

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

January 10, 2018

7:30 PM

Board of Education Room

Approved on 2/28/2018 as written – Official Document

I. OPENING OF MEETING

Members Present: Anthony Falco, Board President
 Robert Scavo, Vice President
 Teri Ahearn
 William Coggin
 Mike Matlat
 Dorothy Roberts
 Laura Slattery
 Sara Wottawa
 Emma Hirt, Student Member
 Erin Mullery, Student Member

Members Absent: Vic Canales

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
 Chris Clayton, Esq. Ingerman Smith

CALL TO ORDER Meeting held at Samoset MS, was called to order by President Falco at 7:30pm.

SALUTE TO THE FLAG

MOMENT OF SILENT MEDITATION

WE ARE SACHEM – Pride/Presentation

- Dr. Graham, along with members of the Administration and the Board of Education, attended the Virtual Enterprise competition at Farmingdale College. It was exciting to be able to witness and participate in the hard work the students gave to their virtual businesses.
- Several community service activities will be highlighted at upcoming Board meetings.
- Please visit our website for more information on Drivers Education, including the registration details.
- Our next Board meeting will include the first budget presentation with emphasis on the tax cap and capital reserve. Ms. Hynes will also give a presentation on the flex period in the middle schools.
- A revised district calendar will be on the agenda for approval tonight. This calendar will adhere to the guidelines set forth from NYS.
- Fall sport honorees, as well as musicians, will be recognized at one of the upcoming Board meetings.

Emma Hirt reported on North activities:

Mid-term exams are set to take place in the next two weeks.

Winter athletic teams are underway. Visit www.sectionxi.org for schedule information.

Erin Mullery reported on East activities:

East is gearing up for March Madness. Students are encouraged to take part in the “showdown” events. All money raised during these activities will be donated to Ronald McDonald house.

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

None.

BUSINESS ITEMS

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Slattery, and approved unanimously (8-0) 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. Matlat, seconded by Ms. Slattery, and approved unanimously (8-0) 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. R 17-7 Independent/ External Auditing Services	Approve

B. Treasurers Report

3.B.1. Treasurer's Report

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Slattery, and approved unanimously (8-0) to 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Slattery, and approved unanimously (8-0) to approve 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.

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to approve the consent agenda for personnel items 4.A.1. through 4.C.7.

A. Teachers

4.A.1. Leaves of Absence of Teaching Personnel

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) 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>
Macchio, Allison	Physical Education	East	Child Care Leave	1/10/18- 6/30/18

4.A.2. Part-Time Teacher Appointments

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to approve the substitute teacher list as follows”:

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

4.A.4. Approval of Coaching Assignments

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to approve the following coaching assignments for the 2017-18 school year:

WINTER

<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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to 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 Teacher Assistant	Tamarac	1-3	1/11/18 - 6/30/18

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. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) 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>
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)

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to 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)

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to 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)

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) 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>
Monfre, Karen	Cont. Acct. Clerk	\$53,317	1/29/18	26 weeks
	Typist/D.O. Samoset Annex/ Bus.Off.			1/29/18-7/30/18

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) 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>
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.	1/12/18	None

4.C.6. 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. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to approve the substitute support services personnel (exempt, labor and non-competitive) as follows”:

<u>Name</u>	<u>Service Begins</u>
<u>Aide</u>	
Lopez, Jill	1/11/18
<u>Food Service Worker</u>	
Florence, Jill	1/16/18

Skonieczna, Renata

1/16/18

4.C.7. Approval of Grounds Crew Stipend

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Matlat, seconded by Ms. Ahearn, and approved unanimously (8-0) to approve 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

A **MOTION** was made by Ms. Roberts, seconded by Ms. Slattery, and approved unanimously (8-0) to **TABLE** item 5.1.1.

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Wottawa, seconded by Ms. Ahearn, and approved unanimously (8-0) to approve the 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 approve 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Wottawa, seconded by Ms. Ahearn, and approved unanimously (8-0) to approve 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Wottawa, seconded by Ms. Ahearn, and approved unanimously (8-0) to approve 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Wottawa, seconded by Ms. Ahearn, and approved unanimously (8-0) to approve 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Ms. Wottawa, and approved unanimously (8-0) to approve 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	2FALP71W45X157707	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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Ahearn, seconded by Mr. Scavo, and approved unanimously (8-0) to approve 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, seconded by Ms. Ahearn, and approved unanimously (8-0) to 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Ahearn, seconded by Mr. Scavo, and approved unanimously (8-0) to approve the **revised** 2017-18 School Calendar.

2. Donations

5.2.1. Donation - AMVETS Post 48

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Ms. Slattery, and approved unanimously (8-0) to accept 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Ahearn, seconded by Mr. Scavo, and approved unanimously (8-0) to accept 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Ms. Ahearn, and approved unanimously (8-0) to accept 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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, seconded by Ms. Wottawa, and approved unanimously (8-0) to 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**- Members of the Board and Cabinet will participate in an Advocacy Workshop on 1/20, as well as attend the upcoming Legislative Breakfast in February.

2. **Sachem Citizens' Advisory Audit Committee** – The auditing firm has been approved. Members of the audit committee are not expected to meet again for a few months.

3. **Sachem Budget Advisory Committee** – The Board and Cabinet are discussing a possible charge for the BAC, including the feasibility of a 9-period day.

4. **Sachem Policy Committee** – The Policy Committee will be meeting again on 1/29.

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)

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

B. Board of Education Discussion of Future Agenda Items

Ms. Roberts asked for the Board to have an update on the clubs in each building, as far as which clubs are running and the participation/attendance of each.

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Mr. Scavo, and approved unanimously (8-0) to convene into Executive Session at 7:52pm to discuss the residency exception of a particular student.

X. ADJOURN

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Roberts, and seconded by Mr. Matlat, and approved unanimously (8-0) to adjourn Executive Session at 8:40pm.

Respectfully Submitted,

Allison Florio

District Clerk