

January 8, 2013

The regular monthly business meeting of the Board of Education of Port Jefferson Union Free School District was held on January 8, 2013 at Edna Louise Spear Elementary School. Present at the 6:03 p.m. call to order by President Kathleen Brennan, were Vice-President Robert Ramus, Board Members Ellen Boehm, Mark Doyle, James Laffey, and Vincent Ruggiero, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley. Board Member Dennis Kahn was absent.

Motion was made by Mr. Ruggiero, seconded by Dr. Doyle and carried 6-0 that the Board enter executive session to discuss matters relating to personnel and pending legal matters. [Mr. Ramus left the room at 7:15 p.m.]

At 7:30 p.m. the Board reentered general session. [Mr. Ramus was present]

#### RECOGNITION

Student organizers of the Spikes for Sandy Relief Volleyball Tournament were recognized. Director of Health, Physical Education and Athletics, Deb Ferry, was recognized as the Port Times Record 2012 Woman of the Year in Sports.

#### MINUTES

Motion was made by Mr. Ruggiero, seconded by Mrs. Boehm and carrier 6-0 that the Board approve the minutes of the following meeting:

Regular Meeting held December 11, 2012

#### PUBLIC COMMENT

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

#### REPORTS

Amanda San Roman reported on school activities.

The report from the Superintendent the following presentations:

- Update on Security Measures and Safety Review by Dr. Bossert
- 2013-14 Budget by Mr. Leister

Discussion followed each presentation.

Committee reports were given by:

Dr. Doyle – Finance / BAC

Mr. Leister – Audit

Mr. Ramus – Facilities

Mr. Ruggiero – Curriculum

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Dr. Bossert asked for confirmation from the Board that the topic of closed campus will be part of the January 31, 2013 community forum on security, as well as confirmation that administration will move forward with interviewing for security guards with appointments to appear on the February agenda. The Board concurred. Mr. Leister asked for confirmation from the Board that use of reserves will appear on the February agenda. The Board concurred.

Carla Sciara reported on PTSA events.

Paula Spinner reported on PTA events.

## CONSENT AGENDA

The District Clerk read into the record that the name to be inserted in Personnel resolution number 8 is Christina Carlson; and, read into the record walk-in resolution A.9. Motion was made by Mr. Ruggiero, seconded by Mr. Laffey and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Personnel resolutions numbered 1-9 on the January 8, 2013 consent agenda.

Motion was made by Dr. Doyle, seconded by Mrs. Boehm, and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Finance resolutions numbered 1-7 on the January 8, 2013 consent agenda. Mrs. Brennan acknowledged the groups in resolutions B.2-7 for their support of our students.

Motion was made by Mrs. Boehm, seconded by Dr. Doyle, and carried 6-0 that as recommended by the Superintendent of Schools, the Board approve Facilities and Operations resolution numbered 1 on the January 8, 2013 consent agenda.

Motion was made by Mr. Laffey, seconded by Mrs. Boehm, that as recommended by the Superintendent of Schools, the Board approve Education resolutions D.1-3 on the January 8, 2013 agenda. Mr. Laffey asked that resolution D.2. be acted on separately. Approval of resolutions D.1 and 3 carried 6-0. Approval of resolution D.2 carried 5-0-1 (Mr. Ramus abstained).

## OLD BUSINESS

Motion was made by Dr. Doyle, seconded by Mr. Laffey and carried 6-0 that Board Policy: Facebook (Social Media) Guidelines be accepted for a second reading and adoption.

## PUBLIC COMMENT

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

## ADJOURNMENT

At 8:50 p.m., motion was made by Mrs. Boehm, seconded by Dr. Doyle and carried 6-0 to adjourn.

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**A. Personnel**

**1. Substitute Appointments**

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

Teacher	Joseph Barclay
	Jennifer Walling
Teaching Assistant	Joseph Barclay
Teacher Aide	Beth Freedman
Clerical	Nancy Makarius

**2. Athletic Appointments**

The Board approves the following athletic department positions for the 2012-2013 school year, pending CPR and certification from NYSED:

7/8 Wrestling Coach	Michael Feile
Unpaid Assistant Wrestling Coach	Thomas Serabian

**3. Facilities Use Monitors**

The Board approves the appointment of the following as Facility Use Monitors for the 2012-2013 school year at the rate of \$20.00 per hour:

Maureen Colon  
Stanley Latopolski

**4. Extra Class Assignment**

The Board approves the extra class assignment for Sarah Ogden to teach SAT Math Review, daily for the spring semester, period 8, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

**5. Leave Replacement Appointment**

The Board appoints Shannon Griffin as a teacher of Elementary Education, on a leave replacement basis, effective February 14, 2013 to February 26, 2013, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

**6. Teacher Aide Recall**

The Board approves the recall of Lori Russo from the Preferred Eligibility List, as a Teacher Aide, on a probationary basis effective January 9, 2013, in accordance with the negotiated agreement with the United Paraprofessionals' Association of Port Jefferson.

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7. Change in FTE

The Board approves the change in FTE of Linda Moran, from .6 to .8 FTE teacher of Business, on a part-time basis, effective January 22, 2013 for the remainder of the 2012-2013 school year, at Level MA Step 11, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

8. Extra Class Assignment

The Board of Education approves the extra class assignment for Christina Carlson to co-teach Grade 6 Integrated Social Studies, daily, effective January 9, 2013 for the remainder of the 2012-2013 school year, period 8, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

9. Agreement

The Board approves a certain Agreement dated January 8, 2013 between the Port Jefferson Teachers Association and the Port Jefferson Union Free School District relating to days during the February 2013 Mid-Winter Recess.

**B. Finance**

1. Financial Reports

The Board approves the financial reports.

2. Acceptance of Donation

The Board gratefully accepts the donation in the amount of \$1,380.00 from the Morrison Foundation to be used for the Boys' Varsity Soccer team trip to Albany, New York.

3. Acceptance of Donation

The Board gratefully accepts the donation from The Prudential Foundation in the amount of \$1,000 in recognition of the 2012 Prudential Global Volunteer Day project.

4. Acceptance of Donation

BE IT RESOLVED, the Board gratefully accepts a donation in the amount of \$13,000 from Port Jefferson Lacrosse; and

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BE IT FURTHER RESOLVED that as a result of the receipt of said donation, the Board hereby increases the 2012-2013 budget in the amount of \$13,000 to fund Junior Varsity Boys' Lacrosse.

5. Acceptance of Scholarship

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

6. Acceptance of Scholarship

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

7. Acceptance of Scholarship

The Board accepts the Eastern Star Chapter Scholarship in the amount of \$500.00 to be awarded to a high school senior pursuing a college or university degree in music.

**C. Facilities and Operation**

1. Surplus Property

The Board declares the following fitness equipment as surplus property; and, authorizes the Assistant Superintendent for Business to dispose of same in the best interest of the District:

- (1) Total Hip Machine
- (1) Landice Pro Sports Trainer
- (1) Stepper Stair Master
- (1) Stepper Sport Smith
- (1) Back Extension Machine

**D. Education**

1. CSE Recommendations

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

2. Services Contract

The Board approves the consultant services contract with Myra Allen for the 2012-2013 school year; and, authorizes the Board President to sign such contract.

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### 3. Summer Music Camp

The Board approves the Summer Music Camp to be held July 8 – July 25, 2013 at Port Jefferson Middle School.

**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~~ policy prohibits employees from “friending” students on their personal Facebook account. Procedures Policies 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.
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- 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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January 22, 2013

A work session meeting of the Port Jefferson School District Board of Education was held on January 22, 2013 at Edna Louise Spear Elementary School. Present at the 6:05 p.m. call to order by President Kathleen Brennan were Vice-President Robert Ramus, Board Members Ellen Boehm, Mark Doyle, James Laffey, and Vincent Ruggiero, Superintendent of Schools Kenneth Bossert, Assistant Superintendent for Business Sean Leister, and District Clerk Janice Baisley. Board Member Dennis Kahn arrived at 7:45 p.m.

Motion was made by Dr. Doyle, seconded by Mr. Laffey and carried 6-0 that the Board enter executive session.

At 7:00 p.m., the Board reentered general session.

#### REPORTS

A presentation was given by Maureen Hull, Executive Director of Curriculum and Instruction on the Advanced Placement Program. Discussion followed.

#### OTHER BUSINESS

Motion was made by Mrs. Boehm, seconded by Mr. Ruggiero and carried 7-0 that the Board approve the appointment of Susan Barbour as the Impartial Hearing Officer for a specific matter for the 2012-2013 school year.

At 8:05 p.m., motion was made by Dr. Doyle, seconded by Mr. Laffey and carried 7-0 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 9:20 p.m. the Board reentered general session. Motion was made by Dr. Doyle, seconded by Mrs. Boehm, and carried 7-0 to adjourn.