

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

January 10, 2018

7:30 PM

Board of Education Room

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

I. OPENING OF MEETING

1. **Roll Call**
2. **Call to Order**
3. **Salute to the Flag**
4. **Moment of Silence**
5. **WE ARE SACHEM - Pride/Presentation**

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.

BUSINESS ITEMS

III. BUSINESS ITEMS 3.A.1. THROUGH 3.B.2.

A. Bid Awards

3.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:

RFP/Bid Number & Title

**Action
Required**
Approve

- a. R 17-7 Independent/ External Auditing Services

B. Treasurers Report

3.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 November 30, 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 November 30, 2017 as submitted by the District Treasurer, Cynthia Carvajal.”

Treasurer’s Report

Revenues

Expenditures

Balance Sheets (as of November 30, 2017)

3.B.2. Claims Audit Report - November 2017

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

PERSONNEL ITEMS

IV. CONSENT AGENDA FOR PERSONNEL ITEMS 4.A.1. THROUGH 4.C.7.

A. Teachers

4.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>
Macchio, Allison	Physical Education	East	Child Care Leave	1/10/18-6/30/18

4.A.2. Part-Time Teacher Appointments

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the part-time teacher appointments as follows”:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Acker, Laura	Speech and Hearing	Merrimac	.4	1/3/18-6/30/18

4.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”:

<u>Name</u>
Lawrence, Melissa
Mazzola, Amy

4.A.4. 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:

<u>WINTER</u>			
<u>Name</u>	<u>Sport</u>	<u>Home School</u>	<u>Salary</u>
Bruno, Hector	Wrestling	OOD	Volunteer

B. Teacher Assistants

4.B.1. Probationary Appointments of Teaching Assistants

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Bilboa, Joann	Special Education Teacher Assistant	Wenonah	1-1	1/8/18-2/7/22

4.B.2. 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>
Alfano, Christina	Special Education	Tamarac	1-3	1/11/18 -
	Teacher Assistant			6/30/18

C. Support Staff

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

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

<u>Name</u>	<u>Position & Assignment</u>	<u>Service Ends</u>
Furiano, Joan	Recreation Aide/Child Care	12/23/17
Namorato, Linda	Hall Monitor/ Sagamore	1/10/18
Zeo, John	Custodian/Seneca	12/21/17

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

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

<u>Name</u>	<u>Position & Assignment</u>	<u>Retirement Date</u>
Surdi, Alice	Stenographer/ Seneca	1/31/18 27yrs. 11mos.

4.C.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>Food Service Worker</u> Russo, Sixta	12/14/17

4.C.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 & Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Monfre,	Cont. Acct. Clerk	\$53,317	1/29/18	26 weeks
Karen	Typist/D.O. Samoset Annex/ Business Office			1/29/18-7/30/18

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

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

<u>Name</u>	<u>Position & Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Allgor, Dylan	Recreation Aide/ Child Care	\$11.00/hr.	1/11/18	None
Carlo, Dawn	Hall Monitor / Sagamore	\$11.00/hr.	1/11/18	None
Gibaldi, Christina	Recreation Aide/ Child Care	\$11.00/hr.	1/11/18	None
Pipe, Donald	Campus Security/ North	\$19.56/hr.	1/11/18	None
Vincent, Arnold	Office Aide/ D.O. Samoset/ IT	\$11.00/hr.	1/11/18	None

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

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

<u>Name</u>	<u>Service Begins</u>
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Aide

Lopez, Jill 1/11/18

Food Service Worker

Florence, Jill 1/16/18

Skonieczna, Renata 1/16/18

4.C.7. Approval of Grounds Crew Stipend

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following stipends to be paid according to the Memorandum of Agreement between Sachem Central School District and the United Public Service Employees Union on behalf of the Sachem Support Staff Unit. This Memorandum of Agreement was approved on February 15, 2017. These stipends shall not be added to the member’s base salary, but be paid as a separate, annual, lump sum.”

<u>Employee</u>	<u>Stipend to be Paid</u>
Anthony Etergineoso	\$1,000
Misael Santos	\$1,000

V. ACTION ITEMS

1. Consent Agenda for Action Items 5.1.2. through 5.1.4.

5.1.1. Approval of Agreement with Hilton Long Island/Huntington 2019 - TABLED

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Hilton Long Island/Huntington for the Sachem High School North Senior Prom to be held on June 19, 2019. The cost will be paid by the students. This contract has been reviewed and approved by the school district’s attorney.”

5.1.2. Approval of Agreement with Samaritan DayTop Village, 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 Samaritan DayTop Village, Inc. to provide adequate instruction, related services and/or a facility to students during the school year. The cost for this service is \$111.90 per day. The term of this agreement shall be from November 1, 2017 to June 30, 2018. This agreement has been reviewed and approved by the school district’s attorney.”

5.1.3. Approval of Transportation Contract 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 contract with Eastern Suffolk BOCES for the 2017-2018 school year”:

<u>Program</u>	<u>Total Anticipated Annual Cost</u>
Field Trip	\$10,000

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

5.1.4. Approval of Agreement with EFPR Group, CPAs

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between EFPR Group, CPAs and Sachem Central School District, as external auditors, to provide an annual financial statement audit report. The compensation for the services outlined in Article 2(A) through (B) shall be \$44,500.00 for the year ending June 30, 2018. The school district shall have the option to renew this agreement each year for up to four (4) additional years. This agreement has been reviewed and approved by the school district’s attorney.”

5.1.5. Approval of Disposal of District Property

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the disposition of vehicles, as listed on the attached, as well as miscellaneous IT equipment, textbooks, furniture and equipment, and library books for the Sachem Central School District in accordance with Policy 6900 - Disposal of District Property.”

VEHICLES FOR DISPOSAL 2017/18			
DESCRIPTION OF VEHICLE TO BE DECLARED SURPLUS	VIN#	DISTRICT VEHICLE NAME	CONDITION
1987 Ford F250 Pick-up	1FTHF25Y3HNA34167	G19	poor
1993 Ford F150 Pick-up	1FTDF15Y4PNB18182	G15	poor
1994 Ford Bronco	2FALP71W3RX145137	S6	poor
1995 Ford Crown Victoria	2FALP71W4SX157707	S23	poor
1995 Ford E350 Van	1FTJS34Y2SHB76956	M19	poor
1995 Ford E350 Van	1FTJS34Y4SHB88896	M20	poor
1995 Ford Ranger Pick-up	1FTCR14U05TA12026	M22	poor
1996 Ford Crown Victoria	2FALP71W9TX119083	S25	poor
1996 Ford Crown Victoria	2FALP71W4TX120495	S31	poor
1996 Ford Ranger Pick-up	1FTCR14U6TTA28992	M8	poor
1997 Ford Crown Victoria	2FALP71W2VX171058	S13	poor
1999 Chevrolet C/K3500 Dump	1GBJK34R7XF098772	G1	poor
1999 Chevrolet Prism	1Y1SK5284XZ409543	ATT1	poor
2000 Chevrolet C3500 HD Dump	1GBKC34J9YF477270	G4	poor
2001 Chevrolet Van	1GBJG31R711123938	PONY1	poor
2009 Ford Crown Victoria	2FAHP72V99X113711	S33	poor

5.1.6. Approval of Amendment to Eastern Suffolk BOCES Leasehold Space Agreement

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the amendment to the Leasehold Space Agreement between Sachem Central School District and Eastern Suffolk BOCES to provide for the rental of twelve (12) regular sized classrooms at Samoset Middle School for the period of July 9, 2018 through August 17, 2018. BOCES shall pay an additional rental payment prorated for the six (6) week session. The fixed rent payable for the period of July 9, 2018 through and including August 17, 2018 shall be \$17,369.00. This amendment has been reviewed and approved by the school district’s attorney.”

5.1.7. Approval of SCTA (Sachem Central Teachers' Association) Memorandum of Agreement

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the six Memorandums of the Agreement (MOA) between the SCTA (Sachem Central Teachers' Association) and the Sachem Central School District dated January 8, 2018, and authorize the Superintendent of Schools to execute the MOAs on behalf of the District.”

5.1.8. Revised 17-18 Calendar

RECOMMENDED ACTION: "that upon the recommendation of the Superintendent of Schools, the Board of Education approve the **revised** 2017-18 School Calendar.

2. Donations

5.2.1. Donation - AMVETS Post 48

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation of \$333.06 from AMVETS Post 48 for the Food Services Fund to pay off negative balances for free/reduced lunch students.”

5.2.2. Donation - Sachem Resident

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation of \$1,500, from a Sachem resident who wishes to remain anonymous, to be split equally between the art and music programs at Seneca Middle School.”

5.2.3. Donation - Merrimac 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 Merrimac Elementary School PTA in the amount of \$14,595.75. This donation is for the BOCES Performing Arts Code A2111-4971-30.”

3. Recommendations from the Committee on Special Education

5.3.1. 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”:

12/21, 1/3, 1/4, 1/5, 1/8, 1/9, 1/10

VI. MONTHLY REPORTS

A. Determinations from the Committee on Preschool Special Education

6.A.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:

1/3, 1/4, 1/9, 1/10

B. Board of Education Sub Committees

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

C. 2017-18 Updates to the Board

D. 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

VII. PRESENTATION/DISCUSSIONS

VIII. 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 January 24, 2018 7:30 PM in the Board Room at Samoset Middle School.

IX. EXECUTIVE SESSION

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

X. ADJOURN

2017– 2018 SCHOOL CALENDAR

July, 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August, 2017						
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27	28	29	30	31		

September, 2017						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

October, 2017						
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29	30	31				

November, 2017						
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19	20	21	22	23	24	25
26	27	28	29	30		

December, 2017						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPT. 4 LABOR DAY
 SEPT. 5 FIRST DAY FOR TEACHERS
 SEPT. 6 FIRST DAY FOR STUDENTS
 SEPT. 21-22 ROSH HASHANAH
 OCT. 9 COLUMBUS DAY
 NOV. 7 ELECTION DAY
 NOV. 10 VETERANS' DAY OBSERVED
 NOV. 23-24 THANKSGIVING RECESS
 DEC. 25-JAN.1 WINTER RECESS
 JAN. 15 MARTIN LUTHER KING JR. DAY
 FEB. 19-23 PRESIDENT'S DAY & MID-WINTER RECESS
 MAR. 30-Apr 6 SPRING RECESS
 MARCH 31—PASSOVER
 APRIL 1—EASTER
 MAY 25-28 MEMORIAL DAY
 JUNE 21 LAST DAY FOR STUDENTS
 JUNE 22 LAST DAY FOR TEACHERS

January, 2018						
S	M	T	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February, 2018						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March, 2018						
S	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April, 2018						
S	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May, 2018						
S	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June, 2018						
S	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- HOLIDAYS & RECESSES
- SUPERINTENDENT'S CONFERENCE DAY
- △ FIRST DAY OF SCHOOL FOR STUDENTS
- ◇ LAST DAY OF SCHOOL FOR STUDENTS

SUPERINTENDENT'S CONFERENCE DAYS (4):
 SEPTEMBER 5, NOVEMBER 7, DECEMBER 19, &
 JUNE 22

MARCH 22 IS A FULL INSTRUCTIONAL DAY K-12
 LAST FULL DAY FOR STUDENTS (K-5)—JUNE 21
 LAST FULL DAY FOR STAFF (K-12)—JUNE 22

If school is closed for a third snow day school is in session (K-12) on May 25

If school is closed for a fourth snow day school is in session (K-12) on May 25 and April 6.

If school is closed for a fifth snow day school is in session (K-12) on May 25, April 6, and April 5.

If school is closed for a sixth snow day school is in session (K-12) on May 25, April 6, April 5, and April 4.