

**SMITHTOWN CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING**

November 25, 2014

Held in Joseph M. Barton Bldg.

Meeting called to order at 7:00p.m. by Christopher Alcure, president. On motion by Gladys Waldron, seconded by Grace Plourde, the Board voted unanimously to convene in Executive Session for the purpose of discussing negotiations pursuant to the Taylor Law involving the SSEA and SGA, the employment history of a particular person and to receive legal advice from the Board's attorney.

At 7:55p.m. Mrs. Waldron moved, Ms. Plourde seconded, and the Board voted unanimously to exit Executive Session and return to the public meeting.

Members present:

Christopher Alcure	
Joanne McEnroy	Grace Plourde
Gladys M. Waldron	Matthew Morton
Theresa Knox	

Members absent:

Louis Liguori

Also present:

James J. Grossane Ed.D., Superintendent
Karen Ricigliano, Asst. Supt.
Andrew Tobin, Asst. Supt.
Jennifer Bradshaw, Asst. Supt.
William Bushman Ph.D., Asst. Supt.
Lindsay T. Crocker, Board Counsel
Visitors
Maureen O'Connor, District Clerk

I. OPENING CEREMONY - conducted by Mr. Alcure.

II. MINUTES - of the Regular Meeting held, October 14 and October 28, 2014.

MOTION by Mrs. Waldron, seconded by Ms. Plourde that the above minutes be approved as presented.

All aye. Motion carried (6-0).

III. RECEIPT OF CLAIMS AUDITOR’S REPORT - upon recommendation of the Superintendent of Schools, be it RESOLVED, that the Claims Auditor’s Report ending October 31, 2014, in the amount of \$ 16,832.83 be accepted.

MOTION by Mrs. Knox, seconded by Mrs. Waldron that the Claims Auditor’s Report be accepted.

All aye. Motion carried (6-0).

IV. COMMUNICATIONS

A. Correspondence - The following correspondence was presented for the Board's review.

- 1. Invitation To: Mr. Christopher Alcure and Board of Education Members
From: Mr. Patrick M. Smith
Re: Invitation to Booster Club Fall Athletic Awards Dinner
- 2. Invitation To: Mr. Christopher Alcure and Board of Education Members
From: Ms. Maryann Zumpano, President WS BOCES
Re: Invitation to Annual Board Dinner
- 3. Letter To: Board of Education
From: Boy Scout Troop 349
Re: Eagle Scout Court of Honor Invitation

MOTION by Mrs. Knox, seconded by Mrs. Waldron that the correspondence in Section A, as listed above, be received and that the recommendations of the administration (where indicated) be accepted.

All aye. Motion carried (6-0).

B. General Communications - There were no general communications presented for the Board's review.

V. UNFINISHED BUSINESS - None at this time.

VI. COMMITTEE REPORTS –

Instructional Services- Ms. McEnroy reported that at meeting was held on Nov. 18th. There was a presentation and update on the ELA program.

VII. SUPERINTENDENT'S REPORT

- A. **Updates-** The Superintendent updated the Board on the following items of interest:
- There is a flyer located at the back of the auditorium with some “points of pride” for Smithtown, please feel free to take a copy.
 - There will be a public hearing on Dec. 9th at 7:00.p.m. to discuss the Veterans Tax Exemption.
 - The policy meeting scheduled for Dec. 2nd has been cancelled.
 - The CACIH meeting scheduled for Dec. 11 has be rescheduled to Dec.18th.
 - Dr. Grossane continues to visit and observe classes in all the schools around the district.
- B. **Tentative Calendar for November 2014-**The calendars were reviewed by the Board. The Policy committee meeting scheduled for Dec. 2nd has been cancelled.
- C. **Litigation (Executive Session)**
- D. **Adoption- Proposed Board of Education Policy 4850 Animals in Schools-**

“Upon recommendation of the Superintendent of Schools be is

RESOLVED that the Proposed Policy 4850- Animals in the Schools - Board of Education be adopted.

Policy 4850

ANIMALS IN THE SCHOOLS

The Board of Education recognizes that the study of living things is essential to effective instruction in the life sciences. The primary goals for demonstrations and investigations involving animals are to achieve an interest in and an understanding of the life processes, to demonstrate biological principles, and to teach proper care and handling of animals. Therefore, the Board requires that any such instructional activities, investigations, and projects be well-planned and adequately supervised, and be conducted with a respect for life and an appreciation of the health and safety of both animals and students.

The Board also recognizes that some students have a moral or religious objection to dissection or otherwise harming or destroying animals. In accordance with state law, students shall have the right to opt out of dissection activities, provided that the student performs an alternative project approved by the student’s teacher. The objection must be substantiated in writing by the student’s parent or guardian.

At the start of the school year, teachers of courses that include animal dissection shall give notice to the students in those classes of their opt-out rights and responsibilities under the law and this policy. Such notice shall be shared with parents of those students, and also be available upon request.

Ref: Education Law §809(4)
Responsible Use of Live Animals and Dissection in the Science Classroom, National Science Teachers Association Position Statement, revised March 2008 (www.nsta.org/about/positions/animals.aspx)

Adoption date:

MOTION by Mrs. Waldron seconded by Ms. Plourde approving Superintendent’s Report Item D adoption of Proposed Board of Education Policy 4850 Animals in Schools.

All aye. Motion carried (6-0).

E. Proposed Policy 4010 – Equivalence in Instructional Staff and Materials - Board of Education Policies - Second Reading

The proposed Policy 4010 – Equivalence in Instructional Staff and Materials - Board of Education Policies is presented for your information and discussion at the November 25, 2014 Regular Meeting of the Board of Education.

The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the December 9, 2014 Regular Meeting of the Board of Education.

Policy 4010

EQUIVALENCE IN INSTRUCTIONAL STAFF AND MATERIALS

In accordance with the federal No Child Left Behind Act, the Board of Education directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds. This includes curriculum materials, instructional supplies, and personnel (teachers, administrators, and other personnel).

The Superintendent of Schools shall follow the State Education Department guidelines in determining such equivalence on an annual basis, and report to the Board, upon request, on the status of district schools with regard to equivalence. The district shall maintain records, updated biannually, documenting this equivalence.

Complaints regarding the district’s implementation of this equivalence requirement shall be addressed in accordance with Board policy 1400, Complaints from the Public.

Cross-ref: 1400, Complaints from the Public

Ref: 20 USC §6321(c) (No Child Left Behind Act of 2001)

Adoption date:

F. Revised Policy 6200 – Fund Balance - Board of Education Policies - First Reading

The revised Policy 6200 –Fund Balance- Board of Education Policies is presented for your information and discussion at the November 25, 2014 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the December 9, 2014 Regular Meeting of the Board of Education

The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the next Regular Meeting of the Board of Education on January 13, 2015.

6200

FUND BALANCE POLICY

The Board of Education has adopted the following policy in order to address the implications of Governmental Accounting Standards Board (“GASB”) Statement No. 54, *Fund Balance Reporting and Governmental Fund Definitions*. The Board of Education also recognizes that unanticipated events could adversely affect the financial condition of the District and jeopardize the continuation of necessary public services. This policy will ensure that the District maintains adequate fund balances and reserves in order to:

- a. Provide sufficient cash flow for daily financial needs,
- b. Secure and maintain investment grade bond ratings,
- c. Offset significant economic downturns or revenue shortfalls, and
- d. Provide funds for unforeseen expenditures related to emergencies.

Governmental Accounting Standards Board Statement No. 54, distinguishes fund balance classifications based on the constraints that control the purpose for which specific amounts can be spent. Fund balance will be reported in the following classifications, where applicable:

- Non-spendable – amounts that cannot be spent because they are in a non-spendable form (e.g., inventory, prepaid expenses) or legally or contractually required to be maintained in tact (e.g., principal of a permanent fund).
- Restricted – amounts limited by external parties or legislation (e.g., reserves, grants or donations, legal reserve funds).
- Committed – amounts constrained to specific purposes by the Board of Education to be reported as committed, amounts cannot be used for any other purpose unless action is taken by the Board to remove or change the constraint.
- Assigned – amounts that are intended for a particular purpose; intent can be expressed by the Board of Education or by an official or body to which the Board delegates the authority.
- Unassigned – amounts available for consumption or not restricted in any manner. Only the General Fund may report a positive unassigned fund balance.

Authority to Assign

The Board of Education shall delegate the authority to assign fund balance, for encumbrance purposes, to the person(s) to whom it has delegated the authority to sign purchase orders.

Prioritization of Fund Balance Use

In circumstances where an expenditure is incurred for a purpose which amounts are available in multiple fund balance classifications (e.g., expenditures related to reserves), the expenditure is to be spent first from restricted fund balance to the extent appropriated by either the budget vote or board approved budget revision and then from unrestricted fund balance. Expenditures incurred in the unrestricted fund balance shall be applied first to the assigned fund balance to the extent that there is an assignment and then to the unassigned fund balance.

The Board of Education will periodically review all reserve funds. The District will also prepare and submit an annual report of all reserve funds to the Board of Education.

The Board shall utilize the information in the annual report to make necessary decisions to adequately maintain and manage the District's reserve fund balances while mindful of its role and responsibility as a fiduciary of public funds.

Minimum Fund Balance

Restricted funds ("Reserves") will be established and maintained at optimal levels to provide stable and sustainable future budgets and tax levies.

In accordance with the limits imposed by New York State Real Property Tax Law §1318, the Board of Education will strive to maintain an unassigned general fund balance of not more than four percent (4%) of the budgeted expenditures for the ensuing fiscal year. The decision to retain an unassigned fund balance of four percent of the expected expenditures stems from the need to support normal operating costs for the District and provide fiscal stability. This minimum fund balance is also designed to protect the District against cash flow shortfalls related to timing of projected revenue receipts and to maintain a budget stabilization commitment

If the unassigned portion of fund balance exceeds four percent, the Board of Education will evaluate current reserves and designations in order to determine the final distribution of fund balance in any fiscal year in consideration of estimated liabilities of the District and sound financial planning.

Fund balance will be monitored and maintained at optimal levels to meet current and future cash flow and contingency planning needs. To the extent possible, the General Fund's total fund balance (including restricted, committed, assigned and unassigned fund balance) will be maintained at or above 10% of total revenues.

When the fund balance falls below the minimum of ten percent (10%), the District will replenish shortages/deficiencies using the budget strategies described below:

- The District will reduce recurring expenditures to eliminate any structural deficit or,
- The District will increase revenues or pursue other funding sources, or,
- Some combination of the two options above

Should the total fund balance in its General Fund (including restricted, committed, assigned and unassigned fund balance) exceed twenty percent (20%) of total revenues, the District will consider such fund balance surplus for one-time expenditures that are nonrecurring in nature and which will not require additional future expense outlays for maintenance, additional staffing or other recurring expenditures.

The Board of Education authorizes the establishment of any standards and procedures which may be necessary for its implementation. The policy shall be reviewed at least annually and any recommendations for changes shall be made to the Board of Education.

Adopted September 13, 2011

Revised :

G. Revised Policy 6240 – Investments - Board of Education Policies - First Reading

The revised Policy 6240 –Investments- Board of Education Policies is presented for your information and discussion at the November 25, 2014 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the December 9, 2014 Regular Meeting of the Board of Education

The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the next Regular Meeting of the Board of Education on January 13, 2015.

6240

INVESTMENTS

The objectives of the district's investment policy are to safeguard district funds, to minimize risk, to ensure that investments mature when cash is required to finance operations and to ensure a competitive rate of return.

This investment policy applies to all moneys and other financial resources available for investment on behalf of the Smithtown Central School District and the Board of Education.

Objectives

The primary objectives of the district's investment activities are, in priority order, to:

- Conform to all applicable federal, state and other legal requirements (legal).
- Adequately safeguard principal (safety).
- Provide sufficient liquidity to meet all operating requirements (liquidity).
- Obtain a reasonable rate of return (yield).

Delegation of Authority

The Board of Education delegates responsibility for administration of the investment program to the Superintendent and his/her designee.

Internal Controls

The Assistant Superintendent for Finance and Operations shall establish and maintain an internal control structure to provide reasonable assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating the description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

All moneys collected by any officer or employee of the district shall transfer those funds to the Treasurer within two days of deposit, or within the time period specified in law, whichever is shorter.

Prudence

All participants in the investment process shall seek to react responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the school district to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investments, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Diversification

It is the policy of the district to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

Authorized Financial Institutions and Dealers

The district shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the district conducts business must be credit worthy. Banks shall provide their most recent Annual and/or Quarterly Report at the request of the district. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Assistant Superintendent for Finance is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listings shall be evaluated as least annually.

Designation of Depositories

The banks and trust companies authorized for the deposit of monies up to the maximum amounts are to be designated annually at the Board of Education Reorganizational Meeting.

Collateralizing of Deposits

In accordance with section 10 of the General Municipal Law, all deposits of the district, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured. The District may choose from the following options:

1. Secured by a pledge of "eligible securities" with an aggregate "market value" equal to the aggregate amount of deposits from obligations issued or fully insured or guaranteed as to the payment of principal and interest by the United States of America, or an agency thereof. Such eligible securities may include U.S. Treasury strips at the appropriate percent of market value.

All securities either pledged as collateral on an investment, or purchased through a repurchase agreement must additionally be approved by the Treasurer of the district who shall maintain the list.

2. Secured by an "irrevocable letter of credit" issued in favor of the Smithtown Central School District by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

Eligible securities used for collateralizing deposits shall be held by a bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure school district deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the school district to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the district, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the district or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the school district, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of re-evaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the district a perfected interest in the securities.

Permitted Investments

As authorized by section 11 of the General Municipal Law, the district authorizes the Assistant Superintendent for Finance or his/her designee to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments.

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations of or guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.

All investment obligations shall be payable or redeemable at the option of the Smithtown Central School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds or bonds or notes, shall be payable or redeemable at the option of the Smithtown Central School District within two years of the date of purchase.

Purchase of Investments

The Assistant Superintendent for Finance or his/her designee is authorized to contract for the purchase of investments:

- directly, including through a repurchase agreement, from an authorized trading partner;
- by participation in a cooperative investment program with another authorized governmental entry pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board of Education.

All purchased obligations, unless registered or inscribed in the name of the district, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Smithtown Central School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in section 10 of the General Municipal Law.

