

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

January 13, 2015

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 Mr. Morton, the Board voted unanimously to convene in Executive Session for the purpose of discussing negotiations conducted pursuant to the Taylor Law involving the STA and SSAA , matters leading to the discipline of a particular person and to seek legal advice from the Board's attorney.

At 7:58p.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	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 R. Barnosky, Board Counsel
Visitors
Maureen O'Connor, District Clerk

I. OPENING CEREMONY - conducted by Mr. Alcure.

II. MINUTES - of the Regular Meeting held, December 9, 2014 and the Public Hearing held on December 9, 2014.

MOTION by Ms. Plourde, seconded by Mrs. Waldron 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 December 30, 2014, in the amount of \$16,686,981.47 be accepted.”

MOTION by Mrs. Waldron, seconded by Mr. Morton 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. William Jansen
Re: December 9, 2015 Board of Education Meeting
2. Letter To: Mr. Christopher Alcure
From: Mrs. Jackie Peters
Re: Eagle Scout Court of Honor Invitation

MOTION by Mrs. Waldron, 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.

All aye. Motion carried (7-0).

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

V. UNFINISHED BUSINESS - None

VI. COMMITTEE REPORTS -

Housing (CACIH)- Ms. Bradshaw reported that meeting was held on January 8th. The committee is preparing to give its report to the Board by the end of March. The next meeting is January 15th.

Facilities – Mr. Tobin requested a meeting be scheduled to address the capital reserve projects. The district was advised that there is a 60 week wait for approval from the state for projects which means that projects slated to start in the summer will be delayed. Dr. Grossane will bring this topic for discussion at the next BOCES superintendent’s meeting, and also the Legislative breakfast scheduled for January 23rd. Mr. Liguori requested that the district reach out to former board member Scott Martella who is now the Suffolk representative to the governor. A meeting was scheduled for January 28th at 7:00p.m.

VII. SUPERINTENDENT'S REPORT

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

- There was a water main break at Mills Pond Elementary on Monday resulting in a delayed opening for that school only. The problem has since been fixed.
- Central Administration is in the process of developing the budget for next year. A series of public budget workshops will begin February 3rd.

B. Tentative Calendar for February 2015-The calendars were reviewed by the Board. A Facilities committee meeting was scheduled for January 28th at 7:00p.m.

C. Litigation (Executive Session)

D. Adoption of 2015-2016 School Year Calendar

“Upon recommendation of the Superintendent of Schools, be it

RESOLVED that the attached 2015-2016 school district calendar be adopted as amended”

SMITHTOWN CENTRAL SCHOOL DISTRICT 2015—2016

September 2015 (17+1)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2015 (21)

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November 2015 (17+1)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2015 (17)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8*	9**	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2016 (19)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

The Smithtown Central School District reserves the right to revise this calendar as necessary.

September	1	Supt. Conference Day-No Students
	2	First Day of School
	7	Labor Day
	14-15	Rosh Hashanah
	23	Yom Kippur
October	12	Columbus Day
November	3	Supt. Conference Day-No Students
	11	Veteran's Day
	26-27	Thanksgiving Recess
December	24-31	Winter Recess
January	1	Winter Recess
	18	Martin Luther King Day
February	15-19	President's Day and Mid-Winter Recess
March	24-25	Easter
	28	Supt. Conference Day-No Students
April	25-29	Spring Recess
May	30	Memorial Day
June	22	Last Day of School
	23	Supt. Conference Day

◆ Emergency Closings	Schools <u>will not</u> be in session	Schools <u>will</u> be in session
If no closings →	3/28—Staff only 4/22—Closed	-
If 1 closing →	3/28—Staff only 4/22—Closed	-
If 2 closings →	4/22—Closed	3/28—1/2 day for students
If 3 closings →	-	3/28—1/2 day for students 4/22—1/2 day staff and students
If 4+ closings →	-	Half day 3/28 and 4/22. Schools in session 4/29, then 4/28, then 27 etc.

- Superintendent's Conference Day
- School Closed
- Regents Testing Day-No HS Classes
- Elementary Teacher Conferences
* 1/2 Day for Elementary Students
** No School for Elementary Students

February 2016 (16)

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016 (20 + 1*)

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18*	19
20	21	22	23	24	25	26
27	28*	29	30	31		

April 2016 (16*)

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22*	23
24	25	26	27	28	29	30

May 2016 (21)

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016 (16+1)

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21*	22*	23	24	25
26	27	28	29	30		

180 Student Days + 4 Staff Conf Days

This Calendar was approved by the Board of Education on: 1-13-15

MOTION by Mr. Morton, seconded by Ms. McEnroy approving Supt. Report Item D Adoption of School Year Calendar 2015-2016.

All Aye. Motion carried (7-0).

E. Adoption Revised Policy 6200– Fund Balance - Board of Education Policies

**“Upon recommendation of the Superintendent of Schools be is
RESOLVED that the Revised Policy 6200- Regular Meetings-
Board of Education be adopted.”**

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. Adoption Revised Policy 6240– Investments - Board of Education Policies

“Upon recommendation of the Superintendent of Schools be is

RESOLVED that the Revised Policy 6240- Investments

be adopted.”

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. Adoption Revised Policy 6700– Purchasing - Board of Education Policies

“Upon recommendation of the Superintendent of Schools be is

RESOLVED that the Revised Policy 6700- Purchasing

be adopted with attached Regulation.”

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

County Law §408-a(2)

8NYCRR Part 114

Adoption date: February 12, 2013

Revised:

H. Adoption Policy 6685– Medicaid Compliance - Board of Education Policies

“Upon recommendation of the Superintendent of Schools be is

RESOLVED that the Revised Policy 6685- Medicaid Compliance

be adopted with attached Regulation.”

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)

I. Schedule 3 – Non Aligned Classified Supervisors - Title Addition

“Upon Recommendation of the Superintendent of Schools, be it

RESOLVED, that the following title be added to the Employment Benefits
 Schedule 3 for Non-Aligned Classified Supervisors of the Smithtown Central
 School District (“the District”)“Chief Accountant”

MOTION by Ms. Plourde seconded by Mrs. Waldron approving Superintendent’s Report Items E-I on a consent motion.

All aye. Motion carried (7-0).

VIII. INSTRUCTIONAL REPORT

A. Overnight Field Trip Request – Smithtown HS West A.P. Government Classes

“Upon recommendation of the Superintendent of Schools, be it

Resolved, that permission is granted for an Overnight Field Trip Request for 18 members of the Smithtown HS West A.P. Government classes to participate in the *A.P. Government We the People Competition* at the Albany Marriot, Albany NY, February 6-7, 2015. They will be accompanied by two adult chaperones. “

B. Overnight Field Trip Request – Smithtown HS East Varsity Cheerleaders

“Upon recommendation of the Superintendent of Schools, be it

Resolved, that permission is granted for an Overnight Field Trip Request for 16 members of the Smithtown HS East Varsity Cheerleaders to participate in the *National Cheerleading Competition* at Walt Disney World, Orlando, FL, February 5-9, 2015. They will be accompanied by two adult chaperones. “

MOTION by Mrs. Knox seconded by Ms. Plourde 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 11/29/14 through 12/19/14.

Motion to acknowledge that the Board of Education has no objections to the recommendations of the Committee on Special Education/Preschool Special Education and approves the authorization of funds to implement the special education programs and services consistent with such recommendations dated:

2. Sub-Committee on Special Education

As per attached SCSE meetings held between 11/29/14 through 12/19/14.

“RESOLVED that the recommendations of the Sub-Committee on Special Education for cases listed be 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 12/9/14 – 1/5/15

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.”

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 (7-0).

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

1. William Jansen expressed his displeasure with the results of the board vote on the Veteran’s Tax Exemption resolution.

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
11/30/14
- 2 – Revenue Status Report
11/30/14
- 3 – Budget Status Report – General Fund
11/30/14
- 4– Budgetary Transfer Report
11/30/14
- 5– Summary of Treasurer’s Report
11/30/14
- 6 – Treasurer’s Monthly Report
11/30/14
- 7 – Schedule of Investments
11/30/14
- 8 – Collateralization of Bank Balances
11/30/14
- 9 – Cash Flow Report
11/30/14

- 10 – Report of Claims Auditor
11/30/14
- 11 – Smithtown High School East Extra Classroom Activity Account
11/30/14
- 12 – Smithtown High School West Extra Classroom Activity Account
11/30/14
- 13 – Accomsett Middle School Extra Classroom Activity Account
11/30/14
- 14 – Great Hollow Middle School Extra Classroom Activity Account
11/30/14
- 15 – Nesaquake Middle School Extra Classroom Activity Account
11/30/14
- 16 – Accomsett Elementary School Extra Classroom Activity Account
11/30/14
- 17 – Branch Brook Elementary School Extra Classroom Activity Account
11/30/14
- 18 – Dogwood Elementary School Extra Classroom Activity Account
11/30/14
- 19 – Mills Pond Elementary School Extra Classroom Activity Account
11/30/14
- 20 – Mt. Pleasant Elementary School Extra Classroom Activity Account
11/30/14
- 21 – St. James Elementary School Extra Classroom Activity Account
11/30/14
- 22 – Smithtown Elementary School Extra Classroom Activity Account
11/30/14
- 23 – Tackan Elementary School Extra Classroom Activity Account
11/30/14”

2 – Bid Recommendation

"Upon recommendation of the Superintendent of Schools,
be it

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

3 – Flexible Spending Account (FSA) Client Services Agreement- AMENDED

"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”) **as amended by the attached Rider**, 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: Agreement previously approved on November 25, 2014 without attached Rider

4 - Contract for Evaluations, Behavior Assessments and Parent Training

"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 the 2014-15 school year, to provide Special Education Evaluations, Behavior Assessments and Parent Training, at the rates indicated:

Brookville Center for Children’s Services
189 Wheatley Road
Brookville, NY 11545

\$196.00 per Evaluation	Educational Evaluation
\$294.00 per Evaluation	Psychological Evaluation
\$170.00 per Evaluation	Social History Evaluation
\$ 95.00 per hour	Parent Training
\$ 90.00 per hour	Functional Behavior/BIP Assessment by Special Education Teacher”

5 – Adjustment of 2014-15 Revenues

"Upon recommendation of the Superintendent of Schools,
Be it

RESOLVED, that the Board of Education hereby approves the following adjustment to the revenue budget for 2014-2015:

FROM:

A 1085.000 STAR Reimbursement \$626,608.98

6 – Budgetary Transfers – Intra-Capital Fund

"Upon recommendation of the Superintendent of Schools,
be it

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

TRANSFER IN: See Attached \$242,518.00

TRANSFER OUT: See Attached (\$1,515.50)

TRANSFER IN: See Attached \$1,515.50"

TO:

A 1001.000 Real Property Taxes \$626,608.98"

7 - 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:

Cleary School for the Deaf
301 Smithtown Boulevard
Nesconset, NY 11767-2077"

8 – Report on Credit Card Usage, 7/1/14 – 12/31/14

REPORT OF CREDIT CARD USAGE - ATTACHED

7/1/14 – 12/31/14

TOTAL: \$1,059.00

9 – 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:	2110-490-51-9500	BOCES Services	\$42,500.00
TO:	2110-490-51-1400	BOCES Services	\$42,500.00"

MOTION by Mrs. Waldron, seconded by Mrs. Knox approving Finance Items 1-9 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:

Refrigerator/Sink Combination, Tag# 00861, Serial # 144578, Mft. Dwyer,
Model P-91A in Accomsett Elementary Health Office

Whirlpool Gold Refrigerator/Freezer, Series # ES217241, Tag # 7000119, at
High School East Science Prep Room

Refrigerator – Frigidaire, Tag# 7000872, Serial # LA24424084, Model #
FRT1HP5AW4,
in rm.#139 at Accomsett Middle School”

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

\$100.00 donation to the HS
Music Department

Smithtown Chamber of Commerce
P.O. Box 1216
79 E. Main Street
Smithtown, NY 11787

Track and Field 4 x 4 Record Board
for HS West Girls’ Track Team
in the amount of \$695.20

Smithtown Booster Club
P.O. Box 166
Smithtown, NY 11787”

3 – Sunday Use of School Facilities

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the application for use of school facilities submitted by The Smithtown Booster Club, for use of High School East baseball field, for a Middle School Clinic, from 9:00 a.m. to 2:00 p.m., on April 12, April 19, April 26 and May 3, 2015, under the rules and regulations and fee charges for use of school facilities, is hereby approved."

4 – 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

Boom Basketball”

MOTION by Mrs. Knox, seconded by Mrs. Waldron approving Operations Items 1-4 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 Teachers and Substitute Teachers for the District ESL Extension Program for 2014-2015
2. Appointment of STEP Program Teacher
3. Appointment of Regular Substitute Teacher
4. Appointment of Co-Curricular Activities Sponsor
5. Request for FMLA and/or Leave of Absence
6. Request for Leave of Absence, Without Pay
7. Particular Personnel – Executive Session
8. Appointment of Substitute Robotics Advisor and “Build Season” Assistant
9. Appointment of Substitute Teacher 2014-2015

MOTION by Mrs. Waldron , seconded by Mr. Morton approving the Certified Personnel Items 1- 9, 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. Retirements
5. Resignation-**Ammended**

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

All aye. Motion carried (7-0).

XIII. NEW BUSINESS - None

XIV. ADJOURNMENT

At 8:35p.m. Mrs. Knox motioned, Mrs. Waldron seconded and the board voted unanimously to adjourn to Executive Session to seek legal advice from the Board's attorney.

At 8:50p.m. on a motion by Ms. McEnroy, seconded by Ms. Plourde the board voted unanimously to return to the public meeting.

MOTION by Mrs. Waldron, seconded by Mrs. Knox that the meeting be adjourned at 8:50p.m.

Respectfully submitted,

Maureen O'Connor
District Clerk

Personnel

A. Certified

(1) Appointment of Teachers and Substitute Teachers for the District ESL Extension Program for 2014-2015

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the persons listed below be appointed as teachers and or substitute teachers for the District ESL Extension Program for 2014-2015.

Compensation for teachers will be \$75 per session.

Name

Location

Alleva, Christina	Program Teacher
Aretz, Katherine J.	Program Teacher
Barrett, Janice S.	Program Teacher
Cannella, Frances	Program Teacher
Cavooris, Sheila Tobin	Program Teacher
Creutz, Eileen R.	Program Teacher
Etheridge, Wendy L.	Program Teacher
Hausch, Lisamarie	Program Teacher
Hurley, Richard	Program Teacher
Keller, Jennifer B.	Program Teacher
Kinahan, Deborah	Program Teacher
Stackow, Linda D.	Program Teacher
Zeman, Charlotte	Program Teacher
Barretto, Kelly A.	Substitute

Personnel

A. Certified

(2) Appointment of STEP Program Teacher

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the person specified below be appointed as a teacher for the STEP after-school program for the 2014-2015 school year. The teacher will be compensated at the rate of \$66.66 per hour.

Name

Davison, Patricia

Murphy, Kristin M.

PersonnelA. Certified(3) 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>
Bendy, Caitlin M. (Cheffo, Beverly on No Cause Leave of Absence)	Special Education	GH	1.00	1-BA+60/MA	\$57,931.00	01/15/2015	06/30/2015
Randall, Michele (Mannarino, Amy J. on Leave of Absence, without pay)	Guidance	SHSW	1.00	2-BA+60/MA	\$60,140.00	09/08/2014	02/03/2015
Rooney, Kaitlin M. (Janouskovec-Renahan, Donna on Leave of Absence, without pay)	Special Education	SJE	1.00	1-BA+30	\$54,713.00	12/19/2014	06/30/2015

Comments

Randall, Michele - previously approved 9/23/2014, appointment extended to 2/3/2015.

Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Bendy, Caitlin M.	Childhood Education Grades 1-6	INIT
Bendy, Caitlin M.	Students Disabilities Grades 1-6	INIT
Rooney, Kaitlin M.	Early Childhood Education Birth-Grade 2	INIT
Rooney, Kaitlin M.	Students Disabilities Grades 1-6	INIT
Rooney, Kaitlin M.	Students Disabilities Birth-Grade 2	INIT
Rooney, Kaitlin M.	Childhood Education Grades 1-6	INIT

PersonnelA. Certified(4) 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>
Siano, Michele	Academic Quiz Bowl	\$1,146.27	Smithtown HS-West Campus
Dobias, John P.	Academic Quiz Bowl	\$1,146.27	Smithtown HS-West Campus
Freund, Annemarie K.	S.A.D.D.	\$218.34	Smithtown HS-West Campus
Randall, Michele	S.A.D.D.	\$218.34	Smithtown HS-West Campus
Hegreiness, Mark D.	Theatrical: Director, Musical Director	\$6,324.00	Smithtown HS-East Campus
Dazzo, Anthony	Theatrical: Pit Orchestra Director	\$3,374.00	Smithtown HS-East Campus
Shanian, Dianne	Theatrical: Artistic Director	\$1,575.00	Smithtown HS-East Campus
Pirrello, Zachary P.	Theatrical: Set Design, Construction	\$2,777.00	Smithtown HS-East Campus
Frenna, Victoria	Theatrical: Choreographer	\$2,778.00	Smithtown HS-East Campus

Comments

Zachary P. Pirrello is a non-district COCU Theatrical sponsor.

Victoria Frenna is a non-district COCU Theatrical sponsor.

PersonnelA. Certified(5) 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>
Janouskovec-Renahan, Donna	Special Education	SJE	09/15/2014	10/24/2014	Family Medical Sick
Janouskovec-Renahan, Donna	Special Education	SJE	10/24/2014	10/31/2014	Family Medical Sick Bank Waiting, w/opay
Janouskovec-Renahan, Donna	Special Education	SJE	10/31/2014	12/05/2014	Family Medical Sick Bank
Janouskovec-Renahan, Donna	Special Education	SJE	12/06/2014	12/18/2014	