

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

December 9, 2014

Held in Joseph M. Barton Bldg.

Meeting called to order at 6:30p.m. by Christopher Alcure, president. On motion by Mrs. Waldron, seconded by Ms. Plourde, the Board voted unanimously to convene in Executive Session for the purpose of discussing matters leading to the discipline of a particular person, pending 3020a charges against a tenured employee and to seek legal advice from the Board's attorney.

At 6:58p.m. Mrs. Waldron moved, Ms. McEnroy seconded, and the Board voted unanimously to exit Executive Session and return to the public meeting.

At 7:00p.m. Mr. Alcure convened a Public Hearing on the Proposed Veteran's Tax Exemption.

At 7:50p.m. Mr. Alcure declared the Public Hearing closed.

Members present:

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

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.  
Eugene Barnosky, Lindsay T. Crocker, Board Counsel  
Visitors  
Maureen O'Connor, District Clerk

**I. OPENING CEREMONY** - conducted by Mr. Alcure.

Mr. Alcure requested a Motion to change the order of tonight's agenda and move New Business.

MOTION by Mrs. Waldron, seconded by Mrs. Knox moving XIII New Business.

All aye. Motion carried (7-0).

**XIII. NEW BUSINESS** – Mr. Alcure asked Mr. Barnosky to read the following resolution:

1. Proposed Veteran's Tax Exemption

WHEREAS, veterans have provided an invaluable service to this country by risking their lives to protect the freedoms enjoyed by all citizens of the United States; and

WHEREAS, in recognition of this service and the sacrifices that it entailed, Chapter 518 of the Laws of 2013 allows school districts to partially exempt property owned by certain qualified veterans; and

WHEREAS, Chapter 518 requires the governing body of a school district to pass a resolution to provide the relief set forth in Real Property Tax Law (“RPTL”) § 458-a;

NOW, THEREFORE, BE IT RESOLVED, that the Smithtown Central School District Board of Education adopts the exemptions provided for in RPTL § 458-a(2)(a), (b) and (c).

**MOTION** by Mrs. Knox seconded by Ms. Plourde adopting New Business Item 1- Veteran’s Tax Exemption.

Discussion: Mr. Liguori stated the reasons he is opposed to voting for this resolution.  
Ms. McEnroy stated the reasons she is opposed to voting for this resolution.  
Mr. Alcure stated that since the state has put this responsibility on the Board of Education they will vote on this matter.

**ROLL CALL VOTE:**

Matthew Morton	NAY
Grace Plourde	NAY
Louis Liguori	NAY
Theresa Knox	AYE
Gladys Waldron	NAY
Joanne McEnroy	NAY
Christopher Alcure	AYE

MOTION is defeated: 2(AYE)- 5 (NAY)

**II. MINUTES** - of the Regular Meeting held, November 25, 2014.

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

All aye. Motion carried (7-0).

**III. RECEIPT OF CLAIMS AUDITOR’S REPORT** - upon recommendation of the Superintendent of Schools, be it RESOLVED, that the Claims Auditor’s Report ending November 30, 2014, in the amount of \$11,036,390.95 be accepted.

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

All aye. Motion carried (7-0).

**IV. COMMUNICATIONS**

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

1. Letter To: Board of Education  
From: Mr. Neil Carlin  
Re: Negotiations

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

Aye 6- Nay 1(Mrs. Waldron)- Motion carries (6-1).

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

**V. UNFINISHED BUSINESS** - None at this time.

**VI. COMMITTEE REPORTS** – None at this time.

**VII. SUPERINTENDENT'S REPORT**

**A. Updates-** The Superintendent updated the Board on the following items of interest:

- Under the direction of art teacher/instructional specialist Dianne Shanian, student-artists at Smithtown High School East provided 19 thoughtful works that are now on display at St. Catherine of Siena Medical Center.
- Smithtown High School West DECA sponsored a holiday tree lighting festival with St. Catherine of Siena Medical Center on December 4. The event included warm refreshments, delicious treats and performances by the Great Hollow Middle School select chorus, the Smithtown West jazz choir, the Accomsett Middle School kickline and the Smithtown Dynamic Twirlers. West DECA also conducted a food drive and Santa made an appearance, courtesy of the Smithtown Fire Department.
- The Smithtown Central School District was represented well at the New York State School Music Association's 2014 Winter Conference in Rochester last week. Eleven All-State musicians representing Smithtown High Schools East and West were selected to participate in performing ensembles.

- For the fall 2014 season, all 20 varsity athletic teams from High Schools East and West earned Scholar-Athlete status from the New York State Public High School Athletic Association. Additionally, 15 of the 20 teams honored earned regular season win-loss records strong enough to advance to the playoffs. Three of Smithtown's middle school athletic teams also met the Scholar-Athlete team criteria: Accomsett Middle School girls soccer, Great Hollow Middle School girls soccer and Nesaquake Middle School girls tennis.

- Four Smithtown high school students were recently named Suffolk Zone Award winners by the New York State Association for Health, Physical Education, Recreation and Dance. Smithtown West's Madison Stapleton and Peter Torres, and Smithtown East's Kayla Feeney and Cole Valinoti were honored for demonstrating outstanding physical performance, scholastic ability and leadership qualities while meeting high standards in the Healthy Fitness Zone and FitnessGram assessments.

Additionally, Patrick Smith, the district's coordinator for physical education, health, athletics and nurses, was presented with the Suffolk Zone chapter's Physical Education Director of the Year award. High School East teacher Danielle Giambrone won Secondary Health Teacher of the Year, and Accomsett Elementary School physical education teacher Ed Shivokevich received the Amazing Person of the Year award for conducting workshops at three separate state conferences, as well as presenting at a national conference.

- Smithtown High School West recently held its annual fall blood drive, coordinated by leadership students. According to adviser Paul DeMatteo, this year's drive was another record breaker, with 142 registered donors, in addition to faculty member donations. A total of 123 pints were collected and donated to the New York Blood Center.

- The Smithtown Central School District's winter concert series is underway, with some excellent middle school performances having already taken place, and many more from these schools and our elementary and high schools scheduled over the next week and a half. Please refer to the school calendar and website for dates and times. You can always contact your child's school directly, as well.

**B. Tentative Calendar for January 2015**-The calendars were reviewed by the Board. A policy committee meeting was scheduled for January 21<sup>st</sup> at 7:00p.m.

**C. Litigation (Executive Session)**

**D. Adoption- Proposed Board of Education Policy 4010 Equivalence in Instructional Staff and Materials-Board of Education Policies**

“Upon recommendation of the Superintendent of Schools be is

RESOLVED that the Proposed Policy 4010- Equivalence in Instructional Staff and Materials Board of Education be adopted.”

**MOTION** by Mrs. Waldron seconded by Mrs. Knox approving Supt. Report Item D- Adoption of Proposed Policy 4010- Equivalence in Instructional Staff and Materials

All aye. Motion carries (7-0).

## **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:

### **E. Revised Policy 6200 – Fund Balance - Board of Education Policies - Second Reading**

The revised Policy 6200 – Fund Balance - Board of Education Policies is presented for your information and discussion 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 January 13, 2015 Regular Meeting of the Board of Education.**

**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 :

**F. Revised Policy 6240 – Investments - Board of Education Policies - Second Reading**

The revised Policy 6240 – Investments - Board of Education Policies is presented for your information and discussion 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 January 13, 2015 Regular Meeting of the Board of Education.**

**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.

### *Safekeeping and Collateralization*

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 entity 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:

**G. Revised Policy 6700 – Purchasing - Board of Education Policies - Second Reading**

The revised Policy 6700 – Investments - Board of Education Policies is presented for your information and discussion 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 January 13, 2015 Regular Meeting of the Board of Education.**

**6700**

**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
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.

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)

General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-a; 800 et seq.  
State Finance Law §§97-g(3), (4), (5); 163; 163-b; 165-a

