

**SACHEM CENTRAL SCHOOL DISTRICT
Holbrook, New York**

**Samoset Middle School
Board Room**

**April 6, 2011
7:30 PM**

Board of Education Work Session

The Board of Education welcomes all who are attending this meeting.

AGENDA

A. OPENING OF MEETING

1. Call to Order Robert Scavo, President
will preside. A quorum is expected.
2. Salute to the Flag
3. Moment of Silent Meditation

B. VISITORS

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

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education welcome 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.

C. RECOGNITIONS

1. North Model UN Club
2. East/North Girls Varsity Track Team
3. Ruchi Shah – Simons Summer Research Scholarship

D. BUSINESS ITEMS**1. Bid Awards**

Certain supplies, materials, and equipment to be used in various school units have been advertised for bid in accordance with section 103 of the General Municipal Laws. Bids have been evaluated by the staff and recommendations for action are ready to be made.

The bid awards presented for action are:

- a. Employee Time & Attendance System - *approve*
- b. Home Teaching & Related Home Services - *approve*
- c. Specialty Bagels - *reject*
- d. Sheet Music & Music Classroom Materials-Catalog Discount - *approve*
- e. Vehicle Filters-Cars, Trucks, Buses & Tractors - *approve*
- f. OEM Parts- International & Bluebird Vision Buses - *approve*
- g. Motor Oil, Lubricants and Fluids - *approve*

E. PERSONNEL

Consent Agenda for Personnel Items E.1.a. through E.5.b.

1.a. Leaves of Absence of Teaching Personnel

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Date</u>
Kolonoski, Nicole	Elementary	Tamarac	Child Care Leave	3/23/11-6/30/11

1.b. Salary Changes for Teaching Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education 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>
Carulli, Tasha	Sachem North	2/1/11	5-6	5-7	1,159.00

1.c. Tenure Appointments for Teaching Personnel

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Effective Date</u>	<u>Increment</u>
Haines, Jenna	Mathematics	Seneca	05/28/11	\$36.08

1.d. 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”:

Ambrico Wilson, Tiffany	Balzarini, Jamie	Barrella Gonzales, Angell
Benedict, Amanda	Berger, Kim	Blom, Melissa
Carruthers, Allison	Clark, Jessica (ALC)	Coward, Christopher
Ekberg, Kristin	Estling, Michelle	Feldmann, Frederick
Foley, Jessica	Frederick, Corey	Gage, Ryan
Graziano, Nicholas	Hartman, Bradley	Hirsch, Charlotte
Lauer, Cheryl	Lemanczyk, David	Manello, Sara
Manzella, Daniel	McGovern, Ryan	Morse, Fiona
OConnor, Jaclyn	Sardina, David	Staehle, Jennifer
Stephens, Craig (ALC)	Sweeney, Erin (HT)	Waterbury, Jessica
Zaccaro, Kristen		

1.e. 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>
Alexander, Shannon	03/28/11
Chapman, Christa	03/28/11
Clayton, Jill	03/23/11
Cronin, Mary	03/17/11
D’Aquila, Kristen	03/17/11
Hammer, James Matthew	03/28/11
Hodgson, Elise	03/28/11
McDonald, Patrick	03/28/11
McDonough, Christine	03/17/11
Ozga, Monika	03/17/11
Phuros, Nicole	03/28/11
Sweeney, Shaun	03/17/11

(Pages 2-7 ~ PERSONNEL ITEMS)**2.a. Tenure Appointments of Teaching Assistants/Interpreters**

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Kalachik, Dana	Special Education Teaching Assistant	Samoset	05/11/11
Reilly, Elizabeth	Special Education Teaching Assistant	Sagamore	03/10/11

3.a. 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>
Clendenning, Deborah	Hall Monitor/North	03/29/11
Marshall, Doris	Special Ed. Aide/Waverly	03/25/11
Yannotta, Kathleen	Attendance Aide/East	04/23/11

3.b. 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>
Delorenzo, John	Campus Security/ East	03/04/11 11 years, 8 mos.

3.c. Leave of Absence of Support Services Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the leave of absence of support services personnel as follows”:

<u>Name</u>	<u>Position & Assignment</u>	<u>Reason</u>	<u>Dates</u>
Davidson, Jennifer	Special Ed. Aide/Merrimac	Personal	02/16/11-08/16/11
Turkovich, Jo Ann	4 Hr. FSW/Sagamore	Personal	03/02/11-06/30/11

3.d. 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>Clerk Typist</u> Treglio, Michelle	03/26/11
<u>Food Service Worker</u> Esposito, Nancy	03/15/11
<u>Sign Language Interpreter</u> Baranello, John	06/30/10

3.e. 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 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>
Alois, Corinne*	Special Ed. Aide/Hiwatha	\$10.72/hr.	03/30/11	None
Clendenning, Deborah	Special Ed. Aide/North	\$10.72/hr.	03/30/11	None

*Conditional appointment in accordance with recent modification to the Project SAVE legislation, effective August 10, 2001.

3.f. 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>Aide</u> Marshall, Doris	03/28/11

4.a. Resignation of Child Care Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the resignation of child care personnel as follows”:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Kiernan, Joann	Group Leader	03/10/11
Samuelson, Joann	Recreation Aide	03/11/11

4.b. Child Care Program Appointments

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the child care program appointments as follows”:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>	<u>Start Date</u>
Begum, Mst N	Recreation Aide	\$9.82	03/30/11-06/30/11
Torres, Corrine	Recreation Aide	\$9.82	03/30/11-06/30/11
Valentine, Melissa	Recreation Aide	\$9.82	03/30/11-06/30/11

5.a. Resignation of Community Education Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the resignation of community education personnel as follows”:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Anderson, Regina	Recreation Aide 3	04/07/11
Blum, Lisa	SEA Instructor	04/07/11
Boos, Gail	Comm. Ed. Instructor	04/07/11
Brown, Melissa	SEA Instructor	04/07/11
Cereola, Amanda	Comm. Ed. Instructor	04/07/11
Cereola, Elaine	Comm. Ed. Instructor	04/07/11
Deaner, Donald	Comm. Ed. Instructor	04/07/11
Champness, Eric	SEA Instructor	04/07/11
DeMeo, Erica	Comm. Ed. Instructor	04/07/11
DeRosa, Danielle	SEA Instructor	04/07/11
Dzur, Colin	Asst. Group Leader 2	04/07/11
Fields, Debbie	Comm. Ed Instructor	04/07/11
Fleming, Stephanie	Group Leader/ Asst. Group Leader	04/07/11
Gilbert, Pamela	Comm. Ed. Instructor	04/07/11
Guerra, Robert	Comm. Ed. Instructor	04/07/11
Greenberg, Rhonda	Comm. Ed. Instructor	04/07/11
Lawless, Michael	Comm. Ed. Instructor	04/07/11
Lettieri, Lynn	Comm. Ed. Instructor	04/07/11
Mastandrea, Megan	Pool Safety Coordinator/ Lifeguard Supervisor	04/07/11
McCann, Mary	Comm. Ed. Instructor	04/07/11
McCoy, Kimberly	Group Leader/ Asst. Group Leader	04/07/11
Parinello-Alekel, C.	Group Leader/ Asst. Group Leader	04/07/11

(Pages 2-7 ~ PERSONNEL ITEMS)

Puzio, Danielle	Asst. Group Leader 2	04/07/11
Reynolds, Michael	Comm. Ed. Instructor	04/07/11
Santos, Matthew	Group Leader/ Asst. Group Leader	04/07/11
Staehle, Jennifer	SRL Instructor/SEA	04/07/11
Taylor, Ryan	Group Leader/ Asst. Group Leader	04/07/11
Villacorta, Omar	SRL Instructor (SEA)	04/07/11

5.b. Community Education Appointments

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the community education appointments as follows”:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>	<u>Dates</u>
Marcou, Nicole	Comm. Ed Instructor/ Swim Supervisor	\$23.71/hr.	04/14/11-06/30/11
Ovtutsky, Rachel	Comm. Ed Instructor	\$23.71/hr.	04/07/11-06/30/11

F. ACTION ITEMS

1. Mini-Contracts

Consent Agenda for Action Items F.1.a through F.1.m

1.a Rescind Special Education Services Agreement Between Sachem Central School District and the Smithtown Central School District

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education rescinds the Special Education Services Agreement between Sachem Central School District and the Smithtown Central School District. This agreement was previously approved at the October 6, 2010 Board of Education meeting.”

1.b Approval of Agreement Between Sachem Central School District and Four Winds Tours and Travel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Four Winds Tours and Travel to provide transportation and tour services to Sagamore Middle School students for a trip to Boston on March 28, 2011 and returning March 29, 2011. The cost of this trip will be paid for by the students. Due to timing issues, the field trip will occur before the date of the meeting. This contract has been reviewed and approved by the school district’s attorney.”

1.c **Approval of Service Agreement Between Sachem Central School District and DynaVox Systems LLC**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the service agreement between Sachem Central School District and DynaVox Systems LLC. This coverage is provided for the base unit, Memory Card, battery and transformer, excluding theft or loss. If DynaVox Systems LLC determines that the M3, Serial Number M3000563 is in need of repair or replacement, the device will be replaced or the service will be performed without charge for parts, labor or return shipping. The cost is \$479.00. The term of the service agreement is from March 11, 2011 to March 10, 2012.”

1.d **Approval of Agreement Between Sachem Central School District and Bay Shore Union Free School District**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Bay Shore Union Free School District to provide health and welfare services to students who reside in the Sachem Central School District. The rate for this service is \$695.47 per student. The term of this agreement is from September 7, 2010 through June 24, 2011. This agreement has been reviewed and approved by the school district’s attorney.”

1.e **Approval of Agreement Between Sachem Central School District and Commack Union Free School District**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves 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 Sachem Central School District. Sachem CSD shall be entitled to bill Commack UFSD for the services provided 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, 2009 through June 30, 2010. This agreement has been reviewed and approved by the school district’s attorney.”

1.f **Approval of Agreement Between Sachem Central School District and Middle Country Central School District**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Middle Country Central School District to provide health and welfare services to students who reside in the Sachem Central School District. The rate for this service is \$638.90 per student. The term of this agreement shall be from July 1, 2010 through June 30, 2011. This agreement has been reviewed and approved by the school district’s attorney.”

1.g **Approval of Agreement Between Sachem Central School District and Patchogue-Medford Union Free School District**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Patchogue-Medford Union Free School District to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the Patchogue-Medford UFSD, but reside in the Sachem CSD. Patchogue-Medford 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, 2010 through June 30, 2011. This agreement has been reviewed and approved by the school district’s attorney.”

1.h **Approval of Agreement Between Sachem Central School District and Sayville Union Free School District**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Sayville Union Free School District to provide special education services to parentally-placed students with disabilities, when such students attend schools in the Sayville Union Free School District. Sayville 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, 2009 through June 30, 2010. This agreement has been reviewed and approved by the school district’s attorney.”

1.i **Approval of Agreement Between Sachem Central School District and Smithtown Central School District**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Smithtown Central School District to provide health and welfare services to students who reside in the Sachem Central School District. The rate for this service is \$744.23 per student. The term of this agreement is from September 1, 2010 through June 30, 2011. This agreement has been reviewed and approved by the school district’s attorney.”

1.j **Approval of Agreement Between Sachem Central School District and Syosset Central School District**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Syosset Central School District to provide health and welfare services to students who reside in the Sachem Central School District. The rate for this service is \$817.88 per student. The term of this agreement shall be from July 1, 2010 through June 30, 2011. This agreement has been reviewed and approved by the school district’s attorney.”

1.k **Approval of Agreement Between Sachem Central School District and Special Education Provider for the 611 and 619 Grants**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement for receipt of IDEA Flow-Through Funding between Sachem Central School District and Adults and Children with Learning and Developmental Disabilities, Inc. as a special education provider for the 611 and 619 grants. The costs associated are in accordance with the IDEA section 611 and section 619 federal funds consistent with federal and state statutes. The term of this agreement shall be September 1, 2010 through June 30, 2011 for a ten (10) month program or July 1, 2010 through June 30, 2011 for a twelve (12) month program. This contract has been reviewed and approved by the school district’s attorney.”

1.l **Approval of Agreement Between Sachem Central School District and Central Islip Union Free School District, Commack Union Free School District, Longwood Central School District, Middle Country Central School District and South Country Central School District**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreements between Sachem Central School District and Central Islip Union Free School District, Commack Union Free School District, Longwood Central School District, Middle Country Central School District and South Country Central School District to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the Sachem Central School District. Sachem CSD shall be entitled to bill these school districts for the services provided in accordance with Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education. The term of these agreements shall be from July 1, 2010 through June 30, 2011. These agreements have been reviewed and approved by the school district’s attorney.”

1.m **Approval of Agreement Between Sachem Central School District and South Huntington Union Free School District**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and South Huntington Union Free School District to provide health and welfare services for children residing in Sachem Central School District and attending non-public schools in the South Huntington Union Free School District. South Huntington UFSD shall be entitled to bill Sachem CSD \$732.84 per student. The term of this agreement shall be from July 1, 2010 through June 30, 2011. This agreement has been reviewed and approved by the school district’s attorney.”

2. **Approval of Amended and Restated Grant Disbursement Agreement Between the Sachem School District and the Dormitory Authority of The State of New York**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the Amended and Restated Grant Disbursement Agreement between Sachem Central School District and the Dormitory Authority of the State of New York to provide a grant to pay, in addition to or in lieu of existing state school building aid apportionments, the costs of EXCEL projects. The amount of \$5,006,867 is the maximum apportionment that may be allocated. The Dormitory Authority of the State of New York shall disburse the EXCEL Grant on a monthly basis.”

3. **Approval of Interim School Business Manager**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Angela Eisert, as Interim School Business Manager, at a rate of \$600/day for a maximum of twenty days for a total not to exceed \$12,000.00.”

4. **Approval of SCTA (Teacher Aide Unit) Longevity Memorandum of Agreement**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the SCTA (Teacher Aide Unit) Longevity Memorandum of Agreement and the Sachem Central School District dated March 21, 2011.”

5. **Approval of Donation of a SMART Board and Projector – Cayuga PTA**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation from the Cayuga PTA. The Cayuga PTA purchased the following two items from Scholastic with Book Fair Reward Points for the benefit of the students. The value of the donation is \$3,498.00 (+\$100.00 for shipping).”

- SMART Board 680 (value-\$1,999.00)
- ANSI Lumens Projector (value-\$1,499.00)

6. **Approval of Scholarship Donation – Taylor Publishing**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude a donation from Taylor Publishing for a \$1,000 scholarship for a Sachem High School North student. The Guidance Department/Administrators at Sachem High School North will determine the criteria for the scholarship.”

7. **Board of Education Approval of Field Trips for 2010-11 School Year**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following field trips for the 2010-11 school year”:

<i>Sagamore</i>		
Student Government	March 28-29, 2011	Boston, MA
<i>Samoset</i>		
8th Grade Honors Science	March 30-April 1, 2011	Frost Valley
<i>Seneca</i>		
8th Grade Honors Science	March 30-April 1, 2011	Frost Valley
<i>Sagamore</i>		
8th Grade Honors Science	April 6-8, 2011	Frost Valley
<i>Sequoia</i>		
8th Grade Honors Science	April 6-8, 2011	Frost Valley
<i>North/East</i>		
Senior Trip	April 8-10, 2011	Washington DC
<i>North</i>		
ISEF Intel Students	May 8-14, 2011	Los Angeles, CA

8. **Approval of Chaperones for Science Competitions**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve Sachem North Science teacher Monica Marlowe to accompany students Ruchi Shah & Garima Yadav to the Intel International Science and Engineering Fair in Los Angeles, CA, May 8-14, 2011.”

9. **Rescission of Coaching Assignments for 2010-11 School Year**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education rescind the following coaches for the 2010-11 school year”:

SPRING

GIRLS MIDDLE SCHOOL LACROSSE

Sagamore Assistant	Christine Klouda	Sub
Seneca Assistant	Kristen Maccarone	Sequoia

10. **Approval of Coaching Assignments for 2010-11 School Year**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following coaches for the 2010-11 school year”:

SPRING

BASEBALL

North Varsity	Thomas Gambino	Samoset
North Varsity Assistant	Gary Comstock	North
East Junior Varsity	Jason Newham	Sub

BOYS LACROSSE

North Varsity Assistant	Richard Petillo	Out of District
North JV2	Matt Mauro	Sequoia
East JV Assistant	Chris Brink	East
East JV2	Alex Grimm	North

GIRLS LACROSSE

East Junior Varsity Assistant	Jenna Brocking	District Sub
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SOFTBALL

Samoset 8	Angel Barrella	Sub
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MIDDLE SCHOOL TRACK (BOYS & GIRLS)

Samoset Assistant	Nick Kreamer	Samoset
Seneca Assistant	John Montalbano	Seneca

GIRLS MIDDLE SCHOOL GYMNASTICS

Sagamore/Sequoia	Brittany Boscia	East
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GIRLS MIDDLE SCHOOL LACROSSE

Seneca Assistant	Christine Klouda	Sub
Sequoia	Megan Fleri	East
Sequoia Assistant	Kristen Maccarone	Sequoia

SWIMMING MIDDLE SCHOOL

Sagamore/Sequoia	Erin Caputo	East
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HIGH SCHOOL & MIDDLE SCHOOL SWIMMING AND DIVING

Scorer and Timer	Angela Buckley	Out of District
Scorer and Timer	Kerri Donaghy	Out of District

VOLUNTEER

GIRLS TRACK AND FIELD

East Varsity	Ashlee Ortiz	Out of District
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SOFTBALL

East Junior Varsity	Samantha Renalds	Sagamore
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11. **Board of Education Approval of 2010-11 Extracurricular Clubs and Activities**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following extracurricular clubs and activities for the 2010-11 school year”:

<i>School</i>	<i>Club</i>	<i>Advisor</i>
Sagamore - Music	Drama Assistant Director	Gerard Giglio

12. **Acceptance of Internal Audit Report**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Internal Audit Report dated January 20, 2011, as presented by Donald Hoffmann, Cullen & Danowski, and reviewed on March 17, 2011 by the Audit Committee.”

13. **Approval of Cullen & Danowski, LLP as Internal Auditors to Perform Detailed Internal Control Testing of Payroll**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Cullen & Danowski, Internal Auditors, to perform the following audit services to begin approximately May 15, 2011 and to be completed by June 30, 2011. Cullen & Danowski shall submit a report with their findings. The estimated fees for these services will range from \$18,000 to \$22,000 which is within budgetary allocations.”

Payroll

- Review payroll related functions
- Interview Business Office personnel
- Review payroll cycle process and identify strengths and weaknesses
- Perform a payroll reconciliation
- Review payroll expenditures compared to budget

Other payroll related activities

- Contractual payments - Sample 25 contractual payments to ensure amount paid agrees to employee records and contract
- Non-salary payments (i.e. hourly, stipend, overtime, etc.) - Sample 50 payments to ensure proper approval and amount
- Separation payments – Sample 5 payments to ensure final amounts are correct
- Third party payments (i.e. union dues, taxes) – Select all third party payments to ensure accuracy
- Payroll data changes – Ensure all edits are appropriate as well as Board approved
- Review substitute teacher payments

14. **Approval of Cullen & Danowski, LLP as Internal Auditors to Perform Procedures for Food Services and Employee Benefits**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Cullen & Danowski, Internal Auditors, to perform the agreed-upon procedures for Food Services and Employee Benefits for the period July 1, 2010 through September 30, 2011. Cullen & Danowski shall submit a report with their findings. The estimated fees for these services will range from \$16,000 to \$20,000 which is within budgetary allocations. They will also perform a risk assessment update for the year ending June 30, 2011. Cullen & Danowski shall submit a report with their findings. The fee for the risk assessment update and report will be a fixed price of \$16,000.”

Food Services

- Review food service related functions
- Interview Food Service personnel
- Review food services activities regarding daily receipts from each school to ensure deposits are posted accurately and timely
- Ensure receipts agree to the deposits
- Ensure the number of meals per records agree with the figures reported to the state
- Perform a visual inspection of the cashier activities during lunch operations including the counting of funds and the closing procedures
- Review inventory control procedures, gross margin percentages and actual to budget analysis of the 2010-11 school year

Employee Benefits

- Review Board policies and District procedures
- Interview personnel responsible for insurance benefits to ensure accuracy of the data and that the changes to enrollments are handled in a timely manner
- Review billings and collections to ensure segregation of duties
- Compare benefits provided to the bargaining unit contract
- Ensure payments are accurate, timely and properly supported
- Ensure proper deductions from employees, payments to the plan providers are accurate and timely, and rates are in compliance with approved plans
- Ensure accuracy of retiree payments and verify their eligibility
- Review general ledger account activity for unusual transactions or entries

Risk Assessment Update

Cullen & Danowski will perform a risk assessment update of the District’s business operations for the year ending June 30, 2011. This update will include identification of the District’s audit areas together with its policies and procedures, the internal controls currently in effect, as well as those that might otherwise be required or recommended.

