

**BOARD OF EDUCATION
AGENDA
May 10, 2016
High School Auditorium**

6:00 p.m. Call to Order/Executive Session (HS Conference Room)

7:00 p.m. Budget Hearing (HS Auditorium)

7:30 p.m. General Session Business Meeting

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. ROLL CALL OF BOARD MEMBERS
- III. RECOGNITION
- IV. MINUTES
The Board approves the minutes of the following meetings:
 - Special Meeting held April 5, 2016
 - Regular Meeting held April 12, 2016
 - Special Meeting held April 19, 2016
- V. PUBLIC COMMENT (limited to 15 minutes - priority given to Agenda related items)
- VI. REPORTS
 - A. Student Representative
 - B. Superintendent of Schools
 - 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 10, 2016 consent agenda:
 - A. Personnel - resolutions numbered 1- 17
 - B. Finance - resolutions numbered 1- 4
 - C. Facilities and Operations – resolution numbered 1- 2
 - D. Education - resolutions numbered 1-2
- VIII. OLD BUSINESS
- IX. NEW BUSINESS
 - A. Policies
 - 1. 1230, Public Participation at Board Meetings – presented for a first reading
 - 2. 6900, Disposal of District Property – presented for a first reading
 - 3. 8112, Health and Safety Committee – presented for a first reading
- X. PUBLIC COMMENT
- XI. ADJOURNMENT

A. Personnel

1. Appointment – Substitutes

The Board approves the following substitute appointments for the 2015-2016 school year:

Custodial Worker II	Gene Holland
Teacher Aide	Georgia Poulianos

2. Appointment – Substitutes

The Board approves the following substitute appointments for the 2016-2017 school year:

Custodial Worker II	Gene Holland
	Peter Colen

3. Appointment – Summer Custodial/Grounds

The Board approves the following substitute custodial/grounds appointment for the summer 2016, at the rate of \$13.50 per hour, not to exceed 90 days of employment:

Erik Esposito
Zachary Keck
Kelsey Lyons
Bryan Morris
Patrick Rubenbauer, contingent upon fingerprint clearance by the NYSED

4. Appointment – P/T Guard

The Board approves the appointment of Patrick McCormick as a part-time Guard, for the 2015-2016 school year, contingent upon fingerprint clearance by the New York State Education Department, at the rate of \$21.25 per hour.

5. Appointment - .4 FTE Psychologist

The Board approves the appointment of Laura Ametrano, as a .4 FTE School Psychologist, effective May 11, 2016, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

6. Leave Replacement Appointment – LOTE Teacher

The Board approves the appointment of Thea Panebianco, as a .6 FTE LOTE teacher (Spanish), on a substitute basis from on or about May 2, 2016 to on or about June 13, 2016; and on a leave replacement basis (for Celiana Gandolfo) from on or about June 14, 2016 until on or about June 24, 2016, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

7. Resignation – Science Teacher

The Board accepts the resignation of Michael Alvarez as a teacher of Science, effective June 30, 2016.

8. Resignation – Custodial Worker I

The Board accepts the resignation of Jose Lopez-Diaz as a Custodial Worker I, effective April 15, 2016.

9. Resignation – Teaching Assistant

The Board accepts the resignation of Elizabeth Cavanagh as a Teaching Assistant, effective May 2, 2016.

10. Appointment – Teaching Assistant

The Board approves the appointment of Amy Stumpf as a Teaching Assistant, on a probationary basis, effective May 3, 2016, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

11. Request for Leave – Leave Replacement Reading Teacher

The Board approves the request of Kristine Porretta, leave replacement Reading Teacher, for a leave of absence from on or about June 10, 2016 until June 24, 2016, in accordance with Board Policy 9520.2 Family and Medical Leave and Article IX.B.9 and IX.F. of the negotiated agreement with the Port Jefferson Teachers Association.

12. Increase in Compensation – Substitute Employees

The Board approves the increase in compensation for substitute employees as follows, effective May 16, 2016:

Clerical	\$11.50 per hour
Custodial Worker I	\$11.50 per hour
Custodial Worker II	\$13.50 per hour
Summer Custodial Worker I	\$11.50 per hour
Summer Custodial Worker I	\$13.50 per hour (2 nd year or more)
Long Term Substitute Custodial Worker I	\$125.00 per day
Teacher Aides	\$11.50 per hour
Teaching Assistants	\$13.00 per hour

13. Extra Class Assignment

The Board approves the following extra class assignment for the 2015-2016 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Nicole Pennino-Costa - .4 FTE HS Italian 2 & Italian 3, effective April 25, 2016 (daily)

14. Employment Agreement – Confidential Secretary to the Superintendent

The Board approves the Employment Agreement dated May 10, 2016 between the Board of Education of Port Jefferson UFSD and Janice Baisley, Confidential Secretary to the Superintendent.

