

**SACHEM CENTRAL SCHOOL DISTRICT**  
**51 SCHOOL STREET, LAKE RONKONKOMA, NY 11779**  
**REGULAR MEETING AGENDA**

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November 15, 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**
6. **Approval of Minutes**

**1.6.1. Approval of Minutes**

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

October 4, 2017	Regular Meeting
October 18, 2017	Regular Meeting

**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**

Disproportionality Update

**BUSINESS ITEMS**

**IV. CONSENT AGENDA FOR 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:

<b><u>RFP/Bid Number &amp; Title</u></b>	<b><u>Action Required</u></b>
a. B 17-204 Printed Materials & Specialty Envelopes	Approve

**B. Treasurer’s 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 August 31, 2017 for each fund as submitted by the District Treasurer, Cynthia Carvajal.

FURTHER, that the Board of Education approve the monthly Budget Status Report as of August 31, 2017 as submitted by the District Treasurer, Cynthia Carvajal.”

**Treasurer’s Report**

**Revenues**

**Expenditures**

**Balance Sheets (as of August 31, 2017)**

**4.B.2. Claims Audit Report - September 2017**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the Claims Audit Report as of September 30, 2017 as submitted by Cerini & Associates, LLP.”

**PERSONNEL ITEMS**

**V. CONSENT AGENDA FOR ITEMS 5.A.1. THROUGH 5.D.6.**

**A. Teachers**

**5.A.1. 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>
Bongiorno, Jill	Social Studies	Sagamore	Child Care Leave	12/6/17-6/30/18
Hoffman, Brooke	Science	North	Child Care Leave	11/15/17-1/28/18
Meadows, Ana	Foreign Language	East	Child Care Leave	12/6/17-1/28/18

**5.A.2. 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>
Albanese, Amanda	Speech	Seneca	1-4	11/8/17-6/30/18
Papakonstantis, Konstantino	Social Studies	Sagamore	1-4	11/16/17-6/30/18

**5.A.3. 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**

- Baum, Jill
- Doherty, Kristen
- Gambino, Maura
- Gonzalez, Brielle
- Pedra, Diana
- Pierro, Jenna

**5.A.4. 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>
Khan, Nabila	11/7/17
Vaccaro, Bryan	11/7/17
Wohlafka, May	11/6/17

**5.A.5. Approval of Extracurricular Clubs/Activities for the 2017-2018 School Year**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following extracurricular clubs/activities for the 2017-2018 school year":

<b>Employee Name</b>	<b>Building</b>	<b>Activity</b>	<b>Amount</b>
Jeffery Lederman	North	Drama Producer	\$1,541.70

**INTERIM**

Ed Manly	North	National Honor Society	\$3,426.00
Annette Broderick	North	Drama Assistant Director	\$3,083.40

**RESCIND**

Victoria Cangelosi	North	Drama Assistant Director/	\$3,083.40
		National Honor Society	\$3,426.00

**5.A.6. Approval of Coaching Assignments**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following coaching assignments for the 2017-18 school year":

<b>HOME SCHOOL</b>	<b>FIRST</b>	<b>LAST</b>	<b>LOC</b>	<b>SPORT</b>	<b>SALARY</b>
<b>WINTER</b>					
OOD	Kenneth	Ruddick	North	Girls Winter Track Varsity Asst.	5,541.00*
<b>LATE WINTER</b>					
OOD	Nick	Gallina	North	Boys Basketball	Volunteer
OOD	James	Goodson	East	Cheerleading	Volunteer

OOD Carlos Restrepo East Wrestling Volunteer  
 \*Contractual Stipend Only

**5.A.7. Approval of Resolution of Drivers Education Coordinator**

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

The Superintendent of schools recommends the appointment of Frank DeVenuto for the position of Drivers Education Coordinator from the time period of February 5, 2018 to June 8, 2018 at a compensation not to exceed \$100.00 per enrolled student.

This appointment is conditioned upon the approval of the Drivers Education program by the New York State Department of Education.

**5.A.8. Appointment of Department Chairpersons for the 2017-18 School Year**

RECOMMENDED ACTION" "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the revision of the appointment of the following Department Chairperson for the 2017-18 school year as follows":

Sagamore	Meghan Rossi	2/1/18-6/30/18
North	Christine Baratta	11/6/17-12/4/17

**B. Teacher Assistants**

**5.B.1. Appointment of Leave Replacement Teaching Assistants**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of leave replacement teacher assistants as follows":

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Flahavan, Robert	Special Education	Sachem East High	1-3	11/6/17-
	Teacher Assistant	School		6/30/18
Wilkinson, Katy	Special Education	Sagamore MS	1-3	11/13/17-
				6/30/18

**C. Administrators**

**5.C.1. Appointment of Alternate Building DAC Coordinators - 2017-2018**

RECOMMENDED ACTION: that, upon the recommendation of the Superintendent of Schools, the Board of Education appoint the following building-level Alternate Dignity Act Coordinators for the 2017-18 school year:

Cayuga Elementary School	Gina Trepiccione
Chippewa Elementary School	Robin Walsh
Grundy Elementary School	Donna Chorzepa
Hiawatha Elementary School	Lori Onesto
Lynwood Elementary School	Catherine Rafferty
Merrimac Elementary School	Bethany Fridette
Nokomis Elementary School	Karen Grieco
Tamarac Elementary School	Deborah Valenzuela
Waverly Elementary School	Ellen T. Campbell
Wenonah Elementary School	Thomas J. Lipani
Sagamore Middle School	John Galligan
Samoset Middle School	Thomas Desmond
Samoset Middle School	Carissa Hagan
Seneca Middle School	William Holl
Sachem High School East	John Cariddi
Sachem High School North	Brian Kolar

