

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

October 24, 2018

7:30 PM

Samoset Auditorium

The Board may entertain a motion to meet in Executive Session before the regular meeting.

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. WE ARE SACHEM - Pride/Presentations**

- * Superintendent's Report
- * 17-18 Academics/Climate Overview
- * AP Scholar Recognitions
- * School Board of Education Recognition Week

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

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

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

BUSINESS ITEMS

III. CONSENT AGENDA BUSINESS ITEMS 3.A.1. THROUGH 3.B.1.

A. Bid Awards

3.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 18-30 Uniforms for Facility & Security Staff	Approve
b. B 18-205 Graduation Programs	Approve
c. B 18-206 Diplomas, Credential Certificates, Diploma Covers & Seals for Graduations	Approve
d. B 18-533 Emergency Snow Removal	Approve
e. B 18-537 Salt/Sand Supply & Deliver	Approve
f. B 18-515 Snow Plow & Sander Parts	Approve

B. Treasurer's Report

3.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 August 31, 2018 for each fund as submitted by the District Treasurer, Cynthia Carvajal.

FURTHER, that the Board of Education approve the monthly Budget Status Report as of August 31, 2018 as submitted by the District Treasurer, Cynthia Carvajal."

Treasurer's Report

Revenues

Expenditures

Balance Sheets (as of August 31, 2018)

PERSONNEL ITEMS

IV. CONSENT AGENDA FOR PERSONNEL ITEMS 4.A.1. THROUGH 4.C.5.

A. Teachers

4.A.1. Resignation of Teaching Personnel

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Moran, Danielle	Math	D.O. Samoset/Annex	To Director for Instructional Support & Assessment - STEM	10/24/18
O’Doherty, Marie	Elementary	D.O. Samoset/Annex	To Director for Instructional Support & Assessment - Humanities	10/24/18

4.A.2. Leaves of Absence of Teaching Personnel

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Capogna, Margaret	Elementary	Chippewa	CCL	1/29/19-6/30/19

4.A.3. Probationary Appointments of Teaching Personnel

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of probationary teachers as follows”:

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Namorato, Amanda*	Speech	Tamarac	1-4	10/25/18-10/24/22

*Movement from a part-time (.4) teacher to a full-time (1.0) teacher.

Employees who fall under the APPR requirement must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure

4.A.4. Salary Changes for Teaching Personnel

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

<u>Name</u>	<u>School</u>	<u>Date of Change</u>	<u>From Step</u>	<u>To Step</u>	<u>Salary Difference</u>
Baker, Bridget	Nokomis	9/4/18	16-7	16-8	\$2,832.00
Bildzukewicz, Adam	Samoset	9/4/18	1-4	1-5	\$2,575.00
Bonacorsa, Terri	Tamarac	9/4/18	1-4	1-5	\$2,575.00
Cassino, Michele	Samoset	9/4/18	12-6	12-7	\$2,832.00
Jones, Jamilee	East	9/4/18	3-6	3-7	\$2,574.00*

*Corrected amount from Board Agenda 10/10/18

4.A.5. 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
- Buckley, Bonnie
- Farrell, Maureen
- Hartling, Kevin
- Joniak, Jennifer
- Schertler, Lara

4.A.6. Termination/Resignation of Substitute Teachers

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the termination/resignation of substitute teachers as follows”:

<u>Name</u>	<u>Date</u>
Brodmerkel, Jake	10/15/18
Levine, Stephanie	9/4/18

4.A.7. Rescission of Extracurricular Clubs/Activities for the 2018-2019

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the rescission of Extracurricular Clubs/Activities for the 2018-2019 as follows”:

RESCIND	-	-
Name	Building/Activity	Amount
Cervini, Grace	North/Jr Class Advisor	\$2,343.60
Kuerner, Mary	North/Jr Class Advisor	\$2,343.60
Lucas, Mark	North/Photography Club	\$1,302.00
DeVallez, Diane	North/Yearbook Advisor	\$6,249.60
Heinz, Stacey	Cayuga/Technology Club	\$1,302.00
Lucas, Mark	North/National Art Honor Society	\$ 868.00
Tolmi, Kara	North/National Art Honor Society	\$ 434.00

