

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

August 6, 2018

8:00 AM

Board of Education Room

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

I. OPENING OF MEETING

1. **Roll Call**
2. **Call to Order**
3. **Salute to the Flag**
4. **Moment of Silence**
5. **WE ARE SACHEM – Pride/Presentations**

- Superintendent’s Report

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

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

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

III. BUSINESS ITEM

A. Bid Awards

3.A.1. Bid Award

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

The bid/RFP awards presented for action are:

<u>RFP/Bid Number & Title</u>	<u>Action Required</u>
a. B 18-551A REBID Pumps & Electric Motors – Purchase, Repair, Service & Parts	Approve
b. B 18-569 Rental of Industrial, Construction & Miscellaneous Contractor Equipment for Facilities & Grounds Maintenance	Approve
c. B 18-544 Theatrical Lighting & Sound/ Press-Box Sound Systems – Parts & Repair	Approve
d. B 18-584 Hazardous Materials Abatement – Asbestos, Lead & Microbial (Mold) Remediation	Approve

PERSONNEL ITEMS

IV. CONSENT AGENDA FOR PERSONNEL ITEMS 4.A.1. THROUGH 4.D.8.

A. Teachers

4.A.1. Resignation of Teaching Personnel

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Tougher, Kevin*	Elementary	Cayuga	Personal	9/4/18

*contingent upon his acquisition of his SBL certification.

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

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

<u>Name</u>	<u>Grade/Subject</u>	<u>School</u>	<u>Reason</u>	<u>Dates</u>
Smith, Bridget	Elementary	Merrimac	Child Care Leave	9/1/18-6/30/19

4.A.3. Probationary Appointments of Teaching Personnel

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Glassman, Ali	LOTE	TBD	6-6	9/4/18-6/30/22
Lalia, Janine	Family Consumer Science	TBD	1-4	9/4/18-6/30/22
Van Brunt, Tracee	LOTE	TBD	4-4	9/4/18-6/30/22
Whitehurst, Colleen	LOTE	TBD	1-1	9/4/18-6/30/22

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

4.A.4. Part-Time Teacher Appointments

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Namorato, Amanda	Speech .4	TBD	1-4	9/4/18- 6/30/19

4.A.5. Salary Changes for Teaching Personnel

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

<u>Name</u>	<u>School</u>	<u>Date of Change</u>	<u>From Step</u>	<u>To Step</u>	<u>Salary Difference</u>
Fritz- Avellino, Christina	Grundy	9/4/18	3-7	3-10	\$7,724.00

4.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 for the 2018-19 School Year”:

Fierro, Nicholas
Kennedy, Caitlin

4.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>
Ceruti, Justin	6/30/18
McClafferty, Mallory	6/30/18

4.A.8. Approval of Coaching Assignments

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

FALL

HOME SCHOOL	FIRST	LAST	LOC	SPORT	SALARY*
<u>RESCIND:</u>					
Samoset	Jason	Urbancik	East	Football JV Head	\$7,542.00
<u>Volunteer</u>					
OOD	James	Dee	East	Football	n/a
<u>ADD:</u>					
OOD	James	Dee	East	Football JV Head	\$7,542.00
OOD	Jason	Urbancik	East	Football Varsity Asst.	\$9,920.00
Samoset	John	Echel	East	Varsity Asst. Boys Volleyball	\$6,013.00
OOD	Michael	Feldstein	East	Scorers, Timers, Announcers	\$119.49/contest
OOD	Joseph	Maloney	East	Football	n/a

Volunteer

Sub	Jonathan	Dasaro	Seneca	Football	n/a
OOD	Joseph	Messina	East	Football	n/a
Sub	Nicholas	Fierro	East	Football	n/a
Sub					
*Contractual stipend only					

4.A.9. Appointment of Staff 2018 Extended School Year Program

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following appointments of staff 2018 Extended School Year Program".

