

**BOARD OF EDUCATION
AGENDA
May 13, 2014
High School Auditorium**

- 6:00 p.m. Call to Order/Executive Session (HS Conference Room)
7:00 p.m. Budget Hearing (Auditorium)
7:30 p.m. General Session Business Meeting

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. STUDENT RECOGNITION

IV. MINUTES

The Board approves the minutes of the following meetings:

- Regular Meeting held April 8, 2014
- Work Session Meeting held April 22, 2014
- Special Meeting held April 23, 2013

V. PUBLIC COMMENT (*limited to 15 minutes - priority given to Agenda related items*)

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
 - Comptroller's Report – *Mr. Leister*
- C. Board President
- D. Committees
- E. Other

VII. BOARD CONSENT AGENDA

As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the May 13, 2014 consent agenda:

- A. Personnel - resolutions numbered 1-7
- B. Finance - resolutions numbered 1-7
- C. Facilities and Operations – resolution numbered 1
- D. Education - resolution numbered 1

VIII. OLD BUSINESS

1. Board Policy 4526, Computer Use in Instruction – accept for a second reading and adoption
2. iPad Initiative

The Board approves the expansion of the iPad Initiative pilot to include the following additional items:

(45)	iPads w/ Apple Care	\$20,610
(45)	Otter Defender Cases	\$ 2,250
	Apps	\$ 2,500
(3)	Repurposed Laptop Carts	\$ -0-

IX. NEW BUSINESS

1. Policy 4710 Grading Systems – delete present policy and accept replacement policy as presented for a first reading.
2. Policy 4760 Make-Up Opportunities – accept revisions as presented for a first reading.
3. Policy 4850 Animals in Schools (Dissection in the Science Classroom) – accept for a first reading and adoption.
4. Designation of Reorganization Meeting Date and July regular Business Meeting - designate July 1, 2014 as the date for the annual Reorganization Meeting and regular monthly business meeting of the Board of Education.

X. PUBLIC COMMENT

XI. ADJOURNMENT

CONSENT AGENDA

May 13, 2014

A. Personnel

1. Appointment – Summer 2014 Custodial/Grounds

The Board approves the following substitute custodial/grounds appointments for the summer 2014 at the rate of \$10.00 per hour, not to exceed 90 days of employment:

Erik Esposito (*pending fingerprint clearance by the NYSED*)
Kelsey Lyons
Bruce Tyler
Austin Kirkpatrick

2. Appointment – Teacher Substitutes

The Board approves the following substitute teacher appointments for the 2013-2014 school year:

Kimberly Castellano	Michelle Aponte
Bridget Fielder	Suzanne Kammerer
Tiffany McCabe	Jayne Ojeda-Murphy
Carolyn Stallard	Krystle Whiffen

3. Appointment – Custodial Substitutes

The Board approves the following substitute custodial appointment for the 2014-2015 school year:

Custodial Worker II Peter Colen

4. Change in Start Date

The Board approves the change in start date for Louis Ciccolella as a Custodial Worker I from April 23, 2014 to April 21, 2014.

5. Appointment – Substitute/Leave Replacement

The Board approves the appointment of Kristina Micalizzi as a teacher of Mathematics, on a substitute basis from on or about May 2, 2014 to on or about June 12, 2014; and, on a leave replacement basis, at Level MA Step 1, effective on or about June 13, 2014 to on or about June 30, 2014, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

6. Request for Extension of Leave

The Board approves the request of Christine Austen for a leave of absence for the 2014-2015 school year, as Library Media Specialist, in accordance with Article IX.F.3 of the negotiated agreement with the Port Jefferson Teachers Association.

7. Tenure

The Board grants tenure to the following individuals:

- Thomas Meehan – Elementary School Principal, effective July 19, 2014
- Christina Carlson – teacher of Special Education, effective September 1, 2014
- Arin Hampson – School Nurse, effective September 1, 2014
- Jessica Pastor – teacher of Music, effective September 1, 2014
- Kristen Poulos – teacher of Special Education, effective August 29, 2014
- Kristine Vaccaro – teacher of Special Education, effective September 1, 2014
- Melissa Zinger – teacher of special Education, effective September 1, 2014

B. Finance

1. Financial Reports

The Board approves the following financial reports:

- Claims Audit Report - Month of March
- Cash Flow Analysis - Month of March
- Fund Balance Projected
- New Budget Transfers

March Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	49, 52-55
School Lunch Fund	14-15
Federal Fund	19-21
Capital Fund	None
Trust & Agency	None
Payroll	20-21
Royal Fund	1-2
Scholarship Fund	None

- Trial Balance - July 2013 – March 2014
- Revenue Budget Status - July 2013-June 2014
- Appropriation Status Report - July 2013-June 2014
- Budget Transfers - Month of March

2. Scholarship Donation

The Board gratefully accepts the scholarship donation of \$1,000 from Suffolk Transportation Service, Inc., to be awarded to a graduating student(s) aspiring to continue to higher education.

