

BOARD OF EDUCATION
AGENDA
September 13, 2011
Elementary School Large Group Room
REVISED

6:00 p.m. Executive Session
7:30 p.m. Public Session

- I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
- II. ROLL CALL OF BOARD MEMBERS
- III. MINUTES
 The Board approves the minutes of the following meetings:
 Regular Meeting held August 9, 2011
 Special Meeting held August 30, 2011
- IV. PUBLIC COMMENT (up to 15 minutes in length – relevant to agenda items only)
- V. REPORTS
 - A. Superintendent of Schools
 - Student Recognition
 President's Volunteer Service Award
 2010-2011 Science Olympiad Team
 - NYS Assessment Results – Maureen Hull
 - B. Board President
 - C. Committees
 - D. Student Representative
 - E. Other
- VI. BOARD CONSENT AGENDA
 As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the September 13, 2011 consent agenda:
 - A. Personnel - resolutions numbered 1-5
 - B. Finance - resolutions numbered 1-2
 - C. Facilities and Operations – resolution numbered 1
 - D. Education - resolutions numbered 1-6
- VII. OLD BUSINESS
 - A. Board Policy 0600, Administrative Organization - Revisions presented for a second reading and adoption.
 - B. Board Policy 9120.1, Nepotism and Patronage
- VIII. NEW BUSINESS
 - A. Board Goals
 - B. Budget Development Timeline
 - C. Role of Committees
- IX. PUBLIC COMMENT (up to 15 minutes in length)
- X. ADJOURNMENT

A. Personnel

1. Appointment – Substitutes

The Board approves the following substitutes for the 2011-2012 school year:

Teachers

Kathy Axelsen
Lisa Costa
Taylor Gang
Shannon Griffin
Donna Higgins
Karl Nilsen
Richard Olson
John Serignese
Lawrence Simon
Nicole Valente

Teaching Assistants

Holly Bachmann
Taylor Gang
Shannon Griffin
Karl Nilsen

Teacher Aides

Holly Bachmann
Taylor Gang
Shannon Griffin
Karl Nilsen

Clerical

Holly Bachmann
Taylor Gang

Nurse

Kelly Jo Klug (pending fingerprint clearance)

2. Co-Curricular Positions

The Board approves the appointment of the following co-curricular advisors for the 2011-2012 school year in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

High School

Concerts- Band – Christine Creighton
Concerts – Strings – Michael Caravello
Concerts – Vocal – Katie Bernius
Tri-M Honor Society – Christine Creighton
Sophomore Class – Kandice Brucella & Kayleen Moran (co-advisors)

Middle School

Concerts – Band Grade 6 – Christine Creighton
Concerts – Strings Grade 6 – Christian Neubert
Concerts – Vocal Grade 6 – Katie Bernius
Concerts- Band Grade 7/8 - Edward Pisano
Concerts –Strings Grade 7/8 – Francesca Jourawleff
Concerts – Vocal Grade 7/8 – Katie Bernius

Elementary School

Concerts – Band – Mark Abbonizio
Concerts – Strings – Christian Neubert
Concerts – Vocal – Meagan Finnerty
Concerts – Vocal – Jessica Pastor
Intramurals – Francoise Schachner & Loraine Novellino (co-advisors)

3. Change in Appointment Date

The Board approves the change in start date of Andrea Erland as a Teaching Assistant from April 13, 2011 to January 19, 2011 on a retroactive basis.

4. Change in Appointment Date

The Board approves the change in start date of Taylor Gang as a Teaching Assistant from April 14, 2011 to March 1, 2011 on a retroactive basis.

5. Approval of Services

The Board approves the services of Debra Hartman and Antoinette Famiano for after-school supervision of the high school/middle school library for the 2011-2012 school year, at the rate of \$15.15 per hour.

B. Finance

1. Financial Reports

The Board accepts the financial reports.

2. Approval of Services

The Board approves the services of Jeanette Cooper as piano accompanist for the 2011-2012 winter and spring concert seasons at a rate of \$80.00 per hour not to exceed 10 hours.

C. Facilities and Operation

1. Surplus Property

The Board declares the music textbooks on the attached list as surplus property and authorizes the disposition of same in the best interest of the district.

D. Education

1. CSE Recommendations

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

2. Instructional Service Agreement

The Board approves the Instructional Service Agreement between the district and Andrus Children's Center for the provision of special education programs and services for the 2011-2012 school year.

3. Instructional Service Agreement

The Board approves the Instructional Service Agreement between the district and Summit School for the provision of special education programs and services for the 2011-2012 school year.

4. Skilled Nursing Service

The Board approves the following skilled nursing services for the 2011-2012 school year, as recommended by the Committee on Special Education:

Donna Markovic (pending fingerprint clearance)

5. Scoring Services

The Board of Education approves the services of Educational Vistas, Inc. (EVI) for scoring of the NYS assessments for grades 3-8 ELA & Math, and grades 4 & 8 Science in April and May of 2012.

6. Memorandum of Understanding – Universal Pre-K

The Board approves the Memorandum of Understanding between the District and Early Discoveries Center/Children's community Head Start Program for the for the provision of Universal Pre-Kindergarten for the 2011-2012 school year.

Surplus Music Textbooks

(August 2011)

Quantity	ISBN #	TITLE
24	0-382-05482-2	Silver Burdett Music
2	0-382-05480-6	Silver Burdett Music
25	0-382-05478-4	Silver Burdett Music
23	0-382-05473-3	Silver Burdett Music
2		This is Music 3
3		This is Music 6
2		This is Music 2
21	0-382-05476-8	Silver Burdett Music
1	0-02-295051-6/2	Share the Music
1	0-382-05502-0	Silver Burdett Music, Teacher's Ed.
1	0-382-057651	Silver Burdett Music, Teacher's Ed.
1	0-382-05932-8	Silver Burdett Music, Teacher's Ed.
1	0-382-05770-8	Silver Burdett Music, Teacher's Ed.
1	0-382-05792-9	Silver Burdett Music, Teacher's Ed.
1	0-382-05924-7	Silver Burdett Music
3	75-206-2107	Making Music Your Own 6
1	75-206-2106	Making Music Your Own 5
1	75-265-2111	Making Music Your Own, Teacher's Ed. 4
1	75-303-0	Making Music Your Own
1		Discovering Music Together 5, Teacher's Ed.
4	0-02-295053-2	Share the Music
2		Discovering Music Together 6
1		Discovering Music Together 3
1	74-101-00	Silver Burdett Music
1	0-382-05916-6	Silver Burdett Music Teacher's Resource Bk.
1	0-382-05917-4	Silver Burdett Music Teacher's Resource Bk.
1	0-382-05918-2	Silver Burdett Music Teacher's Resource Bk.
1	0-382-05919-0	Silver Burdett Music Teacher's Resource Bk.
1	0-382-05920-4	Silver Burdett Music Teacher's Resource Bk.
1	74-163-00	Silver Burdett Music, Teacher's Ed.
2	74-164-00	Silver Burdett Music, Teacher's Ed.
2	74-165-00	Silver Burdett Music, Teacher's Ed.
2	4746	Discovering Music Together 4 - Revised
3	4730	Discovering Music Together 3 - Revised

1	0-382-05197-1	Silver Burdett Music for Chorus 4
1	0-382-05496-2	Silver Burdett Music, Teacher's Ed.
1	0-382-05471-7	Silver Burdett Music, Teacher's Ed.
2	0-382-05477-6	Silver Burdett Music, Teacher's Ed.
1	74-162-00	Silver Burdett Music, Teacher's Ed.
1	0-382-05474-1	Silver Burdett Music, Teacher's Ed.
1	0-03-042171-3	The Music Book
1	0-03-042-186-1	The Music Book
1	0-03-042141-1	The Music Book
1	0-03-042201-9	The Music Book
1	0-03-063451-2	The Music Book
1	0-03-042231-0	The Music Book
1	0-03-042246-9	The Music Book
2	0-382-05500-4	The Music Book
2	0-382-05497-0	The Music Book
1	0-03-042191-8	Silver Burdett Music, Teacher's Ed.
1	0-03-042206-X	Silver Burdett Music, Teacher's Ed.
1	0-03-042221-3	Silver Burdett Music, Teacher's Ed.
1	0-03-042161-6	Silver Burdett Music, Teacher's Ed.
1	0-03-042176-4	Silver Burdett Music, Teacher's Ed.
1	0-03-051266-2	Silver Burdett Music, Teacher's Ed.
1	0-03-042146-2	Silver Burdett Music, Teacher's Ed.
1	0-03-042156-X	Silver Burdett Music, Teacher's Ed.
1	0-038-05190-4	Silver Burdett Music, Teacher's Ed.
1	74-166-00	Silver Burdett Music, Teacher's Ed.
1	0-02-291950-3	MacMillan Music, Teacher's Ed.
1	296226B	Spotlight on Music Sampler
21		Alfred's Basic Guitar Method 1
22	0-382-05497-0	Silver Burdett Music
23	0-382-05500-4	Silver Burdett Music
1	0-382-05936-0	Silver Burdett Music, Teacher's Ed.
2	0-382-05788-0	Silver Burdett Music, Teacher's Ed.
2	0-382-05775-9	Silver Burdett Music, Teacher's Ed.
1	0-382-05779-1	Silver Burdett Music, Teacher's Ed.
1	0-382-05935-2	Silver Burdett Music, Teacher's Ed.
1	0-382-05784-8	Silver Burdett Music, Teacher's Ed.

6	0-86867-742-6	Let's Make Music
2	0-590-42535-8	The Farmer in the Soup
1	0-307-16555-8	Big Golden Book of Animals
1	0-439-06171-7	Rabbits and Raindrops
1	0-307-12109-7	Pinocchio
1	0-14-050588-1	The Tale of Jemima Puddle Duck
1	0-8167-0457-0	Monster Under My Bed
1	0-7327-0063-9	Good Morning Isabel
1	0-8167-0442-2	Now I know Stars
1	0-689-71203-0	The 10 th Good Thing About Barney
1		Mommies at Work
1	0-7901-0291-9	The Two Foolish Cats
1	0-590-90747-6	How Much is That Guinea Pig in the Window
1	0-816-7-1015-5	Tasting
1		Sam and the Firefly
1	07901-0151-3	The Mess Monster
1	0-590-45576-1	One Hungry Monster
1	0-688-10428-2	Each Orange Had 8 Slices
1	0-02-293110-4	Music of Latin American
1	0-02-292960-6	Afro-American Music
1	0-02-292720-4	Music USA
1	0-02-29246-4K	Music Teacher Resource
1	0-02-291870-1-1	Music, Teacher's Ed.
1	0-02-291890-6-2	Music, Teacher's Ed.
1	0-02-291910-4-3	Music, Teacher's Ed.
2	0-02-291930-9-4	Music, Teacher's Ed.

ADMINISTRATIVE ORGANIZATION

The Superintendent of Schools is the chief executive officer of the district. During his/her absence, the Superintendent will designate *a central office administrator* ~~the Deputy Superintendent to serve as administrator in charge; if he/she is absent, the Superintendent will designate the Assistant Superintendent for Business to serve as administrator in charge; if he/she is absent, the Superintendent will designate the Assistant Superintendent for Pupil Personnel Services~~ to serve as administrator in charge, if *all central office administrators are absent or the Superintendent is not able to designate* ~~all of the aforementioned are absent~~, the Board will designate a person to serve as administrator in charge.

Note: Policy added

Presented for update: 9/12/06
Update adopted: 10/10/06
Revision presented for
1st reading: 9/14/10-tabled
1st reading: 10/12/10
2nd reading & adoption: 11/9/10
Revision presented for
1st reading: 8/9/11
2nd reading & adoption: 9/13/11

NEPOTISM AND PATRONAGE

The Board of Education is committed to building trust in the district and the community by ensuring that hiring and purchasing processes and decisions are competitive, based on cost and merit. No preference will be given in hiring or purchasing based on personal relationships with, or advantage to, current employees or Board members.

1. Board members holding actual or prospective personal, familial or financial interest in the resolutions, motions or decisions placed before the Board for action, must publicly announce that interest and recuse themselves from voting if appropriate.
2. A two-thirds majority of the entire Board is required for the appointment of a blood or marriage relative of board members to a teaching position. "Blood or marriage relative" is defined as immediate family - parent, child, sibling, or spouse.
3. This policy shall not be understood to prohibit any Board member from voting on the appointment of, or on a contract of employment with, that member's blood or marriage relative, in accordance with applicable laws.
4. Board members will not impose undue pressure (individual or as a Board) on administrators or staff before and after recommendations for purchase or hire are made.
 - a. The Board may review the processes used by the administration and staff to develop data and information upon which recommendations to the Board have been made.
 - b. The Board shall assign the school district's attorney to investigate any suspected abuse or misuse of the employment or procurement process in any individual candidacy or bid brought into question by a member(s) of the Board.
5. The administration will comply with the Purchasing Policies (Board Policy 6700 et seq.) in respect to purchasing competitively and without prejudice or favoritism, and in following the bidding procedures of such policy and the General Municipal Law.
6. The administration will assure that the competitive hiring process outlined in Board Policies 9240 and 2926 are followed. With regard to any candidate for employment, the administration is required to take reasonable steps to investigate and report to the Superintendent and Board of Education any known family relationships, of that candidate to any Board member or current employee of the District. Although family relationship with current Board members or employees is not necessarily a bar to employment in the district, such relationship may impose particular duties on the Board in the employment process and the administration in assignment of supervision. Disclosure of a family relationship between a candidate and a current Board member or employee is important to avoid the fact or appearance of impropriety in hiring.

7. No individual who is a blood or marriage relative of a Board member or district administrator will be allowed more than 30 days per diem salary prior to Board approval.
8. When a recommendation to accept a bid or hire is rejected by the Board of Education, the administration must re-initiate the bidding process or the search for candidates by re-posting, re-advertising and recruiting. Only after an attempt is made to recruit additional candidates may the administration begin interviews with new candidates or vendors. If candidates from the original advertising or recruiting process are considered qualified, the administration is not required to re-interview them before they are considered for recommendation for employment or vendor status.
9. Normally, an administrator shall not be permitted or assigned to directly supervise an employee related to the administrator by blood or marriage. Exceptions to this rule and supervision by an administrator of a more distant relative may be determined by the Superintendent after consideration of other available options and the goal of avoiding the fact or appearance of impropriety. This restriction shall not preclude the fulfillment by any administrator of such other responsibilities or exercise of such authority as may be appropriate to the supervisor's administrator's position.

Related Laws: General Municipal Law Sec.103, 104, 109, 119, 800's; Education Law Sections 1619, 2103, 2513, 2556, 3016
Bd of Ed v. McGinnis, 100AD2d 300, 1984

Revision presented for

1st reading: 10/14/08

2nd reading & adoption: 11/18/08

Revision presented for

1st reading: 5/11/10

2nd reading & adoption: 6/8/10

NEW BUSINESS A.

DRAFT

2011-2012 GOALS

❖ Student Achievement

Maximize student achievement through a rigorous program that is designed to meet the varied needs of all learners and maintain the level of excellence Port Jefferson has grown accustomed to.

Success will be measured through: New York State Report Card, Grades 3-8 Assessment results, classification rates, and student retention rates.

❖ Fiscal Responsibility

Govern in a fiscally responsible way reflective of the uncertain economic climate, identifying ways to maximize efficiencies while maintaining instructional integrity.

Success will be measured through: budget development, examples of "doing more with less", and identifying reductions while maintaining program.

❖ Curriculum Review Cycle

Implement a Curriculum Review Cycle to effectively review and evaluate curriculum documents for all subject areas, K-12, on a rotating basis.

Success will be measured through: Atlas implementation, curriculum mapping, implementation of NYSCCS.

❖ Communication

Focus on effective communication with parents and community insure all stakeholders are informed members of our school community.

Success will be measured through: Use of district website, district newsletter, school messenger system, parent portal.

July 2011

PORT JEFFERSON SCHOOL DISTRICT
BOARD OF EDUCATION

2011-12 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 2012 Board Meeting with recommendations for the next Board.

Finance Committee

The Finance Committee will work with the Assistant Superintendent for Business to plan, develop and communicate the annual district budget to be referred to voters. The Committee will receive monthly reports from the administration on expenditures and otherwise monitor the implementation of the budget as appropriate. The Committee will meet as necessary during the school year to address any financial exigencies that may occur. The Committee will convene a Citizens Advisory Committee in accordance with Board policy to provide advice regarding the budget. In addition, the Finance Committee will work to develop 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 2012 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 2012 Board meeting with recommendations for the next Board.

LIPA Committee

The LIPA Committee will study and recommend strategic action to the Board for addressing the potential loss of tax revenue to the District from the Port Jefferson power plant. The Committee will cooperate with a like committee appointed by Village Government and seek consensus with this counterpart committee on effective plans of action to achieve the goal of minimizing the effects of loss of power plant tax revenues on Port Jefferson Union Free School District. The committee will comprise Board members and citizen members as chosen by the Chair. This Committee is an *ad hoc* Committee and will be dissolved on June 30, 2012. The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June 2012 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 2012 Board meeting with recommendations for the next Board.