

SACHEM CENTRAL SCHOOL DISTRICT

REORGANIZATIONAL MEETING OF THE BOARD OF EDUCATION

**Samoset Middle School
Board Room**

**July 2, 2013
7:30 P.M.**

AGENDA

- A.1. Call to Order
- A.2. Salute to the Flag
- A.3. Moment of Silent Meditation

I. ADMINISTRATION OF OATH

A. Administer Oath to Newly Elected Board Members

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

RESOLVED, that the constitutional oath of office be administered to newly elected Board members, Tony Falco, Michael J. Timo, and Sal Tripi by the District Clerk. (New York State Constitution, Article XIII-1; (Public Officers Law 10, 30)

Motion made by _____

Seconded by _____

Vote: Yes _____ No _____

B. Administer Oath to Ex-Officio Student Board Member

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

RESOLVED, that the constitutional oath of office be administered to the ex-officio student Board members, Caila Hendrickson and Katie Doherty by the District Clerk. (New York State Constitution, Article XIII-1; (Public Officers Law 10, 30)

Motion made by _____

Seconded by _____

Vote: Yes _____ No _____

II. ELECTION OF OFFICERS

A. Election of Temporary Chairperson

A call for nominations _____

Vote: Yes _____ No _____

B. President of the Board of Education

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

RESOLVED, that _____ be elected President of the Board of Education of this District for the ensuing official year ending June 30, 2014; and,

BE IT FURTHER RESOLVED, that the constitutional oath of office be administered to the newly elected President of the Board of Education by the District Clerk. (Educ. Law 1701, 2504, 2563; New York State Constitution, Article XIII-1; Public Officers Law 10,30)

A call for nominations _____

Vote: Yes _____ No _____

C. Vice-President of the Board of Education

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

RESOLVED, that _____ be elected Vice-President of the Board of Education of this District for the ensuing official year ending June 30, 2014; and,

BE IT FURTHER RESOLVED, that in the absence of the President of the Board of Education or his/her inability to act, the Vice-President of the Board of Education be President and be authorized to assume all the responsibilities and perform all of the duties of the President of the Board of Education as provided by law; and,

BE IT FURTHER RESOLVED, that the constitutional oath of office by administered to the newly elected Vice-President of the Board of Education by the District Clerk. (Educ. Law 1701, 2504; New York State Constitution, Article XIII-1; Public Officers Law 10,30)

A call for nominations _____

Vote: Yes _____ No _____

III. APPOINTMENT OF OFFICERS

A. District Clerk of the Board of Education

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

RESOLVED, that, Carol Adelberg be and is hereby appointed District Clerk of the Board of Education and,

BE IT FURTHER RESOLVED, that same shall perform the duties of district clerk of the Sachus Central School District for the school year ending June 30, 2014; and,

BE IT FURTHER RESOLVED, in the event Ms. Adelberg is absent, Pat Burns and/or Carol Truglio act as alternate District Clerks.

BE IT FURTHER RESOLVED, that the constitutional oath of office be administered to the District Clerk by the President of the Board of Education. (Educ. Law 2114, 2130, 2503; Comm’s. Reg. 170.2)

Motion made by _____

Seconded by _____

Vote: Yes _____ No _____

B. District Treasurer

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

Resolved, that Diane Kollmer be and is hereby appointed Treasurer and the custodian of all monies belonging to the District from whatever source derived for the 2013-14 school year commencing July 1, 2013; and it is recommended that the Board appoint Ms. Diane Kollmer to the position of Treasurer with an annual stipend of \$5,954.40. These rates are concurrent with the senior high school extra-classroom treasurer. It is also recommended that the Board approve an additional stipend of \$5,600 to review the Extra Classroom Activity Fund processes and controls at the school. These stipends are effective July 1, 2013.

BE IT FURTHER RESOLVED, that same shall perform the duties of District Treasurer of the Sachus Central School District for the school year ending June 30, 2014; and

BE IT FURTHER RESOLVED, that the constitutional oath of office be administered to the District Treasurer by the District Clerk.” (Educ. Law 2114, 2130, 2503; Comm’s. Reg. 170.2)

Motion made by _____

Seconded by _____

Vote: Yes _____ No _____

C. District Internal Claims Auditor

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

Resolved, that the internal claim auditors for the school year 2013-14 shall be Nawrocki

Smith LLP, 290 Broad Hollow Road, Melville, New York 11747, and shall perform full internal claims audits of the Sachem Central School District, through June 30, 2014 at an annual fee not to exceed \$62,640.00.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

D. District Internal Auditor

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

Resolved, that the internal auditors for the school year 2013-14 shall be Cullen & Danowski, LLP., 1650 Route 112, Port Jefferson Station, New York 11776, and shall perform a risk assessment update of district business operations for the year ending June 30, 2014. The fee for the initial risk assessment is \$14,000 plus rates for additional services as requested by the Board of Education.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

E. District External Auditor

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

Resolved, that the auditors for the school year 2013-14 shall be Toski, & Co., CPAs, PC, 300 Essjay Road, Suite 115, Williamsville, New York 14221, and shall perform full audits on the records of the Sachem Central School District for the year ending June 30, 2013; and

BE IT FURTHER RESOLVED, that same shall perform the full services for the Sachem Central School District, at a fee of \$44,500 for the school year ending June 30, 2013. (Educ. Law 2116-a; Comm’s. Reg. 170.2). They will also apply agreed-upon procedures to the Self-Insured Workers’ Compensation Claims Administration at a fee not to exceed \$5,100 and the Self-Insured Dental Plan Claim Administration at a fee not to exceed \$5,100.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

IV. OTHER APPOINTMENTS

A. School Physicians

BOARD OF EDUCATION – REORGANIZATIONAL/REGULAR MEETING – 7/2/13

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

RESOLVED, that the following physicians be appointed to serve a school medical officers of this district at the pleasure of the Board of Education during the school year 2013-14. (Educ. Law 902, 1709-21; Comm’s. Reg. 136.2)

Dr. Jack Nussbaum	388 Hawkins Avenue, L. Ronkonkoma
Dr. David Hauer	388 Hawkins Avenue, L. Ronkonkoma
Mid Island Internal Medicine	709 Hawkins Avenue, Suite 1, Ronkonkoma
*Pediatric and Adolescent Medicine	270 Union Avenue, Holbrook
Inclusive, but not limited to:	
Dr. Jason Kroneberg*	Dr. Mitchell Kleinberg*
Dr. Robert Festa*	Barbara Kolk-Seda, RPAC*
Michelle Welch, RPAC*	Laura McDowell, RPAC*
Danielle Byrne, RPAC*	Joanne Silva, NP*
Lori Jardin, NP*	
Farmingville-Island Urgent Medical Care, Inclusive, but not limited to:	465 Blue Point Road, Farmingville
Ann Marie Badagliacca, PA	Dr. Paul Cohen
***First Choice Medical Care	203 Union Avenue, Holbrook
** Dr. Frank Segreto	3585 Veterans Memorial Hwy., Ronkonkoma
**Stony Brook Orthopaedic Associates	
Inclusive, but not limited to:	
Dr. James Paci*	14 Technology Dr., Suite 11, East Setauket
Dr. James Penna*	Angelo Rizzi, PA-C*
	Jennifer Castelli, PA-C*
**Dr. Phillip Shrank	6 Technology Drive, Suite 100, Setauket
**Dr. Hayley Queller	6 Technology Drive, Suite 100, Setauket
**Dr. Anthony Cappellino	400 W. Main Street, Suite 304, Babylon

FURTHER, that school physician fees for the school year 2013-14 be at the rate of \$10.00 per pupil examination, \$22.00 for all authorized adult examinations, \$45.00 per CSE examinations, \$12.00 per examination for employment certificates, and \$11.00 per examination for Department of Labor Work Certificates; and,

FURTHER, that physicians assigned to be in attendance at football games receive \$175.00 per game; and

FURTHER, that physicians assigned to be in attendance at Committee for Special Education Meetings receive \$120.00 per session.

FURTHER, that physicians assigned to conduct OSHA physicals for employees involved in asbestos abatement receive \$125.00 per physical.

*No adult physicals

**Sports physicals as needed

***OSHA physicals

Motion made by _____

Seconded by _____

Vote: Yes _____ No _____

B. Orthopedic Coverage – Sachem High School North

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Dr. Anthony Cappellino to provide orthopedic coverage for the varsity football games at Sachem High School North at no cost to the district for the 2013-14 school year.”

Motion made by _____

Seconded by _____

Vote: Yes _____ No _____

C. Orthopedic Coverage – Sachem High School East

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Dr. Philip Schrank to provide orthopedic coverage for the varsity football games at Sachem High School East at no cost to the district for the 2013-14 school year.”

Motion made by _____

Seconded by _____

Vote: Yes _____ No _____

D. Chief School Medical Officer

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Jack Nussbaum, MD as Chief School Medical Officer for the 2013-14 school year at an hourly rate of \$150.00.”

