

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

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March 22, 2017

7:30 PM

Board of Education Room

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

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**I. OPENING OF MEETING**

1. **Roll Call**
2. **Call to Order**
3. **Salute to the Flag**
4. **Moment of Silence**
5. **Report from the Superintendent of Schools**
6. **Approval of Minutes**

**1.6.1. Approval of Minutes**

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

February 1, 2017	Work Session
February 15, 2017	Regular Meeting

**II. 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.

**III. PRESENTATIONS**

Budget Development Workshop 4 - Mr. O'Keefe and Dr. Graham

**IV. BUSINESS ITEMS**

**A. BID AWARDS**

**4.A.1. Bid Award**

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

Certain supplies, materials, and equipment to be used in various school units have been advertised for bid and/or requests for proposal (RFP) in accordance with Section 103 of General Municipal Law. Bids/RFP’s are utilized to establish firm prices for a variety of items/services that may be required by the District during the school year. There is no guarantee that the District will require any/all of the items requested on bids/RFP’s. Actual usage will be on an “as needed” basis and may vary. Bids/RFPs have been evaluated by the staff and recommendations for action are ready to be made.

The bid/RFP awards presented for action are:

<u>RFP/Bid Number &amp; Title</u>	<u>Action Required</u>
a. B 17-17 Technology Classroom Supplies – Lumber	Approve
b. B 17-305 Motor Oil, Lubricants and Fluids	Approve
c. B 17-306 Automotive Batteries	Approve
d. B 17-310 Automotive Springs & Spring Parts	Approve
e. B 17-12 Family & Consumer Science – Sewing and Craft Supplies	Approve

**PERSONNEL ITEMS**

**V. CONSENT AGENDA FOR PERSONNEL ITEMS 5.A.1. THROUGH 5.C.6.**

**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>
Beyrheimer, Bonnie	Special Ed	Chippewa	7/1/17
Boos, Debra	Special Ed	Nokomis	7/1/17
Capek, Mary	Math	Samoset	7/1/17
Connolly, Raymond	Guidance	North	7/1/17
Crowley, Elizabeth	Special Ed	Chippewa	7/1/17

Dawson, Kathy	Special Ed	Seneca	7/1/17
Favorite, Lynn	Special Ed	Sagamore	7/1/17
Gerkens, Richard	Special Ed	Sagamore	7/1/17
Harney, Shaun	Science	Samoset	7/1/17
Higgins, Eugene	Social Studies	Samoset	7/1/17
Hughes, Jill	Special Ed	Sagamore	7/1/17
Keith, Cynthia	School Media Specialist	Seneca	7/1/17
Loehle, David	Physical Education	Sagamore	7/1/17
Murphy, Joseph	Math	Sagamore	7/1/17
Nazzaro, Lori	Special Ed	Cayuga	7/1/17
Page, Marie	Special Ed	Hiawatha	7/1/17
Polzer, Kathleen	Speech	Lynwood	7/1/17
Robinson, Therese	Guidance	East	7/1/17
Scaturro, Patricia	Math	Sagamore	7/1/17
Scrima-Castelli, Lisa	Speech	Grundy	7/1/17
Strong, Linda	Elementary	Nokomis	7/1/17
Trudnak, Debra	Business	East	7/1/17
Young, Alexander	Social Studies	North	7/1/17

**5.A.2. 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>Dates</u>
Pulver, Kimberly	Psychologist	Cayuga	Child Care Leave	4/25/17-6/30/17

**5.A.3. 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  
 Dennehy, Andrea  
 Filoso, Jan  
 Kerremans, Rachel  
 Lyons, Brigid  
 Taylor, Brittany

**5.A.4. 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>
Baughan, Barbara	3/14/17
Berger, Kim	3/14/17
Bisono, Angelina	3/10/17
Burke, Tara	3/6/17
Carucci, Maria	3/14/17
Cassagnau, Nicole	3/14/17
Clifford, Christina	3/14/17
Ferro, James	3/14/17
Fiermonte, Jason	3/14/17
Hamilton, Christine	3/14/17
Hribok, Laura	3/14/17
Keller, George	3/14/17
Klonowski, Joseph	3/2/17
Kuhlmeier, James	3/14/17
Lawney, Erin	3/6/17
LoBosco, Gina	3/14/17
Milani-Barlow, Patricia	3/14/17
Moisa, Katelynn	3/24/17
Monaco, Samantha	3/14/17
Murphy, Arlene	3/14/17
Philie, Tameson	3/14/17
Rowland, Ingrid	3/14/17
Spurrell, Deborah	3/14/17
Stevens, Krystina	3/14/17
Taldone, Anna	3/14/17
Tirelli, Taylor	3/15/17
Volpe, Shanna	3/14/17
Weaver, David	3/14/17

**5.A.5. Appointment of Alternate Evening High School Staff for 2016-17 School Year**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following Alternate Evening High School Staff for the 2016-17 school year":

Isaac Ramaswamy      English

**5.A.6. Appointment of Department Chairperson for the 2016-17 School Year**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of the following Department Chairperson for the 2016-17 school year as follows":

Guidance/Lead Counselor

East	Francine Ciancimino	3/23/17-6/30/17	\$1553.06 (pro-rated)
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**5.A.7. Approval of Extracurricular Clubs/Activities for the 2016-17 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 2016-17 school year”:

<u>School</u>	<u>Club/Activity</u>	<u>Advisor</u>
Seneca	Select Orchestra	<i>Rescind:</i> Lauren Kant <i>Add:</i> Robert Flahavan

**5.A.8. Approval of Regents and AP Testing Rates**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following rates for Regents Preparation Program and AP Testing Program for the 2016-17 school year:"

\$165.69 (3 hour block)  
\$55.23 (hourly rate)

**5.A.9. Approval of 2017 Summer Enrichment Rates**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following rates for the 2017 Summer Enrichment Program":

Lead Teachers	\$44.30
Teachers	\$25.76
Lead Camp Counselors	\$18.04
Counselors	\$11.33
Nurses	\$49.75

**5.A.10. Approval of Coaching Assignments for the 2016-17 School Year**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following Spring coaching assignments for the 2016-17 school year:"

**Boys Lacrosse**

East Varsity Volunteer - Lee Giddens (OOD)

**Middle School Track (Boys & Girls)**

Sagamore Volunteer - Michelle Berry (sub)

**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>
Civitanova, Dana	Teaching Assistant Special Education	Sagamore	1-3	3/21/17-6/30/17

**C. Support Staff**

**5.C.1. 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 &amp; Assignment</u>	<u>Service Ends</u>
Lechnyk, Malorie	Recreation Aide/Child Care	3/22/17
McDonald, Skyla	Recreation Aide/Child Care	3/20/17

**5.C.2. 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 &amp; Assignment</u>	<u>Retirement Date</u>
Cinquemani, Paul	Custodian/Samoset	3/23/17 12 yrs., 3 mos.

**5.C.3. Leave of Absence 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 leave of absence of support services personnel (all Civil Service classifications) as follows”:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Reason</u>	<u>Dates</u>
Higgins, BethAnne	Special Ed Aide/ D.O Annex/ OSS	Personal	3/1/17- 8/31/17

**5.C.4. 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>Aide</u>	<u>Service Ends</u>
Pergolizzi, Christine	3/22/17

**5.C.5. 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 &amp; Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Pergolizzi, Christine	Special Ed Aide/ Grundy	\$11.86/hr.	3/23/17	None

**5.C.6. 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>Aide</u>	<u>Service Begins</u>
Esmaelzada, Mohamed	3/23/17
Gatje, Sheri	3/23/17
Harrinandan, Shakira	3/23/17
Kitson, Diana	3/23/17
Lechnyk, Mallory	3/23/17
<u>Clerical</u>	
Fey, Jada	3/23/17

**VI. ACTION ITEMS****1. Mini Contracts Consent Agenda for Action Items 6.1.1. through 6.1.9.****6.1.1. Athletic Trip**

RECOMMENDED ACTION: “that, upon the recommendations of the Superintendent of Schools, the Board of Education approves the following athletic trips.

- Sachem East Varsity Girls Track to attend the Red Raider Relays in North Rockland, NY on April 12-13, 2017.
- Sachem East Varsity Girls Track to attend the Penn Relays in Philadelphia, PA on April 26-27, 2017.
- Sachem East Varsity Girls Track to attend the Eddy Games in Schenectady, NY on May 19-20, 2017.

\*Please find the attached itineraries containing details of these trips. The meet entry fees will be the only cost to the district for these meets.

**6.1.2. Approval of Special Education Services Agreement with Bay Shore UFSD 2016-17**

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 special education services to parentally-placed students with disabilities, when such students attend private schools in Bay Shore Union Free School District. Bay Shore UFSD shall be entitled to bill Sachem CSD 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, 2016 through June 30, 2017. This agreement has been reviewed and approved by the school district’s attorney.”

**6.1.3. Approval of Health and Welfare Service Agreement with Half Hollow Hills CSD 2016-17**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Half Hollow Hills Central School District to provide health and welfare services to students who reside in the Sachem Central School District and attend a nonpublic school located in the Half Hollow Hills Central School District. The rate is \$921.12 per student. The term of this agreement shall be from September 1, 2016 through June 30, 2017.”



**6.1.4. Approval of Health Services Agreement with Rockville Centre UFSD 2016-17**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Rockville Centre Union Free School District to provide health services to students residing in Sachem Central School District. The rate for this service is \$1,244.48 per student for the 2016-17 school year.”

**6.1.5. Approval of Agreement with First Choice Medical Care 2015-16**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and First Choice Medical Care to provide services as a physician to the District. In full consideration for the services to be rendered, the District agrees to pay the following rates:

<b>SERVICE</b>	<b>RATE</b>
NYS Department of Transportation Physical Examination	\$125.00 per examination
NYS Department of Transportation Physical Examination 19A	\$70.00 per examination
Pre-Employment Physical Examination	\$60.00 per examination
Student Physical Examination/Sports Physical Examination	\$10.00 per examination
Working Papers Physical Examination	\$30.00 per examination
Urine Drug Screen (including processing)	\$60.00 per screening
Urine Drug Screen (collection only)	\$30.00 per screening
Spirometry	\$60.00 per test

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

**6.1.6. Approval of Agreement with First Choice Medical Care 2016-17**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and First Choice Medical Care to provide services as a physician to the District. In full consideration for the services to be rendered, the District agrees to pay the following rates:

<b>SERVICE</b>	<b>RATE</b>
NYS Department of Transportation Physical Examination	\$125.00 per examination
NYS Department of Transportation Physical Examination 19A	\$70.00 per examination

Pre-Employment Physical Examination	\$60.00 per examination
Student Physical Examination/Sports Physical Examination	\$10.00 per examination
Working Papers Physical Examination	\$30.00 per examination
Urine Drug Screen (including processing)	\$60.00 per screening
Urine Drug Screen (collection only)	\$30.00 per screening
Spirometry	\$60.00 per test

This agreement shall be in effect for the period July 1, 2016 to June 30, 2017. This contract has been reviewed and approved by the school district’s attorney.”

**6.1.7. Appointment of Additional Assistant Clerks and Inspectors of Election**

RECOMMENDED ACTION: "that, pursuant to Election Law, Section 2025, the Board of Education does hereby appoint the following qualified voters as Assistant Clerks and Inspectors of Election for the Annual Budget Vote and Election of Trustees to be held on May 16, 2017; and

FURTHER, that they be compensated at the rate of \$10.00 per hour:

Joann	Argyropoulos	Holtsville, NY
Lynda	Buttner	Farmingville, NY
Jeannie	Engel	Farmingville, NY
Victor	Florillo	Lake Grove, NY
Aneita	Gandley	Holbrook, NY
Elizabeth	Golden	Holtsville, NY
James	Golden	Holtsville, NY
Kevin	Hyms	Lake Ronkonkoma, NY
Teresa	Keresztes	Holbrook, NY
Peter	Kondenar	Lake Grove, NY
Rose Anne	Latino	Holtsville, NY

**6.1.8. Approval of Agreement with Linda S. Bausch, Ed.D. 2017**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Linda S. Bausch, Ed.D. to provide staff development workshops to our faculty. The consultant shall be paid at the rate of \$1,000.00 per day, not to exceed thirty one (31) days. This will be paid through Title I and Title II Grants. This agreement shall be in effect for the period March 1, 2017 to June 30, 2017. This agreement has been reviewed and approved by the school district’s attorney.”

**6.1.9. Approval of Amendment to the Agreement with Chris R. Vaccaro**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the amendment to the agreement between Sachem Central School District and Chris R. Vaccaro. The term of the agreement shall be amended and replaced with the following:

This agreement shall be in effect for the period of April 1, 2016 to June 30, 2017, unless terminated earlier, as set forth herein.

In full consideration for services to be rendered for the period of April 1, 2017 to June 30, 2017, the District shall pay the sum of \$2,916.67 each month. All other terms and conditions remain the same. This amendment has been reviewed and approved by the school district’s attorney.”

**6.1.10 Motion to Establish a Lori Navarra Memorial Scholarship**

WHEREAS, the family and friends of LORI NAVARRA desire to establish with SACHEM CENTRAL SCHOOL DISTRICT a memorial scholarship in the name of LORI NAVARRA; and

WHEREAS, the family and friends of LORI NAVARRA are desirous of establishing a memorial scholarship for that purpose; and

WHEREAS, the proceeds are to be given to the SACHEM CENTRAL SCHOOL DISTRICT to be administered in accordance with the instructions of the collective donors,

NOW, THEREFORE, BE IT RESOLVED, that SACHEM CENTRAL SCHOOL DISTRICT establish the LORI NAVARRA Memorial Scholarship; and

IT IS FURTHER RESOLVED, that SACHEM CENTRAL SCHOOL DISTRICT accept the proceeds from the donors for that purpose to be administered in accordance with their instructions, said proceeds to be accepted pursuant to 1709 (12-a) of the Education Law.

**6.1.11. Approval of Proposed 2017-18 School Calendar**

RECOMMENDED ACTION: "that upon the recommendation of the Superintendent of Schools, the Board of Education approve the proposed 2017-18 School Calendar.

**2. Donations – Consent Items 6.2.1. through 6.2.3.****6.2.1. Donation - Chippewa, Grundy, Hiawatha Elementary Schools PTA**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude the following donations:

<u>School</u>	<u>Amount</u>
1.Chippewa Elementary School PTA	\$10,000.00
2.Grundy Avenue Elementary School PTA	\$ 7,350.00
3.Hiawatha Elementary School PTA	\$10,756.39

These donations are for the BOCES Performing Arts Code A2111-30-4971.”

**6.2.2. Donation - Sagamore Middle School Extra Classroom Activity Fund**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation in the amount of \$24,500.00 from the Sagamore Middle School Extra Classroom Activity Fund. This donation is for the BOCES Performing Arts Code A2111-30-4971.”

**6.2.3. Donation - Nokomis Elementary School PTA**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, two (2) donations from Nokomis Elementary School PTA. The total amount is \$5,520.00. These donations are for the BOCES Performing Arts Code A2111-30-4971.”

**3. Budget Transfers**

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

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

- Transfers totaling \$507,508.65 are to balance all negative budget codes as of March 6, 2017.

**4. Policy Adoption and Abolition**

**6.4.1. Policy – 2<sup>nd</sup> Reading and Adoption**

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

BE IT RESOLVED THAT the Board of Education approves the second reading and adoption of the following policies which were previously reviewed by the members of the Board of Education for the first reading on March 8, 2017, and

## Policies Adopted:

1110	School Sponsored Publications
1110.1	School Sponsored Electronic Media
1120	School District Records
1120-R	School District Records Regulation
1130	News Media Relations
1400	Public Complaints
1530	Smoking on School Premises
1800	Gifts from the Public
1925	Interpreters for Hearing-Impaired Parent

BE IT FURTHER RESOLVED, the Board of Education will abolish the following policies:

## Policies Abolished:

1100	Public Information Program
1131	New Releases
1220	Relations with Community and Business Organizations
1222	Relations with Booster Organizations
1410	Complaints About Policies
1420	Complaints About Curricula or Instructional Materials
1440	Complaints About School Personnel
1510	Public Sales on School Property
1511	Advertising in the Schools
1740	Relations with Non-public Schools
1810	Gifts to School Personnel
1920	Relations with Persons with Disabilities

## 5. Recommendations from the Committee on Special Education

### 6.5.1. 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”:

3/9, 3/10, 3/13, 3/14, 3/15, 3/16, 3/17, 3/20, 3/21, 3/22

## VII. MONTHLY REPORTS

### A. Damage & Loss Summary

#### 7.A.1. Damage & Loss Summary

The summary report reflects damage and loss for the period ending February 2017.

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

**7.B.1. Determinations from the Committee on Preschool Special Education**

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

3/9, 3/10, 3/13, 3/14, 3/15, 3/16, 3/17, 3/20, 3/21, 3/22

**C. Board of Education Sub Committees**

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

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

**E. 2016-17 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 21<sup>st</sup> 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 15 schools. This will support consistent academic programs and activities.

## **VIII. 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 of the Board of Education will be held on April 5, 2017 at 7:30 PM in the Board Room at Samoset Middle School.

## **IX. EXECUTIVE SESSION**

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

## **X. ADJOURN**

**SACHEM CENTRAL SCHOOL DISTRICT**

**2017- 2018 SCHOOL CALENDAR**

July, 2017						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August, 2017						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September, 2017						
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October, 2017						
S	M	T	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November, 2017						
S	M	T	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December, 2017						
S	M	T	W	Th	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\*SEPT. 4 LABOR DAY  
 SEPT. 5 FIRST DAY FOR TEACHERS  
 SEPT. 6 FIRST DAY FOR STUDENTS  
 SEPT. 21-22 ROSH HASHANAH  
 OCT. 9 COLUMBUS DAY  
 \*NOV. 7 ELECTION DAY  
 NOV. 10 VETERANS' DAY OBSERVED  
 NOV. 23-24 THANKSGIVING RECESS  
 DEC. 25-JAN.1 WINTER RECESS  
 JAN. 15 MARTIN LUTHER KING JR. DAY  
 FEB. 19-23 PRESIDENT'S DAY & MID-WINTER RECESS  
 MAR. 30-Apr 6 SPRING RECESS  
 MARCH 31-PASSOVER  
 APRIL 1-EASTER  
 MAY 25-28 MEMORIAL DAY  
 JUNE 21 LAST DAY FOR STUDENTS  
 \*JUNE 22 LAST DAY FOR TEACHERS

\*STAFF DEVELOPMENT DAYS—SCHOOL IS CLOSED FOR STUDENTS; STAFF REPORTS  
 TOTAL DAYS OF INSTRUCTION 180  
 TEACHER CONFERENCE DAYS 3  
 TOTAL DAYS 183  
 Days of Instruction  
 Sept (16) Feb (15)  
 Oct (21) Mar (21)  
 Nov (18) Apr (16)  
 Dec (16) May (21)  
 Jan (21) Jun (15)

- HOLIDAYS & RECESSES
- STAFF DEVELOPMENT DAY
- △ FIRST DAY OF SCHOOL FOR STUDENTS
- ◇ LAST DAY OF SCHOOL FOR STUDENTS

EMERGENCY DAYS MAY 25, 2018 & APRIL 6, 2018  
 UP TO 3 NON-SCHEDULED CLOSINGS → NO CHANGE TO CALENDAR  
 IF 4 NON-SCHEDULED CLOSINGS → SCHOOL IN SESSION MAY 25  
 IF 5 NON-SCHEDULED CLOSINGS → SCHOOL IN SESSION MAY 25, APRIL 6  
 IF 6+ NON-SCHEDULED CLOSINGS → SCHOOL IN SESSION MAY 25, APRIL 6, APRIL 5....ETC...

January, 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February, 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March, 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April, 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May, 2018						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June, 2018						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

In the event conditions make it necessary to close so that the number of days in session does not meet minimum state requirements, the Board of Education reserves the right to revise this calendar to meet the state requirements.



III0

### SCHOOL SPONSORED PUBLICATIONS

The School District will disseminate information to the community concerning School District affairs through the promulgation of certain types of communication through a variety of school and district-sponsored publications.

Any distribution of information by individual students or student-based clubs must first be submitted to the Building Principal for review and approval.

Student handbooks shall be published at all secondary schools.

Adoption date: November 18, 1997

Revised date:

## III.0.1

**SCHOOL SPONSORED ELECTRONIC MEDIA**

The Board of Education and the School District shall use its locally owned and controlled radio station (WSHR) and the School District's web site as prime channels of communication with the community. The main function(s) of the radio station and web site are as instructional tools and their purpose is education and dissemination of School District related information. The station shall be operated and maintained in accordance with the law.

The Board of Education encourages the station's involvement as a community service. Regular community news broadcasts shall be a part of the programming of radio station WSHR and the web site. Such programming shall include School District news from both the administration and each school building in the School District. The School District's public relations firm shall be in regular contact with the adult supervisor of WSHR and the web site and students involved in the operation of the station. The School District's public relations firm will provide news releases, school news, appropriate Board of Education agenda items, etc. to the station on a regular basis and use WSHR and the web site as a source of communication with the community.

The Building Principal of the high school, the faculty director of the station itself, and all adults who are connected with the radio station will maintain the educational programming of the station and will not permit commercial or other exploitation for commercial or other purposes of the station itself and the students who are a part of its educational program.

Adoption date: November 18, 1997

Revised date:

1120

## SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools, or his/her designee, shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to Schools District records, and submit such regulations to the Board of Education for approval. The Board of Education will annually appoint a Records Access and Records Management Officer, in accordance with the law.

### *Retention and Destruction of Records:*

The Board of Education hereby adopts the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for School District records. In accordance with Article 57-A, the School District will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The School District will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The Superintendent of Schools or his/her designee will establish procedures in the event the School District is served with legal papers. The Superintendent of Schools or his/her designee will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board of Education directs the Superintendent of Schools or his/her designee to institute such procedures to implement this policy.

Cross-ref: 8630, Computer Resources and Data Management

Ref: Public Officers Law §84 et seq. (Freedom of Information Law)

Education Law §2116

Arts and Cultural Affairs Law §57.11

Local Government Records Law, Article 57-A

Federal Rules of Civil Procedure 16, 26  
8 NYCRR Part 185  
Adoption date: November 18, 1997  
Revision date: November 20, 2007  
Revision date:

1120-R

## SCHOOL DISTRICT RECORDS REGULATION

The following comprises the rules and regulations relating to the inspection and production of school district records:

### I. Designation of Officers

1. The Records Access Officer shall be the District Clerk.

He/She shall:

- a. receive requests for records of the District and make such records available for inspection or copying when such requests are granted; and
- b. compile and maintain a detailed current list by subject matter, of all records in the possession of the District, whether or not available to the public.

2. The Superintendent of Schools, with the Board's approval, shall designate a Records Management Officer for the District. The Records Management Officer will develop and oversee a program for the orderly and efficient management of District records.

### II. Definition of Records

1. A record is defined as any information kept, held, filed, produced or reproduced by, with or for the District in any physical form whatsoever, including but not limited to reports, statements, examination, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or disks, rules, regulations or codes.

2. The Records Access Officer will have the responsibility for compiling and maintaining the following records:

- a. a record of the final vote of each member of the Board on any proceeding or matter on which the member votes;
- b. a record setting forth the name, school or office address, title and salary of every officer or employee of the District; and
- c. a reasonably detailed current list by subject matter of all records in possession of the District, whether or not available for public inspection and copying.

3. No record for which there is a pending request for access may be concealed or willfully destroyed.

### III. Access to Records

1. Time and place records may be inspected: Records may be requested from, and inspected or copied at the Office of the Records Access Officer, at 51

School Street, Lake Ronkonkoma, during the hours of 9:00 am and 3:00 pm on any business day on which the School District Offices are open. Records may also be requested via e-mail at the following address: foilrequest@sachem.edu.

2. Fees: The fee for documents up to 9 x 14 inches is 25 cents per page. For documents larger than 9 x 14 inches, tape or cassette records, or computer printouts, the cost will be based on the cost of reproduction or program utilized. Fees are subject to periodic review and change. However, no fee shall be charged for records sent via e-mail, the search for or inspection of records, certification of documents, or copies of documents which have been printed or reproduced for distribution to the public. The number of such copies given to any one organization or individual may be limited, in the discretion of the Records Access Officer.
3. A request for access to records should be sufficiently detailed to identify the records. Where possible, the requester should supply information regarding dates, titles, file designations or other information which may help identify the records. A request for any or all records falling within a specific category provides sufficient identification.
4. 4. Procedures: Requests to inspect or secure copies of records shall be submitted in writing, either in person, by mail or via e-mail, to the Records Access Officer.
5. Receipt of all requests for information shall be acknowledged within five business days of receipt of the request.
6. If a request cannot be fulfilled within twenty (20) business days from the date of the acknowledgement of the request, the Records Access Officer must state in writing the reason the request cannot be granted within twenty (20) business days and a date certain within a reasonable period when it will be granted depending on the circumstances of the request.

#### IV. Appeals

1. The Superintendent of Schools, or his/her designee, shall hear appeals for denial of access to records under the Freedom of Information Act.
2. An applicant who is denied access to a public record may within thirty (30) days after the denial file an appeal by delivering a written appeal to the Superintendent of Schools, or his/her designee, identifying:
  - a. the date of the appeal;

- b. the date and location of the request for records;
  - c. the records to which the requester was denied access;
  - d. whether the denial of access was in writing or was a failure to provide records promptly as required by Section II; and
  - e. the name and return address of the requester.
3. The Superintendent of Schools, or his/her designee, shall inform the requester and the New York State Committee on Open Government of his/her decision in writing within ten (10) business days of receipt of an appeal. The District Clerk shall transmit to the Committee on Open Government photocopies of all appeals and determinations.
4. An individual whose final appeal is denied may initiate a court review of this determination, as provided for in Article 78 of the Civil Practice Law and Rules.

#### V. Listing of Records

Pursuant to Section 87(3)(c) of the Public Officers Law, the current records retention schedule for school districts, published by the Commissioner of Education, shall serve as the list by subject matter of all records in the possession of the school district, whether or not available under the law.

#### VI. Litigation-Hold

The Superintendent of Schools or his/her designee will designate a "discovery" team, comprised of the school attorney, Director of Information Systems, the Records Access and Records Management Officers, and other personnel as needed. The discovery team will convene in the event litigation is commenced to plan to respond to the request for records.

Adoption Date: November 20, 2007

Revised Date:

1130

## NEWS MEDIA RELATIONS

The Board of Education invites and welcomes the active participation of all forms of mass media in promoting the cause of good education within the School District and elsewhere. The Board of Education encourages suggestions and advice from representatives of the media as to how best to facilitate the flow of information to them from the Board of Education and others within the school system.

The Superintendent of Schools or his/her designee shall establish all necessary procedures to govern day-to-day interactions between the schools and the news media. In general, the media is not permitted in school buildings during the school day without an express invitation from the Superintendent of Schools or his/her designee.

Ref: Arts and Cultural Affairs Law §61.09

Adoption date: November 18, 1997

Revision date: September 21, 1999

Revision date:



1400

## PUBLIC COMPLAINTS

The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of the School District is to resolve such concerns with only the parties involved, whenever possible. Public complaints about the School District will be directed to the proper administrative personnel. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Building Principal; if there is no resolution on this level, the Superintendent of Schools or his/her designee shall be contacted. The Superintendent of Schools may refer an issue to the Board of Education for final resolution when resolution of the issue cannot be accomplished at the administrative level.

Matters referred to the Superintendent of Schools and/or the Board of Education may be required to be placed in writing. Concerns registered directly to the Board of Education as a whole or to an individual Board of Education member may be referred as soon as is reasonably possible to the Superintendent of School or his/her designee for investigation, report, and/or resolution.

Complaints concerning violations of ESEA Title I, Parts A, C, and D, or of the General Education Provisions Act; or of Section 100.2(ee) Academic Intervention Services of the Regulations of the Commissioner are covered by the following procedures which are available at the New York State Education Department NCLB Complaint Policy and procedures weblink, <http://www.emsc.nysed.gov/nclb/complaintappeals>.

Cross-ref: 1440, Complaints about School Personnel

Adoption date: November 18, 1997

Revision date: August 18, 2010

Revision date:

1530

## SMOKING ON SCHOOL PREMISES

Due to the health hazards associated with smoking, and in accordance with federal, state and county law, the Board of Education prohibits smoking including smoking e-cigarettes, personal vaporizers (nicotine and non-nicotine based) and all other tobacco/nicotine use in all school district buildings, on school grounds, and in any vehicle used to transport children or personnel. Smoking or tobacco use is also prohibited within 100 feet of all school entrances, exits and outdoor areas, except where that is a residence or residential property.

The School District's smoking policy shall be prominently posted in each building, at designated outdoor locations on school premises (e.g. athletic fields) and in all School District vehicles.

The Board designates the Superintendent of Schools or his/her designee as agent responsible for informing individuals smoking in a non-smoking area that they are in violation of Article 13 of the Public Health Law and/or federal Pro-Children Act of 1994 and 2001.

Persons using e-cigarettes in violation of this policy will be asked to stop or leave school property.

No smoking signs shall be prominently posted in each building.

Cross-ref: 5312.3, Smoking

Ref: Education Law §§409(2); 3020-a(4)  
Goals 2000: Educate America Act §§1041 et seq. (The Pro-Children Act of 1994)  
Public Health Law Article 13-E §§206; 340; 347

Adoption date: November 18, 1997

Revision date:

1800

## GIFTS FROM THE PUBLIC

The Board of Education is duly appreciative of public interest in and good will toward the schools manifested through gifts and grants. It shall be the policy of the School District to accept a gift, provided it is made within the statutory authority granted to school districts and has received the approval of the Board of Education. The Board of Education reserves the right, however, to specify the manner in which gifts are made, to define the type or grant which it considers appropriate, and to reject those which it considers inappropriate or unsuitable.

The Board of Education believes that it is bound by its public function and responsibility to provide facilities, equipment and staff adequate to maintain its regular instructional program. The Board of Education will not accept gifts which could be interpreted as an assumption of this responsibility on the part of the donor.

Gifts which will heighten the educational experience of the student may be considered appropriate and acceptable. Gifts which duplicate certain existing facilities and equipment, thus accelerating the attainment of particular education goals, may be considered appropriate and acceptable. In general, the Board of Education will not accept gifts with conditions or contingencies attached.

All gifts become School District property and may be disposed of at the discretion of the Board of Education.

In granting or withholding its consent, the Board of Education will review the following factors:

The terms of the gift must identify:

- a. the subject of the gift
  - b. the purpose of the gift
  - c. the beneficiary or beneficiaries if any
  - d. all conditions or restrictions that may apply.
1. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.
  2. No gift or trust will be accepted by the Board unless:

- a. it is in support of and a benefit to all or to a particular public school in the School District, or
- b. it is for a purpose for which the School District could legally expend its own funds, or
- c. it is for the purpose of awarding scholarships to students graduating from the School District.

Any gift rejected by the Board of Education shall be returned to the donor or his/her estate within sixty (60) days together with a statement indicating the reasons for the rejection of such gift.

All gifts and grants are to be made to the School District through the Board of Education and not to particular schools or school organizations. The Board of Education will accept, acknowledge receipt of, and express appreciation for all approved gifts.

Items such as building furnishings, landscaping materials, decorative art work, etc. must conform to local standards and may not be selected by the donor.

Cross-ref : 5800, Student Awards and Scholarships

Ref : Education Law §1709(12)

Adoption date: November 18, 1997

Revision date: July 2, 2008

Revision date:

1925

## INTERPRETERS FOR HEARING-IMPAIRED PARENTS

The Board of Education recognizes that those School District parents with hearing impairments which prevent a meaningful participation in their child's educational program must be afforded an opportunity equal to that afforded other parents to participate in meetings or activities pertaining to the academic and/or disciplinary aspects of their child's education. Accordingly, and pursuant to law, the School District will provide an interpreter for hearing-impaired parents for school-initiated academic and/or disciplinary meetings or activities including, but not limited to:

- Parent/teacher conferences
- Committee on Special Education (CSE) or building level team meetings
- Planning meetings with school counselors regarding educational progress
- Career planning
- Suspension hearings or other conference with school officials relating to disciplinary actions

The School District will provide an interpreter for the hearing-impaired parent if a written request for the service has been submitted to and received by the district within fourteen (14) days prior to the scheduled meeting or activity. If an interpreter is unavailable, the School District will then make other reasonable accommodations which are satisfactory to the parents (e.g., note-taker, transcript, decoder, or telecommunication device for the deaf). These services will be made available by the district at no cost to the parents.

The Board of Education directs the Superintendent of Schools or his/her designee to maintain a list of available interpreters and to develop procedures to notify parents of the availability of interpreter services, the time limitation for requesting these services, and of the requirement to make other reasonable accommodations satisfactory to the parents should an interpreter not be available.

Hearing-impaired parents are requested to submit the attached form to request accommodation of their disability.

Ref: Americans with Disabilities Act of 1990, 42 U.S.C. §§12131-12134  
Rehabilitation Act of 1973, 29 U.S.C. §794  
Education Law §3230  
8 NYCRR §100.2(aa)

Adoption date: November 18, 1997

Revision date: