

October 11, 2011

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on October 11, 2011 at Edna Louise Spear Elementary School. Present at the 6:04 p.m. call to order by President Mark Doyle were Vice-President Kathleen Brennan, Board Members Lauren Hubbard, Dennis Kahn, Robert Ramus, and Isak Prohovnik, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Pupil Personnel Services Donna Guiffre, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley. Board Member Robert Frey was absent.

Motion was made by Mrs. Brennan, seconded by Dr. Hubbard and carried 6-0 that the Board enter executive session to discuss matters relating to personnel, litigation, and contracts.

At 7:30 p.m. the Board reentered general session.

Dr. Doyle announced that Student Recognition would be moved up on the agenda. The following were recognized:

- elementary students for outstanding work ethic
- National Merit Scholarship Semifinalists
- National Merit Commended Students

Motion was made by Dr. Prohovnik, seconded by Dr. Kahn and carried 6-0 that the Board approve the minutes of the following meeting:

Regular Meeting held September 13, 2011

Dr. Doyle opened the public comment portion of the meeting relevant to agenda items.

S. Zamek – Royal Educational Foundation / Board Liaison

F. Feinstein – Co-curricular Appointments / Duties of Community Service Advisor

REPORTS

The report from the Superintendent of Schools included the following:

- Response to Intervention Update – Ms. Guiffre
- Leadership Goals – Dr. Bossert

A questions/answer period followed each report.

Student Representative, Nicole Capobianco, reported on school activities.

The report from the Board President included the following:

- Agenda planning session
- Work session meetings

Committee reports were given as follows:

Audit – Dr. Kahn and Mr. Leister

Finance – Mr. Ramus

Curriculum – Mrs. Brennan
Facilities – Dr. Hubbard

Dr. Prohovnik inquired about periodic inspections of eye wash stations. Dr. Bossert indicated he would look into it.

CONSENT AGENDA

Motion was made by Mrs. Brennan, seconded by Dr. Kahn that the Board approve Personnel resolutions A.1- 10 appearing on the October 11, 2011 consent agenda. Mrs. Brennan asked that resolution 3 be pulled for discussion. Mr. Prohovnik asked that resolution 10 be pulled. Motion amended and carried 6-0 to approve Personnel resolutions A.1,2,4,5,6,7,8 and 9. Dr. Doyle brought attention to resolution 6, Custodial Workers Memorandum of Agreement. Mrs. Brennan inquired about the duties of the Community Service Advisor and asked that the Board receive the responses to questions posed during public comment. Motion to approve resolution A.3, carried 6-0. Dr. Prohovnik asked for clarification of resolution A.10. Motion to approve resolution A.10, carried 6-0.

Motion was made by Mrs. Brennan, seconded by Mr. Ramus and carried 6-0 that the Board approve Finance resolutions numbered 1 – 6 appearing on the October 11, 2011 consent agenda.

Motion as made by Dr. Kahn, seconded by Dr. Prohovnik and carried 6-0 that the Board approve Facilities and Operations resolutions numbered 1-2 appearing on the October 11, 2011 consent agenda. Dr. Bossert addressed item C.2., a change in the school calendar, as well as communicating the change to parents.

Motion was made by Mr. Ramus, seconded by Mrs. Brennan and carried 6-0 that the Board approve Finance resolutions numbered 1 – 2 appearing on the October 11, 2011 consent agenda.

OLD BUSINESS

Revisions to Board Policy 9120.1, Nepotism and Patronage were presented for a first reading. Dr. Prohovnik distributed to the Board suggested changes to the policy. Discussion ensued. Motion was made by Dr. Prohovnik, seconded by Dr. Kahn and carried 6-0 to table the first reading. Dr. Doyle and Dr. Prohovnik will get together and bring back a recommended first reading to the Board.

Motion was made by Dr. Kahn, seconded by Dr. Prohovnik and carried 6-0 to adopt the attached Board of Education goals as presented by the Superintendent.

The role, composition, and charge of Committees was reviewed and discussed. As a result of discussion: Mr. Ramus will redraft the charge of the Finance Committee. Mr. Ramus and Dr. Prohovnik will draft the charge for the Budget Advisory Committee. Dr. Kahn and Dr. Doyle will redraft the charge of the LIPA Committee.

