

**BOARD OF EDUCATION  
AGENDA  
December 9, 2014  
Elementary School LGR**

**R**

6:00 p.m. Call to Order/Executive Session (ES Library)  
7:30 p.m. General Session Business Meeting

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION – Music Students

IV. MINUTES

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

Regular Meeting held November 18, 2014

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

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
  - Budget 2015-2016
- 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 December 9, 2014 consent agenda:**

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

VIII. OLD BUSINESS

- A. Athletic Helmets

IX. NEW BUSINESS

- A. Board Policy
  - 1. Board Policy 5152, Admission of Non-Resident Students – Revision presented for a first reading and adoption.
  - 2. Board Policy 9520.2, Family Medical Leave Act – Revision presented for a first reading
  - 3. Board Policy 4526, Computer Use in Instruction – Revision presented for a first reading
  - 4. Board Policy 4510.1, Instructional Technology – Presented for deletion
  - 5. Board Policy 4510.2, Computer, Network and Internet Use – Presented for deletion

X. PUBLIC COMMENT

XI. ADJOURNMENT

**CONSENT AGENDA**

**December 9, 2014**

**A. Personnel**

1. Co-Curricular Appointment

The Board approves the following co-curricular appointments for the 2014-2015 school year:

|   |                      |
|---|----------------------|
| PJ Varsity Club Advisor -                       | Jesse Rosen          |
| Substitutes 6 <sup>th</sup> Grade Intramurals - | Christina Carlson    |
|   | Christian Neubert    |
|   | Robert Farenga       |
|   | Lorraine Novellino   |
|   | Chuck Ruoff          |
|   | Nancy Bachety        |
|   | Nicole Pennino-Costa |
|   | Kayleen Everitt      |

2. Substitute/Leave Replacement Appointment

The Board approves the appointment of Jennifer Guerrazzi (for AmyJean Castaldo) as a teacher of Elementary Education, on a substitute basis from October 30, 2014 to on or about December 16, 2014; and on a leave replacement basis from on or about December 17, 2014 to on or about April 13, 2015, at Level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

3. Mentor

The Board approves Sandra Eybs as a Mentor for the 2014-2015 school year, pro-rated, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

**B. Finance**

1. Financial Reports

The Board approves the following financial reports:

Claims Audit Report - Month of October

Cash Flow Analysis - Month of October

New Budget Transfers

October Warrants & Treasurer Reports

| <u>Fund Name</u>  | <u>Warrant #</u> |
|-------------------|------------------|
| General Fund      | 17-19, 21-22     |
| School Lunch Fund | 3-4              |
| Federal Fund      | 2-4              |

|                  |             |
|------------------|-------------|
| Capital Fund     | 4-5         |
| Trust & Agency   | No Warrants |
| Payroll          | 9-10        |
| Royal Fund       | 1-3         |
| Scholarship Fund | No Warrants |

Trial Balance - July 2014 – October 31, 2014  
Revenue Budget Status - July 2014-June 2015  
Appropriation Status Report - July 2014-June 2015  
Budget Transfers - Month of October

2. Budget Increase

The Board approves the following resolution: BE IT RESOLVED, that as a result of the 2013-2014 grant award from Senator LaValle, the Board of Education hereby increases the 2014-2015 budget in the amount of \$20,100 to fund participation in the STEM program at SUNY Stony Brook.

3. Budget Development Calendar

The Board approves the attached 2015-2016 Budget Development Calendar.

**C. Facilities and Operations**

**D. Education**

1. Committees on Special Education

The Board approves the following recommendations of the Committees on Special Education:  
Meetings held November 4, November 5, November 7, and November 13, 2014

**Required Action**

Financial Reports Due to SED (ST-3, Forms A, FT, FB)  
 Financial Statement (FS) & External Audit report submitted to SED and Comptrollers Office  
 Single Audit of Federal Funds  
 Reponse to External Audit Findings (Corrective Action Plan)  
 Collection of Basic Education Data System (BEDS)  
 Non-resident tuition and health services bills

