

**BOARD OF EDUCATION
AGENDA
May 9, 2017
High School Auditorium**

- 6:00 p.m. Call to Order/Executive Session (HS Conference Room)
- 7:00 p.m. Budget Hearing (HS Auditorium)
- 7:30 p.m. General Session Business Meeting

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

II. ROLL CALL OF BOARD MEMBERS

III. RECOGNITION

IV. MINUTES

The Board approves the minutes of the following meetings:

Regular Meeting held April 18, 2017

Special Meeting held April 19, 2017

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

VI. REPORTS

- A. Student Representative
- B. Superintendent of Schools
- 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 May 9, 2017 consent agenda:

- A. Personnel - resolutions numbered 1-12
- B. Finance - resolutions numbered 1-8
- C. Facilities and Operations – resolution numbered 1
- D. Education – resolution numbered 1

VIII. OLD BUSINESS

A. Policy

- 1. Policy 5405 Student Wellness – revisions presented for a second reading and adoption

IX. NEW BUSINESS

X. PUBLIC COMMENT

XI. ADJOURNMENT

CONSENT AGENDA

May 9, 2017

A. Personnel

1. Substitute Appointment – School Psychologist

The Board approves the appointments of Daniel Paratore, Ph.D., and Christine Benanti, each as a substitute School Psychologist, from on or about May 10, 2017 until on or about June 30, 2017, at the per diem rate of MA Step 1 of the Port Jefferson Teachers Association negotiated agreement, not to exceed a combined two days per week.

2. Appointment - Summer Groundskeeper

The Board approves the appointment of Bryan Morris as Groundskeeper for the Summer 2017, at the rate of \$13.75 per hour, not to exceed 90 days of employment.

3. Appointment - Co-Curricular

The Board approves the following co-curricular appointment for the remainder of the 2016-2017 school year, in accordance with the negotiated agreement with the Port Jefferson Teachers Association:

Elementary School Select Choir Co-Advisor – Katherine Butera

4. Appointment – Substitutes

The Board approves the following substitute appointments for the 2016-2017 school year:

Teacher	Kali Peragine
Teacher Aide	Melanie Sandberg
	Kaitlyn Scharrenbroich

5. Interim Appointment Extension – Elementary Teacher

The Board approves an extension of the interim appointment of Jennifer Guerrazzi, as a teacher of Elementary Education, from on or about April 1, 2017 to on or about June 30, 2017, at Level BA Step 1, in accordance with the negotiated agreement with the Port Jefferson Teachers Association.

6. Memorandum of Agreement – Office Staff Association

The Board approves a certain Memorandum of Agreement dated May 9, 2017, between the Port Jefferson School District and the Port Jefferson Office Staff Association, establishing the salary for Principal Clerk and establishing a stipend for the clerical possessing a Notary Public license.

7. Change in Title – Clerical

The Board approves the change in title for Cynthia Dellacona from Senior Clerk Typist to Principal Clerk, effective April 1, 2017, in accordance with the Suffolk County Department of Civil Service and the negotiated agreement with the Port Jefferson Office Staff Association.

8. Substitute Compensation

The Board approves the increase in compensation, effective July 1, 2017, for substitute employees, as follows:

Clerical	\$11.75 per hour
Custodial Worker I	\$11.75 per hour
Custodial Worker II	\$13.75 per hour
Summer Custodial Worker I	\$11.75 per hour
Summer Custodial Worker I	\$13.75 per hour (2 nd year or more effective 5/10/17)
Teacher Aide	\$11.75 per hour
Teaching Assistant	\$13.25 per hour

9. Retirement – Teacher Aide

The Board accepts the resignation of Maureen Colon, as a Teacher Aide, for the purpose of retirement, effective June 24, 2017.

10. Tenure – Special Education Teacher

The Board grants tenure to Paige Lohmann, as a teacher of Special Education, effective August 27, 2017.

11. Tenure – Library Media Specialist

The Board grants tenure to Selinda Moore, as a Library Media Specialist, effective September 3, 2017.

