physical activity as a valuable part of daily life. The district's Physical Education program shall adhere to the curricular requirements of the Commissioner of Education and the New York State Learning Standards.

### A. Physical Education

1. Students shall engage in physical education for at least the minimum number of hours or days per week under State requirements.
2. Physical Education classes shall incorporate the appropriate NYS Learning Standards.
3. Promote, teach and provide opportunities to practice activities that students enjoy and can pursue throughout their lives (e.g., yoga, fitness walking, step aerobics).
4. The performance or withholding of physical activity shall not be used as a form of discipline or punishment.

### B. Recess

1. Maintain daily allotment of recess time for elementary school.
2. Recess shall not be used for punishment or reward.
3. Permit scheduling recess before lunch.
4. Recess will be held outdoors whenever possible, and indoors during the most inclement weather, at the discretion of the Building Principal.

### C. Physical Activity in the Classroom

1. Promote the integration of physical activity in the classroom, both as activity breaks and as part of the educational process (e.g., kinesthetic learning).
2. If the district is under severe time or space constraints, consider meeting the state requirements for Physical Education through collaborative and integrative in-classroom activity, under the supervision of a Physical Education teacher.

### D. Extracurricular Opportunities for Physical Activity

1. Promote clubs and activities that meet the various physical activity needs, interests, and abilities of all students (e.g., walking, hiking and climbing, snowshoeing), including before and after school activities.
2. Promote students walking/biking to school (with proper storage of bicycles), safe routes to school, and "walking" school buses.

3. The setting of extracurricular activity eligibility participation requirements does not constitute withholding opportunities.

### III. Nutrition Promotion and Education

The Board believes that nutrition promotion and education is a key component in introducing and reinforcing healthy behaviors in students. Nutrition promotion and education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition promotion and education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition promotion and education shall be appropriately certified and trained. The district's broader Health Education program shall incorporate the appropriate New York State Learning Standards.

The Board's goals for nutrition promotion and education include that the district will:

1. Include nutrition education as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects.
2. Include enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
3. Promote fruits, vegetables, whole grain products, low fat dairy products, safe and healthy food preparation methods, and health enhancing nutrition practices.
4. Emphasize caloric balance between food intake and energy expenditure.
5. Teach media literacy with an emphasis on food marketing.

### III. Nutrition Education

The Board believes that nutrition education is a key component in introducing and reinforcing healthy behaviors in students. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas, nurses' offices and classrooms. The district's broader Health Education program shall incorporate the appropriate New York State Learning Standards.

### IV. Other School-Based Activities

The district may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and are conducive to healthy eating and physical activity. Such activities may include, but are not limited to, health forums or fairs, health newsletters, parent outreach, employee health and wellness activities, prohibiting the use of food as a reward, reviewing food marketing and advertising in school, and hosting or promoting community-wide events.

### V. Implementation

The Board shall designate the Director of Health, Physical Education and Athletics as District Wellness Coordinator responsible for ensuring that the provisions of this policy are carried out throughout the district. The Board may also designate one person in each building as School Wellness Coordinator to ensure that the wellness activities and actions are being implemented at the building level.



## VI. Monitoring and Review

The Director of Health, Physical Education and Athletics, as District Wellness Coordinator, shall report every three years to the Board and the public on the implementation and effectiveness of this policy. Every three years, the District Wellness Coordinator, in consultation with appropriate personnel and advisory committees, shall monitor and review the district's wellness activities to determine the extent that district schools are complying with this policy, how this policy compares to model wellness policies, and the progress made toward attaining the goals of this policy and whether this policy is having a positive effect on increasing student wellness and decreasing childhood obesity in the district. Based on those results, this policy, and the specific objectives set to meet its goals, may be revised as needed.

Parents, students, food service professionals, physical education teachers, school health professionals, school administrators, the general public, and the school board shall be provided with the opportunity to participate in the development, implementation and periodic review and update of this wellness policy. To do this, the district shall establish an advisory committee and invite participation.

The district shall inform and update the public (including parents, students and others in the community) about the content and implementation of this wellness policy by posting this policy on the district website.

The district shall monitor and review the implementation and effectiveness of this policy by conducting:

1. Periodic informal surveys of Building Principals, classroom staff, and school health personnel to assess the progress of wellness activities and their effects.
2. Periodic checks of the nutritional content of food offered in the cafeterias for meals and a la carte items, and sales or consumption figures for such foods.
3. Periodic checks of the nutritional content of food available in vending machines, and sales or consumption figures for such foods.
4. Periodic checks of the amount of time students spend in Physical Education classes, and the nature of those activities.
5. Periodic checks of extracurricular activities of a physical nature, in the number of offerings and rates of participation by students.
6. Periodic checks of student mastery of the nutrition education curriculum.
7. Periodic completion of relevant portions of the CDC School Health Index.
8. Periodic review of data currently collected by the district, including:
  - a. attendance data, particularly absences due to illness;
  - b. test scores;
  - c. rates of suspension, discipline, and violent incidents;
  - c. physical education scores on flexibility, endurance, and strength (i.e., fitness test results);
  - d. student BMI (Body Mass Index) statistics, as collected in accordance with the State Department of Health efforts; and
  - e. revenues generated from vending machines and a la carte food items.
9. Periodic surveys of student/parent opinions of cafeteria offerings and wellness efforts.
10. Periodic review of professional staff development offered which focuses on student wellness.
11. NYSSBA's Student Wellness Assessment Checklist [every three years] to review the effectiveness of this policy.

## **VII. Recordkeeping**

The district shall keep records as required by federal regulations, including documentation of the following: this policy; the district's community involvement activities described above; that the policy is made available to the public; the assessments done every three years; how the public is informed of the assessment results; and when and how the policy is reviewed and updated.

Ref: P.L. 111-296 (The Healthy, Hunger-Free Kids Act of 2010), §204 amending 42 USC §1758b  
P.L. 108-265 (Child Nutrition and WIC Reauthorization Act of 2004), §204  
42 USC §§1758(f)(1); 1766(a) (Richard B. Russell National School Lunch Act)  
42 USC §1779 (Child Nutrition Act)  
7 CFR §§210.10; 210.11; 210.12; 210.15; 210.18; 210.30 (National School Lunch Program participation requirements – nutrition standards for lunch and competitive foods; community involvement; recordkeeping; state review; local wellness policy)  
7 CFR §§220.8; 220.12 (School Breakfast Program participation requirements – nutrition standards for meals and competitive foods)  
8 NYCRR Part 135 (Health and Physical Education curricular requirements); §114.1 (School Breakfast Program Requirements)  
*Appeal of Phillips*, 37 EDR 204 (1997) (dec. no. 13,843) (physical education requirements)  
*Appeal of Williams*, 32 EDR 621 (1993) (dec. no. 12,934) (physical education requirements)

First reading: 1/13/09

Second reading: 2/10/09

Third reading & adoption: 3/10/09

Revisions presented for:

First Reading: 4/18/17