

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

May 24, 2017

7:30 PM

Board of Education Room

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

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”:

April 5, 2017	Work Session
April 19, 2017	Regular Meeting

II. RECOGNITIONS

Sachem North's disAbility Awareness Team (Speech-Language Department)

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.

BUSINESS ITEMS

IV. BUSINESS ITEMS 4.A.1. THROUGH 4.B.1.

A. BID AWARDS

4.A.1. Bid Award

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 & Title</u>	<u>Action Required</u>
a.	B 16-109 Postage Equipment Rental – Pitney Bowes	Approve
b.	R 14-2A Internal Claims Auditing Services	Approve
c.	R 15-3 Internal Auditing Services	Approve
d.	R 14-15 Actuarial Review & Valuation	Approve

4.A.2. Bid Award

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 & Title</u>	<u>Action Required</u>
a.	B 17-404 Athletic Team Uniforms	Approve

B. Treasurers Report

4.B.1. 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 March 31, 2017 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 **March 31, 2017** as submitted by the District Treasurer, Diane Kollmer.”

Treasurer’s Report

Revenues

Expenditures

Balance Sheets (as of March 31, 2017)

4.B.2. Claims Audit Report

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the Claims Audit Report as of March 31, 2017 as submitted by Cerini & Associates, LLP.”

PERSONNEL ITEMS

V. CONSENT AGENDA FOR PERSONNEL ITEMS 5.A.1. THROUGH 5.C.8.

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>
Murray, Barbara	Science	Sachem East	7/1/2017
Otto, Judith	Elementary	Waverly	7/1/2017

5.A.2. Part-Time Teacher Appointments

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the part-time teacher appointments as follows”:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Stelmach, Lisa	Special Education .7	Tamarac/Lynwood	1-4	5/17/17-6/30/17

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

Bullock, Brittany
 Denes, Jeanine
 Diamond, Tara
 Kulik, Lindsay
 Manzella, Tara
 Murray, Barbara (retiring 7/1/17)
 Robinson, Justin
 Serpico, Gabriella

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”:

Name

Date

Dreyhaupt, Michael 5/15/17

5.A.5. Approval of Sixth Period Stipends for the 2016-17 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following employee to receive a stipend for teaching a sixth period for the 2016-17 school year":

Jason Mauro Sachem North Effective Date 4/26/17

5.A.6. Approval of Sick Day Donation to Members of SCTA

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

BE IT RESOLVED THAT the Superintendent of Schools is authorized to execute two agreements dated May 2, 2017 and May 4, 2017 with the Sachem Teachers Association regarding sick leave donations.

5.A.7. Appointment of 2017 Summer Enrichment Camp Personnel

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education appoint the following personnel for the 2017 Summer Enrichment Camp":

Name	Position
Eichenholtz, Nicole	Counselor - Elementary
Farrell, Maureen	Counselor-Elementary
Fortunato, Jacqueline	Counselor-Middle School

Luchetti, Jackie	Counselor-Elementary
McCabe, Tiffany	Teacher-Elementary
Nicosia, Catherine	Nurse-Elementary and Middle School
Nocco, Victoria	Teacher-Middle School
Paider, Brian	Teacher- Elementary
Prusinski, Katherine	Lead Counselor-Middle School
Rachuta, Marissa	Counselor-Middle School
Stolte, Kailey	Teacher-Middle School
Theiss, Ryan	Teacher-Middle School
Tripi, Alyssa	Lead Counselor-Elementary
Weber, Kathleen	Teacher-Elementary

5.A.8. Appointment of Department Chairpersons for the 2017-18 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of the department chairpersons for the 2017-18 school year as follows":

Art	Secondary	Kerrin Asner
Business	Secondary	Thomas Sullivan
English	North	Joseph Zarzycki
	East	Greg Wrightson
	Sagamore	Jennifer Schroeder
	Seneca	Heather Stumpf
	Samoset	Isaac Ramaswamy
Foreign Language	No/Sen/Sam	Suzanne Groe
	East/Sag	Lisa Pesce
Guidance	North	Sue Hance
	East	Kristin Dunseith
Lead Counselors	Seneca	Kara Proctor
	Sagamore	Dan Zilberstein
	Samoset	Lisa Carlen
Health	Secondary	Lori Hewlett
F & C S	Secondary	Mary Faller
Music	Secondary	Justin Comito
	Elementary	Laura Wasdo

Mathematics	North	Wendy Parente
	East	Joanne Albino
	Sagamore	Christine DiGiacinto
	Seneca	Melissa Aronow
	Samoset	Alicia Kroczyński
P. E.	North	David Falco
	East	Scott Hughes
Science	North	Phil Barbera
	East	Colleen Plantier
	Sagamore	Laura Marek
	Seneca	Susan Marrone
	Samoset	Jill Firmbach
Social Studies	North	Thomas Cestaro
	East	Anthony Varajao
	Sagamore	Jill Bongiorno
	Seneca	Pamela Bowman
	Samoset	Michelle Kisilinsky
Spec. Ed.	North	Veronica Damm
	East	Jennifer Gould
	Seneca	Angela Thiele
	Samoset	Dana Glasser
	Sagamore	Lauren Lettieri
Technology	Secondary	Keith Connelly
Speech	OSS	Cheryl Haughie

5.A.9. Appointment of Positions for the 2017-18 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of the following positions for the 2017-18 school year":

AP Test Coordinators

Kristin Dunseith East
 Sue Hance North

Wilson Literacy Professional Developers

Gina Conrad
 Mary Alice Foti

5.A.10. Approval of Regents Review Staff

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following staff for the Regents Test Review":

Samoset

Mary Capek
 Maria Devine
 Alicia Kroczyński

Sagamore

Tiziano Torquato
 Chrissy DiGiacinto

Seneca

Jenna Haines
 Stacy Cohen
 Alternates - Melissa Aronow and Karen Pickford

5.A.11. Appointment of Alternate Evening High School Staff for the 2017-18 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 2017-18 school year":

John Aebly	Physical Education
Ada Conte-Perotta	Guidance
Dawn DelSeni-Milkowich	English
William DelVallez	Math
Susan Hance	Guidance
Dan Egbert	Science
Elizabeth Kachmar	Social Studies
Christine Launer	Guidance
Mark Lucas	Art
Michael Mastrogiacomo	Math
Heidi Michta	Art
Chris Olsen	Social Studies
Raymond Pickersgill, Jr.	Social Studies
Isaac Ramaswamy	English
Eva Sansone	Social Worker
Katie Taylor	Guidance
John Troise	English
Anthony Varajao	Social Studies
Mark Wojciechowski	Social Studies

Joseph Zarzycki English
 Anne Marie Frankle Drug & Alcohol Counselor

5.A.12. Appointment of 2017 Extended School Year Program

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education appoint the following personnel for the 2017 Extended School Year":

Teacher Name:	Building	Position Offered
Abbondanza, Lisa	SAGAMORE	Teaching Assistant
Abreu, Lucia	WENONAH	Speech
Ahrem, Taylor	WENONAH	Teacher
Allgor, Terry	WENONAH	Sub Aide
Ambrico-Wilson, Tiffany	EAST	Teacher
Arne, Theresa	HIAWATHA	Aide
Barfield, Theresa	EAST	Teaching Assistant
Bauland, Colleen	WENONAH	Teaching Assistant
Bayer, Jennifer	OUT OF DISTRICT	Teaching Asst/Substitute Teacher
Beaudoin, Lauren	NORTH	Teacher
Borger, Lisa	SAMOSET	Teaching Assistant
Brathwaite, Zaria	N/A	Volunteer
Broderick, Patricia	EAST	Sub Teacher
Brunquell, Mackenzie	OUT OF DISTRICT	Lifeguard
Bunse, Bree	WENONAH	Teacher
Butera, Patricia	SAGAMORE	S.C.A.
Carroll, Dawn	CAYUGA	Aide
Cauley, Chris	SAMOSET	Teacher
Clarke, Jeanne	EAST	Aide
Clemens, Joanne	CHIPPEWA	Aide
Conger, Toniann	SAGAMORE	Aide
Contomanolis, Shelby	NORTH	Teaching Asst/Substitute Teacher
Cordi, Amanda	WAVERLY	Teaching Assistant
Cordi, Annamaria	SAMOSET	Teaching Assistant
Cosgrove, Maegan	NORTH	Transition Liaison
Cummings, Ryan	OUT OF DISTRICT	Teaching Asst/Substitute Teacher
D'Orazio, Gina	DISTRICT-WIDE	Teaching Assistant
Danchalski, Melissa	LYNWOOD	Teacher
Dansky, Carrie	NORTH	Speech/Part-time/Substitute
David, Guinevere	WAVERLY	Teaching Asst/Substitute Teacher
Davila, Steven R.	OUT OF DISTRICT	Teaching Assistant
Delaney, Maureen	WENONAH	Cook Manager
DeMaio, Christina	St. Joseph's School	Teaching Asst/Substitute Teacher
DeMaio, Nicole	GRUNDY	Teaching Asst/Substitute Teacher
Dennis, Ione	School Nurse	
Desiderio, Dana	LYNWOOD	Teaching Asst/Substitute Teacher
DiAngelis, Stefanie	LYNWOOD	Teaching Asst/Substitute Teacher
DiDonna, Nancy	SAMOSET	Aide
Diehl, Michelle	OUT OF DISTRICT	Lifeguard
Doherty, Gail	LYNWOOD	Aide
Dreyhaupt, Michael	WAVERLY	Teaching Asst/Substitute Teacher
Farinas, Rose	SAGAMORE	Aide
Farrell, Dorothy	NORTH	Sub RN
Ferraro Capito, Danielle	GRUNDY	Aide

Fritz Avellino, Christina V.	GRUNDY	Psychologist
Frosina, Emily	NORTH	Teacher
Gabelman, Diane	HIAWATHA	Aide
Garbedian, Karen	SAMOSSET	Teaching Assistant
Gavan, Deborah	LYNWOOD	Teaching Assistant
Gentzlinger, Peter	MERRIMAC	Teacher
Gibaldi, Linda	WENONAH	Teacher
Gonzalez, Justine	WENONAH	Teaching Assistant
Goz, Dara	CHIPPEWA	Teacher
Grieco, Karen	NOKOMIS	Soc Worker
Hagan, Brian	TAMARAC	Teacher
Hagenburg, Colleen	SAMOSSET	Teaching Assistant
Hance, Stephanie	WAVERLY	Teaching Asst/Substitute Teacher
Harvey, Brian	SENECA	Teacher
Henaghan, Christopher	EAST	Teacher
Hendry, Lindamarie	CHIPPEWA	Aide
Hoose, Lisa	NORTH	Sub Teacher
Huben, Amy	NORTH	Teaching Assistant
Hughes, Lola J.	SAGAMORE	Speech
Jusino, Aida	CHIPPEWA	Aide
Kalachik, Dana	SAMOSSET	Teacher
Karpf, Theresa	SAMOSSET	Aide
Kelly, Wanda	HIAWATHA	Teaching Assistant
Kieffer, Graceann	CHIPPEWA	Teacher
Killoran, Gina	EAST	Speech
Kit, Pamela	NORTH	Teacher
Klaus, Nora	SENECA	Speech
Krauszer, Amanda	SAGAMORE	Teacher
Kudrick, Scott	GRUNDY	P.E. Teacher
LaBelle, Denise	DISTRICTWIDE SUB	Sub RN
Lechnyk, Suann	CHIPPEWA	Teaching Assistant
Lederman, Jeffrey	NORTH	Teaching Asst/Substitute Teacher
Lehning, Lisa	SAMOSSET	Teacher
Lindor, Florence	NORTH	School Nurse
Lipani, Thomas	WENONAH	Teacher
Lowis, Ashley Kate	WAVERLY	Teacher
Maldonado, Eva	WENONAH	Aide
Manno, Barbara	NOKOMIS	3-hr Food Service Worker
Maro, Joseph	EAST	Teaching Asst/Substitute Teacher
Marston, Marjorie	DISTRICTWIDE SUB	School Nurse
Matus, Claudette	NOKOMIS	Teacher
McCabe, Kathleen	SAGAMORE	Sub RN
McCaffrey-Weiss, Kathleen	GRUNDY	Aide
McClafferty, Patricia	OUT OF DISTRICT	Teaching Asst/Substitute Teacher
McGinnis, Sherri	CHIPPEWA	Teaching Assistant
McGrath, Mallory	WENONAH	Teacher
McNeill, Patricia	NORTH	Teaching Assistant
Mensch, Geraldine	MERRIMAC	Art Teacher
Mignone, Patricia	WAVERLY	Aide
Miller, Julianne	NORTH	Teaching Asst/Substitute Teacher
Monti, Barbara J.	MERRIMAC	Aide
Murphy, Eileen	CHIPPEWA	Sub Teacher
Murray, Bernadette	TAMARAC	Sub RN
Nardolillo, Theodore	SAMOSSET	Teacher
O'Brien, Denise	GRUNDY	Teaching Asst/Substitute Teacher
O'Leary, Diane	LYNWOOD	Aide

O'Malley, Amber	OUT OF DISTRICT	Teaching Assistant
Palagye, Christine	NOKOMIS	Aide
Pisano, Michael	HIAWATHA	W.S.I.
Piwowarski, Samantha C.	OUT OF DISTRICT	Teaching Asst/Substitute Teacher
Porciello, Heather	WENONAH	Teacher
Poretsky-Mueller, Renee	CHIPPEWA	Teaching Asst/Substitute Teacher
Pratnicki, Joyce	MERRIMAC	Aide
Quagliata, Alyssa	OUT OF DISTRICT	Teaching Assistant
Rachuta, Ellen	NOKOMIS	Aide
Raymond, Marie	SAMOSSET	School Nurse
Reardon, Clarisa	SENECA	Teacher
Reilly, Debra	WAVERLY	Aide
Rekowicz, Debra	WENONAH	Aide
Rekowicz, Stephanie	OUT OF DISTRICT	Sub Teacher/Teacher Assistant
Richter, Nicole	EAST	Sub Teacher
Riley, Louis	GRUNDY	Teacher
Rizzo, Deana M.	SAMOSSET	Aide
Rosado-Pena, Maria	WAVERLY	Aide
Rosen, Amanda	WENONAH	Teaching Asst/Substitute Teacher
Rothbaum-Waldron, Jean	NORTH	Teacher
Russo, Norma	SAMOSSET	Aide
Sardone, Joan F.	CAYUGA	Aide
Scarola, Maryellen	SAMOSSET	Teaching Assistant
Schrank-Krupa, Christie	WAVERLY	Psychologist
Schultz, Meryl	WAVERLY	Teaching Assistant
Sciortino, Jenny	GRUNDY	Aide
Semler, Angela	SAGAMORE	School Nurse
Shadbolt, Courtney	DISTRICTWIDE SUB	Aide
Shannon, Margaret	SAGAMORE	Teacher
Short, Hunter	OUT OF DISTRICT	Lifeguard
Sieger, Lori	WAVERLY	Teaching Asst/Substitute Teacher
Sikorski, Ela	LYNWOOD	3-hr Food Service Worker
Syron, Bridget A.	SAMOSSET	Teaching Assistant
Tamasi, Janet	GRUNDY	Aide
Tarricone, Vincenzo	OUT OF DISTRICT	Lifeguard
Terzopoulos, Jenny	SAMOSSET	Music Teacher
Trepiccione, Kaitlyn	SAMOSSET	Teaching Assistant
Vissichelli, Dawn	SAMOSSET	Aide
Walsh, Dawn	SAGAMORE	Teaching Assistant
Wells, Christopher	SAMOSSET	Teacher
Williams, Ketih	NORTH	Sub Teacher
Wottawa, Michael P.	OUT OF DISTRICT	Teaching Asst/Substitute Teacher
Zahn, Jennifer	SENECA	Sub Teacher
Zdrojeski, Karen	WENONAH	Speech

5.A.13. Appointment of 2017 Summer ENL Program

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

Bennett, Kathryn	Waverly	ENL Teacher
Britton, Linda	Lynwood	ENL Teacher
Grosshandler, Beverly	Merrimac	ENL Teacher

Hinkaty, Jon	East	ENL Teacher
Smith, Amanda	Merrimac	ENL Teacher

B. Administrators

5.B.1. Appointment of Coordinator for Child Care for the 2017-18 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of Christine DiPaola to serve as the Coordinator for Child Care."

5.B.2. Appointment of Alternate Evening High School Supervisors for the 2017-18 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 Supervisors for the 2017-18 School Year as follows:"

Jose Cruz	Supervisor
Sue Hance	Assistant Supervisor

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 & Assignment</u>	<u>Service Ends</u>
Alois, Corinne	Special Ed Aide/Cayuga	5/26/17
DeMauro, Gail	4 Hr. FSW/North	5/26/17
Lopez, Rhiana	Hall Monitor/Seneca	5/8/17
Mitarotondo, Jeanne Marie	4 Hr. FSW/North	6/3/17

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 & Assignment</u>	<u>Retirement Date</u>
Chung, Anna	Sr. Clerk Typist/ OSS	6/30/17 9 yrs., 8 mos.
Heinlein, Douglas	Custodian/ Cayuga	6/1/17 10 yrs., 10 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 & Assignment</u>	<u>Reason</u>	<u>Dates</u>
Caldarola, Anne	Hall Monitor/ Seneca	Personal	3/30/17 - 9/5/17
Cocchiaro, Diana	Hall Monitor/East	Personal	5/15/17- 9/5/17

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>Service Ends</u>
<u>Aide</u> Hall, Jessica	5/25/17

5.C.5. Probationary Appointments of Support Services Personnel (Competitive)

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education 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>
Savino, Dawn	Provisional School Communications Aide/ Lynwood/Wenonah	\$18.43/hr.	6/8/17	None**
Varrichio, Kimberly	Sr. Clerk Typist/ Central Registration	\$52,440	5/10/17	26 weeks 5/10/17 - 11/8/17

**As per Civil Service law there is no probationary period for a Provisional appointment.

5.C.6. 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>
Arena, Jill	Hall Monitor/Seneca	\$10.00/hr.	5/25/17	None

5.C.7. Appointment of Substitute Support Services Personnel (Exempt, Labor and Non-Competitive)

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

<u>Name</u>	<u>Service Begins</u>
<u>Custodian</u>	
Delgado, Gwendalina	5/23/17
Nash, Kenneth	5/25/17
Romano, Joseph	5/17/17
Wieland, Kevin	5/22/17
<u>Recreation Aide</u>	
Delio, Kayla	5/25/17

5.C.8. Appointment of Lead Nurse for the 2017-18 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of the Lead Nurse for the 2017-18 school year as follows":

Kathleen McCabe

VI. ACTION ITEMS

1. Mini Contracts Consent Agenda for Action Items 6.1.1. Through 6.1.39.

6.1.1. Approval of Special Education Agreement with Smithtown CSD 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Smithtown Central School District for Special Education Cross Contracted Tuition to students who reside outside the Sachem Central School District. Sachem CSD shall be entitled to bill the New York State Non-Resident Tuition Rate as determined by the New York State Education Department. The term of this agreement shall be from July 1, 2017 to June 30, 2018.”

6.1.2. Approval of Health and Welfare Services Agreement with Riverhead 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 Riverhead Central School District to provide health and welfare services to students who reside in Sachem Central School District. The rate for this service is \$676.79 per student. The term of this agreement shall be from July 1, 2016 through June 30, 2017.”

6.1.3. Approval of Health and Welfare Services Agreement with Syosset 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 Syosset Central School District to provide health and welfare services to students residing in Sachem Central School District. The rate for this service is \$911.01 per student. The term of this agreement shall be from July 1, 2016 through June 30, 2017.”

6.1.4. Approval of Health and Welfare Services Agreement with Commack 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 Commack 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 \$1,131.82 per student for the 2016-17 school year. This agreement has been reviewed and approved by the school district’s attorney.”

6.1.5. Approval of Agreement with Hope for Youth 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Hope for Youth to provide academic tutoring services in accordance with the State Education regulations, using only teachers certified by the New York State Education Department. The rate for these services is \$30.00 per hour. This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.6. Approval of Agreement with Human Touch Translations 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Human Touch Translations, Ltd. for translation and interpreting services during the school year for attendance at

Committee on Special Education (“CSE”) meetings and State testing. The School District agrees to pay in accordance with the rate schedule in the agreement. This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.7. Approval of Agreement with Tutoring Services of Long Island 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Tutoring Services of Long Island to provide academic tutoring services in accordance with the State Education regulations, using only teachers certified by the New York State Education Department. The rates are as follows:

<u>Type of Service</u>	<u>Rate per Hour</u>
Home Tutoring	\$45.00
CSE Meetings (Consultant)	\$45.00
CSE Report Writing and Meeting Attendance	\$45.00
Chemistry, Physics, biology, Algebra, Pre-Calculus, Calculus, Trigonometry	\$55.00
Home Tutoring - Group	\$60.00
Home tutoring-Pick up and Return Regents Exams, Mid-terms, Finals, NYS Assessment Exams	\$45.00
In-Home Special Education Teacher	\$50.00
Reading Specialist Instruction	\$50.00

This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.8. Approval of Agreement with Islip Tutoring Service, Inc. (Academic Tutoring) 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Islip Tutoring Service, Inc. to provide academic tutoring services in accordance with the State Education regulations, using only teachers certified by the New York State Education Department. In full consideration for the services to be rendered, the District agrees to pay at the following rates:

SERVICE	RATE
Home Teaching Group Rate (2-3 students)	\$40.00 per student, per 1-hour session
Home Teaching Individual Rate	\$45.00 per 1-hour session
Hospital Based Instruction	\$55.00 per 1-hour session
Reports	\$45.00 per 1-hour
Testing	\$45.00 per 1-hour

This agreement shall be in effect for the period from July 1, 2017 through June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.9. Approval of Agreement with Long Island Tutorial Services 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Long Island Tutorial Services to provide academic tutoring services in accordance with the State Education regulations, using only teachers certified by the New York State Education Department. The District agrees to pay the following rates:

<u>Service</u>	<u>Rate</u>
Home Tutoring	\$45.00 per hour
Home Tutoring (Group 3-5 students)	\$135.00 per hour
Home Tutoring - Pick Up to Return	\$45.00 per hour

This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.10. Approval of Agreement with St. James Tutoring D/B/A Education at Mather 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and St. James Tutoring d/b/a/ Education at Mather to provide academic tutoring services in accordance with the State Education regulations, using only teachers certified by the New York State Education Department. The rate for these services is \$49.00 per hour. This agreement shall be in effect for the period July 1, 2017to June 30, 2018. This agreement has been reviewed and approved by the school district’s attorney.”

6.1.11. Approval of Agreement with Islip Tutoring Service, Inc. (Related Services) 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Islip Tutoring Service, Inc. to provide related services to designated students pursuant to the Individualized Education Program(s) developed for the students. In full consideration for the services to be rendered, the District agrees to pay at the following rates:

SERVICE	RATE
CSE Report Writing, Meeting, Attendance	\$45.00 per report and per meeting

Reading Specialist Instruction	\$80.00 per 1-hour session; \$50.00 per 30-minute session
Speech therapy	\$150.00 per 1-hour session; \$100.00 per 45-minute session; \$85.00 per 30-minute session
Counseling (Social Worker)	\$150.00 per 60-minute session; \$125.00 per 45-minute session; \$85.00 per 30-minute session
Speech Evaluation	\$150.00 per 1-hour evaluation as needed
Specialty Subject Instruction	To Be Determined

This agreement shall be in effect for the period from July 1, 2017 through June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.12. Approval of Agreement with Top Grade 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Top Grade to provide academic tutoring services in accordance with the State Education regulations, using only teachers certified by the New York State Education Department. The rates are as follows:

Grades K - 6 (Regular Ed.)	\$35 per hour
Grades K - 6 (Special Ed. certified teachers)	\$40 per hour
Grades 7 -12 (Special Ed. certified teachers)	\$45 per hour
Grades 7 - 12 (Regular Ed.) below)	\$40 per hour (exceptions
Foreign languages other than Spanish	\$45 per hour
Regents Science and Math	\$45 per hour
Chemistry, Physics, Calculus	\$60 per hour

Group rates (four groups up to 4 students) - regular hourly rate for the first student plus half the hourly rate for each additional student.

This agreement shall be from July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.13. Approval of Agreement with Arms Acres 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Arms Acres to provide academic tutoring services in accordance with the State Education regulations, using only teachers certified by the New York State Education Department. The rate for this service is \$40.00 per hour. This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.14. Approval of Agreement with Camp Kennybrook 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 Camp Kennybrook for the use of the following facilities for the football program from August 20, 2017 through August 25, 2017:

- Bunks to house the students and staff and fifteen meals
- Athletic Fields
- Meeting area for practice during inclement weather and evenings
- Use of the pool at designated times

The cost of this trip will be paid for by fundraisers and the Sachem High School East Touchdown Club. This contract has been reviewed and approved by the school district’s attorney.”

6.1.15. Approval of Library Systems Service Agreement with Bibliotheca 3M 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the Service and Maintenance agreement with Bibliotheca 3M Library Systems to provide annual support and maintenance to the library detection equipment and Bookcheck for the middle school and high school libraries. The service term will be from July 1, 2017 through June 30, 2018. The fee for this service is \$6,014.40.

BE IT RESOLVED, as per section 103 of the General Municipal Law the Board may standardize by resolution on a particular type of material or equipment. Standardization restricts a purchase to a specific model or type of equipment or supply.

The resolution, shall state that for reasons of efficiency and/or economy there is a need for standardization.

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

6.1.16. Approval of Agreement with Management Advisory Group Special Services, Inc. 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Management Advisory Group Special Services, Inc. for the purpose of completing current and amending its past STAC, AVL and HSCAR forms with the State Education Department. The District shall pay an annual consulting fee of \$26,226.00 per year, payable in

twelve (12) equal installments of \$2,185.50. The term of this agreement is July 1, 2017 through June 30, 2018. This agreement has been reviewed and approved by the school district's attorney."

6.1.17. Approval of Renewal with Transfinder 2017-18

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal with Transfinder, a bus routing and scheduling system, for annual technical support and upgrade for Routefinder *pro* License at a renewal cost of \$3,950.00, and Infofinder *le* License at a renewal cost of \$2,400.00, for the 2017-18 school year."

6.1.18. Approval of Agreement with Troy and Banks, Inc. 2017-18

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Troy & Banks, Inc. for the purpose of conducting audits or surveys of telecommunications ("Telecom") service accounts and gas, electric, and water/sewer utility service accounts for the purpose of securing refunds, credits and cost reductions resulting from discovery of charges or costs in excess of those permitted or allowed by applicable contracts, tariffs, statutes, rules and regulations and/or from overcharges or billing errors. The consultant will also provide a written report outlining findings and suggestions. The District agrees to pay 20% of all monies refunded or credited for overcharges to the Telecom and Utility service accounts. Also, for future cost reductions, the consultant shall be paid a percentage of all monies saved each month for a twelve (12) month period in accordance to the following scale:

- 20% of future cost reductions realized up to \$50,000
- 14% of future cost reductions realized from \$50,001 and above

This agreement shall be in effect for the period July 1, 2017 through June 30, 2018. This agreement has been reviewed and approved by the school district's attorney."

6.1.19. Approval of Extended Warranty Coverage with Oticon, Inc. 2017-18

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves extended warranty coverage with Oticon, Inc. for the repair and loss and damage of units used by our hearing-impaired students. The cost for this extended coverage is \$5,937.50 for the period of July 1, 2017 to June 30, 2018."

6.1.20. Approval of Comprehensive Service Plan with Phonak 2017-18

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the service plan

between Sachem Central School District and Phonak for the repair and maintenance of equipment used by our hearing-impaired students. The comprehensive service plan covers all Phonak equipment less than 5 years of age and includes loss coverage for eligible units. The cost is \$675.00 for five (5) units. The warranty expires June 30, 2018.”

6.1.21. Approval of Agreement with Ministry for Hope, Inc., D/B/A Our Lady of Peace Academy at Montfort Therapeutic Residence 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Ministry for Hope, Inc., d/b/a/ Our Lady of Peace Academy at Montfort Therapeutic Residence to provide adequate instruction, related services and/or a facility to students during the school year. Sachem School District shall pay for each child \$140.00 per pupil per day of attendance. This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.22. Approval of Agreement with Dr. Donna Geffner 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Dr. Donna Geffner to provide central auditory processing evaluation services during the school year. The rate is \$1,700 per evaluation (including written report), plus approved travel expenses. This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.23. Approval of Agreement with Jack Nussbaum, MD 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 Jack Nussbaum, M.D. to serve as Chief Medical Officer. The District agrees to pay the following rates:

SERVICE	RATE
CSE Physical Examinations	\$45.00 per examination
CSE Meeting Attendance	\$120.00 per meeting
Chief Medical Officer	\$150.00 per hour

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.”

6.1.24. Approval of Agreement with Ronkonkoma Family Medicine 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 Ronkonkoma Family Medicine to schedule and provide examinations of students, teachers, non-instructional personnel, and other cases brought to the physician’s attention such as employee physicals, sports physicals for student athletes and State Education Department mandated physicals for specified grade levels. The District agrees to pay the following rates:

SERVICE	RATE
Student Physicals	\$10.00 per examination
Authorized Adult Physicals	\$22.00 per examination
Employment Certificates	\$12.00 per examination
Department of Labor Work Certificates	\$11.00 per examination

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.”

6.1.25. Approval of Agreement with Frank S. Segreto, MD PC D/B/A Elite Sports 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 Frank S. Segreto, MD PC d/b/a Elite Sports to schedule and provide examinations of students, and other cases brought to the physician’s attention as follows:

- Sports physicals for student athletes in accordance with Part 136.3 of the Commissioner’s Regulations, Sections 903 and 904 of the Education Law.

The District agrees to pay the following rates:

SERVICE	RATE
Student Sports Physicals	\$10.00 per examination

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.”

6.1.26. Approval of Agreement with Healthsure 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 Healthsure to provide services with a licensed physician or physician’s assistant (if permitted by law). In full

consideration for the services to be rendered, the District agrees to pay the following rates:

SERVICE	RATE
Student Physicals/Student Sports Physicals	\$10.00 per examination
Department of Labor Work Certificates (working papers)	\$11.00 per certificate
CSE Meeting Attendance	\$120.00 per person
CSE Examinations	\$45.00 per examination
Transportation DOT Physicals	\$125.00 per examination
Employment Certificates - basic physical	\$22.00 per examination
Authorized Adult Physicals - includes blood/urine testing	\$22.00 per examination
Transportation 19A Physicals	\$70.00 per examination

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.”

6.1.27. Approval of Agreement with Cleary School for the Deaf 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Cleary School for the Deaf to provide adequate instruction, related services and/or a facility to students during the school year. Sachem School District shall pay, for each child, the per pupil charge (PPC) set by the Commissioner of the New York State Education Department. The term of this agreement shall be from July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.28. Approval of Agreement with Advanced Psychological Assessment, P.C. 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Advanced Psychological Assessment, P.C. to provide neuropsychological evaluation services. The rate is \$300 per hour, not to exceed ten (10) hours. This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.29. Approval of Agreement with Horizon Healthcare Staffing Related Services 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Horizon Healthcare Staffing to

provide occupational, physical and speech therapy services and evaluations. Following are the rates for related educational services.

Services

Occupational Therapist (OT)	\$75 per student in a 30-minute session* for 1 or 2 students at one site \$45 per student in a 30-minute session* for 3 or more students at one site \$37.50 per student in a group of 5:1 \$145 per evaluation \$135 per consult \$125 per screening
Physical Therapist (PT)	\$75 per student in a 30-minute session* for 1 or 2 students at one site \$45 per student in a 30-minute session* for 3 or more students at one site \$37.50 per student in a group of 5:1 \$145 per evaluation \$135 per consult \$125 per screening
Speech Therapist (ST)	\$80 per student in a 30-minute session* for 1 or 2 students at one site \$52 per student in a 30-minute session* for 3 or more students at one site \$40 per student in a group of 5:1 \$175 per evaluation \$155 per consult \$140 per screening

*Group session (2 or more students in a group) rates are available upon request. Mandates of more than 30 minutes will be prorated.

This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.30. Approval of Agreement with Ascent: a School for Individuals with Autism 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Ascent: A School for Individuals with Autism to provide adequate instruction, related services and/or a facility to students enrolled at the facility during the school year. The School District will pay, for each child, the tuition rate set by the State Education Department. The term of this agreement shall be from July 1, 2017 to June 30, 2018. This agreement has been reviewed and approved by the school district’s attorney.”

6.1.31. Approval of Agreement with Harmony Heights 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Harmony Heights to provide adequate instruction, related services and/or a facility to students enrolled at the facility during the school year. Sachem School District shall pay Harmony Heights, for each child, the applicable tuition rate set by the State Education Department, based on the child’s program. This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.32. Approval of Agreement with Little Flower UFSD 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Little Flower Union Free School District to provide adequate instruction, related services and/or a facility to the students during the school year. Sachem CSD will pay, for each child, the tuition rate set by the State Education Department. The term of this agreement shall be in effect for the period of July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

6.1.33. Approval of Renewal of EPES Software Support 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal of the EPES Web Accounting Software district support for the Extra Classroom Activity Fund accounts. The total cost is \$2,205.00 to be paid by the General Fund. This renewal is for July 1, 2017 to June 30, 2018.”

6.1.34. Approval of Maintenance Agreement with Precision Microproducts of America, Inc. 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the maintenance agreements for Precision Microproducts of America, Inc. to provide maintenance on two Microfiche Readers, one located at Sachem High School North and one located in the Payroll Office, at a total cost of \$1,280.00 for both machines. This is to be paid through the General Fund by the Business Office and Sachem High School North. These agreements shall be in effect from July 1, 2017 through June 30, 2018.”

6.1.35. Approval of Instructional Service Agreements for the Extended School Year Program 2017

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreements

between Sachem Central School District and East Islip UFSD, Hauppauge Public Schools, Islip UFSD, Kings Park CSD and Middle Country CSD for Extended School Year Program to students who reside outside the Sachem Central School District and would like to attend Sachem Special Education Summer School at Wenonah Elementary School. The cost for the Instructional program is based on SED/OMS Certified 2017-2018 Tuition Rate per student and for related services the cost is based on SED/OMS 2017-2018 Regional Weighted Average per diem rate for 1:1 Aide (as per student’s IEP). These agreements shall be in effect for the period July 1, 2017 to August 30, 2017. These agreements have been reviewed and approved by the school district’s attorney.”

6.1.36. Approval of Agreement with Apperson Education Products 2017-18

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the maintenance agreements between Sachem Central School District and Apperson Education Products for district-wide scantron machines which include repairs to restore equipment to proper working order in the event of equipment failure. Apperson shall make adjustments and repairs, supply loaner machines until repairs are completed, and replace parts as deemed appropriate to place equipment in good working condition. The cost is \$13.25 per month for each scantron machine for a total cost not to exceed \$5,883.00 for the 2017-18 school year.”

6.1.37. Appointment of Additional Assistant Clerks and Chief 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;

Tina	Dill	Farmingville, NY
Nancy	LoPiccolo	Holtsville, NY
Katherine	Mac Intosh	Holbrook, NY
Andre	Ortiz	Farmingville, NY
Vincent	Pandaliano	Lake Grove, NY
Fauzia	Rafiuddin	Farmingville, NY

6.1.38. Not to Exceed \$100,000,000 Tax Anticipation Notes - 2017-2018 School Year

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

TAX ANTICIPATION NOTE RESOLUTION OF SACHEM CENTRAL SCHOOL DISTRICT AT HOLBROOK, IN THE TOWNS OF BROOKHAVEN, ISLIP AND SMITHTOWN, NEW YORK, ADOPTED

MAY 24, 2017, AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$100,000,000 TAX ANTICIPATION NOTES IN ANTICIPATION OF THE RECEIPT OF TAXES TO BE LEVIED FOR THE FISCAL YEAR ENDING JUNE 30, 2018

RESOLVED BY THE BOARD OF EDUCATION OF SACHEM CENTRAL SCHOOL DISTRICT AT HOLBROOK, IN THE TOWNS OF BROOKHAVEN, ISLIP AND SMITHTOWN, IN THE COUNTY OF SUFFOLK, NEW YORK, AS FOLLOWS:

Section 1. Tax Anticipation Notes (herein called "Notes") of Sachem Central School District at Holbrook, in the Towns of Brookhaven, Islip and Smithtown, in the County of Suffolk, New York (herein called "District"), in the principal amount of not to exceed \$100,000,000, and any notes in renewal thereof, are hereby authorized to be issued pursuant to the provisions of Sections 24.00 and 39.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law").

Section 2. The following additional matters are hereby determined and declared:

(a) The Notes shall be issued in anticipation of the collection of real estate taxes to be levied for school purposes for the fiscal year commencing July 1, 2017 and ending June 30, 2018, and the proceeds of the Notes shall be used only for the purposes for which said taxes are levied.

(b) The Notes shall mature within the period of one year from the date of their issuance.

(c) The Notes are not issued in renewal of other notes.

(d) The total amount of such taxes remains uncollected at the date of adoption of this resolution.

Section 3. The Notes hereby authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 4. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00, 60.00 and 61.00 of the Law, the power to sell and issue the Notes authorized pursuant hereto, or any renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such

Notes, and to execute arbitrage certifications relative thereto, is hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 5. The Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 6. This resolution shall take effect immediately.

2. Donations

6.2.1 Donation - Jostens

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude a donation, from Jostens, of Valedictorian and Salutatorian medallions for Sachem High School East and Sachem High School North for the June 2017 graduation ceremonies. These medallions will be engraved with the recipient’s name, school name and year. The value of this donation is \$159.80.”

3. 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 \$250,526.91 are to fund the purchase of nVision suite package, conversion fee and training, administrative software licenses, servers, ancillary equipment and SQL licensing.
- Transfers totaling \$1,119,747.24 are to balance the budget for SSSU Memorandum of Agreement settlement, balance negative budget salary codes as of the April 5, 2017 payroll and to appropriate funds for the June 30, 2017 external audit.
- Transfer funds of \$150,000 from National Grid to PSEG to cover electricity costs for the remainder of the 2016-17 school year.

4. Recommendations from the Committee on Special Education

6.4.1. 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”:

5/4, 5/5, 5/8, 5/9, 5/10, 5/11, 5/12, 5/15, 5/16

6.4.2. 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”:

5/17, 5/18, 5/19, 5/22, 5/23, 5/24

5. Policy Review

6.5.1. Policy Review - First Reading – No Action Required

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 first reading of the following Policies:

- Policy 2100 School Board Legal Status
- Policy 2200 Annual Budget Vote
- Policy 2300 Board of Education Membership
- Policy 2350 Board of Education Meetings
- Policy 2410 Appointed Board Officers

and the first reading of the following policies recommended to be abolished:

- Policy 2110 School Board Powers and Duties
- Policy 2111 Board Member Authority
- Policy 2120 School Board Elections
- Policy 2120.1 Candidates and Campaigning
- Policy 2120.2 Voting Procedures
- Policy 2121 Board Member Qualifications
- Policy 2122 Board Member Oath of Office

- Policy 2130 Board Member Resignation
- Policy 2140 Board Member Removal From Office
- Policy 2150 Unexpired Term Fulfillment
- Policy 2220 Board Officers
- Policy 2210 Board Organizational Meeting
- Policy 2330 Executive Sessions
- Policy 2310 Regular Meetings
- Policy 2320 Special Meetings
- Policy 2340 Notice of Meetings
- Policy 2341.1 Consent Agenda
- Policy 2342 Agenda Preparation and Dissemination
- Policy 2350 Board Meeting Procedures
- Policy 2351 Quorum
- Policy 2352 Rules of Order
- Policy 2360 Minutes
- Policy 2382 Broadcasting and Taping of Board Meetings
- Policy 2390 Board Hearings
- Policy 2230 Appointed Board Officials

VII. MONTHLY REPORTS

A. Determinations from the Committee on Preschool Special Education

7.A.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:

5/4, 5/5, 5/8, 5/9, 5/10, 5/11, 5/12, 5/15, 5/16

7.A.2. 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:

5/17, 5/18, 5/19, 5/22, 5/23, 5/24

B. Board of Education Sub Committees

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

C. 2016-17 Updates to the Board**D. 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 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 15 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 June 7, 2017 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

SACHEM CSD

POLICIES FOR 1ST READING

May 24, 2017

SACHEM CENTRAL SCHOOL DISTRICT

SCHOOL BOARD LEGAL STATUS

POLICY 2100

The Board of Education is a nine (9) member Board elected by School District residents. The term of office of each member of the Board of Education is three (3) years. The terms of office of Board of Education members shall not all expire in the same year.

The Board of Education is a corporate body that oversees and manages the school district's affairs, personnel, policy-making and properties. Its powers and responsibilities are held jointly. The Board of Education's actions must be expressed by resolutions or motions adopted or passed by a majority of the Board of Education at a legally called meeting. Any liability of the district is a liability of the Board of Education as a corporation and not that of the members of the Board as individuals.

Members of the Board are free to speak as individuals on issues related to school affairs, but when doing so are expected to communicate clearly that any such expression represents their own individual view and not the view of the Board.

Members of the Board of Education have legal authority for the conduct of the district schools only when acting as a body, by majority vote, in a properly convened session. Board of Education members acting as individuals have no authority over personnel or school affairs.

Individual board members have only such power and responsibility as may, from time to time, be specifically delegated to them for a particular purpose by the Board as a whole. Otherwise an individual board member is not empowered to set policies, make decisions, or give instructions to any employee of the school district. Direction and instruction from the corporate body shall in all instances be communicated to staff members through the Superintendent of Schools or his/her designee.

The Board of Education will not be bound in any way by an individual's statement or action unless the Board of Education, through an adopted policy or by a majority vote of Board of Education membership, has delegated this authority to the individual member.

The Board of Education has all the powers and duties stated in the Education Law and other applicable New York State law.

Final authority on all district educational matters, except as restricted by law, will be vested in the Board. The Board may also enter into contracts and agreements in conformity with state law.

The Board of Education shall maintain memberships organizations established for Boards of Education, subject to budgetary limitations.

Board members should take the responsibility to attend association meetings for the purpose of Board development and gathering new information.

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SACHEM CENTRAL SCHOOL DISTRICT

SCHOOL BOARD LEGAL STATUS

POLICY 2100

Every Board member is expected to sign and abide by the Board Member Code of Ethics.

Cross Ref: Policy 2160 School District Officer and Employee Code of Ethics

Ref: Education Law §§1801 et seq

Adoption Date:

SACHEM CENTRAL SCHOOL DISTRICT

ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTIONS

Policy 2200

The vote on the annual budget and the election of members of the Board of Education shall be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case it shall be held on the second Tuesday in May. The polls shall be open for those hours designated by the Board of Education. The following items shall be voted upon:

1. the annual budget,
2. any vacancies on the Board of Education, and
3. any special propositions that have been properly presented.

Special elections may be called as authorized by law.

Public Notice of Annual District Meeting. The District Clerk must publish the time and place of the annual meeting four times within the seven weeks preceding the meeting. The first notice must be published at least forty-five (45) days before the meeting, in two newspapers, having general circulation within the School District.

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Displays or handout items of any political nature, except those provided by law, shall be prohibited by any individual, group or organization in any school building on those days when the polls are open for voting on School District matters, including, but not limited to, the annual school budget, candidates for the Board of Education, special propositions, etc.

Voting shall be conducted at election districts as designated by the Board of Education.

Voting Procedures

Eligibility to Vote

A person shall be entitled to vote in any School District election and in all matters placed upon the official ballot, if such person is:

1. a citizen of the United States;
2. at least eighteen (18) years of age;
3. a resident within the School District for a period of thirty (30) days next preceding the election at which such person desires to vote;

SACHEM CENTRAL SCHOOL DISTRICT

ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTIONS

Policy 2200

4. qualified to register or is registered to vote in accord with section 5-106 of the Election Law which excludes:
 - a) those convicted felons who have not been pardoned or had their rights of citizenship restored, those whose maximum sentence of imprisonment has not expired; and/or those who have not been discharged from parole;
 - b) persons adjudged mentally incompetent by a court.
5. listed upon current voter registration lists maintained by the local Board of Elections or properly registered to vote within the school district. The Board of Education shall appoint a Board of Registration and shall designate the registration place and hours for district residents preceding each district meeting or election. The last day of registration shall not be more than 14 nor less than five days preceding each election or meeting.

The names of persons who fail to vote at any district meeting or election for four successive years shall be removed from the district register. During the annual election, otherwise qualified voters whose names do not appear on the current register may be registered to enable them to vote at future meetings and elections.

Challenges to voters believed unqualified to vote may be undertaken pursuant to Education Law provisions. Each annual or special election or meeting shall have a presiding chairperson appointed by the Board of Education. Such chairperson or his/her designee shall have the responsibility of properly handling any challenges to the qualification of any voter.

Voting

All persons who seek to vote at school district meetings and elections must be personally registered to vote in accordance with the provisions of Education Law, section 2014.

Voting machines shall be used for recording the votes on all elections, budget votes, and votes on special propositions. The only exception to the use of voting machines shall be an emergency situation whereby the machines are unavailable due to a mechanical failure, where the machine has reached its capacity for receipt of ballots, or state or local law prohibiting their use. If this should arise, paper ballots will be used.

The Board shall appoint a Chief Election Inspector and assistant clerks and election inspectors as required. Each voting machine shall have at least two clerks in attendance during all voting hours. It shall be the duty of each clerk to keep a poll list containing the names of each person before such person is permitted to vote.

SACHEM CENTRAL SCHOOL DISTRICT

ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTIONS

Policy 2200

Voting machines must be examined by election inspectors prior to each election to make sure that all counters are set to zero, that the ballot labels are properly placed, and that each machine is in proper condition for use.

The positions of the Board member nominees on the voting machine shall be determined by lot. The proposition for the approval of the annual budget shall be placed upon the voting machines as Proposition No. 1. The Board, shall, in its discretion, determine the order in which questions and propositions shall appear on the voting machines.

Entering the privacy booth for voting with another person is prohibited, except upon request from a voter, in which case an election inspector shall be allowed to enter the privacy booth for voting with that voter for the sole purpose of assisting that person with the completion of the ballot and casting of his/her vote. The election inspector shall not advise or induce such voter to vote on any proposition or candidate, and the election inspector shall never reveal the vote(s) recorded by the voter to any other person at any time.

Write-in ballot slots are required. Ballots containing the names of nominated candidates will be provided by the Board of Education. On a paper ballot, one blank space will be provided under the name of the last candidate for each office so that voters may vote for candidates who have not been nominated for the offices to be filled at the election. There will be as many write-in slots as there are vacancies at the time of election.

The writing in of a name in the blank space so provided, together with the shading of the space noted for a write-in vote, will sufficiently indicate a vote. The School District cannot require a voter to place any other mark beside the name of a write-in candidate.

Absentee Ballots

The Board of Education provides for the use of absentee ballots for voting. Such ballots shall be available for the election of members of the Board of Education, the adoption of the School District budget, and on questions and propositions submitted to the voters of the School District. The application must be received by the District Clerk at least seven (7) days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered. The application must be completed and returned, and the individual must verify therein that he/she meets all voting requirements, and explain the reason for his/her inability to appear in person to vote.

In particular, the individual must explain that he/she will be unable to appear to vote in person on the day of the School District election because:

1. he/she will be a patient in a hospital, or unable to appear personally at the polling place on such day because of illness or physical disability;

SACHEM CENTRAL SCHOOL DISTRICT

ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTIONS

Policy 2200

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2. his/her duties, occupation, business, or studies will require him/her to be outside of the county or city of his/her residence on such day;
 3. he/she will be on vacation outside the county or city of his/her residence on such day; or
 4. he/she will be detained in jail awaiting action by a grand jury; awaiting trial; or is confined in prison after conviction for an offense other than a felony.

The application must be received by the District Clerk at least seven days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered. Proxy votes are not allowed.

The School District shall request registration lists from the Board of Elections for those voters whose registration record has been marked “permanently disabled” and shall automatically mail absentee ballots to such voters in advance of each School District vote or election.

Voter Initiated Propositions

Any resident or group of residents who wish to place a question or proposition on the ballot for consideration of the electorate of the School District, shall submit same in the form of and as part of a written petition which must be filed with the District Clerk.

Said petition must be signed by not less than 100 qualified voters of the School District or 5% of the number that voted in the previous election, whichever is greater. If the proposition or question is to be included in the Notice of Annual District Election and Budget Vote, it must be filed not later than sixty (60) days prior to the date of the election and vote. If it is not to be included in the Notice of Annual Election and Budget Vote, it must be filed not later than thirty (30) days **prior to the date** of the vote.

Petitions shall state the proposition to be submitted in clear, concise and unambiguous language. If the proposition requires the expenditure of money, it shall include a statement of the specific sum of money to be appropriated to meet the expenditure. The Board of Education may reject any proposition if the purpose of the proposition is illegal, not within the power of the voters, or where the expenditure of money is required by the proposition and the proposition fails to include the necessary specific appropriation.

Where a special district meeting is to be called pursuant to a proper voters' petition, the meeting is called by giving notice within twenty (20) days after submission of the petition. Such special meeting must be called within thirty (30) days of the receipt of such petition.

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SACHEM CENTRAL SCHOOL DISTRICT

**ANNUAL BUDGET VOTE AND
SCHOOL BOARD ELECTIONS**

Policy 2200

The Board of Education reserves the right to submit the entire proposition as submitted or to summarize or condense same for convenience of submitting same on the voting machine.

Cross Ref: Policy 2160 School District Officer and Employee Code of Ethics

Ref: Education Law §§1709(17); 2002; 2012; 2014; 2018; 2018-a; 2018-b; 2018-c; 2019; 2019-a; 2020; 2025; 2031; 2031-a; 2032(2)(e); 2035; 2102; 2103; 2113

Adoption date:

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SACHEM CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEMBERSHIP

POLICY 2300

The Board of Education shall consist of nine (9) members serving three (3) year staggered terms. The terms of office shall be arranged so that no more than three (3) members' terms expire in any single year.

They are chosen by election at the annual meeting of the School District at the same time that the voters of the School District vote on the annual School District budget.

Board of Education Member Qualifications

Candidates for the office of Board of Education member must be a resident of the School District for at least one year prior to the election. They must be able to read, write, and be a qualified voter of the School District. No more than one member of a family¹ may be a member of the same Board of Education in any School District.

A Board of Education member may not hold another public office which is incompatible with his or her Board of Education service. A Board of Education member who has been removed from office is ineligible to be appointed or elected to the School District office for one (1) year from the date of removal.

No employee of the School District may be a member of the Board of Education, except as permitted by law.

Nomination of Candidates

Candidates for the office of Board of Education member must be nominated by petition, signed by at least twenty-five (25) qualified voters of the School District or two percent of the number of voters who voted in the last previous annual election, whichever is greater. The petition must state the residence of each signer, the name and residence of the candidate, whether such candidate is nominated for a full term or for the unexpired portion of another's term, and the specific office for which a candidate is nominated.

Petitions must be filed with the District Clerk, between the hours of 8 a.m. and 3 p.m., no later than the thirtieth (30th) day prior to the School District election. However, on the last day for the filing of petitions, petitions may be filed between the hours of 8 a.m. and 5 p.m.

The Board of Education shall direct the District Clerk to publish in the notice of the Annual District Election and Public Hearing, a notice stating that petitions nominating candidates for the office of member of the Board of Education must be filed in accordance with Education Law, as described above.

¹ defined as those within the same household.

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SACHEM CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEMBERSHIP

POLICY 2300

The Board of Education may reject nominations if the candidate is ineligible or has declared an unwillingness to serve. In the event a nominee for election withdraws and then attempts to reenter, such person may not be considered a candidate unless a new nominating petition is filed.

If a candidate for whom a nominating petition for the office of member of a board of education has been duly filed withdraws such petition, dies or becomes otherwise ineligible to hold such office at a time which is later than fifteen (15) days before the last day for the filing of nominating petitions, the time for filing nominating petitions for such office shall be extended to 5:00 p.m. on the fifteenth day after the day on which such candidate withdrew, died, or otherwise became ineligible to hold such office, provided that no such nominating petition may be filed after 5:00 p.m. on the seventh day preceding the date of the election.

Order of Names on Ballot

The order of names and candidates on the ballot will be determined by lot. The District Clerk shall conduct the drawing one day after the final date for filing.

Campaign Expenditure Statements

Any candidate for election to the Board of Education shall file sworn statements with the District Clerk and the Commissioner of Education setting forth all moneys or valuable things, paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with the candidate's approval to aid the candidate's nomination or election or to aid or influence the nomination or defeat of another candidate.

If the candidate's expenditures were zero or if total expenditures incurred by others on the candidate's behalf and with the candidate's approval did not exceed \$500, the candidate shall not be required to file any statements with the Commissioner of Education; however such candidate shall file with the District Clerk a sworn statement that the candidate's election expenditures did not exceed five hundred (\$500) Dollars and contributions received did not exceed five hundred (\$500) dollars.

A first statement shall be filed on or before the thirtieth day next preceding the election. A second statement shall be filed on or before the fifth day next preceding the election. A third statement shall be filed within twenty days next succeeding the election.

Election of Board of Education Members

The election of members of the Board of Education shall be held on the third Tuesday in May, unless this date conflicts with religious observances on that day, in which case it shall be held on the second Tuesday in May. The polls shall be open for those hours designated by the School District.

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SACHEM CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEMBERSHIP

POLICY 2300

Oath of Office

Members of the Board of Education are required to take and file an oath of office pursuant to the Constitution and Laws of New York State before assuming office or entering upon the discharge of their official duties.

"I do so solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of _____ according to the best of my ability."

Members of the Board of Education who are reelected must take the oath again following reelection. Officers of the Board of Education, such as the President, Vice President, District Clerk and District Treasurer must be administered the oath every year following their appointment.

Oaths shall be administered at the annual reorganizational meeting by the District Clerk, President of the Board of Education, or other authorized person. Such oaths shall be filed with the District Clerk. The minutes of the reorganizational meeting reflect that the oath has been administered.

Board Member Removal

A Board of Education member may be removed from office by the Commissioner of Education according to Education Law, §306 or by the Board of Education according to subdivision 18, §1709 of the Education Law.

The Board of Education may declare a vacancy if a member moves out of the School District or has failed to attend three successive meetings of which he/she has been duly notified, without good and valid reason in the judgment of the majority of the Board.

Resignation of Board Member

A Board of Education member may resign from office at any time by submitting a letter of resignation to the District Clerk. The letter of resignation is self-executing, and takes effect upon delivery or filing, except where a later date is specified. If an effective date is specified, such date may not be more than thirty (30) days after the filing date.

Filling of Board Vacancies

The Board of Education has the power to fill any vacancy, by a majority vote, which may occur on the Board of Education by reason of death, resignation, removal from office from the School District, or refusal to serve, of any member or officer of the Board of Education. The person so

SACHEM CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEMBERSHIP

POLICY 2300

appointed in the place of any such member of the Board of Education shall hold his/her office until the next annual election of Board of Education members. The unexpired term of the office will then be filled by election.

The Board of Education shall have the power to call a special School District election for the purpose of filling the unexpired term of office or a member of the Board of Education.

Board Officers

The President and Vice-President of the Board of Education shall be elected by members of the Board of Education at the annual reorganization meeting in July.

Duties of the President of the Board

In addition to his/her duties as a Trustee of the Board of Education, the duties of the President of the Board of Education shall be as follows:

1. to schedule and preside at all meetings;
2. to call special meetings he/she considers necessary or on request of one member of the Board;
3. to appoint committees with the advice of fellow Board of Education members;
4. to act as an ex-officio member of all committees;
5. to execute all documents on behalf of the Board of Education;
6. to act as the official spokesperson for the Board of Education concerning any actions of the Board of Education; and
7. to exercise all other powers and perform all other duties pertaining to the Office of President.

Duties of the Vice President

The Vice-President shall assume all the duties of the President in his/her absence.

New Board of Education Member Orientation

When a new member is elected or appointed to the Board of Education, he/she shall receive assistance in order to become acquainted with the current status of programs, issues, and goals of the School District.

Within a reasonable period after the election, but prior to July 1, any new Board of Education member(s) shall be provided with an opportunity to meet with the Board President and/or Vice President and Superintendent of School for an orientation.

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SACHEM CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEMBERSHIP

POLICY 2300

Contracts under negotiations and other materials of a confidential nature shall not be provided until after the Board-member elect has taken the oath of office.

Upon election, the Board member-elect shall be invited to attend all public meetings of the Board as a non-voting observer and receive all appropriate Board documents until formally taking office.

Board of Education Member Training

Members of the Board of Education elected or appointed shall, within the first year of their term, complete a minimum of six (6) hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a Board of Education member. Such training may be offered as part of a general course of training for the purpose of educating Board of Education members on their powers, functions and duties.

Each member shall demonstrate compliance with this requirement by filing with the School District Clerk a certificate of completion of such course issued by the provider. Actual and necessary expenses incurred in complying with this requirement shall be advanced by the School District or reimbursed to the Board of Education member upon the presentment of documentation reflecting the amount incurred and paid for the by the Board of Education member.

Cross-ref:

Ref: Education Law §§1709(17); 2102; 2102-a; 2103; 2109; 2113; 2121; 2122; 2130

Adoption Date:

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

TYPES OF MEETINGS

I. ANNUAL ORGANIZATION MEETING

Time and Place of Meeting

The Board of Education recognizes its obligation to hold an annual reorganizational meeting. The purpose of such meeting shall be to elect officers of the Board of Education and make the appointments and designations necessary for the proper management of the school district during the school year. The Board of Education shall also perform such annual functions as designated by law.

The Annual Organization meeting of the Board of Education shall be held on the first Tuesday in July of each year (unless it is a legal holiday in which event it shall be held on the first Wednesday in July) except in any year in which the Board of Education, in order to assure maximum attendance by the trustees, by resolution determines to hold said Organization Meeting on another date during the first fifteen (15) days of July.

Notice of time and place of the meeting shall be given to the public in advance of the meeting.

Call to Order and Election of Officers

The Board of Education shall elect a temporary chairperson to accept nominations for president and vice president. The Board of Education shall elect a president and vice-president for the ensuing year, and the District Clerk shall administer the oath of office to the president and vice president. A majority of all members of the Board of Education shall be necessary for a valid election.

Oath of Office

The Oath of Office shall be administered to the newly elected members of the Board of Education and the newly elected officers by the District Clerk immediately after the meeting is called to order. No new Board of Education member shall be permitted to vote until he/she has taken the oath of office.

The District Clerk shall administer and countersign the oath of office to the ex-officio student board members.

Appointments

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

The Board of Education shall appoint and the Board of Education President or District Clerk shall administer the oath of office to the following officers:

District Clerk

District Treasurer

IV. Other Appointments

The Board of Education shall appoint and establish the compensation (if any) for the following positions:

School physicians

Orthopedic coverage at both high schools for varsity football games

Chief School Medical Officer

Board and Labor Counsel

Bond Counsel

External Auditor

Internal Auditor

Claims Auditor

Financial Advisory Services

Records Access Officer

Records Management Officer

School Purchasing Agent

School Purchasing Technician

Public Relations Firm

Superintendent Hearing Officers

Coordinator for Community Education

Coordinator for Child Care

Coordinator for Community Use of Facilities

V. Designations

The Board of Education shall designate/approve:

Official Bank Depositories

BOE Regular monthly meetings

Official newspapers

VI. Authorizations

The Board of Education shall authorize:

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

Chief School Officer to certify payrolls
Establishment of petty cash funds
Signatures on checks
Chief School Officer to approve budget transfers
Chief School Officer or Administrator for Federal Funds to apply for grants in aid.
Co-curricular extra classroom treasurer
Reaffirmation of reserves

VII. Bonding of Personnel

The Board of Education may bond the following personnel handling district funds:

District Treasurer
Co-Curricular Treasurers
Public School System Employee blanket bond
Superintendent/ Assistant Superintendent for Business/School
Business Administrator
Money, Theft, Disappearance & Destruction Policy (inside buildings & outside grounds) Forgery
or Alteration Policy.

The Board of Education may, in each instance, specify the amount of bond it intends to obtain.
The Board of Education may include any of the above officers in a blanket undertaking, pursuant
to Law and Commissioner's Regulations, rather than bond individuals.

VIII. Other Items

The Board of Education will:

Re-adopt all Policies and Code of Ethics
Review School Conduct and Discipline Policy
Appoint AIDS Advisory Committee
Appoint SAVE Committee
Appoint Curriculum Materials Review Committee
Appoint School Safety Team
Appoint Sachem Teacher Center Policy Board Members
Appoint Title VII and Title IX Officers
Establish the mileage reimbursement rate
Establish community use of facilities fees
Approve student accident insurance

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

Approve BOCES Cooperative Bids
Approve LI Food Services Directors Association Cooperative Bids
Appoint P/T CSE chairpeople
Appoint Committees on Special Education
Appoint Committee on Preschool Special Education
Appoint surrogate parents
Appoint impartial hearing officers
Appoint Section 504 Coordinator
Adopt curriculum

The Board of Education shall review its policies on Investments (6240) and Purchasing (6700), and the Code of Conduct (5300) as required by law. The Board of Education shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, shall review its policy on Attendance (5100).

Order of Business

The meeting shall proceed as outlined by the Annual Organizational Meeting Agenda and the Board of Education will transact all business required to be transacted at the Organization Meeting in accordance with the laws of the State of New York. The Board of Education may also conduct general district business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

II. REGULAR MEETINGS

Regular meetings of the Board of Education will be held on the dates set by the Board of Education for such meetings and will be held at the Samoset Middle School in the Board Room, or such other location as the Board of Education may determine. A schedule of meetings for the new school year will be adopted at the Board of Education's annual Organizational Meeting. By majority vote of the Board of Education, the time and location of meetings may be changed.

Additional meetings may be called with notice given as soon as is practical in accordance with law. In addition to the members of the Board of Education, the following individuals will regularly attend the regular meeting of the Board of Education: Superintendent of Schools, Assistant Superintendents and such other personnel as deemed necessary by the Board of Education or the Superintendent of Schools.

Members of the public may address any questions or concerns to the Board of Education at the time designated for public comment on the Board of Education's agenda. Moreover, the

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

President of the Board of Education may, following a report on a major curricula or administrative matter, call for brief public comment.

The District Clerk shall notify the members of the Board of Education in advance of each regular meeting. Such notice, in writing, shall include an agenda and the time of the meeting.

In the event that a meeting date falls on a legal holiday, interferes with other meetings affecting the community, or there is an inability to attend the meeting by Board of Education members to the extent that a quorum would not be present, the regularly scheduled meeting shall be postponed and the Board of Education shall select a date for rescheduling the meeting. The District Clerk shall notify all members of the Board of Education of the rescheduled date for the meeting.

Executive Sessions, which are permissible for a limited number of specific purposes, are closed to the public and to representatives of the media. The Board of Education reserves the right to invite guests to attend these meetings.

All meetings of the Board of Education are open to the public and representatives of the media.

By majority vote of the Board of Education, additional meetings may be called. The dates, times and locations of scheduled meetings are subject to change.

III. SPECIAL MEETINGS

Special Meetings of the Board of Education are meetings with a limited agenda. Some Special Meetings may be scheduled long in advance, while others may need to be convened at short notice. Special meetings of the Board of Education may be called by the Board of Education President or upon the request of the Superintendent of Schools when the issue to be discussed cannot await discussion at the next regularly scheduled meeting of the Board of Education. The Board of Education will endeavor to hold the special meeting as soon as practicable. The business to be transacted shall be clearly stated in the call and no other business shall be considered unless all members of the Board of Education are present and agree.

PUBLIC HEARINGS

Public Hearings will occasionally be scheduled for receiving community input regarding an issue under consideration by the Board of Education. No action will be taken at a Public Hearing, although action could be taken at a Regular or Special Meeting, convened immediately following the Public Hearing.

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

IV. OPEN MEETINGS LAW

All meetings of the Board of Education shall be conducted pursuant to law. Meetings of the Board of Education shall be open to the public, except that the Board of Education may hold executive sessions in accordance with law. Only members of the Board of Education and invitees of the Board of Education will be present at executive sessions held by the Board of Education.

V. MEETING NOTICES

BOARD OF EDUCATION MEMBERS

Pursuant to the Open Meetings Law, notice of the time and place of regular meetings of the Board of Education scheduled at least one (1) week prior to the meeting, will be available to the public and news media at least seventy-two (72) hours before the meeting. The agenda, where practical, will be posted on the School District's website.

Public notice of the time and place of all other meetings of the Board of Education and committees of the Board of Education (not scheduled at least one (1) week in advance) will be given, to the extent practicable, to the public and news media and posted on the School District's website at a reasonable time prior to the meeting.

If a meeting of a committee of the Board of Education, which is composed of both Board of Education and non-Board of Education members, includes a number of Board of Education members sufficient to be a quorum of the Board of Education itself, that meeting is subject to the Opening Meetings Law. Such meetings will be posted in accordance with the above.

Notice of the date, time, and place of every Board of Education Meeting shall be given to all Board of Education members by the District Clerk not less than twenty-four (24) hours before the meeting; but such notice may be waived by any member, either in writing or by his/her attendance at the meeting.

THE COMMUNITY

All Meeting Notices shall be developed by the District Clerk or his/her designee, and posted as required by law. The District Clerk shall also send notices to the official School District newspaper and place a notice on the School District's website.

VI. QUORUM

Five (5) members shall constitute a quorum at any meeting of the Board of Education. If a quorum is not present within twenty (20) minutes after the time set for a meeting, the members then in

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

attendance may adjourn, either without setting a date, or setting a date before the next scheduled meeting. If a date is set, then a meeting notice will be issued in accordance with this policy.

VII. DETERMINATION OF, AND PREPARATION OF, AGENDAS FOR MEETINGS

The "agenda" for a meeting is the list of items to be discussed at that meeting. The planning and development of the agenda for a Board of Education meeting is the responsibility of the Superintendent of Schools in consultation with the Board of Education President. The preparation of, and distribution of, the agenda is the responsibility of the District Clerk.

AGENDA FOR A REGULAR MEETING

The agenda and preparation for meetings shall be the responsibility of the Superintendent of Schools with the approval of the Board of Education President. Board of Education members, administrators of the School District, and citizens may suggest agenda items by contacting the Superintendent of Schools. Individuals wishing to be heard at a Board of Education meeting shall advise the District Clerk in advance. The agenda, however, shall always allow for recognition and comments by members of the public. Items of business introduced by the public will not be acted upon at the same meeting.

A complete set of materials for regular meetings shall be sent to each Board of Education member, the Superintendent of Schools, the Assistant Superintendents, and others as required. Advance dissemination of the agenda shall be the responsibility of the Superintendent of Schools. The Superintendent of Schools shall send all agenda material to the Board of Education, at the latest, on the Thursday before each regular meeting, and at least 24 hours prior to a special meeting.

AGENDA FOR A SPECIAL MEETING

The agenda for a Special Meeting shall be determined at the time the meeting is decided upon and shall contain such items as then specified. The items on the agenda for a Special Meeting shall be listed in the Meeting Notice.

PUBLIC HEARINGS

The Board of Education shall schedule public hearings in accordance with the law and on occasions when it wishes to gather information and seek opinions on important issues affecting the School District. The time and place of the hearings shall be designated in the notice of the hearing. All interested persons or their representatives shall have an opportunity to present facts, views, or arguments relative to ideas or proposals under consideration.

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

At the beginning of each hearing, the Board of Education may present information on the topic of the hearing. Speakers shall be required to give their name and address. Non-residents do not have the privilege of speaking at public hearings except when permission is granted by the chair.

Speakers at public meetings, generally, will be limited to three minutes for their presentation. However, this time limit may be adjusted by the chair if the size of the audience or the number of requests to speak is small and an increase in the time would not unduly extend the length of the hearing. Any adjustment in time shall apply to all speakers from the audience.

Any speaker who is out of order may be cautioned by the chair. If such remarks or behavior persists, the speaker's privilege to address the Board of Education may be terminated.

VIII. DISTRIBUTION OF THE MEETING AGENDAS

The agenda packet shall include these items:

- a meeting notice announcing the date, time, and location of the meeting.
- an agenda, listing the order of business of the meeting.
- background materials, when the Superintendent of Schools decides that clarification is necessary or desirable.

The agenda packet shall be transmitted to Board of Education members prior to the meeting unless otherwise agreed upon by the Superintendent of Schools and the Board of Education President. It is expected that each member of the Board of Education will be prepared by the meeting to discuss and to act on each item on the agenda. If any Board of Education member has a question or requires additional information on any agenda item, the Superintendent of Schools should be advised before the meeting so that all desired information can be available by the meeting.

The agenda will be available on the School District's website, to the extent practical, for the public to view before the meeting.

IX. PROCEDURES AND VOTING AT MEETINGS

GENERAL

Robert's Revised Rules of Order shall be the guide for the Board of Education in deciding questions of Parliamentary Procedure not expressly provided for.

CONSENT AGENDA

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

To make more efficient use of meeting time, the Board of Education authorizes the use of a consent agenda as part of its regular meeting agenda. The consent agenda will condense the routine business of the Board of Education (e.g., approving Board of Education minutes, reviewing monthly expenses) into either a single motion or several categorical motions such as personnel, warrants, minutes.

The consent agenda will be prepared by the Superintendent of Schools in consultation with the Board of Education President and/or the Board of Education Vice President.

Individual items on a consent agenda will not be discussed prior to action. However, if any Board of Education member believes that any item on the consent agenda requires discussion, that Board of Education member may request that the item be removed from the consent agenda, and the item shall be removed. The removed item shall then move to the regular agenda. All items not removed will be moved, seconded, and voted upon either in one motion or in several categorical motions without discussion.

VOTING AND MOTIONS AT BOARD OF EDUCATION MEETINGS

In all matters, whether procedural or substantive, a majority vote of five (5) votes shall be required to pass a motion. Board of Education members are requested to vote "Yes" or "No" on all matters except in cases of conflict of interests. A Board of Education member may request that a complex motion be subdivided, enabling him/her to vote "Yes" on some parts and "No" on others.

An abstention will indicate conflict of interest, an ethical or moral dilemma unresolved by division of the questions or other reason personal to the Board of Education member abstaining. An abstention will count as a "No" vote in a tie-breaking situation, unless it is a conflict of interest situation where it will not be counted.

Ordinarily, voting shall be by hand vote, with the result to be determined by the Board of Education President. At the discretion of the Board of Education President, or by request of any Board of Education member, a roll call vote shall be taken, the vote of each member to be recorded in the minutes of the meeting. On a roll call vote, the Board of Education President shall vote.

X. PUBLIC PARTICIPATION AND INPUT AT BOARD MEETINGS

The Board of Education, as a representative body of the School District, wishes to provide an avenue for citizens to express their interests and concerns for the schools. Accordingly, the Board of Education cordially invites the public to attend, and encourages the public to participate at, all public meetings.

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

GENERAL OVERVIEW

The Board of Education recognizes its responsibility to conduct the business of the School District in an orderly and efficient manner and will, therefore, require reasonable controls to regulate public presentations to the Board of Education. This section of the policy is developed to provide general guidelines for procedures at the meetings; however, the President of the Board of Education is ultimately responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion, the appropriateness of the subject being presented and the equitability of time for making particular points. The Board of Education as a whole shall have the final authority for deciding the appropriateness of all such rulings.

BRINGING NEW ISSUES TO THE BOARD OF EDUCATION

Occasionally, residents might wish to bring to the Board of Education an issue that is not under active consideration by the Board of Education. Because almost every issue brought by residents before the Board of Education will involve either School District operation or Board of Education policy, residents are asked to advise the Superintendent of Schools or his/her designee of their concerns and questions before coming to the Board of Education.

PROCEDURE FOR ADDRESSING THE BOARD OF EDUCATION

In keeping with its philosophy of open communication and informed decision making, the Board of Education welcomes input from the community. However, it is important to note that while the Board of Education meets in public, it is not a meeting of the public. Accordingly, the Board of Education reserves the right to limit the time set aside for public comment. Respectful input and behavior by each member of our community is appropriate and expected at all times. All guests and attendees should be mindful of appropriate behavior, and observe the following rules at Board of Education Meetings.

- Speakers must wait until they are recognized by the President before speaking.
- The Board of Education President reserves the right to ask an individual who is rude, disrespectful and/or disruptive to not continue his/her comments.
- Debate between members of the audience and/or Board of Education members is inappropriate, and will not be permitted.
- The Board of Education will not permit discussion involving individual district personnel, students or community members. Persons wishing to discuss matters

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

- involving individual district personnel or students should contact the Superintendent of Schools during regular business hours.
- Individuals or groups deemed to be taking an inordinate amount of time will also not be allowed. Time limits may be imposed on all discussions to facilitate the Board of Education's ability to tend to its agenda. Speakers shall identify themselves or the group they represent along with the item they wish to discuss.
 - Unruly or disruptive members of the audience of a meeting of the Board of Education may be removed at the discretion of the President.

The Board of Education welcomes comments and questions from all guests and visitors. Accordingly, the Board of Education generally provides those present at meetings of the Board of Education with an opportunity to address the Board of Education and make statements and/or ask questions. The Board of Education makes no representation regarding the validity of accuracy of such statements, and cannot be responsible therefor. In addition, any such statements do not necessarily reflect the position of the Board of Education and shall not be regarded as representative of the Board of Education's views.

Being Recognized.

Any person wishing to speak during the Public Comment Periods of a Regular Meeting shall make a request to speak in accordance with the procedures established by the Board of Education, and shall wait to be recognized by the President of the Board of Education. When it is evident that several people may wish to speak on a topic, such as at a hearing, the Board of Education reserves the right to request that comments are consolidated

Identification. Upon being recognized by the President, the person wishing to speak shall identify him/herself and shall provide, as requested by the Board of Education President, any information relating to his/her eligibility to address the Board of Education.

Time Limit. The normal time limit allotted for individual speakers shall be three (3) minutes. The Board of Education may, in its discretion, decrease or increase the time allotted for individual speakers.

CERTAIN REMARKS OUT OF ORDER

Charges and Complaints. No person shall present orally, or discuss at any Board of Education meeting, charges or complaints against individual employees, directly or indirectly.

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

XI. MINUTES

Minutes of all meetings of the Board of Education shall be recorded in accordance with the provisions of the Public Officers Law. The minutes of Board of Education meetings shall be as brief as possible and record all action taken by the Board of Education, including the votes of individual members if the decision is not unanimous. The Superintendent of Schools or his/her designee and Board of Education President shall review the final draft of the minutes to ensure that all necessary items have been included and that the draft is concise and fair. A draft of the minutes of each meeting is to be forwarded to each member of the Board of Education not later than the time the agenda for the next meeting is disseminated.

The format and style of the minutes shall follow the pattern of the agenda for the meeting. Each item of business shall be numbered for easy reference.

The minutes shall be delivered to Board of Education members within fourteen (14) calendar days after the meeting, and shall be corrected as necessary and adopted by the Board of Education at the next Regular Meeting.

When minutes are prepared for Board of Education review, but not yet acted upon by the Board of Education, they shall be considered as "unofficial" minutes, and shall be so marked.

Unofficial minutes will be included as part of the agenda packet for the Regular Meeting at which they will be considered for adoption by the Board of Education.

After adoption, the minutes shall be maintained as official Board of Education records in accordance with law. In addition, official minutes shall be posted on the School District website. As official records of the Board of Education, the minutes shall reflect the dignity and professionalism of the Board of Education.

XII. Recording of School Board Meetings

The use of any recording device at public meetings of the Board of Education or committee appointed thereby is permissible as long as the device is unobtrusive and will not distract from the true deliberative process of the Board of Education. The Board of Education President or chairperson of the committee shall be informed prior to the meeting that such recordings are being made.

The Board of Education and/or the committee reserves the right to direct that a recording be made to ensure a reliable, accurate, and complete account of Board meetings.

-DRAFT POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETINGS -
TYPES, AGENDAS, PROCEDURES AND MINUTES**

POLICY 2350

The Board of Education permits the broadcasting of public meetings of the Board of Education or any of its committees as long as such broadcasting is done in a manner which is unobtrusive and does not interfere with the deliberative process of the body.

Cross Ref: Public Officers Law §100 *et seq*

Adoption Date:

SACHEM CENTRAL SCHOOL DISTRICT

APPOINTED BOARD OFFICERS

POLICY 2410

A. District Clerk

In accordance with Education Law, the Board of Education shall appoint a District Clerk at its annual Reorganizational Meeting.

The Duties and Responsibilities of the District Clerk are to:

1. have working knowledge of the state Education Law concerning the office of the District Clerk, such as the laws governing procedures for annual district meetings and elections, candidates' petitions and qualifications, teacher tenure hearings, etc.;
2. Attend all meetings of the Board of Education unless otherwise directed by the President of the Board of Education.
3. Be responsible for minutes of all regular, special, budget and annual Reorganizational Meetings of the Board of Education.
4. Be responsible for publishing all legal notices concerning School District business.
5. Give notice of Annual District Election and Public Hearing, Special District Meetings, and Adjourned District Meetings and such other notifications as may be required.
6. Give written notice of appointment to inspectors of election, furnish necessary registration material to the board of registration, and deliver the appropriate register to the inspectors of election.
7. maintain the voter registration list and oversee the maintenance of the voter registration books;
8. conduct the annual district election, budget votes, and special district referendum, including the library budget vote;
9. Give written notice upon each person declared elected to the Board of Education within twenty-four (24) hours, informing them of their election and term of office.
10. notify the Town Clerk of the results of all elections and school district votes;
11. take the oath of office of new trustees of the Board as well as new trustees of the library Board;
12. Call all meetings to order in the absence of the President and Vice President of the Board of Education.
13. prepare and coordinate items for the Annual Reorganizational Meeting of the Board;
14. call the Annual District Meeting to Order, call for nominations of a Chairman of the meeting, and, if nominated, serve as Clerk of the meeting;
15. maintain all official records and papers of the school district, including those that pertain to Annual District Meetings and elections;
16. be the custodian of the records of the school district for Freedom of Information Law purposes, and public access to records;
17. complete and submit all reports required by law to be made to any other body or person at the time or within the period prescribed by law;
18. keep the policy manual of the Board and add and distribute material to the Board and administration after Board action;
19. file all correspondence and records relating to matters of the school district, involving the Board;
20. keep and file all information regarding special committees of the Board;

SACHEM CENTRAL SCHOOL DISTRICT

APPOINTED BOARD OFFICERS

POLICY 2410

21. act as a secretarial liaison between Board, administration, town, and village governments, Chamber of Commerce, library and residents of the school district;
22. prepare and arrange publication of legal notices, including those concerning district business and meetings;
23. act as liaison to the Citizen Register which he/she provides reporter with meeting notices and follows up on the Board releases;
24. send an agenda of all Board meetings to all Board members at least 24 hours before the date of each meeting;
25. send the schedule of claims and the District Treasurer's report to all Board members on the Friday before Regular and Special meetings of the Board;
26. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested:
 - a. handle follow-up correspondence, and/or
 - b. transcribe and distribute completed minutes;
27. make full and accurate minutes of all public meetings of the Board (Regular and Special) as well as public hearings of the Board;
28. transcribe Board minutes of executive sessions as recorded by the Superintendent;
29. receive, copy, distribute, acknowledge, follow-up and file all incoming correspondence and communications of Board members and keep the administration and attorney apprised of correspondence and communications by report;
30. handle all outgoing correspondence of the Board President as well as the other members of the Board;
31. receive and answer telephone requests from school Board members, administration, the school attorney, and the community whenever necessary;
32. process registrations for Board members attending various seminars and workshops, make travel arrangements for Board members on Board-related trips, and process expense accounts;
33. process all purchase orders for supplies and services relating to the Board;
34. prepare the expenses of the district meetings, the District Clerk, and Board for the annual budget;
35. participate in the handling of bond sales to ensure successful completion;
36. have a working relationship with school district attorney;
37. receive subpoenas and claims against the school district as well as process appeals to the Commissioner of Education (see Policy 2270.1, Litigation Procedures.); and
38. perform any other work or duties requested of him/her by the Board or the Superintendent.
39.
 - a) Keep and preserve all records, books, and papers belonging to the office of the District Clerk and deliver same to any successor.
 - b) Serve as custodian of the Official Seal of the district and affix the seal upon official documents when empowered by the Board of Education.
 - c) Sign contracts and other documents when empowered by the Board or in compliance with law.
 - d) be a Notary Public;

SACHEM CENTRAL SCHOOL DISTRICT

APPOINTED BOARD OFFICERS

POLICY 2410

- e) verify and sign official documents;

B. District Treasurer and District Deputy Treasurer

The Board of Education shall appoint the District Treasurer and Deputy District Treasurer at its annual Reorganizational Meeting.

The District Treasurer, and in his/her absence the Deputy District Treasurer, shall be the School District's chief accounting officer. It shall be the District Treasurer's, and in his/her absence the Deputy District Treasurer's duty to maintain detailed records showing the status of each appropriation.

The District Treasurer, and in his/her absence the Deputy District Treasurer, is charged with the responsibility to:

1. Act as custodian of all monies belonging to the School District, receive all monies belonging to the School District, deposit all monies received in banks designated by the Board of Education, pay out district monies on written order of the Board of Education, and sign salary checks.
2. Invest all monies with Board of Education approved financial institutions and investment firms.
3. Keep proper books of accounts in conformity with the requirements of the State Education Department, the Uniform System of Accounts as prescribed by the Comptroller of the State of New York in accordance with Section 36 of the General Municipal Law.
4. Prepare a monthly Treasurer's Report for each fund showing the cash balance on hand at the beginning of the month, receipts by source during the month, total disbursements during the month, cash balance on hand at the end of the month, and reconciliation with bank statements.
5. Render a monthly report for each fund including no less than the revenue and appropriations by accounts required in the annual state budget form. This report must show the status of these accounts as to:

Revenue Accounts:

Estimated revenues
Amounts received to date of report
Revenues estimated to be received during the balance of the fiscal year

Appropriation Accounts:

Original appropriations
Transfers and adjustments
Revised appropriations
Expenditures to date
Outstanding encumbrances
Unencumbered balances

SACHEM CENTRAL SCHOOL DISTRICT

APPOINTED BOARD OFFICERS

POLICY 2410

6. File, keep, and protect all district financial reports and records after current use.

Other Officials

The Collector of Taxes shall be the Receiver of Taxes of Brookhaven Town, the Receiver of Taxes of Islip Town and the Receiver of Taxes of Smithtown Township.

The Board may appoint, fix the term, and fix the compensation of such other officials as may be necessary for its proper functioning.

Public officers, including but not limited to the District Treasurer and District Deputy Treasurer, shall be bonded, as required, in accordance with law.

Ref: Education Law §1709

Adoption Date: