

SACHEM CENTRAL SCHOOL DISTRICT
51 SCHOOL STREET, LAKE RONKONKOMA, NY 11779
WORK SESSION AGENDA

March 8, 2017

7:30 PM

Board of Education Room

The Board of Education welcomes all who are attending this meeting.

I. OPENING OF MEETING

1. **Roll Call**
2. **Call to Order**
3. **Salute to the Flag**
4. **Moment of Silence**
5. **Report from the Superintendent of Schools**

II. RECOGNITIONS

Spelling Bee Winners and Runner Ups Representing their Elementary School

III. VISITORS - (EACH VISITOR WILL BE LIMITED TO 3 MINUTES)

Upon the recommendation of the Superintendent of Schools, the Board of Education welcomes visitors who wish to address the Board on matters relating to this agenda.

If you wish to speak, please fill out a card (located on the table in the rear of the room) and turn in to the table in the front of the room adjacent to the Board of Education. The President of the Board will call speakers to the floor.

IV. PRESENTATIONS

Smart Schools Investment Plan – Mr. Renda and Dr. Graham

Budget Development Workshop 3 – Mr. O’Keefe and Dr. Graham

BUSINESS ITEMS

V. CONSENT AGENDA FOR BUSINESS ITEMS 5.A.1. THROUGH 5.B.2.

A. Bid Awards

5.A.1. Bid Award

Certain supplies, materials, and equipment to be used in various school units have been advertised for bid and/or requests for proposal (RFP) in accordance with

Section 103 of General Municipal Law. Bids/RFP’s are utilized to establish firm prices for a variety of items/services that may be required by the District during the school year. There is no guarantee that the District will require any/all of the items requested on bids/RFP’s. Actual usage will be on an “as needed” basis and may vary. Bids/RFPs have been evaluated by the staff and recommendations for action are ready to be made.

The bid/RFP awards presented for action are:

<u>RFP/Bid Number & Title</u>	<u>Action Required</u>
a. B 16-30 Uniforms for District Staff	Approve
b. R 16-22 Occupational Therapy Services	Approve
c. R 16-23 Physical Therapy Services	Approve
d. R 16-24 Speech Therapy Services	Approve
e. R 16-31 Home Teaching & Related Services	Approve
f. B 16-226 Epson Large Format Printers – Purchase, Maintenance, Parts & Supplies	Approve

B. Treasurers Report

5.B.1. Treasurer's Report

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the monthly Cash Reconciliation Report as of December 31, 2016 for each fund as submitted by the District Treasurer, Diane Kollmer.

FURTHER, that the Board of Education approve the monthly Budget Status Report as of **December 31, 2016** as submitted by the District Treasurer, Diane Kollmer.”

Treasurer’s Report

Revenues

Expenditures

Balance Sheets (as of December 31, 2016)

5.B.2. Claims Audit Report

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the Claims Audit Report as of December 31, 2016 as submitted by Cerini & Associates, LLP.”

PERSONNEL ITEMS

VI. CONSENT AGENDA FOR PERSONNEL ITEMS 6.A.1. THROUGH 6.C.6.

A. Teachers

6.A.1. Termination of Leave Replacement Teaching Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the termination of leave replacement teaching personnel as follows”:

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Robinson, Renee	Science	Sachem North	02/17/17

6.A.2. Probationary Appointments of Teaching Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of probationary teachers as follows”:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Bleck, Donna	Elementary	Lynwood	8-4	3/9/17*

*Excessed teacher previously tenured

Under the new APPR requirements employees who fall under the four year tenure requirement must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure

6.A.3. Leave Replacements Appointments of Teaching Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the leave replacement appointments of teaching personnel as follows”:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
D'Agostino, Anna Maria	LOTE	Sagamore/North	1-4	3/9/17-6/30/17
Monsees, Dillon	Elementary	Waverly	1-4	2/27/17-6/30/17
Thompson, Brittany	Math	North	1-1	3/9/17-6/30/17

6.A.4. Salary Changes for Teaching Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the salary changes for teaching personnel as follows”:

