

**BOARD OF EDUCATION**  
**AGENDA**  
**August 9, 2011**  
**Elementary School Large Group Room**

**REVISED**

**6:00 p.m.      Executive Session**  
**7:30 p.m.      Public Session**

I.      CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II.     ROLL CALL OF BOARD MEMBERS

III.    MINUTES

**The Board approves the minutes of the following meetings:**

Reorganization & Regular Meeting held July 5, 2011

Special Meeting held July 18, 2011

IV.    OPEN FORUM

V.     REPORTS

- A.      Superintendent of Schools
  - Elementary Schedule
  - Administrative Reorganization
  - District Website (Mark Flower)
  - Parent Portal (Roseann Cirnigliaro)
- B.      Board President
- C.      Committees
- D.      Student Representative
- E.      Other

VI.    BOARD CONSENT AGENDA

**As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the August 9, 2011 consent agenda:**

- A.      Personnel - resolutions numbered 1-24
- B.      Finance - resolutions numbered 1-8
- C.      Facilities and Operations – resolutions numbered 1-4
- D.      Education - resolutions numbered 1-2

VII.   OLD BUSINESS

- A.      Board Policy 9210.2, Non-Administrative Confidential Employees – Revisions presented for a second reading and adoption.

VIII.  NEW BUSINESS

- A.      Board Policy 0600, Administrative Organization - Revisions presented for a first reading.
- B.      Board Policy 9120.1 Nepotism and Patronage

IX.    OPEN FORUM

X.     ADJOURNMENT

## CONSENT AGENDA

8/9/11

### A. Personnel

#### 1. Appointment – Substitutes

The Board approves the attached list of substitutes for the 2011-2012 school year.

#### 2. Summer Employment

- a. The Board approves the appointment of the following as aides for the remainder of the summer 2011, at the rate of \$10.00 per hour, a combined total not to exceed 90 hours:

Mary Hydek	Demetra Laino
Mary O'Sullivan	Suzanne Uldal

- b. The Board approves the appointment of Maureen Colon, as an aide to assist with summer 2011 sports physicals, at the rate of \$10.00 per hour.

#### 3. Substitute Security Guard

The Board approves the appointment of Michael Stiles as a substitute Security Guard for the Summer 2011, at his current rate of pay, retroactive to July 1, 2011.

#### 4. Athletic Staff Appointments

The Board approves the following Coach/Athletic Staff appointments for the 2011-2012 school year:

<u>Sport</u>	<u>Coach</u>
Field Hockey JV-	Emily Fleckenstein
Field Hockey 7&8	Jennifer Sandtorv
Soccer Varsity Boys	John Poulianos
Soccer JV Boys	Peter Esposito
Soccer JV Girls	Allyson Wolff
Soccer 7&8 Boys	James Poulianos
Soccer 7&8 Girls	Virginia Hampel
Football JV (1)	Anthony Anacreonte
Football JV (2)	Thomas Foley
Football 7&8	Joe Dessi
Football 7&8 Assistant	Jesse Rosen
Volleyball JV Girls	Dinarae Squatriglia
Cheerleading Varsity	Andrea Gill
Gymnastics Asst. Varsity	Michael Ricciardi

5. Request for Childcare Leave of Absence

The Board approves the request from Jennifer Walling for a childcare leave of absence for the 2011-2012 school year, in accordance with Article IX.F.1. of the negotiated agreement with the Port Jefferson Teachers' Association.

6. Request for .4 FTE Leave of Absence – Science Teacher

The Board approves the request from Robert Morgan, Science Teacher, for a .4 FTE leave of absence for the 2011-2012 school year in accordance with Article IX.F.3 of the negotiated agreement with the Port Jefferson Teachers' Association.

7. Appointment – Dean of Students

The Board appoints Robert Morgan as .4 Dean of Students for the 2011-2012 school year at the rate of \$14,000.

8. Request for Leave of Absence – Library Media Specialist

The Board approves the request from Christine Austen, Library Media Specialist, for a leave of absence for the 2011-2012 school in accordance with Article IX.F.3 of the negotiated agreement with the Port Jefferson Teachers Association.

9. Appointment – Dean of Students / Technology Integration Specialist

The Board appoints Christine Austen as .4 Dean of Students at the rate of \$14,000.00 and .6 FTE Technology Integration Specialist, at Level MA30 Step 14, for the 2011-2012 school year.

10. Leave Replacement Appointment - .6 Science Teacher

The Board appoints Gregory Gorniok, as a .6 FTE teacher of Science on a leave replacement basis for the 2011-2012 school year, at Level MA Step 7, in accordance with the negotiated agreement with the Port Jefferson Teachers Association, subject to Board approval of Personnel Resolution A.6.

11. Leave Replacement Appointment – Library Media Specialist

The Board appoints Donna Fife, as Library Media Specialist, on a leave replacement basis for the 2011-2012 school year, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association, subject to Board approval of Personnel Resolution A.8.

12. Leave Replacement Appointment – English Teacher

The Board appoints Kayleen Moran, as a teacher of English, on a leave replacement basis for the period September 1, 2011 until on or about January 23, 2012, at Level BA Step 2, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

13. Appointment – English Teacher

The Board appoints Michelle Borthwick, as a teacher of English on a probationary basis effective September 1, 2011, at Level BA Step 1 in accordance with the negotiated agreement with the Port Jefferson Teachers' Association

14. Appointment – School Nurse

The Board appoints Arin Hampson, as a School Nurse, on a probationary basis effective September 1, 2011, at Level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

15. Appointment – Music Teacher

The Board appoints Meagan Finnerty, as a .6 FTE teacher of Music, effective September 1, 2011, at Level BA15, Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

16. Appointment – Music Teacher

The Board appoints Jessica Reichenbach, as a teacher of Music, on a probationary basis effective September 1, 2011, at Level BA, Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

17. Leave Replacement Appointment – Music Teacher

The Board appoints Christian Neubert, as a teacher of Music, on a leave replacement basis for the 2011-2012 school year, at Level BA, Step 2, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

18. Leave Replacement Appointment – Guidance Counselor

The Board appoints Justin O'Malley, as Guidance Counselor, on a leave replacement basis for the 2011-2012 school year, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

19. Appointment – Physical Education Teacher

The Board appoints Alycia Petitto, as a teacher of Physical Education, on a probationary basis effective September 1, 2011, at Level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

20. Co-Curricular Positions

The Board approves the appointment of the following elementary school co-curricular activity advisors for the 2011-2012 school year:

Chess/Scrabble Club	Francoise Schachner
Drama Club	Loraine Serabian, <i>Mary LaSita</i> (co-advisors)
Greenhouse Club	Brian Kendrick, Ellen Boehm (co-advisors)
Homework Club	Jacqueline Gandolfo
Inventors Club	Mary Hydek, <i>Elizabeth Cavanaugh</i> (co-advisors)
Student Council	Dana St.Pierre, Michele Smith (co-advisors)
Yearbook	Loraine Serabian, Mary Hydek (co-advisors)

21. Summer Curriculum Writing

The Board approves the following curriculum writing project for the Summer 2011 in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Jesse Rosen: Social Studies Grade 10, Building Map and District Map, 15 hours

Adam Bouchard: Science Grade 8, Building Map and District Map, 15 hours

Jonathan Maletta: Living Environment, Building Map and District Map, 15 hours

Brian Snow: AP Macroeconomics with Topics in Government, Building Map and District Map, 15 Hours

Ben Bajus: Elementary Health, Building Map and District Map for each grade level - Grades 1, 2, 3, 4, 5, and 6  
6 hours per map

Carleen Parmegiani: Grade 2 Reading, Building Map and District Map, (15 hours shared), 7.5 hours

Grade 2 Writing, Building Map and District Map, (15 hours shared), 7.5 hours

Grade 2 Social Studies, Building Map and District Map, (15 hours shared), 7.5 hours

Grade 2 Science, Building Map and District Map, (15 hours shared), 7.5 hours

Grade 2 Math, Revision of Building Map and District Map,  
(8 hours shared), 4 hours

Darlene Wells: Grade 2 Reading, Building Map and District Map,  
(15 hours shared), 7.5 hours

Grade 2 Writing, Building Map and District Map,  
(15 hours shared), 7.5 hours

Grade 2 Social Studies, Building Map and District Map,  
(15 hours shared), 7.5 hours

Grade 2 Science, Building Map and District Map,  
(15 hours shared), 7.5 hours

Grade 2 Math, Revision of Building Map and District Map,  
(8 hours shared) 4 hours

22. Approval of FTE

The Board approves the FTE of Linda Moran as .2 Business/.6 Computer teacher, for the 2011-2012 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

23. Resignation – Assistant Superintendent for Business

The Board accepts the resignation of Mark Flower as Assistant Superintendent for Business effective August 26, 2011.

24. Abolishment / Establishment of Position

a. The Board abolishes one (1) position of Senior Guard effective July 1, 2011.

b. The Board establishes one (1) twelve month position of Guard (Civil Service Classification #7080), at the per annum rate of \$27,000, effective July 1, 2011, in accordance with the Custodial Workers' Unit Collective Bargaining Agreement.

**B. Finance**

1. Financial Reports

The Board accepts the financial reports.

2. Free and Reduced Price Lunch Program

The Board approves the Free and Reduced Price Meal Policy Statement including the Family Income Eligibility Criteria for the 2011-2012 school year.

3. School Lunch Prices

The Board approves the lunch prices for the 2011-2012 school year as follows:

Elementary School Lunch	\$2.50
Secondary School Lunch	\$2.75
Elementary Milk	\$ .35
Secondary Milk	\$ .35

4. Acceptance of Donation

The Board gratefully accepts the donation of discounted transportation costs towards the district's academic program from Suffolk Transportation, Inc.

5. Award of Bid – Grounds' Maintenance Supplies

The Board awards the Grounds' Maintenance Supplies bid to Vigliotti Garden, the lowest responsible bidder meeting specifications.

6. School Attorney

The Board approves the appointment of the law firm of Ingerman, Smith, LLP, as labor and Board counsel for the period August 10, 2011 through June 30, 2012.

7. Interscholastic Competitions

The Board approves the attendance by qualifying teams/individuals at the following interscholastic competitions held beyond the Long Island area, for the 2011-2012 school year:

Boys and Girls Track and Cross Country:  
Rhode Island Classic, Providence, RI  
Yale Invitational, Yale University, CT  
Penn Relays, University of Pennsylvania, PA  
Eddy Games, Union College, Schenectacy, NY  
VVA Invitational, Oneida, NY  
Disney Cross Country Classic, Orlando, FL  
National Track & Field Championships, Greensboro, NC

8. Workshop

The Board accepts the proposal, dated June 30, 2011, from School leadership, LLC, for the provision of a Board/Superintendent Workshop.

## C. Facilities and Operation

### 1. Surplus Property

The Board declares the following equipment and textbooks as surplus property and directs the Assistant Superintendent for Business to dispose of same in the best interest of the district:

- (1) Hi-Way Sander Model P
- (1) 1981 Turf-Vac Model FM-5
- (1) Olathe Thatcher/Seeder Model 93 Serial 93175
- (1) Kitchen Slicer Model sm-12a Serial 051695b004
- (1) Toaster Model 1301 Serial 3024789
- (1) Cash Register Serial 18169595
- (1) Hot Table Warmer Model 1210-4p Serial 000509
- (1) Deep Fryer – ID 006088

159 copies- American History: The Early Years to 1877, Copyright: 1997

130 copies- American History: The Modern Era Since 1865, Copyright 1999

28 copies- Geography: The World and Its People, Copyright 1996

110 copies- World History: Connections to today, Copyright 1999

58 copies- The American Vision, Copyright 2003

### 2. Designation of Substitute

The Board appoints the Superintendent of Schools as a substitute to the following positions for the 2011-2012 school year:

Custodian of the District's Accounting Records

Bid Opening and Purchasing Officer

Investment Officer

Records Access Officer

Title IX Compliance Officer

### 3. School Physician / Medical Services

a. The Board approves the appointment of Dr. John Gill as the regular school district physician, as well as the school physician member on the District's Committees on Special Education, for the 2011-2012 school year, *pending fingerprint clearance by the State Education Department.*

b. The Board approves the services, as needed, of St. Charles Hospital's Think Smart Concussion Management Program, Jennifer Semel, MD, and Jennifer Gray, DO, for the 2011-2012 school year.

c. The Board approves the services, as needed, of Orthopedics Associates of Long Island for the 2011-2012 school year.



4. Herbicide Treatment

The Board authorizes the emergency use of the herbicide Roundup for the purpose of poison ivy removal at the high school athletic fields and along the wood line of the elementary school.

**D. Education**

1. CSE Recommendations

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

2. Professional Development

The Board approves participation in the Columbia University Teachers College Reading and Writing Project (TCRWP), for Staff Development in Writing for the 2011-2012 school year.

**SUBSTITUTES**  
**2011-2012**

**Teachers**

Krista Armiento  
Jennifer Barricelle  
Charles Bellino  
Keegan Blaney  
Tamara Block  
Karen Booker  
Jennifer Boyle  
Amanda Carmelitano  
Barbara Cawley  
Tara Chianese  
Robert Conlin  
Christopher Coward  
Jason Crockett  
June Crovello  
Samantha Davidson  
Christina Del Giudice  
Laura DeMarco  
Stacey Dunham  
Andrea Erland  
Jennifer Farrell  
Lisa Fuhrmann  
Corinne Gillingham  
Eileen Heely  
Cacy Herman  
Amanda Jacobellis  
Karin Joseph  
Jennifer Juhas-DePaoli  
Kaitlin Kolb  
Rebecca Kopcienski  
Jennifer Larsen  
Jessica Lasurdo  
Stephanie Mazarakis  
Jason Miller  
Jeanine Nasta  
Allyson Nuss  
Susan O'Donnell  
Noelle Policastro  
Michelle Posner  
Laura Ricca  
Susan Robinson  
Joan Sandstrom  
Dawn Shackles  
Linda Schneider  
Priyanka Singh  
Carla Sutherland  
Melodie Tegay  
Philip Vario  
Susan Whitman  
Susan Wiederman  
Allyson Wolff

**Teaching Assistants**

Patricia Bennett-Leute  
Jennifer Boyle  
Amanda Carmelitano  
Bernadine Devlin  
Stacey Dunham  
Andrea Erland  
Amanda Jacobellis  
Kaitlin Kolb  
Rebecca Kopcienski  
Jessica Lasurdo  
Jill Lewis  
Kevin Matura  
Stephanie Mazarakis  
Michelle Posner  
Geri Marie Raso  
Susan Robinson  
Priyanka Singh  
Allyson Wolff

**Teacher Aides**

Patricia Bennett-Leute  
Jenna Boehm  
Jennifer Boyle  
Katherine Butera  
Amanda Carmelitano  
Stacey Dunham  
Andrea Erland  
Alexis Krivosta  
Jessica Lasurdo  
Stephanie Mazarakis  
Michelle Olson  
Geri Marie Raso  
Kathleen Righi  
Priyanka Singh  
Regina Spero  
Angela Virgilio

**Teachers (not to exceed  
40 days)**

Alexis Krivosta  
Ellyse Rosenthal  
Regina Spero

**Teaching Assistants (not  
to exceed 40 days)**

Jenna Boehm  
Alexis Krivosta  
Kathleen Righi  
Regina Spero

**Clerical**

Jenna Boehm  
Jennifer Boyle  
Kelly Juliano  
Michelle Olson  
Geri Marie Raso  
Regina Spero  
Angela Virgilio

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:

1<sup>st</sup> reading – 7/5/11

2<sup>nd</sup> reading & adoption – 8/9/11

## ADMINISTRATIVE ORGANIZATION

The Superintendent of Schools is the chief executive officer of the district. During his/her absence, the Superintendent will designate *a central office administrator* the ~~Deputy Superintendent to serve as administrator in charge; if he/she is absent, the Superintendent will designate the Assistant Superintendent for Business to serve as administrator in charge; if he/she is absent, the Superintendent will designate the Assistant Superintendent for Pupil Personnel Services~~ to serve as administrator in charge, if *all central office administrators are absent* all of the aforementioned are absent, the Board will designate a person to serve as administrator in charge.

Note: Policy added

Presented for update: 9/12/06  
Update adopted: 10/10/06  
Revision presented for  
1<sup>st</sup> reading: 9/14/10-tabled  
1<sup>st</sup> reading: 10/12/10  
2<sup>nd</sup> reading & adoption: 11/9/10  
Revision presented for  
1<sup>st</sup> reading: 8/9/11

## 9120.1 NEPOTISM AND PATRONAGE

The Board of Education is committed to building trust in the district and the community by ensuring that hiring and purchasing processes and decisions are competitive, based on cost and merit. No preference will be given in hiring or purchasing based on personal relationships with, or advantage to, current employees or Board members.

1. Board members holding actual or prospective personal, familial or financial interest in the resolutions, motions or decisions placed before the Board for action, must publicly announce that interest and recuse themselves from voting if appropriate.
2. A two-thirds majority of the entire Board is required for the appointment of a blood or marriage relative of board members to a teaching position. "Blood or marriage relative" is defined as immediate family - parent, child, sibling, or spouse.
3. This policy shall not be understood to prohibit any Board member from voting on the appointment of, or on a contract of employment with, that member's blood or marriage relative, in accordance with applicable laws.
4. Board members will not impose undue pressure (individual or as a Board) on administrators or staff before and after recommendations for purchase or hire are made.
  - a. The Board may review the processes used by the administration and staff to develop data and information upon which recommendations to the Board have been made.
  - b. The Board shall assign the school district's attorney to investigate any suspected abuse or misuse of the employment or procurement process in any individual candidacy or bid brought into question by a member(s) of the Board.
5. The administration will comply with the Purchasing Policies (Board Policy 6700 et seq.) in respect to purchasing competitively and without prejudice or favoritism, and in following the bidding procedures of such policy and the General Municipal Law.
6. The administration will assure that the competitive hiring process outlined in Board Policies 9240 and 2926 are followed. With regard to any candidate for employment, the administration is required to take reasonable steps to investigate and report to the Superintendent and Board of Education any known family relationships of that candidate to any Board member or current employee of the District. Although family relationship with current Board members or employees is not necessarily a bar to employment in the district, such relationship may impose particular duties on the Board in the employment process and the administration in assignment of supervision. Disclosure of a family relationship between a candidate and a current Board member or employee is important to avoid the fact or appearance of impropriety in hiring.

7. No individual who is a blood or marriage relative of a Board member or district administrator will be allowed more than 30 days per diem salary prior to Board approval.

8. When a recommendation to accept a bid or hire is rejected by the Board of Education, the administration must re-initiate the bidding process or the search for candidates by re-posting, re-advertising and recruiting. Only after an attempt is made to recruit additional candidates may the administration begin interviews with new candidates or vendors. If candidates from the original advertising or recruiting process are considered qualified, the administration is not required to re-interview them before they are considered for recommendation for employment or vendor status.

9. Normally, an administrator shall not be permitted or assigned to directly supervise an employee related to the administrator by blood or marriage. Exceptions to this rule and supervision by an administrator of a more distant relative may be determined by the Superintendent after consideration of other available options and the goal of avoiding the fact or appearance of impropriety. This restriction shall not preclude the fulfillment by any administrator of such other responsibilities or exercise of such authority as may be appropriate to the supervisor's administrator's position.

Related Laws:

General Municipal Law Sec.103, 104, 109, 119, 800's;  
Education Law Sections 1619, 2103, 2513, 2556, 3016  
Bd of Ed v. McGinnis, 100AD2d 300, 1984

Revision presented for

1st reading: 10/14/08

2nd reading & adoption: 11/18/08

Revision presented for

1st reading: 5/11/10

2nd reading & adoption: 6/8/10