

**SACHEM CENTRAL SCHOOL DISTRICT**  
**51 SCHOOL STREET, LAKE RONKONKOMA, NY 11779**  
**WORK SESSION AGENDA**

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September 7, 2016

7:30 PM

Board of Education Room

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*Approved on 10/19/2016 as written – Official Document*

**I. OPENING OF MEETING**

Members Present:           Anthony Falco, Board President  
                                      Robert Scavo, Vice President  
                                      Teri Ahearn  
                                      Vic Canales  
                                      William Coggin  
                                      Mike Matlat  
                                      Dorothy Roberts  
                                      Laura Slattery  
                                      Sara Wottawa  
                                      Ryan Stahl, Student Member

Also Present:                Kenneth E. Graham, Ed.D, Superintendent of Schools  
                                      John O’Keefe, Asst. Supt. for Business  
                                      Kristen Capel-Eden, Asst. Supt. for Personnel  
                                      Jessica Schmettan, Asst. Supt. for Curriculum and Instruction – Elem.  
                                      Chris Clayton, Esq. Ingerman Smith  
                                      Allison Florio, District Clerk

**Call to Order**           Meeting, held at Samoset MS, was called to order by President Falco at 7:00pm.

**Salute to the Flag**

**Moment of Silence**

**EXECUTIVE SESSION**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Slattery, and seconded by Mr. Coggin and approved unanimously (9-0) to convene into Executive Session to discuss personnel related matters.

A **MOTION** was made by Mr. Scavo, seconded by Ms. Wottawa, and approved unanimously (9-0) to reconvene into open session at 7:31pm.

**SUPERINTENDENT’S REPORT**

- District Office staff toured buildings districtwide
- Elementary sections are at or below goal enrollments
- Buildings look great – *thank you to Facilities department!*
- Lead testing done June 2016 – impacted sources shutdown and repairs almost complete
- Transportation has handled the opening of school well, running smoother each day
- District Office says goodbye to Mr. Manzo and Ms. Schmettan – *wishing you all the best in your future endeavors!*

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

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

**PERSONNEL ITEMS**

**III. CONSENT AGENDA FOR PERSONNEL ITEMS 3.A.1. THROUGH 3.D.6.**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve a consent agenda for the personnel items below.

**A. Teachers**

**3.A.1. Probationary Appointments of Teaching Personnel**

upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the appointment of probationary teachers as follows:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Carucci, Lindsey	Special Education	Hiawatha	1-4	9/1/16-6/30/2020
McGlone, Brendan	Music	Tamarac	1-1	9/1/16-6/30/2020
Porciello, Heather	Special Education	Wenonah	1-4	9/1/16-6/30/2020
Glasshagel, Steven	Special Education	Seneca	1-4	9/1/16-6/30/2020

*Under the new APPR requirements employees who fall under the four year tenure 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*

**3.A.2. Leave Replacements Appointments of Teaching Personnel**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the leave replacement appointments of teaching personnel as follows:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Wagner, Laura	Special Education	Merrimac	1-4	9/1/16-6/30/17
Indrigo, Diana	Speech	TBD	1-4	9/1/16-6/30/17
Parish, Allison	Social Worker	Grundy	1-4	9/1/16-6/30/17
Goz, Dara	Special Education	Chippewa	1-4	9/6/16-6/30/17
Richards, Nicole	Speech	Waverly	1-4	9/12/16-6/30/17

**3.A.3. Salary Changes for Teaching Personnel**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the salary changes for teaching personnel as follows:

<u>Name</u>	<u>School</u>	<u>Date of Change</u>	<u>From Step</u>	<u>To Step</u>	<u>Salary Difference</u>
Archer, Michelle	Waverly	09/01/16	7-7	7-8	\$2,759.00

Fernandez, Lorie	Seneca	09/01/16	8-4	8-5	\$2,760.00
Gustavsen, Grant	North	09/01/16	10-8	10-9	\$2,760.00
Haines, Jenna	Seneca	09/01/16	8-8	8-9	\$2,760.00
Hinkaty, Jon	East	09/01/16	9-6	9-7	\$2,760.00
Jackson, Donna	East	09/01/16	19-8	19-9	\$2,760.00
Jones, Jamilee	East	09/01/16	2-4	2-5	\$2,509.00
Lasher, Danielle	North	09/01/16	6-8	6-9	\$2,509.00
Maccarone, Kristen	North	09/01/16	4-6	4-7	\$2,509.00
Meyer, Michelle	East	09/01/16	19-8	19-9	\$2,760.00
Osman, Lisa	Cayuga	09/01/16	8-7	8-8	\$2,760.00
Stalzer, Anna	Sagamore	09/01/16	6-7	6-8	\$2,509.00

**3.A.4. Ten Year Increment for Teaching Personnel**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the ten year increments for teaching personnel as follows:

<u>Name</u>	<u>School</u>	<u>Date</u>	<u>Amount</u>
Surdi, Christina	Seneca	10/18/16	\$240.00
Macy, Jason	Tamarac	10/19/16	\$240.00
Sabatino, Krista	Grundy	10/27/16	\$240.00

**3.A.5. Approval of Substitute Teachers**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the substitute teacher list as follows:

**Name**

Buzzita, Ashley  
 Cordi, Amanda  
 Hallstein, Amanda  
 Klein, Karah  
 Marchany, Penny  
 McGrath, Kathleen  
 Milani-Barlow, Patricia  
 Paone, David  
 Schoenemann, Allyssa  
 Thompson, Brittany

**3.A.6. Termination/Resignation of Substitute Teachers**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the termination/resignation of substitute teachers as follows:

<u>Name</u>	<u>Date</u>
DiAngelis, Stefanie	8/24/16
Leonardi, Laura	6/30/16
McCarthy, Amanda	6/30/16
Murtha, Neil	8/25/16

Riley, Louis	6/30/16
Saraceno, Christine	8/29/16
Sieger, Lori	8/29/16
Wyckoff, Tina	8/18/16

**B. Teacher Assistants**

**3.B.1. Resignation of Teaching Assistants**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the resignation of teacher assistants as follows:

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Desz, Jessica	Special Education Teaching Assistant	Grundy Avenue Elementary School	8/30/16
Kearney, Amanda	Special Education Teaching Assistant	Sachem High School East	8/21/16
McGrath, Mallory	Special Education Teaching Assistant	Sachem High School North	8/31/16

**3.B.2. Appointment of Leave Replacement Teaching Assistants**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the appointment of leave replacement teacher assistants as follows:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Aghabekian, Victoria	Special Education Teaching Assistant	Waverly Avenue Elementary School	1-2	9/1/16-6/30/17
Casio, Annmarie	Special Education Teaching Assistant	Sagamore Middle School	1-2	9/1/16-6/30/17
Papa, Kayleigh	Special Education Teaching Assistant	Cayuga Elementary School	1-3	9/1/16-6/30/17

**3.B.3. Probationary Appointments of Teaching Assistants**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the appointment of probationary teacher assistants as follows:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Huben, Amy	Special Education Teaching Assistant	Sachem High School North	1-3	9/1/16-6/30/20
Sieger, Lori	Special Education Teaching Assistant	Waverly Avenue Elementary School	1-3	9/1/16-6/30/20
Ahrem, Taylor	Special Education Teaching Assistant	Wenonah Elementary School	1-3	9/6/16-9/5/20

*Under the new APPR requirements employees who fall under the four year tenure 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*

**C. Administrators**

**3.C.1. Resignation of Administrative Personnel**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the resignation of administrative personnel as follows:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
Schmettan, Jessica	Asst. Superintendent for Curriculum and Instruction-Elementary	DO/Samoset	09/16/16

**D. Support Staff**

**3.D.1. Resignation of Support Services Personnel (All Civil Service Classifications)**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the resignation of support services personnel (all Civil Service classifications) as follows:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Service Ends</u>
Barna, Norma	Recreation Aide/Child Care	7/1/16
Casio, Annemarie	Special Ed Aide/ Sequoya	8/31/16
Coyne, Janene	4 Hr. FSW/Samoset	8/31/16
Dee, Kelley	Hall Monitor / Chippewa	8/31/16
Erdman, Aaron	Special Ed Aide/ North	8/31/16
Farrell, Maureen	Recreation Aide/Child Care	8/31/16
Guarino, Alison	Recreation Aide/Child Care	8/22/16
Hagenburg, Colleen	Special Ed Aide / Samoset	8/31/16
Lopez, Milagros	Hall Monitor/Hiawatha	8/23/16
Sacco, Joanne	Office Aide/ D.O Samoset Annex	8/18/16
Sneed, Myra	Hall Monitor/ East	8/18/16
Spatafora-DiCio, Stacie	Prov. School Personnel Officer/Personnel	9/8/16

