

**BOARD OF EDUCATION
AGENDA
August 14, 2012
Elementary School**

6:00 p.m. Executive Session (Library)
7:30 p.m. Public Session (Large Group Room)

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:

Special Meeting held June 28, 2012

Reorganization & Regular Meeting held July 2, 2012

Emergency Meeting held July 12, 2012

Special Meeting held July 23, 2012

IV. PUBLIC COMMENT (*limited to 15 minutes - priority given to Agenda related items*)

V. REPORTS

- A. Superintendent of Schools
 - Energy Performance Contract (Fred Koelbel)
 - RtI Update (Donna Guiffre)
- 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 August 14, 2012 consent agenda:

- A. Personnel - resolutions numbered 1-38
- B. Finance - resolutions numbered 1-14
- C. Facilities and Operations – resolutions numbered 1-2
- D. Education - resolutions numbered 1-6

VII. OLD BUSINESS

- A. Board Policy 0320/0320-E, Evaluation of Superintendent/Evaluation of Superintendent Evaluative Tool – Revisions presented for a second reading and adoption.
- B. Establishment of Board Committees

VIII. NEW BUSINESS

IX. PUBLIC COMMENT

X. ADJOURNMENT

A. Personnel

1. Appointment – Substitutes

The Board approves the attached list of substitute appointments for the 2012-2013 school year.

2. Appointment - Coaches

The Board approves the attached list of coaching appointments for the 2012-2013 school year.

3. Request for Leave of Absence - Teacher

The Board approves the request from Sandra Eybs, Elementary Teacher, for a leave of absence from October 1, 2012 – November 26, 2012 in accordance with Board Policy 9520.2 Family and Medical Leave and Article IX.B.9. of the negotiated agreement with the Port Jefferson Teachers' Association.

4. Request for Extension of Leave – Teaching Assistant

The Board approves the request of Patricia Dowden, Teaching Assistant, for an extension of her leave of absence to December 31, 2012.

5. Retirement – Custodial Worker

The Board accepts the resignation of Maria Norman, Custodial Worker I, for the purpose of retirement effective August 31, 2012.

6. Resignation – Teacher

The Board accepts the resignation of Francesca Jourawleff, Music Teacher, effective August 31, 2012.

7. Resignation – Teacher

The Board accepts the resignation of Meagan Finnerty, Music Teacher, effective July 30, 2012.

8. Excess – Teacher Aides

The Board resolves that the employment of the following Teacher Aides shall be discontinued effective September 1, 2012; and are, therefore, hereby excessed: Mary Jo Zimmerman
Karen Harvey

9. Leave Replacement Appointment – Music

The Board appoints Christine Klimek, as a teacher of Music, on a leave replacement basis for the period August 29, 2012 to January 14, 2013, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

10. Leave Replacement Appointment – Music

The Board appoints Jason Crockett as a teacher of Music, on a leave replacement basis, effective October 26, 2012 through the remainder of the 2012-2013 school year, at Level MA Step 2, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

11. Appointment – .4 FTE Music

The Board appoints Andrew Frey as a .4 FTE teacher of Music, on a part-time basis, effective August 29, 2012 at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association

12. Appointment – .6 FTE Music

The Board appoints Christian Neubert as a .6 FTE teacher of Music, on a part-time basis, effective August 29, 2012 at Level BA Step 3, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

13. Appointment – English Teacher

The Board appoints Kayleen Moran, as a teacher of English Language Arts 7-12, on a probationary basis effective August 29, 2012, at Level BA+15 Step 1 in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

14. Appointment - .6 FTE Speech & Language Teacher

The Board appoints Stacia Schoen as a .6 FTE teacher of Speech and Language, on a part-time basis, effective August 29, 2012, at Level MA Step 2, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

15. Appointment - .6 FTE Special Education Teacher

The Board appoints Michelle Landetta as a .6 FTE Special Education Teacher, on a part-time basis, effective August 29, 2012, at Level MA

Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

16. Appointment – Special Education Teacher

The Board appoints Kelly Cusumano as a teacher of Special Education, on a probationary basis, effective August 29, 2012, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

17. Leave Replacement Appointment – Special Education Teacher

The Board appoints Taylor Forstell as a teacher of Special Education, on a leave replacement basis, effective November 24, 2012 through the remainder of the 2012-13 school year, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

18. Leave Replacement Appointment – School Psychologist

The Board appoints Stephanie Rubino as a School Psychologist, on a leave replacement basis, for the period November 7, 2012 – December 14, 2012, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

19. Leave Replacement Appointment – Teaching Assistant

The Board appoints Bernadine Devlin as a Teaching Assistant, on a leave replacement basis, for the period August 29, 2012 – December 31, 2012, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

20. Appointment – Teaching Assistant

The Board approves the recall of Michelle Lautato, from the Preferred Eligibility List, as a Teaching Assistant, effective August 29, 2012, in accordance with the negotiated agreement with the United Paraprofessionals' Association of Port Jefferson.

21. Appointment – Teaching Assistant

The Board approves the recall of MaryJo Zimmerman, from the Preferred Eligibility List, as a Teaching Assistant, effective August 29, 2012, in accordance with the negotiated agreement with the United Paraprofessionals' Association of Port Jefferson.

22. Appointment – Custodial Worker I

The Board appoints Stephen Iturrino as a Custodial Worker I, on a probationary basis, effective August 15, 2012, in accordance with the Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Custodial Workers Unit.

23. Appointment – Custodial Worker I

The Board appoints Frank McIntosh as a Custodial Worker I, on a probationary basis, effective August 15, 2012, in accordance with the Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Custodial Workers Unit.

24. Appointment – Part-time Security Guard

The Board appoints Robin Sacco as a part-time Security Guard, effective August 17, 2012, 17.5 hours per week, at the rate of \$20.00 per hour.

25. Appointment – Part-time Security Guard

The Board appoints Ronald Elten as a part-time Security Guard, effective August 17, 2012, 17.5 hours per week, at the rate of \$20.00 per hour.

26. Appointment – Equipment Manager

The Board appoints Nicole Poulianos as Equipment Manager for the 2012-13 school year at the rate of \$13.00 per hour.

27. Appointment – Lifeguards

The Board approves the following Lifeguard appointments for the 2012-2013 school year:

Head Lifeguard at the rate of \$15.00 per hour:

Mary Fleckenstein
Loraine Serabian
Kevin Rowett
Benjamin Bajus
Emily Fleckenstein

Community Swim Lifeguard at the rate of \$12.00 per hour:

Jake Cavanagh
Amanda Skelly
Kirsten Crovello
Mairead Swords
Steven Bosch
Morgan Sakovich

28. Appointment – Fitness Center Instructors

The Board approves the following Fitness Center Instructor appointments for the 2012-13 school year:

Fall, Spring and Winter - in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Michael Maletta	Fall Fitness Center Instructor
Michael Maletta	Spring Fitness Center Co-Instructor
Dinae Camarda	Spring Fitness Center Co-Instructor
James Mimnaugh	Winter Fitness Center Instructor

Community Fitness Center Instructors at the rate of \$20 per hour:

Dinae Camarda
Alycia Petitto
Andrew Cosci
James Mimnaugh
John Serignese
Loraine Serabian
Benjamin Bajus
Michael Maletta
Jesse Rosen
Michael Riley

29. Appointment – Athletic Trainer

The Board appoints Beth Freedman as Athletic Trainer, effective August 15, 2012, at the rate of \$38 per hour.

30. Appointment – Substitute Athletic Trainers

The Board approves the following substitute athletic trainers for the 2012-2013 school year at the rate of \$38 per hour:

Stephanie Dunn	Jason Lee	Jason Long
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31. Memorandum of Agreement – Custodial Workers Unit

The Board approves the Memorandum of Agreement between the Port Jefferson Union Free School District and the Port Jefferson Custodial Workers Unit, dated July 25, 2012.

32. Change in Title – Senior Office Application Specialist

The Board approves the change in title for Gayle Tullo from Office Application specialist to Senior Office Application Specialist, effective August 1, 2012, in accordance with Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Office Staff Association.

33. Extra Class Assignments

The Board approves the following extra class assignments for the 2012-13 school year in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Anne Algieri FLEX class, spring semester, period 8
Kimberly Petrone Spanish III, one period daily for a full year
Kristyn Johnson SAT Prep Verbal, fall semester daily, period 8
Michel Krivosta AP Physics Independent Study, 3 periods per 6 day cycle

34. Co-curricular Appointment – Technical Director

The Board approves the appointment of John Worrell as Technical Director for the 2011-12 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

35. Appointment - Co-Curricular Positions

The Board approves the attached list of high school and middle school co-curricular appointments for the 2012-2013 school year.

36. Increase in Rate of Pay - Driver Education Instructor

The Board approves the increase in rate of pay for Carlo Busso, Driver Education Instructor, from \$1,500 per semester to \$1,600 per semester.

37. Leave of Absence – Teaching Assistant

The Board approves the request of Stefanie Marigliano, Teaching Assistant, for a leave of absence from August 29, 2012 through no later than June 30, 2013, in accordance with Article XI.10 of the negotiated agreement with the Port Jefferson Paraprofessionals' Association.

38. Summer Employment

a. The Board approves the appointment of the following as aides for the remainder of the summer 2012, to assist with supplies and mailings for school opening, at the rate of \$10.00 per hour:

Suzanne Uldal (not to exceed 15 hours)
Mary O'Sullivan (not to exceed 4 hours)

b. The Board approves the appointment of Maureen Colon, as an aide to assist with summer 2012 sports physicals, at the rate of \$10.00 per hour, not to exceed 20 hours.

B. Finance

1. Financial Reports

The Board accepts the financial reports.

2. Free and Reduced Price Lunch Program

The Board approves the Free and Reduced Price Meal Policy Statement including the Family Income Eligibility Criteria for the 2012-2013 school year.

3. School Lunch Prices

The Board approves the lunch prices for the 2012-2013 school year as follows:

Elementary School Lunch	\$2.55
Secondary School Lunch	\$2.80
Elementary Milk	\$.35
Secondary Milk	\$.35

4. Acceptance of Donation

The Board gratefully accepts the donation of \$500 from the Suffolk Association of School Business Officials for the purpose of a scholarship.

5. Interscholastic Competitions

The Board approves the attendance by qualifying teams/individuals at the following interscholastic competitions held beyond the Long Island area, for the 2012-2013 school year:

Boys and Girls Track and Cross Country:
Rhode Island Classic, Providence, RI
Yale Invitational, Yale University, CT
Penn Relays, University of Pennsylvania, PA
Eddy Games, Union College, Schenectady, NY
VVS Invitational, Oneida, NY
National Track & Field Championships, Greensboro, NC

6. Extension of Agreement – Food Service

The Board approves the extension of the Food Service Program Contract with Whitsons School Nutrition Corp., Islandia, NY, for the 2012-13 school year.

7. Stipulation of Settlement Agreement

The Board approves the Stipulation of Settlement agreement between Zero Energy Homes, LLC and Port Jefferson UFSD, contingent upon submission of the required close-out documents.

8. Suffolk County Natural Gas Request for Bid

The Board approves the attached resolution with the Suffolk County Department of Public Works for participation in the Suffolk County Natural Gas Request for Bid through Eastern Suffolk BOCES.

9. Student Residency Investigator

The Board approves the appointment of Clifford S. Trotter Associates, Inc., as the District's student residency investigator for the 2012-2013 school at the hourly rate of \$65.00, with the option to renew on a yearly basis.

10. Award of Bid – Electrical Service

The Board awards the Electrical Service bid for the 2012-13 school year to Sentry Contracting, the lowest responsible bidder meeting specification, as per the attached Award of Bid list.

11. Award of Bid – Plumbing Service

The Board awards the Plumbing Service bid for the 2012-13 school year to Sentry Contracting, the lowest responsible bidder meeting specifications, as per attached Award of Bid list.

12. Award of Bid – Grounds Maintenance Supplies

The Board awards the Grounds Maintenance Supplies bid for the 2012-13 school year to Vigliotti Garden, the lowest responsible bidder meeting specifications, as per attached Award of Bid list.

13. Award of Bid – Oil and Gas Burner Maintenance and Repair Service

The Board awards the Oil and Gas Burner Maintenance and Repair Service bid for the 2012-13 school year to Bain Mechanical, the lowest responsible bidder meeting specifications, as per attached Award of Bid list.

14. Admission of Non-Resident Tuition Student

In accordance with Board Policy 5152, the Board approves the admission of a certain non-resident student as a tuition student to attend Earl L. Vandermeulen High School for the 2012-13 school year, at the Board

established rate, contingent upon the execution of the Private Tuition Agreement.

C. Facilities and Operation

1. Surplus Property – Books

The Board declares the books listed on the attached as surplus property and directs the Assistant Superintendent for Business to dispose of same in the best interest of the district.

2. Hours of Operation – Community Fitness Center / Pool

The Board approves the hours of operation for community use of the fitness center and pool for the 2012-13 school year as follows:

Fitness Center – effective September 10, 2012,
Monday-Thursday, 5:30 p.m. – 7:30 p.m., on days
school is in session for students.

Pool – effective September 10, 2012, Monday and
Wednesday, 6:30 p.m.- 8:30 p.m., on days school
is in session for students.

D. Education

1. CSE Recommendations

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

2. Service Agreement – Universal PreK

The Board approves the Service Agreement between the District and The Community Programs Center of Long Island for the provision of Universal PreK for the 2012-13 school year.

3. Service Agreement – Skilled Nursing

The Board approves the Nursing Staffing Service Agreement between the District and Joanne Willis for the provision of skilled nursing services for the 2012-13 school year.

4. Concussion Management Services

The Board approves the following Chief School Medical Officer Concussion Management service appointments for the 2012-13 school year, at no cost to the district:

Orthopedics Associates of Long Island
St. Charles Hospital's *Think Smart Concussion Management Program*

5. Driver Education Program

The Board extends the Driver Education Program with Jim's Cornerstone Driving School, Inc., for the provision of driver education for the 2012-13 school year, fall and spring sessions.

6. Driver Education Instructors

The Board approves the appointment of the following instructors for the 2012-13 Driver Education program:

James V. Perretta, Sr.
Scott T. Perretta
Carlo R. Busso

SUBSTITUTE APPOINTMENTS 2012-13**Teachers**

Sheila Albinson
 Jennifer Barricelle
 Janelle Bellotti
 Kimberly Berg
 Keegan Blaney
 Tamara Block
 Karen Booker
 Barbara Cawley Marsha
 Cohen
 Robert Conlin
 Michele Connolly
 Lisa Costa
 Christopher Coward
 Jason Crockett
 June Crovello
 Kathryn Csorny
 Samantha Davidson
 Christina Del Giudice
 Laura DeMarco
 Jennifer DePaoli
 Andrea Erland
 Jennifer Farrell
 Donna Farenga
 Andrea Femoyer
 Lisa Flanagan
 Taylor Forstell
 Nicole Garcia
 Justin Garguilo
 Corinne Gillingham
 Gregory Gorniok
 Shannon Griffin
 Cacy Hansen
 Eileen Heely
 Donna Higgins
 Amanda Jacobellis
 Aroona Khan
 Alexis Krivosta
 Michelle Landetta
 Kristen Mariani
 Stephanie Mazarakis
 Jason Miller
 Linda Moran
 Jeanine Nasta
 Christian Neubert
 Allyson Nuss
 Christine Klimek

Susan O'Donnell
 Richard Olson
 Alycia Petitto
 Nancy Randazzo
 Rejane Ribeiro
 Laura Ricca
 Susan Robinson
 Stephanie Rubino
 Joan Sandstrom
 Carmina Santorelli
 Linda Schneider
 Stacia Schoen
 Dawn Shackles
 Priyanka Singh
 Maribeth Siskind
 Casidhe Streeff
 Michelle Stylianou
 Carla Sutherland
 Rachel Tarnowski
 Melodie Tegay
 Brittany Tortorella
 Jordan Tsunis
 Philip Vario
 Valerie Vignona
 Susan Whitman
 Susan Wiederman
 Allyson Wolff
 Wendy Woods

**Teachers – not to exceed
40 days**

Joseph Barclay
 Katherine Butera
 Mary Connell
 Tara Jones
 Ellyse Rosenthal

Teaching Assistants

Sheila Albinson
 Mary Connell
 Michele Connolly
 Bernadine Devlin
 Andrea Erland
 Shannon Griffin
 Tara Jones
 Aroona Khan

Alexis Krivosta
 Stephanie Mazarakis
 Sonia Pinero
 Susan Robinson
 Carmina Santorelli

Priyanka Singh
 Maribeth Siskind
 Rene Sowers
 Nancy Starr
 Brittany Tortorella
 Jordan Tsunis
 Susan Wiederman
 Allyson Wolff
 Regina Spero

**Teaching Assistants– not
to exceed 40 days**

Joseph Barclay
 Roxanne Brown
 Katherine Butera
 Carol Peters
 Kathleen Righi
 Nancy Starr

Teacher Aides

Joseph Barclay
 Patricia Bennett-Leute
 Michele Connolly
 Karen Harvey
 Shannon Griffin
 Sonia Pinero
 Priyanka Singh
 Jordan Tsunis

Clerical

Roxanne Brown
 Sandra Mellon
 Carol Peters

Nurse

Linda Love
 Gertrude Weidler

COACHING APPOINTMENTS 2012-13

Assistant Coach for all Sports

Debra Ferry

SPORTS*Field Hockey Varsity**Field Hockey JV**Field Hockey MS**X-Country Varsity Boys**X-Country Varsity Girls**Golf Varsity Boys**Soccer Varsity Boys**Soccer JV Boys**Soccer MS Boys**Soccer Varsity Girls**Soccer JV Girls**Tennis Varsity Girls**Football Varsity**Football Assistant Varsity (1)**Football Assistant Varsity (2)**Football JV – Head**Football JV – Assistant**Football MS - Head**Football MS – Assistant**Unpaid Football Coach**Volleyball Varsity Girls**Volleyball JV Girls**Cheerleading Varsity (Fall and Winter)**Independent Gymnastics Varsity**Winter Track Varsity Boys**Wrestling Varsity**Swimming Varsity-Independent (Boys and Girls)**Spring Track Varsity Boys**Tennis Varsity Boys**Varsity Baseball**Unpaid Track Assistant Coach***Coach****Deborah Edgar-Brown****Emily Fleckenstein****Nancy Gallagher**

Roderick Cawley

Donald Slingerland

Charles Ruoff

John Poulianos**Matthew Madarasz****Matthew Madarasz**

Winifred Lento

Allyson Wolff

Dennis Christofor

Jeffrey Koutsantanou

Thomas Foley

Timothy Izzo

Anthony Anecreonte

Patrick Cawley

Andrew Cosci

Jesse Rosen

Adam Stiles

Robert Conlin

Dinarae Squatriglia

Andrea Gil

Alycia Petitto

Roderick Cawley

Michael Maletta

Mary Fleckenstein

Roderick Cawley

Dennis Christofor

Jesse Rosen

Brett Topping

CO-CURRICULAR APPOINTMENTS 2012-13

High School Co-curricular Activity	Advisor
Academic Team	Laurie McMillen
Chamber Choir	Jason Crockett
Community Service – (not a club – coordination stipend)	Kerri Neligon Jesse Rosen
Concerts Instrumental – (not a club)	Christine Creighton
Concerts Strings – (not a club)	Michael Caravello
Concerts Vocal – (not a club)	Jason Crockett
CSI	Adam Bouchard
Detention Supervisor	Caroline Morgan
Drama Club	Anthony Butera
Freshman Class Advisor	TBD
Gay-Straight Alliance	Kristin Britt & Carla Greco (co-advisors)
Junior Class Advisor	Kandice Brucella & Kayleen Moran (upon BOE approval as a teacher) (co-advisors)
Latin Club	Anne Algieri
Leo Club	Brian Chalmers & Kristine Vaccaro (co-advisors)
LISEC	Jonathan Maletta & Dawn DeLeonardis (co-advisors)
MAST (literary magazine)	Carla Greco
Mathletes	Dennis Christofor
Musical Productions	Jeanette Cooper
National Honor Society	Michel Krivosta & Laurie McMillen (co-advisors)
Robotics Club	Brian Chalmers
Rotary-Interact Club	Deirdre Filippi & Sarah Ogden (co-advisors)
SCIMATECH (Science Olympiad)	Michel Krivosta & Laurie McMillen (co-advisors)
Senior Class Advisor	Kristin Britt & Anne Algieri (co-advisors)
Sophomore Class Advisor	Christina Carlson & Melissa Zinger (co-advisors)
Student Council	Sarah Ogden
Technical Director (play)	TBD
Tri-M Honor Society	Christine Creighton
Yearbook	Lynne Edsall & Megan Ryan (co-advisors)

Middle School Co-curricular Activity	Advisor
Art Club	Stacey Schuman
Band concert Grade Six – (not a club)	Christine Creighton
Band Concert Grades Seven/Eight – (not a club)	Ed Pisano
Chorus Concert Grade Six – (not a club)	Jason Crockett
Chorus Concert Grades Seven/Eight – (not a club)	Jason Crockett
Drama Club	Amy Jean Castaldo
Detention – (not a club)*	Susan Federico / Philip Giannusa / Allison Giannusa
Environmental Club	Peter Burawa
Frost Valley Trip Coordinator	Peter Burawa/Melissa Corey
6 th Grade Intramurals	Melissa Corey/Pete Burawa
Mathletes	Matt Garofola/Meg Ryan
National Junior Honor Society	TBD
Newspaper	Allison Giannusa
Science Olympiad	Adam Bouchard
Strings Concert Grade Six – (not a club)	Christian Neubert
Strings Concert Grades Seven/Eight – (not a club)	
Student Council	Allison Giannusa
Yearbook	Allison Giannusa

AUTHORIZING NATURAL GAS PURCHASES UNDER COUNTY CONTRACTS BY PORT JEFFERSON UFSD PURSUANT TO NEW YORK STATE AND COUNTY LAW

WHEREAS, subdivision (3) of section 103 of Article 5-A of the General Municipal Law provides, in part, that:

“[i] ... any officer, board or agency of a political subdivision or of any district therein [is] authorized to make purchases of materials, equipment or supplies, ...

when available, through the county in which the political subdivision or district is located or through any county within the state subject to the rules established pursuant to subdivision two of section four hundred eight-a of the county law...;”

and

WHEREAS, subdivision (2) of section 408-a of the County Law provides that “the board of supervisors may, in the case of any purchase contract or any contract for services, other than services subject to article nine of the labor law, ... authorize the inclusion of a provision whereby purchases may be made or such services may be obtained under such contract by any political subdivision or fire company (as both are defined in section one hundred of the general municipal law) or district....;” and

WHEREAS, Suffolk County Resolution 921-2011 authorized political subdivisions and fire companies as defined by General Municipal Law § 100 to use County contracts to purchase natural gas; and

WHEREAS, it is the intention of the County to issue a request for proposals for a gas commodity price manager and a request for bids for the supply of natural gas, and after evaluation of the responses received, the County may award a contract to a natural gas price manager or a natural gas purveyor, or both; and

WHEREAS, it is the desire of the County to have political subdivisions and fire companies participate in the cooperative purchase of the natural gas commodity pursuant to GML § 103(3); County Law § 408-a and Suffolk County Resolution 921-2011; and

WHEREAS, the economic benefits resulting from a collaborative procurement effort and the combined purchasing needs of municipalities participating in the agreement benefits all taxpayers; and

WHEREAS, energy commodity market pricing is subject to frequent “real-time” (minute by minute) change based on free market conditions, and energy marketers will not guarantee pricing included in bid responses for more than a few hours after the official bid opening, therefore making it necessary for Suffolk County representatives to

know with certainty which municipalities will participate in a gas purchase agreement and the respective consumption habits of all participants in order to properly evaluate a bid; and

WHEREAS, it is the desire of <municipality> to participate in the County's request for proposals for a gas commodity price manager and the request for bids for the natural gas commodity, and to satisfy its natural gas needs via cooperative purchases of the commodity pursuant to the terms and conditions of the natural gas purchase agreement awarded by the County; now therefore be it

RESOLVED, the <executive officer of municipality> and/or his/her designee(s) is hereby authorized, directed and empowered, to cooperate and participate in the County's request for proposals for a gas commodity price manager and the request for bids for the natural gas commodity, by supplying to the County all necessary information relating to <the municipality's> natural gas consumption history and projected consumption needs and such other information as may be necessary for the County to develop complete requests for proposals or bids, or both; and it is further

RESOLVED, the <executive officer of municipality> and/or his/her designee(s) is hereby authorized, directed and empowered, to (i) utilize the services of the natural gas commodity price manager the County may retain to assist with the pricing and procurement of the natural gas commodity, and to (ii) commit to purchase and in fact purchase natural gas for the <municipality> pursuant to the terms and conditions of any natural gas purchase agreement the County may award; and be it further

RESOLVED, the execution and delivery on behalf of and in the name of the <municipality> by the <executive officer> and/or his/her designee(s) of such agreements, instruments and/or authorizations as may be contemplated by, or necessary or advisable to, consummate or otherwise give full effect to the transactions contemplated by this Resolution is hereby authorized and directed as the <executive officer> and/or his/her designee(s) may approve, and the execution and delivery of such agreements, instruments and/or authorizations shall be conclusive evidence of the approval, the authorization and the direction thereof by this <governing board>.

DATED:

APPROVED BY:

Date of Approval:

BID AWARDS 2012-13

Electrical Service -

Sentry Contracting, the lowest responsible bidder meeting specifications, as follows:

Labor Rate:
 Mechanic: \$72.00/ hour
 Laborer: 67.00/ hour
 Overtime: 1.5 x straight time

Parts and Materials billed at Contractor's certified cost plus 0%

Plumbing Service –

Sentry Contracting, the lowest responsible bidder meeting specifications, as follows:

Labor Rate:
 Mechanic: \$61.00/ hour
 Laborer: 45.00/ hour
 Overtime: 1.5 x straight time

Parts and Materials billed at Contractor's certified cost plus 0%

<u>EQUIPMENT RATE :</u>	<u>EQUIPMENT STRAIGHT TIME DOLLARS/HR/DAY</u>	<u>OPERATOR STRAIGHT TIME DOLLARS/HR</u>
BUCKET TRUCK	600/day	61
DUMP TRUCK	600/day	61
12-20 HP TRENCHING MACHINE	300/day	61
40 HP TRENCHING MACHINE	325/day	61
70 HP TRENCHING MACHINE	350/day	61
BACKHOE WITH 18" BUCKET	1000/day	61
BACKHOE WITH 30" BUCKET	1200/day	61
AIR COMPRESSOR (250 CFM)	300/day	61
MUD PUMP 8" PORT SIZE	300/day	61
CENTRIFUGAL PUMP 4" PORT SIZE	250/day	61
DEWATERING PUMP 8" PORT SIZE	300/day	61
DEWATERING PUMP 10" PORT SIZE	300/day	61

Grounds Maintenance Supplies -

Vigliotti's Garden, the lowest responsible bidder meeting specifications, as follows:

Item 1A Blue/Rye Mix

25lb. Bags delivered to Port Jefferson School District 41.66 Price per bag

Item 1B Centennial Tri-Rye

25lb. Bags delivered to Port Jefferson School District 29.64 Price per bag

Item 2A Roots – Turf Food 8-0-6

50lb. Bags delivered to Port Jefferson School District 34.96 Price per bag

Item 2B Roots – Turf Food 15-0-8

50lb. Bags delivered to Port Jefferson School District 40.34 Price per bag

Item 2C 20-0-4 50% XCU 3% Iron

50lb. Bags delivered to Port Jefferson School District 17.84 Price per bag

Item 2D 18-0-18 4% Iron

50lb. Bags delivered to Port Jefferson School District 22.79 Price per bag

Item 2E 30-0-2 50% XCU 2% Iron

50lb. Bags delivered to Port Jefferson School District 21.95 Price per bag

Item 3 Burnout II Concentrate 2.5 gallon or equal

2.5 gallon container delivered to Port Jefferson School District 90.00 Price per container

Item 4 Frost Bite Premium with CMA (Calcium Magnesium Acetate)

50lb. Bags delivered to Port Jefferson School District 9.88 Price per bag

Item 5 Pro Choice Select Premium Infield Conditioner or equal

50lb. Bags delivered to Port Jefferson School District 12.89 Price per bag

Item 6 Pro Choice Rapid Dry Drying Agent

50lb. Bags delivered to Port Jefferson School District 12.25 Price per bag

Item 7 Turface MVP

50lb. Bags delivered to Port Jefferson School District 11.38 Price per bag

Item 8 Compost

Price per cubic yard picked up: 17.00

Price per cubic yard delivered: 28.00

Minimum Delivery: 25 cu. Yds.

Item 9 Top Soil

Price per cubic yard picked up: 13.00

Price per cubic yard delivered: 22.00

Minimum Delivery: 25 cu. Yds.

Item 10 Mulch

Price per cubic yard picked up: 19.00

Price per cubic yard delivered: 26.00

Minimum Delivery: 20 cu. Yds.

Item 11 Cal-Turf Pro

50lb. bags delivered to Port Jefferson School District 12.50 Price per bag

Item 12 Soil Doctor Soil Repair Pelletized Gypsum

40 lb. bags delivered to Port Jefferson School District 9.26 Price per bag

Item 13 Field Marking Lime

50lb. bags delivered to Port Jefferson School District 5.48 Price per bag

Oil and Gas Burner Maintenance and Repair Service -

Bain Mechanical, the lowest responsible bidder meeting specifications, as follows:

Labor Rate:

Mechanic: \$75.00/ hour

Laborer: \$25.00/ hour

Overtime: 1.5 x straight time

Parts and Materials billed at contractor's certified cost plus 15%

Textbooks:

Title	Publisher	Year of Publication	ISBN	# of copies
Global Insights	Glenco	1994	0-02-822689-5	30
Summaries of Leading Cases on the Constitution 12 th ed.	Helix Books 12 th ed.	1983	0-8226-0364-0	31
Atlas of World Geography	Rand McNally	1997	0-528-17792-0	30
Atlas of World Geography Teacher Activity Guide	Rand McNally	1997	0-528-177792-T	1
We The People	Center for Civic Education	1995	0-89818-177-1	27
Sociology	Prentice Hall 3 rd Ed.	1994	0-13-042706-3	22
Traditions & Encounters, 3 rd Ed.	McGraw Hill	2006	0-07-295754-9	16
A History of Modern World	McGraw Hill	1983	0-394-53396-8	9
World History	Glencoe	2008	0-07-879218-5	5
World History: A Modern Era	Glencoe	1999	0-02-800397-7	6
Exploring Our World	McGraw Hill	2010	0-07-891250-4	4
Teen Health		1993	0-02-651774-4	93

Novels:

Title	Publisher	Year of Publication	ISBN	# of copies
<u>The Man Who was Poe</u>	Avon Books	1989	0380711923	74
<u>Beyond the Burning Time</u>	Scholastic	1994	0590473328	39
<u>The Winter of Red Snow</u>	Scholastic	1996	0590226533	16
<u>The Time Machine</u>	Dover Publications	1995	0486284727	120
<u>The Day They Came to Arrest the Book</u>	Marnate Production	1982	0440918146	17
<u>Eva</u>	Bantam Double Day books	1988	0440207665	16
<u>Ethan Frome</u>	Charles Scribner's Sons	1970	0684719274	11
<u>Dr. Jekyll and Mr. Hyde</u>	Bantam Books	1967	No isbn Sp7846	41
<u>Shane</u>	Bantam Books	1983	055324765	54
<u>At Risk</u>	Berkely Books	1988	0425117383	85
<u>The Call of the Wild</u>	Perfection Learning	1979	0895980193	66
<u>Treasure Island</u>	Dover	1993	0486275590	113
<u>The Light in the Forest</u>	Fawcett Juniper	1981	0449704378	86
<u>Farewell to Manzanar</u>	Bantam Books	1973	0553106198	81
<u>My Brother Sam is Dead</u>	Scholastic Ic	1974	059042792	76
<u>A Christmas Carol</u>	Tale Blazer Books	1979	No ISBN #	101
<u>A Raisin in the Sun</u>	American Library	1966	0451124154	185

EVALUATION OF SUPERINTENDENT EVALUATIVE TOOL

I. Introduction

A. Scope and Purpose

This handbook addresses the regular annual cycle of evaluations of the District Superintendent by the Board of Education. In establishing the responsibilities and performance goals for the District Superintendent, the intent of the Board is to make clear its expectations by providing concrete and specific guidance. The District Superintendent is the individual who is responsible for the academic achievement, social development and safety of the District's students as well as the cost effectiveness of the District's operations. He or she must also undertake this mission in a manner that complies with all applicable laws, regulations and policies.

B. Evaluation Policies

Although the specific procedures and instruments used in evaluation will change over time, certain policies must be followed in the design and implementation of any evaluation process.

1. Fairness in Implementation

A fundamental principle that must be observed by the Board is to never subject the District Superintendent to a form of evaluation to which the Board itself would not want to be subjected in similar circumstances.

2. Emphasis on Performance

The evaluation must be based on measures of performance directly related to the District's mission, not on irrelevant personal or social traits. It is also not the intent of the Board to substitute the mechanical assessment of a list of required activities in a fashion that takes them out of the context of the District's mission. Thus, the purpose of the evaluation process is to measure achievement, not personality or activity.

3. Controllable, Measurable and Relevant Outcomes

Performance must focus on outcomes over which the District Superintendent exercises control. Those outcomes must be measurable in an objective manner. They must be relevant to the tasks at hand required to achieve the District's mission.

4. Systematic and Open Application

The evaluation protocols and methods, including any required preliminary and follow up reviews, must be applied in a systematic and open manner. The schedule of evaluations and the evaluation guidelines must be established and documented in advance of or very early in the evaluation period in question. Evaluations must be done in writing. The Board must adopt procedures that guard against a single voice unduly influencing the process.

5. Mutual Agreement

The methods, criteria and procedures should reflect the mutual consent of the Board and the District Superintendent.

II. Procedures

A. Counseling and Evaluation Reviews

The Board shall hold a minimum of two counseling and evaluation meetings with the District Superintendent each year. The schedule shall be set and documented in advance of or very early in the evaluation period. The Board has wide latitude in scheduling additional meetings as it sees fit; the intent here is to describe the minimum that is required. The substance of these meetings shall be documented, and all evaluation instruments used in the process shall be updated to reflect the current expectations of the Board.

Preliminary Meeting: A preliminary counseling meeting shall be scheduled approximately mid-way through the evaluation period. It has three purposes. First, any areas of accomplishment that the Board may wish to recognize or encourage shall be identified. Second, any concerns that the Board may have regarding the District Superintendent's performance shall be discussed and remedial guidance offered. Third, any new concerns or issues that have arisen that affect the Board's expectations for the District Superintendent shall be reviewed and, if needed, the evaluation instruments shall be revised.

Final Evaluation: An evaluation meeting shall be scheduled within one month of the close of the evaluation period. It has two purposes. First, a completed evaluation shall be presented to and discussed with the District Superintendent. Second, any necessary changes to the evaluation instruments for the coming year shall be made.

B. Rating Process

1. Scoring

The scoring on each evaluation element shall be as follows:

Rating Performance Rubric Percentile Guidelines

- 5 90th Exceptional, Substantially Exceeds Expectations \geq
- 4 Superior 75th, Exceeds Expectations = < 90th
- 3 25th Generally Proficient, Meets Expectations = < 75th
- 2 10th Marginally Acceptable, Improvement Is Required = < 25th
- 1 Unacceptable, Significantly Falls Short of Expectations = < 10th
- NA Not Applicable (See below)
- UR Unable to Rate (See below)

Rubric vs. Percentile Measures: The rating scale is described in both rubric and percentile terms because in practice certain measures of performance make sense when defined against a set of

expectations (rubric). Others make sense when viewed against a peer group (percentile). In many cases it will also be reasonable to consider both types of measures when compiling the observations used to build a performance narrative.

Guidelines: Ratings of 2, Marginally Acceptable, or 1, Unacceptable, are given solely for significant shortfalls in performance and never because the Board is unable to come up with a proper rating, e.g., because not enough time has passed to correctly assess a given performance element or because a key piece of information is unavailable due to no fault of the District Superintendent. Also, a rating of 1, Unacceptable, is a very serious matter and is not given lightly. It must be accompanied by very specific remedial and disciplinary recommendations.

The rating of 3, Generally Proficient, is deliberately designed to be very broad and is meant to cover the general levels of performance that one would reasonably expect from a competent District Superintendent. As indicated in the table above, a District Superintendent may fall just above the 25th percentile (i.e., be worse than nearly three quarters of his or her peers) or just below the 75th percentile (i.e., be better than nearly three quarters of his or her peers) and still receive a rating of 3, Generally Proficient.

Ratings of 4, Superior, and 5, Exceptional, are given when the District Superintendent's performance dramatically exceeds expectations. They do not mean, however, that he or she is perfect and, thus, even narratives for these ratings can contain recommendations for improvement. As is the case with the lowest rating, a rating of 5, Exceptional, is not given lightly. The rating of NA can be given if a Trustee believes that the evaluation element is not applicable at the time of the evaluation. An individual Trustee does not give a UR rating; it represents a failure of the Board to reach a consensus as described below.

2. Scope

The evaluation for a given evaluation period (here a given year) applies only to performance during that period. While the Board may consider long-term performance in other deliberations, e.g., contract renewal and negotiations, the scope of these policies and procedures is to a specific evaluation period.

3. Reasonableness and Fairness in Performance Measures

As stated above, performance measures must be controllable, measurable and relevant; however, consideration must also be given to specific circumstances of the current situation. For example, in the early phase of a project a measurable outcome may be the development of a detailed plan of action. In the middle stages the focus may shift to its effective and efficient implementation. And in the final stages the focus may shift once again to its actual accomplishment in terms of some "bottom line" measure such as student performance.

4. Supporting Narratives

In general, rather than selecting a rating and then attempting to construct a narrative to justify it, it is better to write the narrative first, using as many examples as possible, and then select an appropriate rating.

Narrative Requirements: Unless otherwise specified all ratings, except for a simple majority rating of 3, Generally Proficient, must be justified by a narrative that cites specific statistics, instances, reasoning or circumstances to support the rating.

Remedial Recommendations: Narratives that accompany ratings of 2 or 1 must also include specific remedial recommendations, although such recommendations are recommended for all ratings. In addition, where such ratings address on going shortfalls in performance, whenever practical they must have been preceded by at least one counseling session that alerted the District Superintendent to the deficiency and gave him or her an opportunity to improve his or her performance. This last requirement does not apply to serious onetime events or dramatic performance problems.

5. Protocol for Establishing a Common Narrative Base

Because the Board is responsible for producing a single evaluation, it must make some reasonable attempt to establish a common narrative base on which that evaluation is based. Accordingly, each Trustee shall compose an initial individual draft of the evaluation and forward it to all Board members. The President or designee shall then edit the rating information, coalesce the drafts and provide the combined narratives to the Board. The trustees shall then meet to consider all inputs and attempt to formulate a consensus.

6. Establishing Consensus on Individual Evaluation Elements

Because the Board functions as an association of equals, the evaluation ratings and narratives must reflect a consensus of the Trustees. Unfortunately, though the Board is required to establish rating criteria that are objective and measurable, the possibility exists that there may be material divergence in the individual Trustees' ratings. Following the consensus discussion, trustees may modify their ratings, and the final rating will be the arithmetic average of all individual ratings for that element. Based on the deliberations of the Board, the Board President shall write (or request that one or more Trustees write) the narrative. The final narrative must pass a majority vote of the Board.

7. Approval of the Evaluation

The final evaluation must pass a majority vote of the Board. If the Board is unable to achieve a majority, then it shall make a public statement at the next regularly scheduled School Board Meeting to apprise the community of this fact. Although nothing stops an individual Trustee from issuing statements in dissent of the final evaluation, such statements do not become part of the evaluation *per se* and are not part of the official personnel records of the District Superintendent. However, if three trustees do not agree with the majority narrative, a dissenting narrative will become part of the record.

8. District Superintendent's Comments

The District Superintendent is permitted to attach his or her comments to the evaluation. Those comments become part of the evaluation, and, hence, part of the District Superintendent's official personnel record. While the District Superintendent is free to make whatever comments he or she wishes, the Board suggests that the District Superintendent enters comments into the record only

when necessary and makes only those comments which address the specifics of the evaluation. General statements that have no material impact, e.g., thanking the Board for the evaluation, are not appropriate.

C. Evaluation Instruments

The District Superintendent shall receive rankings in eight categories:

- Relationship with the Board
- Educational Vision, Direction and Leadership
- Staff/Personnel Relations
- Financial Management
- Facilities Management/District's Assets
- Community Relations
- Personal Qualities and Growth
- Management Functions

In addition, the District Superintendent shall be given an overall rating for each of the eight categories as well as an overall rating for the evaluation in its entirety. All ratings will use the same 1-5 scale. This overall rating shall not be a mechanical combination of the categories above but serve as a general assessment of the superintendent's fitness. Obviously it must tie back to the category ratings in a reasonable fashion. However, it is the expectation of the Board that the District Superintendent maintain a high level of performance across the board. Thus, even a single category rating of 1, Unacceptable, can have a material effect on the overall rating, regardless of how high the other categories are. A narrative must always accompany the overall performance rating. It is suggested to all trustees that the overall rating be done last and that the primary source for its content be the individual category ratings given.

The evaluation report is a statement of the District Superintendent's performance in ratings defined in the evaluation guidelines together with the narratives required to support those ratings. The actual forms and their guidelines may be modified annually and be adapted to changing circumstances.

The format of the evaluation report shall be written as a memorandum from the Board of Education to the District Superintendent. The District Superintendent and the President of the Board of Education shall sign it. It shall contain the District Superintendent's name and employee number. The scope of the report, whether it is a mid-year, special or end-of-year evaluation, shall also be indicated.

Adopted: 3/13/07

Revisions presented for

1st reading: 5/22/12

2nd reading & adoption: 6/12/12 - *tabled*

2nd reading & adoption: 6/28/12 - *tabled*

2nd reading & adoption: 8/14/12

EVALUATION OF SUPERINTENDENT

The Board of Education recognizes that student growth, district progress and community satisfaction are all affected by the performance of the Superintendent of Schools. The Superintendent cannot function effectively without periodic feedback about his/her performance. Therefore, the Board recognizes responsibilities to initiate and to conduct the evaluation of the Superintendent.

During each year of the Superintendent's appointment, the Board and the Superintendent will meet to discuss a plan of performance review and accountability for that school year pursuant to the regulations of the Commissioner of Education, and will be discussed only during an executive session. The Superintendent's evaluation shall be completed in accordance with the negotiated agreement between the Superintendent and the Board of Education. The evaluation shall be written and discussed with the Superintendent in executive session.

Ref: 8 NYCRR §100.2(o)(2)

Note: Policy added

Presented for update: 9/12/06

Update adopted: 10/10/06

Policy Committee Review: 2006-2007

Superintendent's Evaluation Ad Hoc Committee Review: 2011-2012