

**BOARD OF EDUCATION  
AGENDA  
December 11, 2012 - Elementary School**

**6:00 p.m.      General Session for the purpose of entering Executive Session (Library)**  
**7:30 p.m.      Public Session (Large Group Room)**

I.      CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II.     ROLL CALL OF BOARD MEMBERS

III.    APPOINTED BOARD MEMBER - OATH OF OFFICE

IV.    STUDENT RECOGNITION

V.     MINUTES

**The Board approves the minutes of the following meetings:**

Regular Meeting held November 13, 2012

Work Session Meeting held November 27, 2012

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

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VII.   REPORTS

- A.      Student Representative
- B.      Superintendent of Schools  
         - 2013-2014 Budget – *Sean Leister*
- C.      Board President
- D.      Committees
- E.      Other

VIII.  BOARD CONSENT AGENDA

**As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the December 11, 2012 consent agenda:**

- A.      Personnel - resolutions numbered 1-12
- B.      Finance – resolutions numbered 1-2
- C.      Facilities and Operations – resolution numbered 1
- D.      Education - resolutions numbered 1-3

IX.    OLD BUSINESS

- A.      Calendar Revision

X.     NEW BUSINESS

- A.      Board Policy: Facebook (Social Media) Guidelines - presented for a first reading

B.    PUBLIC COMMENT

C.    ADJOURNMENT

A. Personnel

1. Resignation – Leave Replacement Music Teacher

The Board accepts the resignation of Christine Klimek as a leave replacement music teacher, effective December 14, 2012.

2. Change in FTE

The Board approves the change in FTE of Alycia Petitto from a .2 FTE teacher of Physical Education to a .4 FTE teacher of Physical Education, at Level MA Step 1, effective January 22, 2013 for the remainder of the 2012-2013 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

3. Substitute Appointments

The Board approves the following substitute appointments for the 2012-2013 school year:

Maria Llorens	Teacher
Bob Hidalgo	Clerical

4. Facility Use Monitor

The Board approves the appointment of Constance Bermel as a Facility Use Monitor for the 2012-2013 school year at the rate of \$20.00 per hour.

5. MSG Varsity Outreach Media Co-Advisor

The Board approves the appointment of Thomas Serabian and Allyson Wolff as MSG Varsity Outreach Media Co-Advisors, for the 2012-2013 school year, in accordance with the Participation Agreement with MSG Varsity Cablevision; provided that Finance resolution numbered B.2. is approved.

6. Extension of Leave of Absence

The Board approves the extension of the current leave of absence for Sandra Eybs from November 27, 2012 to January 10, 2013.

7. Extension of Leave Replacement Appointment

The Board extends the leave replacement appointment of Janelle Bellotti from November 26, 2012 to January 10, 2013.

8. Change in Leave of Absence

The Board approves change in leave of absence for Dr. Allyson Carlson from September 24, 2012 through November 6, 2012 to September 11, 2012 through January 14, 2013.

9. Extension of Leave Replacement Appointment

The Board extends the leave replacement appointment of Stephanie Rubino from December 14, 2012 to January 14, 2013.

10. Request for Leave of Absence

The Board approves the request of Kristen Boney, teacher of Elementary Education, for a leave of absence from January 2, 2013 to February 26, 2013 in accordance with Board Policy 9520.2 Family and Medical Leave and Article IX.B.9 of the negotiated agreement with the Port Jefferson Teachers Association.

11. Extra Stipend Position

The Board approves the stipend position, Dean of Students-Secondary Grades 6-12, at the rate of \$14,000 per annum, pro-rated for the 2012-2013 school year; and, the Board approves the appointment of Christine Austen to the extra stipend position of Dean of Students, effective December 12, 2012 for the remainder of the 2012-2013 school year.

12. Co-Curricular Appointment

The Board approves the following co-curricular appointment for the 2012-2013 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Vanessa Salzman      Strings Concert Grade Six

**B. Finance**

1. Financial Reports

The Board approves the financial reports.

2. MSG Varsity

The Board approves the extension of the School Registration and Participation Agreement with MSG Varsity Network, LLC, for the 2012-2013, at no cost to the District.

**C. Facilities and Operation**

1. Surplus Property

The Board declares the 2005 Chevrolet Impala security car as surplus property; and, authorizes the Assistant Superintendent for Business to dispose of same in the best interest of the District.

**D. Education**

1. CSE Recommendations

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

2. Textbook Approval

The Board approves the adoption of the textbook *Magruder's American Government*, by Pearson, for Government, Grade 12.

3. Special Services Contract

The Board approves the agreement with Smithtown Central School District for the provision of special education services for the 2012-2013 school year.

PORT JEFFERSON SCHOOL DISTRICT  
2012-2013 School Calendar

Revision presented 12/11/12

July 2012				
M	T	W	T	F
	2	3	4	5
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

August 2012				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	{29}	{30}	31

29-First day for teachers  
29-30 Conference Days

September 2012				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

(16)

3 - Labor Day  
4 - First day for students  
17-18 --Rosh Hashanah  
26 - Yom Kippur

December 2012				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

(15)

24-31 - Winter Recess

January 2013				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

(21)

1 - New Year's Observance  
21 - Martin Luther King, Jr. Day

February 2013				
M	T	W	T	F
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

(19)

18-22 - Mid Winter Recess

October 2012				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

(22) (19)

8 - Columbus Day

March 2013				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

(15)

25-29 - Spring Recess

May 2013				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

(22)

27 - Memorial Day Observance

June 2013				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
{24}	25	26	27	28

(15 +1)

12-21 Regents testing  
21- Last Day School  
24-Conference Day

- Key:
- Schools Closed
  - Hurricane Make-up Day/School in session
  - Hurricane Days
  - Snow Make-up Day
  - { } Conference Day No School for Students

Make-up days for Hurricane Sandy will be: May 24, February 19, 20, 21 and 22

If days are needed to make up snow days, the days to be used in the following order are:

March 22, April 1, February 18 180 days with students + 3 conference days

## PORT JEFFERSON UFSD

4510.3

**Facebook (Social Media) Guidelines Policy**

Facebook and other social media sites (Twitter, Instagram, Instant Messenger, MySpace, etc.) can be a very powerful communication or educational tool for today's society. Employees in the Port Jefferson School District (PJUFSD) from time to time may embark in the social media world and leverage these tools. The following guidelines have been established to provide all employees direction on the appropriate use of Facebook and other social media sites.

Personal Use of Facebook and other Forms of Social Media

District employees are encouraged to keep their personal lives personal even in the digital world where personal and professional can become blurred. District procedure prohibits employees from "friending" students on their personal Facebook account. Procedures also discourage "friending" parents of students. If an employee has a personal Facebook account, the following response is recommended when denying such requests.

**Sentence for staff to respond to "friend" requests on their personal Facebook page:** *If you are a student or a parent requesting to be my "friend" on Facebook, please do not be surprised or offended if your request is ignored. As an employee of the Port Jefferson School District policy discourages me from "friending" students or parents on my personal Facebook page.*

Professional Use of Facebook, etc.

When using Facebook as a part of official duties as an employee of PJUFSD, the following guidelines should be followed:

- Before doing anything on Facebook, the employee's school administrator must be contacted.
- A designated school administrator must be added as an administrator to any page created (athletic team, co-curricular club, etc.)
- When using Facebook with a particular class, or group of students or parents, the page should be set up as a "group" page.
- When using Facebook as a communication tool with the masses, the page should be set up as a "fan" page.
- The personal security for the individual establishing the page should be set so students cannot view personal information about the employee. For example: set all security "for friends only".
- When building a page, the page in the page description area must be identified as a classroom or organization in the "PJUFSD".
- All District style guidelines for names, colors and logo usage must be followed.
- The PJUFSD Facebook Rules of Engagement must be posted on any page created. (see below)
- The creator of the page is responsible for monitoring content on the page and deleting any posts that violate the rules of engagement.

- The PJUFSD reserves the right to remove any Facebook page that does not follow the rules of engagement.
- Beginning with the 2012-13 school year all of the above guidelines must be followed. If a page is currently established for work purposes, it must meet the above criteria. Failure to follow the established guidelines may result in disciplinary action.

**PJUFSD Facebook Rules of Engagement (If a page is to be established by the District)**

**PJUFSD Facebook Rules of Engagement must be posted on any page associated with the District, a school in the District or the official duties of any staff member.**

The goal of using Facebook by PJUFSD, all of the schools in the District and teachers or sponsors associated with those schools is to share important information with our public and engage in an open and respectful dialogue. To help us accomplish this goal we ask that employees abide by the following guidelines:

- Open conversation not personal issues. The page is not intended to circumvent regular communication channels for sharing personal issues and concerns. Comments regarding personal issues with the District, a school or staff member will be removed.
- Be respectful. Personal attacks or comments that are deemed offensive to any member of our community will not be tolerated. Inappropriate remarks and profanity will be removed.
- Stay on topic. A page is one dedicated to the education of students in the PJUFSD. The conversation should be related to our District, schools and activities. Comments of all kinds are welcome so long as they directly relate to our District, schools and activities.
- If there is a question for a specific employee, contact them privately. Fans should not expect responses to every question or comment posted on this page.
- Be aware of the mission. The mission for PJUFSD is education. Be certain that comments are appropriate for an educational environment and fans of all ages.
- Be factual. Blatantly inaccurate information will not be allowed. False information will be removed and factual information will be posted.
- Employees of the PJUFSD may have personal Facebook pages. Individuals requesting to “friend” an employee of the District should not be surprised or offended if the request is ignored; District policy encourages staff to keep their personal lives personal.
- The page is that of the employee, and the employee is to feel comfortable sharing views about the PJUFSD, schools or activities. However, abuse of the above guidelines can lead to removal of a specific posting or the blocking/removal from our fan page, or the imposition of disciplinary action, if appropriate.

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