

**BOARD OF EDUCATION  
AGENDA  
June 13, 2017  
Elementary School**

- 6:00 p.m. Call to Order/Executive Session (Library)  
7:00 p.m. Presidential Volunteer Service Awards (Gymnasium)  
7:30 p.m. General Session Business Meeting (Large Group Room)

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION

IV. MINUTES

**The Board approves the minutes of the following meetings:**

Regular Meeting held May 9, 2017

Special Meeting held May 16, 2017

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

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
- C. Board President
- D. Committees
- E. Other

VII. BOARD CONSENT AGENDA

**As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the June 13, 2017 consent agenda:**

- A. Personnel - resolutions numbered 1-22
- B. Finance - resolutions numbered 1-7
- C. Facilities and Operations – resolution numbered 1
- D. Education - resolution numbered 1-5

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Policy

- 1. Policy 1741, Home Schooled Students – revisions presented for a first reading and adoption

X. PUBLIC COMMENT

XI. ADJOURNMENT

**A. Personnel**

**1. Appointment – Co-Curricular**

The Board approves the following co-curricular appointment for the remainder of the 2016-2017 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Elementary School Vocal Concerts Co-Advisor – Katherine Butera

**2. Appointment – Summer 2017 Guards**

The Board approves the following Guards for the summer 2017, as needed, at their hourly rate of pay for the 2017-2018 school year:

Patrick McCormick

Jeff Rubin

Michael Stiles

**3. Appointment – Summer Aides**

a. The Board approves the appointment of the following as aides for the summer 2017, to assist with copying and mailings for school opening, at the rate of \$11.75 per hour:

Mary O’Sullivan (not to exceed 2 days)

Suzanne Uldal (not to exceed 6 days)

b. The Board approves the appointment of Maureen Colon as an aide to assist with summer 2017 sports physicals, at the rate of \$11.75 per hour, not to exceed 20 hours.

**4. Appointment – Summer Custodial/Grounds**

The Board approves the following custodial/grounds appointments for the summer 2017, at the rate of \$11.50 per hour, not to exceed 90 days of employment:

Cort Adamczyk

Elijah Brown, contingent upon fingerprint clearance by the NYSED

Geoffrey Grove

William Loper, contingent upon fingerprint clearance by the NYSED

**5. Special Education Extended School Year Program 2017**

The Board approves the following teachers for the 2017 Special Education Extended School Year program from July 3, 2017 to August 11, 2017 (with the exception of July 4, 2017), Monday-Friday, 9 a.m. – 12:00 p.m.:

Meagan DeVita

Michelle Landetta

Steve Orłowski

6. Special Education Extended School Year Program 2017

The Board approves the following staff, as needed, for the 2017 Special Education Extended School Year program from July 3, 2017 to August 11, 2017 (with the exception of July 4, 2017), Monday - Friday, 9:00 a.m. - 12:00 p.m.:

Nurses

Susan Federico  
Arin Hampson

Teachers

Christina Marino (Reading)  
Stacia Schoen (Speech)

Substitute Teachers

Christina Marino  
Jennifer Guerrazzi  
Laura Wickel

Teaching Assistants

Debra Hartmann  
Patricia Koehnlein  
Hope Post  
Rosemary Griffin  
Bonnie Kelsch  
Constance Byrnes  
Caitlin Terrell  
Louise Sciotto  
Mary O'Sullivan  
Laura Wickel

Substitute Teaching

Assistants

Debra Hartmann  
Patricia Koehnlein  
Hope Post  
Rosemary Griffin  
Bonnie Kelsch  
Lynne Scofield  
Constance Byrnes  
Caitlin Terrell  
Louise Sciotto  
Mary O'Sullivan  
Laura Wickel  
Jennifer Guerrazzi  
Tracy Gray  
Elizabeth Cavanagh

7. Summer 2017 CSE Committee

The Board approves the following staff, as needed, for the Summer 2017 Committee on Special Education, at their hourly rate of pay, from July 1, 2017 to August 31, 2017:

Support Staff

Dr. Allyson Carlson (Psychologist)  
Kristen Wendel (Psychologist)  
Stacia Schoen (Speech)

Teachers

Christina Carlson	Monica Consalvo	Melissa Corey
Sandra Eybs	Jeanette Garofola	Allison Giannusa

8. Appointment - Part-Time Guards

The Board approves the appointment of the following as part-time Guards, for the 2017-2018 school year, at the rate of \$22.50 per hour:

Reinaldo Delvalle	Michael Levix	Gary Rieu-Sicart
George Rieu-Sicart	Robin Sacco	Ryan Walker

**9. Appointment - Student Interns I**

The Board approves the appointment of the following as Student Interns I, at the rate of \$10.00 per hour, for the 2017-2018 school year:

Maxwell Famularo

Max Okst

**10. Appointment – Part-Time School Communications Aide**

The Board approves the appointment of Thomas Serabian as a part-time School Communications Aide, for the 2017-2018 school year, at the rate of \$16.25 per hour, not to exceed 20 hours per week.

**11. Retirement – Art Teacher**

The Board accepts the resignation of Caroline Morgan, teacher of Art, for the purpose of retirement, effective June 30, 2017.

**12. Employment Agreement – Assistant to the Assistant Superintendent for Business**

The Board approves the Employment Agreement of Karen Horoszewski, Assistant to the Assistant Superintendent for Business, dated June 13, 2017, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

**13. Employment Agreement – School District Treasurer**

The Board approves the Employment Agreement of Lisa Van Middeltem, School District Treasurer, dated June 13, 2017, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

**14. Employment Agreement – Office Applications Specialist**

The Board approves the Employment Agreement of Natalie Pego, Office Applications Specialist, dated June 13, 2017, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

**15. Employment Agreement – Personnel Transaction Clerk**

The Board approves the Employment Agreement of Regina Booker, Personnel Transaction Clerk, dated June 13, 2017, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

**16. Employment Agreement – Confidential Secretary to the Superintendent of Schools**

The Board approves the Employment Agreement of Janice Baisley, Confidential Secretary to the Superintendent of Schools, dated June 13, 2017, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

**17. Appointment – Substitutes 2016-17**

The Board approves the following substitute appointments for the 2016-2017 school year:

Teacher	Sara Meyerback
Teacher Aide	Caroline Bachmore

**18. Appointment – Substitutes 2017-18**

The Board approves the following substitute appointments for the 2017-2018 school year:

Clerical	Maureen Colon
	Daisy Sanchez
Custodial Worker I	Stephen Iturrino
Custodial Worker II	Peter Colen
	Gene Holland
Teacher Aide	Caroline Bachmore
Senior Clerk Typist	Kathleen Archacki

**19. Change in Title – Deputy Superintendent**

BE IT RESOLVED that the Board of Education herewith abolishes the position of Assistant Superintendent for Business effective July 1, 2017; and  
BE IT FURTHER RESOLVED that the Board of Education hereby creates the position of Deputy Superintendent effective July 1, 2017 and simultaneously with the abolition of the aforementioned position of Assistant Superintendent for Business; and  
BE IT FURTHER RESOLVED that Sean Leister, the incumbent in the position of Assistant Superintendent for Business be appointed to the new position of Deputy Superintendent, the foregoing to occur effective July 1, 2017. In connection with the foregoing, the Board has determined that fifty per cent (50%) or more of the duties of Sean Leister's current position of Assistant Superintendent Business will be subsumed within the position of Deputy Superintendent. Therefore, based upon the Education Law of the State of New York, Sean Leister is entitled to appointment to the position of Deputy Superintendent without loss of tenure and seniority; and  
BE IT FURTHER RESOLVED that the applicable Salary and Benefits Agreement between the Board of Education and Sean Leister be amended to reflect the new title of Deputy Superintendent; and  
BE IT FURTHER RESOLVED that the Table of Organization shall be amended to reflect that the Deputy Superintendent shall report directly to the Superintendent of Schools.

**20. Employment Agreement – Deputy Superintendent**

The Board approves the Employment Agreement of Sean Leister, Deputy Superintendent, dated June 13, 2017, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

**21. Employment Agreement – Executive Director of Curriculum and Instruction**

The Board approves the Employment Agreement of Jessica Schmettan, Executive Director of Curriculum and Instruction, dated June 13, 2017, the Board having reviewed same; and further, the Board authorizes the President of the Board of Education to execute said agreement on behalf of the Board.

**22. Employment Agreement – Superintendent of Schools**

At the request of the Superintendent of Schools, for the 2017-2018 school year, the Board approves the waiving of Item 4.b., contained within the Agreement dated December 13, 2016, between the Board and the Superintendent of Schools.

**B. Finance**

**1. Financial Reports**

The Board approves the following financial reports:

Claims Audit Report - Month of April

Cash Flow Analysis - Month of April

Fund Balance Projection

New Budget Transfers

April Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	67,69,71-74
School Lunch Fund	10
Federal Fund	25-27
Capital Fund	16-17
Trust & Agency	5-6
Payroll	25-28,30
Royal Fund	No Warrants
Scholarship Fund	No Warrants

Trial Balance - July 2016 – April 30, 2017

Revenue Budget Status - July 2016-June 2017

Appropriation Status Report - July 2016-June 2017

Budget Transfers - Month of April

Approved Fundraisers

ExtraClassroom Activity Report – HS

## 2. Joint Municipal Bidding

The Board adopts the attached resolution approving participation in the Joint Municipal Bidding Program with Eastern Suffolk BOCES for the 2017-2018 school year.

## 3. Transfer of Reserves

The Board approves the following resolution:

WHEREAS, by action of the Board of Education, the Port Jefferson Union Free School District has previously established certain reserves having the following balances as of the fiscal year ending June 30, 2016:

<i>Reserves</i>	<i>Fiscal Year Ending 6/30/16</i>
Workers' Compensation	2,586,875
Unemployment	1,844,074
Compensated Absences	3,051,824
Employees' Retirement	3,379,774
Debt Service	1,506,086
Deferred Revenue	518,501
Capital Reserve	3,003,571
<b>Total Reserves</b>	<b>15,890,705</b>

And, WHEREAS, the Port Jefferson Board of Education wishes to utilize and or contribute additional funds where appropriate,

NOW BE IT RESOLVED that the Port Jefferson Board of Education hereby authorizes transfers of 2016-17 fund balance to any of the properly established reserves not exceed:

<i>Reserves</i>	<i>Transfers Not to Exceed</i>
Workers' Compensation	500,000
Unemployment	0
Compensated Absences	100,000
Employees' Retirement	100,000
Capital Reserve	1,500,000
<b>Total Reserves</b>	<b>2,200,000</b>

## 4. Scholarship Donation

The Board gratefully accepts the scholarship donation of \$3,000 from Suffolk Transportation Service, Inc., to be awarded to a graduating Earl L. Vandermeulen High School student(s) aspiring to continue to higher education.

**5. Scholarship Donation**

The Board gratefully accepts the scholarship donation of \$500 from the Suffolk Association of School Business Officials to be awarded to a graduating Earl L. Vandermeulen High School student(s).

**6. Scholarship Donation**

The Board gratefully accepts the scholarship donation of \$500 from the Interdistrict Council of Superintendents to be awarded to a graduating Earl L. Vandermeulen High School student(s).

**7. Scholarship Donation**

The Board gratefully accepts the scholarship donation of \$1,000 from the Suffolk County Chapter of Superintendents of School Buildings and Grounds for the purpose of a scholarship to be awarded to a graduating Earl L. Vandermeulen High School student.

**C. Facilities & Operations**

**1. Reorganization Meeting & July Business Meeting**

The Board designates July 11, 2017 as the date of the 2017 Reorganization Meeting and July Business meeting.

**D. Education**

**1. Committees on Special Education**

The Board accepts the recommendations of the Committees on Special Education for the following meetings:  
April 26, 27, 28, May 5, 8, 9, 10, 11, 12, 15, 16, 22, 23, 25, and 26, 2017.

**2. Driver Education**

The Board extends the Drivers Education Program with Jim's Cornerstone Driving School, Inc. for the provision of driver education services for the 2017-2018 school year, fall 2017, spring and summer 2018.

**3. Driver Education Instructors**

The Board approves the following services for the Driver Education program for the 2017-2018 school year:

Stephen Fox - Driver Education Lecture Teacher

Alexander Tamuk – Substitute Driver Education Lecture Teacher

Kenneth George - Instructor

Elke Moeller - Instructor



James V. Peretta - Instructor  
Nicole Sanford - Instructor  
Jo Ann Monette – Instructor

**4. Approval of Agreement – Wellness Workshops**

The Board approves the agreement between Education Alive/It Takes a Village Wellness and the Port Jefferson Union Free School District for workshops on wellness for parents, staff and teachers for the 2016-17 school year.

**5. Approval of Agreement – College Excelsior Program**

The Board approves the agreement between Suffolk County Community College Excelsior Program and the Port Jefferson Union Free School District for dual enrollment opportunities for high school students for the 2017-18 school year.

School Year 2017-2018

**RESOLUTION (A)**

**JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM**

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the Port Jefferson School District, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding the bids, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.