

February 14, 2012

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on February 14, 2012 at Edna Louise Spear Elementary School. Present at the 6:05 p.m. call to order by President Mark Doyle were Vice-President Kathleen Brennan, Board Members Lauren Hubbard, James Laffey, Isak Prohovnik, and Robert Ramus, 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 Dennis Kahn was absent.

Motion was made by Dr. Prohovnik, seconded by Mr. Laffey and carried 6-0 that the Board enter executive session to discuss matters relating to grievances, student and personnel matters. At 7:38 p.m. the Board reentered general session.

Members of the High School Academic Team were recognized for their accomplishments.

Motion was made by Mrs. Brennan, seconded by Dr. Hubbard, and carried 6-0 that the Board approve the minutes of the following meetings:

Regular meeting held January 10, 2012

Work Session meeting held January 24, 2012

Dr. Doyle opened the Public Comment portion of the meeting. There were no comments.

REPORTS

Student representative, Nicole Capobianco, reported on high school activities.

The report from the Superintendent of Schools included the following:

- Meeting with high school seniors regarding their educational experience in Port Jefferson
- Legislative Breakfast
- Acknowledged retirements
- Presentation by Mrs. Cirnigliaro on Middle School / High School Programs - discussion followed.
- Dr. Bossert asked the Board for direction in what percentage rate administration should continue with in development of the 2012-2013 budget. Discussion ensued. Dr. Doyle responded that the Board directive to administration is to go forward with developing the budget at a 2% tax levy increase.

The report from the Board President included the following:

- SCSSA Advocacy Workshop
- Legislative Breakfast

Committee Reports:

Mr. Ramus - BAC meeting held February 1, next meeting scheduled for February 29

Mr. Ramus - Finance Committee scheduled for February 16

Mrs. Brennan – Curriculum Committee scheduled for March 8

Dr. Hubbard – Facilities Committee held February 6

Mr. Leister – Audit Committee update

CONSENT AGENDA

Motion was made by Dr. Hubbard, seconded by Mr. Ramus and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered A. 1-11 appearing on the February 14, 2012 consent agenda. Dr. Doyle acknowledged the retirements.

Motion was made by Mr. Laffey, seconded by Mr. Ramus and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered B. 1-5 appearing on the February 14, 2012 consent agenda. Dr. Hubbard extended thanks to the scholarship donors.

Motion was made by Dr. Hubbard, seconded by Mr. Laffey and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Education resolutions numbered D. 1-5 appearing on the February 14, 2012 consent agenda.

OLD BUSINESS

Motion was made by Mrs. Brennan, seconded by Dr. Hubbard and carried 6-0 that the revisions to Board Policy 1500 Public Use of Facilities, presented for a second reading, be adopted.

Dr. Doyle opened the second public comment.

A. Witrock - HS/MS program changes

P. Davis - HS/MS program changes

G. Davis - HS Schedule / 10 period day

A. Lustig - Drive-it-Right Program, sleep deprivation, mandate reform, BAC, pension changes, revisit open/closed campus

At 10:00 p.m., motion was made by Mr. Ramus, seconded by Dr. Hubbard and carried 6-0 to adjourn.

CONSENT AGENDA

2/14/12

A. Personnel

1. Substitutes

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

Teachers Michele Connolly
Nicole Costa
Jennifer Ehlen
Lisa Flanagan
Aroona Khan
Kristen Kopp
Maria Llorens
Rejane Ribeiro
Maribeth Siskind
Irma Ana Wolber effective 2/25/12

Teaching Assistants Michele Connolly
Jennifer Ehlen
Lisa Flanagan
Jennifer Fudens
Corinne Gillingham
Orite Jenkins
Aroona Khan
Sonia Pinero
Kimberly Scott (not to exceed 40 days)
Maribeth Siskind
Christine Tomasino
Jaclyn Wyckoff

Teacher Aides Roxanne Brown
Michele Connolly
Lisa Flanagan
Jennifer Fudens
Orite Jenkins
Aroona Khan
Sonia Pinero
Maribeth Siskind
Renee Sowers
Nancy Starr
Christine Tomasino
Jaclyn Wyckoff

Clerical Roxanne Brown

2. Coach/Athletic Positions

The Board approves the appointment of the following Coach/Athletic appointments for the 2011-12 school year:

Coach

Joseph Dessi
Emily Fleckenstein

Matthew Garofola
Virginia Hampel
Alycia Petitto
Megan Mackenzie
Christopher Veit
Allyson Wolff

Sport

MS Girls Spring Track
Head Lifeguard/Lifeguard
Community Swim
JV Boys Baseball
MS Softball
MS Girls Gymnastics
Unpaid – Assistant Softball
MS Girls Lacrosse Coach
JV Girls Softball Coach

3. Co-Curricular Position

The Board rescinds the appointment of Anthony Butera from Musical Productions for the 2011-2012 school year; and, appoints Jeanette Cooper for Musical Productions for the 2011-2012 school year in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

4. Additional Class

The Board approves the extra class assignment for Margaret Moore to teach an additional Resource Room class, five times per week, effective February 15, 2012 through the remainder of the 2011-2012 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

5. Change in Leave of Absence Start Date

The Board approves the change in leave of absence start date for Melissa Zinger, Special Education teacher, from March 5, 2012 to March 19, 2012.

6. Increase in FTE

The Board approves an increase in FTE for Paige Lohmann, Elementary Education teacher, from .5 FTE to .7 FTE, effective February 15, 2012.

7. Retirement – Teaching Assistant

The Board accepts the resignation of Charlene Faro, as a Teaching Assistant, for the purpose of retirement, effective June 30, 2012.

8. Retirement – Teaching Assistant

The Board accepts the resignation of Virginia Hampel, as a Teaching Assistant, for the purpose of retirement, effective June 30, 2012.

9. Retirement – Teaching Assistant

The Board accepts the resignation of Nancy Makarius, as a Teaching Assistant, for the purpose of retirement, effective June 30, 2012.

10. Retirement – Teaching Assistant

The Board accepts the resignation of Ellen Boehm, as a Teaching Assistant, for the purpose of retirement, effective June 30, 2012.

11. Retirement – Principal

The Board accepts the resignation of Roseann Cirnigliaro, as 6th -12th Grade Principal, for the purpose of retirement, effective July 1, 2012.

B. Finance

1. Financial Reports

The Board accepts the financial reports.

2. Scholarship

The Board accepts the Andrew Golub Memorial Scholarship donation in the amount of \$500.00 to be awarded to a seventh or eighth grade music/art student pursuing music/art study throughout the summer.

3. Scholarship

The Board accepts the Michael Lewis Fallacaro Scholarship donation in the amount of \$250.00 to be awarded to a high school senior pursuing a college degree in music.

4. Approval for Payment – Musical Productions

The Board approves the following musical accompanist services for the 2011-2012 school year drama productions, pending fingerprint clearance by the NYS Education Department:

Jeanette Cooper	Rehearsal Pianist	\$1,200.00
Candace McCreedy	Choreographer	\$1,000.00
Steve Martino	Percussion	\$ 325.00
Bob Dalpiaz	Reeds	\$ 325.00

5. Approval for Payment – CPR/AED Course

The Board approves the services of Dinae Squatriglia as CPR/AED course instructor on February 28, 2012, from 4:00 – 6:00 p.m., in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

C. Facilities and Operation

D. Education

1. CSE Recommendations

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

2. Summer Music Camp

The Board approves the Summer Music Camp to be held July 9 – July 26, 2012 at Port Jefferson Middle School.

3. Service Agreement

The Board approves the Service Agreement between the district and Out East Therapy of New York for OT, PT, SLP, RN and Psychology Services, PLLC, for the provision of special education services for the 2011-2012 school year.

4. Service Agreement

The Board approves the Service Agreement between the district and the South Huntington Union Free School District for the provision of special education services for the 2011-2012 school year.

5. School Calendar

The Board adopts the attached proposed calendar for the 2012-2013 school year.

POLICY 1500 - PUBLIC USE OF FACILITIES

The School District's buildings and grounds are maintained primarily for the education and recreation of the students within the School District. However, the Board of Education recognizes that the buildings and grounds of the School District are a valuable resource and believes that this resource should be made available to the community for specific uses that will not interfere with, obstruct or disrupt any educational activities in the School District. School District facilities will be made available to the community for use in accordance with this Policy. All uses shall comply with the provisions of this Policy, **section 414 of the Education Law** and any other applicable provision of law or regulation.

Prohibited Uses

The Board of Education of the Port Jefferson Union Free School District expressly prohibits any use of School District facilities that is not specifically authorized by this Policy.

Permitted Uses

The Board of Education of the Port Jefferson Union Free School District hereby authorizes the use of School District facilities for the purposes listed below, subject to the conditions and restrictions set forth in this Policy.

- Instruction in any branch of education, learning or the arts.
- Public library purposes, subject to provisions of the Education Law or as stations of public libraries.
- Social, civic and recreational meetings and entertainments or other uses pertaining to the welfare of the community so long as such uses are non-exclusive and open to the general public.
- Meetings, entertainment and occasions where admission fees are charged when the proceeds are to be spent for an education or charitable purpose.
- Polling places for holding primaries and elections for the registration of voters and for holding political meetings.
- Civic forums and community centers
- Recreations, physical training and athletics, including competitive athletic contests of children attending a private, nonprofit school.
- Childcare programs when school is not in session or when school is in session for the children of students attending schools of the District. If there is additional space available, children of employees of the School District may attend.
- Graduation exercises held by not-for-profit elementary and secondary schools provided that no religious service is performed.

In case of emergency, the School District's facilities shall be available to the American Red Cross.

Conditions of Use for School District Facilities

Use of School District facilities may be permitted unless such facilities are in use for school purposes or educational programs. The School District reserves the exclusive and non-

reviewable judgment concerning the impact a requested use would have on the School District's educational programs.

In an effort to ensure that School District facilities are preserved for the benefit of the greater School District community, the School District reserves the right to limit access to School District facilities to community based groups and organizations (that is, groups which are located within the geographic area covered by the District).

Use of School District facilities will be permitted only where the applicant agrees to pay the School District a user fee according to a schedule adopted by the Board of Education to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the use of any additional services or equipment. The sum equaling the estimated costs and fees associated with the proposed use shall be paid ~~seven (7) days in advance~~ **within ten (10) days** of the date for the requested use. The School District retains the further right to waive or reduce user fees for groups that are associated with or sponsored by the School District or where 50% of the enrollment is comprised of School District residents.

Where, in the judgment of the School District, the requested use of School District facilities requires special equipment or supervision, the School District reserves the right to deny such use, or in accordance with the above. Only authorized personnel shall operate School District equipment. **Restrictions on the use of athletic equipment, tables, chairs, a/v equipment are determined solely by the District.**

Use of School District facilities will only be permitted where the organization provides the School District with proof of adequate insurance to save the School District harmless from all liability, property damage, personal injuries and / or medical expenses in advance of the date of the use. The School District will exercise complete and unreviewable discretion regarding what insurance coverage will be adequate for each proposed use. The Superintendent / designee reserves the right to waive the insurance requirement. In addition, each organization shall be required to execute a hold harmless agreement to protect the School District from any claims or suits.

In the case of an accident resulting in injury to any person or damage to personal property, the incident must be immediately reported to the Principal of the facility and the Business Administrator. A written report must be submitted to the Business Office within twenty-four (24) hours of the incident.

Application Procedure

All applications for use of the School District facilities shall be made in writing and submitted to the Superintendent of Schools / or designee at least ~~fourteen (14)~~ **thirty (30)** days in advance of the date of the requested use.

Applicants must clearly and completely describe the intended use of the School District facility and sign the application pledging to comply with this Policy and all other rules and regulations of the School District. Unsigned applications will not be considered.

All uses shall be made in accordance with the terms and conditions of this Policy as well as all other School District rules, regulations and policies. **(See regulation 1500-R)**

Applicants shall be fully responsible for all damages resulting from its use of facilities

The Board of Education authorizes the Superintendent of Schools to alter or cancel any permission for use of School District facilities if it becomes necessary to use the facility for a School District purpose or for some other justifiable reason.

The Board of Education retains the right to give preferences to groups and organizations which are associated with or sponsored by the School District.

At all times, School District staff shall have the right to access any School District facility made available to an outside group or organization. No School District facility shall be used unless a School District representative or administrator is present.

The number of persons admitted for a function must not exceed room capacity limits

Whenever inclement weather or an emergency situation cause the closing of School District schools, all after-school functions scheduled for that day will be canceled.

The Board of Education reserves the discretion to deny use of School District facilities, to terminate use of the facilities or rescind a previous grant for use of facilities.

- Where there are less than 50% of district residents
- By an applicant who has previously misused or abused School District facilities or property or who has violated this Policy;
- For any use which could have the effect of violating the Establishment Clause of the United States Constitution or other provisions of the United States or New York Constitutions;
- For any use which, in the estimation of the Board of Education, could reasonably be expected to or actually does give rise to a riot or public disturbance;
- For any use which the Board of Education deems inconsistent with this Policy;
- For any use by a private not-for-profit entity that has the direct or indirect effect of promoting the products or services of such entity;
- In any instance where alcoholic beverages or unlawful drugs are sold, distributed, consumed, promoted or possessed;
- For any prohibited by law.

The School District shall promulgate regulations which shall supplement the provisions of this Policy.

Reference: **N.Y. Education Law § 414**

1st reading: 2/08 2nd & adoption: 3/08

Revision presented for: 1st reading 1/10/12 2nd reading & adoption 2/14/12