<u>Name</u>	<u>School</u>	<u>Date of Change</u>	<u>From Step</u>	<u>To Step</u>	<u>Salary Difference</u>
Fallon, Brooke	Sagamore	2/1/17	9-6	9-7	\$1380.00
Kramer, Gloria	Hiawatha	2/1/17	3-7	3-8	\$1254.50
Lewonka, Lauren	East	2/1/17	10-6	10-7	\$1380.00

Montalbano, John	North	2/1/17	6-6	6-7	\$1254.50
Rickert, Matthew	Nokomis	2/1/17	9-4	9-5	\$1380.00

6.A.5. Ten Year Increment for Teaching Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the ten year increments for teaching personnel as follows”:

<u>Name</u>	<u>School</u>	<u>Date</u>	<u>Amount</u>
Stanley, Jacqueline	East	04/05/17	\$75.00
Bozzanca, Michelle	Hiawatha	04/10/17	\$75.00
Meahan, Warren	East	04/14/17	\$75.00
O’Connor, Giavanna	Lynwood	04/24/17	\$60.00
D’Andrea, Jamie	Wenonah	04/25/17	\$60.00

6.A.6. Approval of Substitute Teachers

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the substitute teacher list as follows”:

<u>Name</u>
Baldwin, Kaitlyn
Dellecave, Zachary
Berry, Michelle

6.A.7. Termination/Resignation of Substitute Teachers

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the termination/resignation of substitute teachers as follows”:

<u>Name</u>	<u>Date</u>
Flaim, Dawn	2/27/17
Styron, Evan	2/16/17

6.A.8. Approval of Coaching Assignments for the 2016-17 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following Spring coaching assignments for the 2016-17 school year:"

Baseball
North Volunteer - Glenn Davis (OOD)

Girls Middle School Gymnastics
Rescind team @ Seneca - Marisa Zederbaum (Seneca)

Combined team @ Seneca - Jan Filoso

Boys Middle School Lacrosse

Seneca - John Lang (OOD)

Seneca Assistant - Zachary Dellecave (Sub)

Girls Middle School Lacrosse

Rescind

Seneca Assistant - Joe Cannone (Security)

Seneca Assistant - Renee Richter (Merrimac)

Middle School Track (Boys & Girls)

Seneca Assistant - Taylor Einchenlaub (OOD)

B. Administrators

6.B.1. Approval of Certification of Lead Evaluators

WHEREAS, the Sachem Central School District has provided appropriate training for its lead evaluators and evaluators, which includes independent observers, in accordance with § 30-3.10 of the Rules of the Board of Regents; and

WHEREAS, § 30-3.10 the Rules of the Board of Regents requires lead evaluators to be certified as qualified lead evaluators in accordance with the requirements set forth thereunder and the training plan designed for certification of lead evaluators set forth in the District’s APPR Plan, for the purpose of conducting and/or completing the evaluations of teachers and principals pursuant to Education Law § 3012-d; and

WHEREAS, the individuals named below have successfully completed training that meets the requirements prescribed in §30-3.10 of the Rules of the Board of Regents;

NOW, THEREFORE, BE IT RESOLVED, that the Sachem Central School District certifies the following individuals as lead evaluators for the 2016-2017 school year:

Laura Amato	Lou Antonetti	Patricia Aubrey
Gary Beutel	Kristin Capel-Eden	John Cariddi
Steve Cohen	Jose Cruz	Veronica DeCicco
Danielle DeLorenzo	Thomas Desmond	Christine DiPaola
Denise Dolan	Coleen Flanagan-Smith	John Galligan
Kenneth Graham	Donna Gregory	James Horan
Lisa Johnson	Denise Kleinman	Andrew Larson

Dennis Mc Elheron	Stephanie Macintosh	Anthony Mauro
Kevin Miller	Robert Neufeld	Frank Panasci
Jack Renda	John Ruggero	Michael Saidens
Gemma Salvia	Stacie Spatafora-DiCio	Patricia Trombetta
Elizabeth Tucci	Susan Tuttle	Matthew Wells

C. Support Staff

6.C.1. Resignation of Support Services Personnel (All Civil Service Classifications)

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the resignation of support services personnel (all Civil Service classifications) as follows”:

<u>Name</u>	<u>Position & Assignment</u>	<u>Service Ends</u>
Heester, Nicole	Special Ed Aide / Wenonah	3/8/17
Miller, Dana	Special Ed Aide/ Samoset	3/3/17

6.C.2. Retirement of Support Services Personnel (All Civil Service Classifications)

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the retirement of support services personnel (all Civil Service classifications) as follows”:

<u>Name</u>	<u>Position & Assignment</u>	<u>Retirement Date</u>
Cassella, Gretchen	Campus Security/District Wide	4/30/17 21 years, 2 mos.
Meservy, Karen	Sr. Clerk Typist/Hiawatha	3/8/17 17 yrs., 11mos.

6.C.3. Return from a Leave of Absence of Support Services Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the return from a leave of absence of support services personnel as follows”:

<u>Name</u>	<u>Position & Assignment</u>	<u>Reason</u>	<u>Dates</u>
Sciariotta, Antoinette	Special Ed Aide/ Wenonah	Personal	3/6/17

6.C.4. Resignation/Termination of Substitute Support Services Personnel (Exempt, Labor and Non-Competitive)

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the resignation/termination of substitute support services personnel (exempt, labor and non-competitive) as follows”:

<u>Name</u>	<u>Service Ends</u>
<u>Clerical</u>	
Baerenklau, Karen	3/9/17
Kelly, Kaitlin	3/9/17
<u>Food Service Worker</u>	
DeFabritis, Nancy	2/17/17

6.C.5. Appointment of Support Services Personnel (Exempt, Labor and Non-Competitive)

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the probationary appointment of support services personnel (exempt, labor and non-competitive) as follows”:

<u>Name</u>	<u>Position & Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Harbord, Susan	Recreation Aide/ Child Care	\$10.48/hr.	3/9/17	None
O’Brien, Erin	Recreation Aide/ Child Care	\$10.48/hr.	3/9/17	None
Rachuta, Marissa	Recreation Aide/ Child Care	\$10.48/hr.	3/9/17	None

6.C.6. Appointment of Substitute Support Services Personnel (Exempt, Labor and Non-Competitive)

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the substitute support services personnel (exempt, labor and non-competitive) as follows”:

<u>Name</u>	<u>Service Begins</u>
<u>Clerical</u>	
Meservy, Karen	3/8/17
<u>Custodian</u>	
Servellon, Julio	3/9/17
<u>Nurse</u>	
Brummerloh, Michelle	3/9/17

VII. ACTION ITEMS

1. Mini Contracts Consent Agenda for Action Items 7.1.1. through 7.1.14.

7.1.1. Approval of Agreement with Troy & Banks, Inc. 2017

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Troy & Banks, Inc. for the purpose of conducting audits or surveys of telecommunications (“Telecom”) service accounts and gas, electric, and water/sewer utility service accounts for the purpose of securing refunds, credits and cost reductions resulting from discovery of charges or costs in excess of those permitted or allowed by applicable contracts, tariffs, statutes, rules and regulations and/or from overcharges or billing errors. The consultant will also provide a written report outlining findings and suggestions. The District agrees to pay 20% of all monies refunded or credited for overcharges to the Telecom and Utility service accounts. Also, for future cost reductions, the consultant shall be paid a percentage of all monies saved each month for a twelve (12) month period in accordance to the following scale:

- 20% of future cost reductions realized up to \$50,000
- 14% of future cost reductions realized from \$50,001 and above

This agreement shall be in effect for the period January 1, 2017 through June 30, 2017. This agreement has been reviewed and approved by the school district’s attorney.”

7.1.2. Approval of Agreement with Data Business Systems (DBS)

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Data Business Systems (DBS) General Terms and Conditions and Hosting Terms and Conditions. DBS provides our online payment system services and software service maintenance. The term of this agreement commenced July 1, 2015 and will continue in effect until June 30, 2017 and will renew for additional successive one (1) year terms upon the same terms and conditions set forth herein, including pricing, upon the mutual agreement of the parties. This agreement has been reviewed and approved by the school district’s attorney.”

7.1.3. Approval of Agreement with VIP Dance 2017

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and VIP Dance to lease the auditorium at Sachem High School North on the times and dates indicated:

- | | | |
|---|---------------|------------------------|
| ▪ | April 7, 2017 | 3:00 p.m. - 11:59 p.m. |
| ▪ | April 8, 2017 | 5:00 a.m. - 11:59 p.m. |
| ▪ | April 9, 2017 | 5:00 a.m. - 11:59 p.m. |

The tenant agrees to pay, without set off or demand, rent in the amount of \$11,000 per day. The term of the agreement shall be from April 1, 2017 through April 30, 2017. This agreement has been reviewed and approved by the school district's attorney."

7.1.4. Approval of Agreement with Fay J. Linder Center for Autism & Development 2016-17

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Fay J. Linder Center for Autism & Development to provide psychological evaluations. The following services shall be provided:

Services

Psychological Training for interpretation of Autism Assessments
\$175.00 per hour

Psychological Evaluation, Neuropsychological Evaluation, \$280.00 per hour
Psycho-Educational Evaluations (including comprehensive report)

This agreement shall be in effect for the period July 1, 2016 to June 30, 2017. This contract has been reviewed and approved by the school district's attorney."

7.1.5. Approval of Special Education Services Agreement with Bay Shore UFSD 2015-16

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Bay Shore Union Free School District to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the Bay Shore Union Free School District. Bay Shore UFSD shall be entitled to bill Sachem CSD for the services provided in accordance with Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education. The term of this agreement shall be from July 1, 2015 through June 30, 2016. This agreement has been reviewed and approved by the school district's attorney."

7.1.6. Approval of Special Education Services Agreement with South Huntington UFSD 2016-17

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and South Huntington Union Free School District to provide special education services to parentally-placed students with disabilities, when such students attend private schools in South Huntington Union Free School District, but reside in Sachem Central School District. South Huntington UFSD shall be entitled to bill Sachem CSD in accordance with

Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education. The term of this agreement shall be from July 1, 2016 through June 30, 2017. This agreement has been reviewed and approved by the school district's attorney."

7.1.7. Approval of Special Education Services Agreement with Half Hollow Hills CSD 2016-17

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Half Hollow Hills Central School District to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the Half Hollow Hills Central School District, but reside in the Sachem CSD. Half Hollow Hills CSD shall be entitled to bill Sachem CSD in accordance with Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education. The term of this agreement shall be from July 1, 2016 through June 30, 2017. This agreement has been reviewed and approved by the school district's attorney."

7.1.8. Approval of Health and Welfare Service Agreement with Bay Shore UFSD 2016-17

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Bay Shore Union Free School District to provide health and welfare services for children residing in Sachem CSD. Bay Shore UFSD shall be entitled to bill Sachem CSD for the services provided at the rate of \$742.93 per student. The term of this agreement shall be from July 1, 2016 through June 30, 2017."

7.1.9. Approval of Health and Welfare Service Agreement with Central Islip UFSD 2016-17

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Central Islip Union Free School District to provide health and welfare services to students residing in Sachem Central School District. The rate for this service is \$963.83 per student. The term of this agreement shall be from September 7, 2016 through June 23, 2017. This agreement has been reviewed and approved by the school district's attorney."

7.1.10. Approval of Health and Welfare Service Agreement with East Islip SD 2016-17

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement

between Sachem Central School District and East Islip School District to provide health and welfare services to students who reside in Sachem Central School District. The rate for this service is \$1028.65 per student. The term of this agreement shall be from September 6, 2016 through June 30, 2017. This agreement has been reviewed and approved by the school district’s attorney.”

7.1.11. Approval of Health and Welfare Services Agreement with Middle Country CSD 2016-17

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Middle Country Central School District to provide health and welfare services to students residing in Sachem Central School District. The rate for this service is \$925.45 per student. The term of this agreement shall be from July 1, 2016 through June 30, 2017. This agreement has been reviewed and approved by the school district’s attorney.”

7.1.12. Resolution of Special Education Settlement 2016-17

BE IT RESOLVED, that the Board of Education of the Sachem Central School District hereby authorizes settlement of the action venued in the United States District Court for the Eastern District of New York, Docket No. 215-cv-2903 (SJF)(ARL) in accordance with the terms of the Stipulation of Settlement and Order of Dismissal between the parties; and,

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the Board President to execute any and all documents necessary to effectuate said settlement.

7.1.13. Approval of Agreement with Jonathan Ferrante

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Jonathan Ferrante, certified College Board Consultant, to conduct a College Board AP World History Workshop for our Social Studies faculty. The total cost for the day is \$1,118.00, which includes the cost of the workshop materials and consultant’s fee. This will be paid through Title 1 Purchased Services.”

7.1.14. Approval of Field Trip for the 2016-2017 School Year

"That, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following field trip for the 2016-2017 school year";

<u>Group</u>	<u>Dates</u>	<u>Location</u>
Sachem Cosmetology Students	June 3-6, 2017	Orlando, Florida
Peter Coppola Internship		

2. Acceptance of Donations

7.2.1. Donation - Lynwood Avenue Elementary School PTA

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, two (2) donations from Lynwood Avenue Elementary School PTA. The total amount is \$7,149.97. These donations are for the BOCES Performing Arts Code A2111-30-4971.”

7.2.2. Donation - Tamarac Elementary School PTA

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, two (2) donations from Tamarac Elementary School PTA. The total amount is \$8,777.05. These donations are for the BOCES Performing Arts Code A2111-30-4971.”

7.2.3. Donation - Tamarac Elementary School Extra Classroom Activity Fund

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation in the amount of \$12,290.85 from the Tamarac Elementary School Extra Classroom Activity Fund. This donation is for the BOCES Performing Arts Code A2111-30-4971.”

7.2.4. Donation - Seneca Middle School Extra Classroom Activity Fund

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation in the amount of \$27,190.95 from the Seneca Middle School Extra Classroom Activity Fund. This donation is for the BOCES Performing Arts Code A2111-30-4971.”

3. Budget Transfers

7.3.1. Approval of Budget Transfers \$50,000 or Greater

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves budget transfers of \$50,000 or greater.”

- Transfer totaling \$130,000.00 is to shift and balance LAN and WAN support due to BOCES changes
- Transfers totaling \$341,758.01 are to support computer initiatives and classroom needs for failing devices

4. Policy Review**7.4.1. Policy Review - First Reading – No Action Required****Policies Recommended for Revision:**

1110	School Sponsored Publications
1110.1	School Sponsored Electronic Media
1120	School District Records
1120-R	School District Records Regulation
1130	News Media Relations
1400	Public Complaints
1530	Smoking on School Premises
1800	Gifts from the Public
1925	Interpreters for Hearing-Impaired Parent

Policies Recommended to be Abolished:

1100	Public Information Program
1131	New Releases
1220	Relations with Community and Business Organizations
1222	Relations with Booster Organizations
1410	Complaints About Policies
1420	Complaints About Curricula or Instructional Materials
1440	Complaints About School Personnel
1510	Public Sales on School Property
1511	Advertising in the Schools
1740	Relations with Nonpublic Schools
1810	Gifts to School Personnel
1920	Relations with Persons with Disabilities

5. Recommendations from the Committee on Special Education**7.5.1. Recommendations from the Committee on Special Education**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accept the recommendation of the Committee on Special Education for the following meetings”:

2/16, 2/17, 2/27, 2/28, 3/1, 3/2, 3/3, 3/6, 3/7, 3/8

VIII. MONTHLY REPORTS**A. Damage & Loss Summary**

8.A.1. Damage & Loss Summary

The summary report reflects damage and loss for the period ending January 2017.

B. Determinations from the Committee on Preschool Special Education**8.B.1. Determinations from the Committee on Preschool Special Education**

The determinations from the Committee on Preschool Special Education for the following dates are on file in the office of the District Clerk:

2/16, 2/17, 2/27, 2/28, 3/1, 3/2, 3/3, 3/6, 3/7, 3/8

C. Board of Education Sub Committees

1. Sachem Legislative Committee
2. Sachem Citizens' Advisory Audit Committee
3. Sachem Budget Advisory Committee

D. 2016-17 Updates to the Board**IX. CLOSING****A. Visitors (Each visitor will be limited to 3 minutes)**

Upon the recommendation of Superintendent of Schools, the Board of Education may hear from members of the audience who wish to present any matters of importance.

B. Board of Education Discussion of Future Agenda Items

Any member of the Board of Education wishing to propose a future agenda item present a motion to the Board of Education for consideration.

C. Next Meeting

The next Regular meeting of the Board of Education will be held on March 22, 2017 at 7:30 PM in the Board Room at Samoset Middle School.

X. EXECUTIVE SESSION

The Board of Education may choose to adjourn to executive session to discuss District matters.

XI. ADJOURN

SACHEM CSD

**POLICIES RECOMMENDED FOR
REVISION**

1ST READING

AGENDA PACKET

Policy 1110

SCHOOL SPONSORED PUBLICATIONS

The School District will disseminate information to the community concerning School District's affairs through the promulgation of certain types of communication through a variety of school and district-sponsored publications.

Any distribution of information by individual students or student-based clubs must first be submitted to the Building Principal for review and approval.

Student handbooks shall be published at all secondary schools.

Adoption date:

Policy 1110.1

SCHOOL SPONSORED ELECTRONIC MEDIA

The Board of Education and the School District shall use its locally owned and controlled radio station (WSHR) and the School District's web site as prime channels of communication with the community. The main function(s) of the radio station and web site are as instructional tools and their purpose is education and dissemination of School District related information. The station shall be operated and maintained in accordance with law.

The Board of Education encourages the station's involvement as a community service. Regular community news broadcasts shall be a part of the programming of radio station WSHR and the web site. Such programming shall include School District news from both the administration and each school building in the School District. The School District's public relations firm shall be in regular contact with the adult supervisor of WSHR and the web site and students involved in the operation of the station. The School District's public relations firm will provide news releases, school news, appropriate Board of Education agenda items, etc. to the station on a regular basis and use WSHR and the web site as a source of communication with the community.

The Building Principal of the high school, the faculty director of the station itself, and all adults who are connected with the radio station will maintain the educational programming of the station and will not permit commercial or other exploitation for commercial or other purposes of the station itself and the students who are a part of its educational program.

Adoption date:

Policy 1120

SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools or his/her designee shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to School District records, and submit such regulations to the Board of Education for approval. The Board of Education will annually appoint a Records Access and Records Management Officer in accordance with law.

Retention and Destruction of Records:

The Board of Education hereby adopts the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for School District records. In accordance with Article 57-A, the School District will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The School District will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The Superintendent of Schools or his/her designee will establish procedures in the event the School District is served with legal papers. The Superintendent of Schools or his/her designee will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board of Education directs the Superintendent of Schools or his/her designee to institute such procedures to implement this policy.

Cross-ref: 8630, Computer Resources and Data Management

Ref: Public Officers Law §84 et seq. (Freedom of Information Law)
Education Law §2116
Arts and Cultural Affairs Law §57.11
Local Government Records Law, Article 57-A
Federal Rules of Civil Procedure 16, 26
8 NYCRR Part 185

Adoption date:

1120-R

SCHOOL DISTRICT RECORDS REGULATION

The following comprises the rules and regulations relating to the inspection and production of school district records:

I. Designation of Officers

1. The Records Access Officer shall be the District Clerk. He/She shall:
 - a. receive requests for records of the District and make such records available for inspection or copying when such requests are granted; and
 - b. compile and maintain a detailed current list by subject matter, of all records in the possession of the District, whether or not available to the public.
2. The Superintendent of Schools, with the Board's approval, shall designate a Records Management Officer for the District. The Records Management Officer will develop and oversee a program for the orderly and efficient management of District records.

II. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the District in any physical form whatsoever, including but not limited to reports, statements, examination, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.
2. The Records Access Officer will have the responsibility for compiling and maintaining the following records:
 - a. a record of the final vote of each member of the Board on any proceeding or matter on which the member votes;
 - b. a record setting forth the name, school or office address, title and salary of every officer or employee of the District; and
 - c. a reasonably detailed current list by subject matter of all records in possession of the District, whether or not available for public inspection and copying.
 - d. No record for which there is a pending request for access may be concealed or willfully destroyed.

III. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at the Office of the Records Access Officer, at 51 School Street, Lake Ronkonkoma, New York, during the hours of 9:00 am and 3:00 pm on any business day

on which the School District Offices are open. Records may also be requested via e-mail at the following address: foilrequest@sachem.edu.

2. Fees: The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost will be based on the cost of reproduction or program utilized. Fees are subject to periodic review and change. However, no fee shall be charged for records sent via e-mail, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited, in the discretion of the Records Access Officer.
3. A request for access to records should be sufficiently detailed to identify the records. Where possible, the requester should supply information regarding dates, titles, file designations or other information which may help identify the records. A request for any or all records falling within a specific category provides sufficient identification.
4. Procedures: Requests to inspect or secure copies of records shall be submitted in writing, either in person, by mail or via e-mail, to the Records Access Officer.
5. Receipt of all requests for information shall be acknowledged within five (5) business days of receipt of the request.
6. If a request cannot be fulfilled within twenty (20) business days from the date of the acknowledgement of the request, the Records Access Officer must state in writing the reason the request cannot be granted within twenty (20) business days and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.

IV. Appeals

1. The Superintendent of Schools, or his/her designee, shall hear appeals for denial of access to records under the Freedom of Information Act.
2. An applicant who is denied access to a public record may within thirty (30) days after the denial file an appeal by delivering a written appeal to the Superintendent of Schools, or his/her designee, identifying:
 - a. the date of the appeal;
 - b. the date and location of the request for records;
 - c. the records to which the requester was denied access;
 - d. whether the denial of access was in writing or was a failure to provide records promptly as required by Section II; and
 - e. the name and return address of the requester.
3. The Superintendent of Schools, or his/her designee, shall inform the requester and the New York State Committee on Open Government of his/her decision in writing within

ten (10) business days of receipt of an appeal. The District Clerk shall transmit to the Committee on Open Government photocopies of all appeals and determinations.

4. An individual whose final appeal is denied may initiate a court review of this determination, as provided for in Article 78 of the Civil Practice Law and Rules.

V. Listing of Records

Pursuant to Section 87(3)(c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law.

VI. Litigation-Hold

The Superintendent of Schools or his/her designee will designate a "discovery" team, comprised of the school attorney, Director of Information Systems, the Records Access and Records Management Officers, and other personnel as needed. The discovery team will convene in the event litigation is commenced to plan to respond to the request for records.

Adoption Date:

Policy 1130

NEWS MEDIA RELATIONS

The Board of Education invites and welcomes the active participation of all forms of mass media in promoting the cause of good education within the School District and elsewhere. The Board of Education encourages suggestions and advice from representatives of the media as to how best to facilitate the flow of information to them from the Board of Education and others within the school system.

The Superintendent of Schools or his/her designee shall establish all necessary procedures to govern day-to-day interactions between the schools and the news media. In general, the media is not permitted in school buildings during the school day without an express invitation from the Superintendent of Schools or his/her designee.

Ref: Arts and Cultural Affairs Law §61.09

Adoption date:

Policy 1400

PUBLIC COMPLAINTS

The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of the School District is to resolve such concerns with only the parties involved, whenever possible. Public complaints about the School District will be directed to the proper administrative personnel. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Building Principal; if there is no resolution on this level, the Superintendent of Schools or his/her designee shall be contacted. The Superintendent of Schools may refer an issue to the Board of Education for final resolution when resolution of the issue cannot be accomplished at the administrative level.

Matters referred to the Superintendent of Schools and/or the Board of Education may be required to be placed in writing. Concerns registered directly to the Board of Education as a whole or to an individual Board of Education member may be referred as soon as is reasonably possible to the Superintendent of Schools or his/her designee for investigation, report, and/or resolution.

Complaints concerning violations of ESEA Title I, Parts A, C, and D, or of the General Education Provisions Act; or of Section 100.2(ee) Academic Intervention Services of the Regulations of the Commissioner are covered by the following procedures which are available at the New York State Education Department NCLB Complaint Policy and procedures weblink, <http://www.emsc.nysed.gov/nclb/complaintappeals>.

Cross-ref: 1440, Complaints about School Personnel

Adoption date:

Policy 1530

SMOKING ON SCHOOL PREMISES

Due to the health hazards associated with smoking, and in accordance with federal, state and county law, the Board of Education prohibits smoking including smoking ecigarettes, personal vaporizers (nicotine and non-nicotine based) and all other tobacco/nicotine use in all school district buildings, on school grounds, and in any vehicle used to transport children or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property.

The School District's smoking policy shall be prominently posted in each building, at designated outdoor locations on school premises (e.g. athletic fields) and in all School District vehicles.

The Board of Education designates the Superintendent of Schools or his/her designee as the agent responsible for informing individuals smoking anywhere on school premises or in School District vehicles that they are in violation of Article 13-E of the Public Health Law and/or Section 409 of the Education Law and/or the federal Pro-Children Acts of 1994 and 2001.

Persons using e-cigarettes in violation of this policy will be asked to stop or leave school property.

No smoking signs shall be prominently posted in each building.

Cross-ref: 5312.3, Smoking

Ref: Education Law §§409(2); 3020-a(4)
Goals 2000: Educate America Act §§1041 et seq. (The Pro-Children Act of 1994)
Public Health Law Article 13-E §§206; 340; 347

Adoption date:

Policy 1800

GIFTS FROM THE PUBLIC

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts and grants. It shall be the policy of the School District to accept a gift, provided it is made within the statutory authority granted to school districts and has received the approval of the Board of Education. The Board of Education reserves the right, however, to specify the manner in which gifts are made, to define the type or grant which it considers appropriate, and to reject those which it considers inappropriate or unsuitable.

The Board of Education believes that it is bound by its public function and responsibility to provide facilities, equipment and staff adequate to maintain its regular instructional program. The Board of Education will not accept gifts which could be interpreted as an assumption of this responsibility on the part of the donor.

Gifts which will heighten the educational experience of the student may be considered appropriate and acceptable. Gifts which duplicate certain existing facilities and equipment, thus accelerating the attainment of particular education goals, may be considered appropriate and acceptable. In general, the Board of Education will not accept gifts with conditions or contingencies attached.

All gifts become School District property and may be disposed of at the discretion of the Board of Education.

In granting or withholding its consent, the Board of Education will review the following factors:

The terms of the gift must identify:

- a. the subject of the gift;
- b. the purpose of the gift;
- c. the beneficiary or beneficiaries if any; and
- d. all conditions or restrictions that may apply.

If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.

No gift or trust will be accepted by the Board unless:

- a. it is in support of and a benefit to all or to a particular public school in the School District, or
- b. it is for a purpose for which the School District could legally expend its own funds, or

- c. it is for the purpose of awarding scholarships to students graduating from the School District.

Any gift rejected by the Board of Education shall be returned to the donor or his/her estate within sixty (60) days together with a statement indicating the reasons for the rejection of such gift.

All gifts and grants are to be made to the School District through the Board of Education and not to particular schools or school organizations. The Board of Education will accept, acknowledge receipt of, and express appreciation for all approved gifts.

Items such as building furnishings, landscaping materials, decorative art work, etc. must conform to local standards and may not be selected by the donor.

Cross-ref:

Ref : Education Law §1709(12)

Adoption date:

Policy 1925

INTERPRETERS FOR HEARING-IMPAIRED PARENTS

The Board of Education recognizes that those School District parents with hearing impairments which prevent a meaningful participation in their child's educational program must be afforded an opportunity equal to that afforded other parents to participate in meetings or activities pertaining to the academic and/or disciplinary aspects of their child's education. Accordingly, and pursuant to law, the School District will provide an interpreter for hearing-impaired parents for school-initiated academic and/or disciplinary meetings or activities including, but not limited to:

- Parent/teacher conferences
- Committee on Special Education (CSE) or building level team meetings
- Planning meetings with school counselors regarding educational progress
- Career planning
- Suspension hearings or other conference with school officials relating to disciplinary actions

The School District will provide an interpreter for the hearing-impaired parent if a written request for the service has been submitted to and received by the district within fourteen (14) days prior to the scheduled meeting or activity. If an interpreter is unavailable, the School District will then make other reasonable accommodations which are satisfactory to the parents (e.g., notetaker, transcript, decoder, or telecommunication device for the deaf). These services will be made available by the district at no cost to the parents.

The Board of Education directs the Superintendent of Schools or his/her designee to maintain a list of available interpreters and to develop procedures to notify parents of the availability of interpreter services, the time limitation for requesting these services, and of the requirement to make other reasonable accommodations satisfactory to the parents should an interpreter not be available.

Hearing-impaired parents are requested to submit the attached form to request accommodation of their disability.

Ref: Americans with Disabilities Act of 1990, 42 U.S.C. §§12131-12134
Rehabilitation Act of 1973, 29 U.S.C. §794
Education Law §3230
8 NYCRR §100.2(aa)

Adoption date: