

BOARD OF EDUCATION
AGENDA
July 5, 2011

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. ROLL CALL OF BOARD MEMBERS
- III. MINUTES

The Board approves the minutes of the following meeting:
Regular Meeting held June 14, 2011

IV. OPEN FORUM

V. REPORTS

- A. Superintendent of Schools
 - Graduations / Prom
 - Impact of Property Tax Cap (Mark Flower)
 - Facilities - Summer Work (Fred Koelbel)

VI. BOARD CONSENT AGENDA

As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the July 5, 2011 consent agenda:

- A. Personnel - resolutions numbered 1-18
- B. Finance - resolutions numbered 1-12
- C. Facilities and Operations – resolutions numbered 1-3
- D. Education - resolutions numbered 1-3

VII. OLD BUSINESS

- A. Policy 6212, Fund Balance - presented for a second reading and adoption

VIII. NEW BUSINESS

- A. Policy 9210.2, Non-Administrative Confidential Employees – revision presented for a first reading
- B. Fitness Center Petition
- C. Board Meetings

IX. OPEN FORUM

X. ADJOURNMENT

A. Personnel

1. Retirement – English Teacher

The Board accepts the resignation for the purpose of retirement of Susan Bayles Fox, as a teacher of English, effective June 30, 2011.

2. Retirement – Foreign Language Teacher

The Board accepts the resignation for the purpose of retirement of Irma Ana Wolber, as a teacher of Foreign Language, effective August 25, 2011.

3. Extension of Leave – Music Teacher

The Board grants the request of Vanessa Salzman for an extension of her leave of absence for the 2011-2012 school year.

4. Extension of Leave – English Teacher

The Board grants the request of Carrie Fleischer for an extension of her leave of absence for the period September 1, 2011 through the last day of the second marking period of the 2011-2012 school year.

5. Part-time Summer Employment

The Board approves the appointment of Thomas Serabian as part-time employee to assist in the Operations & Maintenance and Technology Departments, for the 2011 summer season, at the rate of \$10.00 per hour, not to exceed 20 hours per week.

6. Temporary Appointment - Instructional Technology Department

The Board approves the appointment of Teacher Aide Karen Harvey for four weeks during the summer 2011, to assist in the IT Department, at the rate of \$11.45 per hour.

7. Appointment - Substitutes

The Board approves the appointment of the following substitutes for the 2011-2012 school year at the rate of \$10.00 per hour:

Sandra Mellon – Clerical

Bernadine Devlin – Teaching Assistant / Teacher Aide

Kelsey Lyons - Custodial

Sam Agostino – Custodial (pending fingerprint clearance by the SED)

8. Coaching / Athletic Staff Appointments

The Board approves the following coaching / athletic staff appointments for the 2011-2012 school year:

Equipment Manager

Nicole Poulianos

Head Life Guards

Benjamin Bajus

Loraine Serabian

Andrew Cosci

Mary Fleckenstein

Francoise Schachner

Kevin Rowett

Athletic Trainer

Stephanie Dunn

Jason Lee (substitute)

Hannah Kuemmel (substitute)

Assistant Coach for all sports - Debra Ferry

<u>Sport</u>	<u>Coach</u>
Field Hockey Varsity	Deborah Edgar-Brown
X-Country Varsity Boys	Rod Cawley
X-Country Varsity Girls	Donald Slingerland
Golf Varsity Boys	Charles Ruoff
Soccer Varsity Boys	James Poulinos
Soccer Varsity Girls-	Winifred Lento
Tennis Varsity Girls	David Warmuth
Football Varsity	Jeff Koutsantanou
Football Assistant Varsity (1)	Andrew Cosci
Football Assistant Varsity (2)	Timothy Izzo
Volleyball Varsity Girls	Bob Conlin
Gymnastics Varsity	Michele Brengartner
Basketball Varsity Girls	Deborah Edgar-Brown
Basketball Varsity Boys	Mike Riley
Winter Track Varsity Girls	Brian Snow
Winter Track Varsity Boys	Rod Cawley
Wrestling Varsity	Michael Maletta
Swimming Varsity Boys -Independent	Mary Fleckenstein
Spring Track Varsity Girls	Brian Snow
Spring Track Varsity Boys	Rod Cawley
Softball	Deborah Edgar-Brown
Tennis Varsity Boys	David Warmuth
Baseball Varsity	Jesse Rosen

9. Resignation – Senior Guard

The Board accepts the resignation of Thomas Murray as a Senior Guard effective June 30, 2011.

10. Resignation – Principal

The Board accepts the resignation of Theodore Mockrish as Elementary School Principal effective August 1, 2011.

11. Summer Academy – Rescission of Appointment

The Board rescinds the appointment of Jessica Bliss as a Teaching Assistant for the 2011 Summer Academy program.

12. Summer Academy – Appointment

The Board approves the following appointments for the 2011 Summer Academy and District Special Education Program:

Patricia Koehnlein	Teaching Assistant
Ellen Boehm	Substitute Teaching Assistant
Karen Booker	Substitute Teacher

13. Approval of Services

The Board approves the appointment of the following the following teachers to provide home instruction and reading services to students who qualify for extended year services in July and August 2011 as recommended by the Committee on Special Education:

Jeanette Garofolo
Jacqueline Gandolfo

14. Extension of Probationary Appointment

Be it resolved, that the probationary appointment of Lauren Trelewicz, teacher of Social Studies, is hereby extended by one year through and including September 1, 2012 in accordance with a letter agreement signed by Lauren Trelewicz dated June 23, 2011.

15. Resignation – Deputy Superintendent

The Board accepts the resignation of Maria Rianna as Deputy Superintendent effective July 31, 2011.

16. Abolishment of Position

The Board abolishes the position of Deputy Superintendent effective August 1, 2011 due to fiscal limitations of the district.

17. Employment Agreement

The Board approves the employment agreement between Mark Andrew Flower, Assistant Superintendent for Business, and the Board of Education, for the period July 1, 2011 – June 30, 2012.

18. Employment Agreement

The Board approves the employment agreement with Donna Lynn Guiffre, Assistant Superintendent for Pupil Personnel Services, and the Board of Education, for the period July 1, 2011 – June 30, 2012.

B. Finance

1. Financial Reports

The Board accepts the financial reports.

2. Tax Shelter Annuity Companies

The Board approves the following tax shelter annuity companies for the 2011-2012 school year:

- American Fund/Capital Guardian
- Ameriprise Financial Services, Inc.
- AXA Equitable Life Insurance Company
- Employee Benefit Account (Legend)
- Fidelity Management Trust Co.
- GWN Marketing/Employee Deposit Account
- ING National Trust
- Jackson National
- Mutual, Inc.
- Oppenheimer Shared Holder Service
- Vanguard

3. NYSSBA Membership

The Board approves renewal of membership to the New York State School Boards Association for the 2011-2012 school year.

4. Electrical Services Bid Extension

The Board approves an extension of bid award for electrical services for the 2011-2012 school year to Sentry General Contracting Company, Inc.

5. Oil and Gas Burner Maintenance and Repair Services Bid Extension

The Board approves the extension of bid award for oil and gas burner maintenance and repair services for the 2011-2012 school year to HTP Mechanical Corp.

6. Plumbing Services Bid Extension

The Board approves the extension of bid award for plumbing services for the 2011-2012 school year to Sentry General Contracting Company, Inc.

7. Printing Bid Extension

The Board approves the extension of bid award for printing of school district materials for the 2011-2012 school year to Sav-On Printing.

8. Food Service Contract Extension

The Board approves the extension of the Food Service Program Contract with Whitsons School Nutrition Corp., for the 2011-2012 school year.

9. Library Services Contract

The Board approves the Library Services Contract between the district and the Port Jefferson Free Library for the 2011-2012 school year.

10. Approval of Services - Forensic Audit

The Board approves the services of Cullen & Danowski, LLP, to perform a detailed internal forensic audit of the district's accounting records for the period July 1, 2008 through May 31, 2011.

11. Tax Anticipation Notes

The Board approves the attached resolution authorizing the issuance of not to exceed \$12,000,000 tax anticipation notes in anticipation of the receipt of taxes to be levied for the fiscal year ending June 30, 2012.

12. NYSERDA Grant Phase 3

The Board awards the NYSERDA Grant 3 bid, Photovoltaic Installation, to the lowest responsible bidder meeting specifications; namely, Zero Energy Homes, LLC, in the amount of \$79,380.00.

C. Facilities and Operations

1. Before and After School Childcare Services

The Board approves renewal of the agreement with the YMCA for before and after school childcare services for the 2011-2012 school year.

2. Surplus Property

The Board declares the following books as surplus property; and, authorizes the Assistant Superintendent for Business to dispose of same in the best interest of the district:

8 copies - Caring, Deciding and Growing, 1983, ISBN 41595-0

2 copies - Guide to Modern Meals, 1970, ISBN 07-056404-3

3 copies – Child Development, 1956, ISBN 0-07-031425

6 copies – The Developing Child, 1965, ISBN 63-18199

1 copy – The Developing Child, 1985, ISBN 0-02-663280-2

1 copy – The Developing Child, Teacher Ed., 1988, ISBN 0-02-668190-0

3. Herbicide Treatment

The Board authorizes the emergency use of the herbicide Roundup for the removal of poison ivy at the Scraggy Hill fields.

D. Education

1. CSE Recommendations

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

2. Nursing Staffing Service Agreement

The Board approves the Nursing Staffing Service Agreements between the district and the following individuals for the 2011-2012 school year:

Amy Berk

Edna Espada

Dawn Martin

Nicole Harvey-Seaman

3. Extension of Agreement

The Board approves an extension of a certain agreement, dated July 2011, between the District and the parents of a special education student in regard to the student's placement for the 2011-2012 school year.

Fund Balance

GASB has issued Statement No. 54, *Fund Balance reporting and Governmental Fund Type Definitions* (GASB 54). The objective of this Statement 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied.

Fund Balance Classifications (pursuant to GASB Statement 54)

Fund balance amounts will be reported by the District according to the following Classifications:

Non-spendable - consists of assets that are inherently non-spendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

Restricted - consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Because the State regulates the establishment, funding and use of school district reserves, generally, reserves will be classified as restricted fund balance.

Committed - consists of amounts that are subject to a purpose constraint imposed by a formal action of the government's highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint. The New York State Office of the State Comptroller at the present time believes that in New York State school districts will not have any committed fund balance.

Assigned - consists of amounts that are subject to a purpose constraint that represents an intended use established by the board or by their designated official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance. Assigned Fund Balance generally includes encumbrances and appropriated fund balance.

Unassigned - represents the residual classification for the government's general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

General Policy

Fund balance measures the net financial resources available to finance expenditures within current or future periods. The District's Unassigned General Fund Fund Balance will be maintained to provide the District with financial stability and a margin of safety to fund

unanticipated contingent expenditures that may occur unexpectedly during the fiscal year. The Unassigned General Fund Fund Balance used for these purposes may only be appropriated by resolution of the Board of Education unless voter approval is required.

Any portion of Fund Balance may be applied or transferred for a specific purpose either by voter approval if required by law or by formal action of the Board of Education if voter approval is not required. Amendments or modification to the applied or transferred fund balance must also be approved by formal action of the Board of Education.

The Board of Education shall delegate the authority to assign fund balance, for encumbrance purposes, to the person(s) to whom it has delegated the authority to sign purchase orders. In circumstances where an expenditure is incurred for a purpose for which amounts are available in multiple fund balance classifications (e.g., expenditures related to reserves).

The Board will assess the current financial condition of the district and then determine the order of application of expenditures to which fund balance classification will be charged.

First reading: 6/14/11

Second reading & adoption: 7/5/11

NON-ADMINISTRATIVE
CONFIDENTIAL EMPLOYEES

The District Treasurer, Secretary to the Business Official, Payroll Supervisor and Secretary to the Superintendent are Confidential Employees of the school district.

DISTRICT TREASURER/SECRETARY TO THE BUSINESS OFFICIAL/
PAYROLL SUPERVISOR

Benefits for the District Treasurer, Secretary to the Business Official and Payroll Supervisor follow the applicable Office Staff Association contract with the exception of the following Articles:

Statement of Recognition

- | | |
|--------------------------|--------------------------------------|
| ▪ Article I | - Employee |
| ▪ Article III | - Grievance Procedure |
| ▪ Article IV | - Vacancies and/or Promotions |
| ▪ Article VIII | - Meeting Privileges |
| ▪ Article IX | - Sick Leave (Paragraph D) |
| ▪ Article XVI | - Job Definition – Work Requirements |
| ▪ Article XXIII | - Required Statement- Section 201 |
| ▪ Article XXIV (1) & (2) | - Compensation |
| ▪ Article XXVIII | - Dues Deduction /Agency Fee |
| ▪ Article XXX | - Excess Notification |
| ▪ Article XXXI | - Recall and Long Term Leave |
| ▪ Article XXXIII | - Salaries |
| ▪ Article XXXIV | - Duration |

Special Note:

In relation to Article XXV – Longevity for all Confidential Employees is equivalent to the longevity for senior clerk typist.

SECRETARY TO THE SUPERINTENDENT

Benefits for the Secretary to the Superintendent shall follow the applicable Office Staff Association contract, with the same excepted Articles as the other confidential employees set forth above, except as follows:

1. The Secretary to the Superintendent shall work the work schedule set by the Superintendent, Monday to Friday, 37.5 hours per week, presently 8:00 a.m. to 4:00 p.m., with no overtime nor additional compensation beyond the regular work day.

2. Attendance at work on emergency school closings shall be at the discretion of the Superintendent with no additional compensation.
3. At the discretion of the Superintendent, attendance at work for two (2) days is required during all recess periods with no additional compensation. Should the Superintendent not require her attendance, the Secretary to the Superintendent may use vacation days for these absences.
4. Article XXXII of the Office Staff Association contract does not apply to the Secretary to the Superintendent.
5. Should the Secretary to the Superintendent vacate or be asked to vacate her position as Secretary to the Superintendent, other than for disciplinary reasons, she retains whatever rights, if any, she may have under Civil Service Law to occupy another clerical position on the District, as determined by Suffolk County Department of Civil Service, and return to the clerical bargaining unit with unit benefits and salary.
6. The benefits and salary for secretary to the Superintendent as set forth above shall expire in all respects on ~~June 30, 2011~~, **June 30, 2012** subject to review by the Board of Education at the time of expiration.

All Confidential Employees will receive salary increases at least equal to those of comparable employees in district, but no less than 2% per year.

Revision presented:
1st reading – 7/5/11

**TAX ANTICIPATION NOTE RESOLUTION OF PORT
JEFFERSON UNION FREE SCHOOL DISTRICT, NEW YORK,
ADOPTED JULY 5, 2011, AUTHORIZING THE ISSUANCE OF
NOT TO EXCEED \$12,000,000 TAX ANTICIPATION NOTES IN
ANTICIPATION OF THE RECEIPT OF TAXES TO BE LEVIED
FOR THE FISCAL YEAR ENDING JUNE 30, 2012**

RESOLVED BY THE BOARD OF EDUCATION OF PORT JEFFERSON
UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, AS
FOLLOWS:

Section 1. Tax Anticipation Notes (herein called "Notes") of Port Jefferson Union Free School District, in the County of Suffolk, New York (herein called "District"), in the principal amount of not to exceed \$12,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2. The following additional matters are hereby determined and declared:

(a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2011 and ending June 30, 2012, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.

(b) The Notes shall mature within the period of one year from the date of their issuance.

(c) The Notes are not issued in renewal of other notes.

(d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.