

**SACHEM CENTRAL SCHOOL DISTRICT**  
**51 SCHOOL STREET, LAKE RONKONKOMA, NY 11779**  
**WORK SESSION AGENDA**

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**June 7, 2017**

**7:30 PM**

**Board of Education Room**

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

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**I. OPENING OF MEETING**

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

**II. RECOGNITIONS**

2016-2017 Athletes – All Region, All State, All American

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

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

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

**BUSINESS ITEMS**

**IV. BUSINESS ITEMS 4.A.1.**

**A. Bid Awards**

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

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

The bid/RFP awards presented for action are:

<u>RFP/Bid Number &amp; Title</u>	<u>Action Required</u>
a. B 17-535 Automotive Waste Removal Services	Approve
b. B 17-505 Tree Trimming and Removal Services	Approve
c. B 17-569 Rental of Contractor Equipment	Approve
d. B 17-558 Drainage Grates, Covers & Curb Inlets	Reject
e. B 17-516 Lawn Sprinkler System Parts	Approve
f. B 17-560 Asphalt Pavement Repair	Approve
g. B 17-513 Electrostatic Air Filters	Approve
h. B 17-564 Asphalt – Hot Mix & Cold Patch	Approve
i. B 17-571 Small Engine Parts – Grounds Equipment	Reject
j. B 17-509 Window Air Conditioner Units	Approve
k. B 17-16 Specialized Technology Classroom Supplies	Approve
l. RFP 361 LI Food Service Cooperative bid – Bagels	Approve
m. RFP 346 LI Food Service Cooperative bid – Bread	Approve
n. RFP 348 LI Food Service Cooperative bid – Coffee with Equipment	Approve
o. RFP 321 LI Food Service Cooperative bid – Commodity Direct Diversion	Approve
p. RFP 326 LI Food Service Cooperative bid – Dairy	Approve
q. RFP 365 LI Food Service Cooperative bid – Dishwasher/Dishwashing Supplies	Approve
r. RFP 329 LI Food Service Cooperative bid – Frozen Foods	Approve
s. RFP 362 LI Food Service Cooperative bid – Grocery Items	Approve
t. RFP 332 LI Food Service Cooperative bid – Ice Cream with Equipment	Approve
u. RFP 320 LI Food Service Cooperative bid – Large Equipment	Approve
v. RFP 353 LI Food Service Cooperative bid – Meat	Approve
w. RFP 349 LI Food Service Cooperative bid – Non-Compliant Snacks	Approve
x. RFP 328 LI Food Service Cooperative bid – Paper Goods, Disposables & Clean Supplies	Approve
y. RFP 319 LI Food Service Cooperative bid – Smallwares	Approve
z. RFP 334 LI Food Service Cooperative bid – Smart Snacks	Approve
aa. RFP 351 LI Food Service Cooperative bid – Student Beverages without Equipment	Approve

**PERSONNEL ITEMS**

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

**A. Teachers**

**5.A.1. Resignation of Teaching Personnel**

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Chalson, Heather	Art	Hiawatha	Personal	6/30/17

**5.A.2. Leaves of Absence of Teaching Personnel**

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Cannetti, Kristen	Business	North	Child Care Leave	9/1/17-6/30/18
Genova, Jennifer	Mathematics	East	Child Care Leave	9/1/17-6/30/18
Skillman, Christi	Special Education	Merrimac	Child Care Leave	9/1/17-6/30/18
Weston, Kristin	Kindergarten	Nokomis	Child Care Leave	9/1/17-6/30/18

**5.A.3. Probationary Appointments of Teaching Personnel**

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Chisari, Randi*	Guidance	TBD	6.5-5	7/1/17**
DiGrigoli, Russell	Science	East	1-4	9/5/17-6/30/21
Leonardi, Laura*	Guidance	North	6.5-7	7/1/17**
Thompson, Caitlin*	Science	East	1.5-4	9/5/17-6/30/20

