

**BOARD OF EDUCATION
SACHEM CENTRAL SCHOOL DISTRICT
REGULAR MEETING OF FEBRUARY 16, 2011**

APPROVED AS WRITTEN – 3/16/11 – OFFICIAL COPY

MEMBERS PRESENT: Robert Scavo, President
Jim LaCarrubba, Vice President
Douglas Duncan, Jr
Anthony Falco
Michael J. Isernia, Esq.
Christine Lampitelli
Michael F. Licata
Michael J. Timo
Sal Tripi
Jimmy Ye, Student Member

MEMBERS ABSENT: Kelly Gochan, Student Member

ALSO PRESENT: James J. Nolan, Superintendent of Schools
Gail Grenzig, Asst. Superintendent for Personnel
Jill M. Karp, Asst. Superintendent for Curriculum and Instruction -
Elementary
Paul E. Manzo, Asst. Superintendent Curriculum and Instruction -
Secondary
Bruce Singer, Associate Superintendent for Business
Chris Clayton, Esq.
Carol Adelberg, District Clerk

CALL TO ORDER: The regular meeting held at Samoset Middle School was called to order by President Scavo at 7:34pm.

PLEDGE OF ALLEGIANCE: President Scavo opened the meeting with the Pledge of Allegiance and a moment of silent meditation.

MINUTES: Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. LaCarrubba, and carried unanimously (9-0) to approve the following minutes:

January 5, 2011 – Work Session
January 18, 2011 – Regular Meeting

PRESENTATION:

1. Kindness & Justice Program – Wenonah Elementary School – Principal Chris DiPaola shared a DVD her teachers made capturing the essence of Wenonah’s Kindness & Justice Program which is currently underway. This year they integrated Covey and an anti-bullying message into their Kindness and Justice theme.

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COMMENTS FROM

VISITORS: The Board heard comments and concerns from members of the audience.

BUSINESS ITEMS:

Consent Agenda Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Duncan, and carried unanimously (9-0) to approve a consent agenda for all the business items.

Treasurer's Report

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Duncan, and carried unanimously (9-0) to approve the monthly Cash Reconciliation Report as of 11/30/10 for each fund as submitted by the District Treasurer, Diane Kollmer.

FURTHER, that the Board of Education approve the monthly Budget Status Report as of 11/30/10 as submitted by the District Treasurer, Diane Kollmer.

Treasurer's Report (including Reconciliation of Collateral)
Revenues
Expenditures
Balance Sheets (as of 11/30/10)

Bid Awards Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Duncan, and carried unanimously (9-0) to approve the following bid awards:

The bid awards presented for action are:

- a. Trane Commercial Air-Cooled Condensing Units ~ *approve*

PERSONNEL ITEMS

Consent Agenda Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve a consent agenda for all the personnel items.

Retirement of Teaching Personnel

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the retirement of teaching personnel as follows:

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Chambart, Virginia	Elementary	Tamarac	07/01/11
Cisler, Alice	Special Education	Tecumseh	07/01/11
Nevins, Jo-Ann	Special Education	Grundy Avenue	07/01/11

Leave Replacement Appointments of Teaching Personnel

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the leave

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replacement appointments of teaching personnel as follows:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Mascolo, Robert	Mathematics	Sachem North	1-4	2/28/11-6/30/11

Salary Changes for Teaching Personnel

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried 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>
Atcosta, Kristen	Gatlot	2/1/11	2-3	2-4	1,158.50
Burns, Giavanna	Lynwood	2/1/11	3-2	3-4	2,316.50
DiMaria, Grace	Sachem East	2/1/11	2-4	2-5	1,158.00
Ewing, Rachel	Cayuga	2/1/11	2-1	2-2	1,158.00
Golini, Matthew	Samoset	2/1/11	5-4	5-5	1,159.00
LaBella, Charles	Seneca	2/1/11	7-6	7-7	1,274.50
Magro, Nicole	Cayuga	2/1/11	3-2	3-4	2,316.50
Murphy, Susan	Samoset	2/1/11	6-5	6-6	1,159.00
O'Hara, Elizabeth	Sachem North	2/1/11	3-6	3-7	1,159.00
Porcelli, Vanessa	Seneca	2/1/11	2-1	2-2	1,158.00

Ten Year Increment for Teaching Personnel

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried 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>
Moore, Deborah	Sequoia	3/1/11	\$120.00
Konik, Lisa	Tamarac	3/7/11	\$114.00

Approval of Substitute Teachers

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the substitute teacher list as follows:

Cusano, Christine	Hanlon, Christopher	Pannizzo, Christie
Di Fazio, Lindsay	Lum, Miriam	Sloan, Keri
Dugan, Kathleen	Oakes, Suzanne	Thomson, Justin

Termination/Resignation of Substitute Teachers

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the termination/resignation of substitute teachers as follows:

<u>Name</u>	<u>Date</u>
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Addessi, Mary	02/16/11
DiGiovanni, Frank	02/16/11
Digham, Shannon	02/16/11
Fay, Kelly	02/16/11
Haff, Jennifer	02/16/11
Hardenfelder, Toniann	02/16/11
Herbst, Kerri	02/16/11
Milana-Osher, Meredith	02/16/11
Nuzzi, Christine	02/16/11
Roldan, Amanda	02/16/11
Schoenig, Ashley	02/16/11

Resignation of Support Services Personnel (All Civil Service Classifications)

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the resignation of support services personnel (all Civil Service classifications) as follows:

<u>Name</u>	<u>Position & Assignment</u>	<u>Service Ends</u>
Belyski, Joann	3 Hr. FSW/Chippewa	02/13/11
Brust, Andrea	3 Hr. FSW/Sequoia	02/13/11
Mason, Maryann	3 hr. FSW/East	02/13/11
Mejia, Lorenza	3 Hr. FSW/Sequoia	02/13/11
Steck, Jeannette	3 Hr. FSW/Lynwood	02/13/11

Termination of Support Services Personnel (All Civil Service Classifications)

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the termination of support services personnel (all Civil Service classifications) as follows:

<u>Name</u>	<u>Position & Assignment</u>	<u>Service Ends</u>
Andersen, Tracy	School Communications Aide/ North	02/08/11
Walters, Patricia	School Communications Aide/ Seneca	02/08/11

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. Tripi, seconded by Mr. Licata, and carried 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>
<u>Aide</u> Sangiorgio, Patricia	01/30/11
<u>Custodian</u> Haskin, Nicholas	02/17/11
<u>Food Service Worker</u> Armine, Patricia Anne	01/13/11
Murphy, Andrea	02/13/11
Pinzone, Christina	02/13/11

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Probationary Appointments of Support Services Personnel (Competitive)

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the probationary appointments of support services personnel (competitive) as follows:

<u>Name</u>	<u>Position & Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Byrne, Rosemarie	School	\$21,296.28	02/09/11	26 weeks
	Communications Aide/Merrimac/Tamarac			02/09/11-08/03/11
Corcoran, Laurie	School	\$21,296.28	02/09/11	26 weeks
	Communications Aide/Lynwood			02/09/11-08/03/11
Druda, Joseph*	School	\$21,296.28	02/09/11	26 weeks
	Communications Aide/Seneca			02/09/11-08/03/11

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

Appointment of Support Services Personnel (Exempt, Labor and Non-Competitive)

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to 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>
Belyski, Joann	4 hr. FSW/Chippewa	\$16.02/hr	02/14/11	None
Brust, Andrea	4 Hr. FSW/Sequoia	\$16.02/hr	02/14/11	None
Mason, Maryann	4 Hr. FSW/East	\$16.02/hr	02/14/11	None
Mejia, Lorenza	4 Hr. FSW/Sequoia	\$16.02/hr	02/14/11	None
Murphy, Andrea	3 Hr.	\$9.46/hr.	02/14/11	90 days
	FSW/Tecumseh			02/14/11-05/14/11
Pinzone, Christina	3 Hr. FSW/North	\$9.46/hr.	02/14/11	90 days
				02/14/11-05/14/11
Sangiorgio, Patricia	Special Ed. Aide/Tamarac	\$14.19/hr.	01/31/11	None
Steck, Jeanette	4 Hr. FSW/Lynwood	\$16.02/hr	02/14/11	None
Sweeney, Dolores*	Office Aide/Tamarac	\$8.68/hr.	02/16/11	None

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

Appointment of Substitute Support Services Personnel (Exempt, Labor and Non-Competitive)

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Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried 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> Sieger, Lori*	02/09/11

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

Termination of Child Care Personnel

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the termination of child care personnel as follows:

<u>Name</u>	<u>Position</u>	<u>Date</u>
Massa, Linda*	Group Leader	02/08/11

*Deceased

Child Care Program Appointments

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the child care program appointments as follows:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>	<u>Start Date</u>
Benes, Barbara	Recreation Aide	\$ 9.82/hr	02/07/11-06/30/11
King, Patricia	Asst Group Leader	\$11.28/hr	02/17/11-06/30/11
Marstellar, Denise	Asst Group Leader	\$11.28/hr	02/16/11-06/30/11
Martinez, Mary Ellen	Group Leader	\$16.48/hr	02/16/11-06/30/11
			06/30/11
Short, Kelly	Group Leader	\$16.48/hr	02/17/11-06/30/11

Community Education Appointments

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Licata, and carried unanimously (9-0) to approve the community education appointments as follows:

<u>Name</u>	<u>Position</u>	<u>Rate of Pay</u>	<u>Dates</u>
Speelman, Carissa	ESL Teacher for Community Ed	\$51.26/hr	02/17/11-06/30/11
Anthony, Angela	Recreation Aide III	\$ 9.82/hr	02/17/11-06/30/11

ACTION ITEMS:

Mini-Contracts Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Licata, seconded by Mr. Tripi, and carried unanimously (9-0) to approve a consent agenda for mini-contracts a-b.

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a. **Approval of Agreements Between Sachem Central School District and West Islip Union Free School**

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Licata, seconded by Mr. Tripi, and carried unanimously (9-0) to approve the agreement between Sachem Central School District and West Islip 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 \$653.24 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.

b. **Approval of Agreements Between Sachem Central School District and Cleary School for the Deaf**

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Licata, seconded by Mr. Tripi, and carried unanimously (9-0) to approve the License and Operating Agreement between Sachem Central School District and Cleary School for the Deaf for use of the school gymnasium. Sachem shall host “ASL (American Sign Language) Bingo night at Cleary School for the Deaf on April 29, 2011. Sachem shall be required to pay an annual rental of one dollar (\$1.00) and taxes, if applicable, for use of facilities (payment waived). This agreement shall be in effect for the period January 24, 2011 to June 30, 2011. This contract has been reviewed and approved by the school district’s attorney.

Recommendations from the Committee on Special Education

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Timo, seconded by Mr. LaCarrubba, and carried (8-0-1) with Ms. Lampitelli abstaining, to accept the recommendations of the Committee on Special Education for the following meetings:

1/19/11	1/20/11	1/21/11	1/24/11	1/25/11	1/26/11
1/28/11	1/31/11	2/01/11	2/03/11	2/04/11	2/07/11
2/08/11	2/09/11	2/10/11	2/11/11	2/14/11	2/15/11
2/16/11					

Approval of Field Trip for 2010-11 School Year

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Duncan, seconded by Mr. Licata, and carried unanimously (9-0) to approve the following field trip for the 2010-11 school year:

	<u>Date</u>	<u>Location</u>
Sachem North/East DECA Students	March 8-11, 2011	NY DECA State Career Conference Rochester, NY

Approve Renewal Rates for the Life Insurance and AD&D – J. J. Stanis and Company, Inc.

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Duncan, seconded by Ms. Lampitelli, and carried unanimously (9-0) to approve the renewal rates for the Life Insurance and AD&D from J.J. Stanis and Company, Inc. The rates are as follows:

Life:	\$.27 per \$1,000
Retiree Life	\$.652 per \$1,000
AD&D	\$.015 per \$1,000
Dependent Life	\$1.31 per unit

There is no cost increase. These rates shall remain in effect February 1, 2011 to June 30, 2011.

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Approval of Tuition Rate for Non-Resident Student

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Ms. Lampitelli, seconded by Mr. Licata, and carried unanimously (9-0) to approve the tuition rate for the child of a non-resident to attend the Sachem Central School District effective February 14, 2011 so as not to hinder/disrupt child's education. (Appendix A, Invoice, representing the cost of tuition for the 2011-2012 school year). The formula to calculate the tuition rate for a regular education pupil is determined by the New York State Department of Education. The current tuition rate for a student, full day K – 6, is \$3,727.00. When the actual 2010-11 nonresident tuition rates are available in the 2011-12 school year, refunds or additional charges are to be made in accordance with Section 174.2(a)(6) of the Regulations of the Commissioner of Education.

Approval of Proposed 2011-12 School Calendar

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. Duncan, and carried unanimously (9-0) to approve the proposed 2011-12 School Calendar as presented.

Approval of Budget Advisory Committee Member

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Isernia, seconded by Mr. LaCarrubba, and carried unanimously (9-0) to appoint Denise Sullivan as an active member of the Budget Advisory Committee.

Additional Purchase of Capital Asset Software with Real Asset Management for the Instructional Technology Office

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Timo, seconded by Ms. Lampitelli, and carried unanimously (9-0) to approve the purchase of capital asset inventory software from Real Asset Management for the Instructional Technology Department. The initial cost of the contract is \$44,400.00 and \$5,900.00 per year for software upgrades and help desk support. Travel expenses for implementation and training are in addition to the contract and should not exceed an estimated \$4,000.00.

Adjustment of Income Eligibility for Senior Citizens (Age 65 & over) Tax Exemption/Disability Limited Income Exemption/Medical Expense Offset

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. LaCarrubba, seconded by Ms. Lampitelli, and carried unanimously (9-0) to approve the following resolution:

RESOLVED, that the Sachem Board of Education supports and herewith gives notice of its intent to have the district participate and cooperate in all current and future provisions of Section 467 of the Real Property Tax Law as enacted by New York State and administered by the local townships. Since the inception of this program for tax relief for Senior Citizens (age 65 and over), the district has cooperated and endorsed the program.

Inasmuch as the state has adjusted the eligibility levels for 2011-2012, it is the intent of this resolution to make clear that the district will continue to participate in providing real property tax exemptions for qualified senior citizens and partial exemption, based upon income, to those persons who may be disabled, as changes take place;

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WHEREAS, according to Chapter 313 of the laws of New York, 1996, such income may be offset by all medical and prescription drug expenses actually paid which were not reimbursed or paid for by insurance, and

Therefore, be it further resolved that the Sachem Board of Education hereby adopts the following income eligibility levels for the Senior Citizens tax exemption under Section 467 of the Real Property Tax Law and, partial exemption for persons with disabilities who have limited income pursuant to authority of Real Property Tax Law, Section 459-c, and 459-c(1)(b), effective January 1, 2011.

<u>Annual Income</u>	<u>Percentage of Assessed Value Exempt from Taxation</u>
Under \$29,000	50%
\$29,000 to \$30,000	45%
\$30,000 to \$31,000	40%
\$31,000 to \$32,000	35%
\$32,000 to \$32,900	30%
\$32,900 to \$33,800	25%
\$33,800 to \$34,700	20%
\$34,700 to \$35,600	15%
\$35,600 to \$36,500	10%
\$36,500 to \$37,400	5%

and, that the District Clerk is hereby authorized to forward a copy of this resolution to the Department of the Assessor in the Towns of Brookhaven, Islip, and Smithtown.

Approval of J.J. Stanis and Company, Inc.-Self Funded Dental Renewal

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Duncan, seconded by Mr. Tripi, and carried unanimously (9-0) to approve the self funded dental renewal rates from J.J. Stanis and Company, Inc. The rate is \$4.00 for administration and PPO access fee. There is no cost increase. These rates shall remain in effect from July 1, 2011 through June 30, 2012.

Resolution to Reappoint Emergency Conditional Appointments

Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Duncan, seconded by Mr. Licata, and carried unanimously (9-0) to 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.

MONTHLY REPORTS

1. **Damage & Loss Summary**

The summary reflects damage and loss for January 2011.

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

The determinations from the Committee on Preschool Special Education for:

1/19/11	1/21/11	1/26/11	2/01/11	2/03/11
2/08/11	2/09/11	2/10/11	2/11/11	2/15/11
2/16/11				

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3. Board of Education Sub Committees

- a. Sachem Legislative Committee
- b. Sachem Citizens' Advisory Audit Committee
- c. Sachem Budget Advisory Committee
- d. Community Education Budget Advisory Committee

4. 2010-11 Board of Education Goals

Goal #1 – Provide Safe and Secure Schools

- The Board is dedicated to maintaining a safe, secure and orderly environment where anti-bullying and character education programs will be utilized K-12 to promote positive peer relationships, and successful student learning environments.

Goal #2 – Enhance Student Achievement, Quality of Instruction and Leadership Skills

- The Board is committed to implementing a curriculum which incorporates critical thinking, collaboration, creativity and civic responsibility. The curriculum is supported by a K-12 Curriculum Council of educators and administrators. Graduates will be college ready and be prepared for 21st century careers.

Goal #3 – Improve Parent, Community and Staff Communication

- Continue to enhance communication through a variety of print media and technology resources in an effort to be environmentally responsible.

Goal #4 – Improve Fiscal Responsibility and Accountability throughout the District

- Continue to focus on balancing the needs of students with taxpayer sensitivity.

Goal #5 – Technology Integration

- Curriculum will require students to exhibit a range of functional and critical thinking skills related to information media and technology.

Goal #6 – We Are Sachem

- The Board is dedicated to promoting one Sachem family and collaboration amongst our 18 schools. This will support consistent academic programs and activities.

RECESS: There was a brief recess from 9:07 to 9:16pm.

PRESENTATIONS/DISCUSSIONS

1. Budget Presentation – Associate Superintendent for Business, Mr. Singer, presented a powerpoint entitled “2011-2012 Budget Overview, 2/16/11 Board of Education meeting.” A question and answer period followed. Additional information was requested on the following:

- a. savings for half-day kindergarten and other school districts that have half-day kindergarten
- b. list of teams that were eliminated in the proposed budget and savings amount
- c. cost of out of district transportation
- d. BAN rollover costs
- e. secondary class sizes
- f. field usage fees
- g. disciplinary home teaching costs and possible alternatives

COMMENTS FROM

VISITORS: The Board heard comments and concerns from members of the audience.

FUTURE AGENDA

ITEMS: None.

UPCOMING MEETINGS:

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The Board of Education will hold a work session on **Wednesday, March 2, 2011** at 7:30 PM in the Board Room at Samoset Middle School.

The next regular meeting of the Board of Education will be held on **Wednesday, March 16, 2011** at 7:30 PM in the Board Room at Samoset Middle School.

EXECUTIVE

SESSION: Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Tripi, seconded by Mr. LaCarrubba, and carried unanimously (9-0) to convene into Executive Session at 10:10pm to discuss negotiations.

ADJOURN: Upon the recommendation of the Superintendent of Schools, a **Motion** was made by Mr. Duncan, seconded by Mr. Tripi, and carried unanimously (9-0) to adjourn at 10:45pm

Respectfully submitted,

Carol Adelberg,
District Clerk