

**PORT JEFFERSON SCHOOL DISTRICT  
BOARD OF EDUCATION  
Annual Reorganization Meeting  
July 1, 2008**

**Agenda**

**I. DISTRICT CLERK**

1. Call to Order and Pledge of Allegiance
2. Administer Oath of Office to New Board Members
3. Election of President of the Board of Education  
Call for nominations for the office of President of the Board of Education
4. Election of Vice-President of the Board of Education  
Call for nominations for the office of Vice-President of the Board of Education
5. Administer Oath of Office to Newly Elected President and Vice- President

**II. PRESIDENT**

**As recommended by the Superintendent of Schools, the Board approves resolutions numbered 6 - 8 on the July 1, 2008 Annual Reorganization Agenda.**

6. Appointment of District Clerk

RECOMMENDATION: That the Board approve the appointment of Janice Baisley as District Clerk for the 2008-2009 school year, at the rate of \$10,000.00 per annum.

7. Appointment of District Treasurer

RECOMMENDATION: That the Board approve the appointment of Sandra Mellon as District Treasurer for the 2008-2009 school year, at the rate of \$44,886.00 per annum in accordance with Board Policy 9210.2.

8. Appointment of Claims Auditor

RECOMMENDATION: That the Board approve the appointment of G.E. MacDonald & Co., Ltd., as Claims Auditor for the 2008-2009 school year.

9. Administer Oath of Office to Appointed Officials

**As recommended by the Superintendent of Schools, the Board approves resolutions numbered 10 -20 on the July 1, 2008 Annual Reorganization Agenda.**

10. Authorization to Bond School Officials -

RECOMMENDATION - That the District Treasurer, Claims Auditor, Business Manager, Superintendent of Schools, and Assistant Superintendent for Business each be bonded for the 2008-2009 school year, and that the amount for each bond be set at \$500,000.00, and that the Superintendent of Schools be requested to approve this amount.

11. Appointment of School Attorney -

RECOMMENDATION - That the Board approve the appointment of the law firm of Ingerman, Smith, L.L.P., as labor and Board counsel for the 2008-2009 school year.

12. Appointment of External Auditor -

RECOMMENDATION - That the Board approve the appointment of the accounting firm of R.S. Abrams & Company, LLP, as external auditors for the 2008-2009 school year.

13. Appointment of Financial Advisors -

RECOMMENDATION - That the Board approve the appointment of Munistat Services, Inc., as financial advisors for the 2008-2009 school year.

14. Appointment of Bond Counsel -

RECOMMENDATION - That the Board approve the appointment of Hawkins, Delafield & Wood, as bond counsel for the 2008-2009 school year.

15. Appointment of 403b Compliance Consultants -

RECOMMENDATION - That the Board approve the appointment of OMNI Financial Group as the District's third party administrator for compliance and remitting services for the District's 403(b) plans for the 2008-2009 school year.

16. Appointment of School Physician -

RECOMMENDATION - That the Board approve the appointment of Dr. Mark Shapiro, as the regular school district physician, as well as the school physician member on the District's Committee on Special Education, for the 2008-2009 school year.

17. Appointment of Consulting Dentist -

RECOMMENDATION - That the Board approve the appointment of Dr. Mark L. Cherches as the District's consulting dentist for the 2008-2009 school year.

18. Appointment of Internal Auditor -

RECOMMENDATION - That the Board approve the appointment of Rizzi, Schwarz & Taraskas, as Internal Auditor, for the 2008-2009 school year.

19. Appointment of Insurance Agents / Carriers

RECOMMENDATION -

- a) That the Board approve JJ Stanis and company as agent and third party administrator for the district's excess Major Medical, Vision, Life, and Dental Self Insurance Plan.
- b) That the Board approve Fitzharris Agency Inc. as agent and third party administrator for the district's Self Insured Workers Compensation Plan.
- c) That the Board approve BK International as the agent for the district's student accident insurance and excess employer's liability insurance.
- d) That the Board approve New York State Insurance Reciprocal as the district's carrier for general non-medical insurance, including but not limited to school board liability, excess catastrophic liability, commercial automotive, and special school liability insurance.
- e) That the Board approve Eugene Donohue Associates as agent for the District Administrators Life Insurance Plans.

20. Appointment of Environmental Consultants -

RECOMMENDATION - That the Board approve the appointment of Envirosience Consultants, Inc. as environmental consultants for the 2008-2009 school year.

**As recommended by the Superintendent of Schools, the Board approves resolutions numbered 21 - 32 on the July 1, 2008 Annual Reorganization Agenda:**

21. Appointment of Accounting Records Custodian, Payroll Certification Officer & Bid Opening: Advertising & Purchasing Officer -

RECOMMENDATION : That the Business Manager be designated as Custodian of the District's accounting records; and that the Claims Auditor be designated as Payroll Certification Officer; and that the Assistant Superintendent for Business perform the duties of the Bid Opening, and Purchasing Officer of the school district; and that the District Clerk be responsible for advertising notices.

22. Appointment of Investment Officer & Continuance of Board Policy -

RECOMMENDATION: That the District Treasurer, Assistant Superintendent for Business and Business Manager, be appointed investment officers and that these duties include the negotiation of short term loans, Tax Anticipation Notes, and the investment of surplus funds in Certificates of Deposit, and other authorized instruments; and further, the Board agrees to continue Board Policy 6240, Investments.

23. Appointment of Records Access Officer -

RECOMMENDATION : That the Assistant Superintendent for Business be appointed as Records Access Officer for the school district.

24. Appointment of AHERA Compliance Officer -

RECOMMENDATION - That the Board approve the appointment of the Director of Facilities as Compliance Officer under the Asbestos Hazard Emergency Recovery Act, and that he be made save harmless in the performance of his duties. These duties shall include but not be limited to status review, asbestos assessment study, management plan, employee training and management place review update.

25. Appointment of EPA Program-use Compliance Officer -

RECOMMENDATION - That the Board approve the appointment of the Director of Facilities as EPA Program-use Compliance Officer and be made save harmless.

26. Appointment of Title IX Compliance Officer -

RECOMMENDATION : That the Board approve the appointment of the Assistant Superintendent for Business as the Title IX Compliance Officer for the 2008-2009 school year.

27. Appointment of Substitute Treasurer -

RECOMMENDATION - That the Board approve the appointment of the Superintendent of Schools as Substitute District Treasurer should these services be required any time during the 2008-2009 school year.

28. Appointment of Publication -

RECOMMENDATION - That the Times-Record newspaper and Newsday be designated as the official publications of the District for the 2008-2009 school year.

29. District Accounts / Designation of Depository -

RECOMMENDATION - That the following bank accounts be approved:

- General Fund - Checking - Capital One 0224126755
- General Fund - Investment IMMA - Bank of America 9418779550
- General Fund - Investment CLASS - MBIA 0100500001
- General Fund - Investment - Capital One 0224125930
- General Fund - Investment - State Bank 1027000166
- Federal - Checking - Capital One 0224126805
- Capital - Checking - Capital One 0224126813
- Capital - Investment - Capital One 0224126821
- Trust & Agency - Checking - Capital One 0224126789
- Payroll - Capital One 0224126763
- Royal Education Foundation - Checking - Capital One 0224126839
- Trust & Agency Scholarship - Checking - Capital One 0224126797
- School Lunch - Checking - Capital One 0224126847
- Trust & Agency - Payroll - Capital One 0224126771

and further that the following banks be designated as the depository for all district funds: Capital One, Suffolk County National Bank, MBIA-CLASS, Bank of America, J.P. Morgan Chase, Citibank, State Bank of Long Island, Commerce Bank, HSBC, Wachovia

30. Authorization of Facsimile Signatures -

RECOMMENDATION - That the District Treasurer and substitute District Treasurer be authorized to resort to an electronic signature, and be it further resolved that the District Treasurer and substitute District Treasurer maintain control of these signatures.

31. Purchasing Policy -

RECOMMENDATION - That the Board review Purchasing Policy 6700, as required by General Municipal Law Section 104-b(4).

32. Use of Facilities Fee Schedule -

RECOMMENDATION - That the Board approve the attached Schedule of Facilities Usage rates, as required by Board Policy 1500, Public Use of Facilities.