\*Excessed teacher recalled

\*\*Previously tenured

*Under the new APPR requirements employees who fall under the four year tenure 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*

**5.A.4. Return from a Leave of Absence of Teaching 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 teaching personnel as follows”:

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Date</u>
Bernagozzi, Kendra	Elementary	Hiawatha	Return from Child Care Leave	9/1/17
Mazzei, Erica	Foreign Language	Sagamore/North	Return from Child Care Leave	9/1/17
Moore, Julie	Special Education	Grundy	Return from Personal Leave	9/1/17
Peters, Angela	Elementary	Merrimac	Return from Child Care	9/1/17

Smith, Bridget	Elementary	Cayuga	Leave Return from Child Care Leave	9/1/17
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**5.A.5. 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>
Hagan, Brian	Special Education	Tamarac Elementary School	6/9/17	\$22.96

**5.A.6. 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  
Monroy, Danielle

**5.A.7. Termination/Resignation of Substitute Teachers**

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

<u>Name</u>	<u>Date</u>
Porcelli, Joseph	5/23/17

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

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

CSE Chairpersons  
Steve Hartman  
Gelean Demmers-Horan  
Mary Alice Foti  
Barbara Raptis  
Gina Conrad  
Joseph Kistingner

**5.A.9. Appointment of Marching Band Personnel for the 2017-18 School Year**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of Marching Band Personnel for the 2017-18 School Year as follows":

Marching Band Director	Robert Normandeau
Color Guard Instructor	Meaghan Neary
Coordinator of Marching Band	Michael Carroll, Jr.

**5.A.10. Appointment of Principal Aides for the 2017-18 School Year**

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

Jason Plantamura	Cayuga
Robin Walsh	Chippewa
Susan Turner and Tricia Troise	Grundy
Lori Onesto	Hiawatha
Christal Satterfield	Lynwood
Bethany Fredette	Merrimac
Tara Rossi	Nokomis
Gina Mordente	Tamarac
Kristina Fulcher	Waverly
Thomas Lipani	Wenonah
Marie O'Doherty	ELA
Danielle Moran	Math

**5.A.11. Appointment of 2017 Extended School Year Program**

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

<b>Teacher Name</b>	<b>Building</b>	<b>Position Offered</b>
Allgor, Kimberly	OUT OF DISTRICT	Aide
Coakley, Ashley	OUT OF DISTRICT	Aide
Dreyhaupt, Michael	WAVERLY	Teacher
Duffy, James	OUT OF DISTRICT	Aide
Fabrizi, Laura	TAMARAC	Aide
Firestone, Shari	SACHEM HIGH SCHOOL EAST	Aide
Gauthier, Kerry	OUT OF DISTRICT	Aide
Geer, Tiffany	OUT OF DISTRICT	Teaching Assistant
Gibaldi, Christina	OUT OF DISTRICT	Aide
Gonzalez, Kathleen	OUT OF DISTRICT	Teaching Assistant
Hance, Stephanie	WAVERLY	Teacher

Haughie, Cheryl	HIAWATHA	Substitute Speech Therapist
Howard, Chelsea	OUT OF DISTRICT	Aide
Jarde, Richard	OUT OF DISTRICT	Aide
Miller, Julianne	NORTH	Teacher
Mughal, Juaveria	MERRIMAC	Aide
O'Brien, Denise	GRUNDY	Teacher
O'Reilly, Kevin	OUT OF DISTRICT	Aide
Santo, Anthony	OUT OF DISTRICT	Teacher of the Visually Impaired
Schreiber, Peter	OUT OF DISTRICT	Teaching Assistant
Smith, Jennifer	WENONAH	Aide
Turano, Denise	GRUNDY	Aide
Valle, Diana	WAVERLY	Aide
Ward, Andrea	OUT OF DISTRICT	Teaching Assistant
Weinrich, Elizateth	CHIPPEWA	Aide
Zeppieri, Gabrielle	OUT OF DISTRICT	Teaching Assistant
 <b><u>Declination-SESY</u></b>		
D'Orazio, Gina	DISTRICT WIDE	Teaching Assistant

