

December 12, 2017

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on December 12, 2017 at Edna Louise Spear Elementary School. Present at the 6:01 p.m. call to order by President Kathleen Brennan, were Vice-President Mark Doyle, Board Members, Ellen Boehm, Adam DeWitt, David Keegan, Vincent Ruggiero, and Tracy Zamek, Superintendent of Schools Paul Casciano, Deputy Superintendent Sean Leister, and Executive Director of Curriculum and Instruction Jessica Schmettan.

Motion was made by Mr. DeWitt, seconded by Mrs. Boehm and carried 7-0 that the Board enter executive session to discuss personnel and legal matters. In attendance from 7:13 p.m. to 7:20 p.m. was Isha Morgenstern, candidate for Business Office Operations Supervisor.

At 7:20 p.m., the Board reentered general session. High School music students performed holiday music. The Business meeting commenced at 7:40 p.m.

RECOGNITION

Music students were recognized for their holiday performance.

MINUTES

Motion was made by Mr. DeWitt, seconded by Dr. Doyle and carried 7-0 that the Board approve the minutes of the following meeting: Regular Meeting held November 14, 2017

PUBLIC COMMENT

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

- S. Zaltsman – Parent Teacher Conferences
- V. Ranjbar – capital bond projects and vote outcome (statement submitted)
- L. Sheprow – capital bond projects and vote outcome (statement submitted)
- R. Tidwell – capital bond projects and vote outcome (statement submitted)
- C. Noblit - football and concussions
- A. Filippi – youth football

REPORTS

Student Representative, Max Okst, reported on student accomplishments and school events.

The report from the Superintendent of Schools included the following:

- HS drama production
- Holiday music concerts
- Fall athletic accomplishments
- Bond vote
- A presentation on AP Scores / Achievement Data by Jessica Schmettan

Committee reports were given as follows:

Mrs. Zamek – Policy Committee to meet December 20.

Mr. DeWitt – Curriculum Committee meetings held December 5 and December 12.

Mr. Ruggiero – Facilities Committee meeting held November 30.

Dr. Doyle – Finance Committee meeting held December 4.

Mrs. Boehm – Audit Committee meeting to be scheduled.

Mrs. Brennan read the report from the PTA.

CONSENT AGENDA

Motion was made by Dr. Doyle, seconded by Mr. Ruggiero, and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-12 appearing on the December 12, 2017 consent agenda. Isha Morgenstern was introduced as the appointed Business Office Operations Supervisor.

Motion was made by Mrs. Boehm, seconded by Mrs. Zamek, and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-3 appearing on the December 12, 2017 consent agenda.

Motion was made by Dr. Doyle, seconded by Mr. Keegan, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Facilities & Operations resolution numbered 1 appearing on the December 12, 2017 consent agenda.

Motion was made by Mr. Ruggiero, seconded by Mrs. Zamek, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-2 appearing on the December 12, 2017 consent agenda.

PUBLIC COMMENT

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

B. Snow – Extended thanks and appreciation to Board members for their work.

ADJOURNMENT

At 8:55 p.m., motion was made by Mr. Ruggiero, seconded by Mrs. Boehm and carried 7-0 that the Board enter executive session to discuss personnel and legal matters. The District Clerk left the meeting and Mrs. Brennan acted as Clerk pro tem.

At 10:15 p.m., the Board reentered general session. Motion was made by Mr. DeWitt, seconded by Dr. Doyle and carried 7-0 to adjourn.

A. Personnel

1. After-School Appointments

The Board approves the following Middle School/High School after-school stipend appointments, as needed, for the 2017-2018 school year, at the rate of \$20.00 per hour:

Jeanette Doege	Dannie Holland, Jr.	Jane Tofano
----------------	---------------------	-------------

2. Coaching Appointment

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

Middle School Cheerleading	Pauline Spiller
----------------------------	-----------------

3. Co-Curricular Appointments

The Board approves the following co-curricular appointments for the 2017-2018 school year, pending minimum enrollment requirements, in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Middle School Intramurals:

Boys' Basketball	Jesse Rosen
Girls' Volleyball	Madeline Combs
Yoga Instructor	Dawn DeLeonardis-Moody

4. Substitute Appointments

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

Teacher	Greggory Cantwell
Teaching Assistant	Greggory Cantwell
	Ingrid Lukoski
	Katherine McFadden
Teacher Aide	Kathleen Thrash

5. Teaching Assistant Appointment

The Board approves the appointment of Candace Donin as a Teaching Assistant, on a probationary basis, effective on or about December 13, 2017, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

6. Administrative Consultant

The Board approves Karen Horoszewski as an Administrative Consultant, as needed for transition, at the rate of \$60.00 per hour, effective December 2, 2017, for the 2017-2018 school year, not to exceed 40 hours.

7. Change in FTE

The Board approves the change in FTE of Gina Scafidi, interim teacher of Languages Other Than English, from 1.0 FTE to .8 FTE, 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.

8. Education Law Section 913

The Board approves the following resolution:

IT IS HEREBY RESOLVED, pursuant to Education Law Section 913, that a tenured employee, whose identity is known to the Board of Education, is hereby directed to report for an examination in order to determine the capacity of such person to perform said employee's duties with the Port Jefferson Union Free School District. Said examination will be conducted by a medical professional selected by the School District on a mutually agreeable date(s) and time.

9. Memorandum of Agreement – Custodial Unit

The Board approves a certain Memorandum of Agreement, dated December 12, 2017, between the Port Jefferson Custodial Unit and the Port Jefferson Union Free School District, pertaining to the use of days by a unit member.

10. Extra Class Assignment

The Board approves the following extra class assignments for the 2017-2018 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Mary Lyons – ES ENL, full year, alternate days, effective October 23, 2017

Christina Marino – MS ENL, full year, alternate days, effective October 11, 2017

11. Community Fitness Center Instructor

The Board approves the following Community Fitness Instructor, as needed, for the 2017-2018 school year at the rate of \$20.00 per hour, contingent upon First Aid and CPR certifications: Bonnie Kelsch

12. Business Office Operations Supervisor

The Board approves the appointment of Isha Morgenstern as Business Office Operations Supervisor, on a probationary basis, effective on or about December 28, 2017; and further, the Board approves the Employment Agreement between Isha Morgenstern and the Port Jefferson Union Free School District dated December 28, 2017.

B. Finance

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of October

Cash Flow Analysis - Month of October

New Budget Transfers

October Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	16-17, 19, 21-23
School Lunch Fund	3
Federal Fund	3-5
Capital Fund	6
Trust & Agency	3
Payroll	9-10
Scholarship Fund	No Warrants
EPC Escrow	

Trial Balance - July 2017 – October 31, 2017

Revenue Budget Status - July 2017-June 2018

Appropriation Status Report - July 2017-June 2018

Budget Transfers - Month of October

Approved Fundraisers

2. Risk Assessment Report

The Board accepts the response to the internal auditor's Risk Assessment Report for the 2016-2017 school year; and further, the Deputy Superintendent is authorized to submit the management letter and action plan to the New York State Comptroller's Office.

3. Tabulation of Votes

The Board accepts the tabulation of votes as certified by the inspector of election and the District Clerk at the Bond Vote held on December 5, 2017; the results of such tabulations are as follows: Yes 374 No 1,355

C. Facilities & Operations

1. Surplus Property

The Board declares the following as surplus property and directs the Deputy Superintendent to dispose of same in the best interest of the district:

Elementary School Piano: Melodigrand (1949)

D. Education

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for meetings held: October 25, 31, November 1, 7, 9, 13, 15, and December 5, 2017

2. Special Education Services

The Board approved the Special Education Services Contract between the Longwood Central School District and the Port Jefferson Union Free School District, for the 2016-2017 school year.

3. Course Approval

The Board approves the addition of the following new course offerings to the high school course catalogue effective with the 2018-2019 school year:

AP Computer Science Principles	Advanced Creative Writing
AP European History	The Graphic Novel

4. Wellness Workshops

The Board approves the updated agreement, dated December 2017 through June 2018, between Education Alive/It Takes a Village Wellness and the Port Jefferson Union Free School District for workshops on wellness for staff and teachers for the 2017-2018 school year.