**As recommended by the Superintendent of Schools, the Board approves resolutions numbered 33 - 45 on the July 1, 2008 Annual Reorganization Agenda:**

33. Designation of Extra-Classroom Activities Fund Officers -

RECOMMENDATION - That the Board approve the following officers for the Extra-Classroom (Student Organization) Funds for the 2008-2009 school year:

Elementary	- Lucy Arnone, Treasurer - Elementary School Principal - Superintendent of Schools
Middle School	-Rosalie Loizas, Treasurer - Middle School Principal - Superintendent of Schools
Senior High	- Stephanie Miazga, Treasurer - High School Principal - Superintendent of Schools

34. Designation of Petty Cash Funds & Fund Custodians -

RECOMMENDATION - That the Board approve the establishment of petty cash funds and custodians of the funds as follows:

<u>Fund</u>	<u>Amount</u>	
District	\$100.00	Superintendent / Janice Baisley
Special Services	\$100.00	Deputy Superintendent / Carole Udovich
Elementary School	\$100.00	Principal / Lucy Arnone
Middle School	\$100.00	Principal / Rosalie Loizas
High School	\$100.00	Principal / Stephanie Miazga
Business Office	\$100.00	Assistant Superintendent / Natalie Pego

35. Reimbursement for Authorized Use of Vehicles -

RECOMMENDATION - That the rate of reimbursement for the authorized use of privately owned vehicles in the performance of District business be established at the IRS rate per mile for the 2008-2009 school year.

36. Reimbursement for Conferences -

RECOMMENDATION - That the rate of reimbursement for authorized conferences, contests and events for lodging, meals and incidental expenses will not exceed the maximum IRS rate limits. Exceptions may be granted when approved conferences are held at a participating hotel or there is an approved written justification for special circumstances.

37. Rate per Hour - Home Instruction Fee -

RECOMMENDATION - That the rate per hour for home instruction fees provided by any agency other than Port Jefferson Teachers' Association be \$40.00.

38. Rate per Hour - Adult Education -

RECOMMENDATION - That the rate of pay for adult education instructors be \$26.00 per hour.

39. Appointment of District Committee on Special Education -

RECOMMENDATION - That the Board approve the appointment of the following as District Committee on Special Education for the 2008-2009 school year:

Director of Special Education, Deputy Superintendent, School Psychologist- Chairpersons  
Special Education Teacher, Teacher Member  
Classroom Teacher, Teacher member  
Director of Special Education, School Psychologist  
Dr. Mark Shapiro, Physician Member  
John Steiner, Parent Member  
Lorraine Steiner, Parent Member  
Lorraine Guzzetta, Parent Member  
Carol Scotto, Parent Member  
Danielle Bayer, Parent Member

40. Appointment of Sub-Committee on Special Education -

RECOMMENDATION - That the Board approve the following composition of the Sub-Committee on Special Education for the 2008-2009 school year:

Director of Special Education, Deputy Superintendent, School Psychologist - Chairpersons  
Classroom Teacher, Teacher Member  
Special Education Teacher, Teacher Member

41. Appointment of Committee on Preschool Special Education -

RECOMMENDATION - That the Board appoint the following to the Committee on Preschool Special Education for the 2008-2009 school year:

Director Special Education, Deputy Superintendent, School Psychologist -Chairpersons  
Teacher Member  
Special Education Teacher Member  
Suffolk County Representative, County Representative

Evaluator, a professional who participated in the evaluation of the child for whom services are sought.  
John Steiner, Parent Member  
Lorraine Steiner, Parent Member  
Lorraine Guzzetta, Parent Member  
Carol Scotto, Parent Member  
Danielle Bayer, Parent Member

42. Appointment of 504 Committee -

RECOMMENDATION - That the Board approve the appointment of the following as 504 Committee on Special Education for the 2008-2009 school year:

Director of Special Education, Deputy Superintendent, School Psychologist - Chairpersons  
Special Education Teacher, Teacher Member  
Classroom Teacher, Teacher member  
Director of Special Education, School Psychologist  
John Steiner, Parent Member  
Lorraine Steiner, Parent Member  
Lorraine Guzzetta, Parent Member  
Carol Scotto, Parent Member  
Danielle Bayer, Parent Member

43. Appointment of IDEA and 504 Impartial Hearing Officers -

RECOMMENDATION - That the Board approve the attached list of IDEA and 504 Impartial Hearing Officers for the District for the 2008-2009 school year:

44. Appointment of Surrogate Parents -

RECOMMENDATION - That the Board approve the appointment of the following as Surrogate Parent(s) for the Committee on Special Education for the 2008-2009 school year:  
Father Frank Pizzarelli

45. Approval of Special Education Providers / Evaluators

The Board approves the following special education providers / evaluators for the 2008-2009 school year:

Dr. Alfred Cossari  
Eye Vision Associates - Dr. Allen Cohen  
Dr. Michael Mennella  
St. Charles Hospital  
Schneiders Children's Hospital  
Interim Health Care  
RFB & D  
Institute for Children with Autism (ICA) formerly Autism Help Center  
South Country School District  
Metro Therapy  
AHRC  
Anderson School  
Cynthia Heimbürger-Reilly

Susan Prechtel-Loper  
Lynn Berry  
Mary Grace DelAcqua  
Sachem School District  
Dave Seyfert  
Cost Management Systems  
Kidz Therapy  
MZ Coach  
Dr. Joseph Czekala  
Dr. Ilene Solomon  
Bilinguals, Inc.  
Rocky Point School District  
Developmental Disabilities Institute  
United Cerebral Palsy

**As recommended by the Superintendent of Schools, the Board approves resolutions numbered 46 - 51 on the July 1, 2008 Annual Reorganization Agenda.**

46. Non-Resident Tuition -

RECOMMENDATION - That the Board establish the non-resident tuition rate for the 2008-2009 school year pursuant to the required State Education Formula for establishing non-resident student tuition rate, as follows:

Kindergarten - Grade 6	\$17,552 per year
Grades 7 - 12	\$23,679 per year
Special Education: Kindergarten - Gr.6	\$73,382 per year
Special Education: Grades 7- 12	\$79,509 per year

Said rates to be revised when they become finalized by the State Education Department.

47. Appointment - Substitute Caller -

RECOMMENDATION - That the Board appoint Sandra Johnson as the district's caller of substitutes for the 2008-2009 school year.

48. Annual Budget Hearing, Annual Meeting/District Vote -

RECOMMENDATION: That the Annual Budget Hearing be held on May 12, 2009, at 7:00 p.m.; and, that the Annual Meeting/District Vote be held on May 19, 2009, 6:00 a.m. to 9:00 p.m. at the high school.

49. Designation of Regular Board of Education Meeting Dates -

RECOMMENDATION: That the following dates be designated as the dates for regular Board of Education meetings for the 2008-2009 school year:

July 1, 2008	January 13, 2009
August 12, 2008	February 10, 2009
September 9, 2008	March 10, 2009
October 14, 2008	April 21, 2009
November 18, 2008	May 12, 2009
December 9 2008	June 9, 2009



50. Leased Vehicles-Administrative Equipment -

RECOMMENDATION: That the Board approve the attached list of district leased vehicles, cell phones and mobile computer equipment assigned to employees.

51. Charge Cards -

RECOMMENDATION - That the Board authorize the use of the Home Depot, and Hess credit cards for the 2008-2009 school year.

**III. ESTABLISHMENT OF BOARD COMMITTEES**

RECOMMENDATION - That Board table the establishment of committees and designation of Chairpersons for the 2008-2009 school year until the August 2008 Board of Education meeting.

**IV. ADJOURNMENT**

SUFFOLK COUNTY HEARING OFFICERS

Richard Elles  
Lynn Almeleh  
Eugene Arcery  
Stuart Bauchner  
Beryl Blaustone  
Robert Briglio  
Martin Cheikin  
Debra Deway  
Kevin Eardley  
Lana Flame  
Steven Goldsmith  
Sanders Gropper  
Lorraine Gross  
Nancy Hampton  
George Kandilakis  
Eugene Kaufman  
Martin Kehoe III  
Harry Kershen  
Leonard Krouner  
Lawrence Larkin  
Dora Lassinger  
Patricia Latzman  
Michael Lazan  
Nancy Lederman  
Roger Levy  
Edward Luban  
Robert Mackreth  
David Mancuso  
David Marasciullo  
James Monk  
Eric Nachman  
John Naun  
Mary Noe  
David Nydick  
Veronica Odom  
Janice Orland  
Kenneth Peters  
Joseph Quinn  
Heidi Reichel  
Arthur Reigel  
George Roberts  
Paul Rosen, Esq.  
Jean Rosenzweig