

November 14, 2017

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on November 14, 2017 at Edna Louise Spear Elementary School. Present at the 6:09 p.m. call to order by President Kathleen Brennan, were Vice-President Mark Doyle, Board Members, Ellen Boehm, Adam DeWitt, David Keegan, and Tracy Zamek, Superintendent of Schools Paul Casciano, and Executive Director for Curriculum and Instruction Jessica Schmettan. Board Member Vincent Ruggiero was absent.

Motion was made by Mrs. Boehm, seconded by Mr. Keegan and carried 6-0 that the Board enter executive session to discuss legal and personnel matters. Joining the Board in executive session from 6:36 p.m. to 7:05 p.m. was Danielle Turner, Director of Health, Physical Education and Athletics.

MINUTES

Motion was made by Mr. Keegan, seconded by Dr. Doyle, and carried 6-0 that the Board approve the minutes of the following meetings:

Regular Meeting held October 10, 2017

Work Session Meeting held October 24, 2017

PUBLIC COMMENT

Mrs. Brennan opened the public comment portion of the meeting. There were no comments.

REPORTS

Student Representative Max Okst reported on school activities and athletic accomplishments.

The report from the Superintendent included the HS drama production and a presentation by Mrs. Schmettan and Mrs. Austen on Secondary Program Modifications. Discussion followed the presentation.

Teachers Jesse Rosen and Eva Grasso reported on their experience attending the National Blue Ribbon Schools Ceremony in Washington, D.C.

RECOGNITION

Mrs. Austen, Mr. Rosen and Ms. Grasso were presented with a National Blue Ribbon Schools plaque. Mayor Garant was in attendance and presented a proclamation to the district in recognition of the high school being named a National Blue Ribbon School.

REPORTS (continued)

Dr. Casciano reviewed a draft policy regarding use of the proposed lights on Scraggy Hill field, should the bond be approved.

Mrs. Boehm – Audit Committee to meet in January
Dr. Doyle – Finance Committee meeting held November 6
Mr. Keegan – Facilities Committee meeting held October 18
Mr. DeWitt – Curriculum Committee meeting held November 14
Mrs. Zamek – Policy Committee meeting held October 25

BOARD CONSENT AGENDA

Mrs. Brennan read into the record an addition to resolution A.8., the appointment of Joel Fleischer as Girls Junior Varsity Basketball Coach. Motion was made by Dr. Doyle, seconded by Mr. DeWitt and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-15 appearing on the November 14, 2017 consent agenda.

Mrs. Brennan read into the record Finance resolution B.7., Intermunicipal Agreement. Motion was made by Mr. Keegan, seconded by Dr. Doyle and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-7 appearing on the November 14, 2017 consent agenda.

Motion was made by Mrs. Zamek, seconded by Mrs. Boehm and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-2 appearing on the November 14, 2017 consent agenda.

OLD BUSINESS

Motion was made by Mr. DeWitt, seconded by Mr. Keegan and carried 6-0 that the Board approve Policy 5500, Student Records, presented for a second reading and adoption.

NEW BUSINESS

Motion was made by Mr. Keegan, seconded by Mrs. Boehm and carried 6-0 that the Board approve Policy 4526.1, Internet Safety, presented for a first reading and adoption.

PUBLIC COMMENT

Mrs. Brennan opened the second public comment portion of the meeting.
K. Walker – community use of Scraggy Hill field
R. Tidwell – submission of form SA-139

ADJOURNMENT

At 8:36 p.m., motion was made by Dr. Doyle, seconded by Mr. DeWitt, and carried 6-0 to adjourn.

A. Personnel

1. Request for Leave – Teaching Assistant

The Board approves the request of Tara Grover, Teaching Assistant, for a leave of absence from on or about January 1, 2018 to on or about June 30, 2018, in accordance with Article XI.10 of the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

2. Request for Leave Extension – Math Teacher

The Board grants the request of Winifred Kuemmel, teacher of Mathematics, for an extension of her leave of absence from on or about November 6, 2017 to or about June 30, 2018, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

3. Leave Replacement Appointment – Math Teacher

The Board extends the leave replacement appointment of Camille Doherty, as a teacher of Math (for Winifred Kuemmel), from on or about November 6, 2017 to on or about June 30, 2018, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

4. Resignation – Teaching Assistant

The Board accepts the resignation of Caitlin Terrell as a Teaching Assistant, effective October 13, 2017.

5. Resignation – Teaching Assistant

The Board accepts the resignation of Kimberly Vareles as a Teaching Assistant, effective September 29, 2017.

6. Appointment – Teaching Assistant

The Board approves the appointment of Cassandra Meehan as a Teaching Assistant, on a probationary basis, effective on or about October 23, 2017, in accordance with the negotiated agreement with the Port Jefferson Paraprofessionals Association.

7. Appointment – Teaching Assistant

The Board approves the appointment of Dannie Holland, Jr. as a Teaching Assistant, on a probationary basis, effective on or about October 27, 2017, in accordance with the negotiated agreement with the Port Jefferson Paraprofessionals Association.

8. Coaching Positions

The Board approves the following coaching positions for the 2017-2018 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association, appointments contingent upon Temporary Coaching License, First Aid and CPR certifications:

Rescind Kimberly Vareles – Junior Varsity Girls Basketball Coach
Appoint Dennis Christofor – Substitute Varsity Girls' Tennis Coach
Appoint Joel Fleischer – Junior Varsity Girls Basketball Coach

9. Lifeguards

The Board approves the following lifeguard appointments for the 2017-2018 school year Community Swim at Edna Louise Spear Elementary School pool, contingent upon First Aid, CPR and Lifeguard certifications:

Head Lifeguard – Alex Sneddon at the rate of \$20 per hour
Head Lifeguard – Caitlin Dennehy at the rate of \$20 per hour
Lifeguard – Alex Sneddon at the rate of \$12 per hour
Lifeguard – Caitlin Dennehy at the rate of \$12 per hour

10. Substitutes

The Board approves the following substitute appointments for the 2017-2018 school year:

Teacher	Michelle Olson
Senior Clerk Typist	Sandra Mellon
Clerical	Kimberly Scott

11. Professional Development Training

The Board approves Robert Farenga and Meghan Roth-Ueno for ten hours each of Google professional development for teachers after school for the 2017-2018 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

12. Professional Development Compensation

The Board approves the following resolution: **RESOLVED** that the Superintendent of Schools and/or his designee is authorized to provide directed and approved professional development to members of the teaching staff, on a voluntary basis after the conclusion of their work day, at a compensation rate of \$40.00 per hour.

13. Coordinator of SAT/ACT/PSAT

The Board establishes the rate of pay for Coordinator of SAT/ACT/PSAT Examinations to be a stipend of \$7,000.

14. Resignation – Assistant to the Deputy Superintendent

The Board accepts the resignation of Karen Horoszewski, as Assistant to the Deputy Superintendent, effective December 1, 2017.

15. Interim Appointment – LOTE

The Board approves the interim appointment of Gina Scafidi, as a teacher of Languages Other Than English from on or about November 3, 2017 to on or about February 1, 2018, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

B. Finance

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of August

Cash Flow Analysis - Month of August

New Budget Transfers -None

August Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	5-7,9
School Lunch Fund	1
Federal Fund	1
Capital Fund	2
Trust & Agency	1-2
Payroll	3-6
Scholarship Fund	No Warrants

Trial Balance - July 2017 - August 31, 2017

Revenue Budget Status - July 2017-June 2018

Appropriation Status Report - July 2017-June 2018

Budget Transfers - Month of August

Approved Fundraisers

Claims Audit Report - Month of September

Cash Flow Analysis - Month of September

New Budget Transfers

September Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	12-15
School Lunch Fund	2
Federal Fund	2
Capital Fund	3-5
Trust & Agency	No Warrants
Payroll	7-8
Scholarship Fund	No Warrants

Trial Balance - July 2017 - September 30, 2017

Revenue Budget Status - July 2017-June 2018
Appropriation Status Report - July 2017-June 2018
Budget Transfers - Month of September
Approved Fundraisers
Extra Classroom Activity Report – July-September 2017

2. Approval of Services

The Board approves the services of Rosemary Forlini as an Individual Care Nurse, effective on or about November 15, 2017, in accordance with an agreement dated November 14, 2017.

3. Approval of Services

The Board approves the services of Xin Ben Yu as a piano accompanist, as needed, for the 2017-2018 winter and spring concert seasons, at the rate of \$80.00 per hour not to exceed 10 hours.

4. Budget Development Calendar

The Board approves the attached 2018-2019 Budget Development Calendar.

5. Change Order

The Board approves Change Order Number 1 with Metro Paving LLC, in the amount of \$22,800.

6. Vote Officials

The Board adopts the following resolution designating the Chairperson, Acting Clerk, Chief Election Inspector and Inspectors of Election for the December 5, 2017 Bond Vote; 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, Barbara Britt, 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 Bond Vote to be held in the District on December 5, 2017, 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, Barbara Britt, a qualified voter of the District, is hereby appointed to act as the Acting Clerk at said Vote, 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, at said Vote/Election and shall perform such duties and take such action as prescribed by the Education Law:

Lesley Chesley

Helen Kristich

Eileen Coen

PeggiAnn Battaglia

Margaret Smith

Elaine Freda

Nancy Lustig

Beatrice Klein

Wayne Chesley

Deborah Frank

Monica D. Williams

Monica B. Williams

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.

7. Intermunicipal Agreement

The Board approves the following resolution:

BE IT RESOLVED that the Board of Education hereby authorizes and approves the retention of LJM RAD, LLC for government relations counsel services, subject to the receipt of a Retainer Agreement for said services;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said Retainer Agreement on behalf of the Board of Education;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the District to enter into an Intermunicipal Agreement with other participating municipalities for purposes of sharing the costs and expenses associated with the services provided by LJM RAD, LLC; and,

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said Intermunicipal Agreement on behalf of the Board of Education.

C. Facilities & Operations

D. Education

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for meetings held: September 19, 25, 27, 29, October 2, 5, 10, 11, 2017

2. Assessment Scoring

The Board approves the services of Educational Vistas, Inc. (EVI) for scoring of the NYS assessments for grades 3-8 ELA and Math, and grades 4 and 8 Science, for April – June of 2018.

B.4.

Required Action

Financial Reports Due to SED (ST-3, Forms A, FT, FB)
 Financial Statement (FS) & External Audit report submitted to SED and Comptrollers Office
 Single Audit of Federal Funds
 Reponse to External Audit Findings (Corrective Action Plan)
 Collection of Basic Education Data System (BEDS)
 Non-resident tuition and health services bills

Due Date
 Oct 1, 2017
 Oct 20, 2017
 N/A
 90 days after receipt of FS
 October 2017
 TBD

Proposed Budget Calendar

Subject	Date
Finance Committee Reviews Budget Process & Calendar	November 2017
Principals, Directors, will submit	December 22, 2017
BOE Receives Rollover Budget	January 2, 2018
Superintendent and Assistant Superintendent for Business review Budget Draft #1	January 5, 2018
BOE review and discussion of Budget Draft #1	January 9, 2018
BOE review and discussion of Budget Draft #2	February 13, 2018
Report Levy Cap to NYS Comptrollers Office	March 1, 2018
BOE review and discussion of Budget Draft #3	March 13, 2018
Public Budget Presentation Meeting	March 13, 2018
Legal notice of date, time, and place of budget hearing and budget vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the budget vote. Notice should appear in 2 general circulation newspapers.	March 29, 2018
Board receives FINAL Budget Draft	April 6, 2018
Board's final review and adoption of proposed budget	April 10, 2018
District wide Budget Informational Meeting - Administration 7:30 pm	TBD
Popular Budget to Printer	April 13, 2018
Board votes on BOCES board candidates and BOCES administrative budget	TBD
Property Tax Report Card must be submitted to SED by the end of the next business day following the adoption of the budget but no later than 24 days prior to the budget vote.	April 11, 2018
Salary Disclosure submitted to S.E.D	April 27, 2018
Property Tax Report Card Submitted to local newspapers	April 27, 2018
Budget statement and required attachments must be made available upon request at each school building at least 7 business days before the budget hearing and at least 14 days before the budget vote.	May 1, 2018
Latest date for Popular Budget (Brochure) to be mailed home to residents	May 4, 2018
Board Budget Hearing 7:30 p.m.	May 8, 2018
Budget Notice to be Mailed	May 8, 2018
BUDGET VOTE	May 15, 2018