15. Amendment to Employment Agreement – Consultant/Mentor

The Board approves the amendment to the employment agreement, dated May 10, 2016 between the Board of Education of Port Jefferson UFSD and Edward Cinelli.

16. Tenure – Teacher of Science

The Board grants tenure to Gregory Gorniok, as a teacher of Science, effective September 3, 2016.

17. Tenure – Teaching Assistants

The Board grants tenure to the following Teaching Assistants:

Gerri Marie Raso – Teaching Assistant, effective September 3, 2016

Sonia Pinero – Teaching Assistant, effective October 8, 2016

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 Projection

New Budget Transfers

March Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	48-50, 52-53
School Lunch Fund	9-11
Federal Fund	10-12
Capital Fund	5, 7
Trust & Agency	8
Payroll	20-21
Royal Fund	No Warrants
Scholarship Fund	No Warrants

Trial Balance - July 2015 – March 31, 2016

Revenue Budget Status - July 2015-June 2016

Appropriation Status Report - July 2015-June 2016

Budget Transfers - Month of March

2. Special Services Contracts

That the Board of Education approves the Special Education Service Contracts with each of the following districts for parentally-placed out of district students receiving special education services; and further authorizes the Board President to execute said agreements.

Comsewogue CSD
Longwood CSD
Mount Sinai UFSD
Rock Point UFSD
Smithtown CSD

3. Award of Bid – HS Elevator

The Board of Education awards the Capital Improvement Project, High School Elevator, to the lowest responsible bidder; ACL Construction Corp.

4. SEQUA – Carbon Monoxide Detectors

The Board approves the following resolution:

WHEREAS, the Board of Education of the Port Jefferson UFSD is the lead agency under the State Environmental Quality Review Process for the purpose of required determinations respecting the proposed Capital Improvement Projects as follows:

CARBON MONOXIDE DETECTION @ PORT JEFFERSON U.F.S.D.
EARL L VANDERMEULEN HIGH SCHOOL SED #58-02-06-02-0-001-018
EDNA LOUISE SPEAR ELEMENTARY SCHOOL SED #58-02-06-02-0-002-018

WHEREAS, in 1995, amendments were made to the SEQRA Regulation (Part 617) to classify projects, which will be excluded from the requirements for the preparation of an Environmental Impact Statement (Type II Actions). The projects mentioned above are now classified as Type II Actions as determined by 6NYCRR§617.5 and

WHEREAS, these projects fall under the following categories:

- A. Maintenance or repair involving no substantial changes in an existing structure of facility;
- B. Replacement, Rehabilitation or Reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in Section 617.4 of this Part;

THEREFORE, as the lead agency for the SEQRA determination, all the above referenced projects fall under Categories "A" or "B" above. The procedure for Type II Actions, with regard to the SEQRA Process for Capital Projects noted above is ""No Additional Required Action under 6NYCRR§617.5(a).

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 and tennis courts site between May 15, 2016 and August 30, 2016, when the track is not in use.

2. Surplus Property

The Board declares the High Jump Pads at Earl L. Vandermeulen High School as surplus property; and, authorizes the Assistant Superintendent for Business to dispose of same in the best interest of the district.

D. Education

1. Committees on Special Education

The Board approves the following recommendations of the Committees on Special Education: March 29, 31, April 1, 4, 5, 7, 8, 11, 12, 13, 14, 19 and 21, 2016

2. 4220 Educational Initiative Plan – Foundations

The Board approves the 4220 Educational Initiative Plan for the Foundations® phonics program, as a supplement to the core literacy program, for Edna Louise Spear Elementary School.

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board of Education encourages public participation on school related matters at Board meetings, as outlined in this policy. To allow for public participation, a period not to exceed 15 minutes shall be set aside during the first part of each Board meeting for public comment, with priority given to comments on items on the meeting's agenda. A second 15 minute time period will be set aside at the end of each Board meeting for public comment on matters pertaining to the district but not on the agenda. These periods may be extended by a majority vote of the Board.

Persons wishing to address the Board shall advise the District Clerk prior to the scheduled starting time of the meeting. The request shall be made in writing on a form provided by the district and shall include the name of the speaker, the address, telephone number, name of organization represented (if any), and a brief description of the topic to be addressed. Any group or organization wishing to address the Board must identify a single spokesperson. The Board may, at their discretion, allow faculty/staff members to speak during public participation.

Presentation should be as brief as possible. No speaker will be permitted to speak for longer than five minutes. Speakers may comment on (1) any matter related to district business; (2) any agenda item; or (3) matters related to agenda items specifically or district matters generally, depending on the public participation section.

The Board will not permit in public session discussion involving individual district personnel, students and/or members of the Board of Education. Persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours.

All speakers are to conduct themselves in a civil manner. Obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated.

Persons making presentations at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other district officials only upon the approval of the President. Board members and the Superintendent shall have the privilege of asking questions of any person who addresses the Board.

Questions and comments from the public concerning matters which are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation and Dissemination.

The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented, as outlined in this policy and applicable provisions of law and regulation, and subject to the Board's parliamentary procedure. The President shall have the right to discontinue any presentation which violates this policy.

Cross-ref: 2342, Agenda Preparation and Dissemination
2350, Board Business Operations

Ref: *Matter of Martin*, 32 EDR 381 (1992)
Appeal of Wittneben, 31 EDR 375 (1992)
Matter of Kramer, 72 EDR 114 (1951)
NYS Department of State, Committee on Open Government, OML-AO-#2696 (Jan. 8, 1997), OML-AO-#2717 (Feb. 27, 1997), OML-AO-#4292 (Dec. 6, 2006)

Presented for:
1st reading – 5/10/16

DISPOSAL OF DISTRICT PROPERTY

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. Each year, a determination shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the school district. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.

The ~~School Business Manager~~ **Assistant Superintendent for Business** shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the school district;
2. centralize the storage of items of potential usefulness; and/or
3. discard or sell as surplus those items determined to be of no further use or worthless.

Prior to reassigning, storing, discarding or selling any equipment or supplies (including computer hardware and software), the district shall ensure that all district-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the district shall note that district data or information has not been permanently and completely removed. The district shall also ensure that all district-related data and information is permanently and completely removed from equipment that is leased from a third party, prior to returning the equipment. The district shall work with the third party provider to ensure that district data and information is able to be permanently and completely removed from the equipment.

Following approval by the Board of Education, items may be sold in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale or **on an online auction site**. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

Ref: General Municipal Law §§51; 800 et seq.
Ross v. Wilson, 308 NY 605 (1955)
Matter of Baker, 14 EDR 5 (1974)
 Op. St. Compt. 58-120

Presented for:
 1st reading – 5/10/16

HEALTH AND SAFETY COMMITTEE

The Board of Education recognizes the importance of the participation of district staff and parents in promoting a safe, secure and healthy school environment. In accordance with Commissioner's regulations, the Board will appoint a Health and Safety Committee, **at its annual reorganization meeting**, composed of representation from district officials, staff, bargaining units, parents and students.

The committee will participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair. The Superintendent of Schools will ensure that the committee is appropriately involved in all of the activities required by the Commissioner's regulations. Specifically, the committee will:

1. Participate in the investigation and disposition of health and safety complaints.
2. Consult with district officials in completing safety ratings of all occupied school buildings.
3. Monitor safety during school construction projects including periodic meetings to review issues and address complaints related to health and safety resulting from the project.
4. Upon completion of a construction project, conduct a walk-through inspection to ensure the area is ready to be reopened for use.

Expanded Health and Safety Committee

During construction projects, the Health and Safety Committee will be expanded to include the architect, construction manager and contractor. This expanded committee will:

1. Participate in the investigation and disposition of health and safety complaints regarding the construction or maintenance project.
2. Meet periodically to review issues and address complaints regarding health and safety arising from construction.
3. Monitor safety during construction projects.
4. After the work is completed, conduct a walk-through inspection to confirm that the area is ready to be reopened for use.

In addition to addressing matters of regulation, the District's Health and Safety Committee may also be charged with reviewing practices and procedures necessary to ensure the safety, health and welfare of all students, faculty and staff.

The Chairperson of the Board's Facility Committee will make every effort to report the findings and the work of the Health and Safety Committee to the Board of Education.

Ref.: 8 NYCRR Part 155 (Educational Facilities)

Presented for:
1st reading – 5/10/16