The custodial agreement shall provide the securities held by the bank or trust company, as agent of and custodian for the district, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the district a perfected interest in the securities.

Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- The purchased securities shall be held by a third party custodian other than the trading partner.
- All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.

Annual Review

This policy will be reviewed annually by the Board and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Ref: Education Law §§1604-a; 3651; 3652
Local Finance Law §165.00
General Municipal Law §§6-c-6-e; 6-j-6-n; 10; 11; 39

Adoption date: March 26, 2002

Revised:

H. Revised Policy 6700 – Purchasing - Board of Education Policies - First Reading

The revised Policy 6700 –Purchasing- Board of Education Policies is presented for your information and discussion at the November 25, 2014 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the December 9, 2014 Regular Meeting of the Board of Education

The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the next Regular Meeting of the Board of Education on January 13, 2015.

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PURCHASING POLICY

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

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

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the best value or lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Where permitted by law, purchases will be made through available cooperative BOCES bids, or by "piggybacking" onto contracts of the United States or agencies thereof or the federal General Services Administration (GSA), the New York State Office of General Services (OGS), departments or agencies of New York State, any New York State county, or any state or other political subdivision or district therein, whenever such purchases are in the best interests of the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the district avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the district in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

Confirming Orders

Confirming Orders are not permitted. In the event that an invoice is received for goods or services prior to the creation of a purchase order, the purchase order will be confirming. The Purchasing Department will require a written explanation for the violation of the Policy. "Confirming Purchase Order" is indicated in the body of the PO.

Competitive Bidding

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163.

In addition, the Board authorizes the receipt of sealed bids for purchase contracts in electronic format if in the Bid Specifications, pursuant to the provisions of General Municipal Law §103(1) which addresses proper documentation, authentication, security, and confidentiality of electronic bids.

The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector, as outlined in the accompanying regulation.

Exceptions to Competitive Bidding

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or

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3. professional services that require special skill or training, including but not limited to, legal or medical services, property appraisal, engineers, architects, investment management, and claims management are exempt from public bidding. However, the District may decide if the solicitation of quotes or proposals is in the best interest of the District

4. purchases such as surplus or second-hand items from governmental entities, certain food and milk items.

5. where the district is purchasing through (or is "piggybacking" onto) the contract of another governmental entity.

Purchasing when Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost or best value under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except as permitted by state law for procurements:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled
7. from cooperative and/or joint purchasing

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

General Purchasing Provisions

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

All district policies regarding the procurement processes will be reviewed by the Board at least annually. The policies must then be adopted by Board resolution.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

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

Cross-ref: 6710, Purchasing Authority
6730 Cooperative Purchasing

Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)
Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a);
2554(7-a)

Adoption date: February 12, 2013

Revised:

I. Revised Policy 6685 – Medicaid Compliance - Board of Education Policies - First Reading

The revised Policy 6685 –Medicaid Compliance- Board of Education Policies is presented for your information and discussion at the November 25, 2014 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the December 9, 2014 Regular Meeting of the Board of Education

The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the next Regular Meeting of the Board of Education on January 13, 2015.

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MEDICAID COMPLIANCE

The Board of Education recognizes its obligation to put a plan and program in place to prevent or otherwise detect fraud, waste and abuse in the Medicaid program. In general, the Board expects that its officers and employees will operate with integrity and in conformance with its adopted code of ethics (policy 2160). The Board directs the Superintendent and the internal auditor to ensure that the following program elements are in place and are implemented effectively:

1. **Written procedures:** Accompanying this policy, and the cross-referenced policies listed below, are more detailed procedures and descriptions of how each element of the compliance program will be implemented. Written procedures will address how the district will accomplish the following:
 - a. ***Keep informed regarding Medicaid coverage:*** The Superintendent or his/her designee will keep abreast of services that are covered by Medicaid so that the district files compliant claims. The Board expects that district staff and/or contractors and agents will avoid filing false claims which would subject the district to civil and criminal liability.
 - b. ***Prohibit use of “excluded” providers:*** Ensure that the district doesn’t hire or contract with service providers who have been excluded from Medicare or the Medicaid program. The Superintendent or his/her designee will check the credential of the provider before the district engages their services. District employees will be required to inform the Superintendent or his/her designee and district human resource administrator upon receipt of any notification or knowledge that the individual’s license has been suspended, revoked or lapsed, or if they have been excluded from participation in the Medicaid program. Upon notice by the employee, the district will take remedial steps as soon as possible.
 - c. ***Monthly review of providers:*** The Superintendent or his/her designee will check the list of excluded providers monthly to determine if any district employees who deliver Medicaid-covered services, or if any contractors, have been added to the list or have been reinstated.

If any have been excluded, it will be reported immediately to the Superintendent who will initiate remedial action.

2. **Training and education of officers and employees:** All employees involved in Medicaid covered services, as well as those responsible for oversight, will receive annual training in accordance with state and federal requirements. The district will keep appropriate records documenting the training program.
3. **Lines of communication:** The district will work towards ensuring that its culture encourages communication among all parties involved in the Medicaid compliance program. The New York State Education Department and Health Department outlined the requirements of a disclosure mechanism that enables employees to report anonymously any practice or billing procedure that the employee deems inappropriate to State's Compliance Officer. The district will inform employees of this mechanism in conformance with that policy.
4. **Disciplinary consequences for school employees:** Failure of district employees to comply with this policy, and the reporting requirements pursuant to policy 9645, may result in a range of disciplinary actions, up to and including termination, in conformance with applicable laws and collective bargaining agreements
5. **A system to routinely identify compliance risk areas:** Medicaid claims will be included as part of the district's risk assessment. The Medicaid claims function will be tested and reviewed as part of the district's internal audit plan routinely, or as directed by the Audit Committee or Board of Education.
6. **Non-Retaliation:** The Superintendent or his/her designee is charged with responsibility for enforcing district policy 9645, Disclosure of Wrongful Conduct, which protects individuals who, in good faith, report or investigate suspected cases of fraud, waste or abuse in the district's Medicaid program from retaliation or intimidation.

The Medicaid Compliance Program is part of a comprehensive effort to manage all of the district's resources and is in conformance with the Five Point Plan which was enacted by Chapter 263 of the Laws of 2005 and includes the following elements:

1. **Claims Auditor** – (policy 6650) – establishes that the Board will either act as claims auditor for the district, or appoint one. The claims auditor is responsible for examining, allowing or rejecting all charges, claims or demands against the district.
2. **Independent External Audit** – (policy 6600) – establishes that the district will obtain an annual audit of its records by an independent public accountant.
3. **Internal Audit Function** – (policy 6645) – establishes an internal audit function to develop an annual risk assessment and provide reports to the Board at least annually, or upon request.
4. **Audit Committee Charter** – establishes the composition and charge of the audit committee. The committee shall recommend internal and external audit plans to the Board, as well as receive and review audit reports.
5. **Board Member Training** – (policy 2521) – Board members will be trained on their fiscal oversight, accountability and fiduciary responsibilities.

The ongoing review and implementation of these policies address Medicaid compliance, as well.

The Superintendent is responsible for developing regulations which will further detail the procedures associated with this policy. The Board will periodically review and update this policy and the associated plan.

Dissemination of Policy

The Board directs the Superintendent to ensure that this policy, as well as the cross-referenced policies, are disseminated to employees as well as those entities providing Medicaid covered services, with

particular attention to those employees involved in administering the programs and services associated with Medicaid and their billing.

- Cross-ref: 2160, School Board Officer and Employee Code of Ethics
- 2210, Board Organizational Meeting
- 2521, School Board Conferences, Conventions and Workshops
- 6650, Claims Auditor
- 6600, Independent External Audit
- 6645, Internal Audit Function
- 9645, Disclosure of Wrongful Conduct
- 9700, Staff Development
- Audit Committee Charter

- Ref: False Claims Act, 31 U.S.C. §3729, et seq.
- State Finance Law §§187 et seq. (New York False Claims Act)
- Social Services Law §§145-b (False Statements); 145-c (Sanctions); 363-d (Provider Compliance Program)
- Labor Law §740 (Prohibits Retaliation)
- 18 NYCRR §§521.1 et seq. (Provider Compliance Program regulations)

Adoption date:

J. Settlement Agreement by and between Smithtown Central School District and Employee No. 04539

“Upon recommendation of the Superintendent of Schools, be it **RESOLVED**, that an Agreement between Smithtown Central School District and Employee No. 04539 dated November 24, 2014 is hereby approved.”

MOTION by Ms. McEnroy, seconded by Mrs. Knox approving Superintendent’s Report Item J- Settlement Agreement by and between Smithtown Central School District and Employee No.04539

All aye. Motion carried (6-0)

VIII. INSTRUCTIONAL REPORT

A . Selection Classification Recommendation

Upon recommendation of the Superintendent of Schools, be it

Resolved, that permission is granted at the request of the Athletic Director to the following Middle School athletes to play on High School teams. They have been deemed “exceptional” and have passed the Selection/Classification process.

Isabel Romano	8 th Grade	V G W Track	Smithtown HS East
Larisa Dorrian	7 th Grade	V G W Track	Smithtown HS East
Lauren Wozny	8 th Grade	V G W Track	Smithtown HS East

Grace Young	8 th Grade	V G W Track	Smithtown HS East
Molly Wiedersum	8 th Grade	V G W Track	Smithtown HS East
Spencer Griffin	8 th Grade	V B Swim	Combined

MOTION by Mrs. Waldron seconded by Mrs. Knox approving Instructional Report Item A Selection Classification Recommendation

All aye. Motion carried (6-0).

B. Presentation by Jennifer Bradshaw: Instructional Coaching Update

C. Resolution to Accept LAP School Reports

Upon recommendation of the Superintendent of Schools, be it Resolved, that after review, the LAP School Reports have been accepted by the Board of Education.

MOTION by Mrs. Knox seconded by Mrs. Waldron approving Instructional Report Item C Resolution to Accept LAP School Reports.

All aye. Motion carried (6-0).

IX. PUPIL PERSONNEL SERVICES

A. Committee on Special Education

1. **Committee on Special Education**

“RESOLVED, that the recommendations of the Committee on Special Education for Initial Placement Program/Services, for cases listed approved.” be

Committee on Special Education/Preschool Special Education:
As per attached CSE meetings held between 10/25/2014 and 11/14/14.

2. **Sub-Committee on Special Education**

As per attached SCSE meetings held between 10/25/2014 and 11/14/14.

“RESOLVED that the recommendations of the Sub-Committee on Special Education for cases listed be approved.”

The recommendations of the Committee on Special Education and Sub-Committee on Special Education were reviewed and approved.

B. Committee on Preschool Special Education

1. Initial placement for Preschool Special Education Program/Services

“RESOLVED, that the recommendations of the Committee on Preschool Special Education for Initial Placement Program/Services, for cases listed be approved.”

See Attached –CPSE meetings from 9/26/14 – 11/18/14

2. Special Education Preschool Annual IEP Review/Amended IEP

“RESOLVED, that the recommendations of the Committee on Preschool Special Education for Annual IEP Review/ Amended IEP for cases listed be approved.”

See Attached –CPSE meetings from 9/26/14 – 11/18/14

The recommendations of the Committee on Preschool Special Education were reviewed and

MOTION by Mrs. Waldron, seconded by Mrs.Knox approving Pupil Personnel Services Items A- B Committee on Special Education and Committee on Preschool Special Education.

All aye. Motion carried (6-0).

X. AUDIENCE – Mr. Alcure welcomed members of the audience to the podium to speak.

1. Robert Foster expressed his opinion regarding the proposed Veteran’s Tax Exemption and hearing.
2. MaryRose Rafferty expressed her concerns over the special education curriculum coaches.
3. Mary Herrle had questions regarding access to curriculum and training of special education and general education teachers.

XI. BUSINESS AFFAIRS

A. Finance

1 - Financial Reports

"Upon recommendation of the Superintendent of Schools,

be it

RESOLVED, that the following financial reports for the month(s) indicated are accepted:

1 – Trial Balance Report

2 – Revenue Status Report

3 – Budget Status Report – General Fund

4– Budgetary Transfer Report

06/30/14, 07/31/14, 08/31/14 and 09/30/14

5– Summary of Treasurer’s Report

6 – Treasurer’s Monthly Report

7 – Schedule of Investments

06/30/14, 07/31/14, 08/31/14 and 09/30/14

06/30/14, 07/31/14, 08/31/14 and 09/30/14

06/30/14, 07/31/14, 08/31/14 and 09/30/14

8 – Collateralization of Bank Balances

9 – Cash Flow Report

10 – Report of Claims Auditor

06/30/14, 07/31/14, 08/31/14 and 09/30/14

11 – Smithtown High School East Extra Classroom Activity Account

12 – Smithtown High School West Extra Classroom Activity Account

13 – Accomsett Middle School Extra Classroom Activity Account

14 – Great Hollow Middle School Extra Classroom Activity Account

15 – Nesaquake Middle School Extra Classroom Activity Account

- 16 – Accomsett Elementary School Extra Classroom Activity Account
- 17– Branch Brook Elementary School Extra Classroom Activity Account
- 18– Dogwood Elementary School Extra Classroom Activity Account
- 19 – Mills Pond Elementary School Extra Classroom Activity Account
- 20 – Mt. Pleasant Elementary School Extra Classroom Activity Account
- 21 – St. James Elementary School Extra Classroom Activity Account
- 22 – Smithtown Elementary School Extra Classroom Activity Account
- 23 – Tackan Elementary School Extra Classroom Activity Account

06/30/14, 07/31/14, 08/31/14 and 09/30/14

06/30/14, 07/31/14, 08/31/14 and 09/30/14”

2 – Bid Recommendations

“Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the following bid recommendations be approved as submitted herein:

	12/13-23	Ext.	Automatic Temperature Controls & HVAC Parts & Percentage Discount
RFP	12/13-25	Ext.	Architect Services with In-House Engineering Services
	12/13-26	Ext.	Emergency Snow Removal
	12/13-28	Ext.	Fuel Tank Monitoring Systems
	13/14-15R	Ext.	District-Wide Roof Repair
	13/14-19	Ext.	Walk-Off Matting
	13/14-20	Ext.	Tree Trimming & Removal Services
	14/15-14		Diplomas & Diploma Covers”

3 – Budgetary Transfers

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the following budgetary transfers of funds be approved for the 2014-15 school year:

FROM:	2250-501-51-0501	Gen Instr Supplies	\$16,399.00	
TO:	2630-460-51-0000	Sftwr/Libr Mat		\$16,399.00
FROM:	2110-490-51-9500	BOCES Services	\$59,730.00	
TO:	1480-490-51-PRSY	BOCES Services		\$59,730.00”

4 - Increase in 2014-2015 Budget and Revenues

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the Board of Education hereby approves an increase in the 2014-15 budget for Senator Flanagan’s Grant in Aid as follows:

Appropriation A-2250-120-51-COAC	\$ 80,000.00
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And be it further

RESOLVED, that the revenues be adjusted and increased as follows:

A3289 – Other State Aid	\$ 80,000.00”
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5 – Medicare Part D Reimbursement for 2012

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the President of the Board of Education is hereby authorized to accept the Medicare Part D Reimbursement funds for 2012 in the amount of \$638,633.44 to be used to offset future health care costs."

6 – Internal Auditor's Engagement Letter – AGREED-UPON PROCEDURES –
RISK ASSESSMENT UPDATE

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the President of the Board of Education is hereby authorized to sign the Engagement Letter issued by the District's Internal Auditor, Cullen & Danowski, LLP, dated November 5, 2014, for an Agreed-Upon Procedures for review of the Special Education Department functions (fee not to exceed \$20,000) and for a Risk Assessment Update for the District's Business Operations (for a fixed price of \$11,000.00)."

7 – Flexible Spending Account (FSA) Client Services Agreement

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the President of the Board of Education is hereby authorized to renew the Flexible Spending Account Services Agreement ("Agreement") between J.J. Stanis and Company, Inc. and the Smithtown Central School District ("Client") which provides certain administrative services with respect to the Client's Flexible Spending Account Employee Welfare Benefit Plan, as governed by the relevant provisions of the Internal Revenue Code, for 2015 calendar year and to take any additional necessary actions in furtherance of the Agreement."

Note: The wording of the resolution is required by the trust agreement of the Suffolk School Employees' Health Plan. The funds fulfill the requirements of offsetting health care costs.

8 - Contract for Autism - Behavioral Services/Assistive Technology Services

"Upon recommendation of the Superintendent of Schools,

RESOLVED, that the President of the Board of Education is hereby authorized to amend the existing contract with the following organization, during the 2014-2015 school year, to provide the services listed below, for children with autism and behavioral issues, at the rates indicated:

Nassau Suffolk Services for Autism – NSSA
The Martin C. Barell School
80 Hauppauge Road
Commack, NY 11725

Behavioral Services

\$ 135.00 per hour Behavioral Consultation Services at school
\$ 135.00 per hour Staff Training
\$ 135.00 per hour Parent Training at home
\$ 75.00 per hour 1:1 ABA Trained Teacher
\$ 75.00 per hour Behavior Intervention Services at home
\$ 75.00 per hour Consultant Teacher Direct

Not to exceed \$165,000.00

Assistive Technology Services

\$ 200.00 per hour Assistive Technology Consultation
\$1,500.00 per each Augmentative Communication Evaluation
\$1,500.00 per each Assistive Technology Evaluation
\$2,500.00 per each Augmentative Communication Evaluation with Assistive Technology Evaluation

Not to exceed \$12,500.00”

Note: This amends the previous resolution of July 1, 2014

9 - Contracts for Piano Accompanists

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the President of the Board of Education is hereby authorized to execute a contract with the following individuals, as Piano Accompanists, for the 2014-15 school year, at a rate of \$200.00 for two rehearsals and one performance:

Jonathan Bley, 6 Daniel Place, Sea Cliff, NY 11579
Jeanette Cooper, 32 Yaphank Road, Yaphank, NY 11980

Elizabeth DeGennaro, 110 Selden Blvd, Centereach, NY 11720
Susan Hall, 58 Dorchester Road, Smithtown, NY 11787
Edward Lesco, 8 Joseph Court, East Northport, NY 11731
James Lowe, 15 Wycomb Place, Coram, NY 11727
Heidi Margolin, 425 Munsell Road, E. Patchogue, NY 11772
Doris Ann McMullen, 5 Oakway Drive, Stony Brook, NY 11790
James Nagle, 196A Jefferson Avenue Apt. 1C, St. James, NY 11780
Joseph Rishkofski, 711 Hilltop Court, Coram, NY 11727
Jonathan Riss, 78 Juniper Avenue, Smithtown, NY 11787
Arlene Russell, 368 Clubhouse Court, Coram, NY 11727
Roy Sperrazza, 701 Balfour Place, Melville, NY 11747
Kevin Tims, 111 Hammond Road, Centereach, NY 11720
John Tittman, 50 New York Avenue, West Hempstead, NY 11552”

10 – Addition to Listing of Bank Depositories

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that Flushing Bank be added to the listing of banks named as official depositories for school district funds for the 2014-15 school year.”

11 – Affordable Care Act

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that for the purpose of implementing the Affordable Care Act’s look-back measurement method, the Board of Education designates the following: a standard measurement period covering the period of September 1st through June 30th; an administrative period covering the period of July 1st through August 31st; and a stability period covering the period of September 1st through June 30th, and

BE IT FURTHER RESOLVED, that for the purpose of determining the full-time status of a new variable hour and seasonal employees, the Board of Education designates the following: a ten month initial measurement period commencing on the employee’s date of hire; a two month administrative period; and a ten month stability period, and

BE IT FURTHER RESOLVED, that for the purpose of determining whether, pursuant to the Affordable Care Act, the District offered affordable health insurance, the District elects to determine affordability based upon Rate of Pay Safe Harbor.”

12 - Contract for Special Education Private School Placement

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the President of the Board of Education is hereby authorized to amend the contract for the 2014-15 school year with the private school listed below for the placement of students with handicapping conditions, as approved by the Committee on Special Education:

Mt. Pleasant Cottage School UFSD
1075 Broadway, Box 8
Pleasantville, NY 10570"

Note: Amends the previous contract (re: insurance revision) approved on 9/23/14 with no change to Rider.

MOTION by Mrs. Waldron, seconded by Mrs. Knox approving Finance Items 1-12 on a consent motion.

Discussion: Mr. Alcure clarified that Item 4 – Increase in Budget and Revenues was due to the “bullet aid” secured by Sen. Flanagan.

All aye. Motion carried (6-0).

B. Operations

1 – Declaration of Obsolete Items

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the following items, due to poor condition and/or obsolescence, are no longer useful to the District, and are hereby declared to be obsolete, and are to be disposed of in a manner that is in the best interest of the Smithtown Central School District:

Accompsett Elementary Music Department

Piano, Everett, Tag# MUS 000858, Serial # 173097

Branch Brook Elementary Health Office

Brother Intellifax 2820, Serial #U61325CON383542

Special Education Department

Blue Wave Toileting System, Serial #108042

Dynavox M3, Transportation Case and Mounting Plate, Serial #M3002109

Purchasing Department

Kyocera Copier Machine, Model #KM1815, Tag #712713, Serial#S4X03418-09436

Kyocera Copier Machine, Model #KM1815, Serial #S4X03417-09439

Department of Fine Arts

Attached lists of obsolete instruments

HS West Math Department

Attached list of obsolete items

Nesconset Elementary

Attached list of obsolete furniture”

2 - Acceptance of Gifts

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the Board of Education authorizes the acceptance of the following gifts:

Donated By

\$49.00 donation remaining from
Eagle Scout Project at Mt.
Pleasant Elementary

Ryan Odea
7 Allison Court
Hauppauge, NY 11788-1630

1997 Saturn, ID No.
1G8ZK5275VZ187192
for HS East Technology Dept.

Eileen Dyer
31 Fairview Street
Smithtown, NY 11787”

\$101.01 donation

Ohiopyle Prints, Inc.
410 Dinnerbell Road
Ohiopyle, PA 15470-1002”

MOTION by Mrs. Knox, seconded by Mrs. Waldron approving Operations Items 1-2 on a consent motion.

All aye. Motion carried (6-0).

XII. PERSONNEL

A. Certified – The following Certified Personnel Items were presented for the Board’s approval:

1. Appointment of Regular Substitute Teacher
2. Certifications
3. Appointment of Non-District Event Chaperone
4. Appointment of Additional Home Instruction Tutor
5. Appointment of Part-Time Teacher Assistant
6. Comments
7. Certifications
8. Appointment of Co-Curricular Activities Sponsor
9. Comments
10. Coaching Assignments
11. Comments
12. Notice of Retirement
13. Request for FMLA and/or Leave of Absence
14. Restoration to Former Tenure Status
15. Request for a Leave of Absence, Without Pay
16. Appointment of ABA Home AIDE Supervisor – 2014-2015 School Year
17. Approval of Volunteer
18. Appointment of Substitute Teacher 2014-2015

MOTION by Mrs. Waldron , seconded by Mrs. Knox approving the Certified Personnel Items 1-18, as detailed in the attached resolutions.

All aye. Motion carried (6-0).

B. Classified - The following Classified Personnel Items were presented for the Board’s approval:

1. Appointments
2. Appointment – Reasons
3. Change of Status
4. Change of Status – Reasons
5. Leave of Absence
6. Leave of Absence – Reasons
7. Retirements
8. Resignation
9. Terminations
10. Election Workers
11. Temp/Peak Appointments

MOTION by Mrs. Knox, seconded by Mrs. Waldron approving the Classified Personnel Items 1-11 as detailed in the attached resolutions.

All aye. Motion carried (6-0).

C. Registered Nurse

1. Temp/Peak Appointment

MOTION by Mrs. Waldron, seconded by Mrs. Knox approving Registered Nurses Item 1 as detailed in the attached resolution.

All aye. Motion carried (6-0).

XIII. NEW BUSINESS

Ms. Plourde mentioned that she and several board members attended the Business Olympics on November 20th. The students presented their projects in a professional manner and all were impressed at the caliber of their work.

XIV. ADJOURNMENT

MOTION by Mrs. Knox, seconded by Ms. Plourde that the meeting be adjourned at 9:00p.m.

All aye. Motion carried (6-0).

Respectfully submitted,

Maureen O'Connor
District Clerk

PersonnelA. Certified(1) Appointment Regular Substitute Teacher

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following person, who is or will be properly certified, be appointed as a Regular Substitute Teacher as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>FTE</u>	<u>StepGr</u>	<u>Salary</u>	<u>Effective</u>	<u>End Date</u>
Begina, Danielle L. (Solomon, Jennifer L. on Leave of Absence, without pay)	Elementary Teacher	BB	1.00	8-MA+15	\$82,620.00	11/25/2014	06/30/2015
McGovern, Lesley A. (Lyons, Kristen M. on Leave of Absence Extension, without pay)	Elementary Teacher	MTP	1.00	9-MA+30	\$88,097.00	11/26/2014	06/30/2015

(2) Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Begina, Danielle L.	Literacy Birth - Grade 6	PROF
Begina, Danielle L.	Childhood Education Grades 1-6	PROF
Begina, Danielle L.	Early Childhood Education Birth-Grade 2	PROF
Begina, Danielle L.	Students Disabilities Grades 1-6	PROF
Begina, Danielle L.	Students Disabilities Birth-Grade 2	PROF
McGovern, Lesley A.	Pre K-6	PERM

Personnel

A. Certified

(3) Appointment of Non-District Event Chaperone

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the person specified below be appointed as an Event Chaperone:

Name

Zinke, Robert P.

Personnel

A. Certified

(4) Appointment of Additional Home Instruction Tutor

Upon recommendation of the Superintendent of Schools be it RESOLVED, that the following person, be appointed as Home Instruction Tutor at the approved rate of \$49.38 per hour, effective for the 2014-2015 school year:

Name

Kelske, Janice

PersonnelA. Certified(5) Appointment of Part-time Teacher Assistant

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named person be appointed as a part-time teacher assistant as specified below:

<u>Name</u>	<u>Assign</u>	<u>FTE</u>	<u>StepGr</u>	<u>Salary</u>	<u>Effective</u>	<u>End Date</u>
Moosbrugger, Rebecca E.	TE	0.80	1-BA/MA	\$29,402.40	11/26/2014	06/30/2015

(6) Comments

Moosbrugger, Rebecca E. - for oversized grade level.

(7) Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Moosbrugger, Rebecca E.	Early Childhood Education Birth-Grade 2	INIT

PersonnelA. Certified(8) Appointment of Co-Curricular Activities Sponsor

WHEREAS, the faculty and administration of the various schools have, in committee, determined what co-curricular activities should be conducted and designated sponsors for each, now therefore, on the recommendation of the Superintendent of Schools, be it RESOLVED, that the following designated activities be authorized and established for the current school year and be it further RESOLVED, that the following named individuals be appointed as sponsors of the activities indicated, to be compensated in accordance with Article XX C of the Board/STA contract:

<u>Name-Sponsor</u>	<u>Activity</u>	<u>Compensation</u>	<u>Location</u>
Greenblatt, Rachel L.	Theatrical: Director	\$1,800.00	Nesaquake Middle School
Leavy, Jennifer L.	Theatrical: Stage Manager	\$1,700.00	Nesaquake Middle School
Sammarco, Robert	Theatrical: Sound	\$200.00	Nesaquake Middle School
Dennis, Charles J.	Theatrical: Set Design	\$600.00	Nesaquake Middle School
Shivokevich, Edward J.	Theatrical: Producer, Music, Choreography, Sets	\$1,900.00	Accompsett Elementary
Greenberg, Cynthia A.	Theatrical: Production, Music, Choreography, Sets	\$300.00	Accompsett Elementary
Lee, Lisa	Theatrical: Production, Music, Choreography, Sets	\$300.00	Accompsett Elementary
Concessi, Ronald A.	Theatrical: Director, Musical Director	\$4,000.00	Accompsett Middle School
DeFranco, Karen	Theatrical: Author, Director, Choreography	\$1,500.00	Dogwood Elementary
Nelson, Mary Ellen	Theatrical: Ass't Director, Musical Director	\$1,000.00	Dogwood Elementary
Collaco, Victor	Theatrical: Director, Producer, Choreography, Costumes	\$1,250.00	Branch Brook Elementary
Marino, Danielle L.	Theatrical: Director, Producer, Choreography, Costumes	\$1,250.00	Branch Brook Elementary
Braunreuther, Christa P.	Theatrical: Director	\$625.00	St. James Elementary
Biangazzo, Melissa J.	Theatrical: Co-Director	\$625.00	St. James Elementary
DeBono, Kathleen	Theatrical: Co-Director	\$625.00	St. James Elementary
McAlvin, Tracy	Theatrical: Co-Director	\$625.00	St. James Elementary
Collins, Kaitlin M.	Theatrical: Director	\$2,900.00	Great Hollow Middle School
Cortese, Darcie	Theatrical: Producer	\$750.00	Great Hollow Middle School
Roth, Kirk A.	Theatrical: Sound, Lighting	\$650.00	Great Hollow Middle School
Bremen, Laura	Yearbook Club	\$873.34	Mt. Pleasant Elementary
Talamo-Geiger, Mary	Friends Helping Friends	\$1,000.00	Great Hollow Middle School
Payne, Lyndsay R.	Theatrical: Co-Director, Music Director	\$1,250.00	Smithtown Elementary
Yoon, Esther H.	Theatrical: Co-Director, Choreography, Sound	\$1,250.00	Smithtown Elementary
Melnick, Jeremy C.	Honor Society - National	\$1,801.27	Smithtown HS-East Campus

(9) Comments

Mary Talamo-Geiger - rescind BOE 7-29-14 Sewing ABC's to sponsor Friends Helping Friends

Samantha E. Specht - rescind BOE 7-29-14 Honor Society-German

Personnel

A. Certified

(9) Comments

Maria C. Dresel - rescind BOE 9-23-14 WordMasters B

Danielle Y. Caporuscio - amend BOE 7-29-14 Class Council Freshman to \$218.34, Sem1 only

Alana Klipper - amend BOE 9-23-14 Community Service Club to \$191.05, Sem1 only

Katerina Siolos - rescind BOE 9-23-14 Science Olympiad

Personnel

A. Certified

(10) Coaching Assignment(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the persons listed be appointed to coaching positions as specified, and compensated in accordance with the agreement between the STA and the Smithtown Central School District:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary</u>	<u>FTE</u>	<u>Grade</u>	<u>Step</u>	<u>Season</u>
Legge, Michael	Volleyball Middle School Boys	GH	\$5,968.73	1.00	E	3	MSLW
Tarburton, Shari E.	Cheerleading - Junior Varsity Winter	SHSE	\$5,968.73	1.00	E	3	HSWS

(11) Comments

Tarburton, Shari E. To replace Brianna G. Carolini

Carolini, Brianna G. - Rescinds position previously approved on 10/28/2014

Personnel

A. Certified

(12) Notice of Retirement

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the notice of retirement of the following person be accepted as specified below:

<u>Name</u>	<u>Area</u>	<u>Location</u>	<u>Effective</u>
Adamkiewicz, Lawrence	Social Worker	SHSW	07/01/2015
Granshaw, Patrick	Elementary Teacher	AMS	07/01/2015
Howatt, Linda	Speech	MULT	07/01/2015
Stoddard, Patricia	Math, 7-12	NMS	07/01/2015
Thompson, Michelle	Guidance	SHSW	07/01/2015

PersonnelA. Certified(13) Request for FMLA and/or Leave of Absence

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following person be granted FMLA and/or Leave of Absence effective as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Effective</u>	<u>End Date</u>	<u>Leave</u>
Clarkson, Melissa	Elementary Teacher	MTP	09/10/2014	12/02/2014	Family Medical Sick
Conde, Lauren A.	Art	SHSE	10/01/2014	11/18/2014	Family Medical Sick
Conde, Lauren A.	Art	SHSE	11/19/2014	12/21/2014	Family Medical Leave, without pay
Cummings, Caroline	Special Education	AMS	10/27/2014	11/23/2014	Family Medical Sick Bank
Geldmacher, Erica A.	Social Studies, 7-12	SHSW	11/14/2014	11/21/2014	Family Medical Sick Bank Waiting, w/opay
Geldmacher, Erica A.	Social Studies, 7-12	SHSW	11/21/2014	11/24/2014	Family Medical Sick Bank
Geldmacher, Erica A.	Social Studies, 7-12	SHSW	11/25/2014	12/21/2014	Family Medical Leave, without pay
Hennessy, Elisabeth M.	Elementary Teacher	SJE	10/16/2014	11/05/2014	Family Medical Sick
Joyce, Jacqueline V.	Elementary Teacher	TE	09/04/2014	11/05/2014	Family Medical Sick
Joyce, Jacqueline V.	Elementary Teacher	TE	11/06/2014	11/13/2014	Family Medical Sick Bank Waiting, w/opay
Joyce, Jacqueline V.	Elementary Teacher	TE	11/14/2014	11/26/2014	Family Medical Sick Bank
Siolos, Katerina	Science, 7-12	GH	10/02/2014	01/04/2015	Family Medical Sick
Vanderveldt, Kathleen	Art	MPE	09/02/2014	10/31/2014	Family Medical Sick

Personnel

A. Certified

(14) Restoration to Former Tenure Status

WHEREAS, a vacancy has occurred in the tenure area of an excessed teacher, and

WHEREAS, the teacher pursuant to New York State Education Law, was placed on a preferred eligible list for the tenure area, and

WHEREAS pursuant to New York State Education Law and the teacher's placement on the preferred eligible list, the District has offered to recall the teacher,

BE IT RESOLVED now therefore, Upon recommendation of the Superintendent of Schools, that the teacher be restored to his/her former tenured position as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Salary</u>	<u>Step</u>	<u>Grade</u>	<u>Effective</u>
Pinto, Jennifer L.	Elementary Teacher	GH	\$90,199.00	9	MA+45	01/19/2015

Personnel

A. Certified

(15) Request for a Leave of Absence, Without Pay

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named person be granted a Leave of Absence, without pay effective as specified below:

<u>Name</u>	<u>Area</u>	<u>Effective</u>	<u>End</u>	<u>Leave</u>
Rotella, Frank J.	Teaching Assistant	02/02/2015	02/13/2015	Leave of Absence, without pay

Personnel

A. Certified

(16) Appointment of ABA Home Aide Supervisor-2014-2015 school year

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the person specified below be appointed as an ABA Home Aide Supervisor for students as required by individual student IEPs. Such supervisor will be compensated at the rate of \$66.66 per hour:

Name

Murphy, Kristin M.

Personnel

A. Certified

(17) Approval of Volunteer

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the person listed below be approved as a Volunteer, effective for the 2014-2015 school year.

Name

Borbet, Stephen

Personnel

A. Certified

(18) Appointment of Substitute Teacher 2014-2015

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the person listed be appointed as a per diem substitute at the Board approved rates.

<u>Name</u>	<u>Certification</u>	<u>Certificate</u>
Lombardo, Stephanie N.	Initial	Music

Personnel

B. Classified

(1) Appointments

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following are appointed as Civil Service employees of the Smithtown Central School District, Smithtown, NY, as specified below, providing the appointee meets the required qualifications for the job.

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary</u>	<u>Hours</u>	<u>Date</u>
Donlon, Christine	Special Education Aide PROB	DE	\$17.62	3.0000	12/01/2014
Speciale, Francesca M.	School Monitor PROB	BB	\$13.96	3.5000	11/26/2014

(2) Appointment - Reasons

Ms. Speciale is being hired from Posting # 15662.

Ms. Donlon is being hired from Posting # 15658.

PersonnelB. Classified(3) Change of Status

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the change of status of the following Civil Service employees of the Smithtown Central School District, Smithtown, NY are approved, providing the employees meet the required qualifications:

<u>Name</u>	<u>Status</u>	<u>Title</u>	<u>Loc</u>	<u>Salary</u>	<u>Hours</u>	<u>Effective</u>	<u>End Date</u>
Arteca, Doreen A.	PERM	Clerk Typist	TE	\$21.27	3.50	11/26/2014	/ /
Arteca, Doreen A.	PERM	Clerk Typist	NYA	\$21.25	3.50	09/28/2005	11/25/2014
Baumert, Lauren M.	PROB	School Monitor	BB	\$13.96	2.00	11/26/2014	/ /
Baumert, Lauren M.	TPPK	School Monitor	NYA	\$10.00	7.00	10/29/2014	11/25/2014
Carnival, Randi G.	PROB	School Monitor	SJE	\$13.96	2.00	11/26/2014	/ /
Carnival, Randi G.	TPPK	School Monitor	NYA	\$10.00	7.00	10/29/2014	11/25/2014
Doxsee, Jennifer A.	PROB	School Monitor	SJE	\$13.96	2.00	11/26/2014	/ /
Doxsee, Jennifer A.	TPPK	School Monitor	NYA	\$10.00	7.00	10/29/2014	11/25/2014
Gordon, Anita M.	PROB	Special Education Aide	MTP	\$17.62	3.00	11/26/2014	/ /
Gordon, Anita M.	TEMP	Special Education Aide	MTP	\$17.62	3.00	10/29/2014	11/25/2014
Ingarozza, Dana J.	PROB	Special Education Aide	TE	\$17.62	3.00	12/01/2014	/ /
Ingarozza, Dana J.	PERM	Clerk Typist	TE	\$21.25	3.50	05/14/2008	11/26/2014
Kondracki, Geraldine N.	PROB	Special Education Aide	TE	\$17.62	3.00	12/01/2014	/ /
Kondracki, Geraldine N.	PERM	School Monitor	TE	\$14.57	2.00	11/11/2010	11/26/2014
Morello, Jennifer M.	PROB	School Monitor	DE	\$13.96	2.00	11/26/2014	/ /
Morello, Jennifer M.	TPPK	School Monitor	NYA	\$10.00	7.00	10/29/2014	11/25/2014
Mundinger, AnnMarie	PROB	School Monitor	SJE	\$13.96	2.00	11/26/2014	/ /
Mundinger, AnnMarie	TPPK	School Monitor	NYA	\$10.00	7.00	10/29/2014	11/25/2014
Oakley, Yvette N.	PROB	Food Service Worker	SJE	\$14.65	4.00	11/26/2014	/ /
Oakley, Yvette N.	TPPK	Food Service Worker	CAF	\$10.10	7.00	10/09/2013	11/25/2014

(4) Change of Status - Reasons

Ms. Oakley is being hired from Posting # 15652.

Ms. Carnival is being hired from Posting # 15655.

Ms. Doxsee is being hired from Posting # 15655.

Ms. Mundinger is being hired from Posting # 15655.

Ms. Baumert is being hired from Posting # 15655.

Ms. Morello is being hired from Posting # 15655.

Ms. Kondracki is being hired from Posting # 15659.

Ms. Ingarozza has requested a change of position.

Ms. Arteca's calendar is being changed from School Year to 12-Month.

PersonnelB. Classified(5) Leave of Absence

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the request for an unpaid leave of absence by the following employees of the Smithtown Central School District, Smithtown, NY, be approved providing the employee meets the required qualifications:

<u>Name</u>	<u>Title</u>	<u>Loc</u>	<u>Salary</u>	<u>Start Date</u>	<u>End Date</u>
Dooley, Brenda L.	Guard	GH	\$18.51	11/14/2014	12/03/2014
Jaeger, Lynda	Elementary School Monitor (Hourly)	AE	\$14.57	12/02/2014	01/05/2015
Kohout, Sue E.	Special Education Aide (Hourly)	AE	\$19.29	10/07/2014	11/30/2014

(6) Leave of Absence - Reasons

Ms. Dooley is requesting an unpaid leave of absence from 11-14-2014 until 12-3-2014.

Ms. Kohout is requesting an unpaid leave of absence from 10-6-2014 until 11-30-2014.

Ms. Jaeger is requesting an unpaid leave of absence 11-30-2014 until 1-5-2015.

Personnel

B. Classified

(7) Retirements

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the notices of retirement of the following Civil Service employees of the Smithtown Central School District, Smithtown, NY, be approved as specified below, effective with the close of business.

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary</u>	<u>End Date</u>
Masterson, John P.	Custodial Worker 1 (Hourly & ND)	AE	\$29.98	11/28/2014

Personnel

B. Classified

(8) Resignation

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the resignations of the following employees of the Smithtown Central School District, Smithtown, NY, are approved as specified below.

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary</u>	<u>End Date</u>
Kloete, Kristina	Special Education Aide (Hourly)	NMS	\$17.62	09/08/2014

Personnel

B. Classified

(9) Terminations

Upon recommendation of the Superintendent of Schools, be it RESOLVED, terminations of the following Civil Service employees of the Smithtown Central School District, Smithtown, NY, be approved as specified below.

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary</u>	<u>End Date</u>
Sheridan, Patrick T.	Custodial Worker 1 (TPPK)	FAC	\$11.00	11/26/2014

Personnel

B. Classified

(10) Election Worker(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following individuals be employed as part-time election workers at the rate of \$150.00 per day.

Name

Vela, Mario

Vela, Natalie

PersonnelB. Classified(11) Temp/Peak Appointments

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following are appointed as Civil Service employees of the Smithtown Central School District, Smithtown, NY, as specified below, providing the appointee meets the required qualifications for the job.

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary</u>	<u>Date</u>
Gierak, Kimberly A.	School Monitor TPPK	NYA	\$10.00	11/26/2014
Granese, Jennifer F.	School Monitor TPPK	NYA	\$10.00	11/26/2014
Griffin, Tara A.	Food Svc Worker TPPK	NYA	\$10.10	11/26/2014
Hunstein, Maureen S.	Clerk Typist TPPK	NYA	\$11.55	11/26/2014
Kagiwada, Charles R.	Custodial Worker 1 TPPK	FAC	\$11.00	11/26/2014
Keenan, Kimberly A.	School Monitor TPPK	NYA	\$10.00	11/26/2014
Mascola, Deborah A.	School Monitor TPPK	NYA	\$10.00	11/26/2014
McPhaul-Guerrier, Joshua A.	Custodial Worker 1 TPPK	FAC	\$11.00	11/26/2014

Personnel

C. Registered Nurse

(1) Appointments of Registered Nurse(s) Temp/Peak

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following are appointed as Civil Service employees of the Smithtown Central School District, Smithtown, NY, as specified below, providing the appointee meets the required qualifications for the job.

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary</u>	<u>Date</u>
Young, Jennifer A.	Registered Nurse TPPK	NYA	\$17.00	11/26/2014