3. Computer Donation

The Board gratefully accepts the donation of 83 Dell Computers from the CREATE program through The State Education Department to be used for instructional purposes.

4. Civil War Books Donation

The Board gratefully accepts the donation from the Port Jefferson Historical Society of 75 copies of the book titled "I Now Take Up My Pen...The Civil War Letters of William H. Platt and Jesse K. Platt.

5. Health Services Contracts

The Board approves the health services contracts with each of the following districts for children attending Our Lady of Wisdom School for the 2013-2014 school year:

Comsewogue UFSD	Longwood CSD
Middle Country CSD	Miller Place UFSD
Mount Sinai UFSD	Patchogue-Medford UFSD
Rocky Point UFSD	Shoreham-Wading River CSD
Three Village CSD	William Floyd UFSD

6. Transportation Contracts

The Board approves the extension of transportation contracts with Suffolk Transportation Service, Inc. for the 2014-2015 school year with a price increase based on the consumer price index issued by the New York State Education Department.

7. Multi-Year Service Agreement – Copier/Printers

The Board approves the Multi-Year Service Agreement with Eastern Suffolk BOCES for the lease of copiers/printers to be used throughout the district, effective upon execution by both parties and ending October 2018.

C. Facilities & Operations

1. Use of Herbicide

The Board authorizes the emergency use of the herbicide Roundup for the purpose of weed removal at the high school track site, between May 15, 2014 and August 30, 2014 when the track is not in use.

D. Education

1. Committees on Special Education

The Board approves the following recommendations of the Committees on Special Education:

Annual Review Meetings held March 10, 2014 - April 4, 2014

Preschool Special Education Annual Review Meetings held April 23, 2014–April 24, 2014

COMPUTER USE IN INSTRUCTION

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may either allow or prohibit certain kinds of online activity, or access to specific websites.

Regulations, to be developed by the Superintendent, in consultation with appropriate staff, will provide specific guidance on this, as well as rules governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a network systems administrator to oversee the use of district computer resources. This individual, in conjunction with the Technology Committee, will recommend in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

The Superintendent, working in conjunction with the designated purchasing agent for the district, the network systems administrator and the committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Presented for:

1st reading – 4/22/14

2nd reading & adoption – 5/13/14

GRADING SYSTEMS

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

It is to be recognized that a student is an individual with his/her own abilities and capabilities. Grading shall be based upon student performance, achievement, and participation in classroom discussions and activities. Regular reports will be provided to parents indicating student progress. The elementary school grading system shall be based on the grade specific report cards.

For the purposes of grade reporting, the Port Jefferson Middle School and the Earl L. Vandermeulen High School shall use a uniform grading system based on numerical grades. Classroom teachers shall evaluate students and assign grades according to the system. Students can earn a minimum grade of 55 for reporting quarters one, two, and three and a minimum of 40 for quarter four. For semester courses, the minimum grade shall be 55. Certain courses shall utilize a grading system of Pass/Fail as deemed appropriate by the administrator.

Teachers (grades 6-12) shall provide students, parents, and the Building Principal with a written explanation of the grading system and grading procedures they use. This information shall be distributed within the first 5 days of schools and distributed at Back-to-School Night. It is expected that teachers will provide explanation of grades upon parental inquiry.

Grading shall not be used for disciplinary purposes, i.e., inappropriate behavior, although a lower grade can be given for failure to complete assigned work or for lack of class participation. However, a student's misconduct that is directly related to his/her academic performance (e.g., plagiarism, cheating on a test, avoiding an exam to secure more time to study), may be reflected in the student's grade.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. No distinction may be made between excused and unexcused absences for makeup work purposes. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. With the possible exception of absences intended by the student as a means of gaining an unfair academic advantage (e.g., to secure more time to study for a test), a reasonable effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class (see 4760, Makeup Opportunities).

The professional judgment of the teacher shall be respected. Once a grade is assigned to a student by a teacher, the grade may only be changed by the building principal after notification to the teacher of the reason for such change. Should a principal enforce a grade change, he/she shall prepare a report to the Superintendent of Schools.

