

**BOARD OF EDUCATION
AGENDA
June 12, 2018
Elementary School**

- 5:00 p.m. Student Roundtable (Library)
- 6:00 p.m. Executive Session (Library)
- 7:00 p.m. Presidential Volunteer Service Awards (Gymnasium)
- 7:30 p.m. General Session Business Meeting (Large Group Room)

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:

- Budget Hearing & Regular Meeting held May 8, 2018
- Meeting held May 15, 2018
- Special Meeting held May 22, 2018

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 June 12, 2018 consent agenda:

- A. Personnel - resolutions numbered 1-33
- B. Finance - resolutions numbered 1-8
- C. Facilities and Operations – resolutions numbered 1-2
- D. Education - resolutions numbered 1-6

VIII. OLD BUSINESS

IX. NEW BUSINESS

- A. Policy
 - 1. Policy 8505, Charging School Meals and Prohibition Against Shaming – presented for a first reading

X. PUBLIC COMMENT

XI. ADJOURNMENT

A. Personnel

1. Appointment – Co-Curricular

The Board approves the following co-curricular appointments for the 2018-2019 school year, pending minimum enrollment requirements, in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Elementary School:

Art Club	Richard Anderson
Chess/Scrabble Club (Grades 3-5)	Francoise Schachner
Instrumental Music – Concerts	Mark Abbonizio/Vanessa Salzman
Vocal Music – Concerts	Christian Neubert
Drama Club Co-Advisors	Christian Neubert/Kristen Neubert
Greenhouse Club Co-Advisors	Brian Kendrick/Richard Lautato
Homework Club	Kari Costanzo
Grades 3,4,5 Intramurals	Francoise Schachner/ Benjamin Bajus/Kevin Rowett
Student Government Co-Advisors	Michele Smith/ Dana St. Pierre
Select Choir	Katherine Butera
Yearbook	Jennifer Guerrazzi

2. Appointment – Summer Aides

The Board approves the appointment of the following as aides for the summer 2018, to assist with copying and mailings for school opening, at the rate of \$12.00 per hour:

Mary O’Sullivan (not to exceed 2 days)
Suzanne Uldal (not to exceed 6 days)

3. Special Education Extended School Year Program 2018 - Teachers

The Board approves the following teachers for the 2018 Special Education Extended School Year program from July 2, 2018 to August 10, 2018 (with the exception of July 4, 2018), Monday-Friday, 9:00 a.m. – 12:00 p.m.:

Meagan Bellantuono Tara Grover Alyssa Bosco

4. Special Education Extended School Year Program 2018 – ENL Teacher

The Board approves Mary Lyons as a teacher for the 2018 ENL Extended School Year program from July 2, 2018 – August 10, 2018 (with the exception of July 4, 2018), Monday-Friday, 9:00 a.m. – 12:00 p.m.

5. Summer 2018 CSE Committee

The Board approves the following staff, as needed, for the Summer 2018 Committee on Special Education, at their hourly rate of pay, from July 1, 2018 to August 31, 2018:

Support Staff

Dr. Allyson Carlson (Psychologist)
Kristen Wendel (Psychologist)
Christine Benanti (Psychologist)
Stacia Schoen (Speech)

Teachers

Christina Carlson	Monica Consalvo	Melissa Corey
Sandra Eybs	Jeanette Garofola	Allison Giannusa
Phil Giannusa	Gina Fedler	Michelle Landetta
Meg Lavin	Christina Marino	Amy McClelland
Christine Bokina	Lynne Pellegrino	Anne Marie Frega

6. Special Education Extended School Year Program – Staff

The Board approves the following staff, as needed, for the 2018 Special Education Extended School Year program from July 2, 2018 to August 10, 2018 (with the exception of July 4, 2018), Monday - Friday, 9:00 a.m. - 12:00 p.m.:

Nurses

Susan Federico
Linda Love
Queena Kang

Teachers

Christina Marino (Reading)
Stacia Schoen (Speech)

Substitute Teachers

Christina Carlson
Jeanette Garofola
Michelle Landetta
Gina Fedler
Christina Marino
Jennifer Guerrazzi
Laura Wickel
Melanie Sandberg
Kristen Snelders
Amy McClelland (Speech)
Karen Stamatopoulos (Speech)

Teaching Assistants

Annmarie Anderson
Melissa Harms
Debra Hartmann
Patricia Koehnlein
Rosemary Griffin
Bonnie Kelsch
Mary O'Sullivan