Motion was made by Mr. Ramus, seconded by Dr. Prohovnik and carried 6-0 that discussion of the District Website be tabled until the October 25 work session.

NEW BUSINESS

Mr. Leister explained how the tax levy calculation of the tax levy. Motion was made by Mrs. Brennan, seconded by Dr. Prohovnik and carried 6-0 that the Board approve the following resolution:

Be it resolved, that the amount to be raised by tax levy for the Port Jefferson Union Free School District be fixed in the sum of \$31,960,867; and,
Be it further resolved, that the amount to be raised by tax levy for the Port Jefferson Library Association be fixed in the sum of \$2,783,755 for the 2011-2012 school year, as agreed to on July 5, 2011 between the Port Jefferson Free Library Association and the Port Jefferson Union Free School District.

Motion was made by Dr. Prohovnik, seconded by Mr. Ramus that the Board discuss for approval the attached 2012-2013 Budget Development Calendar. Discussion ensued. Motion to approve the attached 2012-2013 Budget Development Calendar carried 5-1 (Dr. Prohovnik opposed).

Dr. Doyle opened Public Comment.

L. Steiner for PTSA – clothing bin

K. Kaming – absence of board member

At 10:57 p.m., motion was made by Mrs. Brennan, seconded by Dr. Prohovnik and carried 6-0 that the Board enter Executive Session. The District Clerk left the meeting, and Dr. Doyle acted as Clerk pro tem.

At 12:21 a.m., October 12, 2011, the Board reentered general session. Motion was made by Dr. Prohovnik, seconded by Mrs. Brennan and carried 6-0 to adjourn.

A. Personnel

1. Appointment – Substitutes

The Board approves the following substitutes for the 2011-2012 school year: Teachers

Sheila Albinson
Carmina Austin
Marsha Cohen
Robert Conlin
Kathryn Csorny
Lisa Griffiths
Michelle Landetta
Kristen Mariani
Rachel Tarnowski
Jordan Tsunis
Valerie Vignona
Wendy Woods
Andrea Femoyer (not to exceed 40 days)

Teaching Assistants

Kathryn Csorny
Michelle Landetta
Kristen Mariani
Jordan Tsunis
Wendy Woods
Kerry Desmond-Totillo (not to exceed 40 days)

Teacher Aides

Kathryn Csorny
Kerry Desmond-Totillo
Michelle Landetta
Kristen Mariani
Kimberly Scott
Jordan Tsunis
Wendy Woods

Clerical

Bernadine Devlin
Kimberly Scott
Kerry Desmond-Totillo

Nurse

Linda Love
Audrey Pastrich
Gertrude Weidler

Athletic Trainer

Rachel Aragone

2. Coaching Appointments

The Board approves the appointment of the following coaches for the 2011-2012 school year:

JV Boys' Basketball	John Serignese
Assistant Boys' Winter Track	Andrew Cosci
Assistant Boys' Spring Track	Andrew Cosci
Assistant Girls' Winter Track	Donald Slingerland
Assistant Girls' Spring Track	Donald Slingerland
Varsity Winter Cheerleading	Andrea Gil
7/8 Boys' Basketball co-coaches	Charles Ruoff & Jesse Rosen
7/8 Girls' Volleyball co-coaches	Virginia Hampel & Dinarae Squatriglia
7/8 Girls' Basketball	Virginia Hampel
Substitute Independent Swim	Benjamin Bajus

3. Co-Curricular Appointments

The Board approves the following co-curricular appointments for the 2011-2012 school year:

High School

Yearbook (co-advisors)	Richard Olsen, Lynne Edsall, Megan Ryan
Community Service (co-advisors)	Jesse Rosen, Kerri Neligon
Detention (co-supervisors)	Justin Garguilo, Eva Grasso
Student Organization	Sarah Ogden
Robotics (co-advisors)	Justin Garguilo, Brian Chalmers
Leo Club (co-advisors)	Kristine Vaccaro, Brian Chalmers
Freshman Class (co-advisors)	Justin Garguilo, Robert Farenga

Middle School

Yearbook (co-advisors)	Jeanette Garofalo, Allison Giannusa
7 th Grade Trip Coordinator	Christine Austen
8 th Grade Trip Coordinator	Megan Ryan

Elementary School

Spanish Club	Kimberly Petrone
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4. Mentor Coordinator

The Board approves the appointment of Melissa Corey as Mentor Coordinator for the 2011-2012 school year in accordance with Article VI.O. Appendix K. of the negotiated agreement with the Port Jefferson Teachers' Association. was presented for

5. Memorandum of Agreement – Paraprofessionals Association

The Board of Education approves the Memorandum of Agreement between the Port Jefferson Union Free School District and the United

Paraprofessionals Association of Port Jefferson in settlement of a grievance dated May 6, 2011.

6. Memorandum of Agreement – Custodial Workers Unit

The Board approves and ratifies the Agreement between the negotiating representatives of the Port Jefferson Union Free School District and the Port Jefferson Custodial Workers' Unit, dated September 15, 2011; and authorizes the Superintendent of Schools and/or the Board President to execute the new Collective Bargaining Agreement incorporating the terms of said agreement.

7. Request for Leave – Speech Teacher

The Board approves the request of Amy McClelland, Speech Teacher, for a leave of absence for the period November 7, 2011 – May 1, 2012, in accordance of the negotiated agreement with the Port Jefferson Teachers' Association.

8. Request for Leave – Math Teacher

The Board approves the request of Christina Morgan, Mathematics Teacher, for a leave of absence for the period November 21, 2011 – April 2, 2012, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

9. Request for Leave – Elementary Teacher

The Board approves the request of Miegan Rowett, Elementary Teacher, for a leave of absence for the period November 14, 2011 – April 16, 2012, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

10. Approval of Teaching Assignments

The Board approves the following resolutions:

- a. BE IT RESOLVED, that Kristine Vaccaro, is serving in the capacity of a (.4) Special Education Teacher for the 2011-2012 school year and is serving in the capacity as a (.6) 7-12 Mathematics teacher for the 2011-2012 school year, is hereby granted one (1) year of seniority credit in the tenure area of Special Education and one (1) year seniority credit in the tenure area of 7-12 Mathematics for her service to the District for the 2011-2012 school year.
- b. BE IT RESOLVED, that Winfred Lento, having served in the capacity of a (.4) Special Education Teacher for the 2010-2011 school year and having served as a (.6) 7-12 Mathematics teacher for the 2010-2011 school year, is

hereby granted one (1) year of seniority credit in the tenure area of Special Education and one (1) year seniority credit in the tenure area of 7-12 Mathematics for her service to the District for the 2010-2011 school year.

B. Finance

1. Financial Reports

The Board accepts the financial reports.

2. Inter-municipal Agreement - Suffolk County Natural Gas

The Board approves the attached resolution authorizing the execution of an Inter-municipal Agreement with Suffolk County for Procurement of Natural Gas.

3. Internal Auditor

The Board approves the appointment of Nawrocki, Smith, as Internal Auditor for the 2011-2012 school year, with the option to renew on an annual basis.

4. Acceptance of Financial Statement

The Board accepts the 2010-2011 Financial Statement for the Port Jefferson School District audited and prepared by external auditor, R.S. Abrams.

5. Approval of Payment - APPR Training

The Board approves payment to Anthony Butera, at his individual rate of pay, to attend the mandated APPR training held on August 31, 2011.

6. Acceptance of Donation

The Board gratefully accepts the donation of 300 patio pavers from Great Gardens, Yaphank, NY, for the creation of a 20' x 15' patio in the elementary school courtyard, to be installed by the Garden Club, at no cost to the district.

C. Facilities and Operation

1. Appointment - Custodian of the District's Accounting Records, Bid Opening and Purchasing Officer, Investment Officer, Records Access Officer, Title IX Compliance Officer, FOIL Officer

The Board appoints Sean Leister, Assistant Superintendent for Business, to the following positions for the remainder of the 2011-2012 school year:

Custodian of the District's Accounting Records
Bid Opening and Purchasing Officer

Investment Officer
Records Access Officer
Title IX Compliance Officer
FOIL Officer

2. Change to 2011-2012 School Calendar

The Board approves a change to the 2011-2012 school calendar cancelling Superintendent's Conference Day scheduled for April 16, 2012 and designating February 27, 2012 as Superintendent's Conference Day in its place.

D. Education

1. CSE Recommendations

The Board accepts the recommendations of the Committees on Special Education.

2. Rescission - Skilled Nursing Services

The Board rescinds the approval of Dawn Martin for the provision of skilled nursing services for the 2011-2012.

Approval of a Resolution Authorizing the Execution of an Intermunicipal Agreement with Suffolk County for Procurement of Natural Gas

MOTION: "WHEREAS, sub-division (c) of section (1) of Article IX of the New York State Constitution provides that "Local governments shall have power to agree, as authorized by act of the legislature, with the federal government, a state or one or more other governments within or without the state, to provide cooperatively, jointly or by contract any facility, service, activity or undertaking which each participating local government has the power to provide separately... ;" and

WHEREAS, sub-division (1) of section 119-0 of Article 5-G of the General Municipal Law provides, in part, that "In addition to any other general or special powers vested in municipal corporations and districts for the performance of their respective functions, powers or duties on an individual, cooperative, joint or contract basis, municipal corporations and districts shall have power to enter into, amend, cancel and terminate agreements for the performance among themselves or one for the other of their respective functions, powers and duties on a cooperative or contract basis or for the provision of a joint service;" and

WHEREAS, paragraph (d) of sub-division (2) of section 119-0 of Article 5-G of the General Municipal Law authorizes agreements relating to "purchasing and making of contracts subject to general laws applicable to municipal corporations and school districts;" and

WHEREAS, sub-division (a) of section 119-n of Article 5-G provides that "The term 'municipal corporation' means a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, fire district or a school district"; and

WHEREAS, Port Jefferson UFSD is an educational/municipal corporation, and

WHEREAS, Port Jefferson UFSD has determined that, in the interest of realizing cost savings, it is to its advantage to participate, through Suffolk County's Department of Public Works, in Suffolk County's bidding and award procedures for the procurement of natural gas, by including the demand for natural gas of Port Jefferson UFSD in the County's request for bidders; and

WHEREAS, it is in the mutual interest of Suffolk County to include Port Jefferson UFSD demand for natural gas in its request for bidders for natural gas for County facilities, in order to maximize purchasing value and obtain a more favorable price, which will amount to a cost savings for Suffolk County;

NOW, THEREFORE, be it RESOLVED, that the Port Jefferson UFSD is hereby authorized, empowered, and directed to enter into an inter-municipal agreement with Suffolk County, in a form acceptable to the Board attorney, pursuant to §119-o of the General Municipal Law, to promote efficient and economical purchasing opportunities for natural gas; and be it further

RESOLVED, that such agreement shall provide that Port Jefferson UFSD and any of its affiliates, successors, and assigns shall be solely responsible for payments due the successful contractor or vendor for their individual purchases."

2012-2013 Budget Development Calendar

VIII.B.

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 including ARRA
 Reponse to External Audit Findings (Corrective Action Plan)
 Collection of Basic Education Data System (BEDS)
 Non-resident tuition and health services bills

Due Date

9/1/2011 (filed)
 10/14/2011
 10/14/2011
 90 days after receipt of FS
 10/6/2011 (distributed)
 12/15/2011

Proposed Budget Calendar

Subject	Date
Finance Committee Reviews Budget Process & Calendar	Oct-11
Finance Committee reviews 5-10 year trend analysis of appropriations, revenues, assessed values and tax rates	Nov-11
Principals, Directors, will submit	December, 2011
BAC Receives Rollover Budget	December 1, 2011
Superintendent and Assistant Superintendent for Business review Budget Draft #1	Jan 3-5, 2012
Board of Education receives Budget Draft #1	January 6, 2012
BOE review and discussion of Budget Draft #1	January 10, 2012
Finance Committee review and discussion of Budget Draft #2	February 7, 2012
Board of Education receives Budget Draft #2	February 10, 2012
BOE review and discussion of Budget Draft #2	February 14, 2012
Report Levy Cap date to NYS Comptrollers Office	March 1, 2012
Board receives Budget Draft #3	March 9, 2012
BOE review and discussion of Budget Draft #3	March 13, 2012
Public Budget Presentation Meeting	March 27, 2012
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 27, 2012
Board receives FINAL Budget Draft	April 4, 2012
Board's final review and adoption of proposed budget	April 17, 2012
District wide Budget Informational Meeting - Administration 7:30 pm	April 17, 2012
Board votes on BOCES board candidates and BOCES administrative budget	April 17, 2012
Popular Budget to Printer	April 18, 2012
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 18, 2012
Salary Disclosure submitted to S.E.D	April 18, 2012
Property Tax Report Card Submitted to local newspapers	April 18, 2012

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, 2012
Latest date for Popular Budget (Brochure) to be mailed home to residents	May 2, 2012
Board Budget Hearing 7:30 p.m.	May 8, 2012
Budget Notice to be Mailed	May 9, 2012
BUDGET VOTE	May 15, 2012

October 25, 2011

The work session meeting of the Board of Education of Port Jefferson Union Free School District was held on October 25, 2011 at Edna Louise Spear Elementary School. Present at the 7:03 p.m. call to order by President Mark Doyle were Vice-President Kathleen Brennan, Board Members Lauren Hubbard, Robert Ramus, and Isak Prohovnik, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Pupil Personnel Services Donna Guiffre, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley. Board Members Robert Frey and Dennis Kahn were absent.

Dr. Bossert gave a presentation on Annual Professional Performance Review (APPR). A question and answer period followed.

BOARD ACTION

Motion was made by Dr. Hubbard, seconded by Mrs. Brennan, and carried 5-0 that the Board approve the following resolutions appearing on the October 25, 2011 work session agenda:

A. Personnel

1. Change in Leave Start Date – Speech Teacher
The Board approves the request of Amy McClelland, teacher of Speech and Language, for a change in start date of her approved leave of absence from November 4, 2011 to October 24, 2011, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.
2. Appointment – Leave Replacement Speech Teacher
The Board approves the appointment of Danielle McBride as a teacher of Speech and Language, on a leave replacement basis (for Amy McClelland) effective October 26, 2011 - May 1, 2012, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.
3. Change in Leave Start Date – Math Teacher
The Board approves the request of Christina Morgan, teacher of Mathematics, for a change in start date of her approved leave of absence from November 21, 2011 to November 15, 2011, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.
4. Appointment – Leave Replacement Math Teacher
The Board approves the appointment of Corinne Van Wickler as a teacher of mathematics, on a leave replacement basis (for Christina Morgan) effective November 8, 2011 – April 2, 2012, at Level MA30 Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.
5. Appointment – Substitutes
The Board approves the appointment of the following teacher substitutes for the 2011-2012 school year: Danielle McBride Corinne Van Wickler

At 8:22 p.m., motion was made by Mr. Ramus, seconded by Dr. Hubbard and carried 5-0 that the Board enter executive session to discuss potential lawsuits, staff grievances, and internal trustee matters. The District Clerk left the meeting and Dr. Doyle acted as Clerk pro tem.

At 11:02 p.m., the Board reentered general session. Motion was made by Mr. Ramus, seconded by Dr. Prohovnik, and carried 5-0 to adjourn.

BOARD GOALS

Student Achievement

Maximize student achievement through a rigorous program that is designed to meet the varied needs of all learners and maintain the level of excellence Port Jefferson has grown accustomed to.

Fiscal Responsibility

Govern in a fiscally responsible way reflective of the uncertain economic climate, identifying ways to maximize efficiencies while maintaining instructional integrity.

Curriculum Review Cycle

Implement a Curriculum Review Cycle to effectively review and evaluate curriculum documents for all subject areas, K-12, on a rotating basis.

Communication

Focus on effective communication with parents and community to insure all stakeholders are informed members of our school community.