

BOARD OF EDUCATION
AGENDA
October 8, 2013
Elementary School Large Group Room

Updated

5:30 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:
Regular Meeting held September 10, 2013

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

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
 - NYS Assessments 3-8 – *Ms. Hull*
 - Daily Bulletin – *Ms. Austen*
- 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 October 8, 2013 consent agenda:

- A. Personnel - resolutions numbered 1-10
- B. Finance - resolutions numbered 1-7
- C. Facilities and Operations
- D. Education - resolution numbered 1-2

VIII. OLD BUSINESS

A. Board Policy 2250, Board Committees – presented for a second reading and adoption

IX. NEW BUSINESS

A. Board Policy 8505, Meal Charge – revision presented for a first reading

X. PUBLIC COMMENT

XI. ADJOURNMENT

CONSENT AGENDA

October 8, 2013

A. Personnel

1. PSAT/SAT Proctors

The Board of Education approves the following as PSAT /SAT Proctors appointments for the 2013-2014 school year at the rate of \$37.63 per hour, on an as needed basis:

Antonio Santana
Kristen Wendel
Allyson Wolff
Charles Ruoff
Kandice Brucella
Allison Anziano
Christina Morgan
Gina Fedler
Nancy Bachety
Bonnie Kelsch
Melissa Zinger
Nicole Pennino-Costa
Jesse Rosen
Kayleen Moran
Debra Hartmann
Constance Bermel
Mary LaSita
Anne Algieri
Kristine Vaccaro
Megan Ryan
Susan Federico
Kristin Britt
Melissa Corey
Debra Hagemeyer
Maureen Colon
Lynne Edsall
Lynne Scofield
Hope Post
Taylor Forstell
Robert Farenga

2. Rescission/Appointment – Club Advisor

The Board rescinds the appointment of Robert Dunlop as Robotics Club Advisor for the 2013-2014 school year; and, appoints Robert Dunlop and Brian Chalmers as Robotics Club Co-Advisors for the 2013-2014 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

3. Appointment – Coaches

The Board approves the appointment of the following coaches for the 2013-2014 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Edward Duddy	Varsity Girls Basketball
Allyson Wolff	JV Girls Basketball
John Serignese	JV Boys Basketball
Charles Ruoff	MS Boys Basketball
Donald Slingerland	Varsity Girls Winter Track Assistant
Ian McEwen	JV Wrestling (pending First Aid certification)
Elizabeth Manly	MS Volleyball
Jamie Schlageter	Cheerleading Varsity Winter
Thad Andrew Gaebelein	Football Volunteer (unpaid)

4. Rescission of Appointments – Guard

The Board rescinds the appointments of Thomas Roach and Robert Mallins as part-time guards.

5. Appointment - .6 FTE Physical Education

The Board appoints Elizabeth Manly as .6 FTE teacher of Physical Education effective October 9, 2013 through June 30, 2014, at Level MA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

6. Leave Replacement Appointment – Teaching Assistant

The Board approves the appointment of Lyndsay McCabe (for Elizabeth Cavanagh) as a Teaching Assistant, on a leave replacement basis for the period October 9, 2013 to on or about November 22, 2013, in accordance with the negotiated agreement with the Port Jefferson Paraprofessionals' Association.

7. Establishment of Position – Student Intern I

The Board approves the establishment of the position, Student Intern I, at the rate of \$10.00 per hour.

8. Appointment – Lifeguards

The Board approves the following lifeguard appointments for Community Swim at Edna Louise Spear Elementary School pool, at the rate of \$12.00 per hour, for the 2013-2014 school year:

Nicolette Evangelista
Noelle Zimmerman
Michelle Bourguignon
Justin Julich

9. Substitute Appointments

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

<u>Teacher</u>	Melissa Bernstein Amy Bowman Lisa Costa Jessica Dillon Mary Kate LaSpisa Lyndsay McCabe Holly Marie Petrone Brianna Sabo Garrett Schnettler Brittany Schulman Valerie Vignona
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<u>Teaching Assistant</u>	Melissa Bernstein Amy Bowman Jessica Dillon Mary Kate LaSpisa Lyndsay McCabe Holly Marie Petrone Brianna Sabo Garrett Schnettler Brittany Schulman
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10. Appointments – Co-Curricular

The Board approves the following elementary school co-curricular appointment for the 2013-2014 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Homework Club	Nina Wood
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B. Finance

1. Financial Reports

The Board approves the financial reports.

2. Approval of Services

The Board approves the services of Jeanette Cooper as piano accompanist for the 2013-2014 winter and spring concert seasons at the rate of \$80.00 per hour not to exceed 10 hours.

3. Acceptance of Donation

The Board gratefully accepts the donation of 18 Dell computers from the CREATE program through the State Education Department, to be used for instructional purposes.

4. Acceptance of Financial Statements

The Board approves the following resolution: Be it resolved, that Port Jefferson Union Free School District accepts the audited 2012-2013 Financial Statements from external auditor, R.S. Abrams, for the fiscal year ending June 30, 2013.

5. Tax Levy

The Board approves 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 at the sum of \$33,610,133; and, be it further resolved, that the amount to be raised by tax levy for the Port Jefferson Free Library Association be fixed at the sum of \$2,908,636 for the 2013-2014 school year, as agreed to on August 13, 2013 between the Port Jefferson Free Library Association and the Port Jefferson Union Free School District.

6. Appointment of Special Counsel

The Board approves the appointment of Guercio & Guercio, LLP as Special Counsel, to represent the Port Jefferson School District, in a special education matter for a specific student, as per the 2013-2014 Letter of Engagement.

7. Shared Sports Agreement

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

C. Facilities & Operations

D. Education

1. Committees on Special Education

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

2. Settlement Agreement

The Board approves the Settlement Agreement between the District and the parents of a specific student with a disability, regarding the educational placement of the student for the 2013-2014 school year.

3. Establishment of Club

The Board approves the establishment of a STEM (Science Technology Engineering Math) Club in the middle school; compensation for the position will be a stipend representing 5% of BA Step 1 (\$2,678).

BOARD COMMITTEES

1) Committees may be established at the annual reorganization meeting of the Board by the Board any time an issue arises that requires more time and attention than the board feels can be provided during the course of a board meeting or as required by law. Committees may be established by approval of committees during the annual reorganization meeting or in response to a successful motion to refer an issue to committee. The District Clerk shall maintain a list of all standing and ad hoc committees and their respective membership.

Standing Committee membership will be assigned, in accord with Policy 2210, at each annual reorganization meeting. The standing committees will consist of the following:

- Audit (as required by law).
- Facilities (provides oversight of facility planning, transportation, bond referenda, and technology infrastructure and will also serve as the School Visitation Committee).
- Curriculum (oversight of five-year curriculum review, educational initiatives and curriculum-related policy).
- Finance (oversight of budget calendar and development of the annual budget, expenditures and financial reports and long-range financial planning).
- *Policy (works with administration in conducting a structured and cyclical review of all policies contained within the district's policy manual).*

2) When appointing a committee, the Board President provides the following guidance to the committee and ensures it is recorded in the meeting minutes.

- a) Designate the committee as either a standing or special (ad hoc) committee. Standing committees are ongoing and special committees dissolve upon completion of their appointed task.
- b) Designate a committee chairperson or co-chairs and specify the committee membership.
- c) Define the committee's fact-finding, deliberative, or advisory role and outline the desired outcome(s) of the committee's work.
- d) Provide a general time line for the committee's work and for reporting to the board.
- e) The President of the Board shall serve as an *ex officio* member of all committees.

3) The Board votes to approve the charge and composition of the committee. The membership of the committee may be comprised of Board members only, Board

members and others (staff and/or community members), or only others (without Board representation).

4) The Superintendent will provide appropriate staff and/or data support to permit the effective functioning of the committee.

5) The committee chair will extend an invitation by letter or phone to those members of the community whose service is desired.

6) Committee meetings will be conducted in the following manner:

a) The committee chair, with the assistance of assigned district staff, is responsible for setting a meeting time, preparing the agenda, arranging for a meeting site with necessary equipment, and notifying all members of the time and place for the meeting.

b) Committee meetings will be conducted in compliance with the Open Meetings Law and open to the public unless items under discussion qualify as appropriate for executive session.

c) Meetings will generally be conducted in accordance with Robert's Rules of Order Newly Revised (§49, Procedures for Small Boards), using it as a guideline for the meeting.

d) The committee chair will coordinate with the Superintendent to obtain district information required to complete the committee's task. The chair may designate committee members to obtain information that the committee needs to complete its job.

e) The chair will notify the Board President and Superintendent when committee recommendations or reports are ready and arrange to deliver a final report in the form and time specified by the original charge or Board President.

f) The Board will enter a motion into the record to receive the report and may ask clarifying questions, but no motion to accept or approve the report is required.

g) If the report contains committee recommendations, the board will discuss and take action on recommendations as deemed appropriate by the Board.

Standing committees should establish an annual calendar of meetings each July. Each committee will provide a year-end report to the Board in June.

Revision presented for:

1st reading: 5/11/10

2nd reading & adoption: 6/8/10

1st reading: 9/10/13

2nd reading & adoption: 10/8/13

MEAL CHARGE

The Board of Education recognizes that, on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and to minimize the fiscal burden on the district, all district schools shall follow guidelines with regard to meal charges.

- No more than 2 meals (\$5.00) per student may be charged;
- Only regular meals may be charged, that is, only what is on the menu;
- No snacks may be charged;
- A computer-generated point of sale system shall be used for identifying and recording all charged meals, as well as for collecting repayments

This policy applies to all paying students whether they are paying full-price or reduced-price.

A student who abuses this policy may be denied a meal. If school authorities suspect that a student may be abusing this policy, they must first provide written notice to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

All schools shall maintain a system for accounting for charged meals that follows state guidelines.

All negative (unpaid) balances left on record by inactive students will be reimbursed to the Lunch Fund (C) by the General Fund (A).

Ref: Child Nutrition Act of 1966, 42 U.S.C. 1771 et seq.
National School Lunch Act, 42 U.S.C. 1715 et seq.
Guidance Document, State Education Department, Child Nutrition Program;
“Establishing a Meal Charge Policy”, August 2005

Presented for
1st reading: 11/18/08
2nd reading & adoption: 12/9/08
Revision presented for
1st reading: 10/8/13