

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

June 19, 2019

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/Presentations**

- Superintendent’s Report
- Curriculum Update
- Retirees

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”:

May 8, 2019

Regular Meeting/Budget Hearing

May 21, 2019

Annual District Meeting/Budget Vote & Election
Results

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 ITEM 3.A.1.

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:

	<u>RFP/Bid Number & Title</u>	<u>Action Required</u>
a.	OMNIA Partners/National IPA/TCPN National Cooperative Contract # 14-21 Maintenance, Repair and Operations (MRO) Supplies & Related Services – WESCO Contract	Approve
b.	B 19-531 Emergency Generators – Inspections, Preventative Maintenance, Service & Repair	Approve
c.	B 19-544 Theatrical Lighting & Sound/Press-box Sound Systems – Parts & Repair	Approve
d.	R 18-41A Certified Consulting Arborist	Approve
e.	National IPA – Region 4 Solicitation # 17-01 Scoreboards and Electronics Signs, Installation and Related Products and Services	Approve
f.	B 19-558 Drainage grates, covers and curb inlets	Approve
g.	B 19-410A Service and Inspection of Weight/Cardio/Fitness Room Equipment – REBID	Reject
h.	B 19-309A Chrysler/Dodge OEM Parts	Approve
i.	B 19-407 Athletic Banner System	Approve
j.	LI Food Service Coop – RFP 442 Bagels	Approve
k.	LI Food Service Coop – RFP 434 Bread	Approve
l.	LI Food Service Coop – RFP 452 Dishwasher/Dishwashing Supplies	Approve
m.	LI Food Service Coop – RFP 450 Ice Cream with Equipment	Approve
n.	LI Food Service Coop – RFP 425 Paper, Disposables and Cleaning Supplies	Approve
o.	LI Food Service Coop – RFP 436 Coffee with Equipment	Approve

- p. LI Food Service Coop – RFP 429 Non-Carbonated Beverages with Equipment Approve
- q. LI Food Service Coop – RFP 447 Student Beverages without Equipment Approve
- r. LI Food Service Coop – RFP 435 Dairy Approve
- s. LI Food Service Coop – RFP 427Frozen Foods Approve
- t. LI Food Service Coop – RFP 444 Groceries Approve
- u. LI Food Service Coop – RFP 428 Meat Approve
- v. LI Food Service Coop – RFP 443 Compliant Snacks Approve
- w. LI Food Service Coop – RFP 446 Non-Compliant Snacks Approve

PERSONNEL ITEMS

IV. CONSENT AGENDA FOR PERSONNEL ITEMS 4.A.1. THROUGH 4.A.18.

A. Teachers

4.A.1. Termination of Teaching Personnel

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Carey, Christine*	Family & Consumer Science	Sagamore	6/30/19

*Due to the abolition of instructional positions for the 2019-2020 school year and in accordance with Section 2510 of the New York State Education Law, the teaching personnel listed herein have been recommended to the Board of Education for termination.

4.A.2. Termination of Leave Replacement Teaching Personnel

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Albanese, Amanda	Speech Therapist	Seneca Middle School	6/30/19
Breslin, Christine	Elementary	Lynwood Avenue Elementary School	6/30/19
Brine, Jessica	English	Samoset Middle School	6/30/19
Cluen, Cristina	Elementary	Wenonah Elementary School	6/30/19
Contomanolis, Shelby	Special Education	Sachem North High School	6/30/19
Crawford, Tricia	Speech Therapist	Sachem East High	6/30/19

Denning, Donald	Special Education	Sachem East High School	6/30/19
Farrell, Jessica	Elementary	Cayuga Elementary School	6/30/19
Gallo, Roseann	Psychology	Nokomis Elementary School	6/30/19
Guercio, Kimberly	Science	Sachem East High School	6/30/19
Hallstein, Amanda	Elementary	Chippewa Elementary School	6/30/19
Joseph, Troy	Science	Sachem North High School	6/30/19
Juliano, Vincent	Physical Education	Sagamore Middle School	6/30/19
Masters, Leanne	Special Education	Tamarac Elementary School	6/30/19
Murphy, Eileen	Elementary	Chippewa Elementary School	6/30/19
Neuphytou, Christiana	Speech Therapist	Lynwood Avenue Elementary School	6/30/19
Reino, Julia	Psychology	Grundy Avenue Elementary School	6/30/19
Santo, Anthony	Visually Impaired	Samoset Middle School	6/30/19
Tolmie, Kara	Art	Sachem North High School	6/30/19
Vaccaro, Bryan	Social Studies	Sachem North High School	6/30/19
Ward, William	Business	Sachem North High School	6/30/19
Whitman, Michele	Elementary	Merrimac Elementary School	6/30/19

4.A.3. Probationary Appointments of Teaching Personnel

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Albanese, Amanda	Speech	TBD	1-4	9/3/19-6/30/23
Cascio, Joanne	Special Education	East	1-4	9/3/19-6/30/23

Casey, Michele	Speech	TBD	1-4	9/3/19- 6/30/23
Crawford, Trisha	Speech	TBD	1-4	9/3/19- 6/30/23
Clarkin, Stephanie	Math	East	1-4	9/3/19- 6/30/23
Diller, Genevieve	Music	Lynwood	5-4	9/3/19- 6/30/23
Dreyhaupt, Michael	Special Education	Seneca	1-4	9/3/19- 6/30/23
Flahavan, Robert	Music	Hiawatha	1-1	9/3/19- 6/30/23
Karbowiak, Heather	Music	Grundy	1-4	9/3/19- 6/30/23
Katchen, Colleen	Speech	TBD	1-4	9/3/19- 6/30/23
Lennon, Carrie	Special Education	TBD	1-4	9/3/19- 6/30/23
Loffredo, Christina	Special Education	TBD	1-4	9/3/19- 6/30/23
Loughren, Josephine	Science	TBD	1-4	9/3/19- 6/30/23
Maffia, Matthew	Math	North	1-4	9/3/19- 6/30/23
Martin, Alana	Special Education	TBD	1-4	9/3/19- 6/30/23
Masters, Leanne	Special Education	Tamarac	1-4	9/3/19- 6/30/23
Nazario, Joanna	Speech	TBD	1-4	9/3/19- 6/30/23
Reinke-Soria, Michelle	Science	TBD	2-4	9/3/19- 6/30/23
Seifert, Kathryn	Social Studies	TBD	1-1	9/3/19- 6/30/23
Speidell, Kristina	Elementary	TBD	8-4	9/3/19-*
Ward, William	Business	East	1-4	9/3/19- 6/30/23

*previously tenured

Employees who fall under the APPR requirement must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure

4.A.4. Appointment of Evening High School Teaching Personnel for the 2019-20 School Year

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of Evening High School Teachers as follows”:

<u>Name</u>	<u>Subject</u>
John Aebly	Physical Education
Ada Conte-Perotta	Guidance
Marina-Faye Deletrain	Guidance
Dawn DelSeni-Milkowich	English
Dan Egbert	Science
Ann Marie Frankel	Drug and Alcohol Counselor
Kimberly Guercio	Science
Nicole Koerber	Guidance
Laura Leonardi	Guidance
Tiffany McCabe	Math
Heidi Michta	Art
Ryan Murphy	Math
Sean O’Hara	Science
Chris Olsen	Social Studies
Elizabeth Pickersgill	Social Studies
Ray Pickersgill, Jr.	Social Studies
Isaac Ramaswamy	English
Eva Sansone	Social Worker
John Stallone	Foreign Language
John Troise	English
Mark Wojciechowski	Social Studies
Joseph Zarzycki	English

4.A.5. 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
Kalinsky, Juliana

4.A.6. 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>
Boyle, Jennifer	6/06/19
Cascio, Joann	6/30/19
Cornell, Lacey	6/30/19
Flahavan, Robert	6/30/19
Karbowiak, Heather	6/30/19

4.A.7. Appointment of Department Chairpersons for the 2019-20 School Year

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of the department chairpersons for the 2019-20 school year as follows”:

<u>Department</u>	<u>Location</u>	<u>Name</u>
<u>Rescind</u> Health/Phys Ed	Elementary	Siobhan Carey
<u>Appoint</u> Health/Phys Ed	Elementary	Sean Cully

4.A.8. 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 2019-20 school year as follows":

<u>Season</u>	<u>Home School</u>	<u>Name</u>	<u>Location</u>	<u>Sport</u>	<u>Salary</u>
Fall	OOD	Jenna Pierro	North	Girls Volleyball JV Head	\$6,570.00
<u>Rescind</u>	Samoset	Allison Angermaier	Samoset	Boys & Girls MS Cross Country	\$3,739.00
<u>Add</u>	Samoset	Allison Angermaier	Sagamore	Boys & Girls MS Cross Country	\$3,739.00
<u>Volunteers</u>	Sub	Nicholas Fierro	East	Football	n/a
	Sub	Joseph Maro	East	Football	n/a
Winter	OOD	Samantha Caiozzo	Samoset	Cheerleading MS- Split	\$1,533.50
	East	Alexandra Devine	North	Cheerleading JV	\$5,433.00

North	Danielle Gresalfi	North	Cheerleading Varsity Head	\$7,107.00
OOD	Taylor Grimm	East	Cheerleading Varsity Head	\$7,107.00
OOD	Deanna Heissen	Samoset	Cheerleading MS - Split	\$1,533.50
OOD	Phyllis Hill	Seneca	Cheerleading MS	\$3,307.00
OOD	Michelle Michaels	East	Cheerleading JV	\$5,015.00
OOD	Briana Murphy	East	Cheerleading Varsity Asst.	\$5,433.00
OOD	Jaclyn Tartaro	North	Cheerleading Varsity Asst.	\$5,433.00
OOD	Nichole Testa	Sagamore	Cheerleading MS	\$3,067.00

4.A.9. Appointment of Staff 2019 Extended School Year Program

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following appointments of staff 2019 Extended School Year Program”:

NAME	SCHOOL	POSITION	HOURLY RATE
Abbondanza, Janet	Waverly	Substitute RN	\$50.80
Aghabekian, Marie	Sachem East	Substitute Aide	\$12.00
Alaimo, Josephine	Out-of-District	Aide	\$12.10
Arne, Theresa	Hiawatha	Aide	\$15.93
Barfield, Casey	Out-of-District	Aide	\$12.10
Biblow, Andrea	Sachem North	Speech P/T	\$50.80
Blaswitz, Marie	Nokomis	3-hr Food Service Worker	\$18.88
Borcina, Christine	Sachem North	Aide	\$12.10
Brathwaite, Zaria	Out-of-District	Aide	\$12.10
Bruno, Joann	Grundy	Substitute RN	\$50.80
Caldwell, Sondra	Districtwide	Substitute Aide	\$12.10
Carroll, Dawn	Cayuga	Aide	\$15.93
Cascio, JoAnn	Sachem East	Teacher	\$50.80
Centrone, Janine	Lynwood	Substitute Aide	\$12.00
Clarke, Jeanne	Sachem East	Aide	\$15.93
Clemens, Joanne	Chippewa	Aide	\$15.93
Conger, Toniann	Sachem East	Aide	\$15.93
Conner, Kathy	Merrimac	Substitute RN	\$50.80
Conway, Kyle	Out-of-District	Teacher Assistant	\$19.58

Corcione, Danielle	Tamarac	Teacher Assistant	\$19.58
Cortina, Heather	Districtwide	Aide	\$12.10
D'Orazio, Gina	Districtwide	Aide	\$12.10
Dellegar, Lisa	Samoset	Substitute RN	\$50.80
Dennis, Ione	Childcare	School Nurse	\$50.80
Destler, Irene	Sachem North	Substitute Teacher Assistant	\$19.58
DiAngelis, Stefanie	Lynwood	Teacher	\$50.80
DiDonna, Marcus	Out-of-District	Teacher Assistant	\$19.58
Doherty, Gail	Sachem East	Aide	\$15.17
Farinas, Rose	Seneca	Aide	\$15.93
Firestone, Shari	Sachem East	Aide	\$14.40
Flynn, Melissa	Tamarac	Aide	\$15.93
Fonseca, Adelaide	Wenonah	Aide	\$13.61
Fontana, Lori	Sachem North	Aide	\$12.10
Gabelman, Diane	Merrimac	Aide	\$15.93
Gunther, Karen	Samoset	Substitute Teacher/ Teacher Assistant	\$50.80 / \$19.58
Hagenburg, Gabrielle	Wenonah	Aide	\$12.85
Haughie, Cheryl	North	Substitute Speech Therapist	\$50.80
		Substitute Teacher Assistant	\$19.58
		Substitute Aide	\$12.10
Henriquez, Darcie	Wenonah	Aide	\$15.93
Howard, Chelsea	Districtwide	Teacher Assistant	\$19.58
Itty, Jolly	Districtwide	Substitute RN	\$50.80
Jarde, Richard	Out-of-District	Teacher Assistant	\$19.58
Jusino, Aida	Sagamore	Aide	\$15.93
Karpf, Theresa	Seneca	Aide	\$15.93
Kaufmann, Nora Bragaglia	Nokomis	Aide	\$12.85
Kennedy, Michael	Chippewa	Teacher Assistant	\$19.58
Labelle, Denise	Sachem North	Individual Nurse	\$51.44
Laricchiuta, Joseph	Districtwide	Aide	\$12.10
LaRocca, Priscilla	East	Aide	\$15.93
MacVicar, Gregory	Districtwide	Aide	\$12.10
Makely, Laura	Districtwide	Aide	\$12.10
Maldonado, Eva	Wenonah	Aide	\$15.93
Manno, Barbara	Nokomis	3-hr Food Service Worker	\$18.88
McCabe, Kathleen	Sagamore	Substitute RN	\$50.80
McCaffrey-Weiss, Kathleen	Grundy	Aide	\$15.93

Mignone, James	Districtwide	Aide	\$12.10
Mignone, Patricia	Hiawatha	Aide	\$15.93
Monti, Barbara	Merrimac	Aide	\$15.93
Murphy, Katherine	Wenonah	Aide	\$15.93
Murray, Bernadette	Tamarac	Individual Nurse	\$51.44
Neubauer, Danielle	Seneca	Aide	\$12.85
Nicosia, Catherine	Hiawatha	Individual Nurse	\$51.44
O'Conner, Liana	Wenonah	Substitute RN	\$50.80
Paterson, Gina	Seneca	Aide	\$15.93
Pratnicki, Joyce	Merrimac	Aide	\$15.93
Rachuta, Ellen	Nokomis	Aide	\$15.93
Rekowicz, Debra	Out-of-District	Aide	\$15.93
Rizzo, Deana	Samoset	Aide	\$15.93
Rizzuto, Debra	Seneca	Aide	\$15.93
Ross, Ashley	Districtwide	Teacher Assistant	\$19.58
Russ, Dawn	Wenonah	Substitute RN	\$50.80
Russo, Norma	Chippewa	Aide	\$15.93
Schreiber, Peter	Out-of-District	Teacher Assistant	\$19.58
Sciortino, Jenny	Grundy	Aide	\$15.93
Semler, Angela	Sagamore	School Nurse	\$50.80
Sikorski, Ela	Lynwood	Cook Manager	\$28.52
Sneed, Myra	Tamarac	Aide	\$13.61
Snyder, Kayla	Waverly	Speech P/T	\$50.80
Turano, Denise	Nokomis	Aide	\$15.93
Valle, Diana	Waverly	Aide	\$15.93
Valle, Marilyn	Out-of-District	Teacher Assistant	\$19.58
Vissichelli, Dawn	Samoset	Aide	\$15.93
Weinrich, Elizabeth	Chippewa	Aide	\$15.93
Zettwoch, Diana	Wenonah	Aide	\$12.85

4.A.10. Approval of Summer 2019 Special Education Personnel

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following personnel and rate of compensation for July 1, 2019-August 31, 2019."

Assistive Technology Equipment (hourly rate)

Amanda Krauszer (maximum 30 hours)

Educational Evaluations (\$300.00)

Anastasio, Michelle	Anderson, Kelly	Bauer, Wendy
Bausch, Christine	Caffrey, Kathy	Carucci, Lindsay
Cauley, Chris	Corwin, Kelly	Dayton, Sarah
DiPalma, Jamie	Doberman, Meryl	Dryer, Jane
Erb, Tara	Garibaldi, Alison	Gieck, Christina

Giron, Jennifer	Glasser, Dana	Gocinski, Edward
Graziano, Lori	Gunther, Karen	Haliasz, Charlene
Hauser, Molli	Kiesel, Tara	Lettieri, Lauren
Masters, Leanne	Niski, Corinna	Osman, Lisa
Petrelli, Diana	Portanova, Veronica	Powers, Chelsea
Princi Tammy	Rostkowski, Veronica	Sherwood, Donna
Thiele, Angela	Turner, Susan	

Extended School Day (\$30 per hour)

Aghabekian, Marie
 Aghabekian, Victoria
 Phelan, Shauna
 Scarola, Maryellen
 Sico, Lauren
 Sheehan, Patricia

Extended School Day ABA Supervisor (hourly rate)

Meryl Doberman

Hearing Services (hourly rate)

Lori Densieski (maximum 20 hours -equipment)

Home Teaching / Compensatory Services (hourly rate)

Andreassi, Christie (maximum 25 hours)
 Baker, Patricia (maximum 25 hours)
 Furey, Debra (maximum 25 hours)
 Osman, Lisa (maximum 22 hours)
 Lori Densieski (maximum 10 hours)
 Powers, Chelsea (maximum 20 hours)
 Schaefer, Doreen (maximum 25 hours)

Compensator Speech Service (hourly rate) not to exceed 105 hours

To be split between the following therapists:

Gibbons, Laura	Gucciardo, Dianne
Indrigo, Diana	Medina, Lori
Mulhern, Laurie	Schaefer, Doreen
Snyder, Kayla	

Vision Service (hourly rate)

Santo, Tony (Vision Service - maximum 6 hours)

Psychological Evaluations (\$300)

Boccafola, Jane	Campbell, Ellen
Cartisano, JoAnn	DeSena, Jen

Dohrman, Scott	Fredette, Bethany
Fritz-Avellino, Christina	Hansen, Elizabeth
Hartman, Steven	Lubliner, Eugene
St. Giles, Dina	Tloczkowski, Cyndi
Trezza, Doreen	Zaino, James

Reading Evaluations (\$200)

Anastasio, Michelle	Conrad, Gina
Osman, Lisa	Portanova, Veronica
Turner, Susan	

Social History Reports (\$150)

Hornick, Amy	LaPresti, Gibbi
Pirreca, Kim	Prescott, Jenna
Romanski, Jennifer	Sansone, Eva
Spinelli, Catherine	Trepiccione, Gina
Valenzuela, Deborah	Wottawa, Kim

Speech/Language Evaluations (\$300)