Motion made by _____

Seconded by _____

Vote: Yes _____ No _____

E. Board and Labor Counsel

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

RESOLVED, that Ingerman Smith L.L.P. is hereby appointed Board, Labor and Legal Counsel to the Sachem School District for the school year 2013-14 at a retainer of

\$162,850 and an additional rate of \$210.00 per hour for litigation, real estate and construction matters.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

F. Bond Counsel

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

RESOLVED, that Hawkins, Delafield & Wood is hereby appointed Bond Counsel for the ensuing official year ending June 30, 2014, and

BE IT FURTHER RESOLVED, that same shall perform the duties of Bond Counsel of the Sachem Central School District as follows: Preparation of all documents regarding sale of TAN, principal amount issued up to \$50 million at a cost of \$0.40 per \$1,000; Bond Basic Fee \$3,750; Refunding Serial Bonds not to exceed the greater of \$25,000 or an amount calculated as following: \$1.00 per \$1,000 principal amount of bonds up to \$30,000,000 and .50 per \$1,000 principal amount of bonds in excess of \$30,000,000.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

G. Financial Advisory Services

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

RESOLVED, that Capital Markets Advisors, LLC is hereby appointed for our Financial Advisory Services for the ensuing official year ending June 30, 2014, and

BE IT FURTHER RESOLVED, that same shall perform the duties for our Financial Advisory Services for the Sachem Central School District, as follows: NOTES, \$5,600, BONDS, \$11,950, \$950 for annual filing and \$500 for any required Material Event notice; if required by the SEC for the school year ending June 30, 2014.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

H. Records Access Officer

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

RESOLVED, that Carol Adelberg be and is hereby appointed Records Access Officer for the ensuing official year ending June 30, 2014 at no additional compensation. (Public Officer Law 87 (b) (iii)).

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

I. Records Management Officer

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

RESOLVED, that Stephanie MacIntosh, the Administrator for Federal Funds, Research & Development be and is hereby appointed Records Management Officer for the ensuing official year ending June 30, 2014, at no additional compensation. (Comm’s. Reg. 185.2 (I))

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

J. School Purchasing Agent

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

RESOLVED, that Catherine Nocco is hereby appointed School Purchasing Agent for the school year 2013-14, and that she be authorized to purchase supplies and equipment and services as provided for in the budget. In the event Ms. Nocco is absent, Nancy Merkle, Purchasing Technician, act as an alternate Purchasing Agent.” (Comm’s. Reg. 170.2)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

K. School Purchasing Technician

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

RESOLVED, that Nancy Merkle be approved as Purchasing Technician for the school year 2013-14, and that she be authorized to purchase supplies and equipment and services as provided for in the budget.” (Comm’s. Reg. 170.2)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

L. Appointment of Coordinator for Community Use of Facilities for the 2013-14 School Year

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of Wayne Wilson to serve as the Coordinator for Community Use of Facilities for the 2013-14 school year.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

M. Approval of Videographers for the 2013-14 School Year

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following videographers to provide their services to our athletic teams during the 2013-14 school year at a rate of \$117.52 per contest”:

T & D Sports Video Productions
Ted Matos
Misty Mountain Video

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

V. DESIGNATIONS

A. Official Bank Depositories - All Funds

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

RESOLVED, that the following financial institutions be and are hereby designated as the official depositories for funds to be received and disbursed and not to exceed \$250,000,000 and to be used for repurchase agreements by this school district during the school year 2013-14.” (Educ. Law 2129, 2130; Comm’s. Reg. 170.2)

1. HSBC
2. Citibank
3. Bank of America/Merrill Lynch
4. Smith-Barney
5. J.P. Morgan/Chase
6. Bank of New York
7. Capital One
8. MBIA-CLASS
9. State Bank of Long Island
10. T.D. Bank

11. Suntrust Bank
12. Wells Fargo
13. Flushing Commercial Bank
14. The First National Bank of Long Island

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

B. Regular Monthly Meetings

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

RESOLVED, that the regular monthly meetings of the Board of Education of Sachem Central School District, Towns of Brookhaven, Smithtown and Islip, Suffolk County, New York, shall be held during the ensuing year at 7:30 p.m., on the third Wednesday of each month at Samoset Middle School except where this date conflicts with a holiday and/or school recess period and to adopt the schedule of Board meeting dates for regular and work sessions as presented in **Enclosure V.B.** (Educ. Law 1708 (quarterly) 2504)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

C. Official Newspapers

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

RESOLVED, that any of the following newspapers may be used officially at any time it appears to the advantage of the District to do so during the school year 2013-2014 (Educ. Law 2004; Municipal Law 103)

List of newspapers to be considered:

- *1. Newsday
2. Ronkonkoma Review
3. The New York Times

*BE IT FURTHER RESOLVED, that the Board shall designate NEWSDAY as the official newspaper for the purpose of advertising bids and contracts.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

VI. AUTHORIZATION

A. Chief School Officer to Certify Payrolls

RECOMMENDED ACTION: “that, upon the recommendation of the superintendent of Schools, the Board of Education approves the following resolution”:

RESOLVED, that the Chief School Officer, Associate Superintendent and Assistant Superintendent for Personnel be authorized to certify all payrolls prepared on behalf of this district for the ensuing year 2013-14.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

B. Authorization to Establish Petty Cash Funds

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

RESOLVED, that according to Section 19.22 of the New York State Education Law, petty cash funds be established for each school building for the 2013-14 school year in the district in which there is a principal in charge. Such petty cash funds are not to exceed One Hundred Dollars (\$100.00) in any one unit. The per item purchase limit shall be \$50.00. In addition, there should be established a petty cash fund of One Hundred Dollars (\$100.00) for the District Clerk’s Office, One Hundred Dollars (\$100.00) for Federal Funds, One Hundred Dollars (\$100.00) for the Athletic Office, One Hundred Dollars (\$100.00) for the Before and After School Child Care Program Office, One Hundred Dollars (\$100.00) for the District Music Office, One Hundred Dollars (\$100.00) for the Security Office, One Hundred Dollars (\$100.00) for the Transportation Office, One Hundred Dollars (\$100.00) for the Office of Student Services, One Hundred Dollars (\$100.00) for the Office of the Science Coordinator, One Hundred Dollars (\$100.00) for Special Education Summer School, One Hundred Dollars (\$100.00) for the Summer Enrichment Program, One Hundred Dollars (\$100.00) for the Food Service Office, Two Thousand One Hundred Sixty Four Dollars (\$2,164.00) for starting cash for cafeteria registers and One Hundred Dollars (\$100.00) for the Superintendent’s Office. Building Principals, Program Directors, and the District Clerk are responsible for these funds and to submit proper records accounting for expenditures from such funds; and,

FURTHER, that payments from such petty cash funds may be made for materials, supplies, or services only when payment is required upon delivery.” (Educ. Law 1709-29; Comm’s. Reg. 170.4)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

C. Designation of Authorized Signature on Checks

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

RESOLVED, that the District Treasurer be authorized to sign all checks or drafts for all salaries of teachers, and for all officers or other employees of this school district and for payment of bills, expenses, obligations, and liabilities, and also such contracts, documents, papers, agreements, writings, and other instruments in writing as are authorized by the Board of Education or required by law to be executed, and in the absence or inability of the District Treasurer to sign such checks or drafts and such contracts, documents, papers, agreement, writings, and other instruments requiring her signature”.

BE IT RESOLVED, that District Clerk (Presently Carol Adelberg), Administrator for Federal Funds (presently Stephanie MacIntosh) and Managerial Confidential (Cynthia Carvajal) shall perform the check signing responsibilities in the absence of the District Treasurer of the Sachem Central School District for the school year ending June 30, 2014.

The above designees will be allowed to sign on the districts account payable and payroll checks in circumstances where the district treasurer is unavailable to perform the duty of check signing.

BE IT FURTHER RESOLVED, that the use of the Allison Payment Systems Software be authorized for use in signing checks with the required signatures.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

D. Chief School Officer Authorized to Approve Budget Transfers

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

RESOLVED, that the Chief School Officer be authorized to approve budget transfers for the 2013-14 school year and that the Board of Education must approve budget transfers of \$50,000 or greater. (Comm’s. Reg. 170.2)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

E. Authorization to Apply for Grants in Aid

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RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the Chief School Officer or the Administrator for Federal Funds, Research & Development to be authorized to apply for any federal or state grants deemed to be in the best interests of the Sachem School District.” (Educ. Law 1711, 2508)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

F. Co-Curricular Extra Classroom Treasurer

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools the Board of Education appoint the following Co-curricular Extra Classroom Treasurers to provide proper financial management of such extra-classroom activity funds for the 2013-14 school year”:

East	Frank Zumbo
North	Thomas Sullivan
Sagamore	Tiziano Torquato
Samoset	Alicia Kroczyński
Seneca	Thomas Coffey
Sequoia	Crystal Van Riper

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

VII. BONDING OF PERSONNEL

A. District Treasurer

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

RESOLVED, that the District Treasurer be bonded for \$5,000,000 for the official school year 2013-14. (Educ. Law 2122, 2130, 2527, Comm’s. Reg. 170.2)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

B. Co-Curricular Treasurers

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

RESOLVED, that the Co-Curricular Treasurer at each building be bonded for \$5,000,000, for the official school year 2013-14. (Educ. Law 2527; Comm’s. Reg. 170.2)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

C. Public School System Employee Blanket Bond

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

RESOLVED, that a blanket position bond for all employees other than the District Treasurer be issued for the school year 2013-14. Such bond to provide coverage in the amount of \$5,000,000 for all employees, some of whom handle district funds during the school year 2013-14. (Public Off. Law Section 11; Comm’s Reg. 172.5)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

D. Superintendent/Associate Superintendent for Business/School Business Administrator

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

RESOLVED, that the Superintendent/Associate Superintendent for Business/School Business Administrator be bonded for \$5,000,000 for the official school year 2013-14. (Educ. Law 2527; Comm’s. Reg. 170.2)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

**E. Money, Theft, Disappearance and Destruction Policy (Inside Buildings and Outside Grounds)
Forgery or Alteration Policy**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the Money, Theft, Disappearance and Destruction Policy (Inside Buildings and Outside Grounds) in the amount of \$50,000 and the Forgery or Alteration Policy in the amount of \$100,000 for the official school year 2013-14.” (Educ. Law 2527; Comm’s. Reg. 170.2)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

F. Computer Fraud (Including Wire Transfers)

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the Computer Fraud (Including Wire Transfers) coverage in the amount of \$5,000,000 for the official school year 2013-14.” (Educ. Law 2527; Comm’s. Reg. 170.2)

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

VIII. OTHER ITEMS

A. Re-Adoption of all Policies and Codes of Ethics in Effect During Previous Year

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

RESOLVED, that existing policies, bylaws, rules, and regulations operative at the close of the school year 2012-13 remain operative pending a review and a consideration of necessary changes: (Educ. Law 1709, 2503) and,

FURTHER, that amendments shall require action by a majority vote of the Board of Education after presentation at two (2) successive regular meetings.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

B. School Conduct and Discipline Policy

It is a New York State requirement that every school district adopt a Student Conduct and Discipline Policy and that such policy be reviewed on an annual basis.

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education confirm the previously adopted Code of Conduct Policy #5300 as indicated by the NYS SAVE Legislation to be in effect for the 2013-14 school year.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

C. AIDS Advisory Committee

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

RESOLVED, that the following individuals be and are hereby appointed to the AIDS Advisory Committee for the 2013-14 school year commencing July 1, 2013.

_____	TBD	Board Member, Sachem CSD
James J. Nolan		Superintendent of Schools
Susan Tuttle		Coordinator, Student Services
Peter Blieberg		Director of Athletics, Physical Education & Health Services
Gary Beutel		Administrator for Health, Physical Education, Health Services & Athletics
James Horan		Secondary Principal, Samoset
Lori Hewlett		Department Chair, Health
Natalie Zaino		Sachem Nurse, North
Patricia Broderick		Teacher, Sachem High School
Dr. Jack Nussbaum		Physician

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

D. SAVE Committee

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

RESOLVED, that the following individuals be and are hereby appointed to the SAVE Committee for the 2013-14 school year commencing July 1, 2013.

SAA Representatives	Elementary	Jessica Schmettan
	Secondary	John Galligan
District Office		Paul Manzo
Board of Education Representatives:		_____TBD
		_____TBD

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

E. Curriculum Materials Review Committee

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

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RESOLVED, that the following individuals be and are hereby appointed to the Curriculum Materials Review Committee for the 2013-14 school year commencing July 1, 2013.

Jill Karp	Assistant Superintendent for Curriculum and Instruction - Elementary
Paul Manzo	Assistant Superintendent for Curriculum and Instruction – Secondary
Jessica Schmettan	Administrator – District Office
Matthew Wells	Principal, Cayuga Elementary School
Marie O’Doherty	Elementary Teacher
Denise Cinco	Librarian, Sagamore
Greg Wrightson	English Chairperson, Sachem East
Sal Nicosia	District Resident

Motion made by _____

Seconded by _____

Vote: Yes _____ No _____

F. Appointment of the School Safety Team

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education appoint the following as the School Safety Team for the 2013-14 school year, in compliance with section 155.17 (b) of the Regulations of the Commissioner”:

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education appoint the following as the School Safety Team for the 2013-14 school year, in compliance with section 155.17 (b) of the Regulations of the Commissioner”:

RESOLVED, that the following individuals be and are hereby appointed to the School Safety Team for the 2013-14 school year commencing July 1, 2013:

Incident Management Team

Michael Bergin
Gail Grenzig
Jill Karp
Paul Manzo
Stephanie MacIntosh
Ed Miller
Jack Renda
Bruce Singer
Wayne Wilson

Health and Safety Committee

Michael Bergin
Gary Beutel
Paul Manzo
Wayne Wilson
Ronald Sacks
Diane Kollmer

Union Representation:
Kimberly Monsen, Nurses
Joseph Borruso, SSSU
John Troise, SCTA
Josephine Vasiento, UPSEU
Michael Bergin, SSA
Chris DiPaola, SAA

**Board of Education
Representative:**
_____ TBD

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

G. Co-Curricular Review Committee for the 2013-14 School Year

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

RESOLVED, that the following individuals are hereby appointed to the Co-Curricular Review Committee for the 2013-14 school year:

Paul Manzo	District Office Administrator
Jessica Schmettan	District Administrator
Lou Antonetti	Building Administrator
Meggan Heinrichs	Teacher
Deborah A. Wenz	Teacher
Dana Platin	Parent

