

**BOARD OF EDUCATION
AGENDA
February 13, 2018
Elementary School LGR**

5:30 p.m. Call to Order/Executive Session (ES Library)
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:

Regular Meeting held January 9, 2018

Work Session held January 23, 2018

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

VI. REPORTS

A. Student Representative

B. Superintendent of Schools

- Wellness – *Dr. Turner, Mrs. Schmettan, Dr. Neidig*

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 February 13, 2018 consent agenda:

A. Personnel - resolutions numbered 1-5

B. Finance - resolutions numbered 1-5

C. Facilities and Operations – resolution numbered 1

D. Education – resolution numbered 1

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Policy

1. Policy 8505, Meal Charge – presented for a first reading and adoption

X. PUBLIC COMMENT

XI. ADJOURNMENT

CONSENT AGENDA

February 13, 2018

A. Personnel

1. Substitutes

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

Teacher	Desiree Famighetti
Teaching Assistant	Kathleen Thrash
Clerical	Kathleen Thrash

2. Coaching Positions

The Board approves the following coaching appointments 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:

Junior Varsity Softball	Nancy Gallagher
Volunteer Varsity Baseball	Paul Scalcione, Jr.

3. Request for Leave – Elementary Teacher

The Board approves the request of Janelle Bellotti, teacher of Elementary Education, for a leave of absence from on or about April 9, 2018 to on or about June 4, 2018, 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.

4. Hourly Rate – Student Intern

The Board approves the increase in rate of pay for the position of Student Intern I from \$10.00 to \$11.00 per hour effective January 1, 2018.

5. Summer Music Camp

The Board accepts the services of Mark Abbonizio and Christian Neubert as music teachers for the 2018 Summer Music Camp at the rate of \$50.00 per hour.

B. Finance

1. Financial Reports

The Board approves the following financial reports:

- Claims Audit Report - Month of December
- Cash Flow Analysis - Month of December
- Fund Balance Projection
- New Budget Transfers

December Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	30,31,33
School Lunch Fund	7
Federal Fund	8, 10
Capital Fund	8
Trust & Agency	6
Payroll	14, 15
Scholarship Fund	No Warrants

Trial Balance - July 2017 – December 31, 2017

Revenue Budget Status - July 2017-June 2018

Appropriation Status Report - July 2017-June 2018

Budget Transfers - Month of December

Approved Fundraisers

Extra Classroom Quarterly Reports

2. Scholarship Donation

The Board accepts the award of the Andrew Golub Memorial Scholarship in the amount of \$500 to a seventh or eighth grade music/art student pursuing musical/artistic study throughout the summer.

3. Donation

The Board gratefully accepts the donation from the Port Jefferson Royal Educational Foundation to the Port Jefferson School District in the amount of \$3,042.43.

4. Multi-Year Service Agreement

The Board approves the Multi-Year Service Agreement with Eastern Suffolk BOCES for the lease of a copier for the Middle School office.

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 2017-2018 school year:

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

C. Facilities & Operations

1. Surplus Property

The Board declares the 1995 Ford van as surplus property; and, authorizes the Deputy Superintendent to dispose of same in the best interest of the district.

D. Education

1. Committees on Special Education

The Board accepts the recommendations of the Committees on Special Education for the following meetings: December 19, 20, 21, 22, 2017 and January 8, 9, 17, 2018

MEAL CHARGE

The Board of Education recognizes that, on occasion, students may ~~forget to bring meal money to school~~ **not have enough funds for a meal**. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the district, all district schools shall follow guidelines with regard to meal charges **to be paid back at a later date subject to the terms in this policy**.

- No more than 2 meals ~~(\$5.00)~~ **(\$6.20)** per student may be charged **at the high school or middle school and no more than 14 meals (\$39.90) at the elementary**;
- Only regular **reimbursable** meals may be charged, ~~that is, only what is on the menu~~;
- No snacks **or a' la carte items** may be charged;
- A computer-generated point of sale system shall be used for identifying and recording all charged meals, as well as for collecting repayments

The district shall discretely notify parents of student at regular intervals of negative balances.

This policy applies to all paying students whether they are paying full-price, ~~or~~ reduced-price, **or free lunch**.

A student who abuses this policy may be denied a meal. If school authorities suspect that a student may be abusing this policy, they must first provide written notice to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused. **Students eligible for free meals shall not be denied a reimburseable meal, even if they have accrued a negative balance from other cafeteria purchases. No student with unpaid charges will be prohibited from purchasing a regular reimbursable meal.**

All schools shall maintain a system for accounting for charged meals that follows state guidelines.

All negative (unpaid) balances left on record by inactive students will be reimbursed to the Lunch Fund (C) by the General Fund (A).

Remaining funds will be carried over to the next school year. Parents/guardians may request balance refunds or transfers to other students (e.g. siblings, unpaid accounts). All transfers must be in writing. Unclaimed funds remaining after three months shall be absorbed by the school meal account.

Ref: Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
National School Lunch Act, 42 U.S.C. 1715 et seq.
Guidance Document, State Education Department, Child Nutrition Program;
“Establishing a Meal Charge Policy”, August 2005
42 USC §1779 (Child Nutrition Act of 1966)
42 USC §§1758(f)(1); 1766(a) (National School Lunch Act)
2 CFR §200.426 (accounting for debt in federal programs)
7 CFR §§210.9 210.12; 210.19; 220.13; 245.5 (accounting in federal school meal programs)
Healthy, Hunger-Free Kids Act (Public Law 111-296), §143
USDA Report to Congress, Review of Local Policies on Meal Charges and Provision of Alternate Meals, June 2016,
www.fns.usda.gov/sites/default/files/cn/unpaidmealcharges-report.pdf
Unpaid Meal Charges: Local Meal Charge Policies, USDA FNS Memo SP 46-2016 (07/08/16), www.fns.usda.gov/unpaid-meal-charges-local-meal-charge-policies
Unpaid Meal Charges: Guidance and Q&A, USDA FNS Memo SP 57-2016 (09/16/16), <https://fns-prod.azureedge.net/sites/default/files/cn/SP57-2016os.pdf>
Unpaid Meal Charges: Guidance and Q&A, USDA FNS Memo SP 23-2017 (03/23/17), <https://fns-prod.azureedge.net/sites/default/files/cn/SP23-2017os.pdf>
Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments, USDA FNS Memo SP 47-2016 (07/08/16), www.fns.usda.gov/sites/default/files/cn/SP47-2016os.pdf
Overcoming the Unpaid Meal Challenge - Proven Strategies from Our Nation's Schools, USDA FNS Guidance Document (May 2017), <https://fns-prod.azureedge.net/sites/default/files/cn/SP29-2017a1.pdf>
Student Meal Charge Policy, NYSED Guidance Memo, (5/30/17), <http://www.cn.nysed.gov/content/student-meal-charge-policy>

Presented for

1st reading: 11/18/08

2nd reading & adoption: 12/9/08

Revision presented for

1st reading: 10/8/13

2nd reading & adoption: 11/12/13

Administrative Review 16-17

Presented for

1st reading & adoption: 2/13/18