

October 14, 2008

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on October 14, 2008 at Edna Louise Spear Elementary School. Present at the 7:30 p.m. call to order by President Stacey Zink, were Vice-President Robert Frey, Board Members Joseph Camarda, Marybeth Collins, Lauren Hubbard, Robert Ramus and Elisa Scott, Superintendent of Schools, Max Riley, and District Clerk, Janice Baisley.

Motion was made by Ms. Collins, seconded by Dr. Hubbard and carried 7-0 that the Board approve the minutes of the following meetings:

- Regular Meeting held September 9, 2008
- Special Meeting held September 24, 2008
- Special Meeting held September 29, 2008

Ms. Zink announced the open forum.

T. Tsunis

- pullouts and specials at the elementary school

D. Keegan

- elementary school foreign language program
- wellness program
- keep community updated / timelines

J. DeHart

- pullouts at the elementary school
- communication between school and home
- need for privacy issues to be addressed

D. Oaks

- assistants in the kindergarten classes

Ms. Lipponer introduced Fred Koelbel, Plant Facilities Administrator.

Reports were given as follows:

Audit Committee - Joe Camarda and Elisa Scott

School Visitation Committee - Lauren Hubbard

Student Representative - Michele Wittrock

- high school activities and events
- expressed concern with clubs meeting after school instead of at lunch

Board President - Stacey Zink

- Board work sessions
- special meeting to adopt goals

The report from the Superintendent included:

- Presentation of 2008 Community Inclusion Award - L. Burke
- Budget Process Calendar - C. Lipponer
- Elementary Dismissal Process - M. Rianna
- Student Data - M. Rianna
- Donation of Promethean Interactive Board - W. Brennan
- After-School MS Student Supervision - R. Cernigliaro
- Driver Supervision Safety Program - R. Hagan
- Board Goals - M. Riley

In honor of School Board Recognition Week, Senator Ken LaValle presented Board members with certificates of appreciation.

Motion was made by Ms. Collins, seconded by Dr. Frey that the Board approve resolutions numbered 1 - 8 under the Budget and Finance Section of Board Business Action as recommended by the Superintendent of Schools. Discussion. Motion carried 7-0.

VI. BOARD BUSINESS ACTION

A. Budget and Finance

1. Financial Reports

The Board approves the financial reports.

2. Change Order

The Board approves the credit change order in the amount \$3,000 with Ambrosio and Company.

3. Acceptance of Audit Report

As recommended by the Audit Committee, the Board accepts the Audit report and Corrective Action Plan for the fiscal year ending June 30, 2008.

4. Reserve Funds

The Board approves the reestablishment and funding of the following reserve funds:

RESOLVED, that the Port Jefferson Union Free School District reestablish a Reserve Fund known as the "Accrued Liability and

Employee Benefits Reserve” for the payment of amounts due to employees upon termination; in the amount of \$1,904,686 for the year ended June 30, 2008.

BE IT FURTHER RESOLVED, that this reserve was increased \$221,272.72 at the close of the 2007-2008 school year.

RESOLVED, that the Port Jefferson Union Free School District reestablish a Reserve Fund known as the “Reserve for Unemployment” for the payment of unemployment claims; in the amount of \$217,935.20 for year ended June 30, 2008.

BE IT FURTHER RESOLVED, that funding for this reserve was increased \$200,000 at the close of the 2007-2008 school year.

RESOLVED, that the Port Jefferson Union Free School District reestablish a Reserve Fund known as the “Workers’ Compensation Reserve” for the payment of claims arising out of workers’ compensation incidents; in the amount of \$367,709.09 for the year ended June 30, 2008.

BE IT FURTHER RESOLVED, that this reserve increased \$40,191.05 at the close of the 2007-2008 school year.

RESOLVED, that the Port Jefferson Union Free School District reestablish a Reserve Fund known as the “Retirement Contribution Reserve” for the payment of New York State and Local Retirement System contributions in the amount of \$500,000.

BE IT FURTHER RESOLVED, that this reserve remained unchanged at the close of the 2007-2008 school year.

5. Special Education Federal Grants:

The Board approves the following grants for the 2008-2009 school year:

Section 611 \$242,126

Section 619 \$7,690

6. Approval of Payments - Dean Positions

The Board approves a \$14,000 stipend for Michael Carlson in his capacity as Dean of Students for the 2008-2009 school year.

The Board approves a \$14,000 stipend for Christine Austen in her capacity as Dean of Students for the 2008-2009 school year.

7. Approval of Payment - Reading Tutorials

The Board approves payment in the amount of \$40.00 per hour, for four hours, to June Crovello for the provision of services in connection with reading tutorials for a specific student during the summer 2008.

8. Tax Levy and Suffolk County Tax Act Contingency Fund

Tax Levy:

Be it resolved that the Board of Education sets the tax levy to be filed with the Town of Brookhaven; and that the amount to be raised by taxes for the 2008-2009 school year shall be \$28,153,651; and that the amount to be raised by taxes for public library purposes shall be \$2,606,873 for a total tax levy for the school year 2008-2009 of \$30,760,524; and further, that the President of the Board of Education sign a report to the Town of Brookhaven listing the tax levy for the 2008-2009 school year.

Suffolk County Tax Act Contingency Fund:

Be it resolved that the Board of Education of the Port Jefferson UFSD in accordance with Section 9 of the Suffolk County Tax Act Laws of 1920 reestablish a contingency fund in the amount of \$785,000 in anticipation of the taxes to be levied upon.

Be it further resolved, that this fund was increased \$100,000 at the close of the 2007-2008 school year.

The District Clerk read into the minutes the addition of the Leo Club to Personnel resolution 6 with the appointment of Brian Snow and Brian Chalmers as co-advisors thereto. Dr. Frey requested that this club be acted on separately. The Board agreed. Dr. Riley withdrew from Personnel resolution 8 the approval of Sara Ogden to write curriculum overviews for Math A/B and Math B.

Motion was made by Ms. Collins, seconded by Dr. Hubbard that the Board approve resolutions numbered 1 - 9, as amended, under the Personnel Section of Board Business Action as recommended by the Superintendent of Schools. Discussion. Motion carried 7-0.

Motion was made by Ms. Collins, seconded by Dr. Hubbard that the Board approve the Leo Club for the 2008-2009 school year and appoint Brian Snow and Brian Chalmers as co-advisors. Discussion. Motion carried 5-1-1 (Mr. Camarda-abstained; Dr. Frey- opposed). Ms. Scott requested that the Board receive a concise description of each club.

B. Personnel

1. Athletic Trainer

The Board approves the appointment of Jason Lee as Athletic Trainer, as needed for the 2008-2009 school year, effective September 13, 2008 at the rate of \$45.00 per hour.

2. Substitute Athletic Trainer

The Board approves the appointment of Jessica Wilson as a substitute Athletic Trainer at the rate of \$30.00 per hour for the 2008-2009 school year.

3. Substitutes

The Board approves the following substitute for the 2008-2009 school year:

Teacher	Erin Butler
Teacher	Kathlene Rathburn
Teacher	Luci DeVincenzo
Teacher	Elizabeth Gasperin

4. Request for Leave - Elementary Teacher

The Board approves the request of Darlene Wells for a leave of absence effective October 4, 2008 in accordance with her letter dated September 24, 2008 and the negotiated agreement with the Port Jefferson Teachers Association.

5. Appointment - Elementary Leave Replacement

The Board appoints Carol Zilinski as a teacher of elementary education on a leave replacement basis (for Darlene Wells) effective October 6, 2008 at Level MA Step 2 in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

6. Appointment - Co-Curricular Positions

The Board approves the following co-curricular positions for the 2008-2009 school year:

HIGH SCHOOL:	
Academic Team	L. McMillen
Amnesty International	M. Llorens
B.O.S.S.	K. Doonan

Chamber Choir	K. Bernius
Class Advisor – Senior	H. Marshak, N. Pennino
Class Advisor – Junior	J. Veraldi, B. Snow
Class Advisor – Sophomore	C. Austen, D. Levine
Class Advisor - Freshman	C. Greco, K. Rickmers
Community Service	K. Doonan
Concerts Instrumental	C. Creighton
Concerts – Strings	M. Caravello
Concerts – Vocal	K. Bernius
Drama Club Advisor	A. Butera
Fitness Center – fall*	N. Matura
Fitness Center – winter*	J. Mimnaugh, D. Mazza
Fitness Center – spring*	M. Maletta, N. Matura
Jazz Club	E. Pisano
LISEC/Environmental Club	D. DeLeonardis, J. Maletta
Mathletes	D. Christofor
Mock Trial/CSI	
Musical Productions	Jeanette Cooper
National Honor Society	M. Llorens, Michel Krivosta
Mast	Carla Greco
Photo Club	Lynne Edsall
Robotics	B. Chalmers, P. Esposito
Rotary/Interact	D. Filippi, S. Ogden
SCIMATECH	L. McMillen, M. Krivosta, P. Esposito
Student Council	M. Llorens, N. Matura
Technical Director	J. Worrell
Tri-M	C. Creighton
Yearbook	L. Edsall
<i>ELEMENTARY SCHOOL:</i>	
Chess & Scrabble	Francoise Schachner
Computer	Kimberly Berg Amy Castaldo
Concerts	Mark Abbonizio, Nicole Bleistein Kathleen Riley Arlene Russell
Drama	Mary LaSita Lorraine Serabian
Greenhouse	Ellen Boehm Brian Kendrick
Homework	Jacqueline Gandolfo
Intramurals 4 th & 5 th grade	Lorraine Novellino Francoise Schachner
Student Council	Donna Conforti
Yearbook	Mary Hydek Lorraine Serabian

7. Appointment - Extra Stipend Positions

The Board approves the following extra stipend position appointments for the 2008-2009 school year:

Motion was made by Dr. Frey, seconded by Ms. Collins and carried 7-0 that the Board approve resolutions numbered 1 -5 under the Other Specific Business Section of Board Business Action as recommended by the Superintendent of Schools:

D. Other Specific Business

1. Budget Calendar

The Board adopts the attached budget calendar for the development of the 2009-2010 budget.

2. Date Change - Spain Trip

The Board approves the date change for the trip to Spain for students enrolled in AP Spanish from February 12-21, 2009 to April 7-17, 2009.

3. Professional Development Training

The Board approves the services of Robert Howard in connection with character education professional development training, November 7 and 10, 2008, at a cost of \$2,500.00.

4. Fitness Center Hours

The Board approves the change in Fitness Center hours, from 6:00 p.m.-9:00 p.m. to 5:30 p.m. - 8:30 p.m., Monday to Thursday, effective October 20, 2008.

5. Acceptance of Gift

The Board accepts, with appreciation, the donation of a Promethean Interactive Board, from the Mid East Suffolk Teacher Center, in accordance with their letter dated October 8, 2008.

Motion was made by Ms. Collins, seconded by Mr. Camarda and carried 7-0 that the Board approve the addition of the Organizational Chart to Policy 0700 - Line and Staff Relations

Motion was made by Ms. Collins, seconded by Dr. Frey and carried 7-0 that the Board approve the following policy revisions presented for a first reading:

6690	Audit Committee
6720	Competitive Bidding Requirements
6800	Payroll Procedures
9720.1	Research Conducted in School
9810.3	Bargaining Teams

9900	Surreptitious Recording of Conversations
9120.1	Nepotism and Patronage

Motion was made by Ms. Collins, seconded by Dr. Frey and carried 7-0 that the Board approve the following policies presented for a second reading and adoption:

2351	Board Meeting Agenda
9700	Staff Development

Motion was made by Dr. Frey, seconded by Dr. Hubbard and carried 7-0 that the Board approve the following policy revisions presented for a second reading and adoption:

2520	Board Member Training
9110	Equal Employment Opportunity
9111 formerly 9110.2	Sexual Harassment of Employees
9110.2-R	Sexual Harassment of Employees *
9112 formerly 9110.4	Employees with HIV-Related Illness
9110.4-R	Employees with HIV-Related Illness *
9140.1 to be deleted	Staff Complaints and Grievances
9140.1-R	Staff Complaints and Grievances *
9160	Personnel Records
9205 to be deleted	Staff
9210	Staff Positions
9210.1	Civil Service Competitive Positions
9240	Recruiting and Hiring
9260	Conditional Appointment & Emergency Conditional
9270	Part-time Employment
9310	Physical and Mental Exams
9320-R	Drug Free Workplace *
9520.2-R	Family & Medical Leave *
9645	Disclosure of Wrongful Conduct
9660	Termination Agreements

* = Regulations attached to Policies that are to be deleted from Board Policy and added to Administrative Regulations

Ms. Zink announced the second open forum.

D. Rosner

- would like to see status of AP scores

M. Doyle

- budget presentations to public
- line items attached to goals

A. Lustig

- letter to the community explaining increase in taxes
- closing campus

A. Witrock

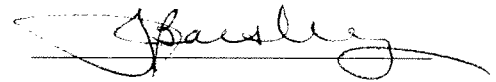
- eligibility for driver program

- AP exams
- opportunity to speak regarding open / closed campus

D. Keegan

- report cards

At 9:45 p.m., motion was made by Mr. Camarda, seconded by Ms. Collins and carried 7-0 to adjourn.

A handwritten signature in cursive script, appearing to read "Bausley", written over a horizontal line.

**PROPOSED BUDGET CALENDAR FOR THE DEVELOPMENT OF THE 2009-2010
BUDGET**

<u>ACTION</u>	<u>DATE</u>
Distribution of budget materials	1 st week of October, 2008
Development of preliminary budget requests; Principals and other Administrators meet with staff, site-based committees, and other related constituencies	October – December, 2008
Submission of preliminary budgets to Superintendent & Assistant Superintendent for Business	Friday, December 12, 2008
Review by Superintendent & Assistant Superintendent for Business; Conferences with District Administrators and Building Principals	Monday, January 5, 2009 through Friday, January 23, 2009
Finalization of budget draft	Late January
Superintendent presentations to the Community	February – April 2009
Board of Education Budget Hearing	March 2009 BOE Meeting
Board of Education adopts budget	Tuesday, April 21, 2009
Budget report card & budget brochure mailed	Late April, 2009
Public Hearing	Tuesday, May 12, 2009
Budget Vote	Tuesday, May 19, 2009