

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

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**June 5, 2019**

**7:30 PM**

**Board of Education Room**

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*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
  - Special Education Presentation

**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 FOR BUSINESS ITEMS 3.A.1. THROUGH 3.B.2.**

**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:

<b><u>RFP/Bid Number &amp; Title</u></b>	<b><u>Action Required</u></b>
a. B 19-553 Replacement Glass, Screening, Glazier's Tools & Supplies	Approve
b. B 19-561 Door Accessories, Locks and Lock Parts	Approve
c. B 19-564 Asphalt – Hot Mix and Cold Patch	Approve
d. B 19-551 Pumps & Electric Motors – Purchase, Repair, Service & Parts	Approve
e. B 19-562 Boiler/Burner Parts and Supplies	Approve
f. B 19-520 Floor Machine Repair	Approve
g. B 19-406 Athletic Team Supplies	Approve
h. B 19-415 District-Wide Repair of Running Tracks	Approve
i. B 19-417 Antimicrobial Treatment & Sanitizing of Athletic Mats, Athletic Rooms & Equipment	Approve
j. B 19-404 Athletic Team Uniforms	Approve
k. B 19-512 Swimming Pool Chemicals & Supplies	Approve
l. B 19-549 Hazardous Waste Recycling – Bulbs & Batteries	Approve
m. R 19-2 Internal Claims Auditing Services	Approve
n. R 15-3 Internal Auditing Services	Approve
o. R 17-7 Independent/External Auditing Services	Approve
p. 2018/19 Capital Improvement Program – Underground Fuel Oil Tank Replacement	Approve
q. Contract 2 – Asphalt Reconstruction-Bus Garage	Approve

## **B. Treasurers 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 April 30, 2019 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 April 30, 2019 as submitted by the District Treasurer, Cynthia Carvajal.”

#### **Treasurer's Report**

#### **Revenues**

#### **Expenditures**

#### **Balance Sheets (as of April 30, 2019)**

**3.B.2. Claims Audit Report - April 2019**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the Claims Audit Report as of April 30, 2019 as submitted by Cerini & Associates, LLP.”

**PERSONNEL ITEMS**

**IV. CONSENT AGENDA FOR PERSONNEL ITEMS 4.A.1. THROUGH 4.B.1.**

**A. Teachers**

**4.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>
Santoriello, Karen	Speech	Sagamore	7/1/2019

**4.A.2. Termination of Leave Replacement Teaching Personnel**

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Reinke-Soria, Michelle	Science	Seneca Middle School	6/30/19

**4.A.3. Termination of Part-Time Teaching Personnel**

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Remusat, Gloria	LOTE .4	East	6/30/19

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

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Pulver, Kimberly	Psychologist	Cayuga	Child Care Leave	9/1/19-6/30/20

**4.A.5. 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>
Bosch, Gregory	Health	TBD	1-4	9/3/19-6/30/23
Fierro, Nick	Health	TBD	1-1	9/3/19-6/30/23
Kolb, Dana	Special Education	TBD	1-4	9/3/19-6/30/23
McCarthy, Michael	Physical Education	TBD	1-1	9/3/19-6/30/23
Stallone, Amanda	Physical Education	TBD	1-4	9/3/19-6/30/23

*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.6. Leave Replacements Appointments of Teaching Personnel**

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Gallo, Roseann	Psychologist	Cayuga	1-4	9/3/19-6/30/20
Juliano, Vincent	Physical Education	Sagamore	1-1	9/3/19-6/30/20

**4.A.7. Tenure Appointments for Teaching Personnel**

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Effective Date</u>	<u>Increment</u>
Bischoff, Christine	Cosmetology	Sachem North High School	9/1/19	\$328
Devine, Alexandra	Mathematics	Sachem East High School	9/1/19	\$328
Faust, Bonnie	ESL	Sagamore Middle School	9/1/19	\$328
Killoran, Gina	Special Education	Sachem East High School	9/1/19	\$328
Maccarone, Kristen	Health	Sachem North High School	9/1/19	\$328
Marino, Christine	Reading	Hiawatha Elementary School	9/1/19	\$328

Perry, Caitlin	Special Education	Seneca Middle School	9/1/19	\$328
Murphy, Ryan	Mathematics	Sachem North High School	9/1/19	\$328
Tobin, Grace	Foreign Language	Sachem North High School	9/1/19	\$328

**4.A.8. 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**  
 Broderick, Patricia  
 Giancontieri, Dina  
 Grant, Sharray  
 Hewlett, Lori  
 Hugues, Rachel

**4.A.9. 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”:

<b><u>Name</u></b>	<b><u>Date</u></b>
Damers, Joan	5/7/19
Fierro, Nicholas	6/30/19
Messina, Joseph	6/3/19

**4.A.10. 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":

<b><u>Name</u></b>	<b><u>Building/Activity</u></b>	<b><u>Amount</u></b>
Gagnon, Danielle	Merrimac/Treasurer	\$434.00

**4.A.11. Appointment of Marching Band Personnel for the 2019-20 School Year**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of Marching Band Personnel for the 2019-20 School Year as follows”:

<u>Title</u>	<u>Name</u>
Assistant Director	Noreen LaNasa
Ancillary Guard	Melissa Vallance
Ancillary Guard	Colin Atkinson
Marching Band Asst.	Rob Flahavan

**4.A.12. Appointment of Positions for the 2019-20 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 2019-20 school year":

AP Test Coordinators

Kristin Dunseith	East
Sue Hance	North

**4.A.13. Appointment of Principal Aides for the 2019-20 School Year**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of the following principal aides for the 2019-20 school year as follows”:

<u>Name</u>	<u>School</u>
Jason Plantamura	Cayuga
Robin Walsh	Chippewa
TriciaTroise	Grundy (.5)
Susan Turner	Grundy (.5)
Lori Onesto	Hiawatha
Christal Satterfield	Lynwood
Jennifer Sansivero	Merrimac
Tara Erb	Nokomis
Gina Mordente	Tamarac
Kristina Fulcher	Waverly
Thomas Lipani	Wenonah

**4.A.14. 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 2019-20 school year":

<b>HOME</b>	<b>FIRST</b>	<b>LAST</b>	<b>LOC</b>	<b>SPORT</b>	<b>SALARY</b>
<b>FALL HS:</b>					
East	Jamilee	Jones	East	Boys Cross Country Varsity Asst.	\$5,658
East	Sean	Cully	East	Boys Cross Country Varsity Head	\$7,413
North	Gary	Comstock	North	Boys Cross Country Varsity Head	\$7,413
North	Anthony	Falco	Sachem	Boys Golf Varsity Head	\$6,349
East	Keith	Augeri	East	Boys Soccer JV Head	\$6,570
North	John	Stallone	North	Boys Soccer JV Head	\$6,570
Waverly	John	Miller	East	Boys Soccer Varsity Asst.	\$6,570
North	Cory	Albertina	North	Boys Soccer Varsity Asst.	\$6,570
East	Matthew	Stallone	East	Boys Soccer Varsity Head	\$8,626
North	Christopher	Russo	North	Boys Soccer Varsity Head	\$8,626
Sub	Amanda	Hallstein	East	Boys Volleyball JV Head	\$6,570
OOD	Tyler	Jones	North	Boys Volleyball JV Head	\$6,570
North	Matthew	DiStefano	North	Boys Volleyball Varsity Asst.	\$6,570
East	Robert	Regan	East	Boys Volleyball Varsity Head	\$8,626
North	Matthew	Rivera	North	Boys Volleyball Varsity Head	\$8,626
East	Colleen	Plantier	East	Field Hockey JV Head	\$6,570
OOD	Kaitlin	Ogden	North	Field Hockey JV Head	\$6,570
Samoset	Julianne	Miller	North	Field Hockey Varsity Asst.	\$6,570
East	Tina	Moon	East	Field Hockey Varsity Head	\$8,626
OOD	Carly	Sharp	North	Field Hockey Varsity Head	\$8,626
Sagamore	Justin	O'Connell	East	Football JV Asst.	\$6,642
North	Raymond	Pickersgill	East	Football JV Asst.	\$6,642
North	Michael	McCarthy	North	Football JV Asst.	\$6,125
North	Anthony	Muratore	North	Football JV Asst.	\$6,642
OOD	James	Dee	East	Football JV Head	\$7,599
North	Alexander	Grimm	North	Football JV Head	\$7,599
East	Phil	Torregrosa	East	Football Varsity Head	\$9,994
SUB	Joseph	Messina	East	Football Varsity Asst.	\$6,402
North	Tom	Pandolf	East	Football Varsity Asst.	\$7,599
Samoset	Jason	Urbancik	East	Football Varsity Asst.	\$7,599
Samoset	Thomas	Gambino	North	Football Varsity Asst.	\$7,599
North	Gregory	Lauri	North	Football Varsity Asst.	\$7,002
OOD	David	Pitman	North	Football Varsity Asst.	\$7,599

