

October 27, 2009

The Board of Education of Port Jefferson School District held a work session on October 27, 2009 at Edna Louise Spear Elementary School. Present at the 7:40 p.m. call to order by President Stacey Zink were Vice-President, Elisa Scott, Board Members, Marybeth Collins, Mark Doyle and Lauren Hubbard, Superintendent, Max Riley, and District Clerk, Janice Baisley. Board member Robert Frey arrived at 8:00 p.m. and Board member Robert Ramus 8:25 p.m.

A presentation was made by Deputy Superintendent, Maria Rianna, and Director of ELA/Social Studies, Maureen Hull on curriculum and curriculum software mapping.

Questions posed by the Board of Education and Superintendent for follow-up:

- If we want to move [implement] a new initiative where would that fit into mapping?
- Can we have a grid indicating what subjects have been mapped and what subjects still need to be mapped?
- How does the assessment of a program or textbook fit into the process of writing curriculum?
- Prepare a strategic plan for mapping, to include prioritization of future mapping.
- What is the Board's role in developing a process for mapping?
- Where, in the mapping process, does Board approval of the curriculum [maps] go? How will that be done?

At 10:00 p.m., motion was made by Dr. Doyle, seconded by Dr. Hubbard and carried 7-0 that the Board enter executive session to discuss personnel matters. The District Clerk left the meeting and Ms. Zink acted as Clerk pro tem.

At 11:15 p.m., the Board reentered general session.

Motion was made by Dr. Frey, seconded by Dr. Hubbard and carried 6-1 (Ms.Collins opposed) that the Board approve the following resolution:

Be it resolved, that the Board of Education of the Port Jefferson School District hereby appoints, subject to the approval of the Commissioner of Education, Dr. Mark Rosenbaum, to serve as the Interim Administrator for Human Resources for the period of October 1, 2009 through June 30, 2010. In such capacity Dr. Rosenbaum will establish a personnel office in Central Administration and provide training and instruction to staff who will assume Human Resources responsibilities effective July 1, 2010.

At 11:20 p.m., motion was made by Dr. Hubbard, seconded by Mr. Ramus and carried 7-0 to adjourn.

October 13, 2009

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on October 13, 2009 at Edna Louise Spear Elementary School. Present at the 7:30 p.m. call to order by President Stacey Zink, were Vice-President, Elisa Scott, Board Members, Marybeth Collins, Mark Doyle, and Lauren Hubbard, Superintendent, Max Riley, and District Clerk, Janice Baisley. Board member, Robert Ramus arrived at 8:05 p.m. Board member, Robert Frey was absent.

Motion was made by Ms. Collins, seconded by Dr. Doyle and carried 5-0 that the Board approve the minutes of the following meetings:

Regular Meeting held August 11, 2009

Special Meeting held September 1, 2009

Ms. Zink reviewed the purpose of the open forum and opened the session.

C. Famularo

- cost of interim administrators
- status of communication audit

K. Sullivan

- computer instruction in primary grades

J. Dehart

- special education director

K. Kamming

- grades 4 & 5 Back-to-School Night
- hiring requirements for math and science specialists

G. Biro

- measuring the success of changes to 4th & 5th grades

S. Rescia

- specials at the elementary, FLES, Library
- reevaluation of textbooks with departmentalization

D. Mannarino

- trust and consistency
- survey 4th and 5th grade parents
- student anxiety

L. Steiner

- assessment of 4th & 5th grade changes

T. Tsunis

- nurse communicating

J. Abbonizio

- reading curriculum / struggling readers

D. Rosner

- meaning of grades given

J. DeHart

- issue of communication

Ms. Zink closed the open forum at 9:35 p.m.

The following reports were made:

Student Representative, Lucy Rosner - high school activities

E. Scott - Audit Committee.

M. Doyle - Communications Committee.

[Ms. Collins left the meeting at 10:00 p.m.]

R. Ramus - Facilities Committee.

Board President

- NYSSBA Board Member Workshop
- Recommendation of two ad hoc committees
- Upcoming NYSSBA Conference

Ms. Scott asked that item B.12. on the consent agenda be pulled and placed under New Business.

Motion was made by Dr. Doyle, seconded by Dr. Hubbard, and carried 5-0 that as recommended by the Superintendent of Schools, the Board approve the following resolutions appearing on the October 13, 2009 consent agenda:

- Personnel - resolutions numbered 1-16
- Finance - resolutions numbered 1-11
- Facilities and Operations – resolutions numbered 1-4
- Education - resolutions numbered 1-3

OLD BUSINESS

Motion was made by Mr. Ramus, seconded by Ms. Scott that the Board approve the agreement with jdl Socratic Solutions for the provision of professional development training for the 2009-2010 school year. Discussion. Motion carried 5-0.