**5.A.12. Approval of Translators/Interpreters for the 2016-17 School Year**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the appointment of the following Translators/Interpreters for the 2016-17 school year:”

Figueiras, Bernadette

**B. Teacher Assistants**

**5.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>
Leonardi, Laura	Special Education Teaching Assistant	East	6/30/17

**5.B.2. Tenure Appointments Teaching Assistants**

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Dates</u>
Lechnyk, Suann	Special Education Teaching Assistant	Chippewa Elementary School	9/4/17

**5.B.3. Leave of Absence of Teaching Assistants**

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Alaimo, Amy	Special Education	Samoset	Child Care Leave	9/1/17-6/30/18
VanPelt, Brooke	Special Education	Chippewa	Child Care Leave	9/1/17-6/30/18

**5.B.4. Return from a Leave of Absence of Teaching Assistants**

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Winkelmeyer, Jennifer	Special Educatoin	Sagamore	Return from Child Care Leave	9/1/17

**C. Administrators**

**5.C.1. Resignation of Administrative Personnel**

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
Cariddi, John	Assistant Director of Health and Physical Education	DO/Samoset Annex	6/30/17

**5.C.2. Probationary Appointment of Administrative Personnel**

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
Cariddi, John*	Assistant Principal	TBD	7/1/17-6/30/20

\*Excessed Assistant Principal recalled

*Under the new APPR requirements employees who fall under the four year tenure 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*

**5.C.3. Tenure Appointment of Administrative Personnel**

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Date</u>
Ruggero, John	Principal K-8	Waverly Avenue Elementary School	8/28/17

**D. Support Staff**

**5.D.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>
Faber, Tanya	Special Ed Aide/ Waverly	5/25/17
Markfelder, Laura	Special Ed Aide/ Hiawatha	6/2/17
Szewczuk, Alexandria	Recreation Aide/Assistant Group Leader/ Child Care	6/23/17

**5.D.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>
Zederbaum, Jane	Campus Security/District Wide	6/26/17 20 yrs, 3 mos.

**5.D.3. 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>
Cusano, Michael	Senior Guard/ District Wide	\$63,751	6/8/17	6/8/17-9/5/17 90 days



**VI. ACTION ITEMS**

**1. Mini Contracts Consent Agenda for Action Items 6.1.1. through 6.1.20.**

**6.1.1. 2017-2018 Proposed BOE Meetings**

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

RESOLVED, that the regular monthly meetings of the Board of Education of Sachem Central School District, Towns of Brookhaven, Smithtown and Islip, Suffolk County, New York, shall be held during the ensuing year at 7:30 PM, on the third Wednesday of each month at Samoset Middle School except where this date conflicts with a holiday and/or school recess period and to adopt the schedule of Board meeting dates for regular and work sessions.

July 6	Reorganizational Meeting/Regular Meeting
July 19	Regular Meetings
August 2, 23	Regular Meetings
September 13, 27	Regular Meetings
October 4, 18	Regular Meetings
November 1, 15	Regular Meetings
December 6, 20	Regular Meetings
January 10, 24	Regular Meetings
February 7, 28	Regular Meetings
March 7, 21	Regular Meetings
April 11	Regular Meeting
April 18	Regular Meeting/Budget Adoption
May 2	Regular Meeting/Budget Hearing
May 15	Annual District Meeting
May 23	Regular Meeting
June 6, 20	Regular Meetings

**6.1.2. Approval of Agreement with Edge Document Solutions 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and EDGE Document Solutions to host the Parent Reports and Third Party Assessments for a period of twelve months and during this period, unlimited viewing of the reports is provided. No transaction or access fees will be charged. EDGE will also maintain a web page to meet the school district requirements and will be part of the subscription fee. Sachem School District will have the ability to maintain the free text content on the web page. The District will have the option to provide EDGE with Parent Reports and Third Party Assessments from previous years which will be hosted, also,

webEDGE assessments and secondary transcripts. The cost for these services is as follows:

EDGE Secondary Student Print Software.	\$1,495.00
This is for usage of the EDGE software to print Report Cards, Progress Reports, Transcripts and Schedules.	
Subscription Fee Parent Reports 2017-2018	\$950.00
Archive Fee State Based Parent Reports 2016-2017	\$237.50
Archive Fee State Based Parent Reports 2015-2016	\$237.50
Archive Fee State Based Parent Reports 2014-2015	\$237.50
Archive Fee State Based Parent Reports 2013-2014	\$237.50

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

**6.1.3. Approval of Agreement with Mazz Marketing, Inc. 2017**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Mazz Marketing, Inc. to provide a one (1) day seminar on November 16, 2017, or such other date mutually agreed upon by the parties during the 2017-18 school year to the parents, students and staff of Sachem High School East concerning the college athletic recruiting process. The fee for this service is \$850.00. The term of the agreement shall be for the period from November 1, 2017 to November 30, 2017. This contract has been reviewed and approved by the school district’s attorney.”

**6.1.4. Approval of Agreement with LI Neuropsychological Consultants 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and LI Neuropsychological Consultants to provide neuropsychological evaluation services, including a written report. Following are the rates for the services to be rendered:

Comprehensive Neuropsychological Evaluation	\$2,900.00
Partial Neuropsychological Evaluation	\$2,500.00
Psychological Evaluation	\$ 600.00
Projective/Personality Evaluation	\$ 750.00
CPSE Evaluation (ages 4-5)	\$2,900.00
CPSE evaluation (3 years of age)	\$1,600.00
Early Intervention Evaluation (3 years of age)	\$ 800.00

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

**6.1.5. Approval of Agreement with School Aid Specialists Management Services (Medicaid) 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement with School Aid Specialists Management Services to provide the following services:

Ensure that the District receives the maximum amount of Medicaid funding to which it is entitled.

Ensure that the District is in compliance with all rules and regulations governing the claiming of Medicaid funding, including, but not limited to, provider licensure, prescription completeness, and/or session notes.

Provide the District with monthly reports including but not limited to billing amounts, student eligibility and/or other relevant data.

Provide Medicaid billing services.

Provide training to District staff as requested by the District in connection with claims and compliance issues.

The fee for these services is fifteen (15%) percent of the first \$200,000 of net Medicaid funding and twelve (12) percent of net Medicaid funding received in excess of \$200,000 per year by the District as a result of the consultants provision of the services set forth in paragraphs 2(a) through 2(d), to a maximum of \$50,000. This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

**6.1.6. Approval of Agreement with Variety Child Learning Center 2017-18**

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

**6.1.7. Approval of Agreement with Da Vinci Education & Research LLC 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Da Vinci Education & Research LLC to provide independent reading evaluations, as requested, in accordance with the State Education regulations. Sachem School District agrees to pay the following rates:

Independent Reading Evaluation plus written report and participation in CSE meetings.	\$2,000.00
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Psychological Evaluation \$800.00  
 (BASC-3 behavior scale and the WISC,  
 Including written report)

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

**6.1.8. Approval of Agreement with Dynamic Sports Management 2017**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Dynamic Sports Management, LLC to lease the turf fields and all grass on the following dates:

North High School  
 June 10, 2017 - June 11, 2017  
 July 15, 2017 - July 16, 2017  
 East High School  
 July 15, 2017 - July 16, 2017

The premises will be available on said dates during the following times:

Saturday 8:00 a.m. - 6:00 p.m.  
 Sunday 8:00 a.m. - 6:00 p.m.

The tenant agrees to pay rent in the amount of \$50.00 per hour, per field, totaling \$21,000.00 for all six (6) days. The term of this agreement shall be from June 10, 2017 through July 16, 2017. This agreement has been reviewed and approved by the school district’s attorney.”

