

**PORT JEFFERSON SCHOOL DISTRICT  
BOARD OF EDUCATION  
Annual Reorganization Meeting  
July 10, 2018– 7:00 p.m.  
Elementary School  
Agenda**

6:00 p.m. – Executive Session (library)  
7:00 p.m. - Reorganization Meeting (LGR)  
7:30 p.m. - Business Meeting (LGR)

**I. DISTRICT CLERK**

1. Call to Order and Pledge of Allegiance
2. Administer Oath of Office to New Board Members
3. Election of President of the Board of Education  
Call for nominations for the office of President of the Board of Education
4. Election of Vice-President of the Board of Education  
Call for nominations for the office of Vice-President of the Board of Education
5. Administer Oath of Office to Newly Elected President and Vice-President

**II. PRESIDENT**

**As recommended by the Superintendent of Schools, the Board approves resolutions numbered 6 - 8 on the July 10, 2018 Annual Reorganization Agenda.**

6. Appointment of District Clerk

RECOMMENDATION: That the Board approve the appointment of Janice Baisley as District Clerk for the 2018-2019 school year.

7. Appointment of District Treasurer

RECOMMENDATION: That the Board approve the appointment of Lisa Van Middelam as District Treasurer for the 2018-2019 school year.

8. Appointment of Claims Auditor

RECOMMENDATION: That the Board approve the appointment of Berger, MacDonald, Rand, CPAs, LLP, as Claims Auditor for the 2018-2019 school year.

9. Administer Oath of Office to Appointed Officials

**As recommended by the Superintendent of Schools, the Board approves resolutions numbered 10 - 49 on the July 10, 2018 Annual Reorganization Agenda.**

10. Employee Theft Policy -

RECOMMENDATION - That all district employees each be covered by the Employee Theft Policy for the 2018-2019 school year, and that the amount of coverage be set at \$1,000,000.00 per employee.

11. Appointment of School Attorney -

RECOMMENDATION - That the Board approve the appointment of the law firm of Ingerman, Smith, LLP, as labor and Board counsel for the 2018-2019.

12. Appointment of Financial Advisors -

RECOMMENDATION - That the Board approve the appointment of Munistat Services, Inc., as financial advisors for the 2018-2019 school year.

13. Appointment of Bond Counsel -

RECOMMENDATION - That the Board approve the appointment of Hawkins, Delafield & Wood, as bond counsel for the 2018-2019 school year.

14. Appointment of 403b Compliance Consultants -

RECOMMENDATION - That the Board approve the appointment of OMNI Financial Group as the District's third party administrator for compliance and remitting services for the District's 403(b) plans for the 2018-2019 school year.

15. Appointment of School Physician -

RECOMMENDATION - That the Board approve the appointment of Dr. John Gill, as the regular school district physician, and the school physician member on the District's Committee on Special Education for the 2018-2019 school year.

16. Appointment of Architect -

RECOMMENDATION - That the Board approve the appointment of JAG Architects as district architect for the 2018-2019 school year.

17. Appointment of Accountant -

RECOMMENDATION - That the Board approve the appointment of Cullen & Danowski, LLP, as school district accountant for the 2018-2019 school year.

18. Appointment of Internal Auditor -

RECOMMENDATION - That the Board approve the appointment of Nawrocki Smith, LLP as Internal Auditor for the 2018-2019 school year.

19. Appointment of External Auditor-

RECOMMENDATION - That the Board approve the appointment of R.S. Abrams & Co. LLP, as External Auditor for the 2018-2019 school year.

20. Appointment of Insurance Agents / Carriers

RECOMMENDATION -

- a) That the Board approve JJ Stanis and Company as agent and third party administrator for the district's Excess Major Medical, Vision, Life, and Dental Self Insurance Plan for the 2018-2019 school year.
- b) That the Board approve PMA as agent and third party administrator for the district's Self Insured Workers Compensation Plan for the 2018-2019 school year.
- c) That the Board approve BK International as the agent for the district's student accident insurance and excess employer's liability insurance for the 2018-2019 school year.
- d) That the Board approve New York State Insurance Reciprocal as the district's carrier for general non-medical insurance, including but not limited to school board liability, excess catastrophic liability, commercial automotive, and special school liability insurance for the 2018-2019 school year.
- e) That the Board approve Eugene Donohue Associates as agent for the district administrators' life insurance plans for the 2018-2019 school year.

21. Appointment of Environmental Consultants -

RECOMMENDATION - That the Board approve the appointment of Envirosience Consultants, Inc. as environmental consultants for the 2018-2019 school year.

22. Appointment of Accounting Records Custodian, Payroll Certification Officer & Bid Opening; Advertising & Purchasing Officer -

RECOMMENDATION: That the Deputy Superintendent be designated as Custodian of the District's accounting records; and that the Claims Auditor be designated as Payroll Certification Officer; and that the Deputy Superintendent, Sean Leister, perform the duties of the Bid Opening, and Purchasing Officer of the school district; and that the District Clerk be responsible for advertising notices.

23. Appointment of Investment Officer & Continuance of Board Policy -

RECOMMENDATION: That the District Treasurer and the Deputy Superintendent be appointed investment officers and that these duties include the negotiation of short term loans, Tax Anticipation Notes, and the investment of surplus funds in Certificates of Deposit, and other authorized instruments; and further, the Board agrees to continue Board Policy 6240, Investments (attached).

24. Appointment of Records Access Officer -

RECOMMENDATION: That the Deputy Superintendent be appointed as Records Access Officer for the school district.

25. Appointment of AHERA Compliance Officer -

RECOMMENDATION - That the Board approve the appointment of the Director of Facilities as Compliance Officer under the Asbestos Hazard Emergency Recovery Act, and that he be made save harmless in the performance of his duties. These duties shall include but not be limited to status review, asbestos assessment study, management plan, employee training and management place review update.

26. Appointment of EPA Program-use Compliance Officer -

RECOMMENDATION - That the Board approve the appointment of the Director of Facilities as EPA Program-use Compliance Officer and be made save harmless.

27. Appointment of Title IX Compliance Officer -

RECOMMENDATION : That the Board approve the appointment of the Director of Special Education as the Title IX Compliance Officer for the 2018-2019 school year.

28. Appointment of Substitute Treasurer -

RECOMMENDATION - That the Board approve the appointment of the Superintendent of Schools as Substitute District Treasurer should these services be required any time during the 2018-2019 school year.

29. Appointment of Publication -

RECOMMENDATION - That the Port Times-Record newspaper and/or Newsday be designated as the official publications of the District for the 2018-2019 school year; and further, that Times-Record newspaper and/or Newsday be designated the official publication for advertising competitive bids.

30. Appointment of Health & Safety Committee

RECOMMENDATION – That the Board approve the appointment of a Health & Safety Committee for the 2018-2019 school year in accordance with Board Policy 8112 (attached).

31. District Accounts / Designation of Depository -

RECOMMENDATION - That the following bank accounts be approved:

- General Fund - Checking - Capital One 6755
- General Fund – Money Market – Capital One 5930
- Federal - Checking - Capital One 6805
- Capital - Checking - Capital One 6813
- Capital – Money Market - Capital One 6821
- Trust & Agency - Checking - Capital One 6789
- Payroll - Capital One 6763
- Royal Education Foundation - Checking - Capital One 6839
- Trust & Agency Scholarship - Checking - Capital One 6797
- School Lunch - Checking - Capital One 6847
- Trust & Agency - Payroll - Capital One 6771

and further that the following banks be designated as the depository for all district funds:  
Capital One, People’s United Bank, MBIA-CLASS, Bank of America, J.P. Morgan Chase, Citibank, State Bank of Long Island, Commerce Bank, HSBC

32. Authorization of Facsimile Signatures -

RECOMMENDATION - That the District Treasurer and substitute District Treasurer be authorized to resort to an electronic signature, and be it further resolved that the District Treasurer and substitute District Treasurer maintain control of these signatures.

33. Purchasing Policy -

RECOMMENDATION - That the Board review Purchasing Policy 6700 (attached), as required by General Municipal Law Section 104-b(4).

34. Charge Cards -

RECOMMENDATION - That the Board authorize the use of the Home Depot and Wright Express credit cards for the 2018-2019 school year.

35. Designation of Extra-Classroom Activities Fund Officers -

RECOMMENDATION - That the Board approve the following officers for the Extra-Classroom (Student Organization) Funds for the 2018-2019 school year:

Elementary	- Lucy Arnone, Treasurer
	- Principal
	- Superintendent of Schools
Middle School	- Rosalie Loizas, Treasurer
	- Principal
	- Superintendent of Schools
Senior High	- Stephanie Miazga, Treasurer
	- Principal
	- Superintendent of Schools

36. Designation of Petty Cash Funds & Fund Custodians -

RECOMMENDATION - That the Board approve the establishment of petty cash funds and custodians of the funds for the 2018-2019 school year as follows:

<u>Fund</u>	<u>Amount</u>	
District	\$100.00	Superintendent / Janice Baisley
Elementary School	\$100.00	Principal / Lucy Arnone
Middle School	\$100.00	Principal / Rosalie Loizas
High School	\$100.00	Principal / Stephanie Miazga
Business Office	\$100.00	Deputy Superintendent / Natalie Pego
Curriculum Office	\$100.00	Assistant Superintendent / Traci McGlynn

37. Reimbursement for Authorized Use of Vehicles -

RECOMMENDATION - That the rate of reimbursement for the authorized use of privately owned vehicles in the performance of District business be established at the IRS rate per mile for the 2018-2019 school year.

38. Reimbursement for Conferences -

RECOMMENDATION - That the rate of reimbursement for authorized conferences, contests and events for lodging, meals and incidental expenses will not exceed the maximum IRS rate limits.

Exceptions may be granted when approved conferences are held at a participating hotel or there is an approved written justification for special circumstances.

39. Rate per Hour - Home Instruction Fee -

RECOMMENDATION - That the rate per hour for home instruction fees provided by any agency other than Port Jefferson Teachers' Association be \$40.00.

40. Non-Resident Tuition -

RECOMMENDATION - That the Board establish the non-resident tuition rate for the 2018-2019 school year pursuant to the required State Education Formula for establishing non-resident student tuition rate, as follows:

Kindergarten - Grade 6 \$22,526 per year

Grades 7 - 12 \$26,985 per year

Special Education: Kindergarten - Gr.6 \$69,022 per year

Special Education: Grades 7- 12 \$73,481 per year

Said rates to be revised when they become finalized by the State Education Department.

41. Appointment of District Committee on Special Education -

RECOMMENDATION - That the Board approve the appointment of the following as District Committee on Special Education for the 2018-2019 school year:

Chairpersons - Director of Special Education, School Psychologist

Special Education Teacher, Teacher Member

Classroom Teacher, Teacher Member

Director of Special Education, School Psychologist

Physician Member (as requested)

John Steiner, Lorraine Steiner, Lorraine Guzzetta, Parent Members (as requested)

42. Appointment of Sub-Committee on Special Education -

RECOMMENDATION - That the Board approve the following composition of the Sub-Committee on Special Education for the 2018-2019 school year:

Chairpersons - Director of Special Education, School Psychologist

School Psychologist, Classroom Teacher, Teacher Member

Special Education Teacher, Teacher Member

43. Appointment of Committee on Preschool Special Education -

RECOMMENDATION - That the Board appoint the following to the Committee on Preschool Special Education for the 2018-2019 school year:

Chairpersons - Director of Special Education, School Psychologist

Teacher Member

Special Education Teacher Member

Suffolk County Representative, County Representative

Evaluator, a professional who participated in the evaluation of the child for whom services are sought

John Steiner, Lorraine Steiner, Lorraine Guzzetta - Parent Members (as requested)

44. IDEA and 504 Impartial Hearing Officers -

RECOMMENDATION - As per Part 200.5(j)(3)(i), appointment from the impartial hearing list must be made in accordance with the rotational selection process established in Section 200.2(e)(1) of the Part 200 Regulations of the commissioner and the administrative procedures established by the Board of Education pursuant to Section 200.2(b)(9).

45. Appointment of Surrogate Parents -

RECOMMENDATION - That the Board approve the appointment of the following as Surrogate Parent(s) for the Committee on Special Education for the 2018-2019 school year:  
Father Frank Pizzarelli

46. Appointment of District-wide DASA Coordinator

RECOMMENDATION – That the Board appoint the Director of Special Education, as District-wide DASA Coordinator for the 2018-2019 school year.

47. Annual Budget Hearing, Annual Meeting/District Vote –

RECOMMENDATION: That the Annual Budget Hearing be held on May 14, 2019, 7:00 pm; and, the Annual Meeting/District Vote be held on May 21, 2019, 6:00 am-9:00 pm.

48. Designation of Regular Board of Education Meeting Dates -

RECOMMENDATION: That the Board designate the following as dates for regular monthly business meetings of the Board of Education for the 2018-2019 school year:

August 14, 2018	September 17, 2018	October 9, 2018
November 13, 2018	December 11, 2018	January 8, 2019
February 12, 2019	March 12, 2018	April 9, 2019
May 14, 2019	June 11, 2019	

49. Designation of Board Work Session Meeting Dates-

RECOMMENDATION: That the Board designate the following as dates for work sessions of the Board of Education for the 2018-2019 school year:

October 23, 2018	January 22, 2019	March 26, 2019
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Tentative Work Session Dates:

November 27, 2018	February 26, 2019	May 28, 2019
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**III. ESTABLISHMENT OF BOARD COMMITTEES**

Audit Committee  
Curriculum Committee  
Facilities Committee  
Finance Committee  
Policy Committee

**IV. ADJOURNMENT**

## INVESTMENTS

The objectives of the district's investment policy are to safeguard district funds and to minimize risk, to ensure that investments mature when cash is required to finance operations and to ensure a competitive rate of return. In accordance with this policy, the Treasurer or his/her designee is authorized to invest and/or deposit all funds, including proceeds of obligations and reserve funds, in time-deposit accounts, certificates of deposit, short-term government securities, repurchase agreements or other investment instruments permitted by law, subject to the investment regulations approved by the Board of Education.

Concentration of investments in a single financial institution should be avoided unless there would be an impact to interest revenue. To mitigate the risk of concentration, funds should be fully collateralized by a third party. Diversification of investments and deposits is encouraged. Investments may be made either directly from an authorized trading partner, or by participation in a cooperative investment agreement with other authorized municipal corporations pursuant to General Municipal Law Article 5-G and in accordance with General Municipal Law Article 3-A.

This policy will be annually reviewed by the Board and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Ref: Education Law §§1604-a; 1723-a; 3651; 3652  
Local Finance Law § 24.00, 25.00, 165.00  
General Municipal Law §§6-d; 6-j; 6-l-n; 6-p; 6-r; 10; 11; 39; Article 3-A; Article 5-G

Presented for:  
1<sup>st</sup> reading & adoption – 4/10/18



## 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:

1<sup>st</sup> reading – 5/10/16

2<sup>nd</sup> reading & adoption – 6/14/16

## PURCHASING

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Three written quotes will be needed for purchase contracts between \$2,500 and \$19,000 and public works contracts between \$2,500 and \$34,999. If three quotes are not available, documentations must be provided that an attempt was made to obtain said quotes (copies of faxes/emails). Requests for Proposals will be issued at the discretion of the Board of Education via a board resolution based upon the recommendation of the Superintendent of Schools. Requests for Proposals while not required by law are encouraged as best practice and will be utilized for Professional Services and Insurance Liability Programs.

The District's purchasing activity will strive to meet the following objectives:

1. To effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. To obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. To ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. To maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. To ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors.

Where permitted by law, purchases may be made through available cooperative BOCES bids, or by “piggybacking” onto contracts of the United States or agencies thereof or the federal General Services Administration (GSA), the New York State Office of General Services (OGS), departments or agencies of New York State, any New York State county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of the district or will result in cost savings to the district. In addition, the district may make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

It is the District’s responsibility to review each “piggybacking” contract corresponding to a proposed purchase, upon the advice of counsel as necessary, to determine whether the original contract does not conflict with state law or regulation, and meets the following requirements:

1. The contract must have been let by the United States, or any agency thereof, any state, or any other political subdivision or district therein;
2. The contract must have been made available for use by other governmental entities; including New York State local governments;
3. The contract must have been let to the lowest responsible bidder or on the basis of best value, in a manner consistent with General Municipal Law §103. Those main elements are: (a) public solicitation of bids or offers; (b) secure or confidential bids or offers; (c) use of a common standard for bidders or offers to compete fairly; and (d) awarded to the lowest responsible bidder, or responsible offer of best value, which optimizes quality, cost and efficiency.

In accordance with law, the District shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term “alternative format” shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the New York State Office of General Services (OGS), the District will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the District may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the District avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the District in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service

discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

### Competitive Bidding

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163. Other exceptions to competitive bidding are outlined below.

In addition, the Board authorizes the receipt of sealed bids for purchase contracts in electronic format, pursuant to the provisions of General Municipal Law §103(1) which addresses proper documentation, authentication, security, and confidentiality of electronic bids.

The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector.

### Exceptions to Competitive Bidding

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

1. Emergencies where time is a crucial factor;
2. Procurements for which there is no possibility of competition (sole source items);
3. Professional services that require special skill or training (see policy 6741 for guidance on purchasing professional services);
4. Purchases such as surplus or second-hand items from governmental entities, certain food and milk items, or goods and services from municipal hospitals ; or
5. Where the District is purchasing through (or is “piggybacking” onto) the contract of another governmental entity, where the original contract complies with the requirements of New York State law for competitive bidding.

### Purchasing when Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except as permitted by state law for procurements:

1. Under a county contract;
2. Under a state contract;
3. Under a federal contract;
4. Under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions;
6. Agencies for the blind and severely disabled.

"Piggybacking" onto the contract of other governmental agencies is permitted where the original contract is in conformance with the goals of this section.

The district will provide justification and documentation of any contract awarded to an offer or other than the lowest responsible dollar offer or, setting forth the reasons why such award is in the best interests of the District and otherwise furthers the purposes of section 104-b of the General Municipal Law.

#### General Purchasing Provisions

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the District. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the School District shall have an interest in any contract entered into by the Board or the District, as provided in Article 18 of the General Municipal Law.

Comments will be solicited from those administrators involved in the procurement process before enactment of the District's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All District policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the District's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the District or any officer or employee of the District.

Cross-ref: 6710, Purchasing Authority

Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)  
Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a), (9), (14), (22); 2503(7-a); 2554(7-a)  
General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-a; 800 et seq.  
State Finance Law §§97-g(3), (4), (5); 163; 163-b; 165-a  
County Law §408-a(2)  
8 NYCRR Part 114

Presented for:

1<sup>st</sup> reading & adoption – 4/10/18

PORT JEFFERSON SCHOOL DISTRICT  
BOARD OF EDUCATION

Board Committee Charges

Curriculum Committee

The Curriculum Committee is charged to work with the Administration to provide oversight of the Curriculum Revision Five-year Cycle. After review of the Superintendent's recommendations, the Committee will adopt and publish a five-year calendar of curriculum review and approval. Curriculum adoptions will be made prior to January 1 so that adequate time will be provided to include necessary funds for personnel and materials in the subsequent school year budget.

In addition, the Committee will oversee the implementation of Policy 4220, Educational Initiatives, to provide comprehensive plans for new and revised educational programs. The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June Board Meeting with recommendations for the next Board.

Finance Committee

The Finance Committee will work with the Assistant Superintendent for Business and meet as necessary to perform the following tasks:

- Oversee and monitor the process of planning, developing, and communicating the annual district budget to be referred to voters.
- Address any financial exigencies that may require Board action and ensure proper communication and reporting to the Board.
- Oversee the development of a long-range financial plan for the District.

The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June Board meeting with recommendations for the next Board.

Facilities Committee

The Facilities Committee will work with the administration to provide oversight of school facilities and will work with the District Architect to plan for facility development. Included within the facility oversight responsibility is the duty to set direction for the continued development and application of the District technology network. The Committee will act as the appellant body for final resolution of transportation complaints on appeal from administrative resolution. The Committee will also function as the School Visitation Committee. The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June Board meeting with recommendations for the next Board.

### Audit Committee

The Audit Committee will work with the administration and auditors in accordance with the District's Audit Committee Charter to provide oversight over the District's financial processes. The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June Board meeting with recommendations for the next Board.

### Policy Committee

The Policy Committee is charged to work with the administration to conduct a structured and cyclical review of all policies contained within the district's policy manual. The Committee will seek input from the Superintendent/designee to identify policies that will require priority status for revision or initial introduction. Policies reviewed by the Committee will be brought forward to the Board of Education whenever revisions or new adoptions are necessary (in accordance with policy relating to adoption of Board Policies). The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June Board meeting with recommendations for the next Board.