

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

December 18, 2013

7:30 PM

Board of Education Room

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

I. OPENING OF MEETING

- A. **Roll Call**
- B. **Call to Order**
- C. **Salute to the Flag**
- D. **Moment of Silence**

1.E. Approval of Minutes

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

November 6, 2013 - Work Session
November 20, 2013 - Regular Meeting

II. RECOGNITIONS

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

Upon the recommendation of the Superintendent of Schools, the Board of Education welcomes visitors who wish to address the Board on matters relating to this agenda.

If you wish to speak, please fill out a card (located on the table in the rear of the room) and turn in to the table in the front of the room adjacent to the Board of Education. The President of the Board will call speakers to the floor.

IV. PRESENTATIONS

- 1. Middle School Math Curriculum
- 2. Middle School Science Curriculum
- 3. Citibank Program - Tom Sullivan
- 4. Data shared with the State – Chris Clayton

BUSINESS ITEMS

A. Treasurer's Report

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the monthly Cash Reconciliation Report as of September 30, 2013 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 September 30, 2013 as submitted by the District Treasurer, Diane Kollmer.”

Treasurer’s Report

Revenues

Expenditures

Balance Sheets (as of September 30, 2013)

PERSONNEL ITEMS

V. CONSENT AGENDA FOR PERSONNEL ITEMS 5.A.1. THROUGH 5.C.3.

A. Teachers

5.A.1. Retirement of Teaching Personnel

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Alestra, Virginia	Health	Sagamore	1/7/14

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

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Kozlowsky, Christopher	Guidance	Sachem East	12/4/13

5.A.3. 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>
Cassino, Michele	Samoset	8/29/13	8-4	8-5	2,664.00
Chalson, Heather	Hiawatha	8/29/13	8-4	8-5	2,664.00
Perun, Kathleen	Seneca	8/29/13	7-7	7-8	2,665.00

5.A.4. Approval of Substitute Teachers

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

- Name
- Lehrer, Justin
- Morrell, Caitlin
- Shaw, Nicole

5.A.5. 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>
Acevedo, Amanda	12/9/13
Lavin, Megan	12/9/13
Lykos, Juliann	12/3/13
Vartanian, Justin	12/5/13
Zaiff, Justin	12/9/13

B. Teacher Assistants

5.B.1. Appointment of Leave Replacement Teaching Assistants

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Cole, Ashley	Teacher Assistant	Grundy	2-3	12/11/13-6/30/14

C. Support Staff

5.C.1. 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>
Long, Lorraine	Cook/Manager/Grundy	1/6/14
Zotter, Dana	Cook/Manager/Tamarac	1/6/14

5.C.2. Appointment of Support Services Personnel (Exempt, Labor and Non-Competitive)

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the probationary appointment of support services personnel (exempt, labor and non-competitive) as follows”:

<u>Name</u>	<u>Position & Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Amato, Gabriella	Ass’t Group Leader/Group Leader	\$11.56/\$16.90/hr	12/11/13	None
Arne, Caitlin	Recreation Aide	\$10.07/hr.	12/11/13	None
Callahan, Christine	Hall Monitor/Sagamore	\$8.90/hr.	12/11/13	None
Jarde, Richard	Recreation Aide	\$10.07/hr.	12/11/13	None
Milone, Kevin	Recreation Aide	\$10.07/hr.	12/11/13	None

5.C.3. 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>
Frare, Crystal	1/6/14

VI. ACTION ITEMS

1. Mini Contracts Consent Agenda for Action Items 6.1.1. through 6.1.5.

6.1.1. Approval of Agreement with Inclusive Sports and Fitness, Inc.

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Inclusive Sports and Fitness, Inc. to provide ELL Community Outreach/Mentoring Program at Sachem High Schools North and East and Sagamore Middle School consisting of a series of group activities over an eighteen (18) week period at each site that will support healthy transitions into adulthood. This program will be paid for through Title III Immigrant Grant funds for the 2013-14 school year. This agreement shall be in effect for the period November 1, 2013 to June 30, 2014. This agreement has been reviewed and approved by the school district’s attorney.”

6.1.2. Approval of Special Education Services Agreement with Three Village CSD Parentally Placed 2013-14

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Three Village Central School District to provide special education services to parentally-placed students with disabilities, when such students attend schools in Three Village Central School District but reside in Sachem Central School District. Three Village CSD shall be entitled to bill the 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, 2013 through June 30, 2014. This agreement has been reviewed and approved by the school district’s attorney.”

6.1.3. Approval of Special Education Services Agreement with Three Village CSD 2013-14

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Three Village Central School District to provide special education services to students with disabilities, when such students attend schools in Three Village Central School District but reside in Sachem Central School District. For the services to be rendered, the rates are as follows:

• Special classes (6:1:1 + 3/8:1:1)	\$76,711
• Special Class’ Teaching Assistants	25,072
• Teaching Assistants (1:1)	85,962
• Special Class Aides	15,237
• Adaptive PE (8:1:1/4:1:4)	3,152
• Autism Consults	2,057
• Parent Counseling/Training	1,465
• Home Component	21,696
• Home Component/Supervision	2,930

- Speech and Language Therapy (Individual) 4,886
- Speech and Language Consult 21,277
- Occupational Therapy 12,654
- Physical Therapy 7,600
- Assistive Technology Consult 5,066
- Behavioral Intervention Consult 3,800

The term of this agreement shall be from September 9, 2013 through June 27, 2014. This agreement has been reviewed and approved by the school district’s attorney.”

6.1.4. Approval of Agreement with Music Theatre International

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between the Sachem Central School District and Music Theatre International to provide show kits, pay a royalty fee and non-refundable materials fee for the production of Into The Woods Jr at Samoset Middle School. The cost of \$658.50 will be paid for by the District Office for Music and Art and Samoset’s student accounts.”

6.1.5. Approval of Approved Special Education Providers for Section 611 and Section 619 Grants

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreements for receipt of IDEA Flow-Through Funding between Sachem Central School District and AHRC-NYSARC, Inc. Suffolk Chapter, Mid-Island Therapy Associates, LLC d/b/a/ All About Kids, Alternatives For Children, Ascent: A School for Individuals with Autism, Astor Day Learning & Treatment Center, Brentwood Union Free School District, Building Blocks Developmental Preschool, Cleary School for the Deaf, County of Suffolk, Dept. of Health Services, Developmental Disabilities Institute, The Devereux Foundation (NY), The Devereux Foundation (PA), Just Kids Early Childhood Learning Center, Kids in Action of L.I. Inc., Kidz Therapy Services, LLC, Lake Grove School, Leeway School, Marion K. Salomon & Associates, Inc., Maryhaven Center of Hope, Metro Therapy, Inc., Mill Neck Manor School for the Deaf, Mountain Lake Academy, The New Interdisciplinary School, New York Therapy Placement Services, Inc., The Opportunity Pre-School, United Cerebral Palsy Assoc. of Greater Suffolk, Inc., and Variety Child Learning Center as special education providers 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 these agreements shall be September 1, 2013 through June 30, 2014 for a ten (10) month program or July 1, 2013 through June 30, 2014 for a twelve (12) month program. These contracts have been reviewed and approved by the school district’s attorney.”

6.2. Approval of Extracurricular Clubs/Activities for the 2013-14 School Year

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following extracurricular clubs/activities for the 2013-14 school year”:

<u>School</u>	<u>Activity</u>	<u>Advisor</u>
Music	Choreographer, East	Jean Sorbera
	Drama Asst. Director, East	Jean Sorbera

6.3. Acceptance of Policies - 4526.2, 5252, and 6745

RECOMMENDED ACTION: "Upon the recommendation of the Superintendent of Schools, the Board of Education accept as a first reading the following policies:

- Policy 4526.2 - New Policy - Acceptable Use Policy
- Policy 5252 - Revised Policy - Student Activities Funds Management
- Policy 6745 - Revised Policy - Use of Credit Cards

6.4. Approval of Resolution - BOE Member Excused Absences

Upon the recommendation of the Superintendent of Schools, the Board of Education approves the following resolution:

WHEREAS, Douglas Duncan Jr., a duly elected and sworn member of the Board of Education of the Sachem Central School District has been sworn in as a member of the NY Army National Guard and

WHEREAS, his service requires that he be assigned to basic training at Ft. Benning, Georgia, for the period of January 13, 2014 to April 2, 2014 which by necessity will preclude him from being able to attend the meetings of the Board of Education of the Sachem Central School District during that period of basic training and

WHEREAS, the Board of Education wishes to thank Mr. Duncan for his service and formally excuse his absence from such Board meetings during the term of his basic training, be it

RESOLVED, that the absences of Douglas Duncan Jr. from Board of Education meetings during the term of his basic training from January 13, 2014 to April 2, 2014 are deemed to be excused absences by the Board of Education of the Sachem Central School District, and the Board of Education thanks him for his service.

6.5. Approval of Purchase of Food Service Equipment

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the purchase of Food Service equipment for Sachem High School North due to health and safety reasons. The following equipment can no longer be repaired or we cannot order parts:

- Drop-in hot/cold unit
- Over shelf for above unit
- Cold food drop-in
- Over shelf for above unit
- Walk-in cooler/freezer
- Walk-in cooler and freezer doors (5)

The approximate cost is \$89,000 and was budgeted in the 2013/14 Food Service Equipment Code.”

6.6. Approval of Donation from Chippewa Elementary PTA

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a \$250.00 donation from the Chippewa Elementary PTA to Chippewa Elementary School. This money will be used to purchase arts and crafts supplies, such as clay amaco stoneware, fine point black markers and sharpie marker color sets.”

6.7. Approval of Donation from Ms. Kathi Saccullo and New York Life Insurance Company

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude a donation of \$1,930.38 to Samoset Middle School, from Kathi Saccullo, an employee of New York Life Insurance Company and wife of Michael Saccullo, a Social Studies teacher at Samoset Middle School. Additionally, New York Life Insurance Company is matching her donation. The Samoset Extracurricular Activity Fund will issue a check in the amount of \$3,860.76 to the General Fund to purchase fifteen (15) Chromebooks for the students.”

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

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves two budget transfers of \$50,000 or greater.”

- One transfer for \$136,000.00 is to fund additional nursing agency to provide services for UCP student.
- One transfer for \$151,329.33 is for the Microsoft Licensing renewal for 2013-2014.

6.9. Approval of Mileage Reimbursement Rate

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the standard mileage reimbursement rate of 56.0 cents per mile for business miles driven effective January 1, 2014 as determined by the IRS."

6.10. Approval of Coaching Assignments for the 2013-14 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following coaching assignments for the 2013-14 school year":

Spring

Girls Lacrosse

North Varsity Assistant - Morgan O'Reilly (OOD)

6.11. Approval of Sick Day Donation to Member of SCTA-Teacher Aide Unit

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

Be It Resolved that the Board of Education exercises its discretion and approves a one-time voluntary sick bank donation to assist a member of the SCTA-Teacher Aide Unit.

6.12. Office of Civil Rights (OCR) Officers

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

RESOLVED, that Paul Manzo, Gail Grenzig, Jessica Schmettan, Kristin Capel-Eden, Stephanie MacIntosh, Sue Tuttle, Dennis McElheron, and Julie DeCollibus hereby be appointed Office of Civil Rights (OCR) Officers for the 2013-14 school year commencing July 1, 2013.

6.13. Appointment of Alternate Evening High School Staff 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 the Alternate Evening High School staff for the 2013-14 school year as follows":

Pandolf, Thomas Substitute Teacher

6.14. Approval of Payment to Dramatic Publishing

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves payment to Dramatic Publishing for merchandise, royalty, security deposit, rental fee and shipping and handling fees for the production of Most Like To-The Senior Superlative Musical at Sachem High School East. The total of \$1,788.92 will be paid for by the Office of Music and Fine Arts."

6.15. Approval of SSSU (Sachem Support Staff Unit) Memorandum of Agreement

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the Memorandum of Agreement between the SSSU (Sachem Support Staff Unit) and the Sachem Central School District dated December 12, 2013":

6.16. Approval of UPSEU (United Public Service Employees Union) Memorandum of Agreement

RECOMMENDED ACTION: "That, upon the recommendation of the Superintendent of Schools, the Board of Education approve the Memorandum of Agreement between the UPSEU (United Public Service Employees Union) and the Sachem Central School District dated December 16, 2013":

6.17. Recommendations from the Committee on Special Education

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accept the recommendation of the Committee on Special Education for the following meetings":

12/5, 12/6, 12/9, 12/10, 12/11, 12/12, 12/13, 12/16, 12/17, 12/18

6.18. Approval of Resolution

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the resolution to define the parameters for the Patient Protection and Affordable Care Act for **new variable hour employees** in order to establish eligibility for health insurance coverage".

RESOLUTION

WHEREAS, the Patient Protection and Affordable Care Act requires the Sachem Central School District to determine full-time status of **new variable hour** employees in order to establish eligibility for health insurance coverage; and

WHEREAS, the proposed regulations under the Patient Protection and Affordable Care Act allow for look-back measurement periods to be used for new variable hour employees to determine whether an employee is a full-time employee; and

WHEREAS, the Sachem Central School District desires to establish a look-back initial measurement period, administrative period and stability period for its new variable hour employees; and

WHEREAS, the Sachem Central School District provides a health plan and is a participating municipality under the New York State Health Insurance Program (NYSHIP); and

WHEREAS, the Sachem Central School District's health plan year is a calendar year which runs from January 1st to December 31st; and

NOW THEREFORE, BE IT RESOLVED, that the initial measurement period for new variable hour employees shall be a period of twelve months which shall begin [on the employee's start date/the first day of the first month following the employee's start date]; and

BE IT FURTHER RESOLVED, that the stability period for new variable hour employees, determined to have averaged at least 30 hours of service per week during the initial measurement period, shall be a period of 12 months to begin immediately after the administrative period; and

BE IT FURTHER RESOLVED, that the stability period for new variable hour employees, determined not to have averaged 30 hours or more per week during the initial measurement period, shall be a period of 12 months to begin immediately after the administrative period.

6.19. Approval of Resolution

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the resolution to define the parameters for the Patient Protection and Affordable Care Act for **ongoing employees** in order to establish eligibility for health insurance coverage".

RESOLUTION

WHEREAS, the Patient Protection and Affordable Care Act requires the Sachem Central School District to determine full-time status of **ongoing employees** in order to establish eligibility for health insurance coverage; and

WHEREAS, eligibility must be determined prior to the start of the health plan year in 2015; and

WHEREAS, the proposed regulations under the Patient Protection and Affordable Care Act allow for look-back measurement periods to be used for ongoing employees to determine whether an employee is a full-time employee; and

WHEREAS, the Sachem Central School District desires to establish a look-back standard measurement period, administrative period and stability period for its **ongoing employees**; and

WHEREAS, the Sachem Central School District provides a health plan and is a participating municipality under the New York State Health Insurance Program (NYSHIP); and

WHEREAS, the Sachem Central School District's health plan year is a calendar year which runs from January 1st to December 31st; and

NOW THEREFORE, BE IT RESOLVED, that the standard measurement period for ongoing employees shall be a period of twelve (12) months to be measured from January 1, 2014 to December 31, 2014; and

BE IT FURTHER RESOLVED, that the stability period for ongoing employees, determined to have averaged at least 30 hours of service per week during the standard measurement period, shall be a period of twelve (12) months to begin immediately thereafter on January 1, 2015 and to continue until December 31, 2015.

VII. MONTHLY REPORTS**7.A. Damage & Loss Summary**

The summary report reflects damage and loss for the period ending November 2013.

7.B. Determinations from the Committee on Preschool Special Education

The determinations from the Committee on Preschool Special Education for the following dates are on file in the office of the District Clerk:

12/5, 12/9, 12/10, 12/11, 12/12, 12/16, 12/17, 12/18

C. Board of Education Sub Committees

1. Sachem Legislative Committee
2. Sachem Citizens' Advisory Audit Committee
3. Sachem Budget Advisory Committee
4. Facilities Study Committee

D. 2013-14 Updates to the Board**E. 2013-14 Board 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 - Committed to Providing the Staff With the Necessary Tools and Support to Provide the Students With the Highest Quality Education

Creating an environment conducive to personal and career growth. Encouraging employees to reach their full potential and positively impact the sachem students. Encouraging and empowering employees to think outside of the box, make recommendations for improvement in order to help students reach new levels of success. Encouraging participation in district activities/events aimed at improved employee and student moral and increased community involvement. Making Sachem a great place to work, live and learn.

Goal #7 - 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.

VIII. PRESENTATION/DISCUSSIONS

IX. CLOSING

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

Upon the recommendation of Superintendent of Schools, the Board of Education may hear from members of the audience who wish to present any matters of importance.

B. Board of Education Discussion of Future Agenda Items

Any member of the Board of Education wishing to propose a future agenda item present a motion to the Board of Education for consideration.

C. Next Meeting

The next Work Session meeting of the Board of Education will be held on January 8, 2014 at 7:30 PM in the Board Room at Samoset Middle School.

X. EXECUTIVE SESSION

The Board of Education may choose to adjourn to executive session to discuss District matters.

XI. ADJOURN