12. Tenure - Paraprofessional

The Board grants tenure to Caitlin Terrell, as a Teaching Assistant, effective September 10, 2017.

B. Finance

1. Financial Reports

The Board approves the following financial reports:

- Claims Audit Report - Month of March
- Cash Flow Analysis - Month of March
- Fund Balance Projection

New Budget Transfers

March Warrants & Treasurer Reports

<u>Fund Name</u>	<u>Warrant #</u>
General Fund	54, 60-62, 64-66
School Lunch Fund	8-9
Federal Fund	20-24
Capital Fund	13-14
Trust & Agency	No Warrants
Payroll	20-21, 24
Royal Fund	No Warrants
Scholarship Fund	No Warrants

Trial Balance - July 2016 – March 31, 2017

Revenue Budget Status - July 2016-June 2017

Appropriation Status Report - July 2016-June 2017

Budget Transfers - Month of March

Approved Fundraisers

Extraclassroom Activity Reports

2. Scholarship Donation

The Board gratefully accepts the scholarship donation from Mrs. Joan Townley in the amount of \$100.00 and from Mrs. Colleen Eberle in the amount of \$100.00 to the John F. O'Neill Scholarship Fund to be awarded to a graduating Earl L. Vandermeulen High School student entering into a military program.

3. Special Education Services Contract

The Board approves the Special Education Services Contract for the 2016-2017 school year, between Port Jefferson School District and Mount Sinai School District; and further, authorizes the Board President to execute said contract.

4. Health Services Contract

The Board approves the contract for health services for the 2016-2017 school year from South Huntington School District.

5. Approval of Services – STEM Instructor

The Board approves the services of Marianne Schoepflin as instructor of the STEM Program SUNY Stony Brook for the 2016-2017 school year.

6. Approval of Services – Translator

The Board approve the services of Anna Melnikova to perform Russian translation services, on an as needed basis for the 2016-2017 school year, at the rate of \$45.00 per hour.

7. Award of Bid

The Board awards the Capital Improvement Project, Site Work Reconstruction bid, to the lowest responsible bidder; namely, Metro Paving LLC.

8. SEQRA

The Board approves the following resolution:

WHEREAS, the Board of Education of the Port Jefferson UFSD is the lead agency under the State Environmental Quality Review Process for the purpose of required determinations respecting the proposed Capital Improvement Projects as follows:

Masonry & Track Reconstruction @ Earl Vandermeulen High School

State Environment Quality Review

Notice of Determination of Non-Significance

WHEREAS, the Board of Education of the Port Jefferson UFSD is the lead agency under the State Environmental Quality Review Process for the purpose of required determinations respecting the proposed Capital Improvement Projects as follows:

- Masonry Reconstruction at the Earl L. Vandermeulen High School
- Running Track Reconstruction at the Earl L. Vandermeulen High School

WHEREAS, in 1995, amendments were made to the SEQRA Regulation (Part 617) to classify projects, which will be excluded from the requirements for the preparation of an Environmental Impact Statement (Type II Actions). The project mentioned above is now classified as Type II Actions as determined by 6NYCRR§617.5 and

WHEREAS, this project falls under the following categories:

- A. Maintenance or repair involving no substantial changes in an existing structure of facility;
- B. Replacement, Rehabilitation or Reconstruction of a structure or facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in Section 617.4 of this Part;

THEREFORE, as the lead agency for the SEQRA determination, the above referenced project falls under Categories "A" or "B" above. The procedure for Type II Actions, with regard to the SEQRA Process for Capital Projects noted above is "No Additional Required Action under 6NYCRR§617.5(a)".

C. Facilities & Operations

1. Herbicide

The Board authorizes the emergency use of the herbicide Roundup® for the purpose of weed removal at the High School tennis courts and under the football bleachers, between May 10, 2017 and August 30, 2017, when these areas are not in use.

D. Education

1. Committees on Special Education

The Board accepts the recommendations of the Committees on Special Education for the following meetings:

March 28, 29, and 30, 2017 April 3, 4, 5, 18, 19, 21, 24, and 25, 2017.