NEW BUSINESS

Motion was made by Dr. Doyle, seconded by Mr. Ramus that the Board approve the contract with Barbara Russo Strategies, for the provision of personal and professional development strategies for a period not to exceed four months at a rate of \$900 per

month, not to exceed \$3,600.00, to start on or about November 1, 2009. Discussion.
Motion carried 5-0.

Motion was made by Ms. Scott, seconded by Mr. Ramus and carried 5-0 that the Board adopt the following two Ad Hoc Committees as charged (attached):

Ad Hoc Committee on Curriculum Policies

Ad Hoc Committee on Board Operating Rules and By-Laws

Ms. Zink assigned the following Board Members to said committees:

Operating Rules and By-Laws – Mark Doyle, Lauren Hubbard, Elisa Scott

Curriculum Policies – Mark Doyle, Lauren Hubbard

Ms. Zink announced the second open forum.

J. DeHart

- communication

At 10:40 p.m., motion was made by Mr. Ramus, seconded by Dr. Doyle and carried 5-0 to adjourn to executive session to discuss a personnel matter. The District Clerk left the meeting and Ms. Zink acted as Clerk pro tem.

At 11:45 p.m., the Board reentered general session to adjourn.

CONSENT AGENDA

A. Personnel

1. Co-Curricular / Extra Stipend Positions

The Board approves the following co-curricular/extra stipend position appointments for the 2009-2010 school year:

High School:

Yearbook Advisor	Eva Rijssenbeek
Detention	Eva Rijssenbeek, Brian Chalmers
Senior Class Advisor	Brian Snow, Christine Vaccaro
Sophomore Class Advisor	Kristyn Rickmers
Leo Club	Maria Llorens, Brian Chalmers
MAST	Carla Greco
H.S. Newspaper	Susan Fox
Photo Club	Lynne Edsall
Robotics	Brian Chalmers, Peter Esposito
SCIMATECH	Adam Bouchard, Michel Krivosta, Laurie McMillen
Student Council	Nancy Matura, Maria Llorens
Rotary/Interact	Deirdre Filippi, Sarah Ogden
CSI	Christine Austen, Adam Bouchard

Middle School:

Art Club	Stacey Schuman
Mathletes	Matthew Garofalo, Megan Ventimiglia
Academic Team	Peter Burawa
Concert Band Grade 6	Christine Crieghton
Concert Orchestra Grades 7 & 8	Francesca Jourawleff
Concert Chorus Grade 6	Kate Bernius
Concert Chorus Grades 7 & 8	Kate Bernius
Drama Club	Amy Castaldo
Detention	Robert Farenga, Allison Heron
HS/MS Library (After School)	Anne Famiano, Debra Hartmann

Elementary School:

Chess/Scrabble Club	Francoise Schachner
Computer Club	Grades 2 & 3 - Amy Castaldo
Computer Club	Grades 4 & 5 - Kim Berg
Drama Club	Mary LaSita & Loraine Serabian
Elementary Concerts	Mark Abbonizio, Marissa Connolly, Kathleen Riley, Arlene Russell
Greenhouse Club	Ellen Boehm and Brian Kendrick
Homework Club	Jacqueline Gandolfo
Intramurals Grades 4 & 5	Lorraine Novellino and Francoise Schachner
Library (After School)	Vicky Herman

2. Substitutes

- a) The Board approves the appointment of the following substitutes for the 2009-2010 school year:

Teachers:

Stacy Bresin
Brian Callen
James P. Deana
Donna Marie DeSimone
Jennifer Fiorio
Erin Hannon
Jessica Howell
Michele Kerr
Rebecca Kopcienski
Jessica Levine
Jeannette Lewis
Jill Lewis
Bari Marchfeld
Kevin Matura
Kirsten Mendelsohn
Jason Miller
Kayleen Moran
Christina Mullady
Christine Nuzzi
Carrie Patrizio
Michelle Posner
Natalia Puglisi
William Raphaely
Stefanie Salamon
Gina Schwartz
Dawn Shackles
Stephanie Simonsen
Regina Spero
Rose Tomasi
Alyssa Varrichio
Alexandra Wahlert
Kristin Walker
Susan White
Aides/Assistants:
Gary Hampel
Lauren Rallo
Custodial:
Peter J. Esposito

- b) The Board rescinds the appointment of Lauren Rallo as a substitute teacher for the 2009-2010 school year.

3. Change in Classification – Paraprofessional

The Board approves the change in classification for Demetra Laino from Teacher Aide to Teaching Assistant, effective September 14, 2009 for the remainder of the 2009-2010 school year.

4. Appointment - .6 FTE Teacher

The Board approves the appointment of Gregory Gorniok as a .6 FTE teacher of Science, effective September 29, 2009 through the remainder of the 2009-2010 school year at Level MA Step 5 in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

5. Request for Extension of Leave – Reading Teacher

The Board grants the request of Lynne Pellegrino for an extension of her leave of absence until December 7, 2009.

6. Change in FTE

The Board approves the change in FTE for Kristen Bedell from .866 to 1.0 effective September 29, 2009 through the remainder of the 2009-2010 school year.

7. Change in FTE

The Board approves the change in FTE for Benjamin Bajus from .9 to 1.0 effective October 14, 2009 through the remainder of the 2009-2010 school year.

8. Change in FTE

The Board approves the change in FTE for Francesca Jourawleff from .7 to .8 effective September 10, 2009 through the remainder of the 2009-2010 school year.

9. Contingency Appointment

The Board appoints Lori Gibson as a Custodial Worker I on a contingency basis, for a period not to exceed 90 days, in accordance with Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Custodial Workers Unit.

10. Additional Assignments

The Board approves the following additional assignments for the 2009-2010 school year, at the rate of \$63.69/class in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Bonnie Quarterone or Cathy Kaufman - 2 periods/6 day cycle - Reading Support
Jonathan Maletta – 3 periods/6 day cycle - Science Lab
Michel Krivosta – 5 periods/6 day cycle - Science Lab
Rod Cawley – 2 periods/6 day cycle -Science Lab
Marianne McFadden – 2 periods/6 day cycle – Science Lab
Jesse Rosen – 1 period/6 day cycle – Freshman Seminar
Nancy Bachety - 1 period/6 day cycle – Freshman Seminar
Allison Heron – 1 period/6 day cycle – Freshman Seminar
Carla Greco - 1 period/6 day cycle – Freshman Seminar
Ed Pisano – 1 period/6 day cycle – Freshman Seminar
Dawn DeLeonardis - 1 period/ 6 day cycle – Freshman Seminar

11. Curriculum Writing

The Board approves the following curriculum writing assignment for the 2009-2010 school year, at the rate of \$50.00 per hour in accordance with the negotiated agreement with the Port Jefferson Teachers Association:
Kari Costanzo – 12 hours - Grammar Scope and Sequence – primary levels

12. Leave Replacement Appointment – Reading

The Board appoints Cathy Kaufman as a teacher of Reading on a leave replacement basis (for Bonnie Quartarone), for the period October 11, 2009 – March 12, 2010, at Level MA Step1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

13. Rescission of Appointment

The Board rescinds the appointment of Mark Rosenbaum as Interim Elementary Principal effective August 10, 2009.

14. Request for Leave – Paraprofessional

The Board grants the request of Kimberly Roth for a leave of absence for the period September 28, 2009 through January 1, 2010, in accordance Article XI.10. of the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

15. Leave Request Date Change – Reading Teacher

The Board approves the change in return date for Bonnie Quartarone’s leave of absence from March 1, 2010 to March 12, 2010.

16. Approval of Services – Social Studies Test Preparation

The Board approves the services of Sally Wellinger and Melissa Drewisis in connection with Social Studies test preparation, 5 weeks, 2 hours per week, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

B. Finance

1. Financial Reports

The Board accepts the financial reports.

2. Internal Audit Report

As recommended by the Audit Committee, the Board accepts the Internal Audit Report for the fiscal year ending June 30, 2009.

3. 2009-2010 Internal Audit Report

As recommended by the Audit Committee, the Board approves Rizzi Schwarz and Taraskas to perform a risk assessment update and an internal audit of the extra classroom activity fund for the 2009-2010 school year.

4. External Audit Report

As recommended by the Audit Committee, the Board accepts the Audit Report and Corrective Action Plan for the fiscal year June 30, 2009.

5. Tax Levy

Be it resolved that the Board of Education sets the tax levy to be filed with the Town of Brookhaven; and that the amount to be raised by taxes for the 2009-2010 school year shall be \$28,907,099; and that the amount to be raised by taxes for public library purposes shall be \$2,700,252 for a total tax levy for the school year 2009-2010 of \$31,607,351; and further, that the President of the Board of Education sign a report to the Town of Brookhaven listing the tax levy for the 2009-2010 school year.

6. Reserve Funds

The Board approves the following resolutions:

RESOLVED, that the Port Jefferson Union Free School District reestablish a Reserve Fund known as the “**Accrued Liability and Employee Benefits Reserve**” for the payment of amounts due to employees upon termination; in the amount of \$1,978,416.25 for the year ended June 30, 2009.

BE IT FURTHER RESOLVED, that this reserve was increased \$73,730.25 at the close of the 2008-2009 school year.

RESOLVED, that the Port Jefferson Union Free School District reestablish a Reserve Fund known as the “**Reserve for Unemployment**” for the payment of unemployment claims; in the amount of \$184,009.25 for year ended June 30, 2009.

BE IT FURTHER RESOLVED, that this reserve decreased \$33,925.95 at the close of the 2008-2009 school year.

RESOLVED, that the Port Jefferson Union Free School District reestablish a Reserve Fund known as the “**Workers’ Compensation Reserve**” for the payment of claims arising out of workers’ compensation incidents; in the amount of \$348,111.46 for the year ended June 30, 2009.

BE IT FURTHER RESOLVED, that this reserve decreased \$19,597.63 at the close of the 2008-2009 school year.

RESOLVED, that the Port Jefferson Union Free School District reestablish a Reserve Fund known as the “**Retirement Contribution Reserve**” for the payment of New York State and Local Retirement System contributions in the amount of \$500,000.

BE IT FURTHER RESOLVED, that this reserve remained unchanged at the close of the 2008-2009 school year.

7. Suffolk County Tax Act – Contingency Fund

Be it resolved that the Board of Education of the Port Jefferson UFSD in accordance with Section 9 of the Suffolk County Tax Act Laws of 1920 reestablish a contingency fund in the amount of \$1,105,000 in anticipation of the taxes to be levied upon.

Be it further resolved, that this fund was increased \$320,000 at the close of the 2008-2009 school year.

8. Agreement for Services

The Board approves the agreement dated September 8, 2009 between the Port Jefferson Union Free School District and Louis Hirschfield as Interim Director of Special Education.

9. Approval of Services

The Board approves the services of Ted Scalzo as workshop facilitator for “Technology in Music Education: Sibelius and Garageband” at a cost of \$350.00.

10. Approval of Services

The Board approves the services of Peter Heywood as workshop facilitator for “Basic Woodwind, Brass & Percussion Repair for Band Teachers” at a cost of \$250.00.

11. Approval of Services

The Board approves the services of Barbara Wyckoff as workshop facilitator for “Fiber Art” at a cost of \$300.00.

~~12. Approval of Services~~ *moved to new business*

~~The Board approves the contract with Barbara Russo Strategies, for the provision of personal and professional development strategies for a period not to exceed four months at a rate of \$900 per month, not to exceed \$3,600.00, to start on or about November 1, 2009.~~

C. Facilities and Operation

1. School Lunch Price

The Board approves the elementary school lunch price at \$2.40 for the 2009-2010 school year.

2. Surplus Property

The Board declares as surplus property the GE Washing Machine in the high school custodial department; and directs the Assistant Superintendent for Business to dispose of same in the best interest of the district.

3. Nutrition Audit

As recommended by the Audit Committee, the Board approves the District’s Corrective Action Plan in response to the Office of the State Comptroller’s Nutrition Audit Number S9-9-30.

4. Budget Calendar

The Board adopts the attached budget calendar for the development of the 2010-2011 budget.

D. Education

1. CSE Recommendations

The Board accepts the recommendations of the Committees on Special Education.

2. Contract for Special Services

The Board approves the contract with Smithtown Central School District for the provision of special education services.

3. Amendment of Services

The Board approves the Amendment of Services to the Agreement with Developmental Disabilities, Inc. for the period September 25, 2009 – June 30, 2009.

October 13, 2009

CHARGE TO AD HOC, BOARD COMMITTEE ON CURRICULUM POLICIES

The Board charges the committee to collaborate with the Superintendent to:

- review the Board's policies in the 4000 series,
- prioritize them for consideration during the 2009-10 school year, and
- recommend policy changes to the Board.

The Committee will provide monthly reports on its progress to the Board and bring forward any draft policies ready for Board consideration at that time. The goal of the Committee will be to complete the review of series 4000 policies by June 30, 2010 and the committee will expire on that date.

**CHARGE TO THE AD HOC COMMITTEE ON BOARD OPERATING RULES
BY-LAWS**

The Board charges the Committee to collaborate with the Superintendent to draft recommended operating rules for the Board which may be adopted into policy as a Board by-law. The Committee will refer to the sample document on operating rules provided by the New York School Boards' Association and other sources as the Committee deems appropriate. The Committee will report monthly to the Board and bring forward with each report any draft rules that may have been developed at that time for Board consideration. The Committee's goal will be to complete this task by June 30, 2010 and the Committee will expire on that date.