

**BOARD OF EDUCATION  
AGENDA  
April 10, 2018  
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 15, 2018
  - Special Meeting held March 27, 2018
- V. PUBLIC COMMENT (*limited to 15 minutes - priority given to Agenda related items*)
- VI. REPORTS
  - A. Student Representative
  - B. Superintendent of Schools
    - Professional Development – *Michael Caravello, Ed.D., Jessica Schmettan*
    - Fitness Center Refurbishment – *Danielle Turner, Ed.D.*
    - Proposed 2018-2019 Budget – *Sean Leister*
  - 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 10, 2018 consent agenda:**
  - A. Personnel - resolutions numbered 1-9
  - B. Finance - resolutions numbered 1-9
  - C. Facilities and Operations
  - D. Education – resolutions numbered 1-4
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
  - A. Designation of Special Meeting, April 18, 2018, for the purpose of voting on Eastern Suffolk BOCES 2018-2019 administrative budget and election of board members.
  - B. Policy
    - 1. Policy 6240, Investments – presented for a first reading and adoption
    - 2. Policy 6700, Purchasing – presented for a first reading and adoption
- X. PUBLIC COMMENT
- XI. ADJOURNMENT

## CONSENT AGENDA

April 10, 2018

### A. Personnel

#### 1. Substitutes

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

Teacher	Candice Licalzi
Teacher Aide	Luz Ayala
	Teresa Ayala

#### 2. Coach

The Board approves the following coach for the 2017-2018 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association, appointment(s) contingent upon First Aid, CPR and Temporary Coaching License:

William Scannell – Middle School Boys' Lacrosse  
Anthony Filippi – Varsity Baseball Volunteer Assistant Coach

#### 3. Retirement – Teaching Assistant

The Board accepts the resignation of Patricia Gang, as Teaching Assistant, for the purpose of retirement, effective June 30, 2018.

#### 4. Resignation – P/T Clerk Typist

The Board accepts the resignation of Rita Michael, as a part-time Clerk Typist, effective March 7, 2018.

#### 5. Appointment – Substitute P/T Clerk Typist

The Board approves the appointment of Nancy Makarius, as a substitute Part Time Clerk Typist, from on or about April 11, 2018 through on or about June 12, 2018, at the rate of \$17.52 per hour not to exceed 17.5 hours per week.

#### 6. Request for Leave – Teaching Assistant

The Board approves the request of Melissa Harms, Teaching Assistant, for a leave of absence from on or about March 14, 2018 to on or about June 8, 2018, in accordance with Article XI.10 of the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

#### 7. Leave Replacement Appointment – Teaching Assistant

The Board approves the appointment of Kathleen Thrash, as a Teaching Assistant, on a leave replacement basis, effective on or about March 14, 2018 to on or about June 8, 2018, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

8. Leave Replacement Appointment – Elementary Education Teacher

The Board approves the appointment of Kristen Snelders, as a teacher of Elementary Education, (for Janelle Bellotti), on a substitute basis from on or about March 26, 2018 to on or about May 14, 2018; and on a leave replacement basis from on or about May 15, 2018 to on or about June 4, 2018, at Level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

9. Wellness Workshop

The Board approves Dawn DeLeonardis-Moody, to conduct a two hour Wellness workshop for families, for the 2017-2018 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

**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	39, 41-43
School Lunch Fund	9
Federal Fund	15-17
Capital Fund	No Warrants
Trust & Agency	5
Payroll	18-19, 21
Scholarship Fund	No Warrants
EPC Escrow	

Trial Balance - July 2017 – February 28, 2018

Revenue Budget Status - July 2017-June 2018

Appropriation Status Report - July 2017-June 2018

Budget Transfers - Month of February

Approved Fundraisers

2. Scholarship Donation

The Board gratefully accepts the scholarship donation from Mrs. Colleen Eberle in the amount of \$100.00 to the John F. O'Neill Scholarship fund to be awarded to a graduating Earl L. Vandermeulen High School student entering into a military program.

3. Scholarship Donation

The Board gratefully accepts the scholarship donation of \$500 from the Interdistrict Council of Superintendents to be awarded to a graduating Earl L. Vandermeulen High School student(s).

4. Donation

The Board gratefully accepts the donation from the Port Jefferson Royal Educational Foundation to the Port Jefferson School District in the amount of \$3,475.00.

5. Bid - Capital Improvement Projects

The Board awards the 2017-2018 Capital Improvement Projects: Running Track Reconstruction and Exterior Masonry Reconstruction to the lowest responsible bidders as follows:

American Athletic Courts, Inc. – Running Track Reconstruction

A1 Construction Services, Inc. – Exterior Masonry Reconstruction

and further, the Board rejects the bids received for the 2017-2018 Capital Project Roof Replacement; and, authorizes a revision to the project's scope to be rebid in the near future.

6. Health Services

The Board approves the contracts for health services for the 2017-2018 school year from the following districts:

Smithtown CSD

Middle Country CSD

Three Village CSD

Riverhead CSD

West Islip UFSD

South Huntington UFSD

Syosset CSD

7. 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 15, 2018:

Shall the Board of Education of the Port Jefferson Union Free District be authorized to expend a sum not to exceed \$1,056,000 from the "2015 Renovations and Upgrades Capital Reserve Fund" effective May 21, 2015 for the following purpose(s): roof replacement of sections 4, 5 and 6 at Earl L. Vandermeulen High School including all ancillary and incidental work required to be performed?

8. Budget / Property Tax Report Card

The Board approves the proposed budget for the 2018-2019 school year in the amount of \$43,889,812; 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.

9. Vote Officials

The Board adopts the following resolution designating the Chairperson, Acting Clerk, Chief Election Inspector and Inspectors of Election for the May 15, 2018 Annual Vote and Election; and further, that the compensation for said officials be at the rate of \$12.00 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 15, 2018, 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	Irene Siegel	Wayne Chesley
Helen Kristich	Elaine Freda	
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 8, 14, 15, 26, 27 and March 5, 2018

2. Special Education Service Agreement

The Board approves the Service Agreement for Education of Out-of-District Student, between Port Jefferson UFSD and Westhampton Beach UFSD, for a student receiving special education services for the 2017-2018 school year; and further, authorizes the Board President to execute said agreement.

3. Professional Development

The Board approves the services of Paul Zientarski for a one hour virtual administrative professional development session on April 12, 2018.

4. Settlement and Release

The Board approves the following resolution:

**BE IT RESOLVED**, that the Board of Education of the Port Jefferson Union Free School District, having reviewed a certain Settlement Agreement concerning a contemplated request for a due process hearing, hereby approves the terms of the Settlement Agreement, during the 2017-2018 school year, and authorizes the Board President to execute such agreement on behalf of the Board.

## 2018-19 Property Tax Report Card

**580206 - Port Jefferson UFSD**

Contact Person:  
Dr. Paul Casciano

Telephone Number:

	Budgeted 2017-18 (A)	Proposed Budget 2018-19 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	42,879,851	43,889,812	2.36%
A. Proposed Tax Levy to Support the Total Budgeted Amount	35,626,700	36,434,479	
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)	35,626,700	36,434,479	2.27%
F. Permissible Exclusions to the School Tax Levy Limit	1,625,979	1,545,793	
G. School Tax Levy Limit, Excluding Levy for Permissible Exclusions	34,000,721	34,888,686	
H. Total Proposed School Year Tax Levy, Excluding Levy for Support Library Debt, and/or Permissible Exclusions (E-B-F+D)	34,000,721	34,888,686	
I. Difference: (G-H) (negative value requires 60.0% voter approval)	0	0	
Public School Enrollment	1,147	1,116	-2.70%
Consumer Price Index			2.13%

	Actual 2017-18 (D)	Estimated 2018-19 (E)
Adjusted Restricted Fund Balance	15,570,737	15,839,737
Assigned Appropriated Fund Balance	749,440	750,000
Adjusted Unrestricted Fund Balance	1,714,879	1,754,000
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00%	4.00%

**PORT JEFFERSON UFSD SCHEDULE OF RESERVE FUNDS (580206)**

RESERVE NAME	ACCOUNT CODE	RESERVE DESCRIPTION	3/31/2018 ENDING BALANCE	INTENDED USE OF THE RESERVE IN THE 2018-2019 SCHOOL YEAR
WORKER'S COMPENSATION RESERVE	AB14	This reserve is used to fund the Districts self-insured Workers' Compensation expenses to include payment of compensation and benefits, settlements, and other authorized expenses to include self-insurance administrative costs.	3,092,344.91	This reserve will be used if there is a need to satisfy any of the District's larger Workers' Compensation claims. Currently there is no planned use for 2018/2019.
RETIREMENT CONTRIBUTION RESERVE FUND	AB27	This reserve is used to fund the employer retirement contributions i.e. any portion of the amount(s) payable by an eligible School District to the New York State and Local Employees' Retirement System (ERS) but not TRS.	3,369,678.98	This reserve will be used to pay a portion (\$175,000) of the District expenses to the New York State and Local Employees' Retirement System (ERS).
RESERVE FOR COMPENSATED ABSENCES	AB67	This reserve is used to pay accrued benefits due employees upon termination of service for vacation, sick leave, personal leave, etc.	3,208,961.82	This reserve will be used when an employee separates from the District and payment of accumulated leave is required. The district has allocated \$100,000 of the reserve for this purpose in 2018/2019
CAPITAL RESERVE	AB78	This reserve is to be used for the purpose of financing in whole or in part, the cost of authorized alterations, construction, reconstruction, renovations, and/or replacement of School District facilities, buildings and/or additions and related infrastructure systems, including related site work, health and safety improvements, heating, ventilation and air conditioning, and replacement and/or refurbishment of athletic fields.	4,051,364.02	This reserve will be used only upon Voter approval for specific expenditures i.e. roof replacement, facility construction. \$1,056,000 is planned for roof replacement at the High School in 2018/2019
RESERVE FOR UNEMPLOYMENT	AB82U	This reserve is used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the School District elects the benefit reimbursement method in lieu of making contributions under article 18 of the Labor Law.	1,848,387.03	This reserve will be used to cover the Districts' financial obligation to pay unemployment benefits which either come up unexpectedly or in lieu of the District making an annual appropriation in its budget for unexpected claims. Currently there is no planned use for 2018/2019.



## INVESTMENTS

The objectives of the district's investment policy are to safeguard district funds and to minimize risk, to ensure that investments mature when cash is required to finance operations and to ensure a competitive rate of return. In accordance with this policy, the Treasurer or his/her designee is authorized to invest and/or deposit all funds, including proceeds of obligations and reserve funds, in time-deposit accounts, certificates of deposit, short-term government securities, repurchase agreements or other investment instruments permitted by law, subject to the investment regulations approved by the Board of Education.

Concentration of investments in a single financial institution should be avoided unless there would be an impact to interest revenue. To mitigate the risk of concentration, funds should be fully collateralized by a third party. Diversification of investments and deposits is encouraged. Investments may be made either directly from an authorized trading partner, or by participation in a cooperative investment agreement with other authorized municipal corporations pursuant to General Municipal Law Article 5-G and in accordance with General Municipal Law Article 3-A.

This policy will be annually reviewed by the Board and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Ref: Education Law §§1604-a; 1723-a; 3651; 3652  
Local Finance Law § 24.00, 25.00, 165.00  
General Municipal Law §§6-d; 6-j; 6-l-n; 6-p; 6-r; 10; 11; 39; Article 3-A; Article 5-G

Presented for:  
1<sup>st</sup> reading & adoption – 4/10/18

## PURCHASING

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Three written quotes will be needed for purchase contracts between \$2,500 and \$19,000 and public works contracts between \$2,500 and \$34,999. If three quotes are not available, documentations must be provided that an attempt was made to obtain said quotes (copies of faxes/emails). Requests for Proposals will be issued at the discretion of the Board of Education via a board resolution based upon the recommendation of the Superintendent of Schools. Requests for Proposals while not required by law are encouraged as best practice and will be utilized for Professional Services and Insurance Liability Programs.

The District's purchasing activity will strive to meet the following objectives:

1. To effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. To obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. To ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. To maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. To ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors.

Where permitted by law, purchases may be made through available cooperative BOCES bids, or by “piggybacking” onto contracts of the United States or agencies thereof or the federal General Services Administration (GSA), the New York State Office of General Services (OGS), departments or agencies of New York State, any New York State county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of the district or will result in cost savings to the district. In addition, the district may make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

It is the District’s responsibility to review each “piggybacking” contract corresponding to a proposed purchase, upon the advice of counsel as necessary, to determine whether the original contract does not conflict with state law or regulation, and meets the following requirements:

1. The contract must have been let by the United States, or any agency thereof, any state, or any other political subdivision or district therein;
2. The contract must have been made available for use by other governmental entities; including New York State local governments;
3. The contract must have been let to the lowest responsible bidder or on the basis of best value, in a manner consistent with General Municipal Law §103. Those main elements are: (a) public solicitation of bids or offers; (b) secure or confidential bids or offers; (c) use of a common standard for bidders or offers to compete fairly; and (d) awarded to the lowest responsible bidder, or responsible offer of best value, which optimizes quality, cost and efficiency.

In accordance with law, the District shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term “alternative format” shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the New York State Office of General Services (OGS), the District will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the District may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the District avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the District in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service

discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

### Competitive Bidding

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163. Other exceptions to competitive bidding are outlined below.

In addition, the Board authorizes the receipt of sealed bids for purchase contracts in electronic format, pursuant to the provisions of General Municipal Law §103(1) which addresses proper documentation, authentication, security, and confidentiality of electronic bids.

The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector.

### Exceptions to Competitive Bidding

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

1. Emergencies where time is a crucial factor;
2. Procurements for which there is no possibility of competition (sole source items);
3. Professional services that require special skill or training (see policy 6741 for guidance on purchasing professional services);
4. Purchases such as surplus or second-hand items from governmental entities, certain food and milk items, or goods and services from municipal hospitals ; or
5. Where the District is purchasing through (or is "piggybacking" onto) the contract of another governmental entity, where the original contract complies with the requirements of New York State law for competitive bidding.

### Purchasing when Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except as permitted by state law for procurements:

1. Under a county contract;
2. Under a state contract;
3. Under a federal contract;
4. Under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions;
6. Agencies for the blind and severely disabled.

Piggybacking” onto the contract of other governmental agencies is permitted where the original contract is in conformance with the goals of this section.

The district will provide justification and documentation of any contract awarded to an offer or other than the lowest responsible dollar offer or, setting forth the reasons why such award is in the best interests of the District and otherwise furthers the purposes of section 104-b of the General Municipal Law.

#### General Purchasing Provisions

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the District. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the School District shall have an interest in any contract entered into by the Board or the District, as provided in Article 18 of the General Municipal Law.

Comments will be solicited from those administrators involved in the procurement process before enactment of the District’s policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All District policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the District’s policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the District or any officer or employee of the District.

Cross-ref: 6710, Purchasing Authority

Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)  
Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a), (9), (14), (22); 2503(7-a); 2554(7-a)  
General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-a; 800 et seq.  
State Finance Law §§97-g(3), (4), (5); 163; 163-b; 165-a  
County Law §408-a(2)  
8 NYCRR Part 114

Presented for:  
1<sup>st</sup> reading & adoption – 4/10/18