

April 8, 2014

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on April 8, 2014 at Edna Louise Spear Elementary School. Present at the 5:37 p.m. call to order by President Kathleen Brennan, were Vice-President James Laffey, Board Members, Ellen Boehm, Adam DeWitt, Mark Doyle, Robert Ramus and Vincent Ruggiero, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley.

Motion was made by Mrs. Boehm, seconded by Mr. DeWitt and carried 7-0 that the Board enter executive session to discuss personnel matters. In attendance were Debra Ferry, Thomas Meehan, Michael Caravello, Lisa Scheffer, Matthew Murphy, Antonio Santana and Maureen Hull.

At 7:35 p.m., the Board reentered general session in the large group room.

#### RECOGNITION

Grade 5 LISFA and Division 1 Grades 5/6 SCMEA music students were recognized.

#### MINUTES

Motion was made by Mr. Ruggiero, seconded by Mrs. Boehm and carried 7-0 that the Board approve the minutes of the following meeting:

Regular Meeting held March 11, 2014

#### PUBLIC COMMENT

Mrs. Brennan opened the public comment portion of the meeting.

A.Lustig – Budget Advisory Committee, Gap Elimination Adjustment, LIPA

#### REPORTS

Student Representative, Michael Laffey, reported on student-athlete achievements, school events and activities.

The report from the Superintendent included:

- Washington Post High School Ranking
- Upcoming New York Finest presentation
- Opting out of NYS Assessments
- 2014-2015 budget presentation by Sean Leister, Assistant Superintendent for Business

The report from the Board President included:

- High School Musical
- Elementary School Science Fair
- Anti-bullying production
- Rally to re-power Port Jefferson

Committee Reports:

Dr. Doyle – BAC/Finance

Mr. Laffey – Facilities

Mr. Ramus – Audit

Mr. Ramus – Policy Mr. Ruggiero - Curriculum

The District Clerk left the meeting at 8:48 p.m. to close the public library budget vote.

Mr. Leister acted as Clerk pro tem.

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BOARD CONSENT AGENDA

Motion was made by Mr. Ruggiero, seconded by Dr. Doyle, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-7 on the April 8, 2014 consent agenda.

Motion was made by Mr. Laffey, seconded by Mr. DeWitt, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-8 on the April 8, 2014 consent agenda.

Motion was made by Mr. Laffey, seconded by Mr. Ruggiero, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Facilities & Operations resolution numbered 1 on the April 8, 2014 consent agenda

Motion was made by Mr. Ramus, seconded by Dr. Doyle, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Education resolution numbered 1 on the April 8, 2014 consent agenda.

OLD BUSINESS

Board Policy -

Motion was made by Mr. Ramus, seconded by Mrs. Boehm and carried 7-0 that the following policies be accepted for a second reading and adoption:

Policy 6100 Annual Budget

Policy 6110 Budget Planning

NEW BUSINESS

Board Policy -

Motion was made by Mr. Ramus, seconded by Mrs. Boehm and carried 7-0 that the following policies be accepted for a first reading and adoption:

Policy 4321.8 Impartial Hearing Officers Appointment and Compensation

Policy 4321.3 Allocation of Space for Special Education Programs

Designation of Special Meeting -

Eastern Suffolk BOCES has requested that component districts meet on April 23, 2014 for the purpose of voting on the Eastern Suffolk BOCES Budget and Board Trustees. Motion was made

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by Mr. DeWitt, seconded by Mrs. Boehm that the Board designate April 23, 2014 as a special meeting for the purpose of voting on the BOCES Budget and Board Trustees. The meeting will take place at 3:15 p.m. at the District Office. Mrs. Boehm, Mr. Laffey, Mrs. Brennan and Mr. DeWitt confirmed their availability to attend.

#### PUBLIC COMMENT

Mrs. Brennan announced the second public comment portion of the meeting.

A.Lustig – State technology referendum, students in AP classes

#### ADJOURNMENT

At 9:13 p.m., motion was made by Mr. Ruggiero, seconded by Mr. Ramus and carried 7-0 to enter executive session to discuss matters related to personnel and negotiations. The Board was joined by School District Attorney Neil Block.

At 11:40 p.m., the Board reentered general session. Motion was made by Dr. Doyle seconded by Mr. Ramus and carried 7-0 to adjourn.

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**CONSENT AGENDA**

**4/8/14**

**A. Personnel**

1. Request for Leave – Guidance Counselor

The Board grants the request of Kerri Neligon, Guidance Counselor, for a leave of absence from on or about April 30, 2014 until on or about January 31, 2015, in accordance with Board Policy 9520.2 Family and Medical Leave and Article IX.B.9 of the negotiated agreement with the Port Jefferson Teachers Association.

2. Request for Leave – Teacher

The Board grants the request of Winifred Kuemmel, teacher of Mathematics, for a leave of absence from on or about May 16, 2014 until on or about January 31, 2015, in accordance with Board Policy 9520.2 Family and Medical Leave and Article IX.B.9 of the negotiated agreement with the Port Jefferson Teachers Association.

3. Appointment – Substitute/Leave Replacement

The Board approves the appointment of Emily Somberg (for Kerri Neligon) as a Guidance Counselor, on a substitute basis on or about April 30, 2014 to on or about June 11, 2014; and, on a leave replacement basis, at Level MA Step 1, effective on or about June 12, 2014 to on or about June 30, 2014, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

4. Appointment – Substitutes

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

Teacher	Kristina Micalizzo
Teacher	Michael Crisci

5. Appointment – Custodial Worker I

The Board approves the appointment of Louis Ciccolella as Custodial Worker I, on a probationary basis effective April 23, 2014, in accordance with Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Custodial Workers Unit at a base salary of \$27,400.

6. Appointment – Part-time Guard

The Board approves the appointment of Lachone Jackson as a Guard on a part-time basis, effective April 9, 2014 through the remainder of the 2013-2014 school year, at the rate of \$20 per hour, 17.5 hours per week, pending fingerprint

clearance from the New York State Education Department and a security guard license from the New York State Division of Licensing Services.

7. Resignation

The Board accepts the letter of resignation from Rene Sowers as a leave replacement Teaching Assistant, substitute Teaching Assistant, and substitute Clerical, effective March 24, 2014.

**B. Finance**

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of February

Cash Flow Analysis - Month of February

Fund Balance Projected

New Budget Transfers

February Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	43, 44, 46-48, 50
School Lunch Fund	10-12
Federal Fund	18
Capital Fund	5
Trust & Agency	None
Payroll	18-19
Royal Fund	None
Scholarship Fund	None

Trial Balance - July 2013 – February 2014

Revenue Budget Status - July 2013-June 2014

Appropriation Status Report - July 2013-June 2014

Budget Transfers - Month of February

2. Health Services Contracts

The Board approves the contracts for health services for the 2013-2014 school year from:

Hauppauge UFSD	Nassau BOCES	West Islip Public Schools
Smithtown CSD	South Huntington UFSD	

3. ASEP Agreements

The Board of Education approves the agreements between the District and the following approved special education providers, in accordance with New York

State Flow through Law; and further, the Board authorizes the Board President to execute said agreements:

- Anderson Center for Autism
- Alternatives for Children
- Building Blocks Developmental Pre-School
- Mary Haven Center of Hope
- New York Therapy Placement Services
- NYSARC, Inc.
- New Interdisciplinary School
- Suffolk County Department of Health
- Summit School

4. Joint Municipal Bidding Program

The Board adopts the attached resolution approving participation in the Joint Municipal Bidding Program with Eastern Suffolk BOCES for the 2014-2015 school year.

5. Transfer of Reserves

The Board approves the following resolution:

WHEREAS, by action of the Board of Education, the Port Jefferson Union Free School District has previously established certain reserves having the following balances as of the fiscal year ending June 30, 2013:

<i>Reserves</i>	<i>Fiscal Year Ending 6/30/13</i>
Workers' Compensation	1,530,711
Unemployment	1,342,002
Compensated Absences	2,228,730
Employees' Retirement	1,971,976
Debt Service	2,802,040
Deferred Revenue	1,018,501
<b><i>Total Reserves</i></b>	<b>10,893,960</b>

And, WHEREAS, the Port Jefferson Board of Education wishes to utilize and or contribute additional funds where appropriate,

NOW BE IT RESOLVED that the Port Jefferson Board of Education hereby authorizes transfers of 2013-14 fund balance to any of the properly established reserves not exceed:

<i>Reserves</i>	<i>Transfers Not to Exceed</i>
Workers' Compensation	0
Unemployment	0
Compensated Absences	500,000
Employees' Retirement	500,000
Deferred Revenue	0
<b>Total Reserves</b>	<b>1,000,000</b>

#### 6. Approval of Services

The Board approves the services of Jason Crockett as piano accompanist for the 2014 spring season at the rate of \$80.00 per hour not to exceed 5 hours.

#### 7. Vote Officials

The Board adopts the following resolution designating the Chairperson, Acting Clerk, Chief Election Inspector and Inspectors of Election for the May 20, 2014 Annual Vote and Election; and further, that the compensation for said officials be at the rate of \$10.00 per hour.

RESOLVED by the Board of Education of Port Jefferson Union Free School District, in the County of Suffolk, New York:

*Section 1.* Pursuant to the provisions of the Education Law, Mabel Ackerman, a qualified voter of the Port Jefferson Union Free School District, in the County of Suffolk, New York (the "District"), is hereby appointed to act as the Chairperson of the Annual Vote/Election to be held in the District on May 20, 2014, and the District Clerk is hereby authorized and directed to give written notice of the appointment of such qualified voter so appointed by this Board of Education.

*Section 2.* Pursuant to the provisions of the Education Law, Mabel Ackerman, a qualified voter of the District, is hereby appointed to act as the Acting Clerk at said Vote/Election, in the absence of the District Clerk.

*Section 3.* Each of the following qualified voters of the District are hereby appointed to act as Inspectors of Election, including one such qualified voter appointed as Chief Election Inspector, at said Vote/Election and shall perform such duties and take such action as prescribed by the Education Law:

Isabelle Nalbantian	Lesley Chesley	Samantha Free	Mary Moore
Helen Kristich	Monica B. Williams	Monica C. Williams	
Caroline Ennis	Margaret Smith	Elaine Freda	
Stephanie Free	Eileen Coen	Peggy Battaglia	
Thomas Kristich	Beatrice Klein	Debra Frank	

*Section 4.* The District Clerk is hereby authorized and directed to give written notice of appointment to each of the persons hereinabove appointed to the respective offices, and to notify this Board of Education forthwith if any of such persons refuse to accept such appointment or fail to serve, in which case this Board of Education is to take such

further action as may be authorized in such circumstances pursuant to the Education Law. In the event that this Board of Education is unable to hold a meeting to appoint a qualified voter of said District to fill a vacancy caused by the refusal of any person herein designated to accept his/her appointment or the failure of such person to serve, the District Clerk is hereby authorized to appoint a qualified voter of this District to fill such vacancy.

*Section 5.* The Inspectors of Election are hereby directed to announce the results of the ballot to the Chairperson of the Vote/Election. The Chairperson is directed to declare such results and the District Clerk is directed to record such results.

*Section 6.* This resolution will take place immediately.

8. Adoption of 2014-2015 Budget

The Board approves the proposed budget for the 2014-2015 school year in the amount of \$40,326,848; and further, the Board of Education approves the attached Property Tax Report Card to be published in the local newspaper, appended to the proposed budget, and submitted to the State Education Department.

**C. Facilities & Operations**

1. Energy Audit

The Board approves the following resolution:

WHEREAS, the Board of Education requested proposals from energy performance contractors for the “District Wide Implementation of Energy Conservation Measures on a Performance Contracting Basis Project” (the “Project”) on February 3, 2014; and

WHEREAS, the Board of Education received proposals for this Project on March 4, 2014; and

WHEREAS, the School District Administrators and the School District’s Architect, John A. Grillo Architects, P.C. (“JAG”) reviewed and evaluated the proposals submitted by the energy performance contracting firms in connection with the Project; and

WHEREAS, based upon said review and evaluation of the proposals, the School District Administrators and JAG recommend that the Board of Education authorize Schneider Electric to conduct a Comprehensive Energy Audit in accordance with the request for proposals issued by the School District at no cost to the School District; and

WHEREAS, based upon said recommendation, the Board of Education has determined that it is in the best interest of the School District to appoint Schneider

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Electric as its energy performance contractor for the purpose of conducting a Comprehensive Energy Audit.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby appoints Schneider Electric as the School District's Energy Performance Contractor for the purpose of conducting a Comprehensive Energy Audit at Schneider Electric's sole cost and expense for the purpose of determining the feasibility of entering into an Energy Performance Contract with the School District.

**D. Education**

1. CSE Recommendations

The Board accepts the recommendations of the Committees on Special Education for the period March 13, 2014 to March 18, 2014; and Annual Review for the period February 7, 2014 to March 7, 2014.

A work session meeting of the Port Jefferson School District Board of Education was held on April 22, 2014 at Edna Louise Spear Elementary School. Present at the 6:03 p.m. call to order by President Kathleen Brennan were Vice-President James Laffey, Board Members Ellen Boehm, Adam DeWitt, Mark Doyle, Robert Ramus and Vincent Ruggiero, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley.

Motion was made by Mrs. Boehm, seconded by Dr. Doyle and carried 7-0 that the Board enter executive session to discuss legal and personnel matters.

At 7:20 p.m., the Board reentered general session.

The District Clerk was recognized in honor of Assistant's Day.

## REPORTS

Executive Director for Curriculum and Instruction, Maureen Hull, reported on notification from the State Education Department that the Port Jefferson Middle School has been selected for a Title I Reward School Grant for the 2014-2015 school year.

Assistant Principal PreK-12 Christine Austen with members of the Technology Committee's iPad Initiative sub-committee, presented as follows:

- how the iPads are being utilized in classrooms
- how iPads are changing instruction
- staff development opportunities
- how to use QR codes

The recommendation of the sub-committee is to expand the iPad pilot by purchasing an additional iPad cart for the elementary building at a projected cost of \$17,740, and to continue the provision of staff development opportunities. Discussion ensued regarding further expansion by adding 45 iPads to the proposed recommendation allowing for 3 carts total at the elementary school. The Board consensus was in support of the additions. Dr. Bossert will report to the Board in the weekly update the exact cost and the item will be placed on the May agenda.

## OTHER BUSINESS

Motion was made by Mr. Ruggiero, seconded by Mrs. Boehm and carried 7-0 that, as recommended by the Superintendent of Schools, the Board approve resolutions numbered 1-3 under the Other Business section of the April 22, 2014 Work Session Agenda:

1. Tenure – Teaching Assistants
  - a. The Board grants tenure to Michelle Lautato as a Teaching Assistant effective May 1, 2014.
  - b. The Board grants tenure to Mary Jo Zimmerman as a Teaching Assistant effective April 25, 2014.

2. Board Policy

The Board accepts for a first reading Board Policy 4526, Computer Use in Instruction.

3. Memorandum of Agreement – Port Jefferson Teachers Association

The Board hereby approves and ratifies a certain Memorandum of Agreement dated March 25, 2014 between the negotiating representatives of the Port Jefferson Teachers Association and the negotiating representatives of the Port Jefferson Union Free School District; and further, the Board authorizes the President of the Board of Education and Superintendent of Schools to prepare and execute a new collective bargaining agreement incorporating the terms of said Memorandum of Agreement.

Mrs. Brennan expressed thanks, on behalf of the Board, to the Port Jefferson Teachers Association for the amicable negotiations process and outcome.

Mrs. Brennan opened a public comment. There were no comments.

ADJOURNMENT

At 8:50 p.m., motion was made by Mr. DeWitt, seconded by Mr. Ramus and carried 7-0 to adjourn.

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April 23, 2014

A special meeting of the Board of Education of Port Jefferson School District was held on April 23, 2014 at the District Office. Present at the 4:48 p.m. call to order by President Kathleen Brennan, were Vice-President James Laffey, and Board Members Ellen Boehm and Adam DeWitt, and District Clerk Janice Baisley. Absent were Board Members Mark Doyle, Robert Ramus and Vincent Ruggiero.

Motion was made by Mrs. Boehm, seconded by Mr. DeWitt and carried 4-0 that the Board approve the 2014-2015 Administrative Budget of the Eastern Suffolk Board of Cooperative Educational Services.

Five vacancies are to be filled on the BOCES Board; the following five candidates appear on the ballot:

Walter Denzler (Three Village SD) I  
Susan Lipman (West Islip SD) I  
Anne Mackesey (Sag Harbor SD) I  
William Miller (Longwood SD) I  
Catherine Romano (Islip SD)

Motion was made by Mr. Laffey, seconded by Mrs. Boehm and carried 4-0 that the Board cast its votes for all five candidates.

At 4:49 p.m., motion was made by Mrs. Brennan, seconded by Mrs. Boehm and carried 4-0 to adjourn.

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