**3.D.2. Return from a Leave of Absence of Support Services Personnel**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the return from a leave of absence of support services personnel as follows:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Reason</u>	<u>Dates</u>
Lipani, Susan	Special Ed Aide/ TBD	Personal	9/1/16

**3.D.3. Resignation/Termination of Substitute Support Services Personnel (Exempt, Labor and Non-Competitive)**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the resignation/termination of substitute support services personnel (exempt, labor and non-competitive) as follows:

<u>Name</u>	<u>Service Ends</u>
<b><u>Custodian</u></b>	
Barra, Michael	8/25/16
Bernstein, Aaron	8/27/16
Carbino, Craig	9/8/16
<b><u>Food Service Worker</u></b>	
Sharp, Carly	8/31/16
Friel, Catherine	8/22/16

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

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the probationary appointments of support services personnel (competitive) as follows:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Sfraga, Linda*	Cont. Clerk Typist/Seneca	\$50,253	8/31/16	None

\*Recalled from the Civil Service Preferred Eligibility List

**3.D.5. Appointment of Support Services Personnel (Exempt, Labor and Non-Competitive)**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the probationary appointment of support services personnel (exempt, labor and non-competitive) as follows:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Coyne, Janene	6 Hr. FSW/Samoset	\$18.40/hr.	9/1/16	90 days 9/1/16-11/29/16
Gibaldi, Christina	Recreation Aide/ Child Care	\$10.38/hr.	8/31/16	None
Furiano, Joan	Recreation Aide/ Child Care	\$10.38/hr.	9/1/16	None
Holmes, Carolyn	Recreation Aide/ Child Care	\$10.38/hr.	8/31/16	None
McDonald, Kimberly	Recreation Aide/ Child Care	\$10.38/hr.	8/31/16	None
Mackay, Sean	Custodian/Tamarac	\$54,032	8/31/16	None
Miranda, Jaime	Custodian/TBD	\$54,032	8/31/16	None
Nelson, Linda	Hall Monitor/	\$9.17 hr.	9/6/16	None

	Sagamore			
Pena Schwartz, Suzanne	Recreation Aide/ Child Care	\$10.38/hr.	8/31/16	None
Sharp, Carly	3 Hr. FSW/Samoset	\$10.23/hr.	9/1/16	90 days 9/1/16-11/29/16

**3.D.6. Appointment of Substitute Support Services Personnel (Exempt, Labor and Non-Competitive)**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Coggin, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the substitute support services personnel (exempt, labor and non-competitive) as follows:

<u>Name</u>	<u>Service Begins</u>
<u>Aide</u> Erdman, Aaron	9/1/16
<u>Custodian</u> Grier, David	8/31/16
<u>Nurse</u> Marston, Horace	9/1/16

**IV. ACTION ITEMS**

**1. MINI CONTRACTS CONSENT AGENDA FOR ACTION ITEMS 4.1.1. THROUGH 4.1.10**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve a consent agenda for the personnel items below.

**4.1.1. Approval of Special Education Services Agreement with Commack UFSD 2016-17**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the agreement between Sachem Central School District and Commack Union Free School District to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the Commack Union Free School District, but reside in the Sachem CSD. Commack UFSD shall be entitled to bill Sachem CSD in accordance with Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education. The term of this agreement shall be from July 1, 2016 through June 30, 2017. This agreement has been reviewed and approved by the school district’s attorney.

**4.1.2. Approval of Amendment #1 to the Agreement with Bayada Home Health Care, Inc. Nursing Services 2015-16**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve Amendment #1 to the agreement between Sachem Central School District and Bayada Home Health Care, Inc. to add the following language to Section II of the agreement:

“Bayada will provide an RN to care for the students each day that they ride to and from school on the bus. A minimum of two (2) hours will be billed per bus run.”

This amendment shall be in effect for the period July 1, 2015 to June 30, 2016. This amendment has been reviewed and approved by the school district's attorney.

**4.1.3. Approval of Coaching Assignments for 2016-17 School Year**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the following Fall Coaching Assignments for the 2016-17 school year:

Boys Volleyball

East Varsity Assistant - John Lutjen (OOD)

East JV - Amanda Hallstein (sub)

Field Hockey

East Varsity Assistant - Brenda Doherty (OOD)

Cheerleading

Samoset - Lisa Carlen (Samoset)

Sagamore - Courtney Schroder (OOD)

Boys Cross Country

East Varsity Assistant - Jamilee Jones (East)

Girls Volleyball

East JV - Connie Alamia (OOD)

Arrowettes Fall/Winter

Samoset - Marissa Mato (OOD)

**4.1.4. Approval of Additional Days for Leave Replacment for Assistant Coordinator for Special Education**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve Ms. Lamanno, leave replacement for the Assistant Coordinator for Special Education, to work an additional seven (7) work days at the same per diem rate of \$700 for a maximum of forty-two (42) days.

**4.1.5. Appointment of Marching Band Personnel for the 2016-17 School Year**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the appointment of Marching Band Personnel for the 2016-17 school year:

Robert Flahavan

Marching Band Color Guard (Middle School)

**4.1.6. Appointment of Individual Nurses for the 2016-17 School Year**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery and approved unanimously (9-0) to approve the appointment of the following Individual Nurses for the 2016-17 school year:

Marston, Horace



**4.1.7. Creation of New Position - Director of Personnel**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the following:

BE IT RESOLVED that the Board of Education hereby create the position of Director of Personnel effective immediately; and

BE IT FURTHER RESOLVED that the Board of Education simultaneously abolishes the position of School Personnel Officer; and

BE IT FURTHER RESOLVED that the District's Table of Organization shall be modified to include the position of Director of Personnel under the supervision of the Assistant Superintendent for Personnel; and

BE IT FURTHER RESOLVED that the position of School Personnel Officer shall be removed from the District's Table of Organization.

**4.1.8. Probationary Appointment of Administrative Personnel**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve the probationary appointment of administrative personnel as follows:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
Spatafora-DiCio, Stacie**	Director of Personnel	DO/Samoset	9/8/16-9/7/2020

\*\* Subject to approval of salary and benefit agreement

*Under the new APPR requirements employees who fall under the four year tenure 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*

**4.1.9. Approval of Side Letter of Agreement with the SAA (Sachem Administrators' Association)**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve a Side Letter between the Sachem Central School District and the Sachem Administrators' Association dated September 6, 2016 regarding the Director of Personnel position.

**4.1.10. Approval of Budget Transfers \$50,000 or Greater**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Scavo, and seconded by Ms. Slattery, and approved unanimously (9-0) to approve one budget transfer of \$50,000 or greater:

- One transfer for \$56,202.00 is for salary changes for teaching personnel approved at the July 27, 2016 Board of Education meeting.

**2. Recommendations from the Committee on Special Education**

4.2.1. **Recommendations from the Committee on Special Education**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Ms. Ahearn, and seconded by Ms. Wottawa, and approved unanimously (9-0) to accept the recommendation of the Committee on Special Education for the following meetings:

8/25, 8/29, 8/30, 8/31, 9/2

V. **MONTHLY REPORTS**

A. **Determinations from the Committee on Preschool Special Education**

5.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:

*The Committee on Preschool Special Education has no pending meeting dates at this time.*

B. **Board of Education Sub Committees**

1. Sachem Legislative Committee
2. Sachem Citizens' Advisory Audit Committee – *Has meeting scheduled for September 29th*
3. Sachem Budget Advisory Committee

C. **2016-17 Updates to the Board**

- Capital Bond
  - Received new list from architects of priorities
  - Will discuss more in future, including possible spring vote

VI. **CLOSING**

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

None.

B. **Board of Education Discussion and Future Agenda Items**

None.

C. **Next Meeting**

The next Regular Board Meeting of the Board of Education will be held on September 21, 2016 at 7:30 PM in the Board Room at Samoset Middle School.

VII. **ADJOURN**

Upon the recommendation of the Superintendent of Schools, a **MOTION** was made by Mr. Canales, and seconded by Ms. Ahearn, and approved unanimously (9-0) to adjourn the meeting at 7:45pm.

Respectfully submitted,

*Allison Florio*  
District Clerk