**H. Proposed Policy 6685 – Medicaid Compliance - Board of Education Policies - Second Reading**

The revised Policy 6685 – Medicaid Compliance - Board of Education Policies is presented for your information and discussion 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 January 13, 2015 Regular Meeting of the Board of Education.**

**6685**

**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:

## **VIII. INSTRUCTIONAL REPORT**

### **A. Overnight Field Trip**

Upon recommendation of the Superintendent of Schools, be it

Resolved, that permission is granted for an Overnight Field Trip Request for 20 members of the Smithtown HS East Wrestling Team to compete in the *Bob Rohm Memorial Wrestling Tournament* at Bloomsburg University, Bloomsburg, PA, December 26-27, 2014. They will be accompanied by three adult chaperones.

### **B. Overnight Field Trip**

Upon recommendation of the Superintendent of Schools, be it

Resolved, that permission is granted for an Overnight Field Trip Request for 40 members of the Smithtown HS West Boys and Girls Track Team to compete in the *2015 Rhody Track Classic Meet* at the University of Rhode Island, South Kingstown, RI, January 9-10, 2015. They will be accompanied by four adult chaperones.

MOTION by Ms. Plourde seconded by Ms. McEnroy approving Instructional Report Items A-B.

All aye. Motion carried (7-0)

**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 be approved.”

Committee on Special Education/Preschool Special Education:  
As per attached CSE meetings held between 11/17/2014 and 11/28/2014.

2. Sub-Committee on Special Education

As per attached SCSE meetings held between 11/17/2014 and 11/28/2014.  
“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 11/19/14 – 12/8/14**

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 11/19/14 – 12/8/14**

**C. Appointment of Hearing Officer**

“RESOLVED, that the Board of Education hereby authorizes the appointment of the following to serve as Hearing Officer for the Smithtown Central School district for the 2014-2015 school year in compliance with New York State Regulations.

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

All aye. Motion carried (7-0).

X. **AUDIENCE** – No members of the audience were signed up to speak.

**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  
10/31/14
- 2 – Revenue Status Report  
10/31/14
- 3 – Budget Status Report – General Fund  
10/31/14
- 4– Budgetary Transfer Report  
10/31/14
- 5– Summary of Treasurer’s Report  
10/31/14
- 6 – Treasurer’s Monthly Report  
10/31/14
- 7 – Schedule of Investments  
10/31/14
- 8 – Collateralization of Bank Balances  
10/31/14
- 9 – Cash Flow Report  
10/31/14
- 10 – Report of Claims Auditor  
10/31/14
- 11 – Smithtown High School East Extra Classroom Activity Account  
10/31/14
- 12 – Smithtown High School West Extra Classroom Activity Account

- 10/31/14
- 13 – Accomsett Middle School Extra Classroom Activity Account  
10/31/14
- 14 – Great Hollow Middle School Extra Classroom Activity Account  
10/31/14
- 15 – Nesaquake Middle School Extra Classroom Activity Account  
10/31/14
- 16 – Accomsett Elementary School Extra Classroom Activity Account  
10/31/14
- 17– Branch Brook Elementary School Extra Classroom Activity Account  
10/31/14
- 18– Dogwood Elementary School Extra Classroom Activity Account  
10/31/14
- 19 – Mills Pond Elementary School Extra Classroom Activity Account  
10/31/14
- 20 – Mt. Pleasant Elementary School Extra Classroom Activity Account  
10/31/14
- 21 – St. James Elementary School Extra Classroom Activity Account  
10/31/14
- 22 – Smithtown Elementary School Extra Classroom Activity Account  
10/31/14
- 23 – Tackan Elementary School Extra Classroom Activity Account  
10/31/14”

2 - Contracts for Health and Welfare-Related Services

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the President of the Board of Education is hereby authorized to execute contracts for the 2014-15 school year with the school districts listed below to provide health and welfare-related services for Smithtown students attending private and parochial schools in the school districts indicated, pursuant to Section 912 of the New York State Education Law:

- Bay Shore Union Free School District
- Bayport-Bluepoint Union Free School District
- Bellmore-Merrick School District
- Brentwood Union Free School District
- Center Moriches Union Free School District
- Central Islip Union Free School District
- Commack Union Free School District
- Comsewogue Union Free School District
- Connetquot Central School District
- Deer Park Union Free School District
- East Islip Union Free School District
- East Meadow Union Free School District
- Eastport/South Manor Central School District
- Elwood Union Free School District

- Farmingdale Public Schools
- Half Hollow Hills Central School District
- Hampton Bays Union Free School District
- Harborfields Central School District
- Hauppauge Union Free School District
- Hicksville Union Free School District
- Huntington Union Free School District
- Islip Union Free School District
- Jericho Union Free School District
- Kings Park Central School District
- Lindenhurst Union Free School District
- Longwood Central School District
- Middle Country Central School District
- Miller Place Union Free School District
- Mineola Union Free School District
- Mount Sinai Union Free School District
- North Babylon Union Free School District
- North Merrick Union Free School District
- Northport-East Northport Union Free School District
- Patchogue-Medford Union Free School District
- Plainview-Old Bethpage Central School District
- Port Jefferson Union Free School District
- Riverhead Central School District
- Rocky Point Union Free School District
- Sachem Central School District
- Sayville Union Free School District
- Seaford Union Free School District
- Shoreham Wading River Central School District
- South Country Central School District
- South Huntington Union Free School District
- Syosset Central School District
- Three Village Central School District
- Uniondale Union Free School District
- Wantagh Union Free School District
- Westbury Union Free School District
- Westhampton Beach Union Free School District
- West Islip Union Free School District
- William Floyd Union Free School District
- Wyandanch Union Free School District

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:	2110-480-21-1200	Textbooks	\$5,343.06
2110-501-21-1200	Gen Instr Supplies	\$6,100.00	

4 – Contract for Presentation

"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 organization for two workshop sessions for School Counselors, Social Workers and Psychologists on Gay and Lesbian Awareness, on Superintendent’s Conference Day, February 6, 2015, for a fee of \$250.00:

Long Island Gay and Lesbian Youth, Inc.  
34 Park Avenue  
Bay Shore, NY 11706”

5 - Contract with Educators Financial Resource

"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 Educators Financial Resource, to provide consulting services for the calendar year 2015, including an appraisal report and the management of the 1991-1994 Life Insurance Plans, at a fee of \$15,000.00.”

6 – Health Service Rate for 2014-15

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the charge for health and health-related services provided for non-resident students attending private and parochial schools within the Smithtown Central School District in the 2014-15 school year, pursuant to Section 912 of the New York State Education Law, be set at \$836.21 per student."

7 – Workers’ Compensation Payment

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the Board of Education is hereby authorized to approve the Workers' Compensation payment as discussed in Executive Session for employee (A)."

8 - Agreement with SCOPE Education Services - Middle School Robotics Program 2014-2015

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the President of the Board of Education is hereby authorized to execute an agreement between the Smithtown Central School District and SCOPE Education Services for the Middle School Robotics Program for the 2014-2015 school year."

9 - Contract for Consultant Services

"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 organization, to provide consulting services on K-5 Literacy, via webinar, at the Administrative Council Meeting, January 8, 2015, at a rate of \$500.00:

David Liben  
dba/Liben Education Consulting, llc  
48 Rice Road  
Hartland, VT 05089-9543"

10 - 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 enter into a 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:

Berkshire Farm Center for Youth  
13640 Route 22  
Canaan, NY 12029"

**MOTION** by Mrs. Knox, seconded by Mrs. Waldron approving Finance Items 1-10 on a consent motion.

All aye. Motion carried (7-0).

**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:

Attached list of items at Accomsett Middle School Library \*

Attached list of computer equipment \*

109 Texas Instruments Calculators, Model TI-84, and 20 Texas Instruments Calculators, Model TI-83 at HS West Math Department”

*\*Lists available upon request*

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

\$2,000.00 donation for High School level science research

Society for Science & the Public  
1719 N Street, NW  
Washington, DC 20036-2801

\$1,355.00 donation to Accomsett Elementary

Upsidedown Cheesecake Company  
4603 Middle Country Road  
Calverton, NY 11933”

3 – Addition to List of Organizations Approved to Use School Facilities,  
2014-2015 School Year

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the following organization, having made formal application, is hereby approved to use school facilities at the Smithtown Central School District during the 2014-2015 school year, subject to all School District policies, rules and regulations, Standard Uniform Practices, and contract provisions:

**2014-2015 SCHOOL YEAR**

Long Island String Festival Association”

**MOTION** by Mrs. Knox, seconded by Mrs. Waldron approving Operations Items 1-3 on a consent motion.

All aye. Motion carried (7-0).

**XII. PERSONNEL**

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

1. Appointment of Regular Substitute Academic Intervention Tutor
2. Appointment of Additional Home Instruction Tutor
3. Appointment of Co-Curricular Activities Sponsor
4. Request for FMLA and/or Leave of Absence
5. Request for Leave of Absence, Without Pay
6. Tenure Recommendation- Administrator
7. Approval of Volunteer
8. Appointment of Substitute Teacher 2014-2015
9. Notice of Resignation
10. Appointment of Probationary Teacher

**MOTION** by Mrs. Waldron , seconded by Mrs. Knox approving the Certified Personnel Items 1- 10, as detailed in the attached resolutions.

All aye. Motion carried (7-0).

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

1. Appointments
2. Change of Status

3. Leave of Absence
4. Resignation
5. Temp/Peak Appointment

**MOTION** by Mrs. Waldron, seconded by Mrs. Knox approving the Classified Personnel Items 1-5 as detailed in the attached resolutions.

All aye. Motion carried (7-0).

**C. Registered Nurse**

1. Compensation Change for Substitute Nurse

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

All aye. Motion carried (7-0).

**XIV. ADJOURNMENT**

**MOTION** by Ms. McEnroy, seconded by Mrs. Knox that the meeting be adjourned at 8:30p.m.

All aye. Motion carried (7-0).

Respectfully submitted,

Maureen O'Connor  
District Clerk

Personnel

A. Certified

(1) Appointment of Regular Substitute Academic Intervention Tutor

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

<u>Name</u>	<u>Assign</u>	<u>Salary</u>	<u>Hours/Week</u>	<u>Effective</u>	<u>End Date</u>
O'Connor, Erin E. (Bagliore, Michelle V. on Leave of Absence, without pay)	SJE	\$24,509.14	19	12/10/2014	06/30/2015

Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
O'Connor, Erin E.	Early Childhood Education Birth-Grade 2	INIT
O'Connor, Erin E.	Childhood Education Grades 1-6	INIT
O'Connor, Erin E.	Students Disabilities Birth-Grade 2	INIT
O'Connor, Erin E.	Students Disabilities Grades 1-6	INIT

Personnel

A. Certified

(2) 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

Ferrante, Scott T.

Ottosen, Vivian

PersonnelA. Certified(3) 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>
Netter, Jeffrey	Theatrical: Co-Director, Producer	\$1,250.00	Tackan Elementary
Conner, James P.	Theatrical: Co-Director, Producer	\$1,250.00	Tackan Elementary
Miller, Robert J.	Theatrical: Lighting, Sound, Set Design	\$4,664.00	Smithtown HS-West Campus
Brosnan, James L.	Theatrical: Co-Director, Vocal Director	\$3,000.00	Smithtown HS-West Campus
Cassera, Timothy	Theatrical: Orchestra Director	\$3,500.00	Smithtown HS-West Campus
Halem, Steven	Theatrical: Art Director	\$1,000.00	Smithtown HS-West Campus

PersonnelA. Certified(4) 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>
Connors, Mary F.	Elementary Teacher	MPE	09/23/2014	10/24/2014	Family Medical Sick
Connors, Mary F.	Elementary Teacher	MPE	10/24/2014	11/13/2014	Family Medical Sick Bank Waiting, w/opay
Connors, Mary F.	Elementary Teacher	MPE	11/14/2014	12/02/2014	Family Medical Sick Bank
Tiburcio, Anadilia	Foreign Language, 7-12	SHSW	11/05/2014	11/26/2014	Family Medical Sick
Specht, Samantha E.	Foreign Language, 7-12	SHSE	10/03/2014	10/10/2014	Family Medical Sick
Specht, Samantha E.	Foreign Language, 7-12	SHSE	10/11/2014	01/11/2015	Family Medical Leave, without pay

Personnel

A. Certified

(5) 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>
Bagliore, Michelle V.	Tutor	11/18/2014	08/31/2015	Leave of Absence, without pay

Personnel

A. Certified

(6) Tenure Recommendation - Administrator

WHEREAS, the administrators listed below on this page have thus far successfully completed the probationary period, and WHEREAS, his/her supervisors have carefully evaluated the performance during the probationary period and recommend that he/she be appointed on tenure in the respective area, therefore, be it RESOLVED, that upon recommendation of the Superintendent of Schools, he/she be appointed on tenure on the date indicated below, on condition of the successful completion of the remainder of the probationary period:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Effective Date</u>
Scomillio, John V.	Secondary Principal	GH	01/23/2015

Personnel

A. Certified

(7) 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

Biscardi, Lauren	High School West Track
Davis, Robert	High School East Basketball
Frisina, Courtney	High School West Softball
Kinsella, Carissa	High School West Softball

PersonnelA. Certified(8) 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>
Aleksandrowicz, Andrew	Professional	Health Education
Aleksandrowicz, Andrew	Professional	Students With Disabilities-Generalist Grades 7-12
Berger, Elizabeth D.	Initial Extension	Early Childhood Education Birth-Grade 2
Berger, Elizabeth D.	Initial Extension	Childhood Education Grades 1-6
Korn, Diana L.	Initial	Visual Arts
Korn, Diana L.	Initial	Childhood Education Grades 1-6
Simon, Abigail R.	Initial	Mathematics 7-12
Zwerling, Corey D.	Initial Extension	Mathematics 7-12

Personnel

A. Certified

(9) Notice of Resignation

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the resignation of the following person is approved as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Effective</u>
Ferraro, Jaime L.	Speech	SE	12/24/2014

Personnel

A. Certified

(10) Appointment of Probationary Teacher

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named person who is or will be properly certified, be appointed as a probationary teacher for the Smithtown Central School District as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>FTE</u>	<u>StepGr</u>	<u>Salary</u>	<u>Probationary</u>	<u>Period</u>
Wallace, Alicia L. (resignation of Ferraro, Jaime L.)	Speech	SE	1.00	1-BA+60/MA	\$57,931.00	01/05/2015	01/04/2018

Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Wallace, Alicia L.	Speech and Language Disabilities	IEXT

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>
Loiacono, Joanne C.	Special Education Aide PROB	BB	\$17.62	3.0000	12/10/2014
Noonan, Marie F.	Special Education Aide PROB	TE	\$17.62	3.0000	12/10/2014
Sckalor, Denise	Special Education Aide PROB	MTP	\$17.62	3.0000	12/03/2014

Appointment - Reasons

Ms. Noonan is beng hired from Posting # 15658.

Ms. Sckalor is being hired from Posting # 15659.

Ms. Loiacono is being hired from Posting # 15659.

PersonnelB. Classified(2) 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>
Bove, Julie A.	PERM	Food Service Worker	NMS	\$14.65	4.00	12/13/2014	/ /
Bove, Julie A.	PROB	Food Service Worker	NMS	\$14.65	4.00	03/26/2014	12/12/2014
Finne, Keri	PERM	Food Service Worker	SHSW	\$14.65	4.00	12/13/2014	/ /
Finne, Keri	PROB	Food Service Worker	SHSW	\$14.65	4.00	03/26/2014	12/12/2014
Gaudino, Matthew	PERM	Custodial Worker 2	MPE	\$51,929.00	8.00	12/24/2014	/ /
Gaudino, Matthew	PROB	Custodial Worker 2	MPE	\$51,929.00	8.00	09/24/2014	12/23/2014
O'Brien, Cecilia M.	PERM	Senior Clerk Typist	GH	\$43,220.00	7.00	11/25/2014	/ /
O'Brien, Cecilia M.	PROB	Senior Clerk Typist	GH	\$43,220.00	7.00	07/01/2014	11/24/2014
Otonoga, Debbie	PERM	Special Education Aide	NMS	\$17.62	3.00	10/22/2014	/ /
Otonoga, Debbie	PROB	Special Education Aide	NMS	\$17.62	3.00	01/15/2014	10/21/2014
Rokosz, Kristen M.	PERM	School Monitor	MPE	\$13.96	2.00	11/20/2014	/ /
Rokosz, Kristen M.	PROB	School Monitor	MPE	\$13.96	2.00	02/12/2014	11/19/2014
Wightman, Karen	PERM	Special Education Aide	NMS	\$17.62	3.00	11/20/2014	/ /
Wightman, Karen	PROB	Special Education Aide	NMS	\$17.62	3.00	02/12/2014	11/19/2014

PersonnelB. Classified(3) 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>
Giambrone, Luise M.	Elementary School Monitor (Hourly)	TE	\$13.96	11/06/2014	02/02/2015
Kohout, Sue E.	Special Education Aide (Hourly)	AE	\$19.29	10/07/2014	12/15/2014

Leave of Absence - Reasons

Ms. Giambrone is requesting an unpaid leave of absence from 11-6-2014 until 2-2-2014.

Ms. Kohout is requesting an extension to her unpaid leave of absence from 10-7-2014 until 12/15/2014.

Personnel

B. Classified

(4) 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>
Carmosin, Daniel H.	Guard	AMS	\$18.51	12/31/2014
Rubino, Donna M.	Custodial Worker 1 (ND)	SJE	\$51,481.00	03/31/2015

PersonnelB. Classified(5) 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>
Campagna, Nicholas V.	Custodial Worker 1 TPPK	FAC	\$11.00	12/10/2014
Carmosin, Daniel H.	Guard TPPK	NYA	\$18.51	01/01/2015
DeVito, Christopher M.	Custodial Worker 1 TPPK	FAC	\$11.00	12/10/2014
DiPietro, Matthew J.	Custodial Worker 1 TPPK	FAC	\$11.00	12/10/2014
Goncalves, Nicholas J.	Custodial Worker 1 TPPK	FAC	\$11.00	12/10/2014
Hammer, James K.	Custodial Worker 1 TPPK	FAC	\$11.00	12/10/2014
Hunt, Timothy M.	Custodial Worker 1 TPPK	FAC	\$11.00	12/10/2014
Lagis, Konstantinos J.	Custodial Worker 1 TPPK	FAC	\$11.00	12/10/2014
Schmidt, Robert W.	Custodial Worker 1 TPPK	FAC	\$11.00	12/10/2014
Towell, Kenneth B.	Custodial Worker 1 TPPK	FAC	\$11.00	12/10/2014

Temp/Peak - Reasons

Mr. Carmosin is being hired as a TPPK Guard effective 1-1-15 due to his resignation from his FT Guard position effective 12-31-14.

Personnel

C. Registered Nurse

(1) Change of Compensation for Substitute Nurses

Upon the recommendation of the Superintendent of Schools, be it RESOLVED, that the hourly rate of pay for substitute (Temp/Peak) nurses, effective 12/10/14, will be: \$25.00 per hour for the first 15 days of substitute work in each different school year and \$28.00 per hour for any additional days of substitute work in that same school year. Days worked prior to December 10, 2014 as a substitute nurse during the 2014-2015 school year will count towards the "first" 15 day period for this school year.