Name	Sachem Building	Summer Hourly Rate	Summer Position
Wottawa, Michael	Out-of-District	\$50.42	Substitute Teacher

4.A.10. Approval of Translators/Interpreters for the 2018-19 School Year

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

Almeida, Ana	Baba, Melek	Cufadar, Ozlem
Figueiras, Bernadette	Gomez, Kathryn	Hebboul, Ben
Huang, Xiaojuan	Kramer, Gloria Joanne	Lazar, Ida
Lopez, Mi;agros	Maldonado, Eva	Martinez, Leslie
Negron, Norma	Neves, Graca	Pabon, Nicole
Pekyigit, Cumhur	Pham, Hue	Rincon, Angela
Sampayo, Damaris	Sayeed, Syeda	Shalid, Anila
Stana, Liana	Suleman, Azmat	Valle, Diana
Yeung, Nga	Zepeda, Dulce	

4.A.11. Rescind Curriculum Writing Hours 2018-2019

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education rescind the Summer Days allowed to e worked by Science Teachers, not to exceed the amount of days listed below":

Science (not to exceed 3 days each at 6 hours)

Evolution Curriculum - Monica Marlowe, Michael Coffey, Dan Egbert, Jamilee Jones

Natural Disaster - Aimee Blumberg, Erin Frohnhoefer, Jason Toto, Caitlin Thompson

4.A.12. Approval of Curriculum Writing Hours 2018-2019

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the Summer Days allowed to be worked by Science Teachers, not to exceed the amount of days listed below".

Science (not to exceed 6 days each at 6 hours)

Evolution Curriculum - Monica Marlowe, Michael Coffey, Dan Egbert, Jamilee Jones

Natural Disaster - Aimee Blumberg, Erin Frohnhoefer, Jason Toto, Caitlin Thompson

4.A.13. Approval of Curriculum Writing Staff 2018-19

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following staff for LOTE Exploratory Program Curriculum Writing for the 2018-19 school year. They will be paid a maximum of 3 days at 6 hours per each day".

Suzanne Groe
Dennis Seickel
Angie Spencer

4.A.14. Approval of Curriculum Writing Staff 2018-19

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following staff for Math Curriculum Writing for the 2018-19 school year. They will be paid a maximum of 2 days at 6 hours each day".

Michele Accetta
Erin Lam
Regen Whiffen

4.A.15. Department Chairpersons Summer Hours Allowance 2018 - 2019

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the summer hours allowed to be worked by department chairpeople, not to exceed the amount of days listed below”:

Chairperson	Summer 2018 Building Allowance	
Rescind		
SPECIAL EDUCATION		
Gould, Jennifer(East)	10 days	East
 Approve		
SPECIAL EDUCATION		
Cruz, David(East)	10 days	East
 SCIENCE		
O'Neill, John (North)	5 days	North

4.A.16. Approval of District Wide Lifeguards

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approve the following personnel as District Wide Lifeguards for the 2018-19 school year as follows”:

- Bodkin, Kathleen
- Fierro, Nicholas
- Gresalfi, Danielle
- Harte, Clodagh
- Jones, Jamilee
- Maloney, Joseph
- Nocco, Melissa
- Nocco, Victoria

4.A.17. Approval of Summer 2018 Personnel

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

Home Teaching (hourly rate)

Eva Sansone (counseling sessions - maximum 6 sessions at 30 minutes to commence 8/3/18)

B. Teacher Assistants

4.B.1. Appointment of Leave Replacement Teaching Assistants

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

<u>Name</u>	<u>Tenure Area</u>	<u>School</u>	<u>Step</u>	<u>Dates</u>
Cascio, JoAnn	Special Education Teacher Assistant	Sachem East	1-3	9/4/18-6/30/19
Kosinski, Meredith	Special Education Teacher Assistant	Waverly	1-3	9/4/18/6/30/19
Jenkins, Suzanne	Special Education Teacher Assistant	Seneca	1-3	9/4/18-6/30/19

C. Administrators

4.C.1. Appointment of Interim Principal

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approve Robert Neufeld as Interim Principal and Mentor at Waverly during the time period of August 7, 2018 through June 30, 2019 at the per diem rate of \$700 and no fringe benefits."

4.C.2. Approval of Resolution for Waverly Principal

RECOMMENDED ACTION: "that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following resolution:
BE IT RESOLVED, that the Board of Education conditionally appoints Mr. Kevin Tougher to the position of K-8 Principal effective September 4, 2018 subject to his anticipated acquisition of his SBL certification.

D. Support Staff

4.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 & Assignment</u>	<u>Service Ends</u>
Espinal, Samantha	Recreation Aide/Child Care	7/11/18
Macaluso, Mary	4 Hr. FSW/East	8/29/18

Tamasi, Janet Special Ed Aide/Grundy 8/11/18

4.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 & Assignment</u>	<u>Retirement Date</u>
Eyester, Diane	Acct. Clerk Typist/OSS	7/28/18 19 yrs., 8 mos.
Parrotta, Geraldine	Clerk Typist / Child Care	9/30/18 19 yrs., 9 mos.

4.D.3. Termination 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 termination of support services personnel (all Civil Service classifications) as follows”:

<u>Name</u>	<u>Position & Assignment</u>	<u>Service Ends</u>
Loeb, Sandra	School Communications Aide/ Nokomis/Grundy	8/21/18*

*As per Civil Service Rules and Regulations of a Provisional Appointment

4.D.4. Leave of Absence of Support Services Personnel (All Civil Service Classifications)

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

<u>Name</u>	<u>Position & Assignment</u>	<u>Reason</u>	<u>Dates</u>
Wright, Donna	School Communications Aide/Samoset	Personal	8/21/18-9/4/18

4.D.5. Resignation/Termination of Substitute Support Services Personnel (Exempt, Labor and Non-Competitive)

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

<u>Name</u>	<u>Service Ends</u>
<u>Clerical</u> DiIorio, Jeanette	7/27/18

Sign Language Interpreters

Gallagher, Janine 8/7/18
 Montana, Colleen 8/7/18

4.D.6. Appointment of Support Services Personnel (Exempt, Labor and Non-Competitive)

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

<u>Name</u>	<u>Position & Assignment</u>	<u>Base Salary</u>	<u>Service Begins</u>	<u>Probationary Appointment</u>
Macaluso,	6 Hr.	\$18.54/hr.	8/30/18	90 days
Mary	FSW/Seneca			8/30/18-11/27/18

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

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

<u>Name</u>	<u>Service Begins</u>
<u>Security Guard</u>	
Canavan, Christine	8/7/18
Copeland, Tamika	8/7/18
Donohue, Dennis	8/7/18
Miller, Shawn	8/7/18
Morel, Jose	8/7/18
Schaefer, John	8/7/18

4.D.8. Disciplinary Suspension – Non-Instructional Staff Member - 11603

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

BE IT RESOLVED, “that upon the recommendation of the Superintendent of Schools, the Board of Education hereby suspends, without pay, a member of the non instructional staff, whose identity was disclosed in executive session for a period of five (5) work days. The five day suspension shall be October 15, 16, 17, 18, and 19, 2018.

V. ACTION ITEMS**1. Consent Agenda for Action Items 5.1.1. through 5.1.10.****5.1.1. Approval of Agreement with PaySchools 2018-19**

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and PaySchools. PaySchools provides our online payment system services and software service maintenance. The term of this agreement shall be July 1, 2018 until June 30, 2019. Due to the timing of the agreement and unforeseen circumstances, this agreement is pending attorney approval.”

5.1.2. Approval of Agreement with Watermill Caterers 2019

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Watermill Caterers for the Sachem High School North Junior Prom to be held on May 30, 2019 to be paid by the students. This contract has been reviewed and approved by the school district’s attorney.”

5.1.3. Approval to Piggyback and Participate in Cooperative Bid Purchasing

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

WHEREAS, subdivision 16 of General Municipal Law, Section 103, has been amended on November 1, 2013 relative to the purchase of apparatus, materials, equipment and supplies and associated services for such items through the use of contracts let by other government entities (“piggybacking”), provided the contract has been let to the lowest responsible bidder

BE IT RESOLVED, the Sachem Central School District may, when permitted by law and applicable contract terms, utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or District therein if such contract was let in a manner consistent with New York State law and made available for use by the District and

BE IT FURTHER RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the purchase of various materials and supplies, in compliance with all regulations governing said purchases, from the bid titled, “Cooperative Bid-Material & Supplies - Bus, Van, Auto Parts & Transmissions - 7/1/2018 to 6/30/2019,” evaluated and recommended by Garden City Public Schools. Any such aforementioned

purchases shall be consistent with and in compliance with all Sachem Central School District Purchasing Policies and Procedures approved by the Sachem Central School District Board of Education.

5.1.4. Approval of 2017-18 Final AS-7 Agreement

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

WHEREAS, the AS-7 reports the final costs of the services 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,

BE IT RESOLVED, that the Board of Education authorizes the President to sign the 2017-18 Final AS-7 Agreement for submission to BOCES.

5.1.5. Approval of Agreement with Diana Kolhoff 2018-19

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Diana Kolhoff to provide staff development to teachers. The rate is \$985 for a full day workshop (seven hours) and \$175 per hour for mini workshops. The total proposed fee is \$42,460. The term of this contract is from July 1, 2018 to June 30, 2019. This contract has been reviewed and approved by the school district’s attorney.”

5.1.6. Approval of Agreement with 51 Sandalwood Enterprises, Inc. D/B/A McGuire's Hearing Aid Service 2018-19

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and 51 Sandalwood Enterprises, Inc. d/b/a McGuire’s Hearing Aid Service to provide audiology services and CAPD assessment/evaluation. The cost is \$350 for the first hour and an additional \$50 per each additional 15 minutes. This agreement shall be in effect for the period July 1, 2018 to June 30, 2019. This contract has been reviewed and approved by the school district’s attorney.”

5.1.7. Approval of Agreement with United Cerebral Palsy of Greater Suffolk, Inc. 2018-19

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and United Cerebral Palsy of Greater Suffolk, Inc. to provide adequate instruction, related services and a facility to the

student(s) covered under the agreement during the school year. The cost for each child is the tuition rate set by the State Education Department. In the event evaluations are requested, Sachem School District shall pay in accordance with Appendix A of the agreement. This agreement shall be from July 1, 2018 through June 30, 2019. This contract has been reviewed and approved by the school district’s attorney.”

5.1.8. Approval of Agreement with First Choice Medical Care 2018-19

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

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

This agreement shall be in effect for the period July 1, 2018 to June 30, 2019. This contract has been reviewed and approved by the school district’s attorney.”

5.1.9. Approval of Agreement with Dr. Ronald Friedman 2018-19

RECOMMENDED ACTION: “that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the agreement between Sachem Central School District and Dr. Ronald Friedman to provide consultant services for the District. The District shall pay \$1,200 per day pro-rated not to exceed \$12,000. The term of this agreement shall be July 1, 2018 to June 30, 2019.”

5.1.10. Approval of Amendment to Agreement with Johnson Controls, Inc.

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

WHEREAS, the Board of Education entered into an Energy Performance Agreement with Johnson Controls, Inc. on March 4, 2015,

WHEREAS, the District and Johnson Controls, Inc. desire to amend the agreement to include modifications approved by the State Education Department in accordance with the terms and conditions of Contract Amendment #2 at no additional cost to the District annexed hereto,

BE IT RESOLVED, that the Board of Education hereby approves the Contract Amendment to the Agreement with Johnson Controls, Inc.,

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Board President to execute such Contract Amendment.

2. Reading and Adoption**5.2.1. 2nd Reading and Adoption**

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

BE IT RESOLVED THAT the Board of Education approves the second reading and adoption of the following policies which were previously reviewed by the members of the Board of Education for the first reading on July 11, 2018.
Policies Adopted:

Policy 8505 Charging School Meals SED Compliant Plan
Policy 8520 Free and Reduced Price Food Services

3. Transfer**5.3.1. Approval of Budget Transfers \$50,000 or Greater**

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

- Transfers totaling \$1,275,651.36 to allocate funds for various year end expenditures and accounting accruals.

4. Recommendations from the Committee on Special Education

5.4.1. Recommendations from the Committee on Special Education

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

7/31, 8/1, 8/2

VI. MONTHLY REPORTS

A. Determinations from the Committee on Preschool Special Education

6.A.1. Determinations from the Committee on Preschool Special Education

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

8/2, 8/3

B. Board of Education Sub Committees

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

C. 2018-19 Updates to the Board

D. 2018-19 Board Goals

Goal #1 - Provide Safe and Secure Schools

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

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

Actions Items

- Smart Schools Investment Plan - Security Vestibules, cameras, and visitor management systems
- Discipline work; Code of Conduct and suspension practices
- Review trainings with security staff

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

Provide and implement a dynamic curriculum which incorporates critical thinking,

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

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

Actions

- Establish consistency in all curricula, assessments and instructional practices K-12
- Deepen student engagement and provide opportunities for rigor
- Review and align all secondary course offerings to NYSED graduation pathways
- Revise the elementary day schedule
- FLEX-Establish an exploratory World Languages and CTE program
- Provide equitable support for student needs
- Monitor and make recommendations to reduce class sizes
- Improve classroom technology
- Develop a wireless infrastructure
- Robust software and Internet resources

Goal #3 - Improve Parent, Community and Staff Communication

Cultivate community relationships and engagement by enhancing communication.

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

Actions

- Telling our academic story
- Clearly articulate expectations to parents and families
- Improve participation at school events
- Cultivate school/business partnerships

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

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

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

Actions

- District Reserves and establish a reserve plan
- Capital improvements
- Sustainable budgeting
- Review of grants
- Review of out of district placements

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

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

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

Actions

- Cultivate a Professional Development (PD) consistent with the district PD plan.
- Construct district and building data teams to review student performance data.
- Implement a PD model that is mindful of instructional time.
- Conduct PD sessions that lead to future sessions facilitated by our own staff.

Goal #6 - We Are Sachem

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

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

Actions

- Pride in our school district
- Consistent experiences by grade level
- Vertical/Horizontal experiences
- Clear focus on student achievement and wellness

VII. PRESENTATION/DISCUSSIONS

VIII. CLOSING

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

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

B. Board of Education Discussion of Future Agenda Items

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

C. Next Meeting

The next Regular meeting of the Board of Education will be held on August, 29, 2018 at 7:30 PM in the Board Room at Samoset Middle School.

IX. EXECUTIVE SESSION

After a ten minute break, the Board of Education will adjourn to discuss personnel, negotiations, and litigation in Executive Session. There will be no items requiring a vote.

X. ADJOURN

SACHEM CSD

POLICY FOR 2nd READING

August 6, 2018

SACHEM CENTRAL SCHOOL DISTRICT

CHARGING SCHOOL MEALS

POLICY 8505

The Board of Education operates and maintains a point of sale system for the purpose of providing parents/guardians of students enrolled in the School District with the ability to fund school meals. The School District's point of sale system allows for automatic replenishment when a balance reaches a certain amounts set by the parent/guardian of the student. The School District will encourage parents/guardians of students in the School District to avail themselves of this option. Funds remaining in a student's school meal account at the end of a school year will be carried over to the next school year. When a student ceases attendance in the School District and/or graduates from the School District, the School District refund any funds remaining in the student's account to the parent/guardian. Parents/guardians may request that said remaining funds be transferred to one of their other children who remain enrolled in the School District. Unclaimed funds remaining after ninety (90) days shall be retained in the school meal account.

The Board of Education recognizes that on occasion, students may not have sufficient funds for a meal. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the School District, the Board of Education will allow students whose accounts do not have sufficient funds available for a meal to "charge" the cost of meals to be paid back at a later date subject to the terms in this policy. The School District shall not charge any interest or fees in connection with any meals charged. Nothing in this policy is intended to allow for the unlimited accrual of debt.

Students whose parents or guardians have unpaid school meal fees shall not be shamed or treated differently than a student whose parent or guardian does not have unpaid school meals fees. To that end, the School District shall provide each student with the student's meal of choice for that school day of the reimbursable meal choices, if the student requests one, regardless of unpaid school meal fees. A student's parent or guardian may provide written permission to the School District to withhold a meal in the event of unpaid meal charges in excess of those permitted herein.

As part of its efforts to decrease student distress or embarrassment connected with unpaid meal charges, the School District shall not:

- a. publicly identify or stigmatize a student who cannot pay for a meal or who owes a meal debt by any means including, but not limited to, requiring that a student wear a wristband or hand stamp;
- b. require a student who cannot pay for a meal or who owes a meal debt to do chores or other work to pay for meals;
- c. require that a student throw away a meal after it has been served because of the student's inability to pay for the meal or because money is owed for earlier meals;
- d. take any action directed at a pupil to collect unpaid school meal fees. A school or school district may attempt to collect unpaid school meal fees from a parent or guardian, but shall not use a debt collector; or
- e. discuss any outstanding meal debt in the presence of other students.

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To comply with State guidelines, maintain a system for accounting for charged meals, regarding both full and reduced-price meals, and to establish a procedure for handling unpaid meal charges, the School District shall:

1. allow only regular reimbursable meals to be charged, excluding extras, a la carte items and snacks;
2. all charges not paid before the end of the school year will be carried forward into the next school year
3. limit the number of charges to five (5) outstanding charges per student;
4. use a computer-generated point of sale system, which identifies and records all meals as well as collects repayments.
5. notify parents on a timely basis of outstanding charges by the automated telephone or electronic system or by mail
6. provide parents with an opportunity to establish a repayment schedule for outstanding meal charges.
7. determine eligibility for free or reduced-price meals when a student owes money for five or more meals. The School District shall:
 - a. make every attempt to determine if a student is directly certified to be eligible for free meals;
 - b. make at least two attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application; and
 - c. contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. When charges are paid, these monies are not to be considered "a la carte" transactions, as a section on the daily cash report or deposit summary reads "charges paid." Students shall not be denied a reimbursable meal even if they have accrued a negative balance from other cafeteria purchases.

Families may apply for free-reduced price meals at any time during the school year. The School District's administration will discretely notify parent/guardians of students who regularly have insufficient funds in their school meal accounts of the application process for free and/or reduced price meals. Information concerning the availability of free and reduced price meals will be provided to the parents/guardians of all students enrolled in the School District prior to the start of the school year. Parents/guardians will be advised that the application for free-reduced price meals is available on the School District's website and at all schools in the School District. The Application for Free and Reduced Price School Meals/Milk can be accessed by clicking [here](#). If the School District becomes aware that a student who has not submitted a meal application is eligible for free or reduced-fee meals, the school or School District shall

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complete and file an application for the student pursuant to determining eligibility for free and reduced price meals and free milk in schools.

The School District shall provide a free, printed meal application in every school enrollment packet, or if the school or school district chooses to use an electronic meal application, provide in school enrollment packets an explanation of the electronic meal application process and instructions for how parents or guardians may request a paper application at no cost. In addition, the School District will send a letter home to all parents/guardians on an annual basis prior to the opening day of school and, in the case of transfer students at the time of transfer, outlining the requirements of this policy. The policy shall also be published in appropriate school and School District publications.

The school homeless liaisons shall coordinate with the nutrition department to make sure that homeless, foster, and migrant students receive free school meals, in accordance with federal law.

The School District will provide training to staff concerning the procedures to be utilized in the event a student's unpaid meal charges exceed five (5) outstanding charges and the manner in which affected parents/guardians will be provided with assistance in establishing eligibility for free or reduced-price meals.

Staff

Staff members are allowed to purchase food from the School District's food services. However, all purchases must be on a cash basis. Staff members will not be allowed to charge meals to be repaid later.

