

**BOARD OF EDUCATION  
AGENDA  
November 14, 2017  
Elementary School LGR**

6:00 p.m. Call to Order/Executive Session (ES Library)  
7:30 p.m. General Session Business Meeting

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 October 10, 2017

Work Session Meeting held October 24, 2017

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

VI. REPORTS

A. Student Representative

B. Superintendent of Schools

-Secondary Program Modifications – *Jessica Schmettan and Christine Austen*

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 November 14, 2017 consent agenda:**

A. Personnel - resolutions numbered 1-15

B. Finance - resolutions numbered 1-6

C. Facilities and Operations

D. Education - resolutions numbered 1-2

VIII. OLD BUSINESS

A. Policy

1. Policy 5500, Student Records - presented for a second reading and adoption

IX. NEW BUSINESS

A. Policy

1. Policy 4526.1, Internet Safety – presented for a first reading and adoption

X. PUBLIC COMMENT

XI. ADJOURNMENT

**A. Personnel**

1. Request for Leave – Teaching Assistant

The Board approves the request of Tara Grover, Teaching Assistant, for a leave of absence from on or about January 1, 2018 to on or about June 30, 2018, in accordance with Article XI.10 of the negotiated agreement with the United Paraprofessionals Association of Port Jefferson.

2. Request for Leave Extension – Math Teacher

The Board grants the request of Winifred Kuemmel, teacher of Mathematics, for an extension of her leave of absence from on or about November 6, 2017 to or about June 30, 2018, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

3. Leave Replacement Appointment – Math Teacher

The Board extends the leave replacement appointment of Camille Doherty, as a teacher of Math (for Winifred Kuemmel), from on or about November 6, 2017 to on or about June 30, 2018, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

4. Resignation – Teaching Assistant

The Board accepts the resignation of Caitlin Terrell as a Teaching Assistant, effective October 13, 2017.

5. Resignation – Teaching Assistant

The Board accepts the resignation of Kimberly Vareles as a Teaching Assistant, effective September 29, 2017.

6. Appointment – Teaching Assistant

The Board approves the appointment of Cassandra Meehan as a Teaching Assistant, on a probationary basis, effective on or about October 23, 2017, in accordance with the negotiated agreement with the Port Jefferson Paraprofessionals Association.

7. Appointment – Teaching Assistant

The Board approves the appointment of Dannie Holland, Jr. as a Teaching Assistant, on a probationary basis, effective on or about October 27, 2017, in accordance with the negotiated agreement with the Port Jefferson Paraprofessionals Association.

## 8. Coaching Positions

The Board approves the following coaching positions for the 2017-2018 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association, appointments contingent upon Temporary Coaching License, First Aid and CPR certifications:

Rescind Kimberly Vareles – Junior Varsity Girls Basketball Coach  
Appoint Dennis Christofor – Substitute Varsity Girls' Tennis Coach

## 9. Lifeguards

The Board approves the following lifeguard appointments for the 2017-2018 school year Community Swim at Edna Louise Spear Elementary School pool, contingent upon First Aid, CPR and Lifeguard certifications:

Head Lifeguard – Alex Sneddon at the rate of \$20 per hour  
Head Lifeguard – Caitlin Dennehy at the rate of \$20 per hour  
Lifeguard – Alex Sneddon at the rate of \$12 per hour  
Lifeguard – Caitlin Dennehy at the rate of \$12 per hour

## 10. Substitutes

The Board approves the following substitute appointments for the 2017-2018

school year:	Teacher	Michelle Olson
	Senior Clerk Typist	Sandra Mellon
	Clerical	Kimberly Scott

## 11. Professional Development Training

The Board approves Robert Farenga and Meghan Roth-Ueno for ten hours each of Google professional development for teachers after school for the 2017-2018 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

## 12. Professional Development Compensation

The Board approves the following resolution: RESOLVED that the Superintendent of Schools and/or his designee is authorized to provide directed and approved professional development to members of the teaching staff, on a voluntary basis after the conclusion of their work day, at a compensation rate of \$40.00 per hour.

## 13. Coordinator of SAT/ACT/PSAT

The Board establishes the rate of pay for Coordinator of SAT/ACT/PSAT Examinations to be a stipend of \$7,000.

14. Resignation – Assistant to the Deputy Superintendent

The Board accepts the resignation of Karen Horoszewski, as Assistant to the Deputy Superintendent, effective December 1, 2017.

15. Interim Appointment – LOTE

The Board approves the interim appointment of Gina Scafidi, as a teacher of Languages Other Than English from on or about November 3, 2017 to on or about February 1, 2018, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

**B. Finance**

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of August  
Cash Flow Analysis - Month of August  
New Budget Transfers -None

August Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	5-7,9
School Lunch Fund	1
Federal Fund	1
Capital Fund	2
Trust & Agency	1-2
Payroll	3-6
Scholarship Fund	No Warrants

Trial Balance - July 2017 - August 31, 2017

Revenue Budget Status - July 2017-June 2018

Appropriation Status Report - July 2017-June 2018

Budget Transfers - Month of August

Approved Fundraisers

Claims Audit Report - Month of September

Cash Flow Analysis - Month of September

New Budget Transfers

September Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	12-15
School Lunch Fund	2
Federal Fund	2
Capital Fund	3-5
Trust & Agency	No Warrants
Payroll	7-8
Scholarship Fund	No Warrants

Trial Balance - July 2017 - September 30, 2017

Revenue Budget Status - July 2017-June 2018

Appropriation Status Report - July 2017-June 2018

Budget Transfers - Month of September  
Approved Fundraisers  
Extra Classroom Activity Report – July-September 2017

2. Approval of Services

The Board approves the services of Rosemary Forlini as an Individual Care Nurse, effective on or about November 15, 2017, in accordance with an agreement dated November 14, 2017.

3. Approval of Services

The Board approves the services of Xin Ben Yu as a piano accompanist, as needed, for the 2017-2018 winter and spring concert seasons, at the rate of \$80.00 per hour not to exceed 10 hours.

4. Budget Development Calendar

The Board approves the attached 2018-2019 Budget Development Calendar.

5. Change Order

The Board approves Change Order Number 1 with Metro Paving LLC, in the amount of \$22,800.

6. Vote Officials

The Board adopts the following resolution designating the Chairperson, Acting Clerk, Chief Election Inspector and Inspectors of Election for the December 5, 2017 Bond Vote; and further, that the compensation for said officials be at the rate of \$10.00 per hour.

**RESOLVED** by the Board of Education of Port Jefferson Union Free School District, in the County of Suffolk, New York:

*Section 1.* Pursuant to the provisions of the Education Law, Barbara Britt, a qualified voter of the Port Jefferson Union Free School District, in the County of Suffolk, New York (the "District"), is hereby appointed to act as the Chairperson of the Bond Vote to be held in the District on December 5, 2017, and the District Clerk is hereby authorized and directed to give written notice of the appointment of such qualified voter so appointed by this Board of Education.

*Section 2.* Pursuant to the provisions of the Education Law, Barbara Britt, a qualified voter of the District, is hereby appointed to act as the Acting Clerk at said Vote, in the absence of the District Clerk.

*Section 3.* Each of the following qualified voters of the District are hereby appointed to act as Inspectors of Election, at said Vote/Election and shall perform such duties and take such action as prescribed by the Education Law:

Lesley Chesley  
Helen Kristich

Margaret Smith  
Elaine Freda

Wayne Chesley  
Deborah Frank

Eileen Coen  
PeggiAnn Battaglia

Nancy Lustig  
Beatrice Klein

Monica D. Williams  
Monica B. Williams

*Section 4.* The District Clerk is hereby authorized and directed to give written notice of appointment to each of the persons hereinabove appointed to the respective offices, and to notify this Board of Education forthwith if any of such persons refuse to accept such appointment or fail to serve, in which case this Board of Education is to take such further action as may be authorized in such circumstances pursuant to the Education Law. In the event that this Board of Education is unable to hold a meeting to appoint a qualified voter of said District to fill a vacancy caused by the refusal of any person herein designated to accept his/her appointment or the failure of such person to serve, the District Clerk is hereby authorized to appoint a qualified voter of this District to fill such vacancy.

*Section 5.* The Inspectors of Election are hereby directed to announce the results of the ballot to the Chairperson of the Vote/Election. The Chairperson is directed to declare such results and the District Clerk is directed to record such results.

*Section 6.* This resolution will take place immediately.

**C. Facilities & Operations**

**D. Education**

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for meetings held: September 19, 25, 27, 29, October 2, 5, 10, 11, 2017

2. Assessment Scoring

The Board approves the services of Educational Vistas, Inc. (EVI) for scoring of the NYS assessments for grades 3-8 ELA and Math, and grades 4 and 8 Science, for April – June of 2018.

B.4.

**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**  
 Oct 1, 2017  
 Oct 20, 2017  
 N/A  
 90 days after receipt of FS  
 October 2017  
 TBD

**Proposed Budget Calendar**

Subject	Date
Finance Committee Reviews Budget Process & Calendar	November 2017
Principals, Directors, will submit	December 22, 2017
BOE Receives Rollover Budget	January 2, 2018
Superintendent and Assistant Superintendent for Business review Budget Draft #1	January 5, 2018
BOE review and discussion of Budget Draft #1	January 9, 2018
BOE review and discussion of Budget Draft #2	February 13, 2018
Report Levy Cap to NYS Comptrollers Office	March 1, 2018
BOE review and discussion of Budget Draft #3	March 13, 2018
Public Budget Presentation Meeting	March 13, 2018
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.	March 29, 2018
Board receives FINAL Budget Draft	April 6, 2018
Board's final review and adoption of proposed budget	April 10, 2018
District wide Budget Informational Meeting - Administration 7:30 pm	TBD
Popular Budget to Printer	April 13, 2018
Board votes on BOCES board candidates and BOCES administrative budget	TBD
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 11, 2018
Salary Disclosure submitted to S.E.D	April 27, 2018
Property Tax Report Card Submitted to local newspapers	April 27, 2018
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 1, 2018
Latest date for Popular Budget (Brochure) to be mailed home to residents	May 4, 2018
Board Budget Hearing 7:30 p.m.	May 8, 2018
Budget Notice to be Mailed	May 8, 2018
<b>BUDGET VOTE</b>	<b>May 15, 2018</b>

## STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The district will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to Chapter 56 of the Laws of 2014, the district will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to ensure that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

### Definitions

*Authorized Representative:* an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

*Education Record:* means those records, in any format, directly related to the student and maintained by the district or by a party acting on behalf of the district, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- (b) records of the district's law enforcement unit;
- (c) grades on peer-graded papers before they are collected and recorded by a teacher.

*Eligible student:* a student who has reached the age of 18 or is attending postsecondary school.



*Legitimate educational interest:* a school official has a legitimate educational interest if they need to review a student's record in order to fulfill his or her professional responsibilities.

*Personally identifiable information:* is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc.

*School official:* a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

*Third party contractor:* is any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies or audit or evaluation of publicly funded programs.

### Annual Notification

At the beginning of each school year, the district will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the district website and included in any agreements with third-party contractors.(see 5500-E.4) The notice and 'Bill of Rights' may be published in a newspaper, handbook or other school bulletin or publication. The notice and 'Bill of Rights' will also be provided to parents, guardians, and students who enroll during the school year.

The notice and Parents' Bill of Rights will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third party contractor with the district and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

The annual notice and Parents' Bill of Rights will inform parents/guardians and students:

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests. The notice will define 'school official' and 'legitimate educational interest.'
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. that the district, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent. The district will not sell directory information.
5. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.
7. that the district will provide information as a supplement to the 'Parents' Bill of Rights' about third parties with which the district contracts that use or have access to personally identifiable student data.

The district may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation. For a complete list of exceptions to FERPA's prior consent requirements see accompanying regulation 5500-R, Section 5.

The district shall effectively notify parents, guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number five (5) above.

#### Directory Information

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's:

- Name
- Address (except information about a homeless student's living situation, as described below)
- Telephone number

Information about a homeless student's living situation shall be treated as a student educational record, and shall not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a student's address information in the same way they would for other student education records. The district's McKinney-Vento liaison shall take reasonable measures to provide homeless students with information on educational, employment, or other postsecondary opportunities and other beneficial activities.

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared are still required to disclose their student ID cards.

Once the proper FERPA notification is given by the district, a parent/guardian or student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or student for the release. Once the student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Cross-ref: 1120, School District Records  
4321, Programs for Students with Disabilities Under IDEA and Part 89  
4532, School Volunteers  
5550, Student Privacy  
5151, Homeless Children

Ref: Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99  
No Child Left Behind Act, 20 USC §7908 (Military Recruiter Access)  
10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002  
Education Law §§ 2-a; 2-b; 2-c; 2-d; 225;  
Public Officers Law §87(2)(a)  
Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)  
8 NYCRR 185.12 (Appendix 1) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES  
"Guidance for Reasonable Methods and Written Agreements,"  
[http://www2.ed.gov/policy/gen/guid/fpeo/pdf/reasonablemtd\\_agreement.pdf](http://www2.ed.gov/policy/gen/guid/fpeo/pdf/reasonablemtd_agreement.pdf)  
Parents' Bill of Rights for Data Privacy and Security, July 29, 2014:  
<http://www.p12.nysed.gov/does/parents-bill-of-rights.pdf>  
Family Policy Compliance Office website: <http://www2.ed.gov/policy/gen/guid/fpeo/index.html>

Presented for:

1<sup>st</sup> reading – 10/10/17

2<sup>nd</sup> reading & adoption – 11/14/17

## INTERNET SAFETY

The Board of Education is committed to undertaking efforts that serve to make safe for children the use of district computers for access to the Internet and World Wide Web. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the Board directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

- adults to visual depictions that are obscene or child pornography, and
- minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting bona fide research or other lawful purposes, in accordance with criteria established by the Superintendent or his or her designee.

The Superintendent or his or her designee also shall develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using district computers; and restricting student access to materials that are harmful to minors.

In addition, the Board prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet and World Wide Web. The Superintendent or his or her designee shall establish and implement procedures that enforce these restrictions.

The computer network coordinator designated under the district's policy on the acceptable use of district computers (policy 4526) shall monitor and examine all district computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the district's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the district's policy on the acceptable use of computers and the internet (policy 4526). Failure to comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

As part of this policy, and the district's policy on acceptable use of district computers (policy 4526), the district shall also provide age-appropriate instruction regarding appropriate online behavior, including:

1. interacting with other individuals on social networking sites and in chat rooms, and
2. cyberbullying awareness and response.

Instruction will be provided even if the district prohibits students from accessing social networking sites or chat rooms on district computers.

Cross-ref: 4526, Computer Use in Instruction

Ref: Children's Internet Protection Act, Public Law No. 106-554  
Broadband Data Services Improvement Act/ Protecting Children in the 21<sup>st</sup> Century Act,  
Public Law No. 110-385  
18 USC §2256  
20 USC §6777  
47 USC §254

Presented for:  
1<sup>st</sup> reading & adoption – 11/14/17