

December 16, 2013

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on December 16, 2013 at Edna Louise Spear Elementary School. Present at the 6:05 p.m. call to order by President Kathleen Brennan, were Vice-President James Laffey, Board Members, Ellen Boehm, Adam DeWitt, Mark Doyle, and Vincent Ruggiero, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley. Board member Robert Ramus arrived at 7:53 p.m.

Motion was made by Mrs. Boehm, seconded by Mr. Laffey and carried 6-0 that the Board enter executive session to discuss personnel and legal matters.

At 7:32 p.m. the Board reentered general session. Members of the High School Chamber Choir performed.

MINUTES

Motion was made by Mr. Laffey, seconded by Mr. Ruggiero and carried 6-0 that the Board approve the minutes of the following meeting:

Regular Meeting held November 12, 2013

PUBLIC COMMENT

Mrs. Brennan opened the public comment portion of the meeting.

B. Snow, PJTA President – Regents Reform/Common Core Implementation

REPORTS

Student Representative, Michael Laffey, reported on student achievements and school events.

The report from the Superintendent included:

- SCSSA letter to Commissioner King
- A presentation on AP Test Results by Executive Director for Curriculum Maureen Hull and High School Principal Matthew Murphy - discussion followed.
- A 2014-2015 Rollover Budget presentation by Assistant Superintendent for Business Sean Leister – discussion followed. Dr. Bossert asked the Board for direction to administration regarding formulation of other budget scenarios. The Board conferred and asked for a budget scenario reflecting the tax cap.
- Holiday concerts

The report from the Board President included:

- High School drama production
- Dickens Festival
- Holiday Concerts
- Board letter of support to the SCSSA letter regarding implementation of Common Core

Dr. Doyle reported on behalf of the Finance Committee
Mr. Laffey reported on behalf of the Facilities Committee.
Mr. Ramus reported on behalf of the Policy Committee.
Mr. Ruggiero reported on behalf of the Curriculum Committee.

Mrs. Brennan read a report of PTA activities, provided by the PTA.

CONSENT AGENDA

The District Clerk read into the record the addition of Rachel Allenger to Personnel resolution A.6, Appointment-Substitutes, Motion was made by Mr. DeWitt, seconded by Mr. Laffey, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-10 on the December 16, 2013 consent agenda. Mrs. Brennan acknowledged resolution numbered 8, the approved Memorandum of Agreement with the Port Jefferson Administrators' Association.

Motion was made by Dr. Doyle, seconded by Mrs. Boehm, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-8 on the December 16, 2013 consent agenda. Mrs. Brennan acknowledged the donations received in resolutions B. 3, 4 and 5.

Motion was made by Mr. Laffey, seconded by Dr. Doyle, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Facilities & Operations resolution numbered 1 on the December 16, 2013 consent agenda.

Motion was made by Mrs. Boehm, seconded by Mr. Ramus, and carried 7-0, that as recommended by the Superintendent of Schools, the Board approve Education resolution numbered 1 on the December 16, 2013 consent agenda.

OLD BUSINESS

Motion was made by Mr. Ramus, seconded by Mr. Laffey and carried 7-0 that revisions to Board Policy 4770, Graduation Requirements, presented for a second reading and adoption, be accepted and adopted.

Motion was made by Mr. Ramus, seconded by Mr. Ruggiero that revisions to Board Policy 5100, Attendance Monitoring, presented for a first reading be accepted. Discussion ensued. Motion carried 7-0.

Motion was made by Mrs. Boehm, seconded by Mr. Ramus and carried 7-0 that revisions to Board Policy 4321, Programs for Students with Disabilities under the IDEA and New York's Education Law Article 89, presented for a second reading and adoption, be accepted and adopted.

NEW BUSINESS

Motion was made by Mr. Ramus, seconded by Mr. Ruggiero that Board Policy 5410, Concussion Management, presented for a first reading be accepted. Discussion ensued. Motion carried 7-0.

Motion was made by Mr. Ramus, seconded by Dr. Doyle and carried 7-0 that revisions to Board Policy 2520, Board Member Training, presented for a first reading and adoption, be accepted and adopted.

Motion was made by Mr. Ramus, seconded by Mrs. Boehm and carried 7-0 that the following Board Policies be deleted:

- 4322 – Programs for the Gifted and Talented
- 4325 – Compensatory Education
- 4350 - Multicultural/Global Education
- 4340 – Adult Education Programs
- 4430 – Student Schedules and Course Loads
- 4531.2 – Senior Class Trip
- 4720 – Testing Programs

Discussion ensued regarding association offerings and membership with SCOPE, Nassau-Suffolk School Boards Association, New York State School Boards Association, and National School Boards Association. The Board concurred that it would continue membership with each of the associations.

Mrs. Brennan opened the second public comment.

D. Ferry – PJAA negotiations and contract

A.Lustig – STAR program, retirement system, AP classes, tax cap, junior high school lease, GAP elimination adjustment

ADJOURNMENT

At 9:24 p.m., motion was made by Mr. Ruggiero, seconded by Mr. Laffey and carried 7-0 that the Board enter executive session to discuss a personnel matter. The District Clerk left the meeting and Dr. Bossert acted as clerk pro tem.

At 10:17 p.m., the Board reentered general session. Motion was made by Mr. Ramus, seconded by Dr. Doyle and carried 7-0 to adjourn.

CONSENT AGENDA

December 16, 2013

A. Personnel

1. Rescission of Appointment – Guard

The Board rescinds the appointment of Geraldo Delvalle as a part-time Guard.

2. Change in Status – Teaching Assistant

The Board approves the change in status of Geri Marie Raso from .5 Teacher Aide/.5 Teaching Assistant to full time Teaching Assistant retroactive to September 3, 2013, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

3. Extension of Leave – Teaching Assistant

The Board approves the request of Elizabeth Cavanaugh, Teaching Assistant, for an extension of her current leave of absence to June 30, 2014, in accordance with Article XI.10 of the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

4. Leave Replacement Appointment – Teaching Assistant

The Board appoints Michele Connolly, as a Teaching Assistant, on a leave replacement basis (for Elizabeth Cavanaugh), retroactive to December 11, 2013 through June 30, 2014, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

5. Appointment – Co-curricular

The Board approves the following Elementary School co-curricular appointment for the 2013-2014 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Art Club Advisor Richard Anderson (prorated January-June)

6. Appointment – Substitutes

The Board approves the following substitute appointments for the 2013-2014 school year: Teacher

Kate Conard
Scott Doumas (pending fingerprint clearance)
Christine Makarius
Carrie-Ann McGuirk
Julia McLaughlin
James Murray
Rachel Allenger

Teaching Assistant

Kate Conard
Scott Doumas (pending fingerprint clearance)
Christine Makarius
Carrie-Ann McGuirk
Julia McLaughlin
Rene Sowers

7. Appointment – Coaches

The Board approves the following coaching appointments for the 2013-2014 school year in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

7/8 Wrestling	Douglas Lotten
Winter & Spring Track	David Okst (volunteer-unpaid)

8. Memorandum of Agreement – PJAA

The Board hereby approves and ratifies a certain Memorandum of Agreement dated December 4, 2013 between the negotiating representatives of the Port Jefferson Administrators' Association and the negotiating representatives of the Port Jefferson Union Free School District; and further, the Board authorizes the President of the Board of Education and Superintendent of Schools to prepare and execute a new collective bargaining agreement incorporating the terms of said Memorandum of Agreement.

9. Extension of Leave – Teacher

The Board approves the request of Melissa Corey, teacher of Elementary Education, for an extension of her current leave of absence to on or about March 3, 2014, in accordance with Article IX.B.9 of the negotiated agreement with the Port Jefferson Teachers Association.

10. Leave Replacement Appointment – Teacher

The Board extends the leave replacement appointment of Samantha Davidson (for Melissa Corey) from January 6, 2014 to on or about March 3, 2014.

B. Finance

1. Financial Reports

The Board approves the following financial reports:

1. Claims Audit Report - Month of October
2. Cash Flow Analysis - Month of October
3. New Budget Transfers – None
4. October Warrants & Treasurer Reports

- | <u>Fund Name</u> | <u>Warrant #</u> |
|----------------------|------------------|
| a. General Fund | 21-23 & 26-28 |
| b. School Lunch Fund | 5 |
| c. Federal Fund | 7 - 9 |
| d. Capital Fund | 2 & 3 |
| e. Trust & Agency | 2 |
| f. Payroll | 8 & 9 |
| g. Royal Fund | None |
| h. Scholarship Fund | None |
5. Trial Balance - July 2013 – October 2013
 6. Revenue Budget Status - July 2013-June 2014
 7. Appropriation Status Report - July 2013-June 2014
 8. Budget Transfers - Month of October

2. Multi-Year Service Agreement

The Board approves the Multi-Year Service Agreement with Eastern Suffolk BOCES for the lease of an additional copier/printer.

3. Acceptance of Donation

The Board gratefully accepts the donation of (22) Dell Computers from the CREATE Program through the State Education Department to be used for instructional purposes.

4. Acceptance of Scholarship Donation

The Board gratefully accepts a scholarship donation from MSG Cablevision in the amount of \$500.

5. Acceptance of Scholarship Fund Donations

The Board gratefully accepts the following donations to the Andrew Golub Scholarship Fund:

Mary J. Shurpik	\$ 27.00
Diane Toto	\$ 68.00
Teresa Messina	\$ 29.00
Teresa Messina	\$ 26.00
Valerie Guthrie	\$ 64.00
Smithtown Stitchers	\$144.00

6. Budget Increase

The Board approves the following resolution: BE IT RESOLVED, that as a result of the recent \$12,000.00 donation from the Port Jefferson Village Lacrosse Association, the Board of Education hereby increases the 2013-2014 budget in the amount of \$12,000.00 to support the continued implementation of our middle school and high school lacrosse teams.

7. Budget Increase

The Board approves the following resolution: BE IT RESOLVED, that as a result of the recent grant award from Senator LaValle, the Board of Education hereby increases the 2013-2014 budget in the amount of \$17,650 to fund participation in the STEM program at SUNY Stony Brook.

8. Budget Development Calendar

The Board approves the attached 2014-2015 Budget Development Calendar.

C. Facilities & Operations

1. Surplus Property

The Board declares the following items as surplus property; and authorizes the Assistant Superintendent for Business to dispose of same in the best interest of the district:

- (2) Portable Basketball Hoops
- (13) SMART Technologies Digital White Boards Model SB580

Serial Number:	Asset Tag:
SB580-77183	011622
159938	013775
SB580-159938	017433
193883	013047
142114	012758
193698	016562
SB580-93267	015562
SB580-92765	015560
SB580-93265	015563
126152	012759
SB580-193722	016544
125945	012760
SB580-93260	013710

D. Education

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for the period October 30, 2013 through November 22, 2013.

Required Action

Financial Reports Due to SED (ST-3, Forms A, FT, FB)
 Financial Statement (FS) & External Audit report submitted to SED and Comptrollers Office
 Single Audit of Federal Funds
 Reponse to External Audit Findings (Corrective Action Plan)
 Collection of Basic Education Data System (BEDS)
 Non-resident tuition and health services bills

Due Date

Anticipated Oct 1, 2013
 10/11/2013
 TBD
 90 days after receipt of FS
 10/2/2013 (distributed)
 TBD

Proposed Budget Calendar

Subject	Date
Finance Committee Reviews Budget Process & Calendar	October 1, 2013
BAC Recruitment	Oct 2013 - Nov 2013
BAC kickoff meeting	December 17, 2013
Principals, Directors, will submit	December 20, 2013
BOE Receives Rollover Budget	Dec 10, 2013 Dec 16, 2013
BAC Receives Rollover Budget	Jan 6-10, 2014
Superintendent and Assistant Superintendent for Business review Budget Draft #1	January 14, 2014
BOE review and discussion of Budget Draft #1	January 16, 2014
BAC review and discussion of Budget Draft #1	February 11, 2014
BOE review and discussion of Budget Draft #2	February 13, 2014
BAC review and discussion of Budget Draft #2	March 1, 2014
Report Levy Cap date to NYS Comptrollers Office	March 11, 2014
BOE review and discussion of Budget Draft #3	March 13, 2014
BAC review and discussion of Budget Draft #3	March 18, 2014
Public Budget Presentation Meeting	March 21, 2014
Legal notice of date, time, and place of budget hearing and budget vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the budget vote. Notice should appear in 2 general circulation newspapers.	April 8, 2014
Board receives FINAL Budget Draft	April 8, 2014
Board's final review and adoption of proposed budget	TBD
District wide Budget Informational Meeting - Administration 7:30 pm	TBD
Board votes on BOCES board candidates and BOCES administrative budget	April 9, 2014
Popular Budget to Printer	April 9, 2014
Property Tax Report Card must be submitted to SED by the end of the next business day following the adoption of the budget but no later than 24 days prior to the budget vote.	April 9, 2014
Salary Disclosure submitted to S.E.D	April 9, 2014
Property Tax Report Card Submitted to local newspapers	May 1, 2014
Budget statement and required attachments must be made available upon request at each school building at least 7 business days before the budget hearing and at least 14 days before the budget vote.	May 7, 2014
Latest date for Popular Budget (Brochure) to be mailed home to residents	May 13, 2014
Board Budget Hearing 7:30 p.m.	May 14, 2014
Budget Notice to be Mailed	May 20, 2014
BUDGET VOTE	