**Due Date**  
 Oct 7, 2014  
 Oct 15, 2014  
 TBD  
 90 days after receipt of FS  
 11/7/2014  
 TBD

**Proposed Budget Calendar**

| <b>Subject</b>  | <b>Date</b>         |
|---|---------------------|
| Finance Committee Reviews Budget Process & Calendar   | TBD                 |
| BAC Recruitment   | N/A                 |
| BAC kickoff meeting   | N/A                 |
| Principals, Directors, will submit  | December 19, 2014   |
| BOE Receives Rollover Budget  | December 19, 2014   |
| BAC Receives Rollover Budget  | N/A                 |
| Superintendent and Assistant Superintendent for Business review Budget Draft #1   | January 6, 2015     |
| BOE review and discussion of Budget Draft #1  | January 13, 2015    |
| BAC review and discussion of Budget Draft #1  | N/A                 |
| BOE review and discussion of Budget Draft #2  | February 10, 2015   |
| BAC review and discussion of Budget Draft #2  | N/A                 |
| Report Levy Cap to NYS Comptrollers Office  | March 10, 2015      |
| BOE review and discussion of Budget Draft #3  | March 10, 2015      |
| BAC review and discussion of Budget Draft #3  | N/A                 |
| Public Budget Presentation Meeting  | March 24, 2015      |
| Legal notice of date, time, and place of budget hearing and budget vote. Must advertise 4 times within 7 weeks with the first legal notice publication occurring at least 45 days before the budget vote. Notice should appear in 2 general circulation newspapers. | April 6, 2015       |
| Board receives FINAL Budget Draft   | April 14, 2015      |
| Board's final review and adoption of proposed budget  | TBD                 |
| District wide Budget Informational Meeting - Administration 7:30 pm   | TBD                 |
| Popular Budget to Printer   | April 15, 2015      |
| Board votes on BOCES board candidates and BOCES administrative budget   | April 22, 2015      |
| Property Tax Report Card must be submitted to SED by the end of the next business day following the adoption of the budget but no later than 24 days prior to the budget vote.  | April 26, 2015      |
| Salary Disclosure submitted to S.E.D  | April 26, 2015      |
| Property Tax Report Card Submitted to local newspapers  | May 1, 2015         |
| Budget statement and required attachments must be made available upon request at each school building at least 7 business days before the budget hearing and at least 14 days before the budget vote  | May 1, 2015         |
| Latest date for Popular Budget (Brochure) to be mailed home to residents  | May 11, 2015        |
| Board Budget Hearing 7:30 p.m.  | May 12, 2015        |
| Budget Notice to be Mailed  | May 11, 2015        |
| <b>BUDGET VOTE</b>  | <b>May 19, 2015</b> |

## ADMISSION OF NON-RESIDENT STUDENTS

The Board of Education affirms that its primary responsibility is to provide the best possible educational opportunities for the children who are legal district residents and who are of legal age to attend school.

### Criteria for Enrollment

Non-resident students' tuition will be charged consistent with state law and established at the annual organizational meeting of the Board of Education for the subsequent fiscal year **unless otherwise provided in this policy**. Nonresident students will be permitted to enroll in the Port Jefferson U.F.S.D. only if, in the judgment of the Superintendent of Schools:

- 1 There is sufficient space to accommodate the non-resident student in school operated programs and classes;
- 2 The non-resident student meets the district's criteria for admission; and
- 3 The admission of the non-resident is and continues during the enrollment period to be in the best interest of the district.
- 4 The admission of the non-resident student does not otherwise impose a financial burden on the district;
- 5 A written agreement, which specifies the conditions of enrollment and the tuition charges, has been executed by the parent and the Superintendent prior to the first day of attendance or participation in school activities.

### Future Residents

The children of families who have signed a contract to buy or build a residence in the school district may be enrolled during the semester in which they expect to become residents without payment of tuition:

- 1 If residency is established within the third quarter, tuition will not be charged.
- 2 If residency is not established, tuition will be charged for the time the student is enrolled until residency is established or to the end of the next full semester, whichever occurs first.
- 3 At the end of the next full semester, during which residency has not been established, the student may be dropped from enrollment.
- 4 Transportation is the responsibility of the non-resident.

The only acceptable proof of purchase and intent to reside, is a contract to purchase or build, showing a deposit on the property and a closing or completion date no later than the end of the next full semester. Rental or lease agreements are not acceptable.

### Former Residents

Parents/Guardians moving from the school district, who wish their children to continue in the school district will be charged tuition on a monthly basis beginning with date of departure and continuing to the end the school year in which the parents/guardians move from the district.

~~Such children enrolled in grade 11 may complete both grade 11 and grade 12 without the execution of an agreement and with payment of tuition.~~

**Children who have completed grade 11 at Earl L. Vandermeulen High School and are in good standing (as determined by the Superintendent of Schools), with a minimum of 6 consecutive years of attendance in the PJUFSD may continue to attend PJUFSD through grade 12 with monthly tuition payments made equal to the terms agreed upon in the applicable Port Jefferson Teachers Association Collective Bargaining Agreement (under "Tuition Fees for Teachers' Children"). A monthly payment schedule will be established by the Business Office for those that meet this criteria.**

### Temporary Relocation Out of District

The children of families who are forced to temporarily vacate their in-district residence and re-locate outside the district due to construction and / or fire or weather damage, and have demonstrated an intent to return to their in-district residence, may continue to be enrolled in the district's schools tuition-free until the end of the third quarter of the school year in which the family was temporarily relocated. An extension may be requested, and if granted, the children of such families may remain enrolled in the district's schools until the end of the school year in which the family was temporarily relocated, subject to the payment of tuition for the final quarter, which shall be prorated accordingly. Payment of tuition for the final quarter must be received by the district prior to the start of such quarter.

### Foster Children

State placed foster children are considered residents; however, tuition fees shall be levied against any and all other school districts in which a student legally resided before placement in a state approved foster home, the location of which lies within the boundaries of the Port Jefferson School District by a public or private child agency. Such tuition charges will be levied in accordance with the Education Law and applicable Commissioner's Regulations.

The Superintendent will be responsible for assuring that foster children, whose placement in this school district makes the district eligible for collection of tuition fees, are identified.

### Employee's Children

The annual tuition fee for children of employees of the school district will be as stipulated in the negotiated collective bargaining agreement between the school district and the employees' associations.

Enrollment of employees' children in grades pre-kindergarten through grade twelve is predicated on criteria in collective bargaining agreements.

### Transportation

Transportation will not be provided for tuition students enrolled in the district, unless the students reside on an approved bus route, enrolled resident students have adequate transportation, and transportation costs are not affected adversely.

Cross-ref: 6254, Non-Resident Tuition

Ref: Education Law §3202

Note: Prior policies, 3240, 3240.1, 3240.2, 3240.3, 3240.5, revised last adopted on:

1st reading: 5/13/08

2<sup>nd</sup> & Adoption: 6/10/08

Revisions presented for

1<sup>st</sup> reading & adoption: 12/9/14

## FAMILY AND MEDICAL LEAVE

Consistent with the federal Family and Medical Leave Act of 1993, as amended, the Board of Education recognizes the right of eligible employees to unpaid family and medical leave for up to 12 weeks during any 12 month period. For the purposes of family and medical leave, the twelve month period necessary for eligibility shall be a rolling year. A rolling 12 month period is measured backward from the date an employee uses any FMLA leave. The Board shall ensure that all eligible employees who use such leave shall have their health benefits continued during the leave, shall not have any previously accrued benefits altered and except as otherwise authorized by law, shall be returned to their previous position or to an equivalent position according to established Board practices, policies and collective bargaining agreements.

To be eligible for family or medical leave an employee must have been employed for at least twelve months and have worked at least 1,250 hours during the prior twelve months.

Family leave shall be provided when a son or daughter is born to the employee or one is placed with the employee for adoption or foster care. Medical leave shall be provided in order for the employee to take care of a spouse, child, or parent who has a serious health condition or when the employee has a serious health condition rendering him/her unable to perform the functions of the employee's job.

The term "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves: (A) inpatient care in a hospital, hospice, or residential medical care facility; or (B) continuing treatment by a health care provider.

Family leave shall be provided because of a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty status (or has been notified of an impending call or order to covered active duty) in the Armed Forces.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember is entitled to a total of 26 workweeks of unpaid leave in a single twelve month period to care for the service member who is seriously ill or injured in the line of duty while on active duty in the Armed Forces.

Under certain circumstances, an eligible employee may choose or be required to substitute accrued or earned paid leave for FMLA unpaid leave. For an employee's own serious health condition, the eligible employee may elect, or the District may require the employee to use sick, personal or vacation days. For the birth of a child or placement of a child for adoption or foster care, the eligible



employee may elect, or the District may require the employee to use vacation or personal days. For the care of a family member with a serious health condition, the eligible employee may elect, or the District may require the employee to use vacation or personal days; family illness or family sick days, if any, may be used if permitted under the applicable Collective Bargaining Agreement; the employee's own sick days may only be used to care for a family member with a serious health condition if and as permitted under the applicable Collective Bargaining Agreement.

The employee shall notify the District of his/her request for leave, if foreseeable, at least 30 days prior to the date when the leave is to begin. If such leave is not foreseeable then the employee shall give such notice as is practical. The District may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment, except as otherwise authorized by law. The Superintendent of Schools or designee may reassign a teacher consistent with the teacher's collective bargaining agreement to a different grade level, building or other assignment consistent with the employee's certification and tenure area.

### Instructional Personnel

As to instructional employees, if the leave begins more than five (5) weeks prior to the end of a semester, the employee may be required to continue the leave until the end of the semester, (A) if the leave is for at least three (3) weeks, and (B) the employee's return to work would occur during the three (3) week period prior to the end of the semester.

If the leave is requested within five (5) weeks of the end of the semester, the instructional employee may be required to continue on leave until the end of the semester, if (A) the leave is longer than two (2) weeks, and (B) the employee would return from leave within two (2) weeks of the end of the semester.

Instructional employees whose family or medical of servicemember family leave extends past five (5) days and begins during the three (3) week period prior to the end of the semester may be required to take the leave until the end of the semester. This does not apply to medical leave for the employee's own serious health condition.

Special rules apply to an employee who works principally in an instructional capacity who needs intermittent leave or leave on a reduced schedule to care for a family member, or for the employee's own serious health condition or to care for a covered servicemember and the employee would be on leave for more than twenty percent of the number of working days over the period the leave would extend. These special rules include being required to take leave for periods of a particular duration or to transfer temporarily to an alternative, equivalent position that better accommodates the leave.

The Board shall ensure that family and medical leave, consistent with the Family and Medical Leave Act, is provided to all eligible employees. This policy is a brief summary of the legal requirements of the Family and Medical Leave Act and is intended to be consistent with all the provisions of the Act.

The District shall post a notice in designated areas and include a notice stating the pertinent provisions of the Family and Medical Leave Act, including information concerning enforcement of the law.

Ref: 29 U.S.C. §§2601-2654, the Family and Medical Leave Act  
29 CFR Part 825

Update presented for  
1<sup>st</sup> reading: 12/9/14

## COMPUTER USE IN INSTRUCTION

The Board of Education is committed to optimizing student learning and teaching. The Board considers student access to a computer network, including the Internet, to be a powerful and valuable educational and research tool, and encourages the use of computers and computer-related technology in district classrooms for the purpose of advancing and promoting learning and teaching.

The computer network can provide a forum for learning various software applications and through online databases, bulletin boards and electronic mail, can significantly enhance educational experiences and provide statewide, national and global communication opportunities for staff and students.

All users of the district's computer network and the Internet must understand that use is a privilege, not a right, and that use entails responsibility. The district reserves the right to control access to the Internet for all users of its computers and network. The district may either allow or prohibit certain kinds of online activity, or access to specific websites.

**The appropriate use of computers and other technology will be conveyed to all users throughout the district. Any messages or documents that are stored and/or transmitted on any district technology may be subject to district monitoring and review. The district reserves the right to supervise the use of all district technology and networks and the information they contain. An authorization form must be completed by each person requesting access to the district's computers or networks. Any use without authorization is prohibited.**

**Use of district computers and networks for private or commercial business, political or religious purposes is prohibited. Use of district computers and/or networks for illegal activity or to access or transmit obscene or pornographic material is prohibited. Use of district technology to harass or bully others is prohibited. Intentional damage of any kind to district hardware or software is prohibited.**

Regulations, to be developed by the Superintendent, in consultation with appropriate staff, will provide specific guidance on ~~this~~ **the appropriate use of computers and technology**, as well as rules governing the use and security of the district's computer network. All users of the district's computer network and equipment shall comply with this policy and regulation. Failure to comply may result in disciplinary action as well as suspension and/or revocation of computer access privileges.

The Superintendent shall be responsible for designating a network systems administrator to oversee the use of district computer resources. This individual, in conjunction with the Technology Committee, will recommend in-service programs for the training and development of district staff in computer skills, and for the incorporation of computer use in appropriate subject areas.

**With increased concern about identify theft, unwarranted invasion of privacy and the need to protect personally identifiable information, prior to students being directed by staff to use any internet/cloud-based educational software/application, staff must get approval from the Network Systems Administrator. The Network Systems Administrator will determine if a formal contract is required or if the terms of service are sufficient to address privacy and security requirements, and if parental permission is needed.**

The Superintendent, working in conjunction with the designated purchasing agent for the district, the network systems administrator and the committee, will be responsible for the purchase and distribution of computer software and hardware throughout district schools. They shall prepare and submit for the Board's approval a comprehensive multi-year technology plan which shall be revised as necessary to reflect changing technology and/or district needs.

Presented for:

1<sup>st</sup> reading – 4/22/14

2<sup>nd</sup> reading & adoption – 5/13/14

Revisions presented for:

1<sup>st</sup> reading – 12/9/14

## INSTRUCTIONAL TECHNOLOGY

The Board of Education recognizes its responsibility to ensure that district staff and students have access to up-to-date technological materials and equipment. As used in this policy, "technology" refers principally to electronic materials and equipment, such as computers, telecommunications, lasers and robotics, as available.

The following reflect the district's goals for students regarding instructional technology:

1. to foster an atmosphere of enthusiasm and curiosity regarding new technology and its applications;
2. to heighten each student's familiarity and/or working knowledge of current technological materials/equipment;
3. to provide equal access to district technological materials/equipment and to instruction in their implementation;
4. to ensure that the various technologies are utilized in a variety of applications, and are not restricted to one subject area or one location in the schools; and
5. to promote district educational goals through the use of such technology(ies).

In order to achieve the above stated goals, the Board shall seek the advice of representatives from groups utilizing technology in pursuit of district goals (i.e., Board members, administrators, teachers, support staff, parents, and students). In addition, the Board directs the Superintendent of Schools to equip district schools with appropriate and up-to-date hardware/software, to schedule "hands-on" in-service activities for district staff, and to implement suggestions from the above representatives and the instructional materials planning committee, within budgetary constraints.

Cross-ref: 4319, Science and Math Instruction

Note: Policy added

~~COMPUTER, NETWORK AND INTERNET USE POLICY~~

~~The Port Jefferson Board of Education affirms the district's commitment to preparing students for the 21st century. Students must be technologically literate to become successful, productive citizens and to succeed in an internationally competitive work force.~~

~~Educational technology is to be integrated into instruction and management to promote student learning, while enhancing both the teaching process and the operations of the school system. Through the use of such technology, instruction will be delivered so that students can access, manage, communicate and process information.~~

~~The appropriate use of computers and other technology will be taught to all users throughout the district. Messages and documents created, stored and/or transmitted on any district technology may be subject to district monitoring and review. The district reserves the right to supervise the use of all district technology and networks and the information they contain. An authorization form must be completed by each person requesting access to the district's computers or networks. Any use without authorization is prohibited.~~

~~Use of district computers and networks for private or commercial business, political or religious purposes is prohibited. Use of district computers and/or networks for illegal activity or to access or transmit obscene or pornographic material is prohibited. Use of district technology to harass or bully others is prohibited. Intentional damage of any kind to district hardware or software is prohibited.~~

~~Any use of district computers that access outside resources must conform to the terms and conditions of the Port Jefferson School District's "Computer, Network and Internet Use Policy". Use of district technology to subscribe to listservs, bulletin boards, and online services must be pre-approved by the Superintendent or designee.~~

Presented for

1<sup>st</sup> reading: 5/12/09

2<sup>nd</sup> reading & adoption: 6/9/09