Abreu, Lucia	Bonacorsa, Terri
Demmers-Horan, Gelean	Gellert, Karen
Gibbons, Laura,	Gucciardo, Dianne
Haughie, Cheryl	Indrigo, Diana
Lynch, Katy	Mangano, Shannon
Medina, Lori	Montoya, Leah
Mulhern, Laurie	Palladino, Elizabeth
Powers, Sherry	Richards, Nicole
Salerno, Jennifer	Schaefer, Doreen
Snyder, Kayla	Stallone, Tara
Zdrojeski, Karen	

Attend 504 Meetings (hourly rate)

Barry, Patrick	Bernhard, Mary
Brosco, Press	Brown, Jocelyn
Cappellini, Greg	Chmela, Jennifer
Coffey, Michael	Crisci-Monaco, Gloria
Evan, Tina	Farrell, Dorothy
Faust, Bonnie	Frank, Jessica
Gianfortone, Donna	Gibbons, Elizabeth
Grow, Suzanne	Hornick, Amy
Kolodny, Gillian	LaPresti, Gibbi
LaRegina, Mike	Lederman, Jeffrey
MacDonell, Patricia	Murray, Bernadette
Nicosia, Catherine	Paolella, Elizabeth

Pickersgill, Elizabeth	Pickersgill, Ray
Pirecca, Kim	Prescott, Jenna
Quinn, Christina	Romanski, Jennifer
Rose, Diana	Rossi, Meghan
Ruhs, Kristin	Sansone, Eva
Shaw, Alexis	Spinelli, Catherine
Timmerman, Charlee	Trepiccione, Gina
Valenzuela, Deborah	Van Riper, Crystal
Wottawa, Kim	Zummo, Christy

Attend CPSE/CSE Meetings (hourly rate)

Abreu, Lucia	Allocca, Jennifer	Anastasio, Michelle
Anderson, Kelly	Barry, Patrick	Bauer, Wendy
Bausch, Christine	Bernhard, Mary	Boccafola, Jane
Bonacorsa, Terri	Bosco-Press, Daria	Brown, Jocelyn
Caffrey, Kathy	Campbell, Ellen	Cappellini, Greg
Cartisano, JoAnn	Carucci, Lindsay	Cauley, Chris
Chmela, Jennifer	Coffey, Michael	Corwin, Kelly
Crisci-Monaco, Gloria	Dayton, Sarah	Demmers-Horan, Gelean
Densieski, Lori	DeSena, Jen	DiPalma, Jamie
Doberman, Meryl	Dohrman, Scott	Dryer, Jane
Erb, Tara	Evan, Tina	Farrell, Dorothy
Faust, Bonnie	Frank, Jessica	Fredette, Bethany
Fritz-Avellino, Christina	Garibaldi, Alison	Gellert, Karen
Gianfortone, Donna	Gibbons, Elizabeth	Gibbons, Laura
Gieck, Christina	Giron, Jennifer	Glasser, Dana
Gocinski, Edward	Graziano, Lori	Groe, Suzanne
Gucciardo, Dianne	Gunther, Karen	Haliasz, Charlene
Hansen Elizabeth	Hartman, Steven	Haughie, Cheryl
Hauser, Molli	Hornick, Amy	Indrigo, Diana
Kiesel, Tara	Kolodny, Gillian	Krauszer, Amanda
LaPresti, Gibbi	LaRegina, Mike	Lederman, Jeffrey
Lettieri, Lauren	Lubliner, Eugene	Lynch, Katy
MacDonnell, Patricia	Mangano, Shannon	Masters, Leanne
Medina, Lori	Montoya, Leah	Mulhern, Laurie
Murray, Bernadette	Nicosia, Catherine	Osman, Lisa
Paolella, Elizabeth	Petrelli, Diana	Pickersgill, Elizabeth
Pickersgill, Ray	Pirecca, Kim	Portanova, Kim
Powers, Chelsea	Powers, Sherry	Prescott, Jennifer
Princi, Tammy	Quinn, Christina	Richards, Nicole
Romanski, Jennifer	Rose, Diana	Rossi, Meghan
Rostkowski, Veronica	Ruhs, Kristin	Salerno, Jennifer
Sansone, Eva	Schaefer, Doreen	Shaw, Alexis
Sherwood, Donna	Snyder, Kayla	Spinelli, Catherine

St. Giles, Dina	Stallone, Tara	Thiele, Angela
Timmerman, Charlee	Tloczkowski, Cyndi	Trepiccione, Gina
Trezza, Doreen	Turner, Susan	Valenzuela, Deborah
Van Ripper, Crystal	Wottawa, Kim	Zaino, James
Zummo, Christy		

Summer Work for IEP Finalization (hourly rate)

Conrad, Gina
 Demmers-Horan, Gelean
 Doberman, Meryl
 Gould, Jennifer
 Hartman, Steven
 LaPresti, Gibbi
 Raptis, Barbara

CPSE/CSE/504 Chairperson (hourly rate)

Conrad, Gina
 Demmers-Horan, Gelean
 Gould, Jennifer
 Hartman, Steven
 Raptis, Barbara

4.A.11. Approval of Extra-Curricular Athletic Club Advisors and Timers/Scorers/Announcers

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of Extra-Curricular Athletic Club Advisors and Timers/Scorers/Announcers for the 2019-20 school year as follows":

<u>Season</u>	<u>Home School</u>	<u>Name</u>	<u>Location</u>	<u>Sport</u>	<u>Salary</u>
Fall	OOD	Hali Bekofsky	East	Arrowettes JV	\$3,498.00
	OOD	Joseph Crescimanno	East	Arrowettes Varsity Asst.	\$4,197.60
	OOD	Jessica Desz	North	Arrowettes JV-Split	\$1,749.00
	OOD	Kimberly Desz	North	Arrowettes JV-Split	\$1,749.00
	OOD	Jillian Lamia	Sagamore	Arrowettes MS	\$1,311.75
	OOD	David Maczkiewicz	North	Arrowettes Varsity Asst.	\$4,197.60
	Samoset	Katie Prusinski	North	Arrowettes Varsity Head	\$4,722.30
	OOD	Kristina	East	Arrowettes Varsity Head	\$4,722.30

		Savas				
	OOD	Samantha Caiozzo	Samoset	Cheerleading MS-Split		\$1,311.75
	East	Alexandra Devine	North	Cheerleading JV		\$3,498.00
	North	Danielle Gresalfi	North	Cheerleading Varsity Head		\$4,722.30
	OOD	Taylor Grimm	East	Cheerleading Varsity Head		\$4,722.30
	OOD	Deanna Heinssen	Samoset	Cheerleading MS-Split		\$1,311.75
	OOD	Phyllis Hill	Seneca	Cheerleading MS		\$2,623.50
	OOD	Michelle Michaels	East	Cheerleading JV		\$3,498.00
	OOD	Briana Murphy	East	Cheerleading Varsity Asst.		\$4,197.60
	OOD	Jaclyn Tartaro	North	Cheerleading Varsity Asst.		\$4,197.60
	OOD	Nichole Testa	Sagamore	Cheerleading MS		\$2,623.50
Winter	OOD	Hali Bekofsky	East	Arrowettes JV		\$3,498.00
	OOD	Joseph Crescimanno	East	Arrowettes Varsity Asst.		\$4,197.60
	OOD	Jessica Desz	North	Arrowettes JV-Split		\$1,749.00
	OOD	Kimberly Desz	North	Arrowettes JV-Split		\$1,749.00
	OOD	Jillian Lamia	Sagamore	Arrowettes MS		\$1,311.75
	OOD	David Maczkiewicz	North	Arrowettes Varsity Asst.		\$4,197.60
	Samoset	Katie Prusinski	North	Arrowettes Varsity Head		\$4,722.30
	OOD	Kristina Savas	East	Arrowettes Varsity Head		\$4,722.30
	OOD	Angela Buckley		Swim Scorer/Timer		\$120.40 per contest
Scorer/ Timer/ Announ cer School Year	OOD	Samantha Buckley		Swim Scorer/Timer		\$120.40 per contest
	OOD	Michael		Score/Timer/Announcer		\$120.40

			Feldstein			per contest
	OOD		Peter McNeill		Scorer/Timer	\$120.40 per contest
Spring	North		Lisa Ficken	North	HS Cardio Room Supervisor	6 units/wk for 10 weeks
Spring	East		Joe Maloney	East	HS Cardio Room Supervisor	6 units/wk for 10 weeks

4.A.12. Approval of Extra-Curricular Athletic Club Advisors and Timers/Scorers/Announcers

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of Extra-Curricular Athletic Club Advisors and Timers/Scorers/Announcers for the 2018-19 school year as follows":

<u>Season</u>	<u>Home School</u>	<u>Name</u>	<u>Location</u>	<u>Sport</u>	<u>Salary</u>
Spring	North	Lisa Ficken	North	HS Cardio Room Supervisor	6 units/wk for 10 weeks
Spring	East	Joe Maloney	East	HS Cardio Room Supervisor	6 units/wk for 10 weeks

4.A.13. Approval of Curriculum Writing Staff 2019-2020

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following staff for Curriculum Writing for the 2019-20 school year. They will be paid at a rate of \$31.15 per hr. at a maximum of 10 hours per position".

Curriculum Writers:

- Caggiano, Joseph
- Castrogiovanni, Kerri
- Celecia, Julie
- Croce, Liane
- DelGiudice, Mary Ann
- Dragotta, Kathleen
- Koferl, January
- Kuveke, Kenneth
- Lounsbury, Lenore

Masters, Leanne
Oakes, Christopher
Paolella, Elizabeth
Rose, Stacy
Rostkowski, Veronica
Ryan, Elizabeth
Scully, Tara
Strom, Janeen
Stumpf, Nicole
Trentowski, Katie
Villani, Nicole
Wilson, Traci
Zieman, Christina

4.A.14. Guidance Department Summer Hours Allowance July 1, 2019-June 30, 2020

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following Guidance Department summer allowances; not to exceed the amounts listed below:”

Total Allowance

EAST – Not to exceed \$62,500

Dunseith, Kristin (Chair)

Aliperti, Christian

Chisari, Randi

Ciancimino, Francine

Corrigan, Wendy

Cruz, Jennifer

Iadanza, Samantha

Koerber, Nicole

MacLellan, Megan

Moon, Tina

NORTH – Not to exceed \$62,500

Hance, Sue (Chair)

Conti, Jennifer

Deletrain, Marina

Farber, Beth

Krass, Stacey

Launer, Christine

Leonardi, Laura

Manly, Edward

Roell, Carolyn

Scott, Christopher

SAGAMORE – Not to exceed \$20,000

Zilberstein, Dan (Lead)

Jargo, Jennifer

Sorrentino, Sabrina
SAMOSSET – Not to exceed \$20,000
 Capuano, Melissa (Lead)
 Baumiller, Kurt
 Huisman, Deana
SENECA – Not to exceed \$20,000
 Proctor, Kara (Lead)
 Conte, Ada
 Sheehan, Dave

4.A.15. Summer Allowances for Department Chairpersons 2019 - 2020

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the Summer Days allowed to be worked by Department Chairpersons, not to exceed the amount of days listed below":

Chairperson	Summer 2019 Allowance	Building
ART		
DelVallez, Diana	5 days	All secondary
CTE		
Anthony, Lisa	10 days	Districtwide
Faller, Mary	10 days	Districtwide
ENGLISH		
Zarzycki, Joseph (North)	5 days	North
Wrightson, Gregory (East)	5 days	East
Schroeder, Jennifer (Sagamore)	5 days	Sagamore
Ramaswamy, Isaac (Samoset)	5 days	Samoset
Stumpf, Heather (Seneca)	5 days	Seneca
FOR.LANG.		
Groe, Suzanne (North)	5 days	North/Samoset/Seneca
Pesce Lisa (East)	5 days	East/Sagamore
HEALTH/PHY.ED.		
Poffenbarger, Jake (East)	10 days	Secondary
Mullee, Thomas (North)	10 days	Secondary
Cully, Sean (Sagamore)	10 days	Elementary
MATHEMATICS		
McDermott, Cristina (North)	5 days	North
Kennedy, Scott (East)	5 days	East
DiGiacinto, Christine (Sagamore)	5 days	Sagamore
Kroczyński, Alicia (Samoset)	5 days	Samoset
Aronow, Melissa (Seneca)	5 days	Seneca
MUSIC		
Macchio, George (Elementary)	6 days	All Elementary
Jaklitsch, David (Secondary)	6 days	All secondary
SCIENCE		

O'Neill, John (North)	5 days	North
Plantier, Colleen (East)	5 days	East
Marek, Laura (Sagamore)	5 days	Sagamore
Firnbach, Jill (Samoset)	5 days	Samoset
Marrone, Susan (Seneca)	5 days	Seneca
SEL		
Chiaromonte, Jon (North)	10 days	Districtwide
SOC.STUDIES		
Cestaro, Thomas (North)	5 days	North
Varajao, Anthony (East)	5 days	East
Bongiorno, Jill (Sagamore)	5 days	Sagamore
Kisilinsky, Michelle (Samoset)	5 days	Samoset
Surdi, Christina (Seneca)	5 days	Seneca
SPECIAL EDUCATION		
Damm, Veronica (North)	10 days	North
Cruz, David (East)	10 days	East
Lettieri, Laura (Sagamore)	10 days	Sagamore
Glasser, Dana (Samoset)	10 days	Samoset
Thiele, Angela(Seneca)	10 days	Seneca
SCIENCE RESEARCH		
Vaccariello, Michael (East)	4 days	East
McGrath, Gregg (North)	4 days	North

4.A.16. Approval of Summer Home Teaching Assignment

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the summer home teaching assignments for the 2019-20 school year from July 1, 2019 to August 31, 2019. Home teaching will take place at the rate as per the SCTA Agreement for the 2019-20 school year. Total compensation not to exceed \$2,000 for the teaching staff listed below."

<u>Staff Member</u>	<u>Subject</u>
Mark Wojchiechowski	Economics
Dawn Delseni	English

4.A.17. Approval of SCTA (Sachem Central Teacher's Association) Settlement Agreement - 12945

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve a Settlement Agreement dated June 19, 2019 between the Sachem Central School District and an SCTA member whose identity has been made known to the Board in executive session".

4.A.18. Approval of SCTA (Sachem Central Teacher’s Association) Memorandum of Agreement - 13373

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the Memorandum of Agreement between the SCTA and the Sachem Central School District dated June 19, 2019.”

B. Consent Agenda for Teacher Assistants Items 4.B.1. through 4.B.3.

4.B.1. Resignation of Teaching Assistants

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Dreyhaupt, Michael	Special Education Teacher Assistant	Seneca	9/2/19
Lennon, Carrie	Special Education Teacher Assistant	Nokomis	9/2/19
Masters, Leanne	Special Education Teacher Assistant	Tamarac	9/2/19

4.B.2. Termination of Leave Replacement Teaching Assistants

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Candemeres, Matthew	ISS Teacher Assistant	Sachem North	6/30/19
Cascio, JoAnn	Special Education Teacher Assistant	Sachem East	6/30/19
Chindamo, Carina	Special Education Teacher Assistant	Waverly	6/30/19
Deacy, Danielle	Special Education Teacher Assistant	Chippewa	6/30/19
Ehmann, Chelsea	Special Education Teacher Assistant	Grundy	6/30/19
Flahavan, Robert	ISS Teacher Assistant	Sachem East	6/30/19
Frezza, Ashleigh	Special Education Teacher Assistant	Chippewa	6/30/19

Grieve, Meghan	Special Education Teacher Assistant	Samoset	6/30/19
Hauske, Katherine	Special Education Teacher Assistant	St. Joseph	6/30/19
Jenkins, Suzanne	Special Education Teacher Assistant	Seneca	6/30/19
Kosinski, Meredith	Special Education Teacher Assistant	Waverly	6/30/19
Lynch, Vicotoria	Special Education Teacher Assistant	Waverly	6/30/19
Maloney, Joseph	Special Education Teacher Assistant	Sachem East	6/30/19
Wenk, Alison	Special Education Teacher Assistant	Wenonah	6/30/19

4.B.3. 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>
Klein, Karah	ENL Teacher Assistant	TBD	1-3	9/3/19-6/30/23

C. Consent Agenda for Administrators Items 4.C.1. through 4.C.5.

4.C.1. Termination of Leave Replacement Administrative Personnel

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
Brodsky, Mark	Asst. Principal	Samoset	6/30/19
Hrvatin, Ingrid	Asst. Principal	Samoset	6/30/19
Neufeld, Robert	Principal	Waverly	6/30/19
Trombetta, Patti	Alt. Evening HS Supervisor	North	6/30/19

4.C.2. Salary Changes for Administrative Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the SAA doctoral stipend for administrative personnel as follows”:

<u>Name</u>	<u>School</u>	<u>Date of</u>	<u>Stipend</u>	<u>Salary</u>
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		<u>Change</u>		<u>Difference</u>
Brenda Almendarez-DeBello	East	7/1/19	Doctorate	\$2,000

4.C.3. Approval of Contract - Director of Personnel

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 authorizes the President of the Board of Education to execute an employment agreement with Stacie Spatafora-DiCio for the period July 1, 2019 to June 30, 2020.

4.C.4. Approval of Contract - School Business Administrator

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 authorizes the President of the Board of Education to execute an employment agreement with Ronald Sacks for the period July 1, 2019 to June 30, 2020.

4.C.5. Approval of SAA (Sachem Administrators' Association) Memorandum of Agreement

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the Memorandum of Agreement between the SAA (Sachem Administrators' Association) and the Sachem Central School District dated June 18, 2019."

D. Consent Agenda for Support Staff Items 4.D.1. through 4.D.15.

4.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 & Assignment</u>	<u>Service Ends</u>
Chiofalo, John V	Custodian/North	7/30/19
Costigan, Jessica	3 Hr. FSW/North	9/2/19
Dumas, Sandra	School Communications Aide/ Cayuga/Hiawatha	6/21/19
Kettenmann, Alfred	Campus Security/East	6/26/19
Tacoma, Monica	4 Hr. FSW/Samoset	6/19/19

4.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 & Assignment</u>	<u>Retirement Date</u>
Annuziati, Patricia	Registered Nurse/Chippewa	6/29/19 23yrs., 10mos.
Fallica, James	Groundskeeper/Facilities	7/6/19 35yrs.
Mahoney, Gail	Group Leader	6/27/19 3yrs.
March, Eileen	Office Assistant/OSS	7/13/19 15yrs.
Plume, Roy	Recreation Aide	6/27/19 13yrs., 10mos.

4.D.3. Leave of Absence of Support Services Personnel (All Civil Service Classifications)

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

<u>Name</u>	<u>Position & Assignment</u>	<u>Reason</u>	<u>Dates</u>
Sweeney, Jacqueline	Bus Driver/ Transportation	Personal	6/17/19- 6/30/19

4.D.4. 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> Gugliotta, Jennifer	9/2/19

4.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 & Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Costigan, Jessica	4 Hr. FSW/North	\$18.88/hr.	9/3/19	90 days 9/3/19-12/1/19
Gugliotta,	4 Hr.	\$12.21/hr.	9/3/19	90 days 9/3/19-12/1/19

Jennifer FSW/Samoset

4.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>
<u>Custodian</u>	
Lehmann, Kevin	6/20/19
<u>Security Guard</u>	
Winkler, Steven	6/20/19

4.D.7. Abolishment of Recreation Aide Positions

RECOMMENDED ACTION: Upon the recommendation of the Superintendent of Schools, the Board of Education approves the following resolution abolishing Recreation Aide positions.

BE IT RESOLVED, that the following Recreation Aide positions be abolished effective July 1, 2019 as set forth below:

Name of Incumbent

Ahmed, Shireen	Kiley, Jeanne
Allgor, Dylan	Kocis, Ashley
Angermaier, Jean	Koelln, Alice
Arango, Gloria	Kuhn, Marcella
Aspuru, Anthony	Lambertson, Donna
Austin, Cara	Lang Nejeleski, Christina
Austin, Matthew	Lechnyk, Suann
Barravecchio, Ingrid	Lindsay, Jacqueline
Benson, Genine	Long, Linda
Block, Jeanne	Mancini, Gina
Boccabella, Danielle	Mangani, Jacqueline
Boris, Julia	Mc Avoy, Laura
Brady, Shannon	Messina, Lisa
Brust, Kara	Metz, Taylor
Brust, Kristen	Meyer, Carolann
Buccellato, Diane	Miehl, Shayna
Buonaiuto, Diane	Minghinelli, Jaimie
Cervini, Ava	Minghinelli, Mariann
Clarke, Nicole	Minghinelli, Natalie
Colon, Gail	Novelli, Angel
Conticello, Sarah	Obrien, Erin
Coursey, Alyssa	Palermo, Gianna

Curiale, Lynda	Pankus, Virginia
De Rienzo, Kelly	Petitpain, Dale
De Santis, Gabrielle	Pike, Celina
Dean, Rochelle	
Demasi, Caitlyn	Posillico, Juliet
Dilorenzo, Camille	Reese, Kristen
Dorazio, Gina	Reynolds, Tiffany
Eichenholtz, Nicole	Riha, Erin
Everhart, Christopher	Rossi Soricelli, Lori
Ferraro, Amanda	Schilling, Luke
Genna, Grace	Soricelli, Stephanie
Giacomantonio, Matthew	Stillwagon, Kathleen
Gibaldi, Christina	Strafer, Laura
Greenberg, Alyssa	Tilbury, Elizabeth
Greenberg, Patricia	Traina, Brittney
Gronachan, Patricia	Valentine, Vincent
Hagenburg, Michelle	Wagner, Monica
Harbord, Susan	Werlick, Sharon
Harris, Alexandra	Whelan, Jo Ann R
Hermann, Marissa	Wilson, Susan
Hoffmann, Eileen	Zito, Kristen N
Iadanza, Madalyn	
Jackson, Julia	

4.D.8. Abolishment of Call-In Recreation Aide Positions

RECOMMENDED ACTION: Upon the recommendation of the Superintendent of Schools, the Board of Education approves the following resolution abolishing Call-in Recreation Aide positions.

BE IT RESOLVED, that the following Call-in Recreation Aide positions be abolished effective July 1, 2019 as set forth below:

Name of Incumbent

Conticello, Sarah
 Delio, Kayla
 Locastro, Victoria
 MacVicar, Amanda
 Radakovic, Stephanie
 Sheridan, Mary
 Stapleton, Vivian

4.D.9. Abolishment of Group Leader Positions

RECOMMENDED ACTION: Upon the recommendation of the Superintendent of Schools, the Board of Education approves the following resolution abolishing Group Leader positions.

BE IT RESOLVED, that the following Group Leader positions be abolished effective July 1, 2019 as set forth below:

Name of Incumbent

Bauland, Colleen	Lopez, Lauren
Blaswitz, Marie	Loveland, Josephine
Block, Jeanne	Mangani, Jacqueline
Campana, Laurette	Mc Avoy, Laura
Cunningham, Elaine	Petitpain, Dale
Curreri, Norine	Ryan, Lisa
Cuttone, Constance	Sanzone, Ramona
Di Angelis, Stefanie Donna	Soricelli, Stephanie
Dorazio, Gina	Strafer, Laura
Eichenholtz, Nicole	Treubig, Marie
Greenberg, Alyssa	Werlick, Sharon
Herzog, Maryann	Wilson, Susan
Levinson, Joan	

4.D.10. Abolishment of Assistant Group Leader Positions

RECOMMENDED ACTION: Upon the recommendation of the Superintendent of Schools, the Board of Education approves the following resolution abolishing Assistant Group Leader positions.

BE IT RESOLVED, that the following Assistant Group Leader positions be abolished effective July 1, 2019 as set forth below:

Name of Incumbent

Barravecchio, Ingrid	Lang Nejelski, Christina
Bauland, Colleen	Lopez, Lauren
Blaswitz, Marie	Mangani, Jacqueline
Block, Jeanne	Mc Avoy, Laura
Curreri, Norine	Obrien, Erin
Di Angelis, Stefanie	Petitpain, Dale
Dorazio, Gina	Ryan, Lisa
Eichenholtz, Nicole	Sanzone, Ramona
Genna, Grace	Soricelli, Stephanie
Gibaldi, Linda	Strafer, Laura
Greenberg, Alyssa	Werlick, Sharon
Hoffmann, Eileen	Wilson, Susan

4.D.11. Approval of Contracts for Individual Nurses

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

BE IT RESOLVED: that the President of the Board of Education be and hereby is authorized to execute individual contracts effective July 1, 2019 to June 30, 2020 with Individual Nurse employees identified below: "

LaBelle, Denise

Russ, Dawn

4.D.12. Approval of Contracts for Drug and Alcohol Counselor/Drug Abuse Educator Employees

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

BE IT RESOLVED: that the President of the Board of Education be and hereby is authorized to execute individual contracts effective July 1, 2019 to June 30, 2020 with Drug and Alcohol Counselor/Drug Abuse Educator employees identified below: "

Bennett, Melissa

Frankle, Annmarie

Garcia, Stephanie

Intravia, Adam

Prusinski, Katherine

4.D.13. Approval of Contract for School District Treasurer

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

BE IT RESOLVED: that the President of the Board of Education be and hereby is authorized to execute an individual contract effective July 1, 2019 to June 30, 2020 with the School District Treasurer identified below: "

Carvajal, Cynthia

4.D.14. Approval of Contract for District Clerk

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

BE IT RESOLVED: that the President of the Board of Education be and hereby is authorized to execute an individual contract effective July 1, 2019 to June 30, 2020

with the District Clerk identified below: ”

Florio, Allison

4.D.15. Approval of Contracts for Managerial Confidential Employees

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

BE IT RESOLVED: that the President of the Board of Education be and hereby is authorized to execute individual contracts effective July 1, 2019 to June 30, 2020 with the following managerial confidential employees identified below:"

Ayala, Jennifer
Keller, Karen
MacVicar, Dawn
Micara, Christine
Piraino, Laura
Prinzivalli, Randy
Spencer, Joanne

V. ACTION ITEMS

1. Consent Agenda for Action Items 5.1.1. through 5.1.18.

5.1.1. Approval of Health and Welfare Services Agreement with Rockville Centre Union Free School District 2018-19

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Rockville Centre Union Free School District to provide health and welfare services to students who reside in Sachem CSD attending non-public schools in Rockville Centre UFSD. The rate for this service is \$1,348.30 per eligible student. The term of this agreement shall be from July 1, 2018 through June 30, 2019. This agreement has been reviewed and approved by the school district’s attorney.”

5.1.2. Add Change Order No. 1 - GTS Construction Corp.

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Change Order No. 1, GTS Construction Corp., for Waverly Avenue Elementary School roof replacement. The original contract amount of \$567,000 will be increased by \$29,821. The new contract amount, including this Change Order, will be \$596,821.”

5.1.3. Approval of Integra Consulting and Computer Services, Inc. 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Integra Consulting and Computer Services Inc., to provide E-Rate consultation and processing services for the 2019-20 school year, in the amount of \$5,850. Additional support will be at a billable hourly rate of \$150.00 and additional Form 471’s will cost \$500.00 each.”

5.1.4. Approval of Extended Warranty Coverage with Oticon, Inc. 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves extended warranty coverage with Oticon, Inc. for the repair of units used by our hearing-impaired students. The cost for this extended coverage is \$6,810.00 for the period of July 1, 2019 to June 30, 2020.”

5.1.5. Approval of Comprehensive Service Plan with Phonak 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the comprehensive service plan between Sachem Central School District and Phonak for the repair and maintenance of equipment used by our hearing-impaired students. The service plan covers all Phonak equipment less than 5 years of age and includes loss coverage for eligible units. The cost is \$3,352.50 for twenty-five (25) units. The warranty expires June 30, 2020.”

5.1.6. Approval of Transfinder Renewal 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal with Transfinder, a bus routing and scheduling system, for Annual Technical Support and Upgrade for Routefinder pro License at a renewal cost of \$3,950.00, and Infofinder le License at a renewal cost of \$2,400.00, for the 2019-20 school year.”

5.1.7. Approval of Agreement with Apperson Education Products 2019-20

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the maintenance agreements between Sachem Central School District and Apperson Education Products for district-wide scantron machines which include repairs to restore equipment to proper working order in the event of equipment failure. Apperson shall make adjustments and repairs, supply loaner machines until repairs are completed, and scantron machine for a total cost not to exceed \$6,360.00 for the 2019-20 school year."

5.1.8. Approval of J.J. Stanis and Company, Inc. Self-Insured Dental Renewal 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the Self-Insured Dental renewal rates from J.J. Stanis and Company, Inc. The dental claims administration fee and PPO access fee remains at \$3.65. The rate levels remain the same:”

Non-Teachers

Employee only	\$25.86
Family	\$65.19

Teachers

Employee only	\$28.69
Family	\$72.36

These rates are in effect July 1, 2019 through June 30, 2020.

5.1.9. Approval of Agreement with Talent Assessment, Inc. 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Talent Assessment, Inc. to provide curriculum, training and materials in connection with vocational assessment and exploration. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rate as indicated in the agreement. This agreement shall be in effect for the period June 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district’s attorney.”

5.1.10. Approval of Lloyd's of London - Cyber Liability Insurance

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Lloyd’s of London Insurance Co. through Arthur J. Gallagher & Co. for cyber liability insurance. The premium cost for July 1, 2019 through June 30, 2020 is \$22,829.40.”

5.1.11. Approval of Capitol Indemnity Insurance Company - Excess Employers' Liability Insurance

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Capitol Indemnity Insurance Co. through Arthur J. Gallagher & Co. for specific excess employers’ liability insurance. The premium cost for July 1, 2019 through June 30, 2020 is \$19,638.”

5.1.12. Approval of Star Insurance Co. - Excess Workers' Compensation Insurance and Employers' Liability Insurance

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Star Insurance Co. through Arthur J. Gallagher & Co. for excess workers' compensation and employers' liability insurance. The premium cost for July 1, 2019 through June 30, 2020 is \$109,890."

5.1.13. Acceptance of Independent Accountant's Report and Approval of Corrective Action Plan

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Independent Accountant's Report on Applying Agreed-Upon Procedures dated May 15, 2019 and approves the Corrective Action Plan, as prepared by District administration. This report was prepared and issued by the District's internal auditors, Cullen & Danowski, LLP. This report was discussed with the Audit Advisory Committee on May 15, 2019."

5.1.14. Allocation of Funds from Unassigned Fund Balance to District Reserve Funds

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

IT IS HEREBY RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the transfer of up to \$6,000,000 from Unassigned Fund Balance to the Capital Reserve Fund 2019, and

BE IT FURTHER RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the transfer of up to \$2,500,000 from Unassigned Fund Balance to the Teachers' Retirement System Reserve Fund, and

BE IT FURTHER RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the transfer of up to \$3,800,000 from Unassigned Fund Balance to the Employee Benefit Accrued Liability Reserve Fund, and

BE IT FURTHER RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the transfer of up to \$2,000,000 from Unassigned Fund Balance to the Workers' Compensation Reserve Fund, and

BE IT FURTHER RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the transfer of up to \$5,000,000 from Unassigned Fund Balance to the Employee Retirement System Reserve Fund.

5.1.15. Approval of Special Education Settlement Agreement - 13314

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 with respect to a student with a disability, 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.

5.1.16. Approval of Special Education Settlement Agreement -13315

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 with respect to a student with a disability, 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.

5.1.17. Approval of Special Education Settlement Agreement - 13316

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 with respect to a student with a disability, 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.

5.1.18. Approval of Agreement with Chris R. Vaccaro 2019-20

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement

between Sachem Central School District and Chris R. Vaccaro to provide communication/public relations services as set forth in Schedule “A.” In full consideration for the services to be rendered, Sachem Central School District shall pay the sum of \$23,460 per year. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district’s attorney.”

2. Consent Agenda for Donations Items 5.2.1. through 5.2.5.

5.2.1. 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 Merrimac Elementary School PTA of a buddy bench, 55” Samsung TV and mount, four plastic coated picnic tables and various STEAM room items to be used at Merrimac Elementary School. The value of this donation is approximately \$8,940.”

5.2.2. Donation - Samoset Middle School PTA

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation from Samoset Middle School PTA in the amount of \$765.18. This donation is for the BOCES Performing Arts Code A2111-4971-30.”

5.2.3. Donation - Girl Scout Troop 2518

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts, with gratitude, a donation from Girl Scout Troop 2518 of a Recess Outdoor Activity Box to Hiawatha Elementary School. The value of this donation is approximately \$500.00.”

5.2.4. Donation - Louis J. Acompora Memorial Foundation

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts, with gratitude, a donation from the Louis J. Acompora Memorial Foundation, on behalf of the Michael Cleary family, of a Cardiac Science Powerheart G5 AED to Sachem High School North. The value of this donation is approximately \$3,000.”

5.2.4. Donation - Michael Incerto

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts, with gratitude, a donation from Michael Incerto of a memorial to Joshua Mileto. As an Eagle Scout project, Michael will build the memorial at Sachem High School East. The value of this donation is approximately \$400.00.”

5.2.5. Donation - Ryan Becker

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts, with gratitude, a donation from Ryan Becker of a Gaga Ball Pit. As an Eagle Scout project, Ryan will build the Gaga Ball Pit on the Grundy Avenue Elementary School playground. The value of this donation is approximately \$750.00."

3. Reading, Adoption and Abolishment**5.3.1. 2nd Reading and Adoption of Policy**

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 second reading and adoption of the following policies which were previously reviewed by the members of the Board of Education for the first reading on June 5, 2019.

2nd Reading and Adoption

Policy 6700 Purchasing

4. Recommendations from the Committee on Special Education**5.4.1. 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 meeting":

June 6, 7, 10, 11, 12, 13, 14, 17, 18 and 19.

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:

June 6, 7, 10, 11, 12, 13, 14, 17, 18 and 19

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. 2018-19 Updates to the Board

D. 2018-19 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

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

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

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

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

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

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 Reorganizational and next Regular meeting of the Board of Education will be held on July 2, 2019 at 7:30 PM in the Board Room at Samoset Middle School.

IX. EXECUTIVE SESSION

The Board may entertain a motion to meet in Executive Session. There will be no items requiring a vote.

X. ADJOURN

SACHEM CSD

POLICY FOR 2nd READING

June 19, 2019

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INTRODUCTION

The function of purchasing is to serve the educational program by providing necessary supplies, equipment and related services. It shall be the goal of the Board of Education to focus on the educational welfare of the students, in conjunction with seeking maximum value for each dollar expended. In pursuit of this goal, the Board of Education shall purchase competitively, without prejudice, all goods and services necessary to support the educational and auxiliary departments of the School District.

The purchasing function will be centralized in the School District's Business Office under the general supervision of the Deputy Superintendent. The Board of Education shall designate Catherine Nocco as Purchasing Agent for the School District. The Purchasing Agent shall be responsible for all purchasing functions by the School District in accordance with applicable law. The Purchasing Agent shall be responsible for developing and administering the purchasing program of the School District under the guidance and direction of the Superintendent of Schools and the Deputy Superintendent.

The Deputy Superintendent, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the School District. Such procedures shall comply with all applicable laws and regulations of the State of New York and the Commissioner of Education.

It is the goal of the Board of Education to purchase competitively, without prejudice or favoritism, and to seek the maximum economical use of public monies in the best interests of the taxpayers for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law.

No contracts for goods or services shall be made by individuals or organizations in the School District independent of the involvement of the Purchasing Agent or without Board of Education approval.

The School District's purchasing activity will strive to meet the following objectives:

- É to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority;
- É to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the programs of the School District;
- É to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
- É to ensure, through the use of proper internal controls, that loss and/or diversion of School District property is prevented.

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The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. In determining the necessity for competitive bidding, the aggregate (total combined School District-wide) cost of a commodity estimated to be purchased in a fiscal year must be considered. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

The Purchasing Agent or his/her designee is authorized to conduct bid openings. All contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board of Education. Written recommendations for the award of all such contracts shall be submitted to the Purchasing Agent. When purchases or annual anticipated purchases for items or categories of items reach statute-specified amounts, bid specifications shall be developed and bids taken as required by statute. Purchases shall not be manipulated to avoid taking bids as required by statute. Small orders of similar commodities or significant underestimation of needs shall be considered an attempt to avoid the bid process.

Goods and services which are not required by law to be procured by the School District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption and shall be made in accordance with the Board of Education's purchasing policy.

The Board of Education shall have reported to it all bids taken for purchase or equipment, furniture, supplies and services and shall take action approving contracts to the lowest responsible bidder meeting specifications. When it is in the best interests of the School District, contracts for purchases of materials, supplies or equipment (except printed material), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of General Municipal Law, section 103 and State Finance Law, section 163. When the School District determines to award a purchase contract on the basis of "best value," the bid specifications shall identify the criteria and rating system to be utilized in making a "best value" determination. The purchasing agent shall maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

Whenever it is feasible, in the best interests of the School District, and permitted by applicable contract terms, purchases of materials, supplies or equipment (except printed material), shall be made through New York State and County Government contracts. Prior to making such purchases or contracts, the School District shall consider whether such contract will result in cost savings after all factors, including charges for service, material, and delivery, have been considered. The School District, may, when permitted by law and applicable contract terms,

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utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner consistent with New York State law and made available for use by the School District.

Contracts and agreements for capital projects and professional services not governed by sections 103 and 104 of General Municipal Law, between the School District and contractors shall be approved by resolution of the Board of Education and shall be signed by the Board of Education President and/or the Superintendent of Schools on behalf of the Board of Education.

No Board of Education member, officer or employee of the School District shall have an interest in any contract entered into by the Board of Education or the School District, as provided in Article 18 of the General Municipal Law. An Affidavit of Compliance shall be signed and submitted with each bid proposal.

All School District policies regarding the procurement processes will be reviewed by the Board of Education at least annually. Comments regarding the purchasing process shall be solicited from appropriate School District personnel involved in the procurement process as is deemed necessary. New regulations and procedures must then be adopted by Board of Education resolution. The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the School District's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the School District or any officer or employee of the School District.

PROCEDURES

The following sets forth the procedures for the procurement of goods and services by the School District:

I. Definitions

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies, services or equipment.

Public Work Contract: a contract involving services, labor or construction pursuant to Article 8 of the labor law.

II. General Municipal Law

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar

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procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

If in excess of bid limits, the following is also subject to General Municipal Law 103:

- É Lease/rental of personal property (Section 1725 of Education Law);
All leases and rental agreements shall be signed by the Deputy Superintendent and/or the School Business Administrator.
- É "Lease Purchasing" agreement for instructional equipment (Section 1725-A of Education Law);
- É "Installment Purchase" of equipment, machinery and apparatus (Section 109-B of General Municipal Law);
- É Cooperative Bid Arrangements (Section 119-0 of General Municipal Law);
- É Standardization (Section 103 of General Municipal Law); and
- É Transportation contracts and cafeteria contracts covered by "Education Law" are subject to same limits as "Purchase Contracts" under Section 103 of General Municipal Law 9 Section 305, Subdivision 14, Education Law.

III. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The School District will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the School District will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The School District will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.

B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the School District, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids; Awarding Contracts

Only the Purchasing Agent will be authorized to open and record bids and to commit the School District to a purchase. Appropriate School District administrators shall be consulted in making purchasing recommendations to the Purchasing Agent and to the

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Board of Education for bid award recommendations. Contracts will be awarded to the lowest responsible bidder, who has furnished the required security after responding to an advertisement for sealed bids.

When it is in the best interests of the School District, contracts for purchases or materials, supplies or equipment (except printed materials), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of General Municipal Law, section 103 and State Finance Law, section 163. When the School District determines to award a purchase contract on the basis of "best value," the bid specifications shall identify the criteria and rating system to be utilized in making a "best value" determination. The purchasing agent shall maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

Opportunity shall be provided to all responsible suppliers to do business with the School District. Suppliers located within the School District may be given preferential consideration only when the bid submitted is identical to the low bidder. The School District will give a preference in the purchase of instructional material to those vendors who agree to provide such materials in alternative formats for students with disabilities.

D. Documentation of Competitive Bids

The School District shall maintain written documentation which shall include, but not be limited to, the method in which it determined whether the procurement is a purchase or a public work contract, Board of Education Resolutions, Memoranda, Written Quotes, RFP's, Proposals, Contracts, References, Original Bids and all related data including documentation when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore. Proper written documentation will also be required when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore.

E. Purchases involving the expenditure of federal funds, federal grants and/or federal awards

For all purchase contracts involving the expenditure of federal funds, federal grants and/or federal awards, the School District shall comply with the Uniform Guidance procurement rules issued by the United States Office of Management and Budget.

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IV. Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the School District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers.

The Purchasing Agent shall handle routine purchasing and shall have authorization to purchase supplies, equipment and services, not subject to the New York State bid law consistent with all appropriate provisions of law and as described in the Purchasing Manual/Policy. The Purchasing Agent, in cooperation with appropriate administrators, shall have authorization to purchase equipment, furniture, supplies and services not subject to the New York State bid law.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below. A quote which exceeds the budgetary limit will be awarded only when such award is in the best interests of the School District and otherwise furthers the purposes of section 104-b of the General Municipal Law. The School District will provide justification and documentation of any such contract awarded. The School District will also provide and document any contract awarded to a vendor other than the lowest dollar offeror.

A. *Methods of Documentation*

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative. Quotations may be requested by either the Purchasing Department or the ordering department, as appropriate, from the vendors who can provide the item or service required. Quotations must be documented by the ordering department and verified by the Purchasing Agent;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. Written formal quotations shall be required as per the Board of Education policy. Written quotations shall be supervised and/or administered by the Purchasing Agent.

In the best interest of the School District the Purchasing Agent may initiate the formal sealed bid process for any product or service, based on market conditions, an awareness of competitive advantage or an anticipated increase in cumulative purchased totals for a given commodity or class or materials;

3. Requests for Proposals: The School District may contact a number of professionals (e.g., accountants, auditors, architects, claims managers, engineers, investment management or fiscal consultants, lawyers, medical personnel, physicians, property

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appraisers, underwriters, etc.) and request that they submit written proposals, if the solicitation of RFPs is in the best interest of the School District. The RFPs may include negotiations with professionals on a fair and equal basis. The RFPs and evaluation of such proposals will consider price plus other factors such as:

- É the special knowledge or expertise of the professional or consultant service;
- É the quality of the service to be provided;
- É the staffing of the service; and
- É the suitability for the School District's needs.

The School District may locate prospective qualified firms by:

- É advertising in trade journals;
- É checking listings of professionals; and/or
- É making inquiries of other districts or other appropriate sources.

The School District may then prepare an RFP which will contain critical details of the services required, including the methods which it will use in selecting the service.

4. Procurement of Professional Services:

The School District may engage the services of professionals without the need for seeking alternative proposals. The individual or company should be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurement; Documentation to be Maintained

Quotes should be used only when all other means of purchasing have been exhausted. Quotes must be obtained for all purchases under the bid limits listed below. Limits are total cost of similar items/services to be purchased in a fiscal year - not per purchase order or per job. Quotes will be processed at the discretion of the Purchasing Agent.

The School District will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurement in the most cost- effective manner possible:

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1. District-Wide Purchase Contracts below \$20,000 (including service contracts for work not covered by Article 8 of the Labor Law)

Limits below are total cost of similar goods to be purchased during the entire fiscal. Year. Limits are not per purchase order, per job, or per location.

- a. **Less than \$100.00:** No quote required unless requested by the purchasing department.
- b. **\$101 - \$1,000:** Three verbal quotes to include all vendor discounts and fees. Paperwork to be completed by budget supervisor, at their location. Documentation must be attached to Purchase Order.
- c. **\$1,001 to \$5,000:** A minimum of three written quotes, to include all vendor discounts and fees. Documentation form will be made available by the Purchasing Department. Paperwork to be completed by budget supervisor at their location. Documentation must be attached to Purchase Order.
- d. **\$5,001 - \$20,000:** A minimum of three written quotes to be solicited by the Purchasing Department. Specifications and vendor list to accompany request for quote.

Any purchases over \$20,000.00 require the Purchasing Department to go out for a formal bid.

2. District-Wide Public Works Contract below \$35,000

All price quotes for public work contracts must contain a prevailing wage schedule. Please contact the Purchasing Department for prevailing wage schedule information. **Limits below are total cost of similar services to be performed during the entire fiscal year. Limits are not per purchase order, per job or per location.**

- a. **Less than \$5,000:** A minimum of three written quotes, to include all vendor discounts and fees. Documentation form will be made available by the Purchasing Department. Paperwork will be completed by budget supervisor at their location. Documentation must be attached to Purchase Order.
- b. **\$5,001 - \$35,000:** A minimum of three written quotes to be solicited by the Purchasing Department. Specifications and vendor list to accompany request for quote.

Payment to vendors will not be processed without certified payroll.

Any public works contract over \$35,000.00 requires the Purchasing Department to go out for a formal bid.

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Quote Documentation - Quote Documentation Forms must be utilized when documenting any/all quotes. One (1) copy of the completed form must be attached to the back of each of the following pages of the purchase order:

- White Official Copy**
- Yellow Business Office Copy**

"AS PER QUOTE" must be indicated in the appropriate box on the purchase order prior to forwarding to the Purchasing Department. Any questions should be directed to the Purchasing Department.

All price(s) quoted must be inclusive of freight and inside delivery to Sachem locations.

C. Purchases/Public Works: Methods of Competition for Procurements Specifically Exempted from Competitive Bidding Requirements:

Competitive bidding, as set forth in General Municipal Law, section 103, is not required where procurements are made in the following situations. The School District will not be required to secure alternative proposals or quotations for these procurements. However, documentation from the vendors supplying said goods/services, as indicated, will be maintained by the School District:

1. in emergency situations where:
 - a. the situation arises out of an accident or unforeseen occurrence or condition;
 - b. a School District building, property, or the life, health, or safety of an individual on School District property is affected; or
 - c. the situation requires immediate action which cannot await competitive bidding.

The Board of Education may pass a resolution which shall declare an emergency prior to the purchase, if feasible. However, when the Board of Education passes such a resolution that an emergency situation exists, the School District will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

When it is not feasible to obtain a resolution passed by the Board of Education prior to the purchase, the Deputy Superintendent and the Superintendent of Schools must be notified that an emergency situation exists. Approval to make necessary purchases must be obtained from the Deputy Superintendent and the Superintendent of Schools. They will then be responsible for notifying the Board of Education of the emergency situation. The Board of Education shall pass

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a resolution declaring an emergency as soon as possible after notification of the emergency situation.

Documentation: A memorandum may be filed with a copy of the purchase order attached which will explain how the purchase meets the criteria for an emergency exception. The School District shall maintain records of verbal (or written) quotes. Documentation must be attached to the purchase order showing that proper notifications were made and approvals were obtained.

2. when the School District purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The School District will maintain market price comparisons (verbal or written quotes) and the name of the government entity.

3. when the School District purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

Documentation: The School District will maintain the legal authorization, Board of Education authorization and market price comparisons.

4. when there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The School District will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the good. Such documentation shall be attached to the purchase order.

5. when the School District purchases goods, supplies and services from New York State Office of General Services.

Documentation: The School District will maintain written documentation of the New York State Office of General Services contract award, including the OGS award number and date.

6. when the School District procures goods/services pursuant to a contract issued by any county in New York State for which the School District is eligible for participation.

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Documentation: The School District will maintain written legal authorization, Board of Education authorization and documentation from the applicable County concerning the terms of use and scope of said contract.

7. when the School District procures goods/ services pursuant to participation in a cooperative bidding consortium.

Cooperative purchasing shall be promoted with other school districts, Board of Cooperative Educational Services and Government Entities whenever feasible. The School District shall participate in such bids when opportunities arise that will have cost- effective results.

Participation in Cooperative Bidding Consortiums must be pre-authorized by resolution of the Board of Education.

Documentation: shall include contact number and name of governmental agency. The School District will maintain legal authorization and Board of Education authorization for the procurement.

8. when the School District procures goods/ services pursuant to a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision therein.

Whenever it is feasible, in the best interests of the School District and permitted by applicable contract terms, purchases or material, supplies or equipment (except printed material), shall be made through New York State and County Government contracts. Prior to making such purchases or contracts, the School District shall consider whether such contract will result in cost savings after all factors, including chargers for service, material, and delivery, have been considered. The School District, may, when permitted by law and applicable contract terms, utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner consistent with New York State law and made available for use by the School District.

Documentation: shall include contact number and name of governmental agency. The School District will maintain legal authorization and Board of Education authorization for the procurement.

9. when the School District procures goods manufactured in state correctional institutions, Industries for the Blind of NYS, and NYSS Industries for the Disabled.

Documentation: shall include contact number and name of governmental agency.

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10. when the School District procures professional services or services requiring special or technical skills, training, or expertise, such as: legal and medical services; property appraisals; engineers and architects; investment management; auditing; and claims management. The Board of Education may solicit requests for proposals if it is in the best interest of the School District.

Documentation: shall include quotes and proposals and all related data.

11. when the School District purchases food items exempt from bidding as indicated under General Municipal Law section 103(9).

Documentation: shall include documentation consistent with section 114.3 and 114.4 of the Regulations of the Commissioner of Education.

12. when the School District purchases insurance, as there is an obligation to the taxpayer to adopt insurance practices that will obtain the best coverage for the lowest cost.

Documentation: shall include quotes and proposals and all related data.

13. when the School District purchases from monopolies. Competitive bidding is not required where object of the contract is controlled by a monopoly, such as in the case of natural gas and electric utilities.

Documentation: shall include name of governmental agency.

14. when the School District contracts for state-mandated operations that require certifications of contracts, such as inspection of underground gas tanks.

Documentation: shall include all related data.

15. when the School District purchases information technology and telecommunications hardware, software and professional services through cooperative purchasing permissible pursuant to federal general services administration information technology schedule seventy or any successor schedule.

Documentation: The School District will maintain legal authorization and Board of Education authorization for the procurement.

16. when the School District purchases items/services for law enforcement, security and fire, including facilities management, fire, rescue, clothing, and emergency/disaster response through cooperative purchasing permissible pursuant to federal general services

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administration security, fire & law enforcement schedule eighty-four or any successor schedule.

Documentation: The School District will maintain legal authorization and Board of Education authorization for the procurement.

In all cases, the Board of Education may elect to solicit proposals, if it is deemed in the best interest of the School District.

V. Procurement from Other than the "Lowest Responsible Dollar Offeror"

Bids shall be awarded to the lowest responsible bidder whose product or service meets or exceeds specifications. The person or persons participating in the decision determining if a bidder is or is not responsible must provide written justification and documentation on such statements. This information will become part of the bid file.

The past performance and/or reliability of the bidder providing the product/service shall be a factor in determining the lowest responsible bidder.

It shall be the practice of this School District to maintain accurate and complete records as to the performance of any contractor/vendor so that "failure to perform" can be well documented.

Further, the School District shall cooperate fully with other districts in providing such information between and amongst themselves for the purposes of selecting the lowest responsible bidder in future contracts or bids for goods or services.

The School District will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the School District and otherwise furthers the purposes of section 104-b of the General Municipal Law.

VI. Internal Control

The Board of Education authorizes the Deputy Superintendent, with the cooperation of the Purchasing Agent, to establish and maintain an internal control structure to ensure, to the best of their ability, that the School District's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and School District policies and regulations, and recorded properly in the financial records of the School District.

The School District will not be responsible for purchases made without prior authorization. Employees deviating from this procedure will be notified immediately.

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This policy will be reviewed by the Board of Education at least annually. The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or this policy regarding procurement will not be grounds to void action taken or give rise to a cause of action against the School District or any officer or employee of the School District.

VII. *Standardization*

The Board of Education may standardize by resolution on a particular type of material or equipment. Standardization restricts a purchase to a specific model or type of equipment or supply.

For example, to limit the purchase of trucks to a specific manufacturer or model on the basis of past performance. The resolution, shall state that for reasons of efficiency and/or economy there is a need for standardization. There shall be a full explanation supporting the action.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements.

VIII. *Notice to Vendors*

Written notice shall be available to all suppliers detailing the School District's purchasing policy. Vendors deviating from the approved purchasing policy shall be informed of the possible consequences, including, but not limited to, removal from vendor list.

Implied authority shall not bind the School District to purchases not approved by the Purchasing Agent.

The following statement may be stamped on all purchase orders, and/or included in vendor notification of School District policy.

"Please be advised that if you provide product or service to the Sachem Central School District without a written Purchase Order, signed by the Purchasing Agent, you do so at your own risk. You have NO assurance of payment."

IX. *Sales Calls and Product Demonstrations*

Sales calls and product demonstrations must be arranged through the Purchasing Agent in cooperation with the appropriate administrator. Visits by vendors to School District employees are not permitted without prior notification to and approval by the Purchasing Agent in cooperation with the appropriate administrator. No purchase may be transacted during this demonstration or sales call. All purchases must be made in compliance with School District

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approved Purchasing Policy. Visits by vendors to teachers during instructional hours **are not permitted.**

Vendors deviating from the approved purchasing procedure will be notified of the possible consequences, including but not limited to, removal from vendor list.

Consultation with legal counsel shall be considered prior to declaring a vendor irresponsible.

X. Equipment Designation

Items meeting the following criteria shall be classified as equipment:

An equipment item is a movable or fixed unit of furniture or furnishings, an instrument, a machine, or an apparatus, or a set of articles which meets all of the following conditions:

- É it retains its original shape and appearance with use.
- É it is non-expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- É it does not lose its identity through incorporation into a different or more complex unit or substance.
- É cost exceeds \$5,000.00, as approved by the Board of Education.

XI. Capital Equipment Purchasing

Capital equipment purchasing shall be the responsibility of the Purchasing Agent, in cooperation with the Deputy Superintendent. Architects shall not purchase equipment for capital construction projects unless requested to do so by the School District. The same purchasing authority and policies of the Board of Education apply to capital equipment purchasing as purchasing goods and services from general budget funds.

XII. Quality, Cost Control, Repair, Replacement or Purchases

The Board of Education shall purchase the highest quality goods and services at the most reasonable cost within its budget limitations. Specifications developed by the Purchasing Agent, or his/her designee, after recommendations have been received from appropriate administrators. Cost control on all purchases of equipment, supplies and/or services is to be carried out by the Purchasing Agent with recommendations from appropriate administrators to obtain the quality desired and/or services requested.

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If the cost of repair of an item exceeds 75% of the cost to replace the item, the Purchasing Agent may, in cooperation with the appropriate administrator and within the approved budget, authorize the purchase of a new item in lieu of repair.

XIII. *Energy Efficient Purchasing*

- A. *Energy Efficient Items:* The Board of Education authorizes the purchase of energy efficient items, whenever practical.
- B. *Recycled Materials:* The Board of Education authorizes the use of recycled products whenever practical.
- C. *"Green" Product Purchasing:* In accordance with Education Law 409-I, the School District shall follow the guidelines, specifications and sample list of environmentally sensitive cleaning and maintenance products provided by the Commissioner of General Services when purchasing and utilizing such products in its facilities.

XIV. *Purchase Orders*

The Purchasing Agent shall be authorized to issue pre-numbered or computer generated purchase orders for all goods and services for which an appropriation has been made in the budget. Purchase orders will be issued after completion of the competitive procurement process and award of the contract by the Board of Education, when applicable. Bid proposals, specifications and/or contracts must be attached to the purchase orders.

Purchase orders must reflect all information relevant to the purchase including the address for delivery. All goods delivered and received must be accepted by an authorized School District employee who will certify that the goods were received in good condition before payment is approved.

XV. *Ethics of Purchasing*

Code of Ethics for School Purchasing Officials:

- a. to consider first the interests of the local government and the betterment of its government;
- b. to endeavor to obtain the greatest value for every dollar expended;
- c. to be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with legal or moral restrictions in purchasing procedures;
- d. to strive for knowledge of equipment and supplies in order to recommend items that may either reduce cost or increase efficiency;

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- e. to insist on and expect honesty in sales representation whether offered verbally or in writing, through the advertising or in a sample of a product submitted;
- f. to give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications;
- g. to discourage the offer of, and to decline, gifts which in any way might influence the purchase of municipal equipment and supplies;
- h. to accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions;
- i. to counsel and assist other purchasing agents in the performance of their duties wherever occasion permits; and
- j. to cooperate with government and trade associations in the promotion and development of sound business methods in the purchasing of equipment and supplies.

Ref: General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.
State Finance Law § 163
8 NYCRR §§114.3; 114.4; 170.2

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