North	David	Caputo	North	Football Varsity Head	\$9,994
OOD	Connor	Dolan	East	Girls Cross Country Varsity Asst.	\$5,658
East	Dan	Schaub	East	Girls Cross Country Varsity Head	\$7,413
North	Joe	Azzato	North	Girls Cross Country Varsity Head	\$7,413
OOD	Michael	Nowakowski	Sachem	Girls Gymnastics Varsity Asst.	\$6,570
Sub	Jan	Zettwoch	Sachem	Girls Gymnastics Varsity Head	\$8,626
East	Glen	Monsen	East	Girls Soccer JV Head	\$6,570
East	John	Finta	East	Girls Soccer Varsity Asst.	\$6,570
Samoset	Brian	Schnall	North	Girls Soccer Varsity Asst.	\$6,570
East	Thomas	Anson	East	Girls Soccer Varsity Head	\$8,626
North	John	Montalbano	North	Girls Soccer Varsity Head	\$8,626
OOD	Christine	Long	East	Girls Swimming Varsity Asst.	\$5,658
OOD	Molly	Arceri	North	Girls Swimming Varsity Asst.	\$5,658
OOD	Al	Scott	North	Girls Swimming Varsity Head	\$7,413
East	Russell	DiGrigoli	Sachem	Girls Tennis JV Head	\$4,863
East	Sean	Holden	East	Girls Tennis Varsity Head	\$6,349
Sub	Kevin	Mongan	East	Girls Volleyball JV Head	\$6,058
Sub	Zachary	Dellecave	North	Girls Volleyball Varsity Asst.	\$6,058
East	Amanda	Schmohl	East	Girls Volleyball Varsity Head	\$8,626
North	Kelly	Hansen	North	Girls Volleyball Varsity Head	\$8,626
<b>FALL MS:</b>					
Samoset	Allison	Angermaier	Samoset	Boys & Girls MS Cross Country	\$3,739
Samoset	James	Byrne	Samoset	Boys & Girls MS Cross Country	\$3,739
Seneca	Katie	Combs	Seneca	Boys & Girls MS Cross Country	\$3,739
Sagamore	Tiziano	Torquato	Sagamore	Boys Soccer MS	\$4,746
Sagamore	Kevin	Collins	Samoset	Boys Soccer MS	\$4,746
Seneca	Peter	Cafiso	Seneca	Boys Soccer MS	\$4,746
Sagamore	Brooke	Fallon	Sagamore	Field Hockey MS	\$4,175
Samoset	Megan	Fleri	Samoset	Field Hockey MS	\$4,175
Merrimac	Renee	Richter	Seneca	Field Hockey MS	\$4,175
East	Robert	Murphy	Sagamore	Football MS Asst.	\$4,066
Samoset	Chris	Wells	Samoset	Football MS Asst.	\$4,066



Seneca	Charles	LaBella	Seneca	Football MS Asst.	\$4,066
Samoset	Patrick	Shanahan	Samoset	Football MS Head	\$4,746
Seneca	Brian	Harvey	Seneca	Football MS Head	\$4,746
Sagamore	Scott	Dohrman	Sagamore	Girls Soccer MS	\$4,746
Seneca	Diana	Rose	Seneca	Girls Soccer MS	\$4,746

**FALL VOLUNTEERS:**

OOD	Donald	Russo	North	Boys Soccer	N/A
North	Ryan	Stillufsen	North	Boys Soccer	N/A
Seneca	Robert	Salerno	Seneca	Boys Soccer	N/A
OOD	Paul	Curaro	North	Boys Volleyball	N/A
OOD	Harry	Brame, Jr.	North	Football	N/A
North	Vincent	Juliano	North	Football	N/A
OOD	Michael	Slattery	North	Football	N/A
OOD	Scott	Zeffiro	North	Football	N/A
North	Ronald	Chirichella	North	Football	N/A
OOD	Peter	McNeill	East	Girls Cross Country	N/A
OOD	Peter	Montalbano	North	Girls Soccer	N/A
North	Ed	Manly	North	Girls Volleyball	N/A

**4.A.15. Appointment of Staff 2019 Extended School Year Program**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following appointments of staff 2019 Extended School Year Program":

<b>Name</b>	<b>School</b>	<b>Position</b>
Abbondanza, Lisa	SAGAMORE	Teaching Assistant
Abreu, Lucia	WENONAH	Speech
Aghabekian, Marie	EAST	Sub TA
Aghabekian, Victoria	WAVERLY	Teaching Assistant
Ahrem, Taylor	WENONAH	Sub Teacher/ Sub/TA
Alfano, Christina	TAMARAC	Teaching Assistant
Allgor, Kimberly	OUT OF DISTRICT	Teaching Assistant
Andersen, Kelly	TAMARAC	Teacher
Barfield, Theresa	EAST	Teaching Assistant
Bauland, Colleen	WENONAH	Teaching Assistant
Beaudoin, Lauren	NORTH	Teacher
Bonacorsa, Terri	TAMARAC	Speech
Borger, Lisa	SAMOSET	Teaching Assistant
Broderick, Patricia	EAST	Sub Teacher
Brunquell, Mackenzie	OUT OF DISTRICT	Teaching Assistant
Burns, Deserie	SAMOSET	Sub Teacher
Butera, Patricia	SAGAMORE	S.C.A.
Carruthers, Allison	OUT OF DISTRICT	Teaching Assistant
Cesaria, Joann	MERRIMAC	Sub TA
Chindamo, Carina	WAVERLY	Teaching Assistant
Cleary, AnnMarie	WAVERLY	Teaching Assistant

Cosgrove, Maegan	NORTH	Transition Liaison (Teacher)
Cummings,Ryan	OUT OF DISTRICT	Teaching Assistant
Daken-Lombardi, Diane	OUT OF DISTRICT	Teaching Assistant
Danchalski, Melissa	LYNWOOD	Teacher
Dansky, Carrie	NORTH	Speech
David, Guinevere	NORTH	Teaching Assistant
DeMaio, Christina	WAVERLY	Teaching Assistant
DeMaio, Nicole	TAMARAC	Teaching Assistant
DiAngelis, Stefanie	LYNWOOD	Teaching Assistant
DiDonna, Nancy	NORTH	Teaching Assistant
Dischley, Bree	WENONAH	Teacher
Doti, Alanna	OUT OF DISTRICT	Teaching Assistant
Dreyhaupt, Michael	SENECA	Teacher
Duffy, James	OUT OF DISTRICT	Teaching Assistant
Ferrara, Nicole	OUT OF DISTRICT	Teaching Assistant
Ferraro Capito, Danielle	OUT OF DISTRICT	Teaching Assistant
Ford, John	OUT OF DISTRICT	Teaching Assistant
Frosina, Emily	NORTH	Teacher
Gallo, Roseann	CAYUGA	Psychologist
Garbedian, Karen	SAMOSET	Teaching Assistant
Gates, Brooke	WAVERLY	Teaching Assistant
Gentzlinger, Peter	MERRIMAC	Teacher
Gibaldi, Linda	WENONAH	Teacher
Glasshagel, Steven	SENECA	Teacher
Gocinski, Edward	SAGAMORE	Teacher
Gonzalez, Justine	WENONAH	Teaching Assistant
Grieco, Karen	NOKOMIS	Soc Worker
Hagan, Brian	TAMARAC	Teacher
Hagenburg, Colleen	SAMOSET	Teaching Assistant
Hart, Geraldine	WAVERLY	Art Teacher/PT
Henaghan, Christopher	EAST	Teacher
Hughes, Lola J.	SAGAMORE	Speech
Hunter, Jennifer	OUT OF DISTRICT	Teaching Assistant
Kalachik, Dana	SAMOSET	Teacher
Kieffer, Graceann	CHIPPEWA	Teacher
Killoran, Gina	EAST	Speech
Kit, Pamela	SAMOSET	Reading Teacher
Klaus, Nora	NORTH	Speech
Kudrick, Scott	GRUNDY	Adaptive PE Teacher
Lechnyk, Suann	CHIPPEWA	Teaching Assistant
Liberti, Sarah	NORTH	Teaching Assistant
Longhi, Kelly	SAMOSET	Teaching Assistant
Lynch, Victoria	WAVERLY	Teaching Assistant
Maro, Joseph	EAST	Teaching Assistant
Matus, Claudette	NOKOMIS	Teacher
McClafferty, Patricia	OUT OF DISTRICT	Teaching Assistant

