

December 13, 2016

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on December 13, 2016 at Edna Louise Spear Elementary School. Present at the 6:02 p.m. call to order by President Kathleen Brennan were Vice-President Mark Doyle, Board Members Vincent Ruggiero, and Tracy Zamek, Superintendent of Schools Paul Casciano, Assistant Superintendent for Business Sean Leister, Executive Director of Curriculum and Instruction Jessica Schmettan. Board Members Ellen Boehm, Adam DeWitt and Robert Ramus were absent. In the absence of the District Clerk, Natalie Pego acted as Clerk pro tem.

Motion was made by Mr. Ruggiero, seconded by Dr. Doyle, and carried 4-0 that the Board enter executive session to discuss personnel matters.

At 7:25 p.m., the Board reentered general session. Music students performed holiday music. The Business meeting commenced at 7:45 p.m.

## RECOGNITION

Music students were recognized for their holiday performance.

## MINUTES

Motion was made by Mr. Ruggiero, seconded by Mrs. Zamek and carried 4-0 that the Board approve the minutes of the following meetings:

Regular Meeting held November 8, 2016

Special Meeting held November 29, 2016

## PUBLIC COMMENT

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

A.Lustig – Homeless Policy, Policy 1520, Charter Schools

## REPORTS

Student Representative, Kyra Becker, reported on school events.

The report from the Superintendent of Schools included the following:

- Athletic accomplishments
- A presentation on AP Scores / Achievement Data by Jessica Schmettan

Committee reports were given as follows:

Mr. Ruggiero - Audit

Dr. Doyle – Finance

## CONSENT AGENDA

Motion was made by Mr. Ruggiero, seconded by Mrs. Zamek, that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-15 appearing on the December 13, 2016 consent agenda. Mrs. Brennan read into the record revisions to resolutions A.11, 12 and 13, and walk-in resolutions numbered A.14 and 15. Motion carried 4-0.

Motion was made by Dr. Doyle, seconded by Mrs. Zamek, that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-6 appearing on the December 13, 2016 consent agenda. Mrs. Brennan corrected the name in resolution B.3 from Patricia Allen to Carole Leister. Motion carried 4-0. Mrs. Brennan acknowledged the scholarship donations in B.2 and B.3.

Motion was made by Dr. Doyle, seconded by Mr. Ruggiero, and carried 4-0, that as recommended by the Superintendent of Schools, the Board approve Facilities & Operations resolutions numbered 1-2 appearing on the December 13, 2016 consent agenda.

Motion was made by Mrs. Zamek, seconded by Dr. Doyle, and carried 4-0, that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-2 appearing on the December 13, 2016 consent agenda.

## NEW BUSINESS

Motion was made by Dr. Doyle, seconded by Mrs. Zamek and carried 4-0 that the Board approve the following policies:

1520, Public Conduct on School Property – delete in its entirety

5100, Attendance Monitoring – revisions presented for a first reading and adoption

5152, Admission of Non-Residents Students – revisions presented for a first reading and adoption

## PUBLIC COMMENT

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

A.Lustig – recognition for teachers

## ADJOURNMENT

At 8:55 p.m., motion was made by Dr. Doyle, seconded by Mrs. Zamek and carried 4-0 to adjourn.

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## CONSENT AGENDA

December 13, 2016

### A. Personnel

#### 1. Lifeguards

The Board approves the following Lifeguards for the 2016-2017 school year, for Community Swim at Edna Louise Spear Elementary School pool, at the rate of \$12.00 per hour: Sam Caltagirone Camryn Ward

#### 2. Coaching Positions

The Board approves the following coaching position for the 2016-2017 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association:

Appoint – Girls' Varsity Lacrosse Allison Franklin

#### 3. Substitutes

The Board approves the appointment of Carol Ann Trask as a clerical substitute, as needed for transition, at the rate of \$28.24 per hour, for the 2016-2017 school year.

#### 4. Community Fitness Instructors

The Board approves the following Community Fitness Instructors for the 2016-2017 school year, at the rate of \$20.00 per hour:

Bonnie Kelsch (pending First Aid certification)  
Joan Lyons (pending First Aid certification)  
Nicole Poulianos (pending First Aid and CPR certification)

#### 5. Request for Leave – Teaching Assistant

The Board approves the request of Jennifer Guerrazzi, for a leave of absence as Teaching Assistant from on or about October 2016 to on or about December 23, 2016.

#### 6. Request for Leave Extension – ELA Teacher

The Board grants the request of Kayleen Everitt, teacher of English Language Arts, for an extension of her present leave of absence from on or about January 3, 2017 until on or about June 30, 2017, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

#### 7. Extension of Leave Replacement Appointment – ELA Teacher

The Board extends the leave replacement appointment of Keith Houghtaling, as a teacher of English Language Arts (for Kayleen Everitt), from on or about January 3,

2017 until on or about June 30, 2017, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

8. Resignation – Energy Specialist

The Board accepts the resignation of Andrew Cosci as Energy Specialist, effective November 17, 2016.

9. Resignation – Part-time Clerk Typist

The Board accepts the resignation of Roxanne Brown as a part-time Clerk Typist, effective December 31, 2016.

10. Resignation/Appointment – Guard

The Board accepts the resignation of Ryan Walker as a full-time Guard, effective January 20, 2017; and further, the Board appoints Ryan Walker as a part-time Guard, effective January 23, 2017, at the rate of \$22.00 per hour.

11. Appointment – Account Clerk Typist

The Board approves the appointment of Judith Hallisey as an Account Clerk Typist, on a probationary basis, effective on or about January 3, 2017, in accordance with Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Office Staff Association.

12. Appointment – Teaching Assistant

The Board approves the appointment of Mary Jane Burner, as a Teaching Assistant, on a probationary basis, effective on or about December 14, 2016, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

13. Appointment – Teaching Assistant

The Board approves the appointment of Dawn Shackles, as a Teaching Assistant, on a probationary basis, effective on or about December 14, 2016, in accordance with the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

14. Stipulation of Settlement

**BE IT RESOLVED**, that the Board of Education having received and reviewed a Stipulation of Settlement concerning a non-instructional staff member, hereby agrees to the terms stated therein and authorizes and directs the Board President

and the Superintendent of Schools to execute such settlement on behalf of the Board of Education.

15. Appointment – Superintendent of Schools

WHEREAS, Dr. Paul Casciano was appointed by the Board of Education as Interim Superintendent of Schools on June 14, 2016; and

WHEREAS, the District and Dr. Casciano mutually desire to remove the interim status and engage in a more permanent employment relationship.

NOW, THEREFORE, BE IT RESOLVED THAT the Board of Education hereby appoints Dr. Paul Casciano as its Superintendent of Schools for the period from January 2, 2017 through and including January 1, 2020 and authorizes the Board President to execute an Employment Agreement, dated December 13, 2016, with Dr. Casciano, which Agreement has been executed by Dr. Casciano and reviewed by the Board of Education.

**B. Finance**

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of October

Cash Flow Analysis - Month of October

New Budget Transfers - None

October Warrants & Treasurer Reports

| <u>Fund Name</u>  | <u>Warrant #</u>  |
|-------------------|-------------------|
| General Fund      | 25-27, 29, 32, 34 |
| School Lunch Fund | No Warrants       |
| Federal Fund      | 8-10              |
| Capital Fund      | 7                 |
| Trust & Agency    | No Warrants       |
| Payroll           | 9-10              |
| Royal Fund        | 3                 |
| Scholarship Fund  | No Warrants       |

Trial Balance - July 2016 – October 31, 2016

Revenue Budget Status - July 2016-June 2017

Appropriation Status Report - July 2016-June 2017

Budget Transfers - Month of October

2. Approval of Services – STEM

The Board approves the services of Kristen Vadasz and Marianne Schoepflin as instructions of the STEM Program SUNY Stony Brook, for the 2016-2017 school year.

3. Scholarship Donation

The Board gratefully accepts the scholarship donation from Dr. Mary Leister and ~~Mrs. Patricia Allen~~ Carole Leister to the John O'Neill Scholarship fund, in the amount of \$150.00, to be awarded to a graduating Earl L. Vandermeulen High School student entering into a military program.

4. Scholarship Donation

The Board gratefully accepts the scholarship donation in the amount of \$100.00 from Sukie and Steve Crandall, in memory of Blanche Carlton Tyler Davis, to be awarded to a female athlete.

5. Corrective Action Response

The Board accepts the corrective action response to the external auditor's management letter for the fiscal year ending June 30, 2016; and further, the Assistant Superintendent for Business is authorized to submit the management letter and action plan to the New York State Comptroller's Office.

6. Energy Performance Contract Bond

The Board approves the following resolution:

**THE BOARD OF EDUCATION OF THE PORT JEFFERSON UNION FREE SCHOOL DISTRICT, SUFFOLK COUNTY, NEW YORK, HEREBY RESOLVES AS FOLLOWS:**

**Section 1.** The Board of Education of the Port Jefferson Union Free School District (the "School District") has received five (5) proposals from firms to provide financing under the Energy Performance Contract that the School District has heretofore entered into with Johnson Controls, Inc. (the "Agreement") with respect to the \$2,535,786 cost of the energy conservation measures to be implemented (the "Equipment").

**Section 2.** Following a discussion of the Board of Education of the School District, and based upon the written recommendation received from Munistat Services, Inc., the School District's Financial Advisor, it is hereby determined that the proposal of Banc of America Public Capital Corp, or one of its affiliates (the "Lessor"), reflecting tax-exempt financing at an interest rate of 2.599%, is the lowest responsible proposal in the best interest of the School District, and such proposal is hereby accepted subject to the negotiation of a lease purchase agreement(s) approved by counsel.

**Section 3.** The President of the Board of Education, the Vice President of the Board of Education, the Superintendent of Schools and/or the Assistant Superintendent for Business (collectively the "Authorized Representatives" and individually, the "Authorized Representative") acting on behalf of the School District and with the

advice of counsel, are hereby authorized to negotiate, enter into, execute, and deliver one or more lease purchase agreements (collectively, the "Equipment Lease") with the Lessor. The Authorized Representatives are hereby further authorized with the advice of counsel to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) as the Authorized Representatives deem necessary and appropriate. All other related contracts and agreements necessary and incidental to the Equipment Lease are hereby authorized, and such documents shall be filed in the office of the District Clerk and made available for public inspection.

Section 4. The aggregate original principal amount of the Equipment Lease with respect to the Equipment shall not exceed \$2,535,786 and shall bear interest as set forth in the Equipment Lease and shall contain such options for prepayment as set forth therein.

Section 5. The School District's obligations under the Equipment Lease shall be subject to annual appropriation or renewal by the Board of Education of the School District as set forth in each Equipment Lease and the School District's obligations under the Equipment Lease shall not constitute a general obligation of the School District or indebtedness under the Constitution or laws of the State of New York.

Section 6. The proceeds of the Equipment Lease may be applied to reimburse the School District for expenditures made after the effective date of this resolution for the purpose for which said proceeds are authorized, or on or prior to such date if the Board of Education of the School District has adopted a prior statement of intent to issue bonds for such purpose. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

Section 7. The Authorized Representatives are hereby authorized to take any and all other actions necessary in connection with the Agreement, the Equipment Lease, and all matters related thereto.

Section 8. This resolution shall take effect immediately.

## **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:

Operations & Maintenance -

Infield Groomer

High School -

High Jump Mats

Windsor Lighting 20 D Burnisher

Elementary School -

Speed Queen Stackable Washer/Dryer

100 Student Desks and Chairs

Upright Aerial Lift Model #62610-000-00

Windsor Saber Cutter Auto Scrubber  
Windsor Voyage Carpet Extractor

**D. Education**

1. Committees on Special Education

The Board approves the following recommendations of the Committees on Special Education: Meetings held November 9, 15 and 29, 2016

2. Course Offerings

The Board approves the addition of the following course offerings to the high school course catalog effective with the 2017-2018 school Year:

Algebra II with Lab  
Geometry with Lab  
College Statistics  
Creative Writing