4.A.8. Approval of Extracurricular Clubs/Activities for the 2018-2019 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following extracurricular clubs/activities for the 2018-2019 school year":

<u>Name</u>	<u>Building/Activity</u>	<u>Amount</u>
Heaney, Laura	Seneca/Music & Memory Club	\$1,302.00
Barnes, Kristin	Seneca/Cooking & Baking Club	\$1,302.00
Faller, Mary Louise	Seneca/Culinary & Baking Club (Gr 7 & 8)	\$1,302.00
Cronin, Louann	Waverly/Vex Robot Club	\$1,736.00
Heinz, Stacey	Cayuga/Technology Club	\$ 651.00
Baker, Faith	Cayuga/Technology Club	\$ 651.00
Mallinson, Kate	North/ Jr Class Advisor	\$2,343.60
Murphy, Ryan	North/Jr Class Advisor	\$2,343.60
Byrne, James	North/Photography Club	\$1,302.00
Graziano, Laurie	North/Yearbook Advisor	\$6,249.60
Lucas, Mark	North/National Art Honor Society	\$ 434.00
Tolmi, Kara	North/National Art Honor Society	\$ 868.00
Wentzel, Robert	North/Set Design	\$1,302.00
Chirichella, Ron	North/Set Design	\$1,302.00
Wieland, Kevin	North/Drama Assistant Director	\$3,124.80
Asner, Kerrin	East/National Art Honor Society	\$ 868.00
Wrigley, Katrina	East/National Art Honor Society	\$ 868.00

4.A.9. Rescission of Sixth Period Stipends for the 2018-19 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education rescind the following employees to receive a stipend for teaching a sixth period for the 2018-19 school year":

<u>Date</u>	<u>Name</u>	<u>Building/Position</u>	<u>Amount</u>	<u>FTE</u>
9/4/2018	Krauszer, Amanda	Seneca/OSS	5,153.32	1.2
9/4/2018	Portanova, Veronica	Seneca/Sp Ed	5,153.32	1.2

4.A.10. Approval of Sixth Period Stipends for the 2018-19 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following employees to receive a stipend for teaching a sixth period for the 2018-19 school year":

<u>Date</u>	<u>Name</u>	<u>Building/Position</u>	<u>Amount</u>	<u>FTE</u>
9/4/18	Wharton, Concetta	Seneca/Special Ed	5,153.32	1.2

4.A.11. Approval of Coaching Assignments

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following coaching assignments for the 2018-19 school year":

FALL

HOME SCHOOL	FIRST	LAST	LOC	SPORT	SALARY
<u>Volunteer</u>					
OOD	Harry	Brame Jr.	North	Football	n/a

4.A.12. Resignation of Principal Aides for the 2018-19 School Year

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the resignation of the following principal aides effective October 25, 2018 as follows":

<u>Name</u>	<u>School/Area</u>
Marie O'Doherty	ELA
Danielle Moran	Math

4.A.13. Approval of Summer 2018 Personnel

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following personnel and rate of compensation for the Summer of 2018."

Literacy Bench Marking (2 units at \$26.90)
Karen Kaparos

4.A.14. 4.A.15. Approval of Sick Day Donation to Member of SCTA

RECOMMENDED ACTION: "that, upon 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 an agreement dated October 11, 2018 with the Sachem Teachers Association regarding sick leave donations.

4.A.16. Approval of Sick Day Donation to Member of SCTA

RECOMMENDED ACTION: "that, upon 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 an agreement dated October 11, 2018 with the Sachem Teachers Association regarding sick leave donations.

B. Administrators**4.B.1. Appointment of Leave Replacement Alternate Evening High School Supervisor**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of a leave replacement Alternate Evening High School Supervisor effective October 16, 2018 as follows":

Trombetta, Patti Supervisor

4.B.2. Appointment of Leave Replacement Assistant Principal

BE IT RESOLVED, that the Board of Education approve the appointment of Barry Tackill as a leave replacement Assistant Principal at North High School effective October 17, 2018 through June 30, 2019 at a per diem rate of \$600 and no fringe benefits.

