

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

December 20, 2017

7:30 PM

Board of Education Room

Approved on 1/24/18 as written – Official Document

I. OPENING OF MEETING

Members Present: Anthony Falco, Board President
Robert Scavo, Vice President
Vic Canales
William Coggin
Mike Matlat (*arrived into executive session at 8:13pm*)
Dorothy Roberts
Laura Slattery (*arrived at 7:48pm*)
Sara Wottawa (*arrived at 7:47pm*)
Emma Hirt, Student Member
Erin Mullery, Student Member

Members Absent: Teri Ahearn

Also Present: Kenneth E. Graham, Ed.D, Superintendent of Schools
John O'Keefe, Asst. Supt. for Business & Operations
Anthony Mauro, Ed. D., Asst. Superintendent for Student Support & Administration
Erin Hynes, Asst. Superintendent for Curriculum and Instruction
Kristin Capel-Eden, Asst. Superintendent for Personnel
Allison Florio, District Clerk
Mary Anne Sadowski, Esq. Ingerman Smith

CALL TO ORDER Meeting held at Samoset MS, was called to order by President Falco at 7:33pm.

SALUTE TO THE FLAG

MOMENT OF SILENT MEDITATION

WE ARE SACHEM – Pride/Presentation

The Board, Cabinet and members of the community enjoyed holiday music performed by students from Sachem HS North and Mr. Comito.

Approval of Minutes

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Canales, and approved unanimously (5-0), to approve the following minutes:

November 1, 2017	Regular Meeting
November 15, 2017	Regular Meeting
November 27, 2017	Regular Meeting

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

The Board heard comments and concerns from a member of the community.

BUSINESS ITEMS

III. CONSENT AGENDA FOR ITEMS 3.A.1. THROUGH 3.B.1.

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the consent agenda for business items 3.A.1. through 3.B.1.

A. Bid Awards

3.A.1. Bid Award

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the following:

Certain supplies, materials, and equipment to be used in various school units have been advertised for bid and/or requests for proposal (RFP) in accordance with Section 103 of General Municipal Law. Bids/RFP's are utilized to establish firm prices for a variety of items/services that may be required by the District during the school year. There is no guarantee that the District will require any/all of the items requested on bids/RFP's. Actual usage will be on an "as needed" basis and may vary. Bids/RFPs have been evaluated by the staff and recommendations for action are ready to be made.

The bid/RFP awards presented for action are:

<u>RFP/Bid Number & Title</u>	<u>Action Required</u>
a. B 17-250A Driver Education Services REBID	Approve
b. B 17-30 Uniforms for Facility & Security Staff	Approve
c. B 17-515 Snow Plow & Sander parts	Approve

B. Treasurers Report

3.B.1. Treasurer's Report

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the monthly Cash Reconciliation Report as of October 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 October 31, 2017 as submitted by the District Treasurer, Cynthia Carvajal."

Treasurer's Report

Revenues

Expenditures

Balance Sheets (as of October 31, 2017)

PERSONNEL ITEMS

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the consent agenda for personnel items 4.A.1. through 4.C.7.

A. Teachers

4.A.1. Approval of Coaching Assignments

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the following coaching assignments for the 2017-18 school year":

<u>HOME SCHOOL</u>	<u>FIRST</u>	<u>LAST</u>	<u>LOC</u>	<u>SPORT</u>	<u>SALARY</u>
<u>WINTER</u> OOD	Patrick	Luba	East	Wrestling	Volunteer
OOD	Francesco	Merante	East	Wrestling	Volunteer
OOD	Michael	Feldstein	East	Boys & Girls Basketball Announcer/Shot Clock	\$117.88 per/contest

4.A.2. Leaves of Absence of Teaching Personnel

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to 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>
Rovere, Tasha	English	North	Child Care Leave	12/16/17- 1/28/18

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to 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>
Crawford, Trisha	Speech & Language	Nokomis	1-4	12/21/17- 6/30/18

4.A.4. Appointment of Evening High School Teaching Personnel

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the appointment of Evening High School Teachers as follows":

<u>Name</u>	<u>Department</u>
Norman, Jaclyn	Math

4.A.5. Approval of Substitute Teachers

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the substitute teacher list as follows”:

<u>Name</u>
Hauske, Ronald
Minerva, Michelle
Micolo, Susan

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the termination/resignation of substitute teachers as follows”:

<u>Name</u>	<u>Date</u>
Warren, Miranda	12/18/17

4.A.7. Approval of Regents Review Staff

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the following staff for the Regents Review for the 2017-18 school year at a pay rate of \$55.92 per hour, not to exceed twelve hours”:

EAST
Geometry
 William Carmon

NORTH
Geometry
 Mike Mastrogiacomo
 Ryan Murphy

B. Administrators

4.B.1. Resignation of Administrative Personnel

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the resignation of administrative personnel as follows”:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
McElheron, Dennis	Asst. to the Coordinator of Student Services	DO/Samoset Annex	1/1/18

4.B.2. Amendment to the Appointment of Leave Replacement Asst. to the Coordinator of Student Services

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve Julie DeCollibus as a leave replacement for the Assistant to the Coordinator of Student Services during the time period of January 2, 2018 through June 30, 2018 at the per diem rate of \$650 and no fringe benefits.

C. Support Staff

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the resignation of support services personnel (all Civil Service classifications) as follows”:

<u>Name</u>	<u>Position & Assignment</u>	<u>Service Ends</u>
Kohn, Raymond	Guard/Districtwide	11/27/17

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the leave of absence of support services personnel (all Civil Service classifications) as follows”:

<u>Name</u>	<u>Position & Assignment</u>	<u>Reason</u>	<u>Dates</u>
Byrne, Regina	Special Ed Aide/ North	Personal	11/27/17 - 5/27/18

4.C.3. Probationary Appointments of Support Services Personnel (Competitive)

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to 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>
Hein, Donald	Chief Custodian/Seneca	\$62,719	1/2/18	26 weeks 1/2/18- 7/3/18

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to 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>
Cudnik, Jacqueline	Office Aide/ Transportation	\$10.00/hr.	1/2/2018	None

Percoco, Danielle	Classroom Aide/Hiawatha	\$11.98/hr.	12/21/17	None
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4.C.5. Appointment of Substitute Support Services Personnel (Exempt, Labor and Non-Competitive)

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the substitute support services personnel (exempt, labor and non-competitive as follows”:

<u>Name</u>	<u>Service Begins</u>
<u>Food Service Worker</u>	
Gordon-Freise, Suzanne	1/2/18

4.C.6. Approval of Stipulation of Agreement - Non-Instructional Employee

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the following resolution:

BE IT RESOLVED, that the Board herewith authorizes the Board President to execute an agreement and stipulation, dated December 20, 2017 between the Sachem Central School District and a non-instructional staff member, whose identity has been made known to the Board in Executive Session, regarding a personnel matter”:

4.C.7. Approval of Stipulation of Agreement - Non-Instructional Employee

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Mr. Canales, and approved unanimously (5-0) to approve the following resolution:

BE IT RESOLVED, that the Board herewith authorizes the Board President to execute an agreement and stipulation, dated December 20, 2017 between the Sachem Central School District and a non-instructional staff member, whose identity has been made known to the Board in Executive Session, regarding a personnel matter”:

V. ACTION ITEMS

1. Consent Agenda for Items 5.1.1. through 5.1.9.

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Coggin, and approved unanimously (5-0), to approve the following action items 5.1.1 through 5.1.9.

5.1.1. Citizens' Advisory Audit Committee Member

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Coggin, and approved unanimously (5-0), to remove Michael Lynch as an active member of the Citizens’ Advisory Audit Committee.”

5.1.2. Approval of Agreement with Absolute Auctions & Realty, Inc.

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Coggin, and approved unanimously (5-0), to approve the agreement between

Sachem Central School District and Absolute Auctions & Realty, Inc. to perform professional auction services on an as-needed basis. This agreement shall be in effect for the period December 21, 2017 to June 30, 2018 and may be renewed for additional one (1) year terms upon mutual written consent. There will be no cost to the District. This agreement has been reviewed and approved by the school district’s attorney.”

5.1.3. Approval of Agreement with Town of Brookhaven - Salt, Sand and General Repairs 2018

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Coggin, and approved unanimously (5-0), to authorize the President of the Board of Education, Anthony Falco, to execute the renewal of the agreement between the Sachem School District and the Town of Brookhaven for salt, sand and general repairs as needed.”

5.1.4. Approval of Amendment to the Agreement with Linda Bausch 2017-18

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Coggin, and approved unanimously (5-0), to approve the amendment to the agreement between Sachem Central School District and Linda Bausch. The payment schedule shall be amended and replaced with the following:

The consultant shall be paid at the rate of \$1,200.00 per day, not to exceed thirty eight (38) days.

All other terms and conditions remain the same. This amendment has been reviewed and approved by the school district’s attorney.”

5.1.5. Approval of Agreement with StarQuest International, Inc. 2018

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Coggin, and approved unanimously (5-0), to approve the agreement between Sachem Central School District and Starquest International, Inc. to lease the auditorium at Sachem High School East on the dates and times indicated:

- January 25 - January 28, 2018
- April 18 - April 22, 2018
- Other dates as may be mutually agreed upon
 - Wednesday 4:00 p.m. - 10:00 p.m. (on dates indicated above)
 - Thursday 3:00 p.m. - 11:59 p.m. (on dates indicated above)
 - Friday 2:30 p.m. - 11:59 p.m. (on dates indicated above)
 - Saturday 5:15 a.m. - 11:59 p.m. (on dates indicated above)
 - Sunday 5:15 a.m. - 11:59 p.m. (on dates indicated above)

The tenant agrees to pay, without set off or demand, rent in the amount of \$11,000 per day. The term of the agreement shall be from January 1, 2018 through April 30, 2018. This agreement has been reviewed and approved by the school district’s attorney.”

5.1.6. Approval of Agreement with Syosset Home Tutoring, Inc. 2017-18

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Coggin, and approved unanimously (5-0), to approve the agreement between Sachem Central School District and Syosset Home Tutoring, 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 rates are as follows:

Home Instruction (Individual)	\$38.00 per hour
Resource Room (Individual)	\$38.00 per period

5.1.10. Athletic Trip

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Coggin, and approved unanimously (5-0), to approve the following athletic trip."

Two members of Sachem East Varsity Wrestling to attend the Eastern States Wrestling Tournament at Sullivan County Community College in Loch Sheldrake, NY on January 12-13, 2018. There will be no cost to the district, all expenses will be paid by the Sachem East Wrestling Booster Club.

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Mr. Coggin, and approved unanimously (5-0), to approve the following Robotics trip:

FIRST Robotics Palmetto Regional
Myrtle Beach Convention Center, Myrtle Beach, SC
February 28th-March 3rd, 2018
The meet entry fee of \$4000 will be the only cost to the district for this trip.

2. Donations**5.2.1. Donation - Grundy Avenue Elementary School PTA**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Mr. Canales, and approved unanimously (5-0), to accept with gratitude, a donation from Grundy Avenue Elementary School PTA in the amount of \$6,000. 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**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Mr. Scavo, and approved unanimously (5-0), to accept the recommendation of the Committee on Special Education for the following meetings":

12/7, 12/8, 12/11, 12/12, 12/13, 12/14, 12/15, 12/18, 12/19, 12/20

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

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

B. Determinations from the Committee on Preschool Special Education**6.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:

12/7, 12/12, 12/13, 12/14, 12/18, 12/19

C. Board of Education Sub Committees

Sachem Citizens' Advisory Audit Committee- *The Audit Committee met on December 13th to interview outside auditing firms.*

Sachem Policy Committee-*The Policy Committee will be meeting on 1/29/18.*

****Ms. Wottawa arrived at 7:47pm**

****Ms. Slattery arrived at 7:48pm**

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

CLOSING**Visitors (Each visitor will be limited to 3 minutes)**

None.

Next Meeting

The next Regular meeting of the Board of Education will be held on January 10, 2018 at 7:30 PM in the Board Room at Samoset Middle School.

IX. EXECUTIVE SESSION

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Roberts, and seconded by Ms. Slattery, and approved unanimously (7-0) to convene into Executive Session at 7:49pm to discuss the sale or lease of real property.

****Mr. Matlat arrived into executive session at 8:13pm**

X. ADJOURN

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Wottawa, and seconded by Ms. Roberts, and approved unanimously (8-0) to adjourn Executive Session at 8:30pm.

Respectfully Submitted,

Allison Florio

District Clerk