Substitute Teaching Assistants

Annmarie Anderson
Melissa Harms
Debra Hartmann
Patricia Koehnlein
Rosemary Griffin
Bonnie Kelsch
Kathleen Thrash
Mary O'Sullivan

7. Appointment - Part-Time Guards

The Board approves the appointment of the following as part-time Guards, for the 2018-2019 school year, at the rate of \$23.00 per hour:

George Rieu-Sicart Jeffrey Klug

8. Appointment – Substitutes 2018-2019

The Board approves the following substitute appointments for the 2018-2019 school year:

Clerk Typist	Maureen Colon Nancy Makarius Daisy Sanchez
Teacher Aide	Caroline Bachmore Katie DiBona
Senior Clerk Typist	Kathleen Archacki Belinda Rowan

9. Appointment – Substitutes 2017-2018

The Board approves the following substitute for the 2017-2018 school year pending fingerprint clearance by the NYS Education Department:

Nurse Queena Kang

10. Appointment - Student Interns I

The Board approves the appointment of the following as Student Interns I, at the rate of \$11.00 per hour, for the 2018-2019 school year:

Christopher Lautato Max Okst Ryan Parmegiani

11. Appointment – Part-Time School Communications Aide

The Board approves the appointment of Thomas Serabian as a part-time School Communications Aide, for the 2018-2019 school year, at the rate of \$16.25 per hour, not to exceed 20 hours per week.

12. Substitute Employees Compensation

The Board approves the increase in compensation for substitute employees, as follows, effective July 1, 2018:

Clerk Typist	\$12.00 per hour
Custodial Worker I	\$12.00 per hour
Custodial Worker II	\$14.03 per hour

Summer Custodial Worker I	\$12.00 per hour
Summer Custodial Worker II	\$14.03 per hour (2 nd year or more, effective 5/10/17)
Teacher Aide	\$12.00 per hour
Teacher Assistants	\$13.50 per hour

13. Appointment – Facility Use Monitors

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

Max Okst	Thomas Serabian
----------	-----------------

14. Business .1 FTE Reduction

The Board approves a .1 FTE reduction of the Business position of Linda Moran, effective August 29, 2018; and further, the Board approves the appointment of Linda Moran as a .7 FTE Business Teacher effective August 29, 2018.

15. Reading .3 FTE Reduction

The Board approves a .3 FTE reduction of the Reading position of Bonnie Quartarone, effective August 29, 2018; and further, the Board approves the appointment of Bonnie Quartarone at a .7 FTE teacher of Reading effective August 29, 2018.

16. Appointment – Clerk Typist

The Board approves the appointment of Kristin Laudicina, as a Clerk Typist, on a probationary basis, effective on or about June 13, 2018, in accordance with the Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Office Staff Association.

17. Appointment – Science Teacher

The Board approves the appointment of Melissa Garcia as a teacher of Science, on a probationary basis effective August 29, 2018 at Level MA Step 4, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association; and in accordance with the Education Transformation Act Amended Section 3012 of the Education Law, tenure will be granted and considered upon three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of the probationary appointment.

18. Request for Leave Extension – Music Teacher

The Board grants the request of Jessica Pastor, teacher of Music, for an extension of her leave of absence for the 2018-2019 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

19. Request for Leave Extension – Teaching Assistant

The Board grants the request of Katherine Butera, Teaching Assistant, for an extension of her leave of absence for the 2018-2019 school year, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

20. Leave Replacement Appointment Extension – Music Teacher

The Board extends the leave replacement appointment of Katherine Butera as a teacher of Music for the 2018-2019 school year (for Jessica Pastor), in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

21. Employment Agreement – Business Office Operations Supervisor

The Board approves the Employment Agreement of Isha Morgenstern, Business Office Operations Supervisor, dated June 12, 2018, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

22. Employment Agreement – School District Treasurer

The Board approves the Employment Agreement of Lisa Van Middeltem, School District Treasurer, dated June 12, 2018, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

23. Employment Agreement – Office Applications Specialist

The Board approves the Employment Agreement of Natalie Pego, Office Applications Specialist, dated June 12, 2018, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

24. Employment Agreement – Personnel Transaction Clerk

The Board approves the Employment Agreement of Regina Booker, Personnel Transaction Clerk, dated June 12, 2018, the Board having reviewed same; and further,

the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

25. Employment Agreement – Confidential Secretary to the Superintendent of Schools

The Board approves the Employment Agreement of Janice Baisley, Confidential Secretary to the Superintendent of Schools, dated June 12, 2018, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

26. Employment Agreement – Deputy Superintendent

The Board approves the Employment Agreement of Sean Leister, Deputy Superintendent, dated June 12, 2018, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

27. Employment Agreement –Assistant Superintendent of Curriculum and Instruction

The Board approves the Employment Agreement of Jessica Schmettan, Executive Director of Curriculum and Instruction, dated June 12, 2018, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

28. Employment Agreement – Superintendent of Schools

At the request of the Superintendent of Schools, for the 2018-2019 school year, the Board approves the waiving of Item 4.b., contained within the Agreement dated December 13, 2016, between the Board and the Superintendent of Schools.

29. Tenure – Director of Special Education

The Board grants tenure to Jodi Cahill, Ed.D., as Director of Special Education, effective July 1, 2018.

30. Tenure – Middle School Principal

The Board grants tenure to Robert Neidig, Ed.D., as Middle School Principal, effective July 1, 2018.

31. Tenure – Assistant Principal 9-12

The Board grants tenure to Kevin Bernier, as Assistant Principal 9-12, effective July 1, 2018.

32. Tenure – Assistant Principal PreK-8

The Board grants tenure to Claudia Smith, as Assistant Principal PreK-8, effective July 1, 2018.

33. Tenure – Assistant Superintendent of Curriculum & Instruction

The Board grants tenure to Jessica Schmettan, as Assistant Superintendent of Curriculum and Instruction, effective July 1, 2018.

B. Finance

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of APRIL

Cash Flow Analysis - Month of APRIL

Fund Balance Projection

New Budget Transfers

APRIL Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	52, 55, 57-59
School Lunch Fund	No Warrants
Federal Fund	21-22
Capital Fund	11
Trust & Agency	8
Payroll	29-33
Scholarship Fund	No Warrants
EPC Escrow	

Trial Balance - July 2017 – April 30, 2018

Revenue Budget Status - July 2017-June 2018

Appropriation Status Report - July 2017-June 2018

Budget Transfers - Month of April

Approved Fundraisers

2. Transfer of Reserves

The Board approves the following resolution:

WHEREAS, by action of the Board of Education, the Port Jefferson Union Free School District has previously established certain reserves having the following balances as of the fiscal year ending June 30, 2017:

<i>Reserves</i>	<i>Fiscal Year Ending 6/30/17</i>
Workers' Compensation	3,092,345
Unemployment	1,848,387
Compensated Absences	3,208,962
Employees' Retirement	3,444,679
Debt Service	1,506,086
Deferred Revenue	318,501
Capital Reserve	4,507,364
Total Reserves	17,926,324

And, WHEREAS, the Port Jefferson Board of Education wishes to utilize and or contribute additional funds where appropriate,

NOW BE IT RESOLVED that the Port Jefferson Board of Education hereby authorizes transfers of 2017-2018 fund balance to any of the properly established reserves not to exceed:

<i>Reserves</i>	<i>Transfers Not to Exceed</i>
Workers' Compensation	200,000
Unemployment	200,000
Compensated Absences	300,000
Employees' Retirement	200,000
Capital Reserve	1,500,000
Total Reserves	2,400,000

3. Bid Extension

The Board awards a bid extension to Advantage Music for the rental of musical instruments for the 2018-2019 school year.

4. Award of Bid – Roof Replacement

The Board awards the 2017-2018 Capital Improvement Project, Roof Replacement bid to the lowest responsible bidder, Marfi Contracting Corporation.

5. Award of Bid – Music Supplies & Sheet Music

The Board awards the 2018-2019 Music Supplies and Sheet Music bid to the lowest responsible bidders meeting specifications, as follows:

Advantage Music K & S Music Music & Arts

6. Scholarship Donation

The Board gratefully accepts the scholarship donation of \$3,000 from Suffolk Transportation Service, Inc., to be awarded to a graduating Earl L. Vandermeulen High School student(s) aspiring to continue to higher education.

7. Scholarship Donation

The Board gratefully accepts the donation of \$1,000 from Dr. Stephen Golub to the Andrew Golub Scholarship Fund.

8. Maintenance Agreement

The Board approves the Multi-Year Maintenance Agreement, dated July 1, 2018, between the District and Carr Business Systems for the replacement of all district printers.

C. Facilities & Operations

1. Reorganization Meeting & July Business Meeting

The Board designates July 10, 2018 as the date of the 2018 Reorganization Meeting and July Business meeting.

2. Surplus Property

The Board declares the following items as surplus property; and, authorizes the Deputy Superintendent to dispose of same in the best interest of the district:

Elementary School

Friedrich Model P12A - Serial # LHDA03680 – Inventory Tag 014296

Friedrich Model P12A – Serial # LHDA03642 – Inventory Tag 014293

Friedrich Model P12A – Serial # LHDA03648 – Inventory Tag 014291

Friedrich Model P12A – Serial # LHDA03676 – Inventory Tag 014290

Friedrich Model P12A – Serial # LHDA03202 – Inventory Tag 01492

Friedrich Model P12A – Serial # LHHA04513 – Inventory Tag 014315

Omidea Model MPK10CR - Inventory Tag (Partial) 775050401896

Omidea Model MPK10CR - Inventory Tag 105530775050402428

Fridgidaire Model FAP09EP1Z1 – Serial # KK45217871 – No Inventory Tag

Amcors Model AL-10000E – Inventory Tag 060308471

Amcors Model AL-10000E – Inventory Tag 060308465

Grounds

1993 Bobcat Mower Model 930000 – Serial #9300001543

D. Education

1. Committees on Special Education

The Board accepts the recommendations of the Committees on Special Education for the following meetings:
April 26, 27, 28, May 5, 8, 9, 10, 11, 12, 15, 16, 22, 23, 25, and 26, 2017.

2. Driver Education

The Board extends the Drivers Education Program with Jim's Cornerstone Driving School, Inc. for the provision of driver education services for the 2018-2019 school year, fall 2018, spring and summer 2019.

3. Driver Education Instructors

The Board approves the following services for the Driver Education program for the 2018-2019 school year:

Stephen Fox - Driver Education Lecture Teacher
Alexander Tamuk – Substitute Driver Education Lecture Teacher
Kenneth George - Instructor
Elke Moeller - Instructor
James V. Peretta - Instructor
Nicole Sanford - Instructor
Jo Ann Monette – Instructor

4. CodeHS Online Curriculum

The Board approves participation in the CodeHS online curriculum for AP Computer Science for the 2018-2019 school year.

5. Special Education Services Contract

The Board approves the Special Education Services Contract for the 2017-2018 school year, between Port Jefferson School District and Mount Sinai School District; and further, the Board President is authorized to execute said contract.

6. Approval of Placement

The Board approves the placement of a CSE classified student at Eden II/Genesis Program during the summer of 2018, July 7, 2018 through August 17, 2018.

“CHARGING” SCHOOL MEALS AND PROHIBITION AGAINST SHAMING

The Board of Education recognizes that on occasion, students may not have enough funds for a meal. To ensure that students do not go hungry, the Board will allow students who do not have enough funds to “charge” the cost of meals to be paid back at a later date subject to the terms in this policy.

To comply with State guidelines and maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the Board shall:

1. allow only regular reimbursable meals to be charged, excluding extras, à la carte items, side dishes, additional meals, and snacks (“competitive foods”); and
2. use a computer-generated point of sale system, which identifies and records all meals as well as collects repayments.

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. When charges are paid, these monies are not to be considered “à la carte” transactions, as a section on the daily cash report or deposit summary reads “charges paid.”

Students shall not be denied a reimbursable meal, even if they have accrued a negative balance from other cafeteria purchases, unless the parent/guardian has provided written permission to the school to withhold a meal. No student with unpaid charges will be prohibited from purchasing food if they have money that day.

If school food authorities (SFAs) suspect that a student may be abusing this policy, written notice will be provided to the parent/guardian.

Students who cannot pay for a meal or who have unpaid meal debt shall not be publicly identified or stigmatized (including wristbands or hand stamps), required to do chores or work to pay for meals, or have meals thrown away after they have been served. District staff shall not discuss a student’s unpaid meal debt in front of other students. The district shall not take any action directed at a student to collect unpaid school meal fees. However, the district may discretely notify students of their account balances, and why certain items (e.g., à la carte, etc.) could not be provided with charged meals.

Student Account Balance Notification

The district’s payment system allows for automatic replenishment when a balance reaches a certain amount set by the parent/guardian. The district shall encourage parents/guardians to utilize this option.

Parents/guardians shall be discretely notified of student account balances regularly. When a student's account balance falls to \$-10.00 and whenever a meal is charged, the district will discretely notify the parent/guardian of the balance, and the process to refill the account. This notification will continue regularly until the account is replenished. Parents/guardians must repay all unpaid charges remaining at the end of the year or before their child leaves the district, whichever occurs first.

The district shall discretely notify parents/guardians of students with negative balances of at least five meals, determine if the student is directly certified to be eligible for free meals, and attempt to reach the parent/guardian to assist them in the application process for free and/or reduced price meals, and determine if there are other issues within the household causing the insufficient funds and offer appropriate assistance. If a parent/guardian regularly fails to provide meal money and does not qualify for free or reduced price meals, the district may take other actions as appropriate, including notifying the local department of social services if neglect is suspected.

The school district shall notify all parents/guardians in writing on an annual basis at the start of the school year and to families transferring during the year, outlining the requirements of this policy. The policy shall also be published in appropriate school and district publications. All staff involved in implementing and enforcing this policy shall also be notified of these requirements and their responsibilities. The district's enrollment process shall include the application process for free and reduced price meals. If the district becomes aware that a student is so eligible, it shall file an application for the student. Staff responsible for assisting foster, homeless and migrant students shall coordinate with the food services staff to ensure such students receive free school meals.

Unpaid Meal Charges and Debt Collection

Unpaid meal charges are a financial burden to the district and taxpayers and can negatively affect the school program. Unpaid meal charges shall be considered "delinquent" as per the district's accounting practices. The district shall attempt to recover unpaid meal charges before the end of the school year, but may continue efforts into the next school year. The district shall notify parents/guardians of unpaid meal charges at regular intervals, and may engage in collection activities by district staff, which do not involve debt collectors as defined in federal law (15 USC §1692a), and may not charge fees or interest. The district shall offer repayment plans, and may take other actions that do not result in harm or shame to the child, until unpaid charges are paid.

Remaining Account Balances

Remaining funds may be carried over to the next school year. When students leave the district or graduate, the district will attempt to contact the parent/guardian to return remaining funds. Parents/guardians may request that funds be transferred to other students (e.g., siblings, unpaid accounts). All transfer requests must be in writing. Unclaimed funds remaining after 12 months shall be absorbed by the school meal account.

Staff

Staff members are allowed to purchase food from the district's food services. However, all purchases must be paid for at the point of sale with cash. Staff members are not allowed to charge meals to be repaid later.

Building Principals, working with the head of food services, shall ensure that all district and food service staff with responsibilities under this policy will be trained on the provisions of this policy and the requirements of Education Law section 908.

Cross-ref: 8520, Free and Reduced Price Meal Services

Ref: 42 USC §1779 (Child Nutrition Act of 1966)
42 USC §§1758(f)(1); 1766(a) (National School Lunch Act)
2 CFR §200.426 (accounting for debt in federal programs)
7 CFR §§210.9 210.12; 210.19; 220.13; 245.5 (accounting in federal school meal programs)
Healthy, Hunger-Free Kids Act (Public Law 111-296), §143
15 USC §1692a (debt collector defined)
Education Law §908
USDA Report to Congress, *Review of Local Policies on Meal Charges and Provision of Alternate Meals*, June 2016, www.fns.usda.gov/sites/default/files/cn/unpaidmealcharges-report.pdf
Unpaid Meal Charges: Local Meal Charge Policies, USDA FNS Memo SP 46-2016 (07/08/16), www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies
Unpaid Meal Charges: Guidance and Q&A, USDA FNS Memo SP 57-2016 (09/16/16), <https://fns-prod.azureedge.net/sites/default/files/cn/SP57-2016os.pdf>
Unpaid Meal Charges: Guidance and Q&A, USDA FNS Memo SP 23-2017 (03/23/17), <https://fns-prod.azureedge.net/sites/default/files/cn/SP23-2017os.pdf>
Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, USDA FNS Memo SP 47-2016 (07/08/16), www.fns.usda.gov/sites/default/files/cn/SP47-2016os.pdf
Overcoming the Unpaid Meal Challenge - Proven Strategies from Our Nation's Schools, USDA FNS Guidance Document (May 2017), <https://fns-prod.azureedge.net/sites/default/files/cn/SP29-2017a1.pdf>
New York State Legislation - Prohibition Against Meal Shaming, NYSED Memo (5/1/18), <http://www.cn.nysed.gov/content/prohibition-against-meal-shaming>
Meal Charge Plan Template, NYSED (5/1/18), <http://www.cn.nysed.gov/content/meal-charge-and-prohibition-against-meal-shaming-policy-template>

Presented for:

1st reading – 6/12/18