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

H. Title VII and Title IX Compliance Officer

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

RESOLVED, that Paul E. Manzo, Assistant Superintendent for Curriculum and Instruction - Secondary be and is hereby appointed Title VII and Title IX Compliance Officer and Jessica Schmettan, Administrative Assistant for Instructional Support, Kristin Capel-Eden, Administrator for Personnel and Stephanie MacIntosh, Administrator of Federal Funds, be appointed Title VII and Title IX Alternate Compliance Officers for the 2013-14 school year commencing July 1, 2013.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

I. Medicaid Fraud Compliance Officer

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

RESOLVED, that Paul E. Manzo, Assistant Superintendent for Curriculum and Instruction – Secondary be and is hereby appointed Medicaid Fraud Compliance Officer and Susan Tuttle, Coordinator of Student Services be appointed Medicaid Fraud Alternate Compliance Officer for the 2013-14 school year commencing July 1, 2013.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

J. Establish Mileage Reimbursement Rate for the 2013-14 School Year

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

RESOLVED, that the Board of Education establish the mileage reimbursement rate effective July 1, 2013 as determined by the IRS standard rate of 56.5 cents per mile.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

K. Approval of Community Use of Facilities Fees for 2013-14

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following community use of facilities fees for the 2013-14 school year.”

\$ 50.00 per hour	All Fields (all adult groups)
\$ 3.00 per hour	Gym/classroom/cafeteria/MPR/Little Theatre, etc. use (all groups)
\$ 3.00 per hour	Field use (youth groups)
\$ 52.00 per hour	Weekend use of gym for custodial services
\$175.00	Weekend use of East and North pool for custodial services and supplies required to maintain the pool.
\$ 18.35 per hr.	Security fee for weekend groups

Fees are determined based upon the district cost for other events such as (Fund Raisers, etc.)

Motion made by _____

Seconded by _____
 Vote: Yes _____ No _____

L. Approval of District Cell Phones

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following district cell phone/air card list for the 2013-2014 school year”:

Joan Bencze	Principal Accountant
Michael Bergin	Plant Facilities Administrator
Gary Beutel	Administrative Assistant for Health, PE, Health Services and Athletics
Mike DeFontes	Head Groundsman
Meryl Doberman	ABA Specialist
Vincent Gilardi	School Maintenance Crew Leader
James Kalachik	Assistant Director of Security
Diane Kollmer	Treasurer
Diane Labella	Recreation Specialist
Mark Laura	Radio Station Manager
Jack Renda	Administrative Assistant for Instructional Technology
Stephen Shadbolt	Transportation Supervisor
Bruce Singer	Associate Superintendent
Paul Wilken	Maintenance Mechanic
Wayne Wilson	Director of Security
Natalie Zaino	Lead Nurse

Motion made by _____
 Seconded by _____
 Vote: Yes _____ No _____

M. Approval of New York Schools Insurance Reciprocal

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal rates for the New York Schools Insurance Reciprocal for the 2013-2014 school year. The rates are as follows:

Special School Policy	
General Liability	\$410,491.00
Commercial Inland Marine	12,154.00
Boiler & Machinery	37,553.00
Commercial Property	<u>481,712.00</u>
	\$941,910.00
Commercial Automobile Policy	86,243.00
School Board Liability	96,550.00
Excess Catastrophe Liability	<u>157,220.00</u>
Subtotal:	\$1,281,923.00

Fees

Motor Vehicle Enforcement Fee 1,190.00
Total Due: **\$1,283,113.00**

The total amount due is \$1,283,113.00 for the policy period July 1, 2013 to June 30, 2014.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

N. Approval of BOCES Cooperative Bids – Eastern Suffolk BOCES

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves to purchase supplies and materials, in compliance with all regulations governing said purchases, from appropriate bids evaluated and recommended by the Eastern Suffolk BOCES Cooperative Purchasing Groups for the 2013-14 school year.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

O. Approval of BOCES Cooperative Bids – Western Suffolk BOCES, Nassau BOCES, and all other New York State BOCES

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves to purchase supplies and materials, in compliance with all regulations governing said purchases, from appropriate bids evaluated and recommended by the Western Suffolk BOCES, Nassau BOCES, and all other New York State BOCES Cooperative Purchasing Groups Cooperative Purchasing Groups for the 2013-14 school year.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

P. Long Island School Nutrition Directors Association Cooperative Bids

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following resolution which is required to become a member of the Long Island School Nutrition Directors Association Cooperative:”

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WHEREAS, it is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2013-14 school year.

WHEREAS, the Sachem Central School District is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and,

WHEREAS, the Sachem Central School District wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, reporting the results to the Boards of Education and making recommendations thereon; therefore,

BE IT RESOLVED, that the Board of Education of the Sachem Central School District hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above, and

BE IT FURTHER RESOLVED, that the Sachem Central School District’s Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and

BE IT FURTHER RESOLVED, that the Sachem Central School District’s Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and must remit \$350.00 for the bidding program that is used to organize and analyze bids, and

BE IT FURTHER RESOLVED, that the Sachem Central School District’s Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) and that after award of contract(s), it will conduct all negotiations with the successful bidder(s).

