

April 5, 2018

An emergency meeting of the Port Jefferson School District Board of Education was held on April 5, 2018 at the District Office. Present at the 5:35 p.m. call to order by President Kathleen Brennan, were Vice President Mark Doyle, Board Members Ellen Boehm, Adam DeWitt, Vincent Ruggiero, and Tracy Zamek, Superintendent of Schools Paul Casciano, Deputy Superintendent Sean Leister, and Assistant Superintendent for Curriculum and Instruction Jessica Schmettan. Board Member David Keegan was absent. Mrs. Brennan acted as Clerk pro tem.

#### EXECUTIVE SESSION

Motion was made by Mr. Ruggiero, seconded by Dr. Doyle and carried 6-0 that the Board enter executive session to discuss personnel and legal matters. Present in executive session from 5:35 p.m. to 6:51 p.m. were school district attorneys John Gross and Carri-Ann Tondo.

Mrs. Zamek left the meeting at 6:35 p.m. Dr. Doyle left the meeting at 7:07 p.m.

At 7:30 p.m., the Board reentered general session to adjourn.

#### ADJOURNMENT

Motion was made by Mr. DeWitt, seconded by Mrs. Boehm and carried 4-0 to adjourn.

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April 10, 2018

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on April 10, 2018 at Edna Louise Spear Elementary School. Present at the 6:06 p.m. call to order by President Kathleen Brennan were Board Members, Ellen Boehm, Adam DeWitt, David Keegan, Vincent Ruggiero, and Tracy Zamek, Superintendent of Schools Paul Casciano, Deputy Superintendent Sean Leister, and Assistant Superintendent for Curriculum and Instruction Jessica Schmettan. Board Vice-President Mark Doyle was absent.

Motion was made by Mr. Ruggiero, seconded by Mrs. Boehm and carried 6-0 that the Board enter executive session to discuss personnel and legal matters. Administrators Thomas Meehan, Jodi Cahill and Michael Caravello were in attendance from 6:06 p.m. to 6:33 p.m. School district attorney Neil Block was in attendance from 6:30 p.m. to 7:28 p.m.

At 7:35 p.m., the Board reentered general session.

## RECOGNITION

A middle school student and two clerical personnel were recognized.

## MINUTES

Motion was made by Mr. Ruggiero, seconded by Mrs. Boehm and carried 6-0 that the Board approve the minutes of the following meetings:      Regular Meeting held March 15, 2018  
Special Meeting held March 27, 2018

## PUBLIC COMMENT

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

R. Tidwell – LIPA, updates to website, legal expenses, multi-year plan, scenarios for future budgets, revenues

## REPORTS

The report from the Superintendent of Schools included:

- Presentation on Professional Development by Dr. Caravello, Mrs. Schmettan and members of the Professional Development Committee
- Presentation on Refurbishment of the Fitness Center by Dr. Turner

Discussion followed the presentations.

[The District Clerk left the meeting at 8:48 p.m. to close the public library vote. Mr. Leister acted as Clerk pro tem. The District Clerk returned at 9:20 p.m.]

The report from the Board President included:

- High School Musical
- SEPTA Meeting
- Royal Educational Foundation Power of One recipient, Christian Neubert

Committees:

Mrs. Zamek – Policy Committee meeting held March 28.

Mr. DeWitt – Curriculum Committee meeting held April 10.  
Mr. Ruggiero – Facilities Committee next meeting to be April 26.  
Mrs. Brennan – Finance Committee meeting held April 9.  
Mrs. Boehm – Audit Committee awaiting Audit Reports

Other:

Karen Sullivan – SEPTA Report

## CONSENT AGENDA

Motion was made by Mr. Ruggiero, seconded by Mrs. Zamek, and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-9 appearing on the April 10, 2018 consent agenda.

Mr. Ruggiero asked that resolution numbered 8 under Finance be pulled. Motion was made by Mr. Keegan, seconded by Mrs. Boehm, and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-7 and 9 appearing on the April 10, 2018 consent agenda. Mrs. Brennan read into the record the addition of Valerie Krause to resolution numbered 9. Mrs. Brennan also acknowledged the donations in resolutions numbered 2, 3 and 4.

Motion was made Mr. DeWitt, seconded by Mr. Ruggiero and carried 6-0 to table resolution numbered 8 to April 18, 2018.

Motion was made by Mr. Ruggiero, seconded by Mr. Keegan and carried 6-0 that the Board designate April 18, 2018 as a special meeting for the purpose of presenting the proposed 2018-2019 budget and to vote on the administrative budget of Eastern Suffolk BOCES and election of trustees.

Motion was made by Mrs. Zamek, seconded by Mr. Ruggiero, and carried 6-0, that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-4 appearing on the April 10, 2018 consent agenda.

## NEW BUSINESS

Motion was made by Mrs. Zamek, seconded by Mr. Keegan, and carried 6-0 that Policy 6240, Investments and Policy 6700, Purchasing, be approved for a first reading and adoption.

## PUBLIC COMMENT

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

R. Walker – splitting the bond, listening to the community

L. Sheprow – tabling of budget resolution, no budget presentation on April 10.

R. Tidwell – respect for community members

## ADJOURNMENT

At 9:25 p.m., motion was made by Mr. Ruggiero, seconded by Mr. Keegan, and carried 6-0 to adjourn.

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**A. Personnel**

1. Substitutes

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

Teacher	Candice Licalzi
Teacher Aide	Luz Ayala
	Teresa Ayala

2. Coach

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

William Scannell – Middle School Boys' Lacrosse  
Anthony Filippi – Varsity Baseball Volunteer Assistant Coach

3. Retirement – Teaching Assistant

The Board accepts the resignation of Patricia Gang, as Teaching Assistant, for the purpose of retirement, effective June 30, 2018.

4. Resignation – P/T Clerk Typist

The Board accepts the resignation of Rita Michael, as a part-time Clerk Typist, effective March 7, 2018.

5. Appointment – Substitute P/T Clerk Typist

The Board approves the appointment of Nancy Makarius, as a substitute Part Time Clerk Typist, from on or about April 11, 2018 through on or about June 12, 2018, at the rate of \$17.52 per hour not to exceed 17.5 hours per week.

6. Request for Leave – Teaching Assistant

The Board approves the request of Melissa Harms, Teaching Assistant, for a leave of absence from on or about March 14, 2018 to on or about June 8, 2018, in accordance with Article XI.10 of the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

7. Leave Replacement Appointment – Teaching Assistant

The Board approves the appointment of Kathleen Thrash, as a Teaching Assistant, on a leave replacement basis, effective on or about March 14, 2018 to on or about June 8, 2018, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

8. Leave Replacement Appointment – Elementary Education Teacher

The Board approves the appointment of Kristen Snelders, as a teacher of Elementary Education, (for Janelle Bellotti), on a substitute basis from on or about March 26, 2018 to on or about May 14, 2018; and on a leave replacement basis from on or about May 15, 2018 to on or about June 4, 2018, at Level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

9. Wellness Workshop

The Board approves Dawn DeLeonardis-Moody, to conduct a two hour Wellness workshop for families, for the 2017-2018 school year, 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 February

Cash Flow Analysis - Month of February

Fund Balance Projection

New Budget Transfers

February Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	39, 41-43
School Lunch Fund	9
Federal Fund	15-17
Capital Fund	No Warrants
Trust & Agency	5
Payroll	18-19, 21
Scholarship Fund	No Warrants
EPC Escrow	

Trial Balance - July 2017 – February 28, 2018

Revenue Budget Status - July 2017-June 2018

Appropriation Status Report - July 2017-June 2018

Budget Transfers - Month of February

Approved Fundraisers

2. Scholarship Donation

The Board gratefully accepts the scholarship donation from Mrs. Colleen Eberle in the amount of \$100.00 to the John F. O'Neill Scholarship fund to be awarded to a graduating Earl L. Vandermeulen High School student entering into a military program.

3. Scholarship Donation

The Board gratefully accepts the scholarship donation of \$500 from the Interdistrict Council of Superintendents to be awarded to a graduating Earl L. Vandermeulen High School student(s).

4. Donation

The Board gratefully accepts the donation from the Port Jefferson Royal Educational Foundation to the Port Jefferson School District in the amount of \$3,475.00.

5. Bid - Capital Improvement Projects

The Board awards the 2017-2018 Capital Improvement Projects: Running Track Reconstruction and Exterior Masonry Reconstruction to the lowest responsible bidders as follows:

American Athletic Courts, Inc. – Running Track Reconstruction

A1 Construction Services, Inc. – Exterior Masonry Reconstruction

and further, the Board rejects the bids received for the 2017-2018 Capital Project Roof Replacement; and, authorizes a revision to the project's scope to be rebid in the near future.

6. Health Services

The Board approves the contracts for health services for the 2017-2018 school year from the following districts:

Smithtown CSD

Middle Country CSD

Three Village CSD

Riverhead CSD

West Islip UFSD

South Huntington UFSD

Syosset CSD

7. Capital Reserve Fund

The Board hereby authorizes the following proposition to be submitted to the voters of the Port Jefferson Union Free School District on May 15, 2018:

Shall the Board of Education of the Port Jefferson Union Free District be authorized to expend a sum not to exceed \$1,056,000 from the "2015 Renovations and Upgrades Capital Reserve Fund" effective May 21, 2015 for the following purpose(s): roof replacement of sections 4, 5 and 6 at Earl L. Vandermeulen High School including all ancillary and incidental work required to be performed?

8. ~~Budget / Property Tax Report Card~~ *TABLED*

~~The Board approves the proposed budget for the 2018-2019 school year in the amount of \$43,889,812; and further, the Board 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.~~

9. Vote Officials

The Board adopts the following resolution designating the Chairperson, Acting Clerk, Chief Election Inspector and Inspectors of Election for the May 15, 2018 Annual Vote and Election; and further, that the compensation for said officials be at the rate of \$12.00 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 Annual Vote/Election to be held in the District on May 15, 2018, 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/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, at said Vote/Election and shall perform such duties and take such action as prescribed by the Education Law:

Lesley Chesley	Irene Siegel	Wayne Chesley
Helen Kristich	Elaine Freda	Valerie Krause
Eileen Coen	Nancy Lustig	Monica D. Williams
PeggiAnn Battaglia	Beatrice Klein	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.

**C. Facilities & Operations**

**D. Education**

1. Committees on Special Education

The Board accepts the recommendations of the Committees on Special Education for the following meetings: February 8, 14, 15, 26, 27 and March 5, 2018

2. Special Education Service Agreement

The Board approves the Service Agreement for Education of Out-of-District Student, between Port Jefferson UFSD and Westhampton Beach UFSD, for a student receiving special education services for the 2017-2018 school year; and further, authorizes the Board President to execute said agreement.

3. Professional Development

The Board approves the services of Paul Zientarski for a one hour virtual administrative professional development session on April 12, 2018.

4. Settlement and Release

The Board approves the following resolution:

**BE IT RESOLVED**, that the Board of Education of the Port Jefferson Union Free School District, having reviewed a certain Settlement Agreement concerning a contemplated request for a due process hearing, hereby approves the terms of the Settlement Agreement, during the 2017-2018 school year, and authorizes the Board President to execute such agreement on behalf of the Board.



April 18, 2018

A special meeting of the Port Jefferson School District Board of Education was held on April 18, 2018 at Edna Louise Spear Elementary School. Present at the 4:36 p.m. call to order by President Kathleen Brennan, were Vice-President Mark Doyle, Board Members Ellen Boehm, David Keegan, Vincent Ruggiero, and Tracy Zamek, Superintendent of Schools Paul Casciano, Deputy Superintendent Sean Leister, and Assistant Superintendent Jessica Schmettan. Board Member Adam DeWitt 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. School district attorney Carrie-Ann Tondo was in attendance from 4:36 p.m. to 5:22 p.m. John Gross, of Ingerman Smith, also joined the Board via phone conference for the same period of time.

At 6:30 p.m., the Board reentered general session for the business meeting.

Dr. Casciano made opening remarks regarding the proposed budget and the reported LIPA agreement with the Town of Brookhaven.

Mr. Leister presented the proposed 2018-2019 budget, a 2018-2019 contingency budget, and the impact of a potential power plant tax settlement.

#### **PUBLIC COMMENT**

Mrs. Brennan opened the public comment portion of the meeting. The following residents posed questions pertaining to the presentation:

Arnold Lustig  
Margot Garant

#### **BOARD BUSINESS ACTION**

##### **Budget / Property Tax Report Card**

Motion was made by Mr. Keegan, seconded by Mrs. Boehm, and carried 6-0 that the Board approve the proposed budget for the 2018-2019 school year in the amount of \$43,889,812; and further, the Board 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.

##### **BOCES Budget**

Motion was made by Mr. Ruggiero, seconded by Mrs. Zamek, and carried 6-0 that the Board approve the Administrative Budget of the Eastern Suffolk Board of Cooperative Educational Services for 2018-2019.

## BOCES Board Candidates

Motion was made by Mr. Ruggiero, seconded by Dr. Doyle, and carried 6-0 that the Board cast its vote for the following BOCES Board Candidates:

Brian Babcock (East Quogue UFSD)  
Arlene Barresi (Middle Country CSD),  
Regina Hunt (South Country CSD)  
Joseph LoSchiavo (Patchogue-Medford UFSD)  
G. Paula Moore (Brentwood UFSD)

## ADJOURNMENT

At 8:04 p.m., motion was made by Mr. Ruggiero, seconded by Dr. Doyle and carried 6-0 to adjourn.

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## 2018-19 Property Tax Report Card

580206 - Port Jefferson UFSD

Contact Person:

Dr. Paul Casciano

Telephone Number:

	Budgeted 2017-18 (A)	Proposed Budget 2018-19 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	42,879,851	43,888,812	2.36%
A. Proposed Tax Levy to Support the Total Budgeted Amount	35,626,700	36,434,479	
B. Tax Levy to Support Library Debt, if Applicable	0	0	
C. Tax Levy for Non-Excludable Propositions, if Applicable	0	0	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	0	0	
E. Total Proposed School Year Tax Levy (A+B+C-D)	35,626,700	36,434,479	2.27%
F. Permissible Exclusions to the School Tax Levy Limit	1,625,979	1,545,793	
G. School Tax Levy Limit, Excluding Levy for Permissible Exclusions	34,000,721	34,888,686	
H. Total Proposed School Year Tax Levy, Excluding Levy for Support Library Debt, and/or Permissible Exclusions (E-B-F+D)	34,000,721	34,888,686	
I. Difference: (G-H) (negative value requires 60.0% voter approval)	0	0	
Public School Enrollment	1,147	1,116	-2.70%
Consumer Price Index			2.13%

	Actual 2017-18 (D)	Estimated 2018-19 (E)
Adjusted Restricted Fund Balance	15,570,737	15,839,737
Assigned Appropriated Fund Balance	749,440	750,000
Adjusted Unrestricted Fund Balance	1,714,879	1,754,000
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00%	4.00%

**PORT JEFFERSON UFSD SCHEDULE OF RESERVE FUNDS (580206)**

RESERVE NAME	ACCOUNT CODE	RESERVE DESCRIPTION	3/31/2018 ENDING BALANCE	6/30/2018 Estimated ENDING BALANCE	INTENDED USE OF THE RESERVE IN THE 2018-2019 SCHOOL YEAR
WORKER'S COMPENSATION RESERVE	A814	This reserve is used to fund the Districts self-insured Workers' Compensation expenses to enable payment of compensation and benefits, settlements, and other authorized expenses to include self-insurance administrative costs.	3,092,344.91	3,092,344.91	This reserve will be used if there is a need to satisfy any of the District's larger Workers' Compensation claims. Currently there is no planned use for 2018/2019.
RETIREMENT CONTRIBUTION RESERVE FUND	A827	This reserve is used to fund the employer retirement contributions i.e. any portion of the amount(s) payable by an eligible School District to the New York State and Local Employees' Retirement System (ERS) but not TRS.	3,369,678.98	3,369,678.98	This reserve will be used to pay a portion (\$175,000) of the District expenses to the New York State and Local Employees' Retirement System (ERS).
RESERVE FOR COMPENSATED ABSENCES	A867	This reserve is used to pay accrued benefits due employees upon termination of service for vacation, sick leave, personal leave, etc.	3,208,961.82	3,208,961.82	This reserve will be used when an employee separates from the District and payment of accumulated leave is required. The district has allocated \$100,000 of the reserve for this purpose in 2018/2019
CAPITAL RESERVE	A878	This reserve is to be used for the purpose of financing in whole or in part, the cost of authorized alterations, construction, reconstruction, renovations, and/or replacement of School District facilities, buildings and/or additions and related infrastructure systems, including related site work, health and safety improvements, heating, ventilation and air conditioning, and replacement and/or refurbishment of athletic fields.	4,051,364.02	5,551,364.02	This reserve will be used only upon Voter approval for specific expenditures i.e. roof replacement, facility construction. \$1,056,000 is planned for roof replacement at the High School in 2018/2019
RESERVE FOR UNEMPLOYMENT	A882U	This reserve is used to pay the cost of reimbursement to the State Unemployment Insurance Fund for payments made to claimants where the School District elects the benefit reimbursement method in lieu of making contributions under article 18 of the Labor Law.	1,848,387.03	1,848,387.03	To cover the District's financial obligation to pay unemployment benefits which come up unexpectedly or outside normal parameters. No planned use for 2018/2019.