Ref: Education Law §§3202; 3205 et seq
Matter of Hegarty, 31 EDR 232 (1992)
Matter of Handicapped Child, 32 EDR 83 (1992)
Matter of Augustine, 30 EDR 13 (1990)
Matter of Burns, 29 EDR 103 (1989)
Matter of Dickershaid, 26 EDR 112 (1986)
Matter of Gibbons, 22 EDR 134 (1982)

Matter of Nathaniel D., 32 EDR 67 (1992)
Matter of Shepard, 31 EDR 315 (1992)
Matter of Ackert, 30 EDR 31 (1990)
Matter of Boylan, 24 EDR 421 (1985)
Matter of Chipman, 10 EDR 224 (1971)
Matter of Fitchett-Delk, 25 EDR 178 (1985)

Presented for:
 1st reading – 5/13/14

GRADING SYSTEMS

~~The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades. Grading is considered a positive tool to indicate achievement and development in each class or subject area in which a student is enrolled.~~

~~The district will utilize a uniform grading system. Classroom teachers will evaluate students and assign grades according to the established system.~~

~~It is to be recognized that a student is an individual with his/her own abilities and capabilities. It is also recognized that an individual is part of a society which is achievement-oriented and competitive in nature. Hence, when a student's achievement is evaluated, attention should be given to his/her unique characteristics and to accepted standards of performance in the educational setting.~~

~~All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. With the possible exception of absences intended by the student as a means of gaining an unfair academic advantage (e.g., to secure more time to study for a test), a reasonable effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class (see 4760, Makeup Opportunities).~~

~~The following guidelines will be observed:~~

- ~~1. Students and their parents will be provided with information regarding classroom attendance/participation and course credit policies upon their admission to school and at the beginning of the school year.~~
- ~~2. Teachers must provide the Building Principal, students, and parents with a written explanation of the grading procedures they intend to use prior to or during the first week of a course. In addition, if project and assignment timeliness are integral to the grade, their relationship to the grade must be described in the procedures.~~
- ~~3. Grading systems used by teachers must permit students who demonstrate improved academic performance to acquire the highest possible grade using the mathematical conventions accepted by the professional staff in each building and set forth in district policies.~~
- ~~4. Parents are to be informed regularly, at least eight (8) times a year (including interim reports), of their child's progress. The use of marks and symbols will be appropriately explained to parents and students.~~
- ~~5. Grading will not be used to reflect the social behavior of a student in a classroom or for disciplinary purposes, i.e., giving lower grades for unexcused absences or tardiness, as~~

~~opposed to giving lower grades for failure to complete assigned work or for lack of class participation. However, a student's misconduct that is directly related to his/her academic performance (e.g., plagiarism, cheating on a test, avoiding an exam to secure more time to study), may be reflected in the student's grade. This does not nullify the student's responsibility to comply with the district's attendance policies and procedures and to demonstrate acceptable social behavior as outlined in district student conduct policies.~~

- ~~6. Grading will be based, in part, upon student improvement, assessment, achievement, and attendance/participation activities. For the purposes of this policy:~~
- ~~A. Classroom attendance/participation is defined as being present to interact spontaneously in the learning process, as a member of the class, interacting with the teacher and fellow students through inquiry, dialogue, debate, and response to curriculum presented by the teacher or fellow classmates.~~
- ~~B. Assessment and examination is defined as such classroom activities as oral presentations of book reports, presentations of assigned speeches, group or individual projects executed in class, laboratory assignments (science, language, mathematics, etc), and technology and art projects completed in class. These constitute forms of alternative assessment and, as other assessment processes (teacher made tests, standardized tests and state examinations) bear full consideration for establishing the student's grade.~~
- ~~7. A grade for classroom attendance/participation will account for 33% of the student's overall grade in each class. Such grade may not, however, in and of itself, be the determining factor in a pass or fail grade. That is, if alternative assessment, testing and examination grades constitute a passing grade average, attendance/participation may lower the final average to the lowest possible passing grade but may not lower the final grade average below the lowest passing grade. Moreover, common criteria must be used to determine such grade. Classroom work missed due to absences from class and the failure to make up the work missed will be factored into the attendance/participation grade in accordance with subdivision 9 of this policy. In consultation with Building Principals, teachers will develop procedures for the make up of work missed due to any absences from class.~~

~~If cause exists for variation from this standard, then teachers must inform the principal and parents as stated in two (2) above.~~

- ~~8. Absences due to attendance at school sponsored functions or programs that are directly related to the class work missed as a result of such absence shall not be counted as an absence for purposes of this policy.~~

9. ~~The parent(s) or guardian(s) shall be regularly notified when a student misses class work due to 8 absences or more (see Class Attendance Procedure for high school). Parent(s) or guardian(s) will be notified by letter when such absences result in a classroom attendance/participation grade becomes responsible for a significant reduction in the quarterly grade. A copy of the letter shall also be sent to the student's guidance counselor and the Building Principal. Communication with parent(s) or guardian(s) regarding a student's performance in classroom work and activities is generally encouraged.~~
10. ~~Homework or out of class projects which are completed or submitted late must be assigned a grade appropriate for the quality of the work; however, teachers may reduce the earned grade by a predetermined percentage or number of points for each day the work is late. Incomplete homework or projects may be graded as failing or zero after ten school days (during which time the student is not absent) or at the end of the grading period.~~
11. ~~Teachers shall be responsible for explaining and justifying grades upon parental inquiry.~~

~~Once a grade is assigned to a student by a teacher, the grade may only be changed by the school principal after notification to the teacher of the reason for such change. Should an administrator enforce a grade change, he/she shall be prepared to report to the Superintendent of Schools and/or the Board.~~

Cross-ref: 4712, Student Progress Reports to Parents
 5100, Student Attendance
 5160, Student Absences and Excuses
 5311, Student Rights and Responsibilities
 5310-R, Prohibited Conduct

Ref: ~~Education Law §§3202; 3205 et seq.~~
Matter of Aekert, 30 EDR 31 (1990)
Matter of Augustine, 30 EDR 13 (1990)
Matter of Boylan, 24 EDR 421 (1985)
Matter of Burns, 29 EDR 103 (1989)
Matter of Chipman, 10 EDR 224 (1971)
Matter of Dickershaid, 26 EDR 112 (1986)
Matter of Fitchett-Dell, 25 EDR 178 (1985)
Matter of Gibbons, 22 EDR 134 (1982)
Matter of LaViolette, 24 EDR 37 (1984)
Matter of MacWhinnie, 20 EDR 145 (1980)
Matter of McChurlin, 28 EDR 136 (1988) —
Matter of Reid, 65 Misc 2d 718 (1971)
Matter of Rivers, 27 EDR 73 (1987)
Matter of Shamon, 22 EDR 428 (1983)

Note: ~~Prior policy, "Grading Procedures", revised~~

MAKEUP OPPORTUNITIES

Students who are absent shall be given reasonable time to make up assignments missed during their absence. ~~When necessary and applicable, assignments may be sent home and teachers shall be available to render necessary assistance. Students whose misconduct is directly related to the student's academic performance (e.g., plagiarism) may be denied the opportunity to make up work.~~ It is the student's responsibility to request all makeup assignments from subject teachers following absence from class. The student must request assignments ~~early enough to allow adequate time for completion prior to the end of the marking quarter.~~ *within a reasonable time frame from the date of return to class.*

No distinction may be made between excused and unexcused absences for makeup work purposes. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. With the possible exception of absences intended by the student as a means of gaining an unfair academic advantage (e.g., to secure more time to study for a test), a reasonable effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

~~In grades 9, 10 and 11 if a student fails English, social studies or physical education, and does not successfully complete a makeup in a duly authorized summer school, the student must retake the same course again the following year. Students will not be permitted to double up until the senior year in order to make up failed courses.~~

Ref: *Matter of Augustine*, 30 EDR 13 (1990)
 Matter of Shannon, 26 EDR 218 (1986)
 Matter of Falcigno, 22 EDR 599 (1983)

Note: Policy added

Revisions presented for:
1st reading – 5/13/14

ANIMALS IN THE SCHOOLS
(Dissection in the Science Classroom)

The Board of Education recognizes that the study of living things is essential to effective instruction in the life sciences. The primary goals for demonstrations and investigations involving animals are to achieve an interest in and an understanding of the life processes, to demonstrate biological principles, and to teach proper care and handling of animals. Therefore, the Board requires that any such instructional activities, investigations, and projects be well-planned and adequately supervised, and be conducted with a respect for life and an appreciation of the health and safety of both animals and students.

The Board also recognizes that some students have a moral or religious objection to dissection or otherwise harming or destroying animals. In accordance with state law, students shall have the right to opt out of dissection activities, provided that the student performs an alternative project approved by the student's teacher. The objection must be substantiated in writing by the student's parent or guardian.

The Board also recognizes that some students have a moral or religious objection to dissection or otherwise harming or destroying animals. In accordance with state law, students shall have the right to opt out of dissection activities, provided that the student performs an alternative project approved by the student's teacher. The objection must be substantiated in writing by the student's parent or guardian. Notice of the student's opt-out rights and responsibilities under the law and this policy will be communicated through the student handbook as follows: *Students enrolled in classes which include animal dissection have the right to opt out of the animal dissection on moral or religious grounds. In order to do so, a parent/guardian must substantiate the objection in writing to the Building Principal and teacher, and the student must complete an alternate project approved by the teacher.*

Ref: Education Law §809(4)
Responsible Use of Live Animals and Dissection in the Science Classroom, National Science Teachers Association Position Statement, revised March 2008
(www.nsta.org/about/positions/animals.aspx)

Presented for:
1st reading & adoption – 5/13/14