Cross-ref: 5405 Student Wellness
8520 Free and Reduced Price Food Services

Ref: 42 USC §1779 (Child Nutrition Act of 1966)
42 USC §§1758(f)(1); 1766(a) (National School Lunch Act)
2 CFR 200.426
7 CFR 210.9, 210.12, 210.19, 220.13, 245.5
Public Law 111-296, §143
New York Education Law §908

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FREE AND REDUCED PRICE FOOD SERVICES

POLICY 8520

The Board of Education recognizes that the nutrition of School District students is an important factor in their educational progress. The Board of Education therefore shall participate in federally funded school food and milk programs as feasible, and shall provide free or reduced price food and milk services to qualified School District students. All financial records of these programs will be kept in a separate account. The Board of Education authorizes the school lunch manager to make applications as desired for government food commodities and subsidies and as to receive such food on behalf of the School District.

The Superintendent of Schools will establish regulations that conform with requirements for participation in programs for free and reduced price meals and supplementary food.

Availability, Application & Notification:

Notice of the availability of the free and reduced price meal programs will be provided to parents/guardians of students in the School District, local media, the local unemployment office and large employers experiencing layoffs in the area from which the School District draws its attendance. Any child who is a member of a family unit whose income is below the federally established scale shall be eligible to receive such services.

To apply for the free or reduced meal program:

- a. Application forms will be available on the School District's website and can be completed and submitted at any time during the year. Information will be provided to parents/guardians of all students prior to the start of each school year and upon enrollment in the District. Such information will include a plain summary explanation of the electronic meal application process and instructions for how parents or guardians may request a paper application at no cost.
- b. Completed forms must be submitted to the Child Nutrition Office of the school which the student attends prior to any determination of eligibility.
- c. The parent or guardian will be informed of the determination by the Child Nutrition Office within one (1) week of receiving a properly completed application.
- d. If a school or school district becomes aware that a student who has not submitted a meal application is eligible for free or reduced-fee meals, the school or school district shall complete and file an application for the student pursuant to determining eligibility for free and reduced price meals and free milk in schools.
- e. The School District's homeless liaison(s) shall coordinate with the nutrition department to make sure that homeless, foster, and migrant students receive free school meals, in accordance with federal law.

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In the event a student owes money for five or more meals in accordance with the School District's Charging School Meals Policy, the School District shall:

- a. make every attempt to determine if a student is directly certified to be eligible for free meals;
- b. make at least two attempts, not including the application or instructions included in a school enrollment packet, to reach the student's parent or guardian and have the parent or guardian fill out a meal application; and
- c. require a school or school district to contact the parent or guardian to offer assistance with a meal application, determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school meal and offer any other assistance that is appropriate.

Applications will be kept confidential.

Upon written request, the Superintendent of Schools or the Board of Education will hear appeals of determinations regarding such services in compliance with federal regulations governing the National School Lunch Program.

In addition, in order to reach students who are eligible for free and reduced price meals and to comply with state law, three times per school year the School Lunch Manager will review the list made available by the State Education Department of children ages three (3) to eighteen (18) who are in households receiving federal food assistance or Temporary Assistance for Needy Families (TANF) to identify students within the School District. The School District will send a notice to those families apprising them of their student's eligibility to participate in the school meal programs without further application. Parents may decline participation by informing the School District in writing. If the service is declined, the student will be removed from the eligibility list.

Children in Head Start, or who have been determined to be homeless, migrant or runaway, or in foster care can be directly certified to participate in the School District free and reduced price meal program. The Superintendent of Schools or his/her designee will develop implementing regulations.

The Building Principal, in conjunction with the School Lunch Manager, will establish meal time procedures that both protect the anonymity of the student and allow for proper accounting.

Cross-ref: 5405 Wellness Policy
8505 Charging School Meals

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Ref: National School Lunch Act of 1946, as amended, (42 U.S.C. §§1751-1760)
Child Nutrition Act of 1966, as amended, (42 USC §§1771 et seq.)
7 CFR Part 245 et seq.
Social Services Law §95(7)