

April 27, 2010

A work session of the Port Jefferson School District Board of Education was held on April 27, 2010 at Edna Louise Spear Elementary School. The meeting commenced at 7:40 p.m. Present were Board President Stacey Zink, Board Members Marybeth Collins, Mark Doyle, and Lauren Hubbard, Superintendent, Max Riley, and District Clerk, Janice Baisley. Board member Robert Frey arrived at 7:55 p.m. Board members Robert Ramus and Elisa Scott were absent.

Motion was made by Ms. Collins, seconded by Dr. Doyle and carried 4-0 that as recommended by the Superintendent of Schools, the Board approve the following resolutions appearing on the April 27, 2010 consent agenda:

- A. Personnel - resolutions numbered 1-3
- B. Finance – resolution numbered 1

Presentations were made as follows:

- Grades 4 and 5 Math Test Analysis – Ted Mockrish and Christine Wise
- Laptop Initiative – Peter Esposito and Christine Austen
- Summer Curriculum Writing Projects – Maria Rianna

Discussion followed.

Information to be provided to the Board resulting from the presentations and discussion:

- Raw scores from State tests.
- Complete information packet of laptop program assessment.
- E-mail with URL to access Atlas program

At 9:25 p.m., motion was made by Ms. Collins, seconded by Dr. Frey and carried 5-0 to adjourn.

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A. Personnel

1. Change in Status – Paraprofessional

The Board approves the change in status of Mary Jo Zimmerman from teacher aide to teacher assistant for .27 of her assignment, retroactive to November 1, 2009.

2. Appointment – Substitutes

The Board approves the appointment of the following substitutes for the 2009-2010 school year:

Inma Vetro	School Nurse (RN)
Cary Gluck	Teacher

3. Resignation

The Board accepts the resignation of Ginny Bove-Grier as a teacher of Elementary Education in the Port Jefferson School District effective June 30, 2010.

B. Finance

1. MSG Varsity Network Outreach Agreement

The Board approves the MSG Varsity Network Outreach Agreement for the term of April 2010 through June 30, 2011.

April 21, 2010

A special meeting of the Board of Education of Port Jefferson School District was held on April 21, 2010 at the District Office. Present at the 8:45 a.m. call to order by President Stacey Zink were Vice-President Elisa Scott, Board Members Mark Doyle and Lauren Hubbard, Superintendent of Schools Max Riley, and District Clerk Janice Baisley. Absent were Board Members, Robert Frey, Robert Ramus and Marybeth Collins.

Motion was made by Dr. Hubbard, seconded by Mrs. Scott and carried 4-0 that the Board approve the Administrative Budget of the Board of Cooperative Educational Services for 2010-2011.

Motion was made by Dr. Doyle, seconded by Dr. Hubbard and carried 4-0 that the Board cast a vote for the following BOCES Board Candidates:

William Hsiang (Riverhead) incumbent  
Lisa Israel (Greenport) incumbent  
Fred Langstaff (Sayville) incumbent  
Sandra Townsend (Central Islip) incumbent  
John Wyche (Bridgehampton) incumbent

At 8:50 p.m., motion was made by Mrs. Scott, seconded by Dr. Hubbard and carried 4-0 to adjourn.

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April 13, 2010

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on April 13, 2010 at Edna Louise Spear Elementary School. Present at the 7:40 p.m. call to order by Board President Stacey Zink, were Vice-President Elisa Scott, Board Members Marybeth Collins, Mark Doyle, Robert Frey, Lauren Hubbard and Robert Ramus, Superintendent Max Riley, and District Clerk Janice Baisley.

Motion was made by Ms. Collins, seconded by Dr. Doyle and carried 7-0 that the Board approve the minutes of the following meetings:

Regular Meeting held March 9, 2010 Work Session held March 23, 2010

Ms. Zink announced the open forum.

#### OPEN FORUM

D. Brennan

- personnel certifications

N. Cerullo

- certification information
- purpose of Human Resources Director

L. Alter

- 211 waiver

D. Weldon

- opting out of departmentalization

Motion was made by Mr. Ramus, seconded by Ms. Collins and carried 7-0 to continue open forum an additional 15 minutes.

P. Heidi

- grades 4 and 5 departmentalization
- standardized math program
- Math Director to oversee program
- Memorandum of Agreement with Administrators

A. Steiner

- reduction in business department

A. Koutsantanou

- reporter visiting elementary school

- request for copy of math curriculum
- results of math tests

Motion was made by Ms. Collins, seconded by Mr. Ramus and carried 7-0 to continue open forum an additional fifteen minutes.