**D. Support Staff**

**5.D.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 &amp; Assignment</u>	<u>Service Ends</u>
Begum, Mst	Recreation Aide/Child Care	11/16/17
Candela, Luke	Recreation Aide/Child Care	11/16/17
Olsen, Colleen	Hall Monitor/ Tamarac	11/3/17
Pagano, Linda	Recreation Aide/Child Care	11/16/17
Pavon, Alyse	Recreation Aide/Child Care	11/16/17
Rocco, Lisa	Recreation Aide/Child Care	11/16/17
Traina, Sandra	Classroom Aide/Hiawatha	11/15/17

**5.D.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 &amp; Assignment</u>	<u>Retirement Date</u>
Gerardi, Lori	Sr. Clerk Typist/East	11/30/17 19 yrs., 3 mos.
Vogel, Cheryl	Special Ed Aide/ North	12/31/17 10 yrs., 10 mos.

**5.D.3. 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> Bongiorno, Anthony	11/10/17
<u>Food Service Worker</u> Buttner, Lynda	10/25/17

**5.D.4. Probationary Appointments of Support Services Personnel (Competitive)**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the probationary appointments of support services personnel (competitive) as follows”:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Gildersleeve, Theresa	Cont. Acct. Clerk Typist /D.O.Samoset/Annex/ Payroll	\$53,317	11/30/17	26 weeks 11/30/17- 5/31/18
Mattera, Sueanne	Cont. Clerk Typist/ Instructional Technology	\$47,864	11/20/17	26 weeks 11/20/17- 5/21/18
Traina, Sandra	Cont. Clerk Typist/ Hiawatha	\$47,864	11/16/17	26 weeks 11/16/17- 5/17/18

**5.D.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 &amp; Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Bozzella, Linda	Hall Monitor/ Tamarac	\$10.00/hr.	11/16/17	None
Dobson, Sherice	Bus Driver/ Transportation	\$22.10/hr.	11/16/17	90 days 11/16/17- 2/13/17

**5.D.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>
<b><u>Custodian</u></b>	
Casali, Patrick	11/16/17
Demichele, Joseph	11/16/17
<b><u>Individual Nurse</u></b>	
Giordano, Elizabeth	11/16/17
<b><u>Nurse</u></b>	
Giordano, Elizabeth	11/16/17

**VI. ACTION ITEMS**

**1. Consent Agenda for Items 6.1.1. through 6.1.13.**

**6.1.1. Approval of Agreement with Music Theatre International - Sachem High School East**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Music Theater International and Sachem Central School District for a royalty fee, rental fee, security fee and additional materials for the production of Sweeney Todd at Sachem High School East. The total cost of these fees is \$3,225.00, of which \$3,000 will be paid by the District Office for Music and Art and the balance of \$225.00 to be paid by the Sachem East Drama Club.”



**6.1.2. Approval of Cullen & Danowski, LLP as Internal Auditors to Review Operations of the Payroll Department and Financial System Access**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Cullen & Danowski, LLP, Internal Auditors, to perform a review of the operations of the Payroll Department and Financial System Access. The estimated fee for these services will not exceed \$20,000.”

**6.1.3. Approval of Renewal of Global Compliance Network, Inc. 2018**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal of the software package of unlimited tutorials from Global Compliance Network, Inc. which provides online Human Resources, OSHA and Professional Development tutorials and any new tutorials developed during the license period for a complete 12 months (January 1, 2018 to December 31, 2018). The cost of this unlimited tutorials package is \$1,400 and will be paid through the General Fund. There is no cost increase from 2017.”

**6.1.4. Approval of Agreement with Hope House, Inc. 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Hope House, Inc. to provide academic tutoring services in accordance with the State Education regulations, using only teachers certified by the New York State Education Department. The rate for this service is \$52.00 per hour for two (2) hours of tutoring per day, totaling \$104.00 per day. This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

**6.1.5. Approval of Agreement with New York Therapy Placement Services, Inc. 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and New York Therapy Placement Services, Inc. to provide the services of occupational therapy, speech/language therapy, physical therapy, counseling, and behavioral services to meet the needs of children with handicapping conditions. The rates are as follows:

- For occupational therapy services in accordance with the rates set forth in Appendix A;
- For speech therapy services in accordance with the rates set forth in Appendix B;

- For physical therapy services in accordance with the rates set forth in Appendix C;
- For behavioral services in accordance with the rates set forth in Appendix D; and
- For counseling services in accordance with the rates set forth in Appendix E.

This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

**6.1.6. Approval of Agreement with Brookville Center for Children's Services, Inc. 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Brookville Center for Children’s Services, Inc. to provide adequate instruction, related services and/or a facility to students during the school year. The cost for each child is the tuition rate set by the State Education Department. The term of this agreement shall be from July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

**6.1.7. Approval of Agreement with Ascent: School for Individuals with Autism 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Ascent: A School for Individuals with Autism for the 2017-18 school year to provide the following ABA services:

<u>SERVICE</u>	<u>BILLING RATE</u>
Behavior Intervention Specialist	\$180.00 per hour
In-Home Parent Training	\$140.00 per hour
In Home ABA Supervisor	\$140.00 per hour
School District Classroom Consultation	\$125.00 per hour
In Home ABA Instruction	\$100.00 per hour

This agreement has been reviewed and approved by the school district’s attorney.”

**6.1.8. Approval of Transportation Contracts with Eastern Suffolk BOCES 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following transportation contracts with Eastern Suffolk BOCES for the 2017-2018 school year”:

<u>Program</u>	<u>Total Anticipated Annual Cost</u>
Regional Transportation Program	\$505,000
Non-Public Transportation Program	\$118,000

The period of service is September 1, 2017 through June 30, 2018.

**6.1.9. Approval of Special Education Services Agreement with Three Village Central School District 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Three Village Central School District for the instruction of students with disabilities, when such students attend schools in Three Village Central School District but reside in Sachem Central School District. For the services to be rendered, Sachem CSD will pay the rates for four (4) students as outlined on the attached spreadsheets in the agreement totaling \$429,165.86. The term of this agreement shall be from September 1, 2017 through June 30, 2018.”

**6.1.10. Approval of Special Education Settlement Agreement (Classified Student #1)**

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

BE IT RESOLVED, that the Board of Education hereby approves a Settlement Agreement and Release in connection with a Contemplated Due Process Complaint regarding a disabled student, a copy of which has been provided to and reviewed by the members of the Board of Education.

BE IT FURTHER RESOLVED, that the President of the Board of Education is authorized to execute said agreement on behalf of the Board.

**6.1.11. Approval of Special Education Settlement Agreement (Classified Student #2)**

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

BE IT RESOLVED, that the Board of Education hereby approves a Settlement Agreement and Release in connection with a Contemplated Due Process Complaint regarding a disabled student, a copy of which has been provided to and reviewed by the members of the Board of Education.

BE IT FURTHER RESOLVED, that the President of the Board of Education is authorized to execute said agreement on behalf of the Board.

**6.1.12. Approval of Agreement with PaySchools 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and PaySchools. PaySchools provides our online payment system services and software service maintenance. The term of this agreement shall be July 1, 2017 until June 30, 2018 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.”

**6.1.13. Appointment of Sachem Legislative Committee Member**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointments of Krupa Lauricella and Dorothy Roberts as members to the Sachem Legislative Committee.”

**Consent Agenda for Items 6.1.14. through 6.1.15.****6.1.14. Approval of Agreement with Gerber Tours 2018**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement and rider between Sachem Central School District and Gerber Tours for the Sachem High School North and East Senior trip to Washington/Busch Gardens on April 20, 2018 to April 22, 2018 to be paid for by the students. This agreement has been reviewed and approved by the school district’s attorney.”

**6.1.15. Approval of Field Trip for the 2017-18 School Year**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following conference:

Sachem North Model UN Club  
March 2-5, 2018  
NY Hilton Midtown, NYC & United Nations  
There will be no cost to the district.

**2. Donations****6.2.1. Donation - Chris Moran**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation of one (1) Yamaha portable grand piano and one (1) Recording King acoustic guitar with case, from Mr. Chris Moran, a former Sachem resident, in

memory of his father, Robert E. Moran. The value of this donation is approximately \$1,000.00.”

**6.2.2. Donation - Lake Grove Lions Club**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, the donation of \$1,511.51 from the Lake Grove Lions Club.

**3. Transfers**

**6.3.1. 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:”

- Transfers totaling \$4,742,556.98 are to balance out salary budget codes.

**4. Policy Review**

**6.4.1. Policy Review - First Reading - No Action Required**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following:” BE IT RESOLVED THAT the Board of Education approves the first reading of the following Policies:

- 6020 Fund Balance and Reserve Funds
- 6240 Investments
- 6645 Fixed Asset Accounting Policy Final
- 6670 Petty Cash
- 6745 Use of Credit Card
- 6900 Disposal of District Property
- 8505 Charging School Meals

**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”:

11/2/17, 11/3/17, 11/6/17, 11/8/17, 11/9/17, 11/13/17, and 11/14/17

## **VII. MONTHLY REPORTS**

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

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

The summary report reflects damage and loss for the period ending September 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:

11/8/17, 11/9/17, and 11/14/17

### **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. 2017-18 Updates to the Board**

### **E. 2017-18 Board Goals**

#### ***Goal #1 - Provide Safe and Secure Schools***

Ensure an educational environment where students are safe, supported and empowered in their learning for all school related activities as well as extra and co-curricular activities. Promote positive peer relationships, and successful student learning environments through a variety of avenues.

Student Success Indicator Alignment - Safety, Community Engagement, Physical and Mental Wellness, Social and Emotional Development

#### Actions Items

- Smart Schools Investment Plan - Security Vestibules, cameras, and visitor management systems
- Discipline work; Code of Conduct and suspension practices
- Review trainings with security staff

#### ***Goal #2 - Enhance Student Achievement, Quality of Instruction and Leadership Skills***

Provide and implement a dynamic curriculum which incorporates critical thinking, collaboration, creativity, technology and civic responsibility while preparing students to

thrive in a global community. The curriculum is supported by a K-12 district committee of educators and administrators focused on curriculum and instructional practices. All students will be provided with the opportunities to be college and career ready.

Student Success Indicator Alignment - Creativity, Innovation, Performance Assessments, Standardized Assessments

Actions

- Establish consistency in all curricula, assessments and instructional practices K-12
- Deepen student engagement and provide opportunities for rigor
- Review and align all secondary course offerings to NYSED graduation pathways
- Revise the elementary day schedule
- FLEX-Establish an exploratory World Languages and CTE program
- Provide equitable support for student needs
- Monitor and make recommendations to reduce class sizes
- Improve classroom technology
- Develop a wireless infrastructure
- Robust software and Internet resources

***Goal #3 - Improve Parent, Community and Staff Communication***

Cultivate community relationships and engagement by enhancing communication.

Student Success Indicator Alignment - Community Engagement, School Climate and Culture

Actions

- Telling our academic story
- Clearly articulate expectations to parents and families
- Improve participation at school events
- Cultivate school/business partnerships

***Goal #4 - Improve Fiscal Responsibility and Accountability throughout the District***

Focus on balancing the needs of students with taxpayer sensitivity, while aligning district resources to the goals of the Board of Education.

Student Success Indicator Alignment - Community Engagement, School Climate and Culture, Safety

Actions

- District Reserves and establish a reserve plan
- Capital improvements
- Sustainable budgeting
- Review of grants
- Review of out of district placements

***Goal #5 - Committed to Providing the Staff with the Necessary Tools and Support to Provide the Students with the Highest Quality Education***

Create an environment that establishes a foundation for the highest quality instruction and learning through recruitment, support and retention of staff. Creating opportunities and encouraging all employees to reach their full potential and positively impact the Sachem students and community through professional growth and learning opportunities.

Student Success Indicator Alignment - Creativity, School Climate and Culture, Democracy and Citizenship

Actions

- Cultivate a Professional Development (PD) consistent with the district PD plan.
- Construct district and building data teams to review student performance data.
- Implement a PD model that is mindful of instructional time.
- Conduct PD sessions that lead to future sessions facilitated by our own staff.

***Goal #6 - We Are Sachem***

Promote and strive for one Sachem family, and cultivate a sense of individual and collective pride throughout the district. Develop deep collaboration amongst our 15 schools, for both vertical and horizontal articulation, to support the highest quality programs and activities throughout the district.

Student Success Indicator Alignment - Community Engagement, School Climate and Culture, Democracy and Citizenship

Actions

- Pride in our school district
- Consistent experiences by grade level
- Vertical/Horizontal experiences
- Clear focus on student achievement and wellness

**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 December 6, 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**

**POLICY FOR 1<sup>ST</sup> READING**

**NOVEMBER 15, 2017**

**-DRAFT NEW POLICY-**

**SACHEM CENTRAL SCHOOL DISTRICT**

**FUND BALANCE AND RESERVE FUNDS**

**POLICY 6020**

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The Governmental Accounting Standards Board (GASB) has issued Statement No. 54, *Fund Balance reporting and Governmental Fund Type Definitions* (GASB 54). The objective of this Statement 54 is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied.

**Fund Balance Classifications (pursuant to GASB Statement 54)**

Fund balance amounts will be reported by the School District according to the following classifications:

**Nonspendable** – consists of assets that are inherently nonspendable in the current period either because of their form or because they must be maintained intact, including prepaid items, inventories, long-term portions of loans receivable, financial assets held for resale, and principal of endowments.

**Restricted** – consists of amounts that are subject to externally enforceable legal purpose restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation. Because the State regulates the establishment, funding and use of School District reserves, generally, reserves will be classified as restricted fund balance.

**Committed** – consists of amounts that are subject to a purpose constraint imposed by a formal action of the government’s highest level of decision-making authority before the end of the fiscal year, and that require the same level of formal action to remove the constraint. The New York State Office of the State Comptroller at the present time believes that New York State school districts will not have any committed fund balance.

**Assigned** – consists of amounts that are subject to a purpose constraint that represents an intended use established by the Board of Education or by their designated official. The purpose of the assignment must be narrower than the purpose of the general fund, and in funds other than the general fund, assigned fund balance represents the residual amount of fund balance. Assigned Fund Balance generally includes encumbrances and appropriated fund balance.

**Unassigned** – represents the residual classification for the government’s general fund, and could report a surplus or deficit. In funds other than the general fund, the unassigned classification should be used only to report a deficit balance resulting from overspending for specific purposes for which amounts had been restricted, committed, or assigned.

**General Policy**

Fund balance measures the net financial resources available to finance expenditures within current or future periods. The School District’s Unassigned General Fund Balance will be maintained to provide the School District with financial stability and a margin of safety to fund unanticipated

**-DRAFT NEW POLICY-**

**SACHEM CENTRAL SCHOOL DISTRICT**

**FUND BALANCE AND RESERVE FUNDS**

**POLICY 6020**

contingent expenditures that may occur unexpectedly during the fiscal year. The Unassigned General Fund Balance used for these purposes may only be appropriated by resolution of the Board of Education unless voter approval is required.

Any portion of Fund Balance may be applied or transferred for a specific purpose either by voter approval if required by law or by formal action of the Board of Education if voter approval is not required. Amendments or modification to the applied or transferred fund balance must also be approved by formal action of the Board of Education.

The Board of Education shall delegate the authority to assign fund balance, for encumbrance purposes, to the person(s) to whom it has delegated the authority to sign purchase orders.

In circumstances where an expenditure is incurred for a purpose for which amounts are available in multiple fund balance classifications (e.g., expenditures related to reserves) the Board of Education will assess the current financial condition of the School District and then determine the order of application of expenditures to which fund balance classification will be charged.

Reserve funds (essentially a legally authorized savings account designated for a specific purpose) are an important component in the School District's financial planning for future projects, acquisitions and other lawful purposes. To this end, the School District may establish and maintain reserve funds in accordance with New York State Laws, Commissioner's Regulations and the rules and/or opinions issued by the Office of the New York State Comptroller, as applicable. The School District shall comply with the reporting requirements of Article 3 of the General Municipal Law of the State of New York and the Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Any and all School District reserve funds shall be established and maintained to promote the goals of creating an open, transparent and accountable use of public funds. The School District may engage independent experts and professionals, including but not limited to, auditors, accountants and other financial and legal counsel, as necessary, to monitor all reserve fund activity and prepare any and all reports that the Board of Education may require.

**Periodic Review and Annual Report**

The Board of Education will periodically review all reserve funds. The School District will also prepare and submit an annual report of all reserve funds to the Board of Education. The annual report shall include the following information for each reserve fund:

- a) The type and description of the reserve fund;
- b) The date the reserve fund was established and the amount of each sum paid into the fund;
- c) The interest earned by the reserve fund;
- d) Capital gains or losses resulting from the sale of investments of the reserve fund;

***-DRAFT NEW POLICY-***

**SACHEM CENTRAL SCHOOL DISTRICT**

**FUND BALANCE AND RESERVE FUNDS**

**POLICY 6020**

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- e) The total amount and date of each withdrawal from the reserve fund;
- f) The total assets of the reserve fund showing cash balance and a schedule of investments;  
and
- g) An analysis of the projected needs for the reserve fund in the upcoming fiscal year and a recommendation regarding funding those projected needs.

The Board of Education shall utilize the information in the annual report to make necessary decisions to maintain and manage the School District's reserve fund balances while mindful of its role and responsibility as a fiduciary of public funds.

The Superintendent of Schools shall develop any necessary and/or appropriate regulations to implement the terms of the Board of Education's policy.

In general, the School District shall adhere to the following principles with respect to the creation and funding of any or all reserve funds for the School District:

- 1) Consult with legal counsel and other financial experts as necessary for guidance on the authority to establish the reserve fund;
- 2) Identify the financial need or purpose to be served by the prospective reserve fund, including an assessment of whether the reserve fund will complement the long-term financial or capital plans of the School District;
- 3) Communicate clearly and effectively to School District residents the specific purpose of and the financial objectives for the reserve;
- 4) Maintain open and transparent records of all reserve fund transactions for the benefit of School District residents and voters;
- 5) Determine optimal funding levels for the reserve, as well as the conditions under which the reserve assets will be utilized;
- 6) Periodically assess the reasonableness of the amounts accumulated in the reserve and when conditions warrant (and subject to any/all legal requirements) reduce reserve funds to a reasonable level or liquidate and discontinue a reserve fund that is no longer needed or whose purpose has been achieved; and
- 7) Provide the Board of Education with regular updates on reserve fund activity.

Cross-ref:      6100 Annual Budget  
                     6240 Investments  
                     6600 Fiscal Accounting and Reporting

Ref:             Education Law §§1709(8-c); 3651; General Municipal Law Article 3; General Municipal Law, §§6-d, 6-j, 6-l, 6-m, 6-n, 6-p; GASB Statement No. 54

Adoption Date:

***-DRAFT REVISED POLICY-***

**SACHEM CENTRAL SCHOOL DISTRICT**

**INVESTMENTS**

**Policy 6240**

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The Board of Education authorizes an investment program for the School District. Investments are viewed as a critical ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other School District revenues for the support of the education program of the school system. It is the policy of the School District to diversify its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

The objectives of the School District's investment program are to safeguard the School District's funds and to minimize risk, so that investments mature when cash is required to finance operations, and so that a competitive rate of return is achieved.

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the School District to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

The Board of Education's responsibility for administration for the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

The School District authorizes the Assistant Superintendent for Business to manage all activities associated with the investment program in such manner as to accomplish all the objectives and intents of this policy. These responsibilities will also include annual review and assessment of the School District's investment program, and filing a report with his/her recommendations annually with the Board of Education. Such report shall address any relevant recommendations of the independent auditor. The Assistant Superintendent for Business is further authorized to execute in the name of the Board any and all documents relating to the investment program in a timely manner as well as to utilize reputable consultants regarding investment decisions when necessary. A monthly progress report of investments will be given to the Board of Education. Concentration of investments in a single financial institution should

## **SACHEM CENTRAL SCHOOL DISTRICT**

### **INVESTMENTS**

**Policy 6240**

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be avoided. Diversification of investments and deposits is encouraged and shall be made in accordance with this policy.

The School District's investment program will be administered in such a way as to assure:

1. That all participants exercise good judgment and care in the management of the School District's investments; act responsibly as custodians of the public trust; and refuse to participate in any transaction that might impair the public's confidence in the School District;
2. The continual process of temporary investing of all fund balances and moneys available to the School District for investment purposes;
3. The maintenance of a yearly cash flow chart, revised following each transaction, that will provide data to assist proper planning and decision making regarding amount, duration, and type of investments for the School District;
4. The School District may use any of the following investment instruments when investing School District funds as listed in section 11 of the General Municipal Law:
  - Special time deposit accounts or certificates of deposit;
  - Obligations of the United States of America (e.g., U.S. Treasury Bills and Notes);
  - Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
  - Obligations of the State of New York;
  - Obligations of other municipalities issued pursuant to Local Finance Law sections 24.00 (Tax Anticipation Notes) or 25.00 (Revenue Anticipation Notes), with the approval of the State Comptroller;
  - Obligations of this local government (the School District), but only with any moneys in reserve funds established pursuant to General Municipal Law sections 6-d, 6-j, 6-l, 6-m, 6-n, 6-p, and 6-r; and
  - By participation in cooperative investment programs with other authorized governmental entities pursuant to Article 5-G of the General Municipal Law, where such a program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46.
5. Collateralizing of Deposits: In accordance with the provisions of General Municipal Law, all deposits of the district, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

***-DRAFT REVISED POLICY-***

**SACHEM CENTRAL SCHOOL DISTRICT**

**INVESTMENTS**

**Policy 6240**

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1. By a pledge of “eligible securities” with an aggregate “market value” or provided by General Municipal Law, § 10, equal to the aggregate amount of deposits from the categories designated herein.
  2. By an eligible “irrevocable letter of credit” issued by a qualified bank other than the bank with deposits in favor of the School District for a term not to exceed 90 days with an aggregate value equal to 140 percent of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
  3. By an eligible surety bond payable to the School District for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
  
  5. The utilization of an open competition system of bids and/or quotes to obtain maximum yield possible on all investments from both in-district and out-of-district financial institutions; such institutions and depository banks are designated annually by the Board at the annual reorganization meeting;
  6. All financial institutions where School District funds are deposited provide a statement to the School District of their collateral in the form of a list of the securities pledged at market value; periodically the Treasurer shall physically inspect the collateral; and
  7. All moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within five (5) days for deposit, or within the time period specified in law, whichever is shorter.
  8. The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.
  9. That all School District investments are in compliance with the law.

**Designation of Depositories**

At the annual organizational meeting or through board resolution at Board of Education Meetings throughout the year the Board of Education will approve the bank and trust

**SACHEM CENTRAL SCHOOL DISTRICT**

**INVESTMENTS**

**Policy 6240**

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companies to be authorized for the deposit of monies up to the maximum amounts of one hundred fifty million dollars (\$150,000,000).

**Collateralizing of Deposits**

In accordance with the provisions of section 10 of the General Municipal Law, all deposits of the School District, including certificates of deposit and special time deposits, in excess the amount insured under the provisions of the Federal Deposit Insurance Act, of shall be secured by a pledge of "eligible securities" with an aggregate "market value" as provided by Section 10 of the General Municipal Law, equal to the aggregate amount of deposits from the permitted investments listed above.

**Safeguarding and Collateralization**

Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure the School District's deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the School District to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the School District, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the School District or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or an agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

All investment obligations shall be payable or redeemable at the option of the School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the School District within two years of the date of purchase.



## **SACHEM CENTRAL SCHOOL DISTRICT**

### **INVESTMENTS**

**Policy 6240**

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#### **Authorized Financial Institutions and Dealers**

The School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions and dealers approved for investment purposes can establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the School District conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report or Condition (Call Report) at the request of the School District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodian. Such listing shall be evaluated at least annually.

#### **Purchase of Investments**

The Treasurer is authorized to contract for the purchase of investments:

- a) Directly, including through a repurchase agreement, from an authorized trading partner.
- b) By participating in a cooperative investment program with another authorized government entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the School Board.
- c) By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the School Board.

All purchased obligations, unless registered or inscribed in the name of the School District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in section 10 of the General Municipal Law.

The custodian agreement shall provide that securities held by the bank or trust company, as an agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodian bank or trust company and will not, in any

**SACHEM CENTRAL SCHOOL DISTRICT**

**INVESTMENTS**

**Policy 6240**

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circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

**Repurchase Agreements**

Repurchase agreements are authorized subject to the following restrictions:

- a) All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- b) Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- c) Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- d) No substitutions of securities will be allowed.
- e) The custodian shall be a party other than the trading partner.

The Superintendent of Schools or his/her designee, shall develop administrative procedures for the purpose of managing School District investments in accordance with this policy.

This policy will be annually reviewed by the Board and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Cross-ref:

Ref: Education Law §1709  
General Municipal Law §§10, 11, 119-o

Adoption date:

## **SACHEM CENTRAL SCHOOL DISTRICT**

### **FIXED ASSET ACCOUNTING**

**POLICY 6645**

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The Board of Education directs the Superintendent of Schools to maintain a continuous and accurate inventory of property and equipment owned by the School District, in accordance with "The Uniform System of Accounts for School Districts." Capitalized inventory shall be inventoried and recorded on an annual basis.

The fixed assets accounts will serve to:

- a. Maintain a physical inventory of assets;
- b. Establish accountability;
- c. Determine replacement costs; and
- d. Provide appropriate insurance coverage.

For purpose of this policy, "Capital Assets" shall mean a unit of furniture, fixture, instrument, machine, vehicle, instructional technology equipment and an apparatus which retains its shape and appearance with use, is nonexpendable, and does not lose its identity when incorporated into a more complex unit, is valued at \$5,000 or greater is defined as theft-sensitive. For purposes of this policy, "theft-sensitive" are those items identified by the Sachem Central School District Business Office which have a value of \$5,000 or greater per unit and groups of similar items totaling \$5,000 or greater. All costs incurred to place the asset in service shall also be capitalized. Property records of facilities shall be maintained on an ongoing basis. Items shall be depreciated in the fixed asset system on a straight-line method based on the date placed in service and shall be the responsibility of the Sachem Business Office. Capital assets purchased by federal grants will be separately identified in the capital asset program. No capital asset shall be removed for personal or non-school use.

The Instructional Technology department shall keep their own set of inventory records in addition to records kept in the capital asset software system. Capital assets that meet the \$5,000 or greater threshold or a group of like assets that are \$5,000 or greater shall have asset tags issued by the Business Office to the Instructional Technology Office and shall be affixed by the instructional technology staff. These assets shall be depreciated.

#### **Inventory Records**

All fixed assets carrying a minimum value of \$5,000.00 and physical characteristics which are not appreciably affected by use or consumption shall be inventoried and recorded by the School District on an annual basis.

Assets shall be recorded at initial cost, or, if not available, at estimated initial cost. Disposal of fixed assets which are obsolete or surplus shall be recorded at estimated fair market value at the time of the disposal, or in accordance with generally accepted accounting principles. A property

***-DRAFT REVISED POLICY-***

**SACHEM CENTRAL SCHOOL DISTRICT**

**FIXED ASSET ACCOUNTING**

**POLICY 6645**

record will be maintained for each asset and will contain, where possible, the following information:

- a. Date of acquisition;
- b. Description;
- c. Cost or value;
- d. Location;
- e. Estimated useful life; and
- f. Date and method of disposition.

Items to be included in the record of fixed assets shall be classified as follows:

Buildings and Improvements	\$ 10,000 or more
Equipment	\$ 5,000 or more
Computer Hardware	all
Cell phones	all

Whenever feasible, each piece of property will be tagged or marked with an identification number assigned by the School District.

**Capitalization of Assets**

- Equipment items that cost more than \$5,000.00 will be capitalized and depreciated for GASB 34 reporting purposes.
- Equipment items costing less than \$5,000.00 shall be expensed for GASB 34 reporting purposes.

For financial reporting purposes, fixed assets with a service life of more than two (2) years following the date of acquisition will be capitalized. Useful lives will be determined in the year of purchase based on general guidelines obtained from professional organizations and the asset's present condition. The School District will use the straight-line method of depreciation, and depreciation expense will be calculated beginning in the year of acquisition.

**Inventory Control**

At the discretion of the District, additional items with a value of less than \$5,000 may be inventoried for property control purposes.

**Capital Asset Tags**

For capital asset purchases, asset ID tags shall be sent by the business office to the requestor of the capital asset, i.e. administrator, supervisor or department head once placed in service and it shall be their responsibility to affix the asset tag to the asset. Asset tagging is used in the aiding

***-DRAFT REVISED POLICY-***

**SACHEM CENTRAL SCHOOL DISTRICT**

**FIXED ASSET ACCOUNTING**

**POLICY 6645**

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of taking physical inventory and controls the location of the physical asset. Tags should be easily seen and identified to assist in taking physical inventory. Capital assets shall be shipped directly to the individual location that orders the asset.

**Periods of Useful Life**

Under GASB 34 the School District will align useful lives of its assets as close as possible to the probable useful life table recommended by the Association of School Business Officials International.

**Transfer of Equipment**

Equipment, to include furniture, fixtures, Vehicles, machinery and instructional technology equipment tagged as a capital asset with a value of \$5,000 or greater moved on a permanent basis from one building location to another building location shall be transferred in the capital asset software. It shall be the responsibility of the building principal, administrator, supervisor or department head to notify the Sachem Business Office of the transfer so the asset records can be updated. An asset transfer form shall be used as appropriate back-up.

Cross-ref:      6010 Fiscal Controls  
                     6600 Fiscal Accounting and Reporting

Ref:

Adoption Date:

**SACHEM CENTRAL SCHOOL DISTRICT  
PETTY CASH/PETTY CASH ACCOUNTS**

**Policy 6670**

A Petty Cash fund shall be established annually in the amount of \$100 and shall be held in the office of the District Clerk for the purchase of properly itemized bills of nominal amounts of materials, supplies or services under conditions requiring immediate payment.

Reimbursements must not exceed \$100. Individual transaction receipts submitted shall not exceed \$50.00. Tax will not be reimbursed; all receipts should be itemized and only original receipts will be processed. Mileage should not be submitted as a petty cash expense.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall appoint the District Clerk as bursar (business office clerk) for the petty cash fund. The District Clerk shall administer and be responsible for the security and accounting of such funds.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. Receipts and cash-on-hand must always total the authorized amount. All disbursements from such funds are to be supported by receipted bills, paid out slips or other evidence documenting the expenditure.
2. Payments may be made from petty cash for materials, supplies, or services only when payment is required upon delivery. Sales tax on purchases will not be paid by the school district from petty cash funds.

The School District shall reimburse users of petty cash up to the extent of expenditures, with appropriate documentary support. The petty cash fund will be closed at the end of the school year.

Cross-Ref: 6700, Purchasing  
Ref: Education Law §1709(29)  
8 NYCRR §170.4

Adoption Date: February 10, 1998  
Revision Date: August 28, 2002  
Revision Date: January 18, 2011  
Revision Date: July 11, 2012

**SACHEM CENTRAL SCHOOL DISTRICT  
USE OF CREDIT CARDS**

**Policy 6745**

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The Board of Education shall allow the School District to establish a credit line not to exceed \$5,000. The financial institution requires an individual's name on the credit card. Therefore, a credit card will be issued for this credit line in the name of the Assistant Superintendent for Business and Operations on behalf of the School District. The name of the Assistant Superintendent for Business and Operations will be used solely for communication with the financial institution.

The relationship between the School District and the credit card company shall be such that the School District preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations or policies otherwise applicable. In addition, no claim shall be paid unless an itemized voucher has been presented to the Board of Education and shall have been audited and allowed.

Credit cards may only be used for legitimate School District expenditures. The use of credit cards is not intended to circumvent the School District's policy on purchasing.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Each user shall be apprised of the procedures governing the use of the credit card and given a copy of this policy.

The Assistant Superintendent for Business and Operations shall periodically, but no less than monthly, monitor the use of the credit card and report any serious problems and/or discrepancies directly to the Superintendent of Schools and Board of Education.

Credit cards will be kept in the Business Office secured by the Assistant Superintendent for Business and Operations and Treasurer. The School District employee who will be carrying and using a School District credit card will be required to sign in and out with the Assistant Superintendent for Operations and/or the Treasurer when picking up and dropping off a credit card.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report any damage, loss or theft may subject the employee to financial liability.

The Board of Education permits the use of a credit card only for the following specific purposes:

**1. Gasoline Purchases**

The Board of Education permits the use of the School District credit card for the purchase of gasoline and/or oil in the case of fuel emergencies involving School District vehicles.

**SACHEM CENTRAL SCHOOL DISTRICT  
USE OF CREDIT CARDS**

**Policy 6745**

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School District staff members shall utilize the credit card for the purchase of gasoline under the supervision of the Facilities Director, Transportation Supervisor and/or the Security Director.

The Facilities Director, Transportation Director and the Security Director, under the supervision of the Assistant Superintendent for Business and Operations, shall be responsible for the oversight of gasoline purchases made with the district credit card.

**2. EZ Pass Vehicle Tags and Toll Payments**

The Board of Education permits the School District credit card to be used under the supervision of the Transportation Supervisor for the purchase of EZ Pass vehicle tags and EZ pass toll payments. EZ pass vehicle tags will be purchased for not more than twenty (20) district-owned buses, vans and passenger vehicles for the purposes of School District's business use.

The name of the Transportation Director shall be reported to the Board of Education each year at its reorganizational meeting in July. The Transportation Supervisor, under the supervision of the Assistant Superintendent for Business, shall be responsible for the oversight of EZ pass usage and tag distribution.

Users must submit detailed documentation, including itemized receipts for actual and necessary expenses which have been incurred in connection with:

- a. the purchase of fuel and/or oil for district vehicles in the case of fuel emergencies and/or
- b. the purchase of EZ pass vehicle tags and toll payments.

Ref.: Education Law Sections 1724(1)

Adoption Date: July 5, 2005

Revision Date: October 21, 2009

Revised Date: January 29, 2014



***-DRAFT REVISED POLICY-***

**SACHEM CENTRAL SCHOOL DISTRICT**

**DISPOSAL OF BROKEN/SURPLUS/OBSOLETE  
DISTRICT PROPERTY**

**POLICY 6900**

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School districts are authorized to dispose of outdated and obsolete property, including textbooks, as well as property which has been badly damaged, or in other ways made unusable as permitted by law.

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility. The Superintendent of Schools or his/her designee shall determine which equipment, supplies and/or materials are obsolete and/or surplus items. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price. In the event the Assistant Superintendent for Business determines that the equipment, supplies or materials have no value, he/she shall advise the Board of Education of his/her determination and thereafter may dispose of same in accordance with this policy.

Once approved by the Board of Education, the Assistant Superintendent for Business shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the School District;
2. centralize the storage of items of potential usefulness; and/or
3. discard, transfer to non-profit organizations or sell as scrap those items determined to be of no further use or worthless;
4. Computer hardware may be disposed of in accordance with law. Outdated and unused School District-owned property may be sold upon recommendation of the Superintendent of Schools and the approval of the Board of Education. In the event of a public surplus sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means.

However, in the event said property is deemed to have no value, sale of the property will not be required and the Assistant Superintendent for Business may dispose of the property as set forth above. Such sales need not be on a bid basis. However, prices received will be commensurate with the item's real value. Proceeds of such sales will be deposited in the appropriate general fund account and will not be considered as belonging to any particular school.

The School District may not sell School District-owned property to any employee, even though said property may be declared surplus, for any reason whatsoever, unless the purchase is the result of the public bid. At a public sale, the general public, as well as staff members who are not Board of Education members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials.

The Board of Education shall obtain the best price possible for goods sold under this policy. All School District records relative to property disposal will be retained in accordance with the State Department of Education retention schedule.

Cross-ref: 6600 Fiscal Accounting and Reporting  
6700 Purchasing

*-DRAFT REVISED POLICY-*

**SACHEM CENTRAL SCHOOL DISTRICT**

**DISPOSAL OF BROKEN/SURPLUS/OBSOLETE  
DISTRICT PROPERTY**

**POLICY 6900**

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Ref: General Municipal Law §§51; 800 et seq.

Adoption Date:

***-DRAFT NEW POLICY-***

**SACHEM CENTRAL SCHOOL DISTRICT**

**CHARGING SCHOOL MEALS**

**Policy 8505**

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The Board of Education recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the School District, the Board of Education will allow students who may forget meal money to “charge” the cost of meals to be paid back at a later date subject to the terms in this policy.

To comply with State guidelines and to maintain a system for accounting for charged meals, regarding both full and reduced-price meals, the Board of Education shall:

1. allow only regular meals, defined as items on the menu, excluding extras and snacks, to be charged;
2. limit the number of charges to three (3) meals or a total of \$10.00 outstanding at any given time;
3. when a student exceeds the charge limit, provide a milk and grain component at breakfast, and provide a sandwich, fruit and milk at lunch;
4. notify parents on a timely basis of outstanding charges;
5. use a computer-generated point of sale system, which identifies and records all meals as well as collects repayments;
6. snacks or a la carte items may be purchased only if there is enough money in the student’s pre-paid account to cover the full amount of the charge; and
7. students will not be permitted to purchase snacks or a la carte item, even with cash, if they have a negative account balance.

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. If the School District suspects that a student may be abusing this policy, written notice will be provided to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused. Families may apply for free-reduced price meals at any time during the school year. Applications are mailed to all families prior to the start of the school year. In addition, applications are available at the School District’s Administrative Offices.

The School District shall send a letter home to all parents on an annual basis prior to the opening day of school, outlining the requirements of this policy. The policy shall also be published in appropriate school and School District publications.

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Staff

Staff members are allowed to purchase food from the School District's food services. However, all purchases must be on a cash basis. Staff members will not be allowed to charge meals to be repaid later.

Cross-ref:

Ref: 42 USC §1779 (Child Nutrition Act of 1966)  
42 USC §§1758(f)(1); 1766(a) (National School Lunch Act)

Adoption date: