

**BOARD OF EDUCATION
AGENDA
August 13, 2013
Elementary School Large Group Room**

5:00 p.m. Call to Order / Executive Session (ES Library)
7:30 p.m. Regular Business Meeting (ES LGR)

I. PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION

IV. MINUTES

The Board approves the minutes of the following meeting:

Reorganization and Regular Meetings held July 2, 2013

Workshop Meeting held July 25, 2013

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

VI. REPORTS

A. Student Representative

B. Superintendent of Schools

Technology Committee iPad Initiative

C. Board President

D. Committees

E. Other

VII. BOARD CONSENT AGENDA

As recommended by the Superintendent of Schools, the Board approves the following resolutions appearing on the August 13, 2013 consent agenda:

A. Personnel - resolutions numbered 1-30

B. Finance - resolutions numbered 1-9

C. Facilities and Operations – resolutions numbered 1-2

D. Education - resolutions numbered 1-3

VIII. OLD BUSINESS

A. Establishment of Board Committees

B. Policy 4510.4, Surreptitious Audio and/or Video Recordings – presented for a second reading and adoption

IX. NEW BUSINESS

A. Board Operating Procedures

X. PUBLIC COMMENT

XI. ADJOURNMENT

A. Personnel

1. Appointment – Facility Use Monitors

The Board approves the following Facility Use Monitor appointments for the 2013-2014 school year at the rate \$20.00 per hour:

Constance Bermel
Regina Booker
Maureen Colon
Bonnie Kelsch
Traci McGlynn
Stephanie Miazga
Hope Post
Loraine Serabian
Thomas Serabian
Michael Stiles

2. Appointment – Fitness Instructors

The Board approves the following Fitness Instructors for the 2013-2014 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

Dinarae Camarda - Spring Fitness Center Instructor
Michael Maletta - Spring and Fall Fitness Center Instructor
James Mimnaugh - Winter Fitness Center Instructor

3. Appointment – Equipment Manager

The Board approves the appointment of Nicole Poulianos as Equipment Manager, for the 2013-2014 school year, at the rate of \$14 per hour.

4. Appointment – Athletic Trainer

The Board approves the appointment of Michele Matera as an Athletic Trainer, effective August 19, 2013, at the rate of \$36 per hour, pending fingerprint clearance by New York State Education Department.

5. Appointment – Lifeguards

The Board approves the following Lifeguards for the 2013-2014 school year:

Head Lifeguards at the rate of \$15.00 per hour
Benjamin Bajus
Emily Fleckenstein
Mary Fleckenstein
Kevin Rowett
Francoise Schachner
Loraine Serabian

Lifeguards (students) at the rate of \$12.00 per hour
Steven Bosch - pending CPR, FA & Lifeguard certification
Jake Cavanagh - pending CPR
Kirsten Crovello - pending CPR
Karin Holvik - - pending CPR, FA & Lifeguard certification
Morgan Sakovich - pending CPR
Tammy Serabian
Mairead Swords - pending CPR

6. Appointment – Community Fitness Instructors

The Board approves the following Community Fitness Instructors for the 2013-2014 school year at the rate of \$20.00 per hour:

Benjamin Bajus
Kelly Bates
Dinarae Camarda
Michael Caravello
Andrew Cosci
Michael Maletta
Traci McGlynn
James Mimnaugh
Alycia Petitto
Jesse Rosen
Loraine Serabian
John Serignese

7. Appointment – Coaches

The Board approves the attached list of coaching appointments for the 2013-2014 school year, identified as “Appendix A”.

8. Appointment – Co-curricular/Extra Stipend Positions

The Board approves the attached list of high school co-curricular/extra stipend appointments for the 2013-2014 school year, identified as “Appendix B” .

9. Appointment – Part-time Energy Specialist

The Board approves the appointment of Brian Sandak as part-time Energy Specialist, for the 2013-2014 school year, in accordance with the District and Cenergistic Energy Conservation Company, at the rate of \$5,000.00 per annum.

10. Recall – Teaching Assistant

The Board approves the recall of Andrea Erland, from the Preferred Eligibility List, as a teaching assistant, effective September 3, 2013, as recommended by the Committee on Special Education, in accordance with the negotiated agreement with the United Paraprofessionals’ Association of Port Jefferson.

11. Recall – Teaching Assistant

The Board approves the recall of Bernadine Devlin, from the Preferred Eligibility List, as a teaching assistant, effective September 3, 2013, as recommended by the Committee on Special Education, in accordance with the negotiated agreement with the United Paraprofessionals' Association of Port Jefferson.

12. Resignation – Custodial Worker I

The Board accepts the resignation of Giuseppe Lupo as a Custodial Worker I effective August 2, 2013.

13. Summer Employment

The Board approves the following aide appointments for the remainder of the summer 2013:

- a. Suzanne Uldal (not to exceed 6 days) at the rate of \$10.00 per hour to assist with copying and mailings for school opening.
- b. Mary O'Sullivan (not to exceed 2 days) at the rate of \$10.00 per hour to assist with copying and mailings for school opening.
- c. Maureen Colon (not to exceed 20 hours) at the rate of \$10.00 per hour, to assist with sports physicals.

14. Summer CSE Substitute Teacher Member

The Board approves Carleen Parmegiani as a substitute teacher member for the Committee on Special Education as needed, for the period July 1, 2013 to August 31, 2013.

15. Extra Class Assignments

The Board approves the following extra class assignments for the 2013-2014 school year in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Roderick Cawley - Zoology, Spring Semester
Philip Giannusa - .2 Grade 7 Social Studies, October 2013 - January 2014
Eva Grasso - HS Writing Workshop, Fall Semester
Michel Krivosta - AP Physics .1 FTE full year
Michel Krivosta - Science Labs (6 periods per 6 day cycle)
Nicole Pennino-Costa - Introduction to Italian (Level Ia), full year

16. Request for Leave – Elementary Teacher

The Board approves the request of Melissa Corey, teacher of Elementary Education, for a leave of absence from on or about October 3, 2013 until on or about January 6, 2014, 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.

17. Request for Leave Extension – Elementary Teacher

The Board approves the request of Kimberly Berg, teacher of Elementary Education Teacher, for an extension of her current leave of absence through the 2013-2014 school year.

18. Leave Replacement Appointment – Elementary Teacher

The Board approves the appointment of Janelle Bellotti as a .7 FTE teacher of Elementary Education, on a leave replacement basis (for Kimberly Berg), effective September 3, 2013 through June 30, 2014, at Level MA 30 Step 6, in accordance with the negotiated agreement with the Port Jefferson Teachers' Association.

19. Leave Replacement Appointment – English Teacher

The Board approves the appointment of Allison Anziano (for Carla Greco) as a teacher of English, on a substitute basis for the period September 3, 2013 to on or about October 17, 2013; and, on a leave replacement basis, at Level BA Step 1, effective on or about October 18, 2013 to June 30, 2014, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

20. Leave Replacement Appointment – Library Media Specialist

The Board approves the appointment of Selinda Moore (for Christine Austen) as a Library Media Specialist, on a substitute basis for the period September 3, 2013 to on or about October 17, 2013; and, on a leave replacement basis, at Level MA Step 1, effective on or about October 18, 2013 to June 30, 2014, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

21. Appointment – Substitutes

The Board approves the following substitute appointments for the 2013-2014 school year:

Teachers

Sheila Albinson

Janelle Bellotti

Barbara Cawley

Marsha Cohen

Robert Conlin

Mary Connell

Michele Connolly

Christopher Coward

Jason Crockett

June Crovello

Samantha Davidson

Christina Del Giudice

Amanda Dignon

Donna Farenga

Andrea Femoyer

Mary Fernandes

Lisa Flanagan

Taylor Gang

Nicole Garcia

Francis Gilleece

Donna Higgins

Amanda Jacobellis

Tara Jones

Jennifer Juhas-DePaoli

Aroona Khan

Maria Llorens

Paige Lohmann

Tory Malvetti

Jason Mehl

Mary Mulligan
Jeanine Nasta
Allyson Nuss
Susan O'Donnell
Richard Olson
Noelle Policastro
Laura Ricca
Joan Sandstrom
Linda Schneider
Arielle Zamek

Ann Schwartz
Dawn Shackles
Rachel Tarnowski
Melodie Tegay
Philip Vario
Susan Whitman
Irma Ana Wolber
Allyson Wolff

Teachers – not to exceed 40 days

Katherine Butera

Teaching Assistants

Sheila Albinson
Michele Connolly
Christopher Coward
Lisa Flanagan
Taylor Gang
Amanda Jacobellis
Aroona Khan
Nancy Makarius (pending fingerprint clearance by NYSED)
Sonia Pinero
Allyson Wolff

Teaching Assistants– not to exceed 40 days

Roxanne Brown
Katherine Butera
Rene Sowers

Teacher Aides

Caroline Bachmore
Amanda Jacobellis
Michele Connolly
Sonia Pinero

Clerical

Roxanne Brown
Nancy Makarius (pending fingerprint clearance by NYSED)
Sandra Mellon
Rene Sowers
Angela Virgilio

Nurse

Linda Love
Jennifer McDonald
Gertrude Weidler

22. Substitute – Athletic Trainers

The Board approves the appointment of the following substitute Athletic Trainers, effective August 19, 2013, at the rate of \$38 per hour:

Stephanie Dunn
Jason Lee
Hannah Kuemmel

23. Appointment - .4 FTE Technology Teacher

The Board approves the part-time appointment of Robert Dunlop as a .4 FTE teacher of Technology Education, effective September 3, 2013 through June 30, 2014, at Level MA 1 Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

24. Appointment – Foreign Language Teacher

The Board approves the appointment of Celiana Patti, on a probationary basis effective September 3, 2013, as a teacher of Foreign Language, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

25. Appointment - .5 FTE Music Teacher

The Board approves the part-time appointment of Lisa Stanzione as a .5 FTE teacher of Music, effective September 3, 2013 through June 30, 2014, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

26. Appointment – Dean of Students

The Board approves the appointment of Dinae Camarda to the extra stipend position of Dean of Students-Secondary Grades 6-12, for the 2013-2014 school year, at the rate of \$14,000.00 per annum.

27. Substitute Pay Scale

The Board approves the increase in compensation for substitute employees, effective September 2013, as follows:

Nurses - \$150.00 per day
Teaching Assistants - \$12.50 per hour
Teacher Aides - \$11.00 per hour
Clerical - \$11.00 per hour

28. After-School Library Supervision

The Board approves the following after-school library supervision appointments for the 2013-2014 school year, at the rate of \$15.15 per hour:

Middle School/High School Library

Debra Hartmann
Antoinette Famiano
Hope Post (substitute)
Bonnie Kelsch (substitute)

29. Retirement – Senior Guard

The Board accepts the resignation for the purpose of retirement of Donald Butler, as Senior Guard, effective August 31, 2013.

30. Amendment to Employment Agreement – Superintendent of Schools

BE IT RESOLVED, that the Board of Education hereby approves a certain FIRST AMENDMENT to the Employment Agreement between Dr. Kenneth Bossert and the Board of Education, dated May 22, 2012 and herewith authorizes the President of the Board of Education to execute said FIRST AMENDMENT on behalf of the Board of Education.

B. Finance

1. Financial Reports

The Board approves the financial reports.

2. Free and Reduced Price Lunch Program

The Board approves the Free and Reduced Price Meal Policy Statement including the Family Income Eligibility Criteria for the 2013-2014 school year.

3. School Lunch Prices

The Board approves the lunch prices for the 2012-2013 school year as follows:

Elementary School Lunch	\$2.65
Secondary School Lunch	\$2.90
Elementary Milk	\$.40
Secondary Milk	\$.40

4. Library Services Contract

The Board approves the Library Services Contract between the district and the Port Jefferson Free Library for the 2013-2014 school year.

5. Special Counsel Services

The Board hereby approves an hourly rate of \$135.00 for litigation support services performed on behalf of the district by law clerks employed by Guercio & Guercio, LLP, as more fully set forth in correspondence from Guercio & Guercio, LLP dated July 18, 2013.

6. NYSSBA Membership Renewal

The Board approves renewal of membership to the New York State School Boards Association at a cost of \$11,800.00 for the 2013-2014 school year.

7. Shared Sports Agreement

The Board approves the Shared Sports Agreement between The Knox School and Port Jefferson UFSD for the 2013-2014 school year.

8. Copier/Printer Lease

The Board approves the addition of a copier to the current Multi-Year Service Agreement with Eastern Suffolk BOCES, for the lease of copiers/printers.

9. Transfer of Reserves

The Board approves the following resolution:

WHEREAS, by action of the Board of Education, the Port Jefferson Union Free School District has previously established certain reserves having the following balances as of the fiscal year ending June 30, 2012:

<i>Reserves</i>	<i>Fiscal Year Ending 6/30/12</i>
Workers' Compensation	928,380
Unemployment	638,312
Compensated Absences	2,216,962
Employees' Retirement	1,265,260
Debt Service	2,796,387
Deferred Revenue	1,018,501
<i>Total Reserves</i>	8,863,802

And, WHEREAS, the Port Jefferson Board of Education wishes to utilize and or contribute additional funds where appropriate,

NOW BE IT RESOLVED that the Port Jefferson Board of Education hereby authorizes transfers of 2012-13 fund balance to any of the properly established reserves not exceed:

<i>Reserves</i>	<i>Transfers Not to Exceed</i>
Workers' Compensation	600,000
Unemployment	700,000
Employees' Retirement	700,000
Deferred Revenue	400,000
<i>Total Reserves</i>	2,400,000

C. Facilities & Operations

1. Surplus Property

The Board declares the following books as obsolete; and, authorizes the Assistant Superintendent for Business to dispose of same in the best interest of the district:

- (1) 21 volume set of “The New Book of Knowledge” (ISBN #0-7172-0520-7)
- (90) Glencoe Mathematics: Applications and Connections Course 3, Glencoe/McGraw Hill (ISBN #0-07-822852-2)
- (47) Unified Mathematics 1, Houghton Mifflin 1991
- (55) AMSCO’s Mathematics A, AMSCO 2002, (ISBN #1-56765-547-7)
- (95) Holt Mathematics Course 3: Pre-Algebra, Holt, Rinehart and Winston 2008, (ISBN #0-03-092939-3)

2. Use of Herbicide

The Board authorizes the emergency use of the herbicide Roundup for the purpose of weed removal at the high school track site only.

D. Education

1. Committees on Special Education

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

2. Professional Development

The Board approves participation in the Columbia University Teachers College Reading and Writing Project (TCRWP), for staff development in writing for the 2013-2014 school year.

3. Concussion Management Services

The Board approves the following Chief School Medical Officer Concussion Management service appointments for the 2013-2014 school year, at no cost to the district:

- Orthopedics Associates of Long Island
- St. Charles Hospital’s *Think Smart Concussion Management Program*

COACHES 2013-14

<u>SPORTS</u>	<u>Coach</u>	<u>Temp. Required</u>
Field Hockey Varsity	Deborah Edgar-Brown	Pending TCL
Field Hockey JV	Emily Fleckenstein	Pending PCL
Field Hockey MS	Nancy Gallagher	Pending TCL
X-Country Varsity Boys	Roderick Cawley	Pending FA
X-Country Varsity Girls	Donald Slingerland	
Golf Varsity Boys	Charles Ruoff	
Soccer Varsity Boys	John Poulianos	Pending TCL
Soccer JV Boys	James Poulianos	PCL
Soccer MS Boys	Matthew Madarasz	
Soccer Varsity Girls	Winifred Kuemmel	
Soccer JV Girls	Allyson Wolff	
Soccer MS Girls	Jaelyn O'Connor	Pending CPR
Tennis Varsity Girls	Dennis Christofor	
Football Varsity	Andrew Cosci	
Football Assistant Varsity (1)	Anthony Anacreonte	
Football Assistant Varsity (2)	Keith Buehler	
Football JV – Head	Patrick Cawley	Pending TCL
Football JV – Assistant	Thomas Foley	Pending TCL
Football MS - Head	Joseph Dessi	
Football MS – Assistant	Jesse Rosen	
Volleyball Varsity Girls	Robert Conlin	
Volleyball JV Girls	Dinarae Camarda	
Cheerleading Varsity (Fall)	Jamie Schlageter	
Gymnastics Varsity	Alycia Petitto	
Basketball Varsity Boys	Keith Buehler	
Winter Track Varsity Boys	Roderick Cawley	
Winter Track Varsity Boys Assistant	Andrew Cosci	
Winter Track Varsity Girls	Brian Snow	
Wrestling Varsity	Michael Maletta	
Independent Varsity Swimming (Boys/Girls)	Mary Fleckenstein	
Spring Track Varsity Boys	Roderick Cawley	
Spring Track Varsity Boys Assistant	Andrew Cosci	
Spring Track Varsity Girls	Brian Snow	
Tennis Varsity Boys	Dennis Christofor	
Baseball Varsity	Jesse Rosen	

Assistant Coach for all sports – Debra Ferry

2013-14 HS Co-Curricular / Extra Stipend Appointments

High School Co-curricular Activity	Advisor
Academic Team	Michel Krivosta
Chamber Choir	Katie Bernius
Community Service	Kerri Neligon, Jesse Rosen (co-advisors)
Concerts Instrumental	Christine Creighton
Concerts Strings	Michael Caravello
Concerts Vocal	Katie Bernius
CSI	Adam Bouchard
Detention Supervisor	Caroline Morgan Susan Federico Eva Grasso
Drama Club	Anthony Butera
Freshman Class Advisor	Celiana Patti
Gay-Straight Alliance	Kristin Britt & Dinarae Camarda (co-advisors)
Junior Class Advisor	Christina Carlson & Melissa Zinger (co-advisors)
Latin Club	Anne Algieri
Leo Club	Kristine Vaccaro & Brian Chalmers co-advisors
LISEC	Jonathan Maletta & Dawn DeLeonardis- Moody (co-advisors)
Mast	Matt Sefick
Mathletes	Dennis Christofor
Musical Productions	Jeanette Cooper
National Honor Society	Michel Krivosta & Eva Grasso
Robotics Club	Robert Dunlop
Rotary-Interact Club	Deirdre Filippi
SCIMATECH (Science Olympiad)	Michel Krivosta
Senior Class Advisor	Kandice Brucella & Kayleen Moran (co-advisors)
Sophomore Class Advisor	Kelly Cusumano & Taylor Forstell (co-advisors)
Student Council	Sarah Ogden
Technical Director (play)	Edward John Worrell
Tri-M Honor Society	Christine Creighton
Yearbook	Lynne Edsall & Richard Olson (co-advisors)

**PORT JEFFERSON SCHOOL DISTRICT
BOARD OF EDUCATION**

2013-14 Board Committee Charges

Curriculum Committee

The Curriculum Committee is charged to work with the Administration to provide oversight of the Curriculum Revision Five-year Cycle. After review of the Superintendent's recommendations, the Committee will adopt and publish a five-year calendar of curriculum review and approval. Curriculum adoptions will be made prior to January 1 so that adequate time will be provided to include necessary funds for personnel and materials in the subsequent school year budget.

In addition, the Committee will oversee the implementation of Policy 4220, Educational Initiatives, to provide comprehensive plans for new and revised educational programs. The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June 2014 Board Meeting with recommendations for the next Board.

Finance Committee

The Finance Committee will work with the Assistant Superintendent for Business and meet as necessary to perform the following tasks:

- Oversee and monitor the process of planning, developing, and communicating the annual district budget to be referred to voters.
- Address any financial exigencies that may require Board action and ensure proper communication and reporting to the Board.
- Convene a Citizens Advisory Committee* in accordance with Board policy to provide feedback to the Board and administration regarding various budget proposals.
- Oversee the development of a long-range financial plan for the District.

The Committee will provide updates at each monthly Board meeting and will present a yearend summary at the June 2014 Board meeting with recommendations for the next Board.

Facilities Committee

The Facilities Committee will work with the administration to provide oversight of school facilities and will work with the District Architect to plan for facility development. Included within the facility oversight responsibility is the duty to set direction for the continued development and application of the District technology network. The Committee will act as the appellant body for final resolution of transportation complaints on appeal from administrative resolution. The Committee will also function as the School Visitation Committee. The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June 2014 Board meeting with recommendations for the next Board.

Audit Committee

The Audit Committee will work with the administration and auditors in accordance with the District's Audit Committee Charter to provide oversight over the District's financial

processes. The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June 2014 Board meeting with recommendations for the next Board.

*Budget Advisory Committee

The Port Jefferson School District Board of Education welcomes the involvement of the community to serve on a Budget Advisory Committee (BAC). The BAC will meet with the Finance Committee to review budget propositions for the 2014-2015 school year and make recommendations that the administration may use to amend the final draft budget. Per district policy, all BAC recommendations and corresponding budget propositions will be communicated to the Board and the Superintendent of Schools. The Board may accept, reject, or return committee recommendations for further study. It is then the responsibility and prerogative of the Board to decide which draft budget version will be presented for public vote. Upon final authorization of the budget by public vote, or Board action as permitted by law, the work of this committee will be considered complete and the committee will be discharged of any further duties.

Policy Committee

The Policy Committee is charged to work with the administration to conduct a structured and cyclical review of all policies contained within the district's policy manual. The Committee will seek input from the Superintendent/designee to identify policies that will require priority status for revision or initial introduction. Policies reviewed by the Committee will be brought forward to the Board of Education whenever revisions or new adoptions are necessary (in accordance with policy relating to adoption of Board Policies). The Committee will provide updates at each monthly Board meeting and will present a year-end summary at the June 2014 Board meeting with recommendations for the next Board.

Policy 4510.4

SURREPTITIOUS AUDIO AND/OR VIDEO RECORDINGS

The Board of Education recognizes that there are personal devices such as cell phones which record both audio and video. While these devices are permitted ~~in classrooms~~ **on district premises and at school functions on and off campus** as personal property, they are to be used only when they are included as part of a lesson under the direction of a teacher.

It is understood that audio/video recording is considered the intentional acquisition, capture, or recording of a voice, visual image or images of an individual. No employee or student of the Port Jefferson School District shall surreptitiously record another employee or student of the District, by electronic or other means, without prior approval from the teacher or building principal and ~~or~~ without full knowledge of the individual being recorded.

Misuse of any of audio/video devices resulting in violation of this policy will be handled in accordance with the school district code of conduct.

Presented for:

1st reading 7/2/13

2nd reading & adoption 8/13/13