

September 12, 2017

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on September 12, 2017 at Edna Louise Spear Elementary School. Present at the 5:37 p.m. call to order by President Kathleen Brennan, were Vice-President Mark Doyle, Board Members, Ellen Boehm, Adam DeWitt, Vincent Ruggiero and Tracy Zamek, Superintendent of Schools Paul Casciano, Deputy Superintendent Sean Leister, and Executive Director for Curriculum and Instruction Jessica Schmettan. Board Member David Keegan joined the meeting at 5:41 p.m.

Motion was made by Mrs. Boehm, seconded by Mr. Ruggiero and carried 6-0 that the Board enter executive session to discuss legal and personnel matters.

Present in executive session from 6:00 p.m. to 7:00 p.m. was school district attorney, Neil Block.

At 7:03 p.m., the Board moved to the large group room for a presentation of the proposed capital projects bond.

Mr. Leister presented the proposed bond. The presentation included the capital projects, cost, timeline, bond payment schedule and tax calculator, and communicating to the community. Discussion followed. Mrs. Brennan opened the floor for public comment. Addressing the Board were:

D. Biondi – notification of bond meetings, turf field and lights, cost of track
P. Koehnlein – LIPA impact, building classrooms, parking at the high school
(unknown) – start of bond payment, new apartments enrollment, options breakdown, LIPA tax increase, communicating

At 7:50 p.m., the bond presentation concluded and the business meeting commenced.

RECOGNITION

Dr. Casciano acknowledged the efforts of all staff who worked throughout the summer to prepare for school opening.

MINUTES

Motion was made by Mr. Ruggiero, seconded by Dr. Doyle, and carried 7-0 that the Board approve the minutes of the Regular Meeting held August 8, 2017.

Motion was made by Mr. Ruggiero, seconded by Mrs. Zamek, and carried 5-0-2 (Mrs. Boehm and Mr. DeWitt abstained) that the Board approve the minutes of the Special Meeting held August 28, 2017.

PUBLIC COMMENT

Mrs. Brennan opened the public comment portion of the meeting. There were no comments.

REPORTS

Student Representative Max Okst reported on school opening and upcoming events.

The report from the Superintendent included this year's Wall of Fame honorees, planning for a capital bond, and a presentation by Mr. Leister and Mr. Koebel on Facilities Summer Work.

The report from the Board President included Superintendent's Conference Day welcome address, district representation at the PJFD 9-11 memorial ceremony, and bond survey.

Mrs. Boehm – Audit Committee to meet October 4

Dr. Doyle – Finance Committee meeting held August 28

Mr. Ruggiero – Facilities Committee buildings walk-through held August 31

Mr. DeWitt – Curriculum Committee meeting to be scheduled

Mrs. Zamek – Policy Committee to meet September 27

BOARD CONSENT AGENDA

Motion was made by Mr. Keegan, seconded by Mr. Ruggiero, and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-8 appearing on the September 12, 2017 consent agenda.

Motion was made by Mrs. Zamek, seconded by Dr. Doyle, and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-3 appearing on the September 12, 2017 consent agenda. Mrs. Brennan acknowledged the donation in resolution B.2.

Motion was made by Dr. Doyle, seconded by Mr. Keegan, and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Facilities and Operations resolution numbered 1 appearing on the September 12, 2017 consent agenda.

Motion was made by Mrs. Boehm, seconded by Mrs. Zamek, and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-2 appearing on the September 12, 2017 consent agenda.

OLD BUSINESS

NEW BUSINESS

Motion was made by Dr. Doyle, seconded by Mr. DeWitt and carried 7-0 that the Board adopt the attached goals and objectives for the 2017-2018 school year.

PUBLIC COMMENT

Mrs. Brennan opened the second public comment portion of the meeting. There were no comments.

ADJOURNMENT

At 8:27 p.m., motion was made by Mr. DeWitt, seconded by Mr. Ruggiero and carried 7-0 that the Board enter executive session to discuss legal and personnel matters. The District Clerk left the meeting and Mrs. Brennan acted as Clerk pro tem.

School district attorney, Neil Block, was in attendance from 8:43 p.m. to 9:15 p.m.

At 9:28 p.m., the Board reentered general session, motion was made by Dr. Doyle, seconded by Mrs. Zamek and carried 7-0 to adjourn.

CONSENT AGENDA

September 12, 2017

A. Personnel

1. Facility Use Monitors

The Board approves the following Facility Use Monitor appointments, for service as needed, for the 2017-2018 school year, at the rate of \$20.00 per hour:

Constance Byrnes
Constance Bermel
Rosemary Griffin

2. Notary Stipend

The Board approves the Notary stipend for Judith Hallisey, for the 2017-2018 school year, in accordance with the negotiated agreement with the Port Jefferson Office Staff Association.

3. Interpreters/Translators

The Board approves the following Interpreters/Translators for the 2017-2018 school year, in accordance with NYSED CR Part 154 and the negotiated agreement with the Port Jefferson Teachers Association:

Robert Farenga – Spanish
Celiana Gandolfo – Spanish
Sonia Pinero – Spanish
Heather Pisano – French

4. Coaches

The Board approves the following coaching appointments for the 2017-2018 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association, contingent upon First Aid, CPR and Coaching certifications:

X-Country Varsity Boys - Donald Slingerland
(co-advisor with Roderick Cawley previously appointed)
X-Country Varsity Girls - Roderick Cawley
(co-advisor with Donald Slingerland previously appointed)
Winter Track Varsity Boys - Donald Slingerland
(co-advisor with Roderick Cawley previously appointed)
Winter Track Varsity Girls - Roderick Cawley
(co-advisor with Donald Slingerland previously appointed)

Spring Track Varsity Boys Asst. - Donald Slingerland
(co-advisor with Andrew Cosci previously appointed)

5. Lifeguards

The Board approves the following lifeguard appointments for the 2017-2018 school year, Community Swim at Edna Louise Spear Elementary School, contingent upon First Aid, CPR and Lifeguard certifications:

Head Lifeguard – James Harasym at the rate of \$20 per hour
Lifeguard – James Harasym at the rate of \$12 per hour

6. Substitute Pay

The Board approves the increase in compensation for substitute teachers, effective with the 2017-2018 school year, as follows:

NON-CONSECUTIVE DAYS

<u>Level</u>	<u>Description</u>	<u>Rate per Day</u>
I	1 – 45 days	\$120.00
II	46 – 90 days	\$130.00
III	91 days & above	\$140.00

CONSECUTIVE DAYS

<u>Level</u>	<u>Description</u>	<u>Rate per Day</u>
I	1 – 45 days	\$120.00
II	46 – 90 days	\$140.00

7. Substitutes

The Board approves the following substitute appointments for the 2017-2018 school year:

Teacher Brian Accardo
 Victoria Betz
 Irene Mazzeo

8. Additional Class

The Board approves the following extra class assignments, effective September 5, 2017, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Robert Farenga – LOTE (Spanish II) – Daily until on or about February 1, 2018

Sarah Ogden – Geometry Lab – Every Other Day (Alternate days) for the 2017-18 school year

Kandice Brucella – Inclusion/Algebra I Lab - Every Other Day (Alternate days) for the 2017-18 school year

B. Finance

1. Financial Reports

Claims Audit Report - Month of June
Cash Flow Analysis - Month of June
Fund Balance Projection

New Budget Transfers - none

June Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	81-82, 85-86, 88-91
School Lunch Fund	13-15
Federal Fund	31-37
Capital Fund	No Warrants
Trust & Agency	8, 10, 12-16
Payroll	32-36
Royal Fund	No Warrants
Scholarship Fund	1-2

Trial Balance - July 2016 – June 30, 2017

Revenue Budget Status - July 2016-June 2017

Appropriation Status Report - July 2016-June 2017

Budget Transfers - Month of June

ExtraClassroom Activity Reports – June 2017

Approved Fundraisers

2. Acceptance of Donation

The Board gratefully accepts the donation of \$400 from Thomas Meehan, on behalf of his children, to be used to purchase a tree for the elementary school in memory of Eric Halvorsen from Norse Tree.

3. SEQRA

The Board approves the following resolution:

WHEREAS, the Board of Education of the Port Jefferson UFSD is the lead agency under the State Environmental Quality Review Process for the purpose of required determinations respecting the proposed Capital Improvement Projects as follows:

2017-2018 Roof Replacement at Earl L. Vandermeulen High School

State Environment Quality Review

Notice of Determination of Non-Significance

WHEREAS, in 1995, amendments were made to the SEQRA Regulation (Part 617) to classify projects, which will be excluded from the requirements for the preparation of an Environmental Impact Statement (Type II Actions). The project mentioned above is now classified as Type II Actions as determined by 6NYCRR§617.5 and

WHEREAS, this project falls under the following categories:

A. Maintenance or repair involving no substantial changes in an existing structure of facility;

B. Replacement, Rehabilitation or Reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in Section 617.4 of this Part;

THEREFORE, as the lead agency for the SEQRA determination, the above

referenced project falls under Categories “A” or “B” above. The procedure for Type II Actions, with regard to the SEQRA Process for Capital Projects noted above is “No Additional Required Action under 6NYCRR§617.5(a)”.

C. Facilities & Operations

1. Surplus Property

The Board declares the following as surplus property and directs the Deputy Superintendent to dispose of same in the best interest of the school district:

Fitness Equipment:

- 013887 & 20100093 – Stairmaster Stepper
- 013885 & 20100094 – Precor Elliptical Trainer
- 013893 & 20100085 – Treadmill
- 013892 & 20100086 – Treadmill
- 013890 & 20100097 – Treadmill
- 013898 & 2010012 – Leg Press
- 0007005 – Squat Thrust Machine

Textbooks:

- (13) Linking Words to Meaning – Level 3, ISBN 9780-739-83611-8, Steck Vaughn
- (1) Linking Words to Meaning – Level 3, Teacher’s Edition, ISBN 0-7398-3617X
- (27) The Official SAT Study Guide, ISBN 978-0-87447-852-5, College Board
- (84) Integrated Algebra 1, ISBN 978-1-56765-585-8, Amsco
- (166) Geometry, ISBN 978-1-56765-595-7, Amsco
- (4) Mathematics Applications & Connections Course 2, ISBN 0-07-822859, Glencoe
- (1) Unified Mathematics Book 2 Resource Book, ISBN 0-395-36092-7, Houghton Mifflin
- (2) Unified Mathematics Book 2 Teacher Manual, ISBN 0-395-55068-8, Houghton Mifflin
- (1) Unified Mathematics Book 2, ISBN 0-395-48266-6, Houghton Mifflin
- (1) Unified Mathematics Book 1, ISBN 0-395-55063-7, Houghton Mifflin
- (1) Unified Mathematics Book 3, ISBN 0-395-55069-6, Houghton Mifflin
- (2) Unified Mathematics Book 3 Teacher Manual, ISBN 0-395-36090-0, Houghton Mifflin
- (2) Unified Mathematics Book 3 Resource Book, ISBN 0-395-36093-5, Houghton Mifflin
- (4) Reviewing Integrated Mathematics Course II, ISBN 0-87720-276-1, Amsco
- (1) Integrated Mathematics Course I Teacher Manual, ISBN 0-87720-267-2, Amsco

D. Education

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for meetings held: August 1, 4, 9, 15, 16, 17, 18, 2017

2. Financial Aid Presenter

The Board approves the services of Joanne Graziano, as presenter for Financial Aid Night, scheduled for October 12, 2017, 7 p.m., in the high school auditorium, at a fee of \$500.00.

PORT JEFFERSON SCHOOL DISTRICT 2017-2018 GOALS & OBJECTIVES

➤ **Exceptional Student Achievement**

1. Student Achievement Goal:

Provide instruction that will maximize student achievement through data informed instruction and best practices designed to meet the varied needs of all learners and maintain our standing as a top-performing school district.

Student Achievement Objectives:

In order to move closer to our Student Achievement goal, we will be pursuing the following Objectives during the 2017-18 school year:

Objective 1A: Complete a quantitative analysis that includes data collected through multiple measures.

Objective 1B: Prepare for the implementation of New York State Next Generation Standards and Every Student Succeeds Act initiatives.

Objective 1C: Develop more consistent criteria for calculating secondary report card and final grades.

Objective 1D: Explore opportunities to challenge our students to reach their full potential.

Objective 1E: Continue to increase the use of digital connections and resources for students, parents, and teachers to support dynamic instruction and deeper learning both inside and outside of the classroom.

➤ **Prudent Fiscal Management**

2. Fiscal Management Goal:

Develop short and long-term financial plans for the district that meet the needs of our students, staff, and community while maintaining spending within the allowable tax cap or other targets set by the Board of Education.

Fiscal Management Objectives:

In order to move closer to our Fiscal Management goal, we will be pursuing the following Objectives during the 2017-18 school year:

- Objective 2A:** Develop a long term financial plan which is sensitive to maintaining outstanding student achievement, the State's tax levy cap, and potential changes in LIPA assessments.
- Objective 2B:** Prepare and pass a proposed budget for the 2018-19 school year that is sensitive to the needs of students, staff, and residents.
- Objective 2C:** Develop and promote a Capital Project Bond proposal which will lead to community approval and improved facilities.

➤ **Successful Post-Secondary Planning & Preparation**

3. Post-Secondary Planning and Preparation Goal:

Insure a smooth and successful transition process to post-secondary life for our students with assistance to parents beginning in eighth grade by utilizing college representatives, financial aid experts, and other outside experts to assist our administrators and guidance counselors.

Post-Secondary Planning and Preparation Objectives:

In order to move closer to our Post-Secondary Planning and Preparation goal, we will be pursuing the following Objectives during the 2017-18 school year:

- Objective 3A:** Increase the use of our Post -Secondary Planning Guide.
- Objective 3B:** Plan for internal and external experts to assist students and parents.
- Objective 3C:** Identify the level of success of Port Jefferson graduates in adherence to and completion of college and career pursuits.

➤ **Effective Leadership Development and Continuity**

4. Leadership Goal:

Develop leadership capacity that will result in effective leadership throughout the ranks and successful succession planning and continuity.

Leadership Objectives:

In order to move closer to our Leadership Development and Continuity goal, we will be pursuing the following Objectives during the 2017-18 school year:

- Objective 4A:** Develop leadership capacity among teachers.
- Objective 4B:** Develop interest in formal leadership positions among teachers.

Objective 4C: Continue to develop leadership capacity among administrators.

Objective 4D: Develop interest in district-level leadership positions among administrators that will result in succession planning and continuity in our leadership ranks.

➤ **Healthy Students**

5. Promoting Healthy Students Goal:

Promote physical, mental, and social-emotional health through positive habits and provide self-correcting strategies when positive health may be compromised.

Promoting Healthy Students Objectives:

In order to move closer to our Promoting Healthy Students goal, we will be pursuing the following objectives during the 2017-18 school year.

Objective 5A: Implement our new Board Policy on Wellness.

Objective 5B: Complete a 6th grade pilot on Promoting Wellness which includes mindfulness, movement and breathing.

Objective 5C: Provide professional development regarding Promoting Wellness.

October 2, 2017

A meeting of the Port Jefferson School District Board of Education was held on October 2, 2017, at the Administration Building. Present at the 9:24 p.m. call to order by President Kathleen Brennan, were Vice-President Mark Doyle, Board Members Ellen Boehm, Adam DeWitt, Mark Doyle, Vincent Ruggiero and Tracy Zamek, Superintendent of Schools Paul Casciano, and Deputy Superintendent Sean Leister. Mrs. Brennan acted as Clerk pro tem.

Motion was made by Mrs. Boehm, seconded by Mr. Ruggiero and carried 6-0 that the Board enter executive session to discuss a legal matter. Board Member David Keegan teleconferenced into the meeting.

At 11:00 p.m. the Board reentered general session. Motion was made by Mrs. Boehm, seconded by Dr. Doyle and carried 6-0 to adjourn.