**6.1.9. Approval of Agreement with Little Angels Center, Inc. 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Little Angels Center, Inc. to provide related services to designated students pursuant to the Individualized Education Program(s) (“IEPs”) developed for the students by the Committee on Special Education (“CSE”). The rates are as follows:

**Speech Therapy will be provided as follows:**

<u>Individual Session</u>	\$38.00 per 30 minute session (in Sachem facility)
	\$40.00 per 30 minute session (office, home, community setting)
<u>Group Session: (2-5 students)</u>	\$59.00 per 30 minute session
<u>Evaluations</u>	\$125.00 each

PROMPT therapy session \$50.00 per individual

**Physical Therapy/Occupational Therapy/Vision Therapy/Counseling will be provided as follows:**

<u>Individual Session</u>	\$38.00 per 30 minute session (in Sachem facility)
	\$40.00 per 30 minute session (office, home, community setting)
<u>Group Session: (2-5 students)</u>	\$59.00 per 30 minute session
<u>Evaluations</u>	\$150.00 each
<u>Special Instruction</u>	\$65.00 per hour
<u>ABA/Parent Training/Consulting</u>	\$85.00 per hour

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

**6.1.10. Approval of Agreement with Maryhaven Center of Hope 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Maryhaven Center of Hope to provide adequate instruction, related services and/or a facility to students during the school year. The tuition rate shall be set by the State Education Department. This contract shall be in effect from July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district’s attorney.”

**6.1.11. Approval of Agreement with Greenburgh-Graham UFSD 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Greenburgh-Graham Union Free School District to provide a special education program and/or services to the student covered by this agreement. The District shall provide adequate instruction, related services and/or a facility to the students during the school year. The School District will pay the tuition rate set by the State Education Department. The term of this agreement shall be from July 1, 2017 to June 30, 2018. This agreement has been reviewed and approved by the school district’s attorney.”

**6.1.12. Approval of Agreement with NYSARC, Inc., Suffolk Chapter 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and New York State Association for Retarded Children a/k/a NYSARC, Inc. Suffolk Chapter to provide adequate instruction, related services and/or a facility to students enrolled at the facility during the school year. Sachem School District shall pay, for each child, the

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

**6.1.13. Approval of Agreement with the Summit School 2017-18**

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

**6.1.14 Approval of Agreement with Marra & Glick Applied Behavior Analysts, PLLC 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Marra & Glick Applied Behavior Analysts, PLLC to provide the following services, consisting of, but not limited to, the following:

- Consultation Services based on student IEP’s
- Home Program Services as determined by CSE
- Supervision of Home Staff
- Parent Training Services

In full consideration for the services to be rendered Sachem CSD agrees to pay the following rates:

SERVICE	FEE
Autism Consultant by BCBA	\$120 per hour
Behavioral Consult by BCBA	\$120 per hour
Behavioral Intervention Services	\$100 per hour
Behavioral Intervention Services by BCBA	\$120 per hour
ABA Services/Behavioral Training	\$100 per hour
ABA Services/Behavioral Training by BCBA	\$120 per hour
Functional Behavioral Assessment/Behavioral Intervention Plan Development by BCBA	\$120 per hour
Parent Training and Consultation	\$100 per hour
Parent Training and Consultation by BCBA	\$120 per hour
Staff Training and Professional Development	\$150 per hour
Supervision by BCBA	\$120 per hour
Attendance at CSE meetings	\$100 per hour
Attendance at CSE meetings by BCBA	\$120 per hour

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

**6.1.15. Approval of Agreement with Long Island Developmental Consulting, Inc. 2017-18**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Long Island Developmental Consulting, Inc. to provide related services to designated students pursuant to the Individualized Education Program(s) ("IEP") developed for the students(s) by the CSE. The following related services shall be provided:

Occupational Therapy  
Speech/Language Therapy  
Translation Services  
Evaluations  
ABA Services

The school district shall pay the rates as set forth in Appendix "A". This agreement shall be in effect for the period July 1, 2017 to June 30, 2018. This contract has been reviewed and approved by the school district's attorney."

**6.1.16. Approval of Agreement with Reviewed Costs, Inc. D/B/A Industrial U.I. Services 2017-18**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools the Board of Education approves the agreement between Sachem Central School District and Reviewed Costs, Inc. d/b/a Industrial U.I. Services to provide unemployment insurance cost control services. This agreement shall be in effect July 1, 2017 through June 30, 2018. The fee for this service is \$8,000.00 in four (4) equal installments of \$2,000.00 to be paid quarterly. This agreement has been reviewed and approved by the school district's attorney."

**6.1.17. Approval of Agreement with the Fresh Air Fund-Sharpe Reservation 2017**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and the Fresh Air Fund-Sharpe Reservation. The Sachem High School North Football Team will be attending the camp from August 20, 2017 through August 25, 2017. The cost of this trip will be paid for by fundraisers and the Sachem High School North Touchdown Club."

**6.1.18. Approval of Services Agreement Reinstatement with the OMNI Group 2017-18**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the services agreement reinstatement between Sachem Central School District and The OMNI Group for Third Party Administration for Tax Sheltered Annuities for the renewal term of July 1, 2017 through June 30, 2018 at a total annual cost of \$9,132.00.”

**6.1.19. Approval of Gallagher Bassett Services, Inc. as Third Party Administrator 2016-17**

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the renewal of Gallagher Bassett Services, Inc. as Third Party Administrator for workers' compensation for the 2016-17 school year.”

**6.1.20. Approval of Cooperative Educational Services AS-7 Initial Agreement with Eastern Suffolk BOCES 2017-18**

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 2017-18 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 2017-18 Initial AS-7 Agreement for submission to BOCES.

**2. Donations**

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

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude, a donation from the Nokomis Elementary School PTA in the amount of \$830.94. This donation is for the BOCES Performing Arts Code A2111-30-4971.”

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

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education accepts with gratitude a donation of two (2) buddy benches to Chippewa Elementary School from the Chippewa Elementary School PTA. The value of this donation is \$1,008.94.”



### **3. Transfers**

#### **6.3.1. Transfer of Funds from Unassigned Fund Balance to District Reserve Funds**

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

**IT IS HEREBY RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the transfer of up to \$5,600,000 from Unassigned Fund Balance to the Employee Benefit Accrued Liability Reserve Fund, and

**BE IT FURTHER RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the transfer of up to \$3,400,000 from Unassigned Fund Balance to the Workers’ Compensation Reserve Fund, and

**BE IT FURTHER RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby authorizes the transfer of up to \$10,000,000 from Unassigned Fund Balance to the Employee Retirement System Reserve Fund.

#### **6.3.2. 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 \$788,778.84 for the following reasons:

1. To fund the health insurance waiver budget for year end
2. To fund the Medicare reimbursement budget for year end
3. To fund the contractual separation payments for SCTA members

### **4. Policy Adoption and Abolition**

#### **6.4.1. Policy – 2nd Reading and Adoption**

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

**BE IT RESOLVED THAT** the Board of Education approves the second reading and adoption of the following policies which were previously reviewed by the members of the Board of Education for the first reading on May 24, 2017, and

## Policies Adopted:

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

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

## Policies Abolished:

- 2110 School Board Powers and Duties
- 2111 Board member Authority
- 2120 School Board Elections
- 2120.1 Candidates and Campaigning
- 2120.2 Voting Procedures
- 2121 Board Member Qualifications
- 2122 Board Member Oath of Office
- 2130 Board Member Resignation
- 2140 Board Member Removal From Office
- 2150 Unexpired Term Fulfillment
- 2220 Board Officers
- 2210 Board Organizational Meeting
- 2330 Executive Sessions
- 2310 Regular Meetings
- 2320 Special Meetings
- 2340 Notice of Meetings
- 2341.1 Consent Agenda
- 2342 Agenda Preparation and Dissemination
- 2350 Board Meeting Procedures
- 2351 Quorum
- 2352 Rules of Order
- 2360 Minutes

2382	Broadcasting and Taping of Board Meetings
2390	Board Hearings
2230	Appointed Board Officials

## **VII. RECOMMENDATIONS FROM THE COMMITTEE ON SPECIAL EDUCATION**

### **7.1. 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”:

5/25, 5/30, 5/31, 6/1, 6/2, 6/5, 6/6, 6/7

## **VIII. MONTHLY REPORTS**

### **A. Damage & Loss Summary**

#### **8.A.1. Damage & Loss Summary**

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

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

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

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

5/30, 5/31, 6/1, 6/2, 6/5, 6/6, 6/7

### **C. Board of Education Sub Committees**

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

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

## **IX. PRESENTATION/DISCUSSIONS**

## **X. 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 June 21, 2017 at 7:30 PM in the Board Room at Samoset Middle School.

**XI. EXECUTIVE SESSION**

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

**XII. ADJOURN**

## **SACHEM CENTRAL SCHOOL DISTRICT**

### **SCHOOL BOARD LEGAL STATUS**

**POLICY 2100**

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

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

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

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

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

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

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

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

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

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

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**SACHEM CENTRAL SCHOOL DISTRICT**

**SCHOOL BOARD LEGAL STATUS**

**POLICY 2100**

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

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

Ref: Education Law §§1801 et seq

Adoption Date:

## SACHEM CENTRAL SCHOOL DISTRICT

### ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTIONS

Policy 2200

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

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

Special elections may be called as authorized by law.

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

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

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

#### **Voting Procedures**

##### *Eligibility to Vote*

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

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

## SACHEM CENTRAL SCHOOL DISTRICT

### ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTIONS

Policy 2200

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

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

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

#### *Voting*

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

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

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



## SACHEM CENTRAL SCHOOL DISTRICT

### ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTIONS

Policy 2200

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

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

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

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

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

#### *Absentee Ballots*

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

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

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

## SACHEM CENTRAL SCHOOL DISTRICT

### ANNUAL BUDGET VOTE AND SCHOOL BOARD ELECTIONS

Policy 2200

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

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

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

#### Voter Initiated Propositions

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

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

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

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

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**SACHEM CENTRAL SCHOOL DISTRICT**

**ANNUAL BUDGET VOTE AND  
SCHOOL BOARD ELECTIONS**

**Policy 2200**

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

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

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

Adoption date:

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## **SACHEM CENTRAL SCHOOL DISTRICT**

### **BOARD OF EDUCATION MEMBERSHIP**

**POLICY 2300**

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

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

#### **Board of Education Member Qualifications**

Candidates for the office of Board of Education member must be a resident of the School District for at least one year prior to the election. They must be able to read, write, and be a qualified voter of the School District. No more than one member of a family<sup>1</sup> may be a member of the same Board of Education in any School District.

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

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

#### **Nomination of Candidates**

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

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

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

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<sup>1</sup> defined as those within the same household.

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## **SACHEM CENTRAL SCHOOL DISTRICT**

### **BOARD OF EDUCATION MEMBERSHIP**

**POLICY 2300**

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

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

#### **Order of Names on Ballot**

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

#### **Campaign Expenditure Statements**

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

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

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

#### **Election of Board of Education Members**

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

**SACHEM CENTRAL SCHOOL DISTRICT**

**BOARD OF EDUCATION MEMBERSHIP**

**POLICY 2300**

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**Oath of Office**

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

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

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

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

**Board Member Removal**

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

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

**Resignation of Board Member**

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

**Filling of Board Vacancies**

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

## SACHEM CENTRAL SCHOOL DISTRICT

### BOARD OF EDUCATION MEMBERSHIP

POLICY 2300

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

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

#### **Board Officers**

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

#### *Duties of the President of the Board*

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

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

#### *Duties of the Vice President*

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

#### **New Board of Education Member Orientation**

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

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

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## **SACHEM CENTRAL SCHOOL DISTRICT**

### **BOARD OF EDUCATION MEMBERSHIP**

**POLICY 2300**

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

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

#### **Board of Education Member Training**

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

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

Cross-ref:

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

Adoption Date:



***-DRAFT POLICY-***

**SACHEM CENTRAL SCHOOL DISTRICT**

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

**POLICY 2350**

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**TYPES OF MEETINGS**

**I. ANNUAL ORGANIZATION MEETING**

**Time and Place of Meeting**

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

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

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

**Call to Order and Election of Officers**

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

**Oath of Office**

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

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

**Appointments**

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

District Clerk  
District Treasurer  
IV. Other Appointments

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

School physicians  
Orthopedic coverage at both high schools for varsity football games  
Chief School Medical Officer  
Board and Labor Counsel  
Bond Counsel  
External Auditor  
Internal Auditor  
Claims Auditor  
Financial Advisory Services  
Records Access Officer  
Records Management Officer  
School Purchasing Agent  
School Purchasing Technician  
Public Relations Firm  
Superintendent Hearing Officers  
Coordinator for Community Education  
Coordinator for Child Care  
Coordinator for Community Use of Facilities

V. Designations

The Board of Education shall designate/approve:

Official Bank Depositories  
BOE Regular monthly meetings  
Official newspapers

VI. Authorizations

The Board of Education shall authorize:

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

**VII. Bonding of Personnel**

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

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

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

**VIII. Other Items**

The Board of Education will:

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

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

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

**Order of Business**

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

**II. REGULAR MEETINGS**

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

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

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

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

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

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

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

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

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

**III. SPECIAL MEETINGS**

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

**PUBLIC HEARINGS**

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

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**IV. OPEN MEETINGS LAW**

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

**V. MEETING NOTICES**

**BOARD OF EDUCATION MEMBERS**

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

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

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

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

**THE COMMUNITY**

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

**VI. QUORUM**

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

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

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

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

**AGENDA FOR A REGULAR MEETING**

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

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

**AGENDA FOR A SPECIAL MEETING**

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

**PUBLIC HEARINGS**

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

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

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

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

**VIII. DISTRIBUTION OF THE MEETING AGENDAS**

The agenda packet shall include these items:

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

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

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

**IX. PROCEDURES AND VOTING AT MEETINGS**

**GENERAL**

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

**CONSENT AGENDA**



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

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

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

**VOTING AND MOTIONS AT BOARD OF EDUCATION MEETINGS**

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

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

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

**X. PUBLIC PARTICIPATION AND INPUT AT BOARD MEETINGS**

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

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**GENERAL OVERVIEW**

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

**BRINGING NEW ISSUES TO THE BOARD OF EDUCATION**

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

**PROCEDURE FOR ADDRESSING THE BOARD OF EDUCATION**

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

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

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

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

Being Recognized.

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

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

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

**CERTAIN REMARKS OUT OF ORDER**

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

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**XI. MINUTES**

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

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

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

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

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

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

**XII. Recording of School Board Meetings**

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

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

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

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

Adoption Date:

# SACHEM CENTRAL SCHOOL DISTRICT

## APPOINTED BOARD OFFICERS

POLICY 2410

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### A. District Clerk

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

The Duties and Responsibilities of the District Clerk are to:

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

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## APPOINTED BOARD OFFICERS

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

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## APPOINTED BOARD OFFICERS

## POLICY 2410

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- e) verify and sign official documents;

### **B. District Treasurer and District Deputy Treasurer**

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

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

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

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

**Revenue Accounts:**

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

**Appropriation Accounts:**

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



# SACHEM CENTRAL SCHOOL DISTRICT

## APPOINTED BOARD OFFICERS

POLICY 2410

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

### *Other Officials*

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

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

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

Ref: Education Law §1709

Adoption Date: