

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

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May 3, 2017

7:30 PM

Board of Education Room

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

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**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. 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.

**III. PRESENTATIONS**

Budget Hearing

**BUSINESS ITEMS**

**IV. BUSINESS ITEMS 4.A.1. THROUGH 4.B.2.**

**A. Bid Awards**

**4.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 &amp; Title</u>	<u>Action Required</u>
2	B 17-1 Specialized Classroom & Instructional Materials	Approve
3	B 17-4 Assistive Technology – Hearing and Vision	Approve
4	B 17-8 Family & Consumer Science – Kitchenwares	Approve
5	B 17-29 Specialized Batteries	Approve
6	B 17-503 Utility Mark-Out Services	Approve
7	B 17-510 HVAC Equipment, Parts & Supplies	Reject
8	B 17-502 Ready-Mix Concrete Delivery	Approve
9	B 17-501 Supply & Install Ready-Mix Concrete	Approve
10	B 17-550 Landscaping Materials & Supplies	Approve

**B. Treasurers Report**

**4.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 February 28, 2017 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 **February 28, 2017** as submitted by the District Treasurer, Diane Kollmer.”

**Treasurer’s Report**

**Revenues**

**Expenditures**

**Balance Sheets (as of February 28, 2017)**

**4.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 February 28, 2017 as submitted by Cerini & Associates, LLP.”

**PERSONNEL ITEMS**

**V. CONSENT AGENDA FOR PERSONNEL ITEMS 5.A.1. THROUGH 5.C.7.**

**A. Teachers**

**5.A.1. Approval of Chaperones for the 2017 Senior Trip**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following personnel as chaperones for the 2017 Senior Class Trip. The employees will be compensated a stipend as per the SCTA Collective Bargaining Agreement":

Shelby Contomanolis  
 Julianne Miller

**5.A.2. Leaves of Absence of Teaching Personnel**

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Beck, Amy	Music	Cayuga	Child Care Leave	5/19/17- 6/30/17

**5.A.3. 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>
Hagan, Brian	Tamarac	02/01/17	2-4	2-5	\$1,254.50

**5.A.4. 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”:

Name  
 Burnham, Kelli Anne  
 Diaz, Nicole  
 Eichenlaub, Taylor  
 Ratzsch, William  
 Schmitt, Michael

**B. Administrators**

**5.B.1. Probationary Appointment of Assistant Superintendent for Curriculum and Instruction**

BE IT RESOLVED THAT:

Upon the recommendation of the Superintendent of Schools, the Board of Education approves a (4) four year probationary appointment to Erin Hynes to the position of Assistant Superintendent of Curriculum and Instruction effective July 1, 2017 through June 30, 2021.

BE IT FURTHER RESOLVED THAT:

The Board of Education hereby authorizes the President of the Board of Education to execute a salary and benefits agreement with Ms. Hynes for the position of Assistant Superintendent for Curriculum and Instruction.

**5.B.2. Probationary Appointment of Administrative Personnel**

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
O'Farrell, Kathleen	K-8 Principal	Hiawatha Elementary	7/1/17-6/30/21

*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*

**C. Support Staff**

**5.C.1. Disciplinary Suspension – Non-Instructional Staff Member**

RECOMMENDED ACTION: that upon the recommendation of the Superintendent of Schools, the Board of Education adopt the following resolution:

BE IT RESOLVED, “that upon the recommendation of the Superintendent of Schools, the Board of Education hereby suspends, without pay, a member of the non-instructional staff, whose identity was disclosed in executive session for a period of five (5) work days. The five day suspension shall be April 4, 5, 6, 7 and 10, 2017.

**5.C.2. 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 &amp; Assignment</u>	<u>Service Ends</u>
Pergolizzi, Christine	Special Ed Aide /Grundy	4/17/17
Sharp, Carly	3 Hr. FSW/Samoset	4/18/17

**5.C.3. 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 &amp; Assignment</u>	<u>Retirement Date</u>
DiLorenzo, Camille	Special Ed Aide/Chippewa	6/22/17 8 yrs., 3 mos.
Matuszewski, Thomas	Campus Security /District Wide	5/2/17 9 yrs., 4 mos.
Wagner, Virginia	Classroom Aide/Hiawatha	6/30/17 21 yrs., 9 mos.

**5.C.4. Leave of Absence 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 leave of absence of support services personnel (all Civil Service classifications) as follows”:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Reason</u>	<u>Dates</u>
Falco, Elena	Hall Monitor/East	Personal	9/26/16-9/1/17
Yakubov, Elena	3 Hr. FSW/Samoset	Personal	3/3/17-9/1/17

**5.C.5. 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>Custodian</u>	
Boss, Charles	5/4/17
Cocolaras, Nicholas	5/4/17

**5.C.6. 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 &amp; Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Mancuso, Kristina	Recreation Aide/ Child Care	\$10.48/hr.	9/14/16	None

**5.C.7. 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>Food Service Worker</u>	
Sharp, Carly	5/4/17

**VI. ACTION ITEMS**

**1. Mini Contracts Consent Agenda for Action Items 6.1.1. through 6.1.3.**

**6.1.1. Denial of Late Transportation Request for Private and Parochial Schools**

RECOMMENDED ACTION: 'that, upon the recommendation of the Superintendent of Schools, the Board of Education denies the late request for transportation to Our Lady of Mercy Academy for one student at an approximate total cost of \$20,000 for the 2017-2018 school year.'

**6.1.2. Approval of Property Access Agreements with Cablevision Lightpath, Inc.**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the property access agreements between Sachem Central School District and Cablevision Lightpath,

Inc. to grant permission to Lightpath to attach, install, maintain, operate, upgrade, change and remove cable and telecommunications related equipment and devices to the properties at Samoset Middle School and Sequoya Middle School, at no cost to the District, in order to provide telecommunication services, by wireline or wireless, to Eastern Suffolk BOCES, as a tenant and occupant at Samoset and Sequoya Middle Schools. The term of these agreements is from May 1, 2017 to April 30, 2018. These agreements have been reviewed and approved by the school district's attorney."

**6.1.3. Approval of EFPR Group to Audit Year End Financial Statements**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves our District External Auditors, EFPR Group, to audit the financial statements and the Extraclassroom Activity Fund of the District as of and for the year ending June 30, 2017. The fee for these services will be \$44,500."

**2. Donations – Consent Agenda 6.2.1. through 6.2.3.**

**6.2.1. Donation - Chippewa Elementary School PTA**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation from the Chippewa Elementary School PTA in the amount of \$2,094.30. This donation is for the BOCES Performing Arts Code A2111-30-4971."

**6.2.2. Donation- Lynwood Avenue Elementary School**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation from the Lynwood Avenue Elementary School PTA in the amount of \$325.26. This donation is for the BOCES Performing Arts Code A2111-30-4971."

**6.2.3. Donation - Mr. and Mrs. James Curtis**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude a donation, from Mr. and Mrs. James Curtis, of Valedictorian and Salutatorian trophies for Sachem High School East and Sachem High School North. The trophies are valued at approximately \$125.00 each, including engraving, for a total of approximately \$500.00 (two (2) trophies for North and two (2) trophies for East)."

### 3. SEQRA

#### 6.3.1. Approval of SEQRA Resolution - Smart School Bond

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following SEQRA resolution:”

**WHEREAS**, the Board of Education of the Sachem Central School District desires to embark upon capital improvement projects pursuant to the Smart Schools Investment Plan for District-wide security and technology upgrades; and

**WHEREAS**, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

**WHEREAS**, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2); and

**WHEREAS**, replacement, rehabilitation or reconstruction of a structure or a 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 are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2); and

**WHEREAS**, routine activities such as renovations to, or expansions of existing public school facilities by less than 10,000 square feet are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5(c)(8)); and

**WHEREAS**, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

**WHEREAS**, the Board of Education, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Projects are classified as Type II Actions pursuant to Section 617.5(c)(1),(2) and (8) of the SEQR Regulations;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby declares that the Projects are Type II Actions, which require no further review under SEQR; and



**BE IT FURTHER RESOLVED**, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed project from the New York State Education Department.

**6.3.2. Approval of SEQRA Resolution-Capital Improvement Project-Sachem High School East**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following SEQRA resolution.”

**WHEREAS**, the Board of Education of the Sachem Central School District desires to embark upon a capital improvement project at the Sachem East High School for the installation of a staircase from the walkway to the lower athletic field; and

**WHEREAS**, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

**WHEREAS**, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2)); and

**WHEREAS**, replacement, rehabilitation or reconstruction of a structure or a 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 are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2)); and

**WHEREAS**, routine activities such as renovations to, or expansions of existing public school facilities by less than 10,000 square feet are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5(c)(8)); and

**WHEREAS**, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

**WHEREAS**, the Board of Education, as the only involved agency, has examined all information related to the capital improvement projects and has

determined that the Projects are classified as Type II Actions pursuant to Section 617.5(c)(1),(2) and (8) of the SEQR Regulations;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby declares that the Projects are Type II Actions, which require no further review under SEQR; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed project from the New York State Education Department.

**6.3.3. Approval of SEQRA Resolution-Capital Improvement Project-Sachem High School North**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following SEQRA resolution:”

**WHEREAS**, the Board of Education of the Sachem Central School District desires to embark upon a capital improvement project at the Sachem North High School for ADA upgrades to the pool locker rooms; and

**WHEREAS**, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

**WHEREAS**, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2); and

**WHEREAS**, replacement, rehabilitation or reconstruction of a structure or a 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 are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2); and

**WHEREAS**, routine activities such as renovations to, or expansions of existing public school facilities by less than 10,000 square feet are classified as

Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5(c)(8)); and

**WHEREAS**, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

**WHEREAS**, the Board of Education, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Projects are classified as Type II Actions pursuant to Section 617.5(c)(1),(2) and (8) of the SEQR Regulations;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby declares that the Projects are Type II Actions, which require no further review under SEQR; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed project from the New York State Education Department.

#### **4. Contracts**

##### **6.4.1. Approval of SSA Sachem Supervisors Association Memorandum of Agreement**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve a Memorandum of Agreement between the Sachem Central Supervisors Association and the Sachem Central School District dated April 24, 2017.

##### **6.4.2. Resolution for Assistant Superintendent for Personnel**

RECOMMENDED ACTION: that the Board President is authorized to execute an Amendment to the Employment Agreement dated August 12, 2015 with the Assistant Superintendent for Personnel.

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

##### **6.5.1. 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”:

4/20, 4/21, 4/24, 4/25, 4/26, 4/27, 4/28, 5/1, 5/2, 5/3

## **VII. MONTHLY REPORTS**

### **A. Damage & Loss Summary**

#### **7.A.1. Damage & Loss Summary**

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

### **B. Determinations from the Committee on Preschool Special Education**

#### **7.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:

4/20, 4/21, 4/24, 4/25, 4/26, 4/27, 4/28, 5/1, 5/2, 5/3

### **C. Board of Education Sub Committees**

1. Sachem Legislative Committee
2. Sachem Citizens’ Advisory Audit Committee
3. Sachem Budget Advisory Committee
4. Sachem Policy Committee

### **D. 2016-17 Updates to the Board**

## **VIII. PRESENTATION/DISCUSSIONS**

## **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 May 24, 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**