McGinnis, Sherri	CHIPPEWA	Teaching Assistant
McGuire, Gina	CAYUGA	Teacher
McNeill, Patricia	NORTH	Teaching Assistant
Meahan, Warren	NORTH	Teacher
Miller, Julianne	SAMOSET	Teacher
Naer, Mary	SAMOSET	Sub TA
Nardolillo, Theodore	NORTH	Teacher
Neyland, Dawn	LYNWOOD	Teacher
O'Brien, Denise	CHIPPEWA	Teacher
Oliveto, Anna	OUT OF DISTRICT	Sub Teacher
Palladino, Elizabeth	EAST	Speech
Phelan, Shauna	SENECA	Teaching Assistant
Pisano, Michael	HIAWATHA	W.S.I.
Piwowarski, Samantha C.	OUT OF DISTRICT	Teaching Assistant
Porciello, Heather	WENONAH	Teacher
Poretsky-Mueller, Renee	WAVERLY	Teaching Assistant
Powers, Chelsea	Districtwide	H.I.
Powers, Sherry	EAST	Sub Teacher
Rachuta, Marissa	NOKOMIS	Teaching Assistant
Reardon, Clarisa	SENECA	Teacher
Rose, Sheri	NORTH	Sub Teacher
Rothbaum-Waldron, Jean	NORTH	Teacher
Santo, Anthony	OUT OF DISTRICT	V.I.
Scarola, Maryellen	SAMOSET	Teaching Assistant
Shadbolt, Courtney	OUT OF DISTRICT	Teaching Assistant
Short, Hunter	OUT OF DISTRICT	Lifeguard
Sico, Lauren	WAVERLY	Teaching Assistant
Slinkosky, Dara	TAMARAC	Teacher
Stalzer, Anna	SAGAMORE	Teacher
Swenning, Jennifer	EAST	Teacher
Syron, Bridget A.	SAMOSET	Teaching Assistant
Terzopoulos, Jenny	SAMOSET	Music Teacher/PT
Tohill, Megan	OUT OF DISTRICT	Lifeguard
Walsh, Dawn	SAGAMORE	Teaching Assistant
Wells, Christopher	SAMOSET	Teacher
Wottawa, Michael P.	OUT OF DISTRICT	Teaching Assistant
Zahn, Jennifer	SENECA	Teacher
Zanone, Leslie	NORTH	Soc Worker
Zdrojeski, Karen	WENONAH	Speech

#### **4.A.16. Appointment of Lead Speech Pathologist**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of the following Lead Speech Pathologist for the 2019-20 school year":

Carrie Dansky

**4.A.17. Approval of AP and Regents Test 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 for the 2018-19 school year. The Regents test review will take place in no more that three 3-hour block sessions at the rate as per the SCTA Agreement for the 2018-19 school year".

**East - Regents Review**

Geometry  
Joanne Albino  
William Carmon

**North - Regents Review**

Geometry  
Michael Mastrogiacomo  
Ryan Murphy

**4.A.18. Approval of Translators for the 2018-19 School Year**

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

Polanco, Karen

**B. Teacher Assistants**

**4.B.1. Resignation of Teaching Assistants**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the resignation of teacher assistants as follows":

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Alaimo, Amy	Special Education Teacher Assistant	Sachem North High School	6/30/19
McCarthy, Michael	Special Education Teacher Assistant	Sachem North High School	9/2/19

**C. Consent Agenda for Support Staff 4.C.1. through 4.C.10.**

**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 &amp; Assignment</u>	<u>Service Ends</u>
Enright, James	Head Custodian/Lynwood	6/19/19
Horkil, Sayla	Recreation Aide/Child Care	5/6/19
Parisi, Nicole	Recreation Aide/Child Care	5/9/19
Sheedy, Brian	Custodian/Grundy	6/5/19
Yabor, Dolores	Hall Monitor/Sagamore	5/13/19

**4.C.2. Retirement of Support Services Personnel (All Civil Service Classifications)**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the retirement of support services personnel (all Civil Service classifications) as follows”:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Retirement Date</u>
Berger, Carol	Bus Driver/ Transportation	6/29/19 9 yrs., 5 mos
Knox, James	Roving Guard/District Wide	5/31/19 18 yrs., 10 mos.
Moraglia, Susan	Cook/Manager/Sagamore	6/29/19 25 yrs., 1 mo.
Pignataro, Yolanda	Classroom Aide/Nokomis	6/27/19 14 yrs, 9 mos

**4.C.3. Leave of Absence of Support Services Personnel (All Civil Service Classifications)**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the leave of absence of support services personnel (all Civil Service classifications) as follows”:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Reason</u>	<u>Dates</u>
Dreher, Caryl	Custodian / Samoset	Personal	5/16/19 - 11/16/19

**4.C.4. Return from a Leave of Absence of Support Services Personnel**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the return from a leave of absence of support services personnel as follows”:

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Reason</u>	<u>Dates</u>
Zahra, Adele	Special Ed Aide/Nokomis	Personal	6/6/19

**4.C.5. 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>
<b><u>Aide</u></b>	
Amurata, Jeanine	6/5/19
Brown, Allison	6/5/19
Delaosa, Laura	6/5/19
Kuchcicki, Debra	6/5/19
Lopez, Jill	6/5/19
Santilli, Danielle	6/5/19
Wider, Caitlin	6/5/19
<b><u>Clerical</u></b>	
Michael, Rita	6/5/19
<b><u>Custodian</u></b>	
Caraballo, Frank	5/20/19
<b><u>Registered Nurse</u></b>	
Saladino, Stacey	6/5/19

**4.C.6. 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 &amp; Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Enright, James	Chief	\$71,415	6/20/19	None*
Michael, Rita	Custodian/North	\$48,807	6/6/19	26 weeks 6/6/19-12/5/19
Sheedy, Rita	Office Assistant/East	\$63,526	6/6/19	26 weeks 6/6/19-

Brian Custodian/North 12/5/19  
 \*Previously held Civil Service title

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

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

<u>Name</u>	<u>Position &amp; Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Saladino, Stacey	Registered Nurse/ Lynwood	\$45,093	6/6/19	26 weeks 6/6/19-12/5/19

**4.C.8. 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> Heinssen, Deanna	5/29/19
<u>Clerical</u> Baumann, Michelle	7/8/19
<u>Individual Nurse</u> Harper, Alyssa	6/6/19
<u>Registered Nurse</u> Harper, Alyssa	6/6/19

**4.C.9. Appointment of Lead Nurse for the 2019-20 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 2019-20 school year as follows":

Kathleen McCabe

**4.C.10. Approval of School Communications Aides Summer Hours 2018-19**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve summer hours from July 8, 2019 to August 31, 2019 at \$19.82/hr. not to exceed \$14,000 for the School Communications Aides listed below.”

Andersen, Tracy  
Bertolone, Patricia  
Devaney, Robert  
Hochreiter Toole, Laura  
McMackin, Patricia  
Mott, Karen  
Wright, Donna

## V. ACTION ITEMS

### 1. Consent Agenda for Action Items 5.1.1. through 5.1.45.

#### 5.1.1. Approval of Agreement with Achieve Beyond (Bilinguals Inc.) 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Achieve Beyond (Bilinguals, Inc.) to provide the following services, consisting of, but not limited to the following:

- Occupational Therapy
- Speech/Language Therapy
- Translation Services
- Evaluations
- ABA Services

In full consideration for the services to be rendered, Sachem CSD agrees to pay the rates as indicated in the agreement. The term of this agreement shall be from July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district’s attorney.”

#### 5.1.2. Approval of Agreement with Astor Learning Center 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Astor Learning Center to provide adequate instruction, related services and/or a facility to students enrolled at the facility during the school year. The cost for each child is the tuition rate set by the State Education Department. The term of this agreement shall be in from July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district’s attorney.”

#### 5.1.3. Approval of Agreement with Christian Nursing Registry, Inc. 2019-20

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Christian Nursing Registry, Inc. to provide skilled nursing services on an as-needed and as-requested basis. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rates



as indicated in the agreement. The term of this agreement is from July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.4. Approval of Agreement with Arms Acres 2019-20**

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. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rate as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.5. Approval of Agreement with Ministry for Hope, Inc. D/B/A Our Lady of Peace Academy at Montfort Therapeutic Residence 2019-20**

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 and related services to students during the school year. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rate as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.6. Approval of Agreement with Samaritan Daytop Village, Inc. 2019-20**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Samaritan Daytop Village, Inc. to provide adequate instruction, related services and/or a facility to students during the school year. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rate as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This agreement has been reviewed and approved by the school district's attorney."

**5.1.7. Approval of Special Education Services Agreement with East Islip 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 East Islip Union Free School District to provide special education services to parentally-placed students with disabilities, when such students attend private schools in the East Islip UFSD, but

reside in the Sachem CSD. East Islip UFSD shall be entitled to bill Sachem CSD in accordance with Education Law Section 3602-c and the Regulations or Rules of the Commissioner of Education. The term of this agreement shall be from September 6, 2018 through June 30, 2019. This agreement has been reviewed and approved by the school district's attorney."

**5.1.8. Approval of Health and Welfare Services Agreement with Brentwood 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 Brentwood Union Free School District to provide health and welfare services to students who reside in Sachem CSD attending non-public schools in Brentwood UFSD. The rate for this service is \$566.18 per eligible student. The term of this agreement shall be from July 1, 2018 through June 30, 2019. This agreement has been reviewed and approved by the school district's attorney."

**5.1.9. Approval of Health and Welfare Services Agreement with Jericho 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 Jericho Union Free School District to provide health and welfare services for children residing in Sachem CSD attending non-public schools in Jericho UFSD. The rate for this service is \$1,321.58 per eligible student. The term of this agreement shall be from July 1, 2018 through June 30, 2019. This agreement has been reviewed and approved by the school district's attorney."

**5.1.10. Approval of Health and Welfare Services Agreement with Commack 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 Commack Union Free School District to provide health and welfare services to students who reside in Sachem CSD attending non-public schools in Commack UFSD. The rate for this service is \$1,274.45 per eligible student. The term of this agreement shall be from July 1, 2018 through June 30, 2019. This agreement has been reviewed and approved by the school district's attorney."

**5.1.11. Approval of Health and Welfare Services Agreement with Mineola 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 Mineola Union Free School District

to provide health and welfare services to students who reside in Sachem CSD attending non-public schools in Mineola UFSD. The rate for this service is \$855.00 per eligible student. The term of this agreement shall be from July 1, 2018 through June 30, 2019. This agreement has been reviewed and approved by the school district's attorney."

**5.1.12. Approval of Health and Welfare Services Agreement with South Huntington 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 South Huntington Union Free School District to provide health and welfare services for children residing in Sachem CSD attending non-public schools in South Huntington UFSD. The rate for this service is \$864.45 per eligible student. The term of this agreement shall be from July 1, 2018 through June 30, 2019. This agreement has been reviewed and approved by the school district's attorney."

**5.1.13. Cooperative Educational Services with Eastern Suffolk BOCES AS-7 Initial Agreement 2019-20**

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

WHEREAS, the AS-7 reports the initial costs of the services to be provided by BOCES to the District during the 2019-20 fiscal year, and

WHEREAS, Education Law Section 1950 requires the submission of the AS-7 in order for BOCES Aid to be paid,

NOW THEREFORE, be it resolved that the Board of Education authorizes the President to sign the 2019-20 Initial AS-7 Agreement for submission to BOCES.

**5.1.14. Approval of the SCOPE Education Services - License and Operating Agreement Summer Enrichment Program 2019**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the License and Operating agreement between Sachem Central School District and SCOPE Education Services to provide a Summer Enrichment Program at Samoset Middle School for children residing in the Sachem Central School District. SCOPE shall be permitted to use certain classrooms in the Samoset Middle School from Monday through Friday between the hours of 8:45 A.M. to 12:00 P.M. with the dates to be mutually agreed upon. The School District shall provide space for the operation of the Program at no expense to SCOPE. The term of this agreement

shall be for the period of July 8, 2019 through August 2, 2019. This agreement has been reviewed and approved by the school district's attorney."

**5.1.15. Approval of the SCOPE Education Services - License and Operating Agreement Summer Child Care 2019**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the License and Operating agreement between Sachem Central School District and SCOPE Education Services to provide a Summer Child Care Program at Samoset Middle School for school-age children. SCOPE shall be permitted to use the Samoset Middle School as set forth in Schedule A of this agreement, from 12:00 P.M. until 4:30 P.M., or any other time as mutually agreed upon. The School District shall provide space for the operation of the Program at no expense to SCOPE. The term of this agreement shall be for the period of July 8, 2019 through August 2, 2019. This agreement has been reviewed and approved by the school district's attorney."

**5.1.16. Approval of Instructional Service Agreements Extended School Year Program 2019**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Deer Park Union Free School District, Islip Union Free School District, Comsewogue School District, Connetquot Central School District, Middle Country Central School District and Smithtown Central School District for Extended School Year Program to students who reside outside the Sachem CSD and would like to attend Sachem Special Education Summer School at Chippewa Elementary School. The cost for the Instructional program is based on SED/OMS Certified 2019-2020 Tuition Rate per student and for related services the cost is based on SED/OMS 2019-2020 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, 2019 to August 30, 2019. These agreements have been reviewed and approved by the school district's attorney."

**5.1.17. Approval of Agreement with EI US, LLC D/B/A Learnwell 2019-20**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and EI US, LLC d/b/a Learnwell 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, Sachem CSD agrees to pay the rates as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.18. Approval of Agreement with Islip Tutoring Service, Inc. 2019-20**

ECOMMENDED 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, Sachem CSD agrees to pay the rates as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district’s attorney.”

**5.1.19. Approval of Agreement with Long Island Tutorial Services 2019-20**

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. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rates as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district’s attorney.”

**5.1.20. Approval of Agreement with St. James Tutoring D/B/A Education at Mather 2019-20**

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. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rate as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district’s attorney.”

**5.1.21. Approval of Agreement with Tutoring Service of Long Island 2019-20**

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 Service 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. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rates as indicated in the agreement. This agreement shall be in

effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.22. Approval of Agreement with Syosset Home Tutoring, Inc. 2019-20**

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 Home Tutoring, 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, Sachem CSD agrees to pay the rate as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.23. Approval of Agreement with Reach for the Stars Tutoring, Inc. 2019-20**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Reach for the Stars Tutoring, 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, Sachem CSD agrees to pay the rate as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.24. Approval of Agreement with Hope for Youth 2019-20**

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. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rate as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.25. Approval of Agreement with Top Grade 2019-20**

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. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rates as indicated in the agreement. This agreement shall be in effect for the period July

1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.26. Approval of Agreement with Fitzgerald's Driving School 2019-20**

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 Fitzgerald's Driving School to provide instruction for up to one hundred twelve (112) students per location per semester, (based on four (4) students per vehicle) to receive road instruction. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rate of \$305.00 per student. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.27. Approval of Agreement with Heather Davidson, Au.D. 2019-20**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Heather Davidson, Au.D. to provide hearing aid and FM (frequency modulated) support services. The cost is \$175.00 per hour. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.28. Approval of Agreement with First Choice Medical Care 2019-20**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and First Choice Medical Care to provide services as a physician to the District. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rates as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.29. Approval of Agreement with Jack Nussbaum, MD 2019-20**

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. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rates as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district's attorney."

**5.1.30. Approval of Agreement with Ronkonkoma Family Medicine 2019-20**

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 provide services as a physician to the District. In full consideration for the services to be rendered, Sachem CSD agrees to pay the rates as indicated in the agreement. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020. This contract has been reviewed and approved by the school district’s attorney.”

**5.1.31. Approval of Agreement with Andrea Honigsfeld and Associates, Corp. 2019-20**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Andrea Honigsfeld and Associates, Corp. to provide staff development services. In full consideration for the services to be rendered, the District agrees to pay consultant \$500 per hour; twelve (12) days total; not to exceed \$3,000 per day, not to exceed \$36,000 total. The term of this agreement shall be July 1, 2019 through June 30, 2020. This contract has been reviewed and approved by the school district’s attorney.”

**5.1.32. Approval of Renewal of EPES Software Support 2019-20**

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 \$2,265.00. This renewal is for July 1, 2019 to June 30, 2020.”

**5.1.33. Approval of Renewal with School Leadership Jobs 2019-20**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves using the services of the School Leadership Jobs website for job postings. The cost of the plan is \$595.00 for an unlimited annual plan for the term of July 1, 2019 through June 30, 2020.”

**5.1.34. Approval of Lion's Quest Social and Emotional Learning Curriculum**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves Lion's Quest Social and Emotional Learning Curriculum for Sachem Central School District."



**5.1.35. Approval of Agreement with Edgewater Consulting, LLC 2019-20**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Edgewater Consulting, LLC to manage the entire STAC and aid claim process. The cost is \$40,000 for the term of the agreement. This agreement shall be in effect for the period July 1, 2019 through June 30, 2020. This agreement has been reviewed and approved by the school district’s attorney.”

**5.1.36. Approval of EFPR Group to Audit Year End Financial Statements**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves our District External Auditors, EFPR Group, to audit the financial statements and the Extraclassroom Activity Fund of the District as of and for the year ending June 30, 2019. The fee for these services will be \$45,000.”

**5.1.37. Approval of Agreement with PMA Management Corp. as Third Party Administrator for Workers' Compensation 2019-20**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves PMA Management Corp. as third party administrator for workers’ compensation. The district agrees to pay an annual fee of \$83,752.20. The term of this agreement is July 1, 2019 through June 30, 2020. This agreement has been reviewed and approved by the school district’s attorney.”

**5.1.38. Approval of Agreement with Proactive Risk Management, Inc. 2019-20**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Proactive Risk Management, Inc. to provide consultation services in connection with a review and audit of the District’s workers’ compensation program. The cost is \$6,900 for the term of the agreement. Any additional services requested by the District shall be provided at rates to be determined and agreed to by the parties in writing. This agreement shall be in effect for the period of July 1, 2019 through June 30, 2020. This agreement has been reviewed and approved by the school district’s attorney.”

**5.1.39. Approval of Real Asset Management Renewal 2019-20**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal of the Subscription License and Maintenance Services agreement with Real Asset Management for a software package that supports our fixed asset and inventory reporting for the year end audit. The total cost is \$7,899 for the 2019-20 school year.”

**5.1.40. Approval of Renewal of Agreement with Absolute Auctions & Realty, Inc. 2019-20**

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 Absolute Auctions & Realty, Inc. to perform professional auction services on an as-needed basis. This agreement shall be in effect for the period July 1, 2019 to June 30, 2020 and may be renewed for additional one (1) year terms upon mutual written consent. There will be no cost to the District. This agreement has been reviewed and approved by the school district’s attorney.”

**5.1.41. Authorization for Certified Pool Operator Class 2019-20**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education authorizes school district employees to take a two-day Certified Pool Operator Class as required by the Suffolk County Department of Health Services. This Certified Pool Operator course is given by S.A.F.E. (Safe Aquatics For Everyone) at a renewal cost of \$350.00 per person; new certifications cost \$410.00 per person.”

**5.1.42. Approval of Renewal with Global Compliance Network 2019-20**

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 July 1, 2019 to June 30, 2020. The cost of this unlimited tutorials package is \$1,400.00.”

**5.1.43. Appointment of Poll Clerks/Inspectors**

RECOMMENDED ACTION: "that, pursuant to Election Law, Section 2025, the Board of Education hereby appoint the following qualified voters as Poll Clerks/Inspectors for the Annual Budget Vote and Election of Trustees held on May 21, 2019; and

FURTHER, that they be compensated at the rate of \$12.00 per hour for clerks, \$13.00 per hour for inspectors:

- |          |           |
|----------|-----------|
| Jean     | Alvino    |
| Vincent  | Derario   |
| Janice   | Fannon    |
| Edward   | Forsyth   |
| Yvonne   | McCarthy  |
| Rosemary | McMenamin |
| Laura    | Solvay    |

Diane Stoddard  
Janice Vignola

**5.1.44. Approval of Tax Anticipation Notes - 2019-20**

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 JUNE 5, 2019, 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, 2020**

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, 2019 and ending June 30, 2020, 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 tax 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.

**5.1.45. Approval of Disposal of District Property**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the disposition of miscellaneous computer items for the Sachem Central School District in accordance with Policy 6900 - Disposal of District Property.”

**2. Consent Agenda for Donations 5.2.1. through 5.2.6.**

**5.2.1. Donation - Cayuga Elementary School PTA**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation from Cayuga Elementary School PTA in the amount of \$7,315.96. This donation is for the BOCES Performing Arts Code A2111-4971-30.”

**5.2.2. Donation - Chippewa Elementary School PTA**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, donations from Chippewa Elementary School PTA totaling the amount of

\$8,419.08. This donation is for the BOCES Performing Arts Code A2111-4971-30.”

**5.2.3. Donation - Merrimac Elementary School PTA**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation from Merrimac Elementary School PTA in the amount of \$3,254.12. This donation is for the BOCES Performing Arts Code A2111-4971-30.”

**5.2.4. Donation - Tamarac Elementary School PTA**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation from Tamarac Elementary School PTA in the amount of \$5,016.67. This donation is for the BOCES Performing Arts Code A2111-4971-30.”

**5.2.5. Donation - Seneca Middle School PTA**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation from Seneca Middle School PTA in the amount of \$1,245.03. This donation is for the BOCES Performing Arts Code A2111-4971-30.”

**5.2.6. Donation - Suffolk Association of School Business Officials**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts, with gratitude, a donation of \$500.00 from the Suffolk Association of School Business Officials. This money will be used to award two scholarships in the amount of \$250.00 each to a Sachem High School North student and a Sachem High School East student that intends to pursue business education studies after graduation. The Guidance Department/Administrators at Sachem High Schools North and East will determine which student is the most deserving recipient.”

**3. District Plan**

**5.3.1. Approval of District Plan for Special Education**

BE IT RESOLVED, "that upon the recommendation of the Superintendent of Schools, the Board of Education approves the following Sachem CSD plan for the 2019-2020 school year:

- District Plan for Special Education

**4. Policy Review****5.4.1. Policy Review - First Reading - No Action Required**

Policy 6700 Purchasing

**5. Transfer****5.5.1. 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 \$697,000 to allocate funds to fund contractual obligations until year end.

**6. Recommendations from the Committee on Special Education****5.6.1. 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”:

5/9, 5/10, 5/13, 5/14, 5/15, 5/16, 5/17, 5/20, 5/21, 5/22, 5/29, 5/30, 5/31, 6/3, 6/4, 6/5

**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:

5/9, 5/10, 5/13, 5/14, 5/15, 5/16, 5/17, 5/20, 5/21, 5/22, 5/29, 5/30, 5/31, 6/3, 6/4, 6/5

**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 Wednesday, June 19, 2019 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 1<sup>ST</sup> READING**

**June 5, 2019**

**SACHEM CENTRAL SCHOOL DISTRICT**

**PURCHASING**

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**INTRODUCTION**

The function of purchasing is to serve the educational program by providing necessary supplies, equipment and related services. It shall be the goal of the Board of Education to focus on the educational welfare of the students, in conjunction with seeking maximum value for each dollar expended. In pursuit of this goal, the Board of Education shall purchase competitively, without prejudice, all goods and services necessary to support the educational and auxiliary departments of the School District.

The purchasing function will be centralized in the School District's Business Office under the general supervision of the Deputy Superintendent. The Board of Education shall designate Catherine Nocco as Purchasing Agent for the School District. The Purchasing Agent shall be responsible for all purchasing functions by the School District in accordance with applicable law. The Purchasing Agent shall be responsible for developing and administering the purchasing program of the School District under the guidance and direction of the Superintendent of Schools and the Deputy Superintendent.

The Deputy Superintendent, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the School District. Such procedures shall comply with all applicable laws and regulations of the State of New York and the Commissioner of Education.

It is the goal of the Board of Education to purchase competitively, without prejudice or favoritism, and to seek the maximum economical use of public monies in the best interests of the taxpayers for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law.

No contracts for goods or services shall be made by individuals or organizations in the School District independent of the involvement of the Purchasing Agent or without Board of Education approval.

The School District's purchasing activity will strive to meet the following objectives:

- É to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority;
- É to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the programs of the School District;
- É to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
- É to ensure, through the use of proper internal controls, that loss and/or diversion of School District property is prevented.

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The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. In determining the necessity for competitive bidding, the aggregate (total combined School District-wide) cost of a commodity estimated to be purchased in a fiscal year must be considered. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

The Purchasing Agent or his/her designee is authorized to conduct bid openings. All contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board of Education. Written recommendations for the award of all such contracts shall be submitted to the Purchasing Agent. When purchases or annual anticipated purchases for items or categories of items reach statute-specified amounts, bid specifications shall be developed and bids taken as required by statute. Purchases shall not be manipulated to avoid taking bids as required by statute. Small orders of similar commodities or significant underestimation of needs shall be considered an attempt to avoid the bid process.

Goods and services which are not required by law to be procured by the School District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption and shall be made in accordance with the Board of Education's purchasing policy.

The Board of Education shall have reported to it all bids taken for purchase or equipment, furniture, supplies and services and shall take action approving contracts to the lowest responsible bidder meeting specifications. When it is in the best interests of the School District, contracts for purchases of materials, supplies or equipment (except printed material), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of General Municipal Law, section 103 and State Finance Law, section 163. When the School District determines to award a purchase contract on the basis of "best value," the bid specifications shall identify the criteria and rating system to be utilized in making a "best value" determination. The purchasing agent shall maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

Whenever it is feasible, in the best interests of the School District, and permitted by applicable contract terms, purchases of materials, supplies or equipment (except printed material), shall be made through New York State and County Government contracts. Prior to making such purchases or contracts, the School District shall consider whether such contract will result in cost savings after all factors, including charges for service, material, and delivery, have been considered. The School District, may, when permitted by law and applicable contract terms,

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utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner consistent with New York State law and made available for use by the School District.

Contracts and agreements for capital projects and professional services not governed by sections 103 and 104 of General Municipal Law, between the School District and contractors shall be approved by resolution of the Board of Education and shall be signed by the Board of Education President and/or the Superintendent of Schools on behalf of the Board of Education.

No Board of Education member, officer or employee of the School District shall have an interest in any contract entered into by the Board of Education or the School District, as provided in Article 18 of the General Municipal Law. An Affidavit of Compliance shall be signed and submitted with each bid proposal.

All School District policies regarding the procurement processes will be reviewed by the Board of Education at least annually. Comments regarding the purchasing process shall be solicited from appropriate School District personnel involved in the procurement process as is deemed necessary. New regulations and procedures must then be adopted by Board of Education resolution. The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the School District's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the School District or any officer or employee of the School District.

**PROCEDURES**

The following sets forth the procedures for the procurement of goods and services by the School District:

*I. Definitions*

**Purchase Contract:** a contract involving the acquisition of commodities, materials, supplies, services or equipment.

**Public Work Contract:** a contract involving services, labor or construction pursuant to Article 8 of the labor law.

*II. General Municipal Law*

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar

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procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

If in excess of bid limits, the following is also subject to General Municipal Law 103:

- É Lease/rental of personal property (Section 1725 of Education Law);  
All leases and rental agreements shall be signed by the Deputy Superintendent and/or the School Business Administrator.
- É "Lease Purchasing" agreement for instructional equipment (Section 1725-A of Education Law);
- É "Installment Purchase" of equipment, machinery and apparatus (Section 109-B of General Municipal Law);
- É Cooperative Bid Arrangements (Section 119-0 of General Municipal Law);
- É Standardization (Section 103 of General Municipal Law); and
- É Transportation contracts and cafeteria contracts covered by "Education Law" are subject to same limits as "Purchase Contracts" under Section 103 of General Municipal Law 9 Section 305, Subdivision 14, Education Law.

***III. Competitive Bidding Required***

***A. Method of Determining Whether Procurement is Subject to Competitive Bidding***

1. The School District will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the School District will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The School District will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.

***B. Contract Combining Professional Services and Purchase***

In the event that a contract combines the provision of professional services and a purchase, the School District, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

***C. Opening and Recording Bids; Awarding Contracts***

Only the Purchasing Agent will be authorized to open and record bids and to commit the School District to a purchase. Appropriate School District administrators shall be consulted in making purchasing recommendations to the Purchasing Agent and to the

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Board of Education for bid award recommendations. Contracts will be awarded to the lowest responsible bidder, who has furnished the required security after responding to an advertisement for sealed bids.

When it is in the best interests of the School District, contracts for purchases or materials, supplies or equipment (except printed materials), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of General Municipal Law, section 103 and State Finance Law, section 163. When the School District determines to award a purchase contract on the basis of "best value," the bid specifications shall identify the criteria and rating system to be utilized in making a "best value" determination. The purchasing agent shall maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

Opportunity shall be provided to all responsible suppliers to do business with the School District. Suppliers located within the School District may be given preferential consideration only when the bid submitted is identical to the low bidder. The School District will give a preference in the purchase of instructional material to those vendors who agree to provide such materials in alternative formats for students with disabilities.

***D. Documentation of Competitive Bids***

The School District shall maintain written documentation which shall include, but not be limited to, the method in which it determined whether the procurement is a purchase or a public work contract, Board of Education Resolutions, Memoranda, Written Quotes, RFP's, Proposals, Contracts, References, Original Bids and all related data including documentation when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore. Proper written documentation will also be required when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore.

***E. Purchases involving the expenditure of federal funds, federal grants and/or federal awards***

For all purchase contracts involving the expenditure of federal funds, federal grants and/or federal awards, the School District shall comply with the Uniform Guidance procurement rules issued by the United States Office of Management and Budget.

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*IV. Quotes When Competitive Bidding Not Required*

Goods and services which are not required by law to be procured by the School District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers.

The Purchasing Agent shall handle routine purchasing and shall have authorization to purchase supplies, equipment and services, not subject to the New York State bid law consistent with all appropriate provisions of law and as described in the Purchasing Manual/Policy. The Purchasing Agent, in cooperation with appropriate administrators, shall have authorization to purchase equipment, furniture, supplies and services not subject to the New York State bid law.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below. A quote which exceeds the budgetary limit will be awarded only when such award is in the best interests of the School District and otherwise furthers the purposes of section 104-b of the General Municipal Law. The School District will provide justification and documentation of any such contract awarded. The School District will also provide and document any contract awarded to a vendor other than the lowest dollar offeror.

**A. *Methods of Documentation***

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative. Quotations may be requested by either the Purchasing Department or the ordering department, as appropriate, from the vendors who can provide the item or service required. Quotations must be documented by the ordering department and verified by the Purchasing Agent;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. Written formal quotations shall be required as per the Board of Education policy. Written quotations shall be supervised and/or administered by the Purchasing Agent.

In the best interest of the School District the Purchasing Agent may initiate the formal sealed bid process for any product or service, based on market conditions, an awareness of competitive advantage or an anticipated increase in cumulative purchased totals for a given commodity or class or materials;

3. Requests for Proposals: The School District may contact a number of professionals (e.g., accountants, auditors, architects, claims managers, engineers, investment management or fiscal consultants, lawyers, medical personnel, physicians, property



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appraisers, underwriters, etc.) and request that they submit written proposals, if the solicitation of RFPs is in the best interest of the School District. The RFPs may include negotiations with professionals on a fair and equal basis. The RFPs and evaluation of such proposals will consider price plus other factors such as:

- É the special knowledge or expertise of the professional or consultant service;
- É the quality of the service to be provided;
- É the staffing of the service; and
- É the suitability for the School District's needs.

The School District may locate prospective qualified firms by:

- É advertising in trade journals;
- É checking listings of professionals; and/or
- É making inquiries of other districts or other appropriate sources.

The School District may then prepare an RFP which will contain critical details of the services required, including the methods which it will use in selecting the service.

4. Procurement of Professional Services:

The School District may engage the services of professionals without the need for seeking alternative proposals. The individual or company should be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

***B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurement; Documentation to be Maintained***

Quotes should be used only when all other means of purchasing have been exhausted. Quotes must be obtained for all purchases under the bid limits listed below. Limits are total cost of similar items/services to be purchased in a fiscal year - not per purchase order or per job. Quotes will be processed at the discretion of the Purchasing Agent.

The School District will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurement in the most cost- effective manner possible:

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1. **District-Wide Purchase Contracts below \$20,000** (including service contracts for work not covered by Article 8 of the Labor Law)

Limits below are total cost of similar goods to be purchased during the entire fiscal. Year. Limits are not per purchase order, per job, or per location.

- a. **Less than \$100.00:** No quote required unless requested by the purchasing department.
- b. **\$101 - \$1,000:** Three verbal quotes to include all vendor discounts and fees. Paperwork to be completed by budget supervisor, at their location. Documentation must be attached to Purchase Order.
- c. **\$1,001 to \$5,000:** A minimum of three written quotes, to include all vendor discounts and fees. Documentation form will be made available by the Purchasing Department. Paperwork to be completed by budget supervisor at their location. Documentation must be attached to Purchase Order.
- d. **\$5,001 - \$20,000:** A minimum of three written quotes to be solicited by the Purchasing Department. Specifications and vendor list to accompany request for quote.

**Any purchases over \$20,000.00 require the Purchasing Department to go out for a formal bid.**

2. **District-Wide Public Works Contract below \$35,000**

All price quotes for public work contracts must contain a prevailing wage schedule. Please contact the Purchasing Department for prevailing wage schedule information. **Limits below are total cost of similar services to be performed during the entire fiscal year. Limits are not per purchase order, per job or per location.**

- a. **Less than \$5,000:** A minimum of three written quotes, to include all vendor discounts and fees. Documentation form will be made available by the Purchasing Department. Paperwork will be completed by budget supervisor at their location. Documentation must be attached to Purchase Order.
- b. **\$5,001 - \$35,000:** A minimum of three written quotes to be solicited by the Purchasing Department. Specifications and vendor list to accompany request for quote.

Payment to vendors will not be processed without certified payroll.

**Any public works contract over \$35,000.00 requires the Purchasing Department to go out for a formal bid.**

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**Quote Documentation** - Quote Documentation Forms must be utilized when documenting any/all quotes. One (1) copy of the completed form must be attached to the back of each of the following pages of the purchase order:

**White Official Copy**

**Yellow Business Office Copy**

"AS PER QUOTE" must be indicated in the appropriate box on the purchase order prior to forwarding to the Purchasing Department. Any questions should be directed to the Purchasing Department.

**All price(s) quoted must be inclusive of freight and inside delivery to Sachem locations.**

***C. Purchases/Public Works: Methods of Competition for Procurements Specifically Exempted from Competitive Bidding Requirements:***

Competitive bidding, as set forth in General Municipal Law, section 103, is not required where procurements are made in the following situations. The School District will not be required to secure alternative proposals or quotations for these procurements. However, documentation from the vendors supplying said goods/services, as indicated, will be maintained by the School District:

1. in emergency situations where:
  - a. the situation arises out of an accident or unforeseen occurrence or condition;
  - b. a School District building, property, or the life, health, or safety of an individual on School District property is affected; or
  - c. the situation requires immediate action which cannot await competitive bidding.

The Board of Education may pass a resolution which shall declare an emergency prior to the purchase, if feasible. However, when the Board of Education passes such a resolution that an emergency situation exists, the School District will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

When it is not feasible to obtain a resolution passed by the Board of Education prior to the purchase, the Deputy Superintendent and the Superintendent of Schools must be notified that an emergency situation exists. Approval to make necessary purchases must be obtained from the Deputy Superintendent and the Superintendent of Schools. They will then be responsible for notifying the Board of Education of the emergency situation. The Board of Education shall pass

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a resolution declaring an emergency as soon as possible after notification of the emergency situation.

Documentation: A memorandum may be filed with a copy of the purchase order attached which will explain how the purchase meets the criteria for an emergency exception. The School District shall maintain records of verbal (or written) quotes. Documentation must be attached to the purchase order showing that proper notifications were made and approvals were obtained.

2. when the School District purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The School District will maintain market price comparisons (verbal or written quotes) and the name of the government entity.

3. when the School District purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

Documentation: The School District will maintain the legal authorization, Board of Education authorization and market price comparisons.

4. when there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The School District will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the good. Such documentation shall be attached to the purchase order.

5. when the School District purchases goods, supplies and services from New York State Office of General Services.

Documentation: The School District will maintain written documentation of the New York State Office of General Services contract award, including the OGS award number and date.

6. when the School District procures goods/services pursuant to a contract issued by any county in New York State for which the School District is eligible for participation.

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Documentation: The School District will maintain written legal authorization, Board of Education authorization and documentation from the applicable County concerning the terms of use and scope of said contract.

7. when the School District procures goods/ services pursuant to participation in a cooperative bidding consortium.

Cooperative purchasing shall be promoted with other school districts, Board of Cooperative Educational Services and Government Entities whenever feasible. The School District shall participate in such bids when opportunities arise that will have cost- effective results.

Participation in Cooperative Bidding Consortiums must be pre-authorized by resolution of the Board of Education.

Documentation: shall include contact number and name of governmental agency. The School District will maintain legal authorization and Board of Education authorization for the procurement.

8. when the School District procures goods/ services pursuant to a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision therein.

Whenever it is feasible, in the best interests of the School District and permitted by applicable contract terms, purchases or material, supplies or equipment (except printed material), shall be made through New York State and County Government contracts. Prior to making such purchases or contracts, the School District shall consider whether such contract will result in cost savings after all factors, including chargers for service, material, and delivery, have been considered. The School District, may, when permitted by law and applicable contract terms, utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner consistent with New York State law and made available for use by the School District.

Documentation: shall include contact number and name of governmental agency. The School District will maintain legal authorization and Board of Education authorization for the procurement.

9. when the School District procures goods manufactured in state correctional institutions, Industries for the Blind of NYS, and NYSS Industries for the Disabled.

Documentation: shall include contact number and name of governmental agency.

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10. when the School District procures professional services or services requiring special or technical skills, training, or expertise, such as: legal and medical services; property appraisals; engineers and architects; investment management; auditing; and claims management. The Board of Education may solicit requests for proposals if it is in the best interest of the School District.

Documentation: shall include quotes and proposals and all related data.

11. when the School District purchases food items exempt from bidding as indicated under General Municipal Law section 103(9).

Documentation: shall include documentation consistent with section 114.3 and 114.4 of the Regulations of the Commissioner of Education.

12. when the School District purchases insurance, as there is an obligation to the taxpayer to adopt insurance practices that will obtain the best coverage for the lowest cost.

Documentation: shall include quotes and proposals and all related data.

13. when the School District purchases from monopolies. Competitive bidding is not required where object of the contract is controlled by a monopoly, such as in the case of natural gas and electric utilities.

Documentation: shall include name of governmental agency.

14. when the School District contracts for state-mandated operations that require certifications of contracts, such as inspection of underground gas tanks.

Documentation: shall include all related data.

15. when the School District purchases information technology and telecommunications hardware, software and professional services through cooperative purchasing permissible pursuant to federal general services administration information technology schedule seventy or any successor schedule.

Documentation: The School District will maintain legal authorization and Board of Education authorization for the procurement.

16. when the School District purchases items/services for law enforcement, security and fire, including facilities management, fire, rescue, clothing, and emergency/disaster response through cooperative purchasing permissible pursuant to federal general services

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administration security, fire & law enforcement schedule eighty-four or any successor schedule.

Documentation: The School District will maintain legal authorization and Board of Education authorization for the procurement.

In all cases, the Board of Education may elect to solicit proposals, if it is deemed in the best interest of the School District.

***V. Procurement from Other than the "Lowest Responsible Dollar Offeror"***

Bids shall be awarded to the lowest responsible bidder whose product or service meets or exceeds specifications. The person or persons participating in the decision determining if a bidder is or is not responsible must provide written justification and documentation on such statements. This information will become part of the bid file.

The past performance and/or reliability of the bidder providing the product/service shall be a factor in determining the lowest responsible bidder.

It shall be the practice of this School District to maintain accurate and complete records as to the performance of any contractor/vendor so that "failure to perform" can be well documented.

Further, the School District shall cooperate fully with other districts in providing such information between and amongst themselves for the purposes of selecting the lowest responsible bidder in future contracts or bids for goods or services.

The School District will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the School District and otherwise furthers the purposes of section 104-b of the General Municipal Law.

***VI. Internal Control***

The Board of Education authorizes the Deputy Superintendent, with the cooperation of the Purchasing Agent, to establish and maintain an internal control structure to ensure, to the best of their ability, that the School District's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and School District policies and regulations, and recorded properly in the financial records of the School District.

The School District will not be responsible for purchases made without prior authorization. Employees deviating from this procedure will be notified immediately.



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This policy will be reviewed by the Board of Education at least annually. The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or this policy regarding procurement will not be grounds to void action taken or give rise to a cause of action against the School District or any officer or employee of the School District.

**VII. *Standardization***

The Board of Education 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.

For example, to limit the purchase of trucks to a specific manufacturer or model on the basis of past performance. The resolution, shall state that for reasons of efficiency and/or economy there is a need for standardization. There shall be a full explanation supporting the action.

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

**VIII. *Notice to Vendors***

Written notice shall be available to all suppliers detailing the School District's purchasing policy. Vendors deviating from the approved purchasing policy shall be informed of the possible consequences, including, but not limited to, removal from vendor list.

Implied authority shall not bind the School District to purchases not approved by the Purchasing Agent.

The following statement may be stamped on all purchase orders, and/or included in vendor notification of School District policy.

"Please be advised that if you provide product or service to the Sachem Central School District without a written Purchase Order, signed by the Purchasing Agent, you do so at your own risk. You have NO assurance of payment."

**IX. *Sales Calls and Product Demonstrations***

Sales calls and product demonstrations must be arranged through the Purchasing Agent in cooperation with the appropriate administrator. Visits by vendors to School District employees are not permitted without prior notification to and approval by the Purchasing Agent in cooperation with the appropriate administrator. No purchase may be transacted during this demonstration or sales call. All purchases must be made in compliance with School District



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approved Purchasing Policy. Visits by vendors to teachers during instructional hours **are not permitted.**

Vendors deviating from the approved purchasing procedure will be notified of the possible consequences, including but not limited to, removal from vendor list.

Consultation with legal counsel shall be considered prior to declaring a vendor irresponsible.

***X. Equipment Designation***

Items meeting the following criteria shall be classified as equipment:

An equipment item is a movable or fixed unit of furniture or furnishings, an instrument, a machine, or an apparatus, or a set of articles which meets all of the following conditions:

- É it retains its original shape and appearance with use.
- É it is non-expendable, that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit.
- É it does not lose its identity through incorporation into a different or more complex unit or substance.
- É cost exceeds \$5,000.00, as approved by the Board of Education.

***XI. Capital Equipment Purchasing***

Capital equipment purchasing shall be the responsibility of the Purchasing Agent, in cooperation with the Deputy Superintendent. Architects shall not purchase equipment for capital construction projects unless requested to do so by the School District. The same purchasing authority and policies of the Board of Education apply to capital equipment purchasing as purchasing goods and services from general budget funds.

***XII. Quality, Cost Control, Repair, Replacement or Purchases***

The Board of Education shall purchase the highest quality goods and services at the most reasonable cost within its budget limitations. Specifications developed by the Purchasing Agent, or his/her designee, after recommendations have been received from appropriate administrators. Cost control on all purchases of equipment, supplies and/or services is to be carried out by the Purchasing Agent with recommendations from appropriate administrators to obtain the quality desired and/or services requested.

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If the cost of repair of an item exceeds 75% of the cost to replace the item, the Purchasing Agent may, in cooperation with the appropriate administrator and within the approved budget, authorize the purchase of a new item in lieu of repair.

**XIII. *Energy Efficient Purchasing***

- A. *Energy Efficient Items:* The Board of Education authorizes the purchase of energy efficient items, whenever practical.
- B. *Recycled Materials:* The Board of Education authorizes the use of recycled products whenever practical.
- C. *"Green" Product Purchasing:* In accordance with Education Law 409-I, the School District shall follow the guidelines, specifications and sample list of environmentally sensitive cleaning and maintenance products provided by the Commissioner of General Services when purchasing and utilizing such products in its facilities.

**XIV. *Purchase Orders***

The Purchasing Agent shall be authorized to issue pre-numbered or computer generated purchase orders for all goods and services for which an appropriation has been made in the budget. Purchase orders will be issued after completion of the competitive procurement process and award of the contract by the Board of Education, when applicable. Bid proposals, specifications and/or contracts must be attached to the purchase orders.

Purchase orders must reflect all information relevant to the purchase including the address for delivery. All goods delivered and received must be accepted by an authorized School District employee who will certify that the goods were received in good condition before payment is approved.

**XV. *Ethics of Purchasing***

Code of Ethics for School Purchasing Officials:

- a. to consider first the interests of the local government and the betterment of its government;
- b. to endeavor to obtain the greatest value for every dollar expended;
- c. to be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with legal or moral restrictions in purchasing procedures;
- d. to strive for knowledge of equipment and supplies in order to recommend items that may either reduce cost or increase efficiency;

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- e. to insist on and expect honesty in sales representation whether offered verbally or in writing, through the advertising or in a sample of a product submitted;
- f. to give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications;
- g. to discourage the offer of, and to decline, gifts which in any way might influence the purchase of municipal equipment and supplies;
- h. to accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions;
- i. to counsel and assist other purchasing agents in the performance of their duties wherever occasion permits; and
- j. to cooperate with government and trade associations in the promotion and development of sound business methods in the purchasing of equipment and supplies.

Ref: General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.  
State Finance Law § 163  
8 NYCRR §§114.3; 114.4; 170.2

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