

June 11, 2019

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on June 11, 2019 at Edna Louise Spear Elementary School. Present at the 5:08 p.m. call to order by President Kathleen Brennan, were Vice-President Tracy Zamek, Board Members, Ellen Boehm, David Keegan, Rene Tidwell and Ryan Walker, Superintendent of Schools Paul Casciano, Deputy Superintendent Sean Leister, Assistant Superintendent of Curriculum and Instruction Jessica Schmettan, High School Principal Christine Austen, and seven members of the ELVHS Class of 2019. A roundtable discussion ensued pertaining to the students' experiences throughout their careers in Port Jefferson School District. Board Member Ryan Biedenkapp arrived at 5:40 p.m.

At 6:42 p.m., Mrs. Austen and the students left the meeting. Motion was made by Mr. Walker seconded by Mrs. Boehm and carried 7-0 that the Board enter executive session to discuss legal and personnel matters.

At 7:15 p.m., the Board entered the gymnasium for presentation of the Presidential Volunteer Service Awards to student recipients.

At 7:40 p.m., the Board moved to the large group room for the business meeting.

#### RECOGNITION

Recognition was given to members of the Unified Basketball Team, staff members who received tenure, retirees, outgoing Board President Kathleen Brennan and student representative Chloe Andriani.

Anthony Butera, on behalf of the Port Jefferson Teachers Association, thanked Mrs. Brennan for her years of service to the school district and community.

Dr. Casciano expressed his appreciation to Mrs. Brennan for her leadership on the Board and for the opportunity to serve as Superintendent of Schools in the Port Jefferson School District.

Mrs. Brennan commented on her years on the Board and extended thanks to Board Members and colleagues present and past.

Family and Consumer Science teacher, Nancy Bachety, read her letter of intent to retire.

The meeting recessed from 8:25 p.m. – 8:45 p.m. for refreshments in honor of those recognized.

#### MINUTES

Motion was made by Mr. Keegan, seconded by Mr. Biedenkapp and carried 7-0 that the Board approve the minutes of the following meetings:

Budget Hearing & Regular Meeting held May 14, 2019  
Special Meeting held May 21, 2019

## PUBLIC COMMENT

Mrs. Brennan opened public comment.

D. Biondi – fitness center schedule

## REPORTS

Student representative, Chloe Andriani reported on school events.

The report from the Superintendent of Schools included:

- a presentation on the elementary school's participation in the Remote Underwater Vehicle Program
- extended thanks for the May 21, 2019 vote outcome
- extended congratulations to the elected Board Members
- Reorganization and July Board Business meeting will be July 8, 2019
- Autism Color Run
- extended congratulations to the elementary school Science Olympiad Team
- Armed Forces Tribute

The report from the Board President included:

- attending the Unified Basketball game
- attending the Armed Forces Tribute ceremony and extended thanks to those involved with its creation

Committee Reports:

Mrs. Zamek – Policy Committee meeting held June 5

Mrs. Brennan – Curriculum Committee meeting held June 5

Mr. Keegan – Facilities and Finance Committees met on June 4. Notes from the meetings will be sent to the Board

Mrs. Boehm – Audit Committee will be meeting on June 20

Mrs. Brennan reminded Board Committee Chairs to submit their end-of-year reports.

## BOARD CONSENT AGENDA

Mrs. Brennan read into the record the deletion of resolution A.4 and the addition of resolutions A.27 and A.28. Motion was made by Mrs. Zamek, seconded by Mr. Keegan and carried 7-0 that the Board approve Personnel resolutions numbered 1-3 and 5-28 appearing on the June 11, 2019 consent agenda.

Motion was made by Mr. Keegan, seconded by Mrs. Boehm and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-13 appearing on the June 11, 2019 consent agenda. Mrs. Brennan acknowledged the donations, resolutions B.2, 3, 4, and 12.

Mrs. Brennan read into the record that the date of the Reorganization Meeting and July Business Meeting will be July 8, 2019. Motion was made by Mr. Walker, seconded by Mrs. Zamek and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Facilities and Operations resolution numbered 1 appearing on the June 11, 2019 consent agenda.

Motion was made by Mrs. Zamek, seconded by Mr. Biedenkapp and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-4 appearing on the June 11, 2019 consent agenda.

#### NEW BUSINESS

Motion was made by Mrs. Zamek, seconded by Mrs. Tidwell and carried 7-0 that the following policies be accepted for a first reading and adoption:

Policy 4730, Homework

Policy 5605, Voter Registration for Students

Motion was mad by Mrs. Tidwell, seconded by Mrs. Zamek and carried 7-0 that changes to Policy 5300, Code of Conduct, be accepted for a first reading.

#### PUBLIC COMMENT

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

#### ADJOURNMENT

At 9:20 p.m., motion was made by Mr. Keegan, seconded by Mr. Biedenkapp and carried 7-0 to adjourn.

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**A. Personnel**

1. Business .1 FTE Reduction

The Board approves a .1 FTE reduction of the Business Education position of Linda Moran effective August 28, 2019; and further, the Board approves the appointment of Linda Moran as a .6 FTE teacher of Business Education effective August 28, 2019.

2. Elementary Education .5 Reduction

The Board approves a .5 FTE reduction of the Elementary position of Kristen Neubert effective August 28, 2019; and further, the Board approves the appointment of Kristen Neubert as a 1.0 FTE Special Education Teacher effective August 28, 2019.

3. Social Studies .2 FTE Reduction

The Board approves a .2 FTE reduction of the Social Studies position of Lauren Trelewicz effective August 28, 2019; and further, the Board approves the appointment of Lauren Trelewicz as a .8 FTE teacher of Social Studies effective August 28, 2018.

~~4. Family & Consumer Science .5 FTE Reduction~~

~~The Board approves a .5 FTE reduction of the Family and Consumer Science position of Nancy Bachety effective August 28, 2019; and further, the Board approves the appointment of Nancy Bachety as a .5 FTE teacher of Family and Consumer Science effective August 28, 2018.~~

5. Resignation – Substitute Custodial Worker

The Board accepts the resignation of Brendan Van Nostrand, as a substitute custodial worker, effective May 14, 2019.

6. Employment Agreement – Personnel Assistant

The Board approves the Employment Agreement of Regina Booker, Personnel Assistant, dated June 11, 2019, 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.

7. Employment Agreement – Office Application Specialist

The Board approves the Employment Agreement of Natalie Pego, Office Applications Specialist, dated June 11, 2019, 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.

8. Employment Agreement – School District Treasurer

The Board approves the Employment Agreement of Lisa Van Middeltem, School District Treasurer, dated June 11, 2019, 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.

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

The Board approves the Employment Agreement of Kathleen Hanley, Confidential Secretary to the Superintendent of Schools, dated June 11, 2019, 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.

10. Employment Agreement – Business Office Operations Supervisor

The Board approves the Employment Agreement of Isha Morgenstern, Business Office Operations Supervisor, dated June 11, 2019, 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.

11. Employment Agreement – Assistant Superintendent of Curriculum & Instruction

The Board approves the Employment Agreement of Jessica Schmettan, Executive Director of Curriculum and Instruction, dated June 11, 2019, 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.

12. Employment Agreement – Deputy Superintendent

The Board approves the Employment Agreement of Sean Leister, Deputy Superintendent, dated June 11, 2019, 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.

### 13. Curriculum Projects

The Board approves the following teachers for Curriculum Projects for 2019-2020 in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

HS ELA/Tech - Broadcasting Revisions: Michael Augello & Brian Chalmers/20 hours shared

HS Social Studies - Global Studies 9/10 Revisions: Jesse Rosen/5 hours

HS Math/Tech - AP Computer Science Principles: R. Kyle Dunlop/30 hours

MS 6th grade Coding: Janelle Bellotti, 15 hours

ES Technology- Technology Class Revisions: Tony Butera /10 hours

Grade 1 Science Update Sandra Eybs /15 hours

Grade 3 Science Update Jacqueline Gandolfo and Doreen Marullo  
(30 hours shared)

Grade 5 Science Update Kari Costanzo/15 hours

K-12 Health Updates- Andrew Cosci/10 hours

### 14. Appointment – Part-time Guard

The Board approves the appointment of Edward J. Smith, as a Part-time Guard, effective on or about June 12, 2019, at a rate of \$23.00 an hour, subject to fingerprint clearance by NYSED.

### 15. Appointment – Part Time Guard

The Board approves the appointment of Brian McCabe, as a Part-time Guard, effective on or about June 12, 2019, at a rate of \$23.00 an hour, subject to fingerprint clearance by NYSED.

### 16. Appointment – Custodial/Grounds

The Board approves the following custodial/grounds appointments for the summer 2019, not to exceed 90 days of employment, subject to fingerprint clearance by NYSED:

Joseph Bardram - \$12.25/hour  
Joseph Corona - \$12.25/hour

### 17. Special Education Extended School Year Program

The Board approves the following staff for the 2019 Special Education Extended School Year program from July 1, 2019 – August 9, 2019 (with the exception of July 4, 2019), Monday - Friday, 9:00 a.m. - 12:00 p.m:

Substitute Teacher  
Sheila Albinson

Substitute Teaching Assistant  
Sheila Albinson

18. Summer 2019 CSE Committee

The Board approves the following staff, as needed, for the Summer 2019 Committee on Special Education from July 1, 2019 to August 31, 2019, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Teachers  
Michelle Smith  
Jeanette Garofola  
Kristine Riordan  
Ann Marie Coyne  
Maureen Zajac

19. Substitutes

The Board approves the increase in compensation for the substitute employees as follows, effective July 1, 2019:

Clerk Typist	\$12.25 per hour
Custodial Worker I	\$12.25 per hour
Custodial Worker II	\$14.25 per hour
Summer Custodial Worker I	\$12.25 per hour
Summer Custodial Worker I	\$14.25 per hour (2 <sup>nd</sup> year or more, eff. 5 /10/17)
Teacher Aides	\$12.25 per hour
Teaching Assistants	\$13.80 per hour

20. Resignation – Assistant Principal Elementary/Middle School

The Board accepts the resignation of Claudia Smith, as Elementary School/Middle School Assistant Principal effective June 28, 2019.

21. Appointment – Summer Guard

The Board approves the following guards for the summer 2019, as needed, at their hourly rate of pay for the 2019-2020 school year:

Jeff Rubin

22. Appointment – Summer Aides

That the Board approves the appointment of the following as aides for the 2019 summer, to assist with copying and mailings for school opening, for a total of 8 days to be shared, at the rate of \$12.25 per hour:

Mary O’Sullivan      Suzanne Uldal

23. Appointment – Student Interns I

The Board approves the appointment of the following as Student Interns I, at the rate of \$12.00 per hour, for the 2019-2020 school year:

Christopher Lautato  
Max Okst  
Ryan Parmegiani

24. Appointment – Coaches

The Board approves the appointments of the following coaches for the 2019-2020 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers’ Association, contingent upon possession of Temporary Coaching License, First Aid, and CPR certifications:

Nancy Gallagher	Varsity Field Hockey Head Coach
Deborah Edgar-Brown	Junior Varsity Field Hockey Head Coach
Deborah Edgar-Brown	Varsity Assistant Field Hockey Coach
Philip Giannusa	Middle School Cross Country Coach
Vincent Marchese	Middle School Boys Soccer Coach
Christopher Amari	JV Golf Head Coach
Theodore DiPasquale	Volunteer Varsity, JV & MS Wrestling Coach
MaryJane Fleckenstein	Independent Swim Chaperone

25. Appointment – Part Time Communications Aide

The Board approves the appointment of Thomas Serabian as a part time School Communications Aide for the 2019-2020 school year, at a salary of \$16.50 per hour, not to exceed 20 hours per week.

26. Appointment – Part Time Guard

The Board approves the appointment of the following as a part time Guard, for the 2019-2020 school year:

Jason Barone - \$23.00/hour  
Reinaldo Delvalle - \$24.25/hour  
Jeffrey Klug - \$23.50/hour  
Gary Lyons - \$23.00/hour  
George Rieu-Sicart - \$23.50/hour  
Robin Sacco - \$24.25/hour



27. Resignation – Teacher

The Board accepts the resignation of Nancy Bachety, as a teacher of Family and Consumer Science, effective June 30, 2019.

28. Employment Extension – District Clerk

The Board approves the extension of employment of Janice Baisley, District Clerk, from June 30, 2019 to July 8, 2019, with no additional compensation.

**B. Finance**

1. 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	59, 61-64
School Lunch Fund	8
Federal Fund	25-28
Capital Fund	22
Trust & Agency	10-11
Payroll	25-27
Scholarship Fund	No Warrants
CD Investment	No Warrants

Trial Balance - July 2018 – April 30, 2019

Revenue Budget Status - July 2018-June 2019

Appropriation Status Report - July 2018-June 2019

Budget Transfers - Month of April

Approved Fundraisers

2. Scholarship Donation

The Board accepts the scholarship donation of \$2,000 from Suffolk Transportation Service, Inc.; \$1,000 to be awarded to a graduating Earl L. Vandermeulen High School student(s) aspiring to continue to higher education, and another \$1,000 scholarship for a graduating student athlete.

3. 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.

4. Scholarship Donation

The Board gratefully accepts the scholarship donation of \$500 from the Suffolk Association of School Business Officials to be awarded to a graduating Earl L. Vandermeulen High School student(s).

5. Scholarship Donation

The Board gratefully accepts \$1,000 from the Suffolk County Chapter of the New York State Association for Superintendents of School Buildings and Grounds for the purpose of a scholarship fund.

6. Award of Bid – Music Supplies and Sheet Music

That the Board awards the 2019-2020 Music Supplies and Sheet Music Bid to the lowest responsible bidders meeting specifications as follows:

Advantage Music, LTD  
National Discount Music, Inc.

7. Award of Bid – Musical Instruments Rental

The Board awards the Musical Instruments Rental Bid to the lowest responsible bidder meeting specifications, namely, Advantage Music, in accordance with the bid specification for the 2019-2020 school year.

8. Transfer of Reserves for Compensated Absences

The Board approves the following resolution: BE IT RESOLVED, the Board of Education approves the transfer of \$175,000 from the reserve for Compensated Absences to cover the appropriations needed to support year end staff retirement claims for accrued sick time, and further; the Board hereby increases the 2018-2019 budget in the amount of \$175,000 to support said expenses.

9. Establishing Retirement Contribution Sub-Fund

The Board approves the establishment of the Port Jefferson School District Retirement Contribution Reserve Sub-Fund and approves the following resolution:

WHEREAS, Section 6-r of the New York State General Municipal Law was amended to allow school districts that participate in the New York State Teachers' Retirement System to establish a sub-fund within its retirement contribution reserve fund to finance retirement contributions to the New York State Teachers' Retirement System and/or to offset all or a portion of the amount deducted from the

moneys apportioned to the school district from the State for the support of common schools pursuant to Education Law §521; and

WHEREAS, the Port Jefferson School District participates in the New York State Teachers' Retirement System; and

WHEREAS, the Port Jefferson School District established a retirement contribution reserve fund on 6/11/19, entitled Port Jefferson School District Retirement Contribution Reserve Sub Fund.

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Port Jefferson School District hereby establishes a sub-fund, entitled Port Jefferson School District Retirement Contribution Reserve Fund, subject to the requirements of New York State General Municipal Law §6-r, effective immediately.

10. Award of Bid Extension – Printing

The Board awards a bid extension to Sav-On Printing and Tobay Printing for the printing of school district materials for the 2019-2020 school year.

11. 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, 2018:

<i>Reserves</i>	<i>Fiscal Year Ending 6/30/18</i>
Workers' Compensation	\$ 3,285,450
Unemployment	1,956,220
Compensated Absences	3,641,561
Employees' Retirement	3,584,114
Debt Service	696,086
Deferred Revenue	118,501
Capital Reserve	5,570,119
<b><i>Total Reserves</i></b>	<b>\$18,852,051</b>

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 2018-19 fund balance to any of the properly established reserves not exceed:

<i>Reserves</i>	<i>Transfers Not to Exceed</i>
Workers' Compensation	\$ 0.00
Unemployment	\$ 0.00
Compensated Absences	400,000
Employees' Retirement	\$ 0.00
Capital Reserve	1,500,000
Teachers Retirement	1,000,000
<b><i>Total Reserves</i></b>	<b>\$ 2,900,000</b>

#### 12. Donation – Armed Forces Tribute

The Board gratefully accepts the donations made to the Armed Forces Tribute totaling \$33,325.00 for the purchase of engraved bricks to be placed at the Court of Courage and Path of Honor surrounding the Armed Forces Tribute. The donations have come from multiple individuals as part of the fundraising efforts of the Armed Forces Tribute Committee.

#### 13. Award of Bid – Child Nutrition Lunch Program

The Board of Education awards the Child Nutrition Lunch Program bid to the lowest responding bidder, Whitsons Culinary Group, for the 2019-2020 school year.

### **C. Facilities & Operations**

#### 1. Reorganization Meeting & July Business Meeting

The Board designates July ~~9~~**8**, 2019 as the date of the 2019 Reorganization Meeting and July Business Meeting.

### **D. Education**

#### 1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for meetings held April 29, 30 and May 2, 8, 9, 13, 2019.

#### 2. Driver Education Instructors

The Board approves the following services for the Driver Education program for the 2019-2020 school year:

Brian Chalmers - Driver Education Lecture Teacher

3. Contract – Individual Care Nurse

The Board approves the contract of Lorene Mistretta, an Individual Care Nurse, effective on or about June 11, 2019, at the rate of \$42.00 per hour.

4. Agreement – Keynote Speaker

The Board approves the agreement between John Perricone and the Port Jefferson Union Free School District as a keynote speaker for Superintendent's Conference Day on August 28th, 2019.