15. **Acceptance of Report on Agreed-Upon Procedures for Self-Insured Workers' Compensation Plan Claims Administration**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Report on Agreed-Upon Procedures for Self-Insured Workers' Compensation Plan Claims Administration as provided by Fitzharris Agency, Inc. for the period July 1, 2009 through June 30, 2010 as prepared by Toski, Schaefer & Co., P.C."

16. **Acceptance of Report on Agreed-Upon Procedures for Self-Insured Dental Plan Claims Administration**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Report on Agreed-Upon Procedures for Self-Insured Dental Plan Claims Administration as provided by J.J. Stanis and Company, Inc. for the period July 1, 2009 through June 30, 2010 as prepared by Toski, Schaefer & Co., P.C."

17. **Approval of Change Order No. 2 – Metropolitan Construction Systems Inc., Sachem High School East**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves a Change Order No. 2, Metropolitan Construction Systems, Inc. for Sachem High School East. The contract amount of \$1,980,199.00 will be increased by \$74,687.00 due to the proposal from Arrow Steel Window Corp., dated March 21, 2011 to correct the flashing on the existing curtain walls system. Metropolitan's sub contractor will disassemble existing window systems and install new flashing. Metropolitan will install new EPDM flashings at all windows removed by Arrow Steel. Flashings will be tied into existing membrane to allow access of new flashings during the next phase of roofing. The new contract amount including this Change Order will be \$2,054,886.00."

18. **Approval of Budget Transfers Greater Than \$50,000**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves three budget transfers of \$50,000 or greater:"

- One transfer for \$243,499.00 is to better reflect end of year costs for Eastern Suffolk BOCES
- One transfer for \$350,990.28 is to balance the budgetary payroll codes as of the end of March 2011
- One transfer for \$390,273.03 is to balance the budgetary payroll codes as of the end of March 2011

19. Approval of Pupil Transportation Contract Extension

RECOMMENDED ACTION: “that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following resolution to extend the five-year agreements to Towne Bus Corp. for an additional three (3) year period. In the event the 2011-2012 budget does not pass, said agreements shall be extended for a one year period”:

WHEREAS, on June 20, 2006, the Board of Education awarded five-year agreements to Towne Bus Corp., for the following contracts: 1) home to school transportation of pupils for the 2006-2007, 2007-2008, 2008-2009, 2009-2010, and 2010-2011 school years; 2) athletic/field trips transportation of pupils for the 2006-2007, 2007-2008, 2008-2009, 2009-2010, and 2010-2011 school years; 3) summer school transportation of pupils for the 2006-2007, 2007-2008, 2008-2009, 2009-2010, and 2010-2011 school years; and

WHEREAS, the Board of Education seeks to extend said agreements with Towne Bus Corp. in accordance with Section 305 of the Education Law;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby authorizes the extension of the following agreements with Towne Bus Corp. for an additional three (3) year period in accordance with the attached proposal from Towne Bus Corp.: 1) home to school transportation contract, 2) athletic/field trips transportation contract, and 3) summer school transportation contract, subject to the approval of the voters in May, 2011; and

BE IT FURTHER RESOLVED, that in the event the voters do not provide such approval, said agreements shall be extended for a one year period in accordance with the attached proposal from Towne Bus Corp.

20. Approval of Payment – Set Lighting and Design – Daniel Lewis

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the payment of \$5,000 for Daniel Lewis, for set and lighting design for two plays for the 2010-11 school year.”

21. Resolution to Reappoint Emergency Conditional Appointments

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education re-appoint those individuals as listed in Enclosure E who have been previously appointed on an emergency conditional basis in accordance with chapter 147 of the Laws of 2001.”

G. PRESENTATIONS/DISCUSSIONS

1. Update on 2011-12 State Aid

H. CLOSING

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

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education hear from members of the audience who wish to present any matters of importance.”

2. **Board of Education Discussion of Future Agenda Items**

RECOMMENDED ACTION: “that, any member of the Board of Education wishing to propose a future agenda item present a motion to the Board of Education for consideration.”

3. **Next Meeting**

The next regular Board of Education meeting will be held on **Wednesday, April 13, 2011** in the Board Room at Samoset Middle School at 7:30 PM.

A special meeting of the Board of Education will be held on **Wednesday, April 27, 2011** at District Office at 7 AM for the purpose of voting on the BOCES Administrative Budget and Election.

- I. **EXECUTIVE SESSION** – The Board of Education will adjourn to Executive Session to discuss personnel and legal matters.

J. ADJOURN

JJN:baw