

February 7, 2019

A special meeting of the Port Jefferson School District Board of Education was held on February 7, 2019 at the District Office. Present at the 6:34 p.m. call to order by President Kathleen Brennan were Vice-President Tracy Zamek, Board Members Ryan Biedenkapp, Ellen Boehm, David Keegan, Rene Tidwell and Ryan Walker, and Superintendent of Schools Paul Casciano. Mrs. Brennan acted as Clerk pro tem.

Motion was made by Mrs. Boehm, seconded by Mr. Keegan, and carried 7-0 that the Board enter executive session to discuss a personnel matter. Dr. Casciano left at 6:55 p.m.

At 9:13 p.m., the Board reentered general session. Motion was made by Mr. Keegan, seconded by Mrs. Boehm, and carried 7-0 to adjourn.

February 10, 2019

A special meeting of the Port Jefferson School District Board of Education was held on February 10, 2019 at the District Office. Present at the 1:33 p.m. call to order by President Kathleen Brennan were Vice-President Tracy Zamek, Board Members Ryan Biedenkapp, Ellen Boehm, David Keegan, Rene Tidwell and Ryan Walker. Mrs. Brennan acted as Clerk pro tem.

Motion was made by Mr. Keegan, seconded by Mrs. Boehm, and carried 7-0 that the Board enter executive session to discuss a personnel matter.

At 6:41 p.m., the Board reentered general session. Motion was made by Mrs. Tidwell, seconded by Mr. Keegan, and carried 7-0 to adjourn.

February 26, 2019

The regular monthly business meeting of the Port Jefferson School District Board of Education was held on February 26, 2019 at Edna Louise Spear Elementary School. Present at the 5:33 p.m. call to order by President Kathleen Brennan, were Vice-President Tracy Zamek, Board Members, Ellen Boehm, David Keegan, Rene Tidwell and Ryan Walker, Superintendent of Schools Paul Casciano, Deputy Superintendent Sean Leister, and Assistant Superintendent of Curriculum and Instruction Jessica Schmettan. Board Member Ryan Biedenkapp was absent.

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

Joining the Board in executive session from 5:33 p.m. to 6:47 p.m. was school district attorney Carri-Ann Tondo.

At 7:44 p.m., the Board reentered general session for the business meeting.

RECOGNITION

Four staff members and two students were recognized for their respective contributions to the athletic department.

MINUTES

Motion was made by Mrs. Tidwell, seconded by Mr. Walker and carried 6-0 that the Board approve the minutes of the following meetings:

- Regular Meeting, January 8, 2019
- Work Session, January 22, 2019
- Special Meeting, January 29, 2019

PUBLIC COMMENT

Mrs. Brennan opened the first public comment portion of the meeting. There were no comments.

REPORTS

Student Representative Chloe Andriani reported on high school events.

The report from the Superintendent of Schools included:

- Budget development revision / tax levy
- Armed Forces Tribute update
- School Messenger available to the community
- A presentation by Adam Sherrard on the Wellness Program; and a presentation by Dawn DeLeondardis on Mindfulness. Discussion followed.

Committees:

Mrs. Boehm – Audit Committee did not meet, will be meeting in March or April

Mr. Keegan – Finance Committee meeting held February 5, 2019

Mr. Keegan - Facilities Committee meeting held February 5, 2019

Mrs. Zamek – Policy Committee meeting held February 6, 2019

Mrs. Brennan – Curriculum Committee meeting held February 6, 2019

BOARD CONSENT AGENDA

Mrs. Brennan indicated that a request was made to vote on resolution A.2 separately. Motion was made by Mr. Keegan, seconded by Mrs. Zamek, and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1 and 3-13, appearing on the February 26, 2019 consent agenda. Motion was made by Mr. Keegan, seconded by Mrs. Boehm, and carried 4-2 (Mrs. Tidwell and Mr. Walker opposed) that the Board approve Personnel resolution numbered 2 appearing on the February 26, 2019 consent agenda. Mrs. Brennan acknowledged the retirements, resolutions B.9 and 11.

Mrs. Brennan read into the record Finance resolutions B.5 and 6. Motion was made by Mrs. Boehm, seconded by Mrs. Zamek and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-6 appearing on the February 26, 2019 consent agenda. Mrs. Brennan acknowledged the donations, resolutions B.3 and 4.

Motion was made by Mr. Walker, seconded by Mrs. Boehm and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Facilities and Operations resolutions numbered 1 and 2 appearing on the February 26, 2019 consent agenda.

Motion was made by Mr. Keegan, seconded by Mrs. Boehm and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered 1-3 appearing on the February 26, 2019 consent agenda.

OLD BUSINESS

Mrs. Brennan reiterated that community members can now sign-up to receive School Messenger announcements.

NEW BUSINESS

Mrs. Brennan read into the record Policy 4510.3. Motion was made by Mrs. Tidwell, seconded by Mr. Keegan and carried 6-0 that revisions to Policy 4510.3, Social Media and Networking Guidelines, be accepted for a first reading and adoption.

PUBLIC COMMENT

Mrs. Brennan opened the second public comment portion of the meeting. There were no comments.

ADJOURNMENT

At 9:00 p.m., motion was made by Mrs. Tidwell, seconded by Mr. Keegan, and carried 6-0 that the Board enter executive session to discuss a personnel matter. The District Clerk left the meeting and Mrs. Brennan acted as Clerk pro tem.

At 9:08 p.m., the Board reentered general session. Motion was made by Mr. Keegan, seconded by Mrs. Boehm and carried 6-0 to adjourn.

A. Personnel

1. Appointment – Club Advisor

The Board approves Danielle Post to the co-curricular position of Elementary Select Choir for the remainder of the 2018-2019 school year, pending minimum enrollment requirements, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

2. Appointment – Substitute Part Time Guard

The Board approves the appointment of Alfred O'Dea as a substitute part time guard, at the rate of \$23.00 per hour, for the 2018-2019 school year.

3. Appointment – Substitute Part Time Guard

The Board approves the appointment of Jason Barone as a substitute part time guard, at the rate of \$23.00 per hour, for the 2018-2019 school year.

4. Appointment – Community Fitness Instructors

The Board approves the following Community Fitness Instructors for the 2018-2019 school year at the rate of \$20.00 per hour, contingent upon First Aid and CPR certifications:

Jeffrey Klug
Hope Post
Kristin Laudicina

5. Appointment - Mentor

The Board approves Sandra Eybs as a mentor from January 1, 2019 until June 30, 2019, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

6. Memorandum of Agreement – Port Jefferson Administrators' Association

The Board approves a certain Memorandum of Agreement, dated January 22, 2019, between the Port Jefferson Administrators' Association and the Port Jefferson Union Free School District, pertaining to extra duties.

7. Memorandum of Agreement – Paraprofessionals Association

The Board approves a certain Memorandum of Agreement, dated January 9, 2019, between the United Paraprofessionals Association of Port Jefferson and the Port Jefferson Union Free School District, pertaining to CPR/AED classes.

8. Resignation – Teaching Assistant

The Board accepts the resignation of Tara Grover, as a Teaching Assistant, effective January 22, 2019.

9. Resignation – Senior Office Assistant

The Board accepts the resignation of Kelly Bates, as a Senior Office Assistant, for the purpose of retirement, effective April 30, 2019.

10. Appointment – Substitutes

The Board approves the following substitute appointments for the 2018-2019 school year:

Collette Marchese – Teaching Assistant
Julia Sanchez – Teaching Assistant

11. Resignation – Teacher

The Board accepts the resignation of Richard Anderson, as an Elementary Art Teacher, for the purpose of retirement, effective June 30, 2019.

12. Section 211 Waiver Application – Security Guard

The Board authorizes the Superintendent of Schools to submit a Section 211 Waiver application to the New York State Civil Service Commission for the following security guard: Robin Sacco

13. Coaches

The Board approves the appointments of the following coaches for the 2018-2019 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association, contingent upon possession of Temporary Coaching License, First Aid, and CPR certifications:

Rescind - Jamie Schlageter
Cheerleading Varsity Winter Coach, effective 1/1/2019
Appoint - Pauline Spiller
Cheerleading Varsity Winter Coach, effective 1/2/2019

B. Finance

1. Financial Reports

The Board approves the following financial reports:

- Claims Audit Report - Month of December
- Cash Flow Analysis - Month of December
- Fund Balance Projection
- New Budget Transfers
- December Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	32-33, 35-36
School Lunch Fund	4
Federal Fund	11-13
Capital Fund	No Warrants
Trust & Agency	3
Payroll	13-15
Scholarship Fund	No Warrants
CD Investment	No Warrants

- Trial Balance - July 2018 – December 31, 2018
- Revenue Budget Status - July 2018-June 2019
- Appropriation Status Report - July 2018-June 2019
- Budget Transfers - Month of December
- Approved Fundraisers
- Extra Classroom Quarterly Reports

2. Establishing of Account

The Board approves the establishment of an account with NYLAF (the Fund), and furthermore, the Board of Education approves the attached Resolution authorizing membership in the Fund.

3. Donation

That the Board gratefully accepts the donation from Zebra Technologies Corporation in the amount of \$600.00 to the Port Jefferson School District.

4. Donation

That the Board gratefully accepts the donation from the Port Jefferson Royal Educational Foundation to the Port Jefferson School District in the amount of \$5,587.75.

5. Lease Agreement

The Board approves the Multi-Year Service Agreement, and the attached Resolution Authorizing and Approving Agreement between the District and Eastern Suffolk BOCES, for the lease of copiers to be used throughout the District effective April 2018 and ending September 30, 2023.

6. Consultant Services

The Board of approves the services of HBM Consultants to assist the Port Jefferson School District with the 2019-2020 Child Nutrition bid specification preparation.

C. Facilities & Operations

1. Surplus Property

The Board declares the upright piano, Port Jefferson Tag #1245, as surplus property; and, authorizes the Deputy Superintendent to dispose of same in the best interest of the district.

2. Surplus Property

The Board declares the following items as surplus property: Phillips FR2 AED Barcode# 1001046426 and Phillips FR2 AED Barcode# 0906209560; and, authorizes the Deputy Superintendent to dispose of in the best interest of the District.

D. Education

1. Committees on Special Education

The Board approves the recommendations of the Committees on Special Education for meetings held: December 18, 2018 and January 1, 8, 16 and 22, 2019.

2. Summer Music Camp

The Board approves the Summer Music Camp to take place at the Elementary School from July 8 – July 18, 2019.

3. Professional Development – Health & Physical Education

The Board approves the services of Lynn Hefele to provide 2 hours of professional development for the Health and Physical Education Department on February 27, 2019 for the fee of \$200.