

January 3, 2012

A special meeting of the Port Jefferson School District Board of Education was held on January 3, 2012 at the District Office. Present at the 7:36 p.m. call to order by President Mark Doyle, were Vice-President Kathleen Brennan, Board Members Dennis Kahn, James Laffey, Isak Prohovnik, and Robert Ramus, and Superintendent Kenneth Bossert. Board Member Lauren Hubbard arrived at 7:41 p.m. In the absence of the District Clerk, Dr. Doyle acted as Clerk pro tem.

Motion was made by Dr. Kahn, seconded by Mr. Laffey, and carried 6-0 that the Board enter executive session to discuss potential litigation. [Dr. Hubbard left the meeting at 8:30 p.m.]

At 9:50 p.m., the Board reentered general session.

Motion was made by Mr. Laffey, seconded by Dr. Prohovnik, and carried 6-0 to adjourn.

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December 13, 2011

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on December 13, 2011 at Edna Louise Spear Elementary School. Present at the 6:05 p.m. call to order by President Mark Doyle were Vice-President Kathleen Brennan, Board Members Lauren Hubbard, Dennis Kahn, James Laffey, Isak Prohovnik, and Robert Ramus, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Pupil Personnel Services Donna Guiffre, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley.

Motion was made by Mrs. Brennan, seconded by Dr. Kahn and carried 7-0 that the Board enter executive session to discuss matters relating to grievances, negotiations, student and personnel matters.

At 7:25 p.m. the Board left executive session. Choral and orchestra students performed. General session reconvened at 7:35 p.m.

Motion was made by Mrs. Brennan, seconded by Dr. Prohovnik, and carried 7-0 that the Board approve the minutes of the following meetings:

- Regular Meeting held November 8, 2011
- Special Meeting held November 15, 2011
- Work Session held November 22, 2011

Dr. Doyle opened the Public Comment portion of the meeting.

Soo Jung – foreign language trips/Italy trip

Sarah Jourdain – foreign language trips/Italy trip

Dennis Brennan – budget /tax impact on community

Student representative, Nicole Capobianco, reported on high school activities.

PTA President, Jill Russell, reported on PTA activities.

The report from the Superintendent of Schools included the following:

- Special Education Program Modifications – Mrs. Guiffre
- Budget Update – Mr. Leister

Discussion ensued regarding budget scenarios to be presented at the January meeting; scenarios representing 2, 1 and 0% tax levy increases will be presented on January 10.

The report from the Board President included the following:

- PTA meeting
- Distributed information on the SCSSA Advocacy Workshop and the Regional Legislative Breakfast. Dr. Doyle asked that board members interested in attending these events inform the District Clerk to be registered.

Committee reports were given as follows:

Dr. Hubbard – Facilities Committee to be scheduled  
Mrs. Brennan – Curriculum Committee  
Mr. Ramus – Finance and BAC  
Dr. Kahn/Mr. Leister – Audit Committee

#### BOARD CONSENT AGENDA

Motion was made by Mrs. Brennan, seconded by Dr. Prohovnik that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered A. 1-7 appearing on the December 13, 2011 consent agenda. Mr. Laffey asked that A.1 be pulled for a separate vote. Original motion was amended to approve Personnel resolutions A.2-7. Amended motion carried 6-0. It was determined that discussion on resolution A.1 be moved to executive session.

Motion was made by Dr. Prohovnik, seconded by Mr. Ramus that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered B.1-3 appearing on the December 13, 2011 consent agenda. Dr. Prohovnik asked that B.2 and B.3 be acted on separately. Motion to approve B.1 carried 7-0. Discussion ensued regarding B. 2; motion to approve B.2 carried 7-0. Discussion ensued regarding B.3; motion to approve B.3 carried 7-0.

Motion was made by Mr. Ramus, seconded by Mr. Laffey that as recommended by the Superintendent of Schools, the Board approve Facilities and Operations resolution numbered C.1 appearing on the December 13, 2011 consent agenda. Discussion ensued. A list of groups using district facilities is to be provided to the Board when the policy is addressed. Motion to approve C.1 carried 6-0-1 (Dr. Kahn abstained).

Motion was made by Dr. Prohovnik, seconded by Mr. Ramus that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered D.1-5 appearing on the December 13, 2011 consent agenda. Dr. Prohovnik asked that D.3 be voted on separately. [Mr. Laffey left the room.] Original motion was amended to approve Education resolutions D.1, 2, 4 and 5. Amended motion carried 6-0. Discussion ensued regarding D.3; motion carried 5-0-2 (Dr. Prohovnik and Dr. Kahn abstained). [Mr. Laffey reentered.]

#### OLD BUSINESS

Revisions to Board Policy 9120.1, Nepotism and Patronage were presented for a second reading and adoption. Motion was made by Mr. Ramus, seconded Dr. Prohovnik, and carried 7-0 that the Board approve and adopt the revisions to Policy 9120.1.

#### NEW BUSINESS

Mr. Ramus initiated discussion regarding Board membership on the Finance Committee. Motion was made by Dr. Doyle, seconded by Dr. Prohovnik, and carried 7-0 that Mr. Laffey be appointed to serve on the Finance Committee for the 2011-2012 school year.

Dr. Doyle introduced a walk-in resolution regarding grievances 2011-1 and 2011-2. Motion was made by Mr. Ramus, seconded by Mrs. Brennan, and carried 7-0 that the Board deny grievance 2011-1 and grievance 2011-2 at Level 3.

Dr. Doyle announced the second public comment portion of the meeting.

At 9:47 p.m., motion was made by Dr. Kahn, seconded by Mr. Ramus and carried, 7-0 to continue discussions regarding grievances, negotiations, and potential litigation. The District Clerk left the meeting and Dr. Doyle acted as Clerk pro tem.

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At 11:38 p.m. the Board reentered General Session.

Motion was made by Mr. Laffey, seconded by Dr. Hubbard and carried 7-0 that the Board approve Personnel resolution A.1 on the December 13, 2011 Consent Agenda.

At 11:39 p.m., motion was made by Mrs. Brennan, seconded by Mr. Laffey and carried 7-0 to adjourn.

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**CONSENT AGENDA**

**12/13/11**

**A. Personnel**

1. Substitutes

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

Teachers

Kelly Maguire

Donna Farenga

Teaching Assistants

Sheila Albinson

Kim Berger

Amy Frohlich

Kelly Maguire

2. Request for Leave – Teaching Assistant

The Board approves the request of Patricia Dowden, Teaching Assistant, for a leave of absence from January 3, 2012 through the end of the 2011-2012 school year, in accordance with Article XI.10 of the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

3. Leave Replacement Appointment – Teaching Assistant

The Board appoints Michelle Lautato as a teaching assistant on a leave replacement basis (for Patricia Dowden) effective January 3, 2012 through the remainder of the 2011-2012 school year, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

4. Leave Replacement Appointment – Teacher

The Board appoints Lisa Griffiths as a teacher of Elementary Education on a leave replacement basis (for Miegan Rowett) effective November 14, 2011 to April 16, 2012, at Level MA15 Step 1 in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

5. Coaching / Athletic Appointments

The Board approves the following coaching / athletic appointments for the 2011-2012 school year:

MSG Varsity Outreach Media Advisor	Brian Chalmers
MS Wrestling Coach	Mike Feile
Community Fitness Center Instructors	Michael Caravello
	Traci Johansen
	Dinarae Squatriglia
	Alycia Petitto
	Andrew Cosci
	James Mimnaugh
	Michael Riley
Lifeguards for Community Swim	Loraine Serabian
	Emily Fleckenstein
	Jake Cavanaugh
	Kirsten Crovello
	Amanda Skelly

6. Rate of Pay – Substitute Custodian

The Board approves the rate of pay for substitute custodian Peter Colon in the amount of \$12.00 per hour effective with the 2011-2012 school year.

7. Resignation – Payroll Supervisor

The Board accepts the letter of resignation from Lorraine Dunkel as Senior Account Clerk / Payroll Supervisor effective January 1, 2012.

**B. Finance**

1. Financial Reports

The Board accepts the financial reports.

2. Change Order

The Board approves Change Order Number 1 with SJ Electric, Inc., in the amount of \$6,500.00.

3. Establishment of Non-Interest Bearing Bank Account

The Board approves the establishment of a non-interest bearing bank account with Capital One for the purpose of offsetting the increasing cost of collateralization.

**C. Facilities and Operation**

1. Use of Facilities Fee Schedule

The Board approves the attached Use of Facilities Fee Schedule for immediate implementation.

**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 Education, Inc., for the provision of home instruction services for the 2011-2012 school year.

3. Out-of-State Trip

The Board approves the proposed trip to Boston, Massachusetts, May 10 – 11, 2012, for Grade 7 students.

4. High School Course Offering

The Board approves the addition of *Foundations in English* as a high school course offering commencing with the 2012-2013 school year.

5. Textbook Approval

The Board approves the adoption of *New York Chemistry, Matter and Change*, published by McGraw Hill, copyright date 2013, for use by Chemistry students.

## 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.~~

**INSERT ATTACHED**

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

1<sup>st</sup> reading: 10/14/08

2<sup>nd</sup> reading & adoption: 11/18/08

Revision presented for

1<sup>st</sup> reading: 5/11/10

2<sup>nd</sup> reading & adoption: 6/8/10

Revision presented for

1<sup>st</sup> reading: 10/11/11 tabled to 11/8/11

2<sup>nd</sup> reading & adoption: 12/13/11

## INSERT

It is important to avoid the fact or appearance of impropriety when hiring new employees or when entering contracts with consultants and other vendors. The Superintendent and administration will take reasonable steps to ~~ensure that~~ discover any potential conflict of interest involving district employees participating in a decision-making process ~~leading to a recommendation to the Board for the hiring of a candidate or for entering into a contract with a third party~~ are promptly and fully ~~disclosed.~~ Such potential conflicts will be promptly and fully disclosed to the Board before it takes action on any resulting recommendation. District employees involved in decisions regarding hiring or the engagement of outside consultants and vendors are required to disclose any potential conflicts of Interest (in fact or appearance) to the Superintendent during the decision-making process. The administration will ensure that the competitive hiring process outlined in Board Policies 9240 and 2926 are followed. With regard to any candidate for employment or outside vendor, the administration ~~is required to~~ and Superintendent will take reasonable steps to investigate and report to the ~~Superintendent and~~ Board of Education any ~~known family~~ significant relationships ~~(blood or marriage)~~ of that candidate to any Board member or current employee of the District. Although family significant ~~such~~ relationships with current Board members or employees ~~are~~ is not necessarily a bar to employment in the district, such relationships may impose particular duties on the Board in the employment process and the administration in assignment of supervision. In addition, Board members are also required to disclose any conflict of interest ~~to the Superintendent and Board~~ before voting on a candidate for hire or a contract.

<b><i>Fees Schedule for Single Event</i></b>	<b>Port Jefferson Not for Profit's where NO entrance fee is charged</b>	<b>Non Port Jefferson Not for Profit's where NO entrance fee is charged</b>	<b>Port Jefferson Not for Profit's where a entrance fee is charged</b>	<b>Non Port Jefferson Not for Profit's where a entrance fee is charged</b>	<b><u>Other Organizations</u></b>
Classroom	\$0	\$10	\$100 per event	\$150 per event	\$240 per event
Auditorium	\$0	\$25	\$240 per event	\$300 per event	\$800 per event
Gymnasium	\$0	\$25	\$240 per event	\$300 per event	\$800 per event
Pool	\$0	\$25	\$240 per event	\$300 per event	\$400 per event
Lifeguards	\$15	\$15	\$15 per hour	\$20 per hour	\$25 per event
Cafeteria (excluding use of kitchen facilities)	\$0	\$25	\$150 per event	\$200 per event	\$360 per event
Fields (+ \$120 for lights, if needed)	\$0	\$25	\$190 per day	\$250 per day	\$360 per day
Parking Lot	\$0	\$10	\$120 per day	\$150 per day	\$240 per day
Library	\$0	\$25	\$150 per event	\$190 per event	\$360 per event
Large Group Rm/ Multi-purpose Rm	\$0	\$25	\$150 per event	\$190 per event	\$360 per event
Service Fee for Custodial Service fee weekends when Custodians are not on duty in the building	\$46 per hour	\$50 per hour	\$66 per hour	\$68 per hour	\$76 per hour
Service Fee for Spring Street Custodial Service fee weekends when Custodians are not on duty in the building	\$45 per hour Sat \$60 per hour Sun	\$50 per hour Sat \$65 per hour Sun	\$65 per hour Sat \$75 per hour Sun	\$70 per hour Sat \$80 per hour Sun	\$80 per hour Sat \$90 per hour Sun
<b><i>Fee Schedule for Season (Assumes One day per week)</i></b>	<b>Port Jefferson Not for Profit's where NO entrance fee is charged</b>	<b>Port Jefferson Not for Profit's where NO entrance fee is charged</b>	<b>Port Jefferson Not for Profit's where a entrance fee is charged</b>	<b>Port Jefferson Not for Profit's where a entrance fee is charged</b>	<b><u>Other Organizations</u></b>
Classroom	\$0	\$100	\$500	\$600	\$1,500
Auditorium	\$0	\$250	\$1,000	\$1,200	\$3,000
Gymnasium	\$0	\$250	\$1,000	\$1,200	\$2,000
Pool	\$0	\$250	\$1,000	\$1,200	\$2,000
Lifeguards	\$150	\$1,000	\$1,000	\$1,200	\$2,000
Cafeteria (excluding use of kitchen facilities)	\$0	\$250	\$1,000	\$1,200	\$2,000
Fields (+ \$120 for lights, if needed)	\$0	\$250	\$750	\$900	\$1,500
Parking Lot	\$0	\$100	\$500	\$600	\$1,000
Library	\$0	\$250	\$1,000	\$1,200	\$2,000
Large Group Rm/ Multi-purpose Rm	\$0	\$250	\$1,000	\$1,200	\$2,000
Service Fee for Custodial Service fee weekends when Custodians are not on duty in the building	\$46 per hour	\$50 per hour	\$66 per hour	\$68 per hour	\$76 per hour
Service Fee for Spring Street Custodial Service fee weekends when Custodians are not on duty in the building	\$45 per hour Sat \$60 per hour Sun	\$50 per hour Sat \$65 per hour Sun	\$65 per hour Sat \$75 per hour Sun	\$70 per hour Sat \$80 per hour Sun	\$80 per hour Sat \$90 per hour Sun