M. Sullivan

- LIPA contingency plan

S. Rescia

- grades 4 and 5 departmentalization
- two math teachers for one class

J. Tsunis

- budget process
- expenses rising / enrollment declining

S. Valesquaz

- grades 4 and 5 departmentalization / teachers to travel to the classrooms
- laptops
- math program

T. Tsunis

- increase course choices at high school
- business department

9:25 p.m. open forum concluded

#### REPORTS:

Student representative, Allison Colyer, reported on high school activities.

Interim Assistant Superintendent for Business, Larry Blake, presented the proposed 2010-2011 budget.

Elisa Scott reported on behalf of the By-Laws Committee.

Mark Doyle reported on behalf of the Curriculum Committee.

Ms. Zink reminded Board members that formal committee reports are due in June.

#### BOARD CONSENT AGENDA

Ms. Zink moved Personnel resolutions 8, 9 and 10 to New Business.

The District Clerk read into the record changes to Personnel resolution 2.

Mr. Ramus moved Personnel resolutions 1 and 2 to New Business.

Ms. Collins moved Personnel resolution 3 to New Business.

Ms. Collins asked that Finance resolution 2 be voted on separately.

Dr. Doyle moved Finance resolution 6 to New Business.

Motion was made by Dr. Doyle, seconded by Ms. Collins and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve the following resolutions appearing on the April 13, 2010 consent agenda:

- A. Personnel - resolutions numbered 4, 5, 6, 7, 11 and 12
- B. Finance - resolutions numbered 1, 3, 4, 5

Motion was made by Mr. Ramus, seconded by Dr. Doyle and carried 7-0 that as recommended by the Superintendent of Schools, the Board approve the following resolutions appearing on the April 13, 2010 consent agenda:

- C. Facilities and Operations – resolution numbered 1
- D. Education - resolutions numbered 1 -5

#### OLD BUSINESS

- A. Board Policies

Motion was made by Dr. Doyle, seconded by Dr. Hubbard to accept the following policies presented for a second reading and adoption:

1. Policy 0310, Team Self-Assessment & Professional Development Needs
2. Policy 2250, Board Committees
3. Policy 2110.1, School Board Access to Information and Reports
4. Policy 2901, Orientation of New Board Members
5. Policy 2902, Preparing the Board Meeting Agenda
6. Policy 2903, Requesting Information About Meeting Agenda Items
7. Policy 2904, Preparing for Board Meetings
8. Policy 2905, Participating in Discussion, Debate, and Voting
9. Policy 2906, Responding to Inquiries Regarding Executive Session
10. Policy 2907, Communicating with Team Members Between Meetings
11. Policy 2908, Expressing Concern about Another Member's Performance
12. Policy 2909, Requesting Information Not Related to Agenda Items
13. Policy 2910, Visiting Campuses as a Board Member (*as revised*)
14. Policy 2911, Responding to Community Complaints
15. Policy 2912, Conducting Travel for Professional Development of Board Members
16. Policy 2913, Preparing the Annual School Board Activity Calendar
17. Policy 2924, Evaluating the Superintendent
18. Policy 2925, Expressing Concerns About Superintendent Performance

Ms. Scott indicated that the Committee would like to further review Policy 2250, number 2.

Amended motion was made by Dr. Frey, seconded by Dr. Doyle, and carried 7-0 that the Board accept for second reading and adoption policies listed as 1 – 18, excluding 2.

### B. Emergency Planning Grant

Mr. Ramus explained that timelines did not allow for the district to participate in the Emergency Planning Grant with the Village and suggested that the information obtained be used as a roadmap to form a collaborative group between the district and the community for the purpose of emergency planning. Dr. Riley offered that the item be taken off the table and referred to committee. The Board concurred.

### NEW BUSINESS

Motion was made by Ms. Collins, seconded by Dr. Doyle and carried 7-0 that the Board designate April 21, 2010 as a special meeting date for the purpose of voting on the Eastern Suffolk BOCES 2010-2011 budget and election of members to the BOCES Board.

### CONSENT AGENDA ITEMS MOVED TO NEW BUSINESS:

Motion was made by Mr. Ramus, seconded by Dr. Frey, that Personnel items numbered 1 and 2 on the Consent Agenda be moved to Executive Session for discussion. Motion carried 7-0.

Motion was made by Ms. Collins, seconded by Mr. Ramus, that Personnel item numbered 3 on the Consent Agenda be moved to Executive Session for discussion. Motion carried 7-0.

Motion was made by Dr. Hubbard, seconded by Dr. Doyle, that Personnel item numbered 8 on the Consent Agenda be approved. Motion carried 5-0-2 (Mr. Ramus and Ms. Collins abstained).

Motion was made by Dr. Doyle, seconded by Dr. Frey that Personnel item numbered 9 on the Consent Agenda be approved. Motion carried 5-0-2 (Mr. Ramus and Ms. Collins abstained).

Motion was made by Dr. Frey, seconded by Dr. Hubbard that Personnel item numbered 10 on the Consent Agenda be approved. Discussion. Motion was made by Ms. Collins, seconded by Mr. Ramus that this item be moved to Executive Session for discussion. Motion failed 2-5 (Dr. Doyle, Dr. Frey, Dr. Hubbard, Ms. Scott and Ms. Zink opposed). Original motion to approve Personnel item numbered 10 carried 6-1-1 (Mr. Ramus abstained, Ms. Collins opposed).

Motion was made by Dr. Frey, seconded by Dr. Hubbard that Finance item numbered 2 be approved. Motion carried 5-2 (Mr. Ramus and Ms. Collins opposed).

Motion was made by Dr. Doyle, seconded by Dr. Hubbard that Finance item numbered 6 be approved. Motion carried 7-0.

Mr. Ramus asked to move to executive session for the purpose of discussing certification.

Ms. Zink announced the second open forum.

D. Scott

- number of administrators in district

C. Famularo

- business department reduction

L. Steiner

- clarification of Mr. Ramus' statement regarding certification

D. Mannarino

- record of Board member attendance

A. Lustig

- showing disrespect to Board member

N. Cerullo

- administrator not attending 5<sup>th</sup> grade SEAL assembly

K. Kamming

- teaching math facts
- personnel database

J. Camarda

- implementation of human resources program and department

J. Kaiser

- district expenses
- LIPA contingency plan
- employee concessions

A. Lustig

- plan to save money / LIPA certiorari

D. Kahn

- LIPA / budgeting
- curriculum / class size
- number of district administrators

D. Scott

- computers at the elementary school



At 11:55 p.m., motion was made by Dr. Hubbard, seconded by Dr. Doyle and carried 7-0 that the Board enter executive session. The District Clerk left the meeting and Ms. Zink acted as Clerk pro tem.

At 1:10 a.m., the Board reentered general session. \_\_\_\_\_

Motion was made by Mr. Ramus, seconded by Ms. Collins, and carried 7-0, that Personnel items numbered 1 and 2 be tabled to the next meeting of the Board of Education.

Motion was made by Dr. Frey, seconded by Dr. Hubbard, and carried 6-1 (Ms. Collins opposed) that the Board approve Personnel item numbered 3.

At 1:20 p.m., motion was made by Dr. Hubbard, seconded by Mr. Ramus, and carried 7-0 to adjourn. \_\_\_\_\_

**CONSENT AGENDA****A. Personnel**

## 1. Change in Status – Paraprofessional

The Board approves the change in status of Mary Jo Zimmerman from teacher aide to teaching assistant for .27 FTE of her assignment, retroactive to November 1, 2009.

## 2. Appointment – Substitutes

The Board approves the appointment of the following substitutes for the 2009-2010 school year:

- a. Jenna Boehm      *Teacher Aide / Assistant*
- b. Katherine Butera      *Teacher Aide / Assistant*
- c. Darlene Vosbrink      *Teacher Aide / Assistant*
- d. Inma Vetro      *School Nurse (RN)*
- e. *Cary Gluck*      *Teacher*

## 3. Appointment – School Nurse

The Board approves the appointment of Susan Federico, RN as School Nurse on a probationary basis, effective April 14, 2010, at Level BA Step 4, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

## 4. Test Prep Services

The Board approves the following teachers for the elementary school ELA and Math Prep Academy, 4 weeks, March 22-April 26, 2010, 3 sessions per week, 1 hour per session, in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

- a. Jacqueline Gondolfo
- b. Doreen Marullo
- c. Lorraine Novellino

## 5. Revised Job Description – Business Manager

The Board approves the revised job description for the position of Business Manager.

6. Resignation – Assistant Business Administrator

The Board accepts the resignation of Sean Leister, as Assistant Business Administrator (Business Manager), effective April 9, 2010.

7. Salary Increase

The Board approves an increase of 0% in the salaries of the Superintendent of Schools and Deputy Superintendent for the 2010-2011 school year.

8. Appointment – Assistant Superintendent for Business

The Board approves the appointment of Mark Flower as Assistant Superintendent for Business, at a salary of \$180,000.00, effective July 1, 2010.

9. Appointment – Assistant Superintendent for Pupil Personnel Services

The Board approves the appointment of Donna Guiffre as Assistant Superintendent for Pupil Personnel Services, at a salary of \$165,000.00, effective July 1, 2010.

10. Appointment – Assistant Principal Elementary School

The Board approves the appointment of Ellen Borenstein as Assistant Principal – Elementary School, in accordance with the negotiated agreement with the Port Jefferson Administrators Association, at a salary of \$114,000.00, effective July 1, 2010.

11. Stipulation of Settlement

The Board approves a certain Stipulation of Settlement, dated April 7, 2010, between the district and an employee, as per recommendation of counsel.

12. Resignation – Paraprofessional

The Board accepts the resignation, for the purpose of retirement, of Laura Martin as a teaching assistant effective June 30, 2010.

**B. Finance**

1. Financial Reports

The Board approves the financial reports.

2. Adoption of 2010-2011 Budget:

The Board approves the proposed budget for the 2010-2011 school year in the amount of \$37,724,644; and further, the Board of Education 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.

3. Staff Development Services

The Board approves the following contracts with Columbia Teachers' College for staff development services:

September 2009-June 2010 in the amount of \$36,377  
2009 Summer Institutes in the amount of \$7,290

4. Joint Municipal Cooperative Bidding Program

The Board adopts the attached resolution approving participation in the Joint Municipal Bidding Program with Eastern Suffolk BOCES.

5. Cooperative Purchasing Program

The Board authorizes Port Jefferson UFSD to participate in the cooperative purchasing program with Educational Data Systems for the 2010-2011 school year.

6. Vote Officials

The Board adopts the following resolution designating the Chairperson, Acting Clerk, Chief Election Inspector and Inspectors of Election for the May 18, 2010 Annual Vote and Election; 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, Gordon Thomsen, 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 18, 2010, 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, Gordon Thomsen, 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, including one such qualified voter appointed as Chief Election Inspector, at said Vote/Election and shall perform such duties and take such action as prescribed by the Education Law:

Lucy Smith	Isabelle Nalbantian	Lou Capone	Lesley Chesley
Helen Kristich	Monica Williams	Arnold Lustig	
Thomas Hummel	Margaret Sheprow	Stephanie Free	
Eileen Coen	Elaine Freda	Mary Smith	
Mabel Ackerman, Chief	Geraldine Serra	Caroline Ennis	

*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**

1. Assignment of Transportation Contracts

The Board approves the assignment of transportation contracts from United Bus to Suffolk Transportation.

**D. Education**

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education.

2. Health Service Contracts

The Board approves health services contracts with each of the following districts for children attending Our Lady of Wisdom School for the 2009-2010 school year:

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

3. Special Education Providers

The Board approves the agreements between Port Jefferson UFSD and the following approved special education providers; and further authorizes the Board President to execute said agreements:

Anderson Center for Autism	Kids First Evaluation
Cleary School for the Deaf	Metro Therapy
Developmental Disabilities	New York Therapy Placement Services
Just Kids	NYSARC, Inc.
Kidz Therapy	Suffolk County Department of Health

4. High School Science Olympiad Team Competition

The Board approves the attendance of the High School Science Olympiad team at the State competition at West Point, March 19-20, 2010.

5. Middle School Science Olympiad Team Competition

The Board approves the attendance of the Middle School Science Olympiad team at the State competition at SUNY New Paltz, April 30<sup>th</sup> –May 1, 2010.

**Property Tax Report Card**

**Form Due - April 24, 2010**

School District Contact Person: LARRY BLAKE  
 School District Telephone Number: 631-476-4413

	Budgeted 2009-10 (A)	Budgeted 2010-11 (B)	Percent Change (C)
Total Spending	37,155,441	37,724,644	1.53 %
Total School Tax Levy	28,907,099	29,909,021	3.47 %
Public School Enrollment	1,341	1,305	-2.68 %
Consumer Price Index			-0.4 %

	Actual 2009-10 (D)	Estimated 2010-11 (E)
Reserved Fund Balance	3,010,537	2,810,537
Appropriated Fund Balance	1,750,000	1,750,000
Unreserved, Unappropriated Fund Balance	1,486,218	1,508,986
Unreserved, Unappropriated Fund Balance as a Percent of the Total Budget	4.00 %	4.00 %

School Year 2010-2011

**RESOLUTION (A)**

**JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM**

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the **PORT JEFFERSON UFSD**, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.



BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Dated:

\_\_\_\_\_  
Name of Educational or Municipal Corporation

\_\_\_\_\_  
Name of Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Person - Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
E-Mail Address