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

R. Standardization of Powerflame Oil Pump Sets and Daktronics Scoreboards

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

BE IT RESOLVED, that for reasons of efficiency and/or economy, the Board of Education approves the standardization of Powerflame Oil Pump Sets and Daktronics Scoreboards for the Sachem Central School District.

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

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

S. Appointment of the 2013-2014 Committee on Special Education:

Boards of Education are annually required to appoint a Committee on

BOARD OF EDUCATION – REORGANIZATIONAL/REGULAR MEETING – 7/2/13

Special Education for their school districts.

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following appointments to the Committee on Special Education for the 2013-2014 school year.”

Chairperson	Susan Tuttle
Alternate	Gina Conrad
Alternate	Julie DeCollibus
Alternate	Gelean Demmers-Horan
Alternate	Mary Alice Foti
Alternate	Benjamin Franquiz
Alternate	Dr. Steven Hartman
Alternate	Barbara Raptis

Parent Members:

Stacy Berman	Susan Cappellini
Lisa Casanova	Ana Faivus
Janet Hismeh	Tracey Minella
Stephen Swift	Stephanie Volpe

Physician Members:

Fried, Welch & Hauer
Dr. Jack Nussbaum
Dr. Jason Kroneberg

Psychologist Members:

All District Psychologists

Teacher Members:

All regular/special education teachers and related service providers, from which: at least one regular education teacher of the child (if the child is or may be participating in the regular education environment); at least one special education teacher, or where appropriate, at least one special education related service provider of the child

Parent of the Child

The student with a disability,
whenever appropriate

Other individuals:

who have knowledge or special expertise regarding the child, including related services personnel, at the discretion of the parent or agency

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BE IT FURTHER RESOLVED, that upon the recommendation of the Committee on Special Education, the Board of Education of the Sachem Central School District hereby establishes Subcommittees on Special Education.

The following persons are appointed to serve on Subcommittees: (pursuant to Section 200.3 (2)(iii) of the Commissioner’s Regulations)

Subcommittee Chairperson: All District Psychologists
All District Social Workers
All District Speech Teachers
All District Special Education Teachers

Psychologist Member: All District Psychologists

Teacher Member: All regular/special education teachers and related service providers, from which: at least one regular education teacher of the child (if the child is or may be participating in the regular education environment); at least one special education teacher, or where appropriate, at least one special education related service provider of the child

Parent of the Child

The student with a disability, whenever appropriate

Other individuals who have knowledge or special expertise regarding the child, including related services personnel, at the discretion of the parent or agency

T. Appointment of 2013-2014 Committee on Preschool Special Education:

Section 4410(3) of the Education Law, was amended to modify the composition of the Committee on Preschool Special Education.

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following appointments for the Committee on Preschool Education for the 2013-14 school year”:

(1) Susan Tuttle, Chairperson of the CPSE

OR

Julie DeCollibus, Alternate Chairperson of the CPSE

OR

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Gina Conrad, Alternate Chairperson of the CPSE

OR

Gelean Demmers-Horan, Alternate Chairperson of the CPSE

(2) The following Parent of a Child with a Disability:

Ana Faivus
Helen Simone

Natalie Krempa
Patricia Waszkiewicz

(3) An appropriately certified or licensed professional, appointed by the County will serve, as appropriate, on this committee, but his/her attendance is not required for a quorum.

(4) For any meetings prior to the initial recommendation for a child for whom services are first being sought, a professional who participated in the evaluation of the child, or an appropriate professional employed by the school district:

Gina Conrad
Julie DeCollibus
Gelean Demmers-Horan

(5) For a preschool child in transition from early intervention, a professional designated by the Department of Health's Early Intervention program shall attend all meetings of the CPSE conducted prior to the child's initial receipt of preschool services.

(6) Teacher Member: All regular/special education teachers and related service providers, from which: at least one regular education teacher of the child (if the child is or may be participating in the regular education environment); at least one special education teacher, or where appropriate, at least one special education related service provider of the child

(7) Parent of the Child

(8) The student with a disability, whenever appropriate

(9) Other individuals who have knowledge or special expertise regarding the child, including related services personnel, at the discretion of the parent or agency

Motion made by _____

Seconded by _____
Vote: Yes _____ No _____

U. Appointment of Surrogate Parents for the 2013-2014 Committee on Special Education:

Section 200.2 (e) (2) of the Regulations of the Commissioner of Education states that “The Board of Education or trustees of each school district shall establish a list of the names of persons from whom the district shall choose a surrogate parent.”

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education appoint the following people as surrogate parents to be used by the District”:

Terry Allgor
Dana Platin

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

V. Appointment of Impartial Hearing Officers for the 2013-2014 Committee on Special Education

Section 4404 of the Education Law provides for situations in which the recommendation of the Committee on Special Education is not acceptable to the parents or guardians of a child. In these cases, parents notify the Board of Education of the fact

and the Board appoints an Impartial Hearing Officer who hears the appeal and makes a final recommendation to the Board.

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education authorize the individuals appearing on the updated state approved list of impartial hearing officers, which appears on the New York State Education Department’s website, be appointed Hearing Officers for the Sachem School District, and that cases to be heard be assigned to any one of these officials.”

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

W. Appointment of Section 504 Coordinator for the 2013-2014 School Year:

Section 504 of the Rehabilitation Act of 1973 forbids discrimination on the basis of handicap and requires school districts to appoint a Section 504 Coordinator.

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools and in compliance with Federal and State Laws, the Board of Education appoint Susan Tuttle to serve as the District’s Section 504 Coordinator, and that Gina Conrad, Julie DeCollibus, Gelean Demmers-Horan, Mary Alice Foti, Benjamin Franquiz, Dr. Steven Hartman, and Barbara Raptis be appointed Alternate Section 504 Coordinators for the 2013-2014 school year.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

X. Adoption of Curriculum

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education adopt, as per Education law 1709, the curriculum of the Sachem Central School District on the elementary level (K-5) and middle level (6-8) as per the State Education Department prescribed curriculum and on the high school level (9-12) as described in the 2013-14 guidance handbook.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

Y. Appointment of DAC Coordinators:

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education appoint the following building-level DAC (Dignity Act Coordinator) Coordinators for the 2013-14 school year:”:

- | | |
|----------------------------------|------------------------|
| Cayuga Elementary School | Matthew Wells |
| Chippewa Elementary School | Patricia Aubrey |
| Gatlot Avenue Elementary School | Denise Kleinman |
| Grundy Avenue Elementary School | Patricia Trombetta |
| Hiawatha Elementary School | Dr. Anthony Mauro |
| Lynwood Avenue Elementary School | Dr. Danielle DeLorenzo |
| Merrimac Elementary School | Veronica DeCicco |
| Nokomis Elementary School | Gloria Flynn |
| Tamarac Elementary School | Michael Saidens |
| Tecumseh Elementary School | Laura Amato |
| Waverly Avenue Elementary School | TBD |
| Wenonah Elementary School | Christine DiPaola |
| Sagamore Middle School | TBD |
| Samoset Middle School | James Horan |
| Seneca Middle School | Gemma Salvia |
| Sequoia Middle School | Frank Panasci |
| Sachem High School East | Lou Antonetti |
| Sachem High School North | John Dolan |

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FURTHER, that the Board of Education appoint Paul Manzo district-level DAC (Dignity Act Coordinator) coordinator for the 2013-14 with Jessica Schmettan as alternate.

Motion made by _____
Seconded by _____
Vote: Yes _____ No _____

PROCEED TO REGULAR MEETING

**BOARD OF EDUCATION
SACHEM CENTRAL SCHOOL DISTRICT**

SCHEDULE OF BOARD MEETINGS FOR 2013-2014

<u>MONTH</u>	<u>DAY/DATE</u>	<u>TYPE</u>	<u>LOCATION</u>
JULY	Tuesday, July 2	Reorganizational/Regular	Samoset MS
	Wednesday, July 17	Work Session	Samoset MS
AUGUST	Wednesday, August 7	Work Session	Samoset MS
	Wednesday, August 21 (Tentative)	Regular Meeting	Samoset MS
SEPTEMBER	Wednesday, September 11	Work Session	Samoset MS
	Wednesday, September 25	Regular Meeting	Samoset MS
OCTOBER	Wednesday, October 9	Work Session	Samoset MS
	Wednesday, October 23	Regular Meeting	Samoset MS
NOVEMBER	Wednesday, November 6	Work Session	Samoset MS
	Wednesday, November 20	Regular Meeting	Samoset MS
DECEMBER	Wednesday, December 4	Work Session	Samoset MS
	Wednesday, December 18	Regular Meeting	Samoset MS
JANUARY	Wednesday, January 8	Work Session	Samoset MS
	Wednesday, January 22	Regular Meeting	Samoset MS
FEBRUARY	Wednesday, February 5	Work Session	Samoset MS
	Wednesday, February 26	Regular Meeting	Samoset MS
MARCH	Wednesday, March 5	Work Session	Samoset MS
	Wednesday, March 19	Regular Meeting	Samoset MS
APRIL	Wednesday, April 2	Work Session	Samoset MS
	Wednesday, April 23	Regular Meeting	Samoset MS
MAY	Wednesday, May 7	Regular Session	Samoset MS
	Tuesday, May 20	Annual District Meeting	12 Elem Schools
JUNE	Wednesday, June 4	Work Session	Samoset MS
	Wednesday, June 18	Regular Meeting	Samoset MS

Approved: