

**PORT JEFFERSON SCHOOL DISTRICT  
BOARD OF EDUCATION  
Annual Reorganization Meeting  
July 2, 2012 – 6:00 p.m. – Elementary School**

**Agenda**

**I. DISTRICT CLERK**

1. Call to Order and Pledge of Allegiance
2. Administer Oath of Office to New Board Members
3. Election of President of the Board of Education  
Call for nominations for the office of President of the Board of Education
4. Election of Vice-President of the Board of Education  
Call for nominations for the office of Vice-President of the Board of Education
5. Administer Oath of Office to Newly Elected President and Vice-President

**II. PRESIDENT**

**As recommended by the Superintendent of Schools, the Board approves resolutions numbered 6 - 8 on the July 2, 2012 Annual Reorganization Agenda.**

6. Appointment of District Clerk

RECOMMENDATION: That the Board approve the appointment of Janice Baisley as District Clerk for the 2012-2013 school year, at the rate of \$10,000.00 per annum.

7. Appointment of District Treasurer

RECOMMENDATION: That the Board approve the appointment of Lorraine Dunkel as District Treasurer for the 2012-2013 school year, at the rate of \$64,418.00 per annum, in accordance with Board Policy 9210.2.

8. Appointment of Claims Auditor

RECOMMENDATION: That the Board approve the appointment of Berger, MacDonald, Rand, CPAs, LLP, as Claims Auditor for the 2012-2013 school year.

9. Administer Oath of Office to Appointed Officials

**As recommended by the Superintendent of Schools, the Board approves resolutions numbered 10 - 48 on the July 2, 2012 Annual Reorganization Agenda.**

10. Authorization to Bond School Officials -

RECOMMENDATION - That the District Treasurer, Superintendent of Schools, and Assistant Superintendent for Business each be bonded for the 2012-2013 school year, and that the amount for each bond be set at \$500,000.00, and that the Superintendent of Schools be requested to approve this amount.

11. Appointment of School Attorney -

RECOMMENDATION - That the Board approve the appointment of the law firm of Ingerman, Smith, L.L.P., as labor and Board counsel for the 2012-2013.

12. Appointment of Financial Advisors -

RECOMMENDATION - That the Board approve the appointment of Munistat Services, Inc., as financial advisors for the 2012-2013 school year.

13. Appointment of Bond Counsel -

RECOMMENDATION - That the Board approve the appointment of Hawkins, Delafield & Wood, as bond counsel for the 2012-2013 school year.

14. Appointment of 403b Compliance Consultants -

RECOMMENDATION - That the Board approve the appointment of OMNI Financial Group as the District's third party administrator for compliance and remitting services for the District's 403(b) plans for the 2012-2013 school year.

15. Appointment of School Physician -

RECOMMENDATION - That the Board approve the appointment of Dr. John Gill, as the regular school district physician, and the school physician member on the District's Committee on Special Education for the 2012-2013 school year.

16. Appointment of Architect -

RECOMMENDATION - That the Board approve the appointment of JAG Architects as district architect for the 2012-2013 school year.

17. Appointment of Accountant -

RECOMMENDATION - That the Board approve the appointment of Cullen & Danowski, as school district accountant for the 2012-2013 school year.

18. Appointment of Internal Auditor -

RECOMMENDATION - That the Board approve the appointment of Nawrocki Smith, LLP as Internal Auditor for the 2012-2013 school year.

19. Appointment of External Auditor-

RECOMMENDATION - That the Board approve the appointment of R.S. Abrams & Co. LLP, as External Auditor for the 2012-2013 school year.

20. Appointment of Insurance Agents / Carriers

RECOMMENDATION -

- a) That the Board approve JJ Stanis and Company as agent and third party administrator for the district's Excess Major Medical, Vision, Life, and Dental Self Insurance Plan for the 2012-2013 school year.
- b) That the Board approve PMA as agent and third party administrator for the district's Self Insured Workers Compensation Plan for the 2012-2013 school year.
- c) That the Board approve BK International as the agent for the district's student accident insurance and excess employer's liability insurance for the 2012-2013 school year.
- d) That the Board approve New York State Insurance Reciprocal as the district's carrier for general non-medical insurance, including but not limited to school board liability, excess catastrophic liability, commercial automotive, and special school liability insurance for the 2012-2013 school year.
- e) That the Board approve Eugene Donohue Associates as agent for the district administrators life insurance plans for the 2012-2013 school year.

21. Appointment of Environmental Consultants -

RECOMMENDATION - That the Board approve the appointment of Envirosience Consultants, Inc. as environmental consultants for the 2012-2013 school year.

22. Appointment of Accounting Records Custodian, Payroll Certification Officer & Bid Opening: Advertising & Purchasing Officer -

RECOMMENDATION : That the Assistant Superintendent for Business be designated as Custodian of the District's accounting records; and that the Claims Auditor be designated as Payroll Certification Officer; and that the Assistant Superintendent for Business, Sean Leister, perform the duties of the Bid Opening, and Purchasing Officer of the school district; and that the District Clerk be responsible for advertising notices.

23. Appointment of Investment Officer & Continuance of Board Policy -

RECOMMENDATION: That the District Treasurer and the Assistant Superintendent for Business be appointed investment officers and that these duties include the negotiation of short term loans, Tax Anticipation Notes, and the investment of surplus funds in Certificates of Deposit, and other authorized instruments; and further, the Board agrees to continue Board Policy 6240, Investments.

24. Appointment of Records Access Officer -

RECOMMENDATION : That the Assistant Superintendent for Business be appointed as Records Access Officer for the school district.

25. Appointment of AHERA Compliance Officer -

RECOMMENDATION - That the Board approve the appointment of the Director of Facilities as Compliance Officer under the Asbestos Hazard Emergency Recovery Act, and that he be made save harmless in the performance of his duties. These duties shall include but not be limited to status review, asbestos assessment study, management plan, employee training and management place review update.

26. Appointment of EPA Program-use Compliance Officer -

RECOMMENDATION - That the Board approve the appointment of the Director of Facilities as EPA Program-use Compliance Officer and be made save harmless.

27. Appointment of Title IX Compliance Officer -

RECOMMENDATION : That the Board approve the appointment of the Assistant Superintendent for Business as the Title IX Compliance Officer for the 2012-2013 school year.

28. Appointment of Substitute Treasurer -

RECOMMENDATION - That the Board approve the appointment of the Superintendent of Schools as Substitute District Treasurer should these services be required any time during the 2012-2013 school year.

29. Appointment of Publication -

RECOMMENDATION - That the Times-Record newspaper and/or Newsday be designated as the official publications of the District for the 2012-2013 school year; and further, that Times-Record newspaper and/or Newsday be designated the official publication for advertising competitive bids.

30. District Accounts / Designation of Depository -

RECOMMENDATION - That the following bank accounts be approved:

General Fund - Checking - Capital One 0224126755  
General Fund - Investment IMMA - Bank of America 9418779550  
General Fund - Investment - Capital One 0224125930  
Federal - Checking - Capital One 0224126805  
Capital - Checking - Capital One 0224126813  
Capital - Investment - Capital One 0224126821  
Trust & Agency - Checking - Capital One 0224126789  
Payroll - Capital One 0224126763  
Royal Education Foundation - Checking - Capital One 0224126839  
Trust & Agency Scholarship - Checking - Capital One 0224126797  
School Lunch - Checking - Capital One 0224126847  
Trust & Agency - Payroll - Capital One 0224126771  
Operating Account-Non-Interest Bearing- Capital One 7527019227

and further that the following banks be designated as the depository for all district funds:  
Capital One, Suffolk County National Bank, MBIA-CLASS, Bank of America, J.P. Morgan Chase, Citibank, State Bank of Long Island, Commerce Bank, HSBC, Wachovia

31. Authorization of Facsimile Signatures -

RECOMMENDATION - That the District Treasurer and substitute District Treasurer be authorized to resort to an electronic signature, and be it further resolved that the District Treasurer and substitute District Treasurer maintain control of these signatures.

32. Purchasing Policy -

RECOMMENDATION - That the Board review Purchasing Policy 6700, as required by General Municipal Law Section 104-b(4).

33. Charge Cards -

RECOMMENDATION - That the Board authorize the use of the Home Depot and Fleet Fueling credit cards for the 2012-2013 school year.

34. Designation of Extra-Classroom Activities Fund Officers -

RECOMMENDATION - That the Board approve the following officers for the Extra-Classroom (Student Organization) Funds for the 2012-2013 school year:

Elementary	- Lucy Arnone, Treasurer
	- Principal
	- Superintendent of Schools
Middle School	- Rosalie Loizas, Treasurer
	- Principal
	- Superintendent of Schools
Senior High	- Stephanie Miazga, Treasurer
	- Principal
	- Superintendent of Schools

35. Designation of Petty Cash Funds & Fund Custodians -

RECOMMENDATION - That the Board approve the establishment of petty cash funds and custodians of the funds as follows:

<u>Fund</u>	<u>Amount</u>	
District	\$100.00	Superintendent / Janice Baisley
Elementary School	\$100.00	Principal / Lucy Arnone
Middle School	\$100.00	Principal / Rosalie Loizas
High School	\$100.00	Principal / Stephanie Miazga
Business Office	\$100.00	Assistant Superintendent / Natalie Pego

36. Reimbursement for Authorized Use of Vehicles -

RECOMMENDATION - That the rate of reimbursement for the authorized use of privately owned vehicles in the performance of District business be established at the IRS rate per mile for the 2012-2013 school year.

37. Reimbursement for Conferences -

RECOMMENDATION - That the rate of reimbursement for authorized conferences, contests and events for lodging, meals and incidental expenses will not exceed the maximum IRS rate limits. Exceptions may be granted when approved conferences are held at a participating hotel or there is an approved written justification for special circumstances.

38. Rate per Hour - Home Instruction Fee -

RECOMMENDATION - That the rate per hour for home instruction fees provided by any agency other than Port Jefferson Teachers' Association be \$40.00.

39. Non-Resident Tuition -

RECOMMENDATION - That the Board establish the non-resident tuition rate for the 2012-2013 school year pursuant to the required State Education Formula for establishing non-resident student tuition rate, as follows:

Kindergarten - Grade 6	\$19,357 per year
Grades 7 - 12	\$21,969 per year
Special Education: Kindergarten - Gr.6	\$57,089 per year
Special Education: Grades 7- 12	\$59,701 per year

Said rates to be revised when they become finalized by the State Education Department.

40. Appointment of District Committee on Special Education -

RECOMMENDATION - That the Board approve the appointment of the following as District Committee on Special Education for the 2012-2013 school year:

Assistant Superintendent for Pupil Personnel Services, School Psychologist, Special Education Teacher - Chairpersons  
Special Education Teacher, Teacher Member  
Classroom Teacher, Teacher member  
Assistant Superintendent for Pupil Personnel Services, School Psychologist  
Physician Member  
John Steiner, Lorraine Steiner, Lorraine Guzzetta - Parent Members

41. Appointment of Sub-Committee on Special Education -

RECOMMENDATION - That the Board approve the following composition of the Sub-Committee on Special Education for the 2012-2013 school year:

Assistant Superintendent for Pupil Personnel Services, School Psychologist, Special Education Teacher - Chairpersons  
School Psychologist, Classroom Teacher, Teacher Member  
Special Education Teacher, Teacher Member

42. Appointment of Committee on Preschool Special Education -

RECOMMENDATION - That the Board appoint the following to the Committee on Preschool Special Education for the 2012-2013 school year:

Assistant Superintendent for Pupil Personnel Services, School Psychologist, Special Education Teacher - Chairpersons  
Teacher Member

Special Education Teacher Member  
Suffolk County Representative, County Representative  
Evaluator, a professional who participated in the evaluation of the child for whom services are sought.  
John Steiner, Lorraine Steiner, Lorraine Guzzetta - Parent Members

43. IDEA and 504 Impartial Hearing Officers -

RECOMMENDATION - As per Part 200.5(j)(3)(i), appointment from the impartial hearing list must be made in accordance with the rotational selection process established in Section 200.2(e)(1) of the Part 200 Regulations of the commissioner and the administrative procedures established by the Board of Education pursuant to Section 200.2(b)(9).

44. Appointment of Surrogate Parents -

RECOMMENDATION - That the Board approve the appointment of the following as Surrogate Parent(s) for the Committee on Special Education for the 2012-2013 school year:  
Father Frank Pizzarelli

45. Appointment of District-wide DASA Coordinator

RECOMMENDATION – That the Board appoint Donna Guiffre, Assistant Superintendent for Pupil Personnel Services, as District-wide DASA Coordinator for the 2012-2013 school year.

46. Annual Budget Hearing, Annual Meeting/District Vote –

RECOMMENDATION: That the Annual Budget Hearing be held on May 14, 2013, 7:00 pm; and, the Annual Meeting/District Vote be held on May 21, 2013, 6:00 am-9:00 pm.

47. Designation of Regular Board of Education Meeting Dates -

RECOMMENDATION: That the Board designate the following as dates for regular monthly business meetings of the Board of Education for the 2012-2013 school year:

	January 8, 2013
August 14, 2012	February 12, 2013
September 11, 2012	March 12, 2013
October 9, 2012	April 9, 2013
November 13, 2012	May 14, 2013
December 11, 2012	June 11, 2013

48. Designation of Board Work Session Meeting Dates-

RECOMMENDATION: That the Board designate the following as dates for work sessions of the Board of Education for the 2012-2013 school year:

October 23, 2012	January 22, 2013
November 27, 2012	April 23, 2013

**III. ESTABLISHMENT OF BOARD COMMITTEES**

**IV. ADJOURNMENT**

**6700 PURCHASING**

The function of the purchasing process in a school district is to serve the educational program effectively by providing the appropriate and necessary supplies, equipment, and services, as well as completing public works projects, as promptly as circumstances will allow and to the extent that budget and other allocations will permit.

To that end, the Board of Education declares its intention to engage competitively and without prejudice in procurement actions which will seek to obtain optimal value for the expenditure of school district funds.

The acquisition of supplies, equipment, and services, as well as the pursuit of public works projects, will function through the purchasing process under the direct supervision of the Assistant Superintendent for Business, and with the advice of the Director of School Facilities as appropriate.

Procurement Policies Pursuant to Section 104-b

<u>Item</u>	<u>Written Quotes*</u>	<u>RFP</u>
<u>Purchase Contracts</u>		
\$2,500 - \$19,999	3	
<u>Public Works Contracts</u>		
\$2,500 - \$34,999	3	
<u>Professional Services**</u>		X
<u>Insurance**</u>		X
<u>Exempt Purchases</u>		
Sole Source		
Emergencies		
Standardized Items		
BOCES Contracts		
County Contracts		
State Contracts		
Preferred Source Contracts		

\*If three quotes are not available, the requisitioner must provide documentation that he/she attempted to obtain said quotes, (i.e. copies of faxes, emails requesting quotes).

\*\* Request for proposals will be issued at the discretion of the Board of Education via a board resolution upon the recommendation of the Superintendent of Schools.

**EXCEPTIONS:** General categories exist which are excluded from the requirement for competitive bidding:

The purchase of goods or equipment costing less than \$20,000.

Public works projects costing less than \$35,000.

Special skills services, which include professional or unique services. This refers to services that require particular training and/or experience, consulting services, and such other services as have been previously determined by the Commissioner of Education and/or courts of competent jurisdiction not to require bidding.



Standardized items which the Board of Education, by resolution approved by an affirmative vote of three-fifths of its total authorized membership (not reducible by absences, abstentions or vacancies), is a need for standardization of identified items. Examples: buses and boilers.

Sole source goods or services that can be procured only from a single manufacturer, supplier or vendor.

Emergency procurement of goods and/or public work projects or services which are urgently required as a result of an accident or other unforeseen occurrence or condition whereby circumstances affecting School District buildings, property or life, health or safety or property of School District inhabitants/residents require immediate action which cannot await competitive bidding.

**EXCLUSIONS:** Purchases excluded from the bid process:

BOCES vendor contracts: Goods and services available from vendors that have, pursuant to public bidding as required by law, entered into Blanket Purchase Agreements with the Board of Cooperative Educational Services, requiring such vendors to provide goods and services to participating districts.

State of New York, Office of General Services contracts: Goods/services from vendors who have entered into contracts with the State of New York to supply, sell and service municipalities within the State of New York goods/services specified in such contracts at prices and in amounts provided by such contracts.

Suffolk County contracts: Goods from vendors who have entered into blanket purchase agreements with the County of Suffolk requiring such vendors to make available to all municipal agencies within the County of Suffolk, goods at prices and in amounts provided by such contracts provided such contracts are extended to school districts.

Suffolk County Public Contracts: Services from vendors who have entered into blanket agreements with the County of Suffolk requiring such vendors to make available to municipal agencies within the County of Suffolk, the services and prices provided by such contracts provided that such services are not subject to Article 8 or 9 of the New York State Labor Law and the contract has been extended to school districts.

**OTHER EXEMPTIONS:** Purchases from the following agencies of the State of New York are exempt from the requirements of this policy:

New York State Department of Correctional Services

New York State Institute of the Blind

New York State Industries for the Disabled

Revisions presented for

1<sup>st</sup> reading: 11/9/10

2<sup>nd</sup> reading & adoption: 12/14/10

**PORT JEFFERSON UNION FREE SCHOOL DISTRICT**

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**▶6240 ◀INVESTMENTS**

The Board of Education's investment policy shall apply to all monies and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

The primary objectives of the district's investment policy are, in priority order:

1. to conform with all applicable federal, state and other legal requirements;
2. to adequately safeguard principal and minimize risk;
3. to provide sufficient liquidity to meet all operating requirements; and
4. to obtain a reasonable rate of return.

The Board's responsibility for administration of the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and, other relevant information and regulate the activities of subordinate employees.

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that may impair public confidence in the district to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principle as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

In accordance with this policy, the District Treasurer, Assistant Business Administrator, and Assistant Superintendent for Business are authorized to invest and/or deposit all funds, including proceeds of obligations and reserve funds, in special time-deposit accounts, certificates of deposit, short-term government securities, repurchase agreements or other investment instruments permitted by law, subject to the investment regulations approved by the Board of Education.

To the extent feasible, investments and deposits shall be made in and through local or regional financial institutions. Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged.

This policy will be annually reviewed by the Board and may be amended from time to time in accordance with the provisions of [section 39 of the General Municipal Law](#).

\* [Section 39 of the General Municipal Law](#) requires Boards of Education to adopt a comprehensive investment policy which will set forth both the district's general operative policy as well as instruction to its administrators and staff regarding the investing, monitoring and reporting of the district's funds.

Ref:

[Education Law §§1604-a; 1709\(8\); 1723-a; 2131; 3651; 3652](#)

[Local Finance Law §165](#)

[General Municipal Law §§6-a; 6-j; 6-m; 6-n; 39](#)

Note: Prior policy, 3700, revised

Revision presented for:

1st reading: 11/18/08

2nd reading & adoption: 12/9/08

**PORT JEFFERSON UNION FREE SCHOOL DISTRICT**

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