4.B.3. Abolishment of Coordinator for Federal Funds, Assessment and ELL Position

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the abolishment of Coordinator for Federal Funds, Assessment and ELL position".

4.B.4. Abolishment of Race to the Top Specialists (RTTT) Positions

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the abolishment of three (3) Race to the Top (RTTT) positions including a RTTT Curriculum Specialist, RTTT Instructional Specialist and RTTT Data Specialist."

4.B.5. Creation of Director for Instructional Support and Assessment STEM

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the creation of the administrative position of Director for Instructional Support and Assessment - STEM."

4.B.6. Creation of Director for Instructional Support and Assessment - Humanities

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the creation of the administrative position of Director for Instructional Support and Assessment - Humanities."

4.B.7. Creation of Director of Guidance

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the creation of the administrative position of Director of Guidance."

4.B.8. Probationary Appointment of Administrative Personnel

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the probationary appointment of administrative personnel as follows":

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
Moran,	Director for Instructional	D.O.	10/25/18-
Danielle	Support & Assessment STEM	Samoset/Annex	10/24/22
O'Doherty,	Director for Instructional	D.O.	10/25/18-
Marie	Support & Assessment- Humanities	Samoset/Annex	10/24/22

Employees who fall under the APPR requirement must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure

C. Support Staff

4.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>
Garcia, Charles	Custodian/Samoset	10/25/18
Harte, Darlene	Hall Monitor / Waverly	10/12/18
Hope, Daniel	Campus Security/District Wide	10/11/18

4.C.2. Resignation/Termination of Substitute Support Services Personnel (Exempt, Labor and Non-Competitive)

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

<u>Name</u> <u>Aide</u>	<u>Service Ends</u>
Collins, Hailey	10/24/18
Lauer, Angela	10/24/18
Migliozzi, Michelle	10/24/18
Zettwoch, Diana	10/24/18

4.C.3. 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>
Hull, Alyssa	Clerk Typist/Child Care	\$48,807	10/1/18	26 weeks 10/1/18-4/1/19

4.C.4. 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>
Collins, Hailey	Special Ed Aide/ Grundy	\$12.10/hr.	10/25/18	None
Garcia, Charles	Auto Mechanic III/ Facilities	\$65,686	10/25/18	90 days 10/25/18-1/22/19
Lauer, Angela	Special Ed Aide/Waverly	\$12.10/hr.	10/25/18	None
Migliozzi, Michelle	Special Ed Aide/Samoset	\$12.10/hr.	10/25/18	None
Reynolds, Tiffany	Recreation Aide/Child Care	\$11.00/hr.	10/25/18	None
Zettwoch, Diana	Special Ed Aide/ Wenonah	\$12.10 hr.	10/25/18	None

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

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

<u>Name</u>	<u>Service Begins</u>
<u>Aide</u>	
McKenna, Patricia	10/25/18
Wider, Caitlin	10/25/18
<u>Custodian</u>	
Colmone, Giuseppe	9/26/18

V. ACTION ITEMS

1. Consent Agenda for Action Items 5.1.1. through 5.1.10.

5.1.1. Approval of Renewal of Agreement with Town of Islip

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal of the agreement between Sachem Central School District and the Town of Islip for their 2019 Summer Playground Program to be held at Grundy Avenue Elementary School from July 1, 2019 through August 9, 2019 from 8:30 am - 2:30 pm. This agreement has been reviewed and approved by the school district’s attorney.”

5.1.2. Approval of Agreement with Greenburgh-North Castle Union Free School District 2018-19

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Greenburgh-North Castle Union Free School District to provide a special education program and/or services to the students covered by this agreement. Greenburgh-North Castle UFSD shall provide adequate instruction, related services and/or a facility to the students during the school year. Sachem CSD will pay the tuition rate set by the State Education Department. The term of this agreement shall be from July 1, 2018 to June 30, 2019. This agreement has been reviewed and approved by the school district’s attorney.”

5.1.3. Approval of Special Education Services Contracts 2018-19

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreements between Sachem Central School District and Comsewogue Union Free School District, Connetquot School District, Farmingdale Union Free School District, Longwood Central School District, Patchogue-Medford Union Free School District, Southampton Union Free School District, Three Village Central School District and William Floyd Union Free School District to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the Sachem Central School District. Sachem CSD shall be entitled to bill these school districts for the services provided in accordance with Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education. The term of these agreements shall be from July 1, 2018 through June 30, 2019. These agreements have been reviewed and approved by the school district’s attorney.”

5.1.4. Approval of Special Education Summer Transportation Contract with Eastern Suffolk BOCES 2018

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the State Education Department Special Education Summer Transportation Contract between Sachem Central School District and Eastern Suffolk BOCES for the period of service commencing July 1, 2018 and ending August 31, 2018. The total anticipated annual cost is \$36,000.00.”

5.1.5. Approval of Renewal with Global Compliance Network, Inc.

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal of the software package of unlimited tutorials from Global Compliance Network, Inc. which provides online Human Resources, OSHA and Professional Development

tutorials, including any new tutorials developed during the license period of January 1, 2019 to June 30, 2019. The cost of this unlimited tutorials package for six months is \$700.00. There is no cost increase from 2018.”

5.1.6. Approval of Amendment to Letter Agreement with Verizon Corporate Services Group Inc.

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the Amendment to Letter Agreement between Sachem Central School District and Verizon Corporate Services Group Inc. to broadcast various sporting events and games. Verizon shall have the right to videotape, film and/or otherwise record any event mutually agreed upon. The term of this agreement commences on the Amendment Effective Date through June 30, 2019. There is no additional cost to the School District. This amendment has been reviewed and approved by the school district’s attorney.”

5.1.7. Citizens Advisory Audit Committee Member

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

RESOLVED, that the following individual be and are hereby appointed to the Citizens Advisory Audit Committee for the 2018-19 school year:

Jeff Kagan Committee Member

5.1.8. District Appeal

BE IT RESOLVED, that the Board of Education authorizes its counsel to take the steps necessary to undertake and perfect the appeal on behalf of the District in the matter of Marilyn McClean and Katherine Murray v. Sachem Central School district, James J. Nolan, Index No. 12-19038.

5.1.9. Approval of Budget Development Calendar 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2019-2020 Budget Development Calendar which has been approved by the school district’s attorney.”

5.1.10. Sale of 245 Union Avenue, Holbrook

WHEREAS, the Board of Education has conducted a survey of the real property in the School District; and

WHEREAS, the Board of Education has determined that the property located at 245 Union Ave, Holbrook, New York has no further use for said property and said property and is no longer needed for school purposes and as a result has determined that it is in the best interest of the School District to sell said property; and

WHEREAS, the Board of Education solicited proposals from interested persons for the purchase of the property located at 245 Union Avenue, Holbrook, New York and has determined to accept the proposal received from Dialysis Clinic, Inc.; and

WHEREAS, the sale of said property constitutes a routine activity of the School District under the New York State Environmental Quality Review Act.

NOW THEREFORE, BE IT RESOLVED that the Board of Education hereby declares the sale of 245 Union Avenue as a Type II action pursuant to the New York State Environmental Quality Review Act and, therefore, requires no further action pursuant to the New York State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the sale of 245 Union Ave, Holbrook, New York to Dialysis Clinic, Inc. in accordance with the terms and conditions of the agreement between the parties; and

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the Board President to execute any and all documents necessary to effectuate the transfer of said property.

2. Field Trip

5.2.1. Approval of Field Trip for the 2018-19 School Year

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

Sachem North Model UN Club

January 17-20, 2019

Yale University, New Haven, Connecticut

Advisor meals to be paid by the district, all other costs to be student funded.

3. Donation

5.3.1. Donation - Hiawatha Elementary School PTA

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation of a cherry tree from the Hiawatha Elementary School PTA to be planted at Hiawatha Elementary School in memory of Sachem teacher, Lisa Conklin. The value of this donation is approximately \$220."

4. Reading and Adoption

5.4.1. 2nd Reading and Adoption

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

BE IT RESOLVED THAT the Board of Education approves the second reading and adoption of the following policies which were previously reviewed by the members of the Board of Education for the first reading on October 10, 2018.

Policy 1500 Use of School Facilities

5. Recommendations from the Committee on Special Education

5.5.1. Recommendations from the Committee on Special Education

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

10/11, 10/12, 10/15, 10/16, 10/17, 10/18, 10/19, 10/22, 10/23, 10/24

VI. MONTHLY REPORTS

A. Determinations from the Committee on Preschool Special Education

6.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:

10/16, 10/18, 10/23

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. 2018-19 Updates to the Board

D. 2018-19 Board Goals

Goal #1 - Provide Safe and Secure Schools

Ensure an educational environment where students are safe, supported and empowered in their learning for all school related activities as well as extra and co-curricular activities. Promote positive peer relationships, and successful student learning environments through a variety of avenues.

Student Success Indicator Alignment - Safety, Community Engagement, Physical and Mental Wellness, Social and Emotional Development

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

Provide and implement a dynamic curriculum which incorporates critical thinking, collaboration, creativity, technology and civic responsibility while preparing students to thrive in a global community. The curriculum is supported by a K-12 district committee of educators and administrators focused on curriculum and instructional practices. All students will be provided with the opportunities to be college and career ready.

Student Success Indicator Alignment - Creativity, Innovation, Performance Assessments,

Standardized Assessments

Goal #3 - Improve Parent, Community and Staff Communication

Cultivate community relationships and engagement by enhancing communication.

Student Success Indicator Alignment - Community Engagement, School Climate and Culture

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

Focus on balancing the needs of students with taxpayer sensitivity, while aligning district resources to the goals of the Board of Education.

Student Success Indicator Alignment - Community Engagement, School Climate and Culture, Safety

Goal #5 - Committed to Providing the Staff with the Necessary Tools and Support to Provide the Students with the Highest Quality Education

Create an environment that establishes a foundation for the highest quality instruction and learning through recruitment, support and retention of staff. Creating opportunities and encouraging all employees to reach their full potential and positively impact the Sachem students and community through professional growth and learning opportunities.

Student Success Indicator Alignment - Creativity, School Climate and Culture, Democracy and Citizenship

Goal #6 - We Are Sachem

Promote and strive for one Sachem family, and cultivate a sense of individual and collective pride throughout the district. Develop deep collaboration amongst our 15 schools, for both vertical and horizontal articulation, to support the highest quality programs and activities throughout the district.

Student Success Indicator Alignment - Community Engagement, School Climate and Culture, Democracy and Citizenship

VII. PRESENTATION/DISCUSSIONS

VIII. CLOSING

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

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

B. Board of Education Discussion of Future Agenda Items

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

C. Next Meeting

The next Regular meeting of the Board of Education will be held on November 14, 2018 at 7:30 PM in the Board Room at Samoset Middle School.

IX. EXECUTIVE SESSION

The Board may entertain a motion to meet in Executive Session. There will be no items requiring a vote.

X. ADJOURN

SACHEM CSD

POLICY FOR 2nd READING

October 24, 2018

-DRAFT REVISED POLICY-

SACHEM CENTRAL SCHOOL DISTRICT

USE OF SCHOOL FACILITIES

Policy 1500

The Board of Education shall permit the use of school buildings and rooms therein, and the grounds and other property of the School District, by outside organizations authorized by Education Law, section 414 and only when not in use for School District purposes. In the event any such use will cause the School District to incur costs as a result of such use, the outside organization will be required to reimburse the School District for such costs.

A master calendar of approved uses of all School District buildings and grounds by outside organizations or individuals shall be kept by the Superintendent of Schools or his/her designee to avoid conflicts in the scheduling of the use of a room(s) on the date(s) and/or hour(s) requested by outside organizations or individuals.

The conditions and restrictions set forth in this policy shall apply to the issuance of permission to utilize School District facilities (both indoor and outdoor).

Application Requirements

Applications for use of any school facility shall be submitted to the Superintendent of Schools or his/her designee in writing on the form prescribed by the School District. Applications should be submitted at least four (4) weeks in advance of the date(s) requested and shall be accompanied by written documentation providing the following information and/or establishing compliance with the following:

1. At least ninety percent (90%) of the participants must be Sachem residents, except where there are fewer than twenty (20) participants in which case at least 75% of the participants must be Sachem residents. The applicant shall provide the School District with a roster of participants, which roster includes the name(s) and addresses of the participants.
2. The applicant shall provide the School District with evidence that it is a not for profit organization or a municipality within the School District. Individual coaches employed by the School District shall not be permitted to run clinics on school grounds, with or without compensation outside of the coach's responsibilities as a coach appointed by the School District for a coaching position.
3. Applicants may submit an application to be pre-approved as a group meeting the requirements of the within policy. Said application must be submitted to the School District prior to September 1st of each year. A supplemental application must be filed in connection with the request for use of the School District's facilities on specified days during the year.
4. The individual completing the application on behalf of the organization shall be authorized by the group or entity seeking permission and shall be a Sachem resident, a member of the staff of the organization, or a member of the staff employed by the School District with his/her residence address provided.
5. The number of anticipated participants, participation/admission and all other fee(s) to be charged and total income to be derived shall be provided.

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6. All anticipated expenses of the use, including but not limited to charges, fees, commissions and salaries to be paid and equipment or supplies to be purchased, including the identity of all anticipated payees shall be provided.
7. The manner in which any surplus of receipts over expenses shall be indicated. The School District reserves the right to require certified statement(s) of the foregoing as part of submission of after-event reconciliation. Entities shall not be permitted to make a profit in connection with its use of facilities pursuant to this policy.
8. The applicant shall describe the responsibility for and means by which it proposes to provide security, crowd and litter control and pick-up.
9. The request for the use of the School District's facilities must be approved by the Principal, Athletic Director, if applicable, Director of Facilities, Superintendent of Schools and the Board of Education.
10. The applicant may not transfer its use of facilities permit to any other entity.
11. The applicant must follow the School District's emergency evacuation plan.
12. Evidence of the insurance requirements set forth below must be submitted to the School District at least three (3) weeks prior to the date of the requested use.
13. Applicants will be required to sign a hold harmless agreement in favor of the School District in a form prescribed by the School District.
14. Copies of the completed forms shall be available for inspection in the security office during regular hours.
15. Applications for the use of the School District's facilities may only be made in connection with the use of the School District's facilities during the following hours:

Monday - Friday:	6:00 pm to 10:00 pm (Elementary Schools)
Monday - Friday:	5:00 pm to 10:00 pm (Secondary Schools)
Saturday and Sunday:	8:00 am through 10:00 pm

16. The Superintendent of Schools shall have the right to request additional information from the applicant in his/her discretion.
17. The School District reserves the right to cancel any approved use of its facilities in the event of scheduling conflicts.

Applications for the use of the School District's facilities will not be approved if:

1. The application is made for personal use. An individual not representing a participating organization or group will be denied use of facilities.
2. The requesting organization does not abide by Board of Education policies applicable to its use.
3. The use results in disruption or public disorder.
4. The organization has previously failed to comply with the terms and conditions of a previous permit.

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Requirements for Use of School District Facilities

In the event the use of one of the School District's facilities is approved, the user shall adhere to the following requirements:

1. The organization must no later than three (3) weeks prior to the requested use, of a deposit to be held against such fee(s) as shall be determined to represent the potential identifiable cost(s) of such use; including but not limited to necessary security, custodial and/or other staff services, additional heat, and, where appropriate, electricity. The determination of the Superintendent of Schools or his or her designee as to necessary security, custodial and/or other staffing requirements and cost(s) of additional heat and/or other services shall be final. All personnel costs furnished to the using organization will be at the prevailing rates plus 25% for fixed charges and administrative costs. Charges for custodial, maintenance, security, electrical, cafeteria, parking services, crowd control, refuse cleanup and disposal, and other personnel costs, if any, will be in addition to the basic fees for facilities. Any fees deposited in excess of costs incurred will be returned as soon as practicable after the use.
2. The approval of the use is conditioned upon the continued availability of the facility for the date and time requested; and will be automatically canceled (unless otherwise provided) if school is closed on account of inclement weather or other emergency.
3. User may not subcontract for services on School property without advance written approval of the School. Any outside group hired by the User must fill out their own application and include insurance and endorsements as required herein of the User.
4. Any organization with youth under eighteen (18) years old requires the presence of adult supervision at all times.
5. The organization shall be required to pay for all vandalism, losses, and damage for which they may be directly or indirectly responsible.
6. The organization shall conform to the approved uses. The use of School District facilities shall be restricted solely to that for which permission was granted, and no other.
7. Accidents shall be reported to School District administration as soon as possible and by the close of the following business day.
8. The organization shall not permit vehicles to be illegally operated or parked. Violators are subject to being issued a traffic summons by the police. Motor vehicles shall not be permitted to be operated on any School District athletic field.
9. Pyrotechnic devices shall not be permitted on School District property at any time.
10. Trampolines, inflatable "bounce houses" and/or slides, and any other similar type of temporary installation shall not be permitted on District property at any time.
11. Fencing, shelters, sanitary facilities, cooking facilities (including barbecues or other sources of heat) and any other temporary structure or installation, shall not be used on School District property without prior permission.

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12. Custodial requirements for all activities will be determined by the Superintendent of Schools or his/her designee.
 13. During the approved activity, the organization shall present the permit for verification upon request by School District staff.
 14. The use of the facility(ies) by the organization shall in no way interfere with the School District's normal operations of schools, cleaning schedules, or repair work.
 15. The organization shall not permit gambling or use of drugs or intoxicating beverages which are prohibited on school grounds and in school facilities;
 16. The organization shall not permit smoking, use of ecigarettes, personal vaporizers (nicotine and non-nicotine based) and all other tobacco/nicotine use, which uses are prohibited on school grounds and in school facilities;
 17. The permit issued shall be subject to immediate cancellation by the Superintendent of Schools or his/her designee in the event the user authorizes, condones or suffers unsafe conditions or activities in connection with its use, fails to comply with the terms of this policy, uses School District equipment without authority, leaves the premises in an unsafe or unclean condition, or fails to prevent vandalism to School District property.
 18. Within thirty (30) days of completion of the program for which permission to utilize district facilities has been granted, the applicant shall provide additional documentation reflecting actual fees and expenses previously anticipated.

Use of School District Athletic Facilities and Athletic Fields

In addition to the aforementioned conditions and restrictions set forth throughout this policy, the following shall apply to the use of the School District's athletic facilities and athletic fields.

As a general matter, non-Sachem teams are not permitted to use the School District's athletic facilities and athletic fields. However, athletic facilities and athletic fields may be used by non-Sachem teams when special permission is granted by the Superintendent of Schools. Such permission is contingent upon full compliance with this policy, including obtaining insurance coverage and the execution of an indemnification and hold harmless agreement.

Notwithstanding the foregoing, the use of the fields and gymnasiums **at the high schools** shall not be permitted except with the express permission of the Superintendent of Schools and the Board of Education. In the event any of the gymnasiums are authorized for use pursuant to this policy, the applicant must adhere to the School District's policy and practice concerning the proper use of the gymnasium.

Organizations which receive approval for the use of athletic facilities and athletic fields are responsible for maintaining and supplying their own equipment. The School District reserves the right to revoke a permit if the organization fails to maintain safe conditions during its use of the athletic facilities and fields.

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Insurance and Hold Harmless

Any outside organization or group making use of school facilities will be required to obtain at their own expense insurance coverage which complies with the following:

1. The User shall not be considered “approved” until the entity has obtained all insurance required under these specifications and such insurance and deductibles or retentions have been approved by the School District. The cost of such insurance shall be completely borne by the User.
2. Insurance coverage shall be provided by an insurance company licensed as an “admitted carrier” by the New York State Insurance Department. Carrier must have an A.M. Best rating of not less than A- VIII.
3. Insurance coverage shall be evidenced by a Certificate of Insurance in a form acceptable to the School District. Insurance coverage shall name the School District as an additional insured and provide primary coverage on a non-contributory basis that is not in excess of any insurance coverage which the School District may carry.
4. User or user’s agent shall provide the School District with at least a thirty (30) day Notice of Cancellation or Notice of Non-renewal, except where cancellation is for non-payment of premium, then ten (10) days prior notice shall be given. School shall also be advised thirty (30) days in advance of any Reduction of Coverage. The insuring company shall not be released from liability or obligation. **In the event the School District receives notice of cancellation of the applicant’s insurance coverage, the applicant’s permit for the use of facilities shall be deemed revoked immediately.**
5. The School District, its Board, its officers, agents, employees, authorized volunteers and committee members shall be held harmless against and named as Additional Insureds to all policies, other than Workers’ Compensation. Evidence of this extension shall be by signed endorsement CG2026 04 13, or its equivalent, to the policy, such endorsement to be submitted with the applicable Certificate of Insurance. The Certificate of Insurance and Additional Insured endorsement must be submitted prior to approval of each event or activity. Mere recitation of the additional insured interest on the Certificate is not acceptable and Blanket Additional Insured by Contract is not acceptable.

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6. **Minimum Scope of Insurance:** Coverage shall be obtained, and maintained throughout the life of the facilities use, as follows:

a. COMMERCIAL GENERAL LIABILITY

- 1) Form: Commercial General Liability, including but not limited to: Premises and Operations, Independent Contractors, Products and Completed Operation, CGL Broad Form Endorsement, Personal Injury, Contractual Liability
- 2). Limits: \$1,000,000 per occurrence for a Combined Single Limit for bodily injury and property damage liability with at least \$2,000,000 aggregate limit. Coverage shall include specific grant of coverage for Sexual Misconduct Liability and shall be so stated on the Certificate of Insurance, whenever the event(s) involve(s) minors.

b. **AUTOMOBILE LIABILITY** - if applicable, automobile liability with a minimum of \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage must be maintained.

c. **WORKERS' COMPENSATION and EMPLOYERS LIABILITY** - if applicable, Workers' Compensation and Employers Liability must be provided for all employees, hired employees, and volunteers, in all states where operations will be performed. Statutory limits as required by the State of New York or any State or Federal Act having jurisdiction over the location or operations being performed must be maintained and Employers Liability limits of at least \$1,000,000 must be maintained.

d. **PROFESSIONAL LIABILITY** - if applicable, Professional Liability covering all professional services performed and covering all wrongful acts with a minimum limit of \$1,000,000 each wrongful act/aggregate must be maintained.

e. UMBRELLA LIABILITY

Form: Follow Form. Policies shall be in force concurrently with the primary insurance policy, have the same expiration date, and provide coverage as broad as the primary policy, with a "drop down" provision.

Limits:

\$1,000,000 per occurrence/aggregate. (Low Risk - no athletics)

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\$5,000,000 per occurrence/aggregate (Moderate Risk - including athletics)
\$10,000,000 per occurrence/aggregate or greater. (High Risk)

- f. Any deductibles or self-insured retentions must be declared to, and approved by the School District. The deductible and/or self-insured retention of the policies shall not limit or apply to the User's liability to the School District and shall be the sole responsibility of the User.
- g. The School District is not responsible for any loss or damage whatsoever to property of User.
- h. The School District reserves the right to require increased limits or additional coverages at its sole discretion.

Authorization

The Board of Education shall approve all requests for non-School District use of buildings and grounds.

- Cross-ref:**
- 0100 Equal Opportunity
 - 0115 Sexual Harassment
 - 0115 Sexual Harassment and Bullying
 - 1530 Smoking and Other Tobacco Use on School Premises
 - 4311.1 Display of the Flag
 - 4526 Instructional Computer Network
 - 4526.1 Internet Safety

 - 5300 Code of Conduct
 - 5420 Student Health Services
 - 5550 Student Privacy
 - 8115 Pesticide and Pesticide Management
 - 8414.2 Idling of School District Buses and Private Vehicles on School District Grounds
 - 8645 Information Security Breach and Notification

Ref: Education Law § 414

Adoption Date: