

June 28, 2012

A special meeting of the Port Jefferson School District Board of Education was held on June 28, 2012 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, Dennis Kahn, James Laffey, Isak Prohovnik, and Robert Ramus, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Business Sean Leister, Assistant Superintendent for Pupil Personnel Services Donna Guiffre, and District Clerk Janice Baisley. Board Member Lauren Hubbard arrived at 6:07 p.m.

Dr. Bossert gave a presentation on the district's negotiated APPR plans for teachers and principals. A question and answer period followed. Thanks were extended to each negotiating team.

## BOARD BUSINESS

### A. Personnel

Motion was made by Mr. Laffey, seconded by Mrs. Brennan and carried 7-0 that the Board approve Personnel resolution numbered 1 under Board Business:

#### 1. Memorandum of Agreement – PJTA

The Board approves the Annual Professional Performance Review (APPR) Plan Memorandum of Agreement between the negotiated representatives of the Port Jefferson Union Free School District and the Port Jefferson Teachers' Association, dated June 21, 2012.

Motion was made by Dr. Prohovnik, seconded by Mr. Laffey and carried 7-0 that the Board approve Personnel resolution numbered 2 under Board Business:

#### 2. Memorandum of Agreement – PJAA

The Board approves the Annual Professional Performance Review (APPR) Plan Memorandum of Agreement between the negotiated representatives of the Port Jefferson Union Free School District and the Port Jefferson Administrators' Association, dated June 22, 2012.

Motion was made by Mrs. Brennan, seconded by Mr. Laffey and carried 7-0 that the Board approve Personnel resolution numbered 3 under Board Business:

#### 3. Employment Agreement – Assistant Superintendent for Business

The Board, having reviewed same, approves the Employment Agreement for Sean Leister, Assistant Superintendent for Business, for the period

July 1, 2012 through June 30, 2013; and directs the Board President to execute such agreement on behalf of the Board.

Motion was made by Mrs. Brennan, seconded by Dr. Hubbard and carried 7-0 that the Board approve Personnel resolution numbered 4 under Board Business:

4. Employment Agreement – Assistant Superintendent for Pupil Personnel Services

The Board, having reviewed same, approves the Employment Agreement for Donna Guiffre, Assistant Superintendent for Pupil Personnel Services, for the period July 1, 2012 through June 30, 2013; and directs the Board President to execute such agreement on behalf of the Board.

Motion was made by Mrs. Brennan, seconded by Mr. Ramus and carried 7-0 that the Board approve Personnel resolutions numbered 5-7 under Board Business:

5. Summer Academy – Rescission of Appointments

The Board rescinds the appointments of the following, teaching assistants for the 2012 Summer Academy Special Education Program:

Teaching Assistants: Demi Laino, Alexis Krivosta

6. Summer Academy – Appointment

The Board approves the appointment of the following, as needed, for the 2012 Summer Academy Special Education Program from 7/2/12 – 8/10/12 (with the exception of July 4, 2012), 5 days per week, 9:00 am – 12:00 pm per day, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Teaching Assistants: Regina Spero, Deborah Wilson, Connie Bermel

7. Summer Academy – Appointment

The Board approves the appointment of the following, as needed, for the 2012 Summer Academy Special Education Program from 7/2/12 – 8/10/12 (with the exception of July 4, 2012), 5 days per week, 8:30 am – 12:30 pm per day, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association: Teaching Assistant: Lynn Lalia

## OLD BUSINESS

Revisions to Board Policy 0320/0320-E, Evaluation of Superintendent / Evaluation of Superintendent Evaluative Tool were presented for a second reading and adoption. Mrs. Brennan requested that this be tabled until the next meeting in order for the committee to meet again. Motion was made by Mrs. Brennan, seconded by Mr. Laffey and carried 7-0 to table the second reading and adoption of Policy 0320/0320-E.

Motion was made by Mr. Laffey, seconded by Mr. Ramus and carried 7-0 that the Board approve the change in date of the Annual Reorganization Meeting and regular monthly business meeting of the Board of Education from July 3, 2012 to July 2, 2012.

#### NEW BUSINESS

Dr. Doyle distributed to the Board copies of the Board Self-Evaluation analysis. Discussion ensued on how the Board can move forward constructively, identifying areas that need improvement, and areas of focus for the Board Summer Workshop and district planning.

#### EXECUTIVE SESSION

At 7:35 p.m., motion was made by Mr. Laffey, seconded by Mr. Ramus and carried 7-0 that the Board enter executive session to discuss contract negotiations and potential litigation.

The District Clerk left the meeting and Dr. Doyle acted as Clerk pro tem.

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Present in executive session was school district attorney Anna Scricca.

#### ADJOURNMENT

At 10:40 p.m., the Board reentered general session. Motion to adjourn was made by Dr. Hubbard, seconded by Mr. Laffey and carried 7-0.

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The annual reorganization meeting and the regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on July 2, 2012 at Edna Louise Spear Elementary School. Present at the 6:00 p.m. call to order by District Clerk Janice Baisley, were Board Members Kathleen Brennan, Isak Prohovnik, Robert Ramus, Dennis Kahn, James Laffey, Board Members Elect Mark Doyle and Vincent Ruggiero, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Business Sean Leister, and Assistant Superintendent for Pupil Personnel Services, Donna Guiffre.

The District Clerk administered the Oath of Office to Board Members Elect Mark Doyle and Vincent Ruggiero.

The District Clerk opened nominations for the office of President.

Dr. Doyle nominated Kathleen Brennan. There were no other nominations; nominations were closed. 7-0 in favor of Mrs. Brennan as Board President. The District Clerk administered the Oath of Office to Mrs. Brennan.

The District Clerk opened nominations for the office of Vice-President.

Mrs. Brennan nominated Mr. Ramus  
Dr. Prohovnik nominated Dr. Kahn  
Mr. Ruggiero nominated Dr. Doyle

By roll call, votes were cast as follows:

Mrs. Brennan – Mr. Ramus  
Dr. Doyle – Dr. Doyle  
Dr. Kahn – Dr. Kahn  
Mr. Laffey – Dr. Kahn  
Dr. Prohovnik – Dr. Kahn  
Mr. Ramus – Mr. Ramus  
Mr. Ruggiero – Dr. Doyle

With no nominee receiving a Board majority vote, the District Clerk cited options available to the Board. Discussion ensued. Motion was made by Mr. Laffey, seconded by Mr. Ramus that the election of Vice-President be tabled and placed under the New Business section of the business meeting agenda. Motion carried 7-0.

The meeting was turned over to Mrs. Brennan.

Motion was made by Mr. Ramus, seconded by Mr. Laffey and carried 7-0 that the Board approve resolutions numbered 6-8 on the July 2, 2012 Annual Reorganization Agenda.

6. Appointment of District Clerk

RECOMMENDATION: That the Board approve the appointment of Janice Baisley as District Clerk for the 2012-2013 school year, at the rate of \$10,000.00 per annum.

7. Appointment of District Treasurer

RECOMMENDATION: That the Board approve the appointment of Lorraine Dunkel as District Treasurer for the 2012-2013 school year, at the rate of \$64,418.00 per annum, in accordance with Board Policy 9210.2.

8. Appointment of Claims Auditor

RECOMMENDATION: That the Board approve the appointment of Berger, MacDonald, Rand, CPAs, LLP, as Claims Auditor for the 2012-2013 school year.

Mrs. Brennan administered the Oath of Office to the District Clerk. The District Clerk indicated that the Oath would be administered to the District Treasurer and Claims Auditor during the week.

Motion was made by Mr. Ramus, seconded by Dr. Doyle and carried 7-0 that the Board approve resolutions numbered 10 - 48 on the July 2, 2012 Annual Reorganization Agenda.

10. Authorization to Bond School Officials -

RECOMMENDATION - That the District Treasurer, Superintendent of Schools, and Assistant Superintendent for Business each be bonded for the 2012-2013 school year, and that the amount for each bond be set at \$500,000.00, and that the Superintendent of Schools be requested to approve this amount.

11. Appointment of School Attorney -

RECOMMENDATION - That the Board approve the appointment of the law firm of Ingerman, Smith, L.L.P., as labor and Board counsel for the 2012-2013.

12. Appointment of Financial Advisors -

RECOMMENDATION - That the Board approve the appointment of Munistat Services, Inc., as financial advisors for the 2012-2013 school year.

13. Appointment of Bond Counsel -

RECOMMENDATION - That the Board approve the appointment of Hawkins, Delafield & Wood, as bond counsel for the 2012-2013 school year.

14. Appointment of 403b Compliance Consultants -

RECOMMENDATION - That the Board approve the appointment of OMNI Financial Group as the District's third party administrator for compliance and remitting services for the District's 403(b) plans for the 2012-2013 school year.

15. Appointment of School Physician -

RECOMMENDATION - That the Board approve the appointment of Dr. John Gill, as the regular school district physician, and the school physician member on the District's Committee on Special Education for the 2012-2013 school year.

16. Appointment of Architect -

RECOMMENDATION - That the Board approve the appointment of JAG Architects as district architect for the 2012-2013 school year.

17. Appointment of Accountant -

RECOMMENDATION - That the Board approve the appointment of Cullen & Danowski, as school district accountant for the 2012-2013 school year.

18. Appointment of Internal Auditor -

RECOMMENDATION - That the Board approve the appointment of Nawrocki Smith, LLP as Internal Auditor for the 2012-2013 school year.

19. Appointment of External Auditor-

RECOMMENDATION - That the Board approve the appointment of R.S. Abrams & Co. LLP, as External Auditor for the 2012-2013 school year.

20. Appointment of Insurance Agents / Carriers

RECOMMENDATION -

- a) That the Board approve JJ Stanis and Company as agent and third party administrator for the district's Excess Major Medical, Vision, Life, and Dental Self Insurance Plan for the 2012-2013 school year.
- b) That the Board approve PMA as agent and third party administrator for the district's Self Insured Workers Compensation Plan for the 2012-2013 school year.
- c) That the Board approve BK International as the agent for the district's student accident insurance and excess employer's liability insurance for the 2012-2013 school year.
- d) That the Board approve New York State Insurance Reciprocal as the district's carrier for general non-medical insurance, including but not limited to school board liability, excess catastrophic liability, commercial automotive, and special school liability insurance for the 2012-2013 school year.
- e) That the Board approve Eugene Donohue Associates as agent for the district administrators life insurance plans for the 2012-2013 school year.

21. Appointment of Environmental Consultants -

RECOMMENDATION - That the Board approve the appointment of Envirosience Consultants, Inc. as environmental consultants for the 2012-2013 school year.

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

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

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

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

24. Appointment of Records Access Officer -

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

25. Appointment of AHERA Compliance Officer -

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

26. Appointment of EPA Program-use Compliance Officer -

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

27. Appointment of Title IX Compliance Officer -

RECOMMENDATION : That the Board approve the appointment of the Assistant Superintendent for Business as the Title IX Compliance Officer for the 2012-2013 school year.

28. Appointment of Substitute Treasurer -

RECOMMENDATION - That the Board approve the appointment of the Superintendent of Schools as Substitute District Treasurer should these services be required any time during the 2012-2013 school year.

29. Appointment of Publication -

RECOMMENDATION - That the Times-Record newspaper and/or Newsday be designated as the official publications of the District for the 2012-2013 school year; and further, that Times-

Record newspaper and/or Newsday be designated the official publication for advertising competitive bids.

30. District Accounts / Designation of Depository -

RECOMMENDATION - That the following bank accounts be approved:

- General Fund - Checking - Capital One 0224126755
- General Fund - Investment IMMA - Bank of America 9418779550
- General Fund - Investment - Capital One 0224125930
- Federal - Checking - Capital One 0224126805
- Capital - Checking - Capital One 0224126813
- Capital - Investment - Capital One 0224126821
- Trust & Agency - Checking - Capital One 0224126789
- Payroll - Capital One 0224126763
- Royal Education Foundation - Checking - Capital One 0224126839
- Trust & Agency Scholarship - Checking - Capital One 0224126797
- School Lunch - Checking - Capital One 0224126847
- Trust & Agency - Payroll - Capital One 0224126771
- Operating Account-Non-Interest Bearing- Capital One 7527019227

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

31. Authorization of Facsimile Signatures -

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

32. Purchasing Policy -

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

33. Charge Cards -

RECOMMENDATION - That the Board authorize the use of the Home Depot and Fleet Fueling credit cards for the 2012-2013 school year.

34. Designation of Extra-Classroom Activities Fund Officers -

RECOMMENDATION - That the Board approve the following officers for the Extra-Classroom (Student Organization) Funds for the 2012-2013 school year:

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



35. Designation of Petty Cash Funds & Fund Custodians -

RECOMMENDATION - That the Board approve the establishment of petty cash funds and custodians of the funds as follows:

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

36. Reimbursement for Authorized Use of Vehicles -

RECOMMENDATION - That the rate of reimbursement for the authorized use of privately owned vehicles in the performance of District business be established at the IRS rate per mile for the 2012-2013 school year.

37. Reimbursement for Conferences -

RECOMMENDATION - That the rate of reimbursement for authorized conferences, contests and events for lodging, meals and incidental expenses will not exceed the maximum IRS rate limits. Exceptions may be granted when approved conferences are held at a participating hotel or there is an approved written justification for special circumstances.

38. Rate per Hour - Home Instruction Fee -

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

39. Non-Resident Tuition -

RECOMMENDATION - That the Board establish the non-resident tuition rate for the 2012-2013 school year pursuant to the required State Education Formula for establishing non-resident student tuition rate, as follows:

|  |                   |
|--|-------------------|
| Kindergarten - Grade 6                 | \$19,357 per year |
| Grades 7 - 12                          | \$21,969 per year |
| Special Education: Kindergarten - Gr.6 | \$57,089 per year |
| Special Education: Grades 7- 12        | \$59,701 per year |

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

40. Appointment of District Committee on Special Education -

RECOMMENDATION - That the Board approve the appointment of the following as District Committee on Special Education for the 2012-2013 school year:

Assistant Superintendent for Pupil Personnel Services, School Psychologist, Special Education Teacher - Chairpersons

Special Education Teacher, Teacher Member

Classroom Teacher, Teacher member

Assistant Superintendent for Pupil Personnel Services, School Psychologist

Physician Member

John Steiner, Lorraine Steiner, Lorraine Guzzetta - Parent Members

41. Appointment of Sub-Committee on Special Education -

RECOMMENDATION - That the Board approve the following composition of the Sub-Committee on Special Education for the 2012-2013 school year:

Assistant Superintendent for Pupil Personnel Services, School Psychologist, Special Education Teacher - Chairpersons  
School Psychologist, Classroom Teacher, Teacher Member  
Special Education Teacher, Teacher Member

42. Appointment of Committee on Preschool Special Education -

RECOMMENDATION - That the Board appoint the following to the Committee on Preschool Special Education for the 2012-2013 school year:

Assistant Superintendent for Pupil Personnel Services, School Psychologist, Special Education Teacher - Chairpersons  
Teacher Member  
Special Education Teacher Member  
Suffolk County Representative, County Representative  
Evaluator, a professional who participated in the evaluation of the child for whom services are sought.  
John Steiner, Lorraine Steiner, Lorraine Guzzetta - Parent Members

43. IDEA and 504 Impartial Hearing Officers -

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

44. Appointment of Surrogate Parents -

RECOMMENDATION - That the Board approve the appointment of the following as Surrogate Parent(s) for the Committee on Special Education for the 2012-2013 school year:

Father Frank Pizzarelli

45. Appointment of District-wide DASA Coordinator

RECOMMENDATION – That the Board appoint Donna Guiffre, Assistant Superintendent for Pupil Personnel Services, as District-wide DASA Coordinator for the 2012-2013 school year.

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

RECOMMENDATION: That the Annual Budget Hearing be held on May 14, 2013, 7:00 pm; and, the Annual Meeting/District Vote be held on May 21, 2013, 6:00 am-9:00 pm.

47. Designation of Regular Board of Education Meeting Dates -

RECOMMENDATION: That the Board designate the following as dates for regular monthly business meetings of the Board of Education for the 2012-2013 school year:

|                    |                   |
|--------------------|-------------------|
| August 14, 2012    | January 8, 2013   |
| September 11, 2012 | February 12, 2013 |
| October 9, 2012    | March 12, 2013    |
| November 13, 2012  | April 9, 2013     |
| December 11, 2012  | May 14, 2013      |
|                    | June 11, 2013     |

48. Designation of Board Work Session Meeting Dates-

RECOMMENDATION: That the Board designate the following as dates for work sessions of the Board of Education for the 2012-2013 school year:

|                   |                  |
|-------------------|------------------|
| October 23, 2012  | January 22, 2013 |
| November 27, 2012 | April 23, 2013   |

ESTABLISHMENT OF BOARD COMMITTEES – Mrs. Brennan asked that Board Members e-mail the District Clerk their interest in serving on specific committees and indicated that establishment of the committees would be made at the August meeting.

At 6:15 p.m., motion was made by Mr. Ruggiero, seconded by Mr. Ramus and carried 7-0 to adjourn the annual reorganization meeting and reconvene at 6:30 p.m. with the regular monthly business meeting.

At 6:33 p.m., the business meeting commenced.

Motion was made by Dr. Doyle, seconded by Mr. Laffey and carried 7-0 that the Board approve the minutes of the following meeting: Regular Meeting held June 12, 2012

Mrs. Brennan opened the public comment forum. There were no comments.

## REPORTS

Mrs. Brennan indicated that student liaison to the Board, Gregory Klesaris, would be joining the meetings starting in September.

The report from the Superintendent of Schools included:

- submission of APPR plan
- start of new principals
- upcoming July 11 administrators' meeting

## BOARD CONSENT AGENDA

Motion was made by Dr. Doyle, seconded by Mr. Ramus that the Board approve Personnel resolutions numbered A.1-6 appearing on the July 2, 2012 consent agenda. Motion carried 7-0.

Motion was made by Dr. Doyle, seconded by Mr. Laffey that the Board approve Finance resolutions numbered B.1-5 appearing on the July 2, 2012 consent agenda. Motion carried 7-0.

Motion was made by Mr. Ramus, seconded by Dr. Doyle, and carried 7-0 that the Board approve Facilities and Operations resolution numbered C.1 appearing on the July 2, 2012 consent agenda. Motion carried 7-0.

Motion was made by Mr. Laffey, seconded Mr. Ramus, and carried 7-0 that the Board approve Education resolutions numbered D.1-2 appearing on the July 2, 2012 consent agenda. Motion carried 7-0.

#### OLD BUSINESS

Motion was made by Mr. Laffey, seconded by Dr. Doyle and carried 7-0 that the board accept for a second reading and adoption the following policies:

New Policy 0100/0100-R, Equal Opportunity and Nondiscrimination (*replacing present Policy 0100, Equal Opportunity*)

New Policy 0110/0110-R, Sexual Harassment (*replacing present Policy 5020.1/5020.1-R, Sexual Harassment of Students*)

New Policy 0115/0115-R, Student Harassment and Bullying Prevention and Intervention

New Policies 5300.15, Code of Conduct  
5300.30, Prohibited Student Conduct  
5300.70, Public Conduct on School Property  
5300.75, Dissemination and Review  
(*replacing present Policy 5300, Student Conduct*)

#### NEW BUSINESS

- A. Board Workshop – Discussion ensued regarding a Board Summer Workshop. The workshop will include a review of the Board Self Evaluation. Dr. Bossert will investigate finding a facilitator, first contacting the facilitators from last year for their availability and inquiring the fee for a half-day session. Mrs. Brennan asked that Board Members e-mail the District Clerk their summer availability.
- B. Location of Board Meeting – For the purpose of noting on the school calendar, discussion ensued regarding where Board meetings would be held for the 2012-13 school year. It was concluded that meetings would remain at the elementary school and moved to the high school if need be.
- C. Election of Vice-President - Motion was made by Dr. Doyle, seconded by Mr. Ramus and carried 7-0 that the Board enter executive session to discuss the qualifications of the nominees for Vice-President. The Board entered executive session at 6:55 p.m. and reentered general session at 7:17 p.m. Nominations for Vice-President of the Board were opened as new. Dr. Doyle nominated Mr. Ramus. There were no other nominations;

nominations were closed. 7-0 in favor of Mr. Ramus as Board Vice-President. The District Clerk administered the Oath of Office to Mr. Ramus.

Mrs. Brennan opened the second public comment forum. There were no comments.

At 7:20 p.m., motion was made by Dr. Doyle, seconded by Mr. Laffey and carried 7-0 that the Board enter executive session to discuss pending litigation and the Superintendent's evaluation. The District Clerk left the meeting and Mrs. Brennan acted as Clerk pro tem.

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At 8:58 p.m., the Board reentered general session. Motion to adjourn was made by Mr. Laffey, seconded by Dr. Kahn and carried 7-0.

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## CONSENT AGENDA

July 2, 2012

### A. Personnel

#### 1. Resignation – Teaching Assistant

The Board accepts the resignation of Mary Hydek as a Teaching Assistant, for the purpose of retirement, effective June 30, 2012.

#### 2. Request for Leave – Reading Teacher

The Board approves the request of Bonne Quartarone, Reading Teacher, for a leave of absence from October 18, 2012 until January 18, 2013 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; and further, the Board approves the request of Bonnie Quartarone for a childcare leave of absence from January 19, 2013 until June 30, 2013 in accordance with Article IX.F. of the negotiated agreement with the Port Jefferson Teachers' Association.

#### 3. Approval of Longevity Payment

The Board approves longevity payment in the amount of \$2,196.00 to Regina Booker, Personnel Transactions Clerk, upon completion of five years of service under the terms and conditions of the Port Jefferson Office Staff Association.

#### 4. Appointment – Special Education Teacher

The Board approves the appointment of Kristen Poulos as a teacher of special Education on a probationary basis effective August 29, 2012, at Level MA30 Step 7, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

#### 5. Abolishment of Positions

Be it resolved, the Board hereby abolishes two full-time Teacher Aide positions for the 2012-2013 school year.

#### 6. Rescission / Appointment – Summer Academy

The Board rescinds the appointment of Rosemary Griffen as a substitute teacher for the 2012 Summer Academy Special Education Program; and, appoints Rosemary Griffen as a substitute teaching assistant for the 2012 Summer Academy Special Education Program.

### B. Finance

#### 1. Financial Reports

The Board approves the financial reports.

2. Tax Anticipation Notes

The Board approves the attached resolution authorizing the issuance of Tax Anticipation Notes in anticipation of the receipt of taxes to be levied for the fiscal year ending June 30, 2013.

3. Tax Shelter Annuity Companies

The Board approves the following tax shelter annuity companies for the 2012-2013 school year:

|  |                    |
|--|--------------------|
| Ameriprise Financial Services, Inc.    | MetLife            |
| AXA Equitable Life Insurance Company   | Mutual, Inc.       |
| Employee Benefit Account (Legend)      | ING National Trust |
| GWN Marketing/Employee Deposit Account |                    |
| Oppenheimer Shared Holder Services     |                    |

4. Approval of Payment

The Board approves payment to NYSUT Education and Learning Trust, in the amount of \$600.00, for a facilitator of a professional development workshop for paraprofessionals.

5. Membership Renewal

The Board approves membership renewal with the New York State School Boards Association at a cost of \$11,800.00 for the 2012-13 school year.

**C. Facilities & Operations**

1. American Red Cross Shelter Agreement

The Board approves the Shelter Agreement between the American Red Cross and the Port Jefferson Union Free School District, for the 2012-2013 school year, allowing the American Red Cross use of the school buildings as an emergency shelter in the event of a disaster.

**D. Education**

1. Committees on Special Education

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

2. Special Education Services

The Board approves the following special education provider for the 2012-2013 school year: Melissa Paladino – Behavioral Support Center, LLC

**FINANCE B.2.**

**TAX ANTICIPATION NOTE RESOLUTION OF PORT JEFFERSON  
UNION FREE SCHOOL DISTRICT, NEW YORK, ADOPTED JULY 3, 2012,  
AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$12,000,000  
TAX ANTICIPATION NOTES IN ANTICIPATION OF THE RECEIPT OF  
TAXES TO BE LEVIED FOR THE FISCAL YEAR ENDING JUNE 30, 2013**

RESOLVED BY THE BOARD OF EDUCATION OF PORT JEFFERSON UNION FREE SCHOOL DISTRICT, IN THE COUNTY OF SUFFOLK, NEW YORK, AS FOLLOWS:

Section 1. Tax Anticipation Notes (herein called "Notes") of Port Jefferson Union Free School District, in the County of Suffolk, New York (herein called "District"), in the principal amount of not to exceed \$12,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2. The following additional matters are hereby determined and declared:

- (a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2012 and ending June 30, 2013, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.
- (b) The Notes shall mature within the period of one year from the date of their issuance.
- (c) The Notes are not issued in renewal of other notes.
- (d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.

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July 12, 2012

An emergency meeting of the Port Jefferson School District Board of Education was held on July 12, 2012 at the District Office. Present at the 6:05 p.m. call to order by President Kathleen Brennan were Vice-President Robert Ramus, Board Members Mark Doyle, Dennis Kahn, Isak Prohovnik, and Vincent Ruggiero, Superintendent of Schools Kenneth Bossert, and Assistant Superintendent for Business Sean Leister. Board Member James Laffey was absent. In the absence of the District Clerk, Dr. Bossert acted as Clerk pro tem.

Motion was made by Mr. Ruggiero, seconded by Dr. Doyle and carried 6-0 that the Board enter executive session to discuss pending litigation and negotiations.

At 8:25 p.m., the Board reentered general session.

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

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July 23, 2012

A special meeting of the Port Jefferson School District Board of Education was held on July 23, 2012 at the District Office. Present at the 6:05 p.m. call to order by President Kathleen Brennan were Board Members Mark Doyle, Dennis Kahn, James Laffey, Isak Prohovnik, and Vincent Ruggiero, Superintendent of Schools Kenneth Bossert, and Assistant Superintendent for Business Sean Leister. Vice-President Robert Ramus arrived at 6:42 p.m. In the absence of the District Clerk, Mrs. Brennan acted as Clerk pro tem.

Motion was made by Mr. Laffey, seconded by Dr. Prohovnik and carried 6-0 that the Board enter executive session to discuss pending litigation and personnel matters. In attendance from 6:05 p.m. – 7:25 p.m., were Neil Block and Kerri Ann Tondo.

At 8:00 p.m., the Board reentered general session.

Motion to adjourn was made by Dr. Prohovnik, seconded by Mr. Ruggiero and carried 7-0.

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