STUDENT WELLNESS

Given the documented connection between proper nutrition, adequate physical activity, mental health and educational success, the Board of Education adopts the following goals and actions to provide district students with a school environment that promotes student health and wellness and reduces childhood obesity.

For purposes of this policy, “school campus” means all areas of district property accessible to students during the school day; “school day” means the period from the midnight before to 30 minutes after the end of the official school day; and “competitive food” means all food and beverages other than meals reimbursed under federal food programs available for sale to students on the school campus during the school day.

I. Foods and Beverages Available in School-to Students on School Campus During the School Day

The Board recognizes that a nutritious, well-balanced, reasonably-portioned diet is essential for student wellness. To help students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the district shall ensure that all foods and beverages available in school promote good nutrition, balance, and reasonable portion sizes. The district shall ensure that reimbursable school meals meet or exceed the program requirements and nutrition standards found in federal and state regulations.

To accomplish this, the Board directs that the district serve healthy and appealing foods and beverages at district schools, including vending machine food and beverage following state and federal nutrition guidelines, as well as safe food preparation methods.

A. School Meals – the district shall:

1. Include fruits, vegetables, salads, whole grains, and low fat items at least to the extent required by federal regulations.
2. Encourage students to try new or unfamiliar items.
3. Make efforts to ensure that families are aware of need-based programs for free or reduced-price meals and encourage eligible families to apply.
4. Consider serving produce and food from local farms and suppliers.
5. Make free drinking water available at locations where meals are served.

B. Meal Scheduling – the district shall:

1. Provide adequate time to eat.
2. ~~Schedule lunchtime between normal lunch hours (11 a.m. – 1 p.m.)~~ **Schedule lunchtime in accordance with federal regulation.**

C. Foods and Beverages Sold Individually (e.g., a la carte, vending machines, school stores) – the district shall:

1. Ensure that all such items meet the nutrition standards set in federal regulations for competitive foods regarding whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium, and caffeine.
2. Permit the sale of fresh, frozen or canned fruits and vegetables, if processed pursuant to federal regulations, as exempt from the nutrition standards.
3. Work with existing vendors or locate new vendors that will comply with nutrition standards.

D. Fund-Raising Activities – the district shall:

1. Ensure that all fundraisers selling food or beverages to students on school campus during the school day meet the competitive foods nutrition standards set in federal regulations for whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium, and caffeine.
2. Promote non-food items to sell, or activities (physical or otherwise) in which to participate.
3. Student groups conducting fundraisers which take place off the school campus or outside the school day must obey this policy.
4. Outside organizations (e.g., parent groups, booster clubs) conducting fundraisers which take place off the school campus or outside the school day are encouraged to follow this policy.

E. School and Class Parties, Celebrations, and Events where food and beverages are provided, but not sold – the district shall:

Principals will communicate to parents and staff guidelines for snacks that promote health and avoid known allergy-inducing foods. Parents and staff are encouraged to follow guidelines for healthy snacks for children. All schools will provide allergy free tables, as student needs may require.

1. This section applies to all school and classroom parties, snacks which have been brought in for the class or school, celebrations, food provided to learn about cultures or countries, and other events where food is provided but not sold.
2. Schools shall set guidelines for the frequency and content of classroom and school-wide celebrations where food and beverages are provided.
3. The district shall promote the use of food and beverage items which meet the standards for competitive foods and beverages, promote non-food activities, and discourage foods and beverages which do not meet those standards, at celebrations.
4. Model the healthy use of food as a natural part of celebrations.

F. Marketing of Foods and Beverages

1. Any food or beverage that is marketed on school grounds during the school day must meet at least the federal nutrition standards for competitive items.
2. This restriction applies to all school buildings (interior and exterior), school grounds, school buses and other vehicles used to transport students, athletic fields, structures, parking lots, school publications, and items such as vending machines, equipment, posters, garbage cans, or cups.

3. Marketing includes all advertising and promotions: verbal, written, or graphic, or promotional items.
4. This restriction does not apply to personal opinions or expression, or items used for educational purposes.
5. This restriction applies to all purchases and contracts made after the effective date of this provision.

II. Physical Activity

Physical activity is an important factor in staying healthy and being ready to learn. The Board encourages every student to develop the knowledge and skills necessary to perform a variety of physical activities, to regularly participate in physical activity, and to appreciate and enjoy physical activity as an ongoing part of a healthy lifestyle. In addition, staff, families, and community are encouraged to participate in and model physical activity as a valuable part of daily life. The district's Physical Education program shall adhere to the curricular requirements of the Commissioner of Education and the New York State Learning Standards.

A. Physical Education

1. Students shall engage in physical education for at least the minimum number of hours or days per week under State requirements.
2. Physical Education classes shall incorporate the appropriate NYS Learning Standards.
3. Promote, teach and provide opportunities to practice activities that students enjoy and can pursue throughout their lives (e.g., yoga, fitness walking, step aerobics).
4. The performance or withholding of physical activity shall not be used as a form of discipline or punishment.

B. Recess

1. Maintain daily allotment of recess time for elementary school.
2. Recess shall not be used for punishment or reward.
3. Permit scheduling recess before lunch.
4. Recess will be held outdoors whenever possible, and indoors during the most inclement weather, at the discretion of the Building Principal.

C. Physical Activity in the Classroom

1. Promote the integration of physical activity in the classroom, both as activity breaks and as part of the educational process (e.g., kinesthetic learning).
2. If the district is under severe time or space constraints, consider meeting the state requirements for Physical Education through collaborative and integrative in-classroom activity, under the supervision of a Physical Education teacher.

D. Extracurricular Opportunities for Physical Activity

1. Promote clubs and activities that meet the various physical activity needs, interests, and abilities of all students (e.g., walking, hiking and climbing, snowshoeing), including before and after school activities.
2. Promote students walking/biking to school (with proper storage of bicycles), safe routes to school, and "walking" school buses.

3. The setting of extracurricular activity eligibility participation requirements does not constitute withholding opportunities.

III. Nutrition Promotion and Education

The Board believes that nutrition promotion and education is a key component in introducing and reinforcing healthy behaviors in students. Nutrition promotion and education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition promotion and education information shall be offered throughout the school campus including, but not limited to, school dining areas and classrooms. Staff members who provide nutrition promotion and education shall be appropriately certified and trained. The district's broader Health Education program shall incorporate the appropriate New York State Learning Standards.

The Board's goals for nutrition promotion and education include that the district will:

1. Include nutrition education as part of not only health education classes, but also classroom instruction in subjects such as math, science, language arts, social sciences and elective subjects.
2. Include enjoyable, developmentally appropriate, culturally relevant, participatory activities, such as contests, promotions, taste testing, farm visits, and school gardens.
3. Promote fruits, vegetables, whole grain products, low fat dairy products, safe and healthy food preparation methods, and health enhancing nutrition practices.
4. Emphasize caloric balance between food intake and energy expenditure.
5. Teach media literacy with an emphasis on food marketing.

III. Nutrition Education

The Board believes that nutrition education is a key component in introducing and reinforcing healthy behaviors in students. Nutrition education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition education information shall be offered throughout the school campus including, but not limited to, school dining areas, nurses' offices and classrooms. The district's broader Health Education program shall incorporate the appropriate New York State Learning Standards.

IV. Other School-Based Activities

The district may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and are conducive to healthy eating and physical activity. Such activities may include, but are not limited to, health forums or fairs, health newsletters, parent outreach, employee health and wellness activities, prohibiting the use of food as a reward, reviewing food marketing and advertising in school, and hosting or promoting community-wide events.

V. Implementation

The Board shall designate the Director of Health, Physical Education and Athletics as District Wellness Coordinator responsible for ensuring that the provisions of this policy are carried out throughout the district. The Board may also designate one person in each building as School Wellness Coordinator to ensure that the wellness activities and actions are being implemented at the building level.

VI. Monitoring and Review

The Director of Health, Physical Education and Athletics, as District Wellness Coordinator, shall report every three years to the Board and the public on the implementation and effectiveness of this policy. Every three years, the District Wellness Coordinator, in consultation with appropriate personnel and advisory committees, shall monitor and review the district's wellness activities to determine the extent that district schools are complying with this policy, how this policy compares to model wellness policies, and the progress made toward attaining the goals of this policy and whether this policy is having a positive effect on increasing student wellness and decreasing childhood obesity in the district. Based on those results, this policy, and the specific objectives set to meet its goals, may be revised as needed.

Parents, students, food service professionals, physical education teachers, school health professionals, school administrators, the general public, and the school board shall be provided with the opportunity to participate in the development, implementation and periodic review and update of this wellness policy. To do this, the district shall establish an advisory committee and invite participation.

The district shall inform and update the public (including parents, students and others in the community) about the content and implementation of this wellness policy by posting this policy on the district website.

The district shall monitor and review the implementation and effectiveness of this policy by conducting:

1. Periodic informal surveys of Building Principals, classroom staff, and school health personnel to assess the progress of wellness activities and their effects.
2. Periodic checks of the nutritional content of food offered in the cafeterias for meals and a la carte items, and sales or consumption figures for such foods.
3. Periodic checks of the nutritional content of food available in vending machines, and sales or consumption figures for such foods.
4. Periodic checks of the amount of time students spend in Physical Education classes, and the nature of those activities.
5. Periodic checks of extracurricular activities of a physical nature, in the number of offerings and rates of participation by students.
6. Periodic checks of student mastery of the nutrition education curriculum.
7. Periodic completion of relevant portions of the CDC School Health Index.
8. Periodic review of data currently collected by the district, including:
 - a. attendance data, particularly absences due to illness;
 - b. test scores;
 - c. rates of suspension, discipline, and violent incidents;
 - c. physical education scores on flexibility, endurance, and strength (i.e., fitness test results);
 - d. student BMI (Body Mass Index) statistics, as collected in accordance with the State Department of Health efforts; and
 - e. revenues generated from vending machines and a la carte food items.
9. Periodic surveys of student/parent opinions of cafeteria offerings and wellness efforts.
10. Periodic review of professional staff development offered which focuses on student wellness.
11. NYSSBA's Student Wellness Assessment Checklist [every three years] to review the effectiveness of this policy.

VII. Recordkeeping

The district shall keep records as required by federal regulations, including documentation of the following: this policy; the district's community involvement activities described above; that the policy is made available to the public; the assessments done every three years; how the public is informed of the assessment results; and when and how the policy is reviewed and updated.

Ref: P.L. 111-296 (The Healthy, Hunger-Free Kids Act of 2010), §204 amending 42 USC §1758b
P.L. 108-265 (Child Nutrition and WIC Reauthorization Act of 2004), §204
42 USC §§1758(f)(1); 1766(a) (Richard B. Russell National School Lunch Act)
42 USC §1779 (Child Nutrition Act)
7 CFR §§210.10; 210.11; 210.12; 210.15; 210.18; 210.30 (National School Lunch Program participation requirements – nutrition standards for lunch and competitive foods; community involvement; recordkeeping; state review; local wellness policy)
7 CFR §§220.8; 220.12 (School Breakfast Program participation requirements – nutrition standards for meals and competitive foods)
8 NYCRR Part 135 (Health and Physical Education curricular requirements); §114.1 (School Breakfast Program Requirements)
Appeal of Phillips, 37 EDR 204 (1997) (dec. no. 13,843) (physical education requirements)
Appeal of Williams, 32 EDR 621 (1993) (dec. no. 12,934) (physical education requirements)

First reading: 1/13/09

Second reading: 2/10/09

Third reading & adoption: 3/10/09

Revisions presented for:

First reading: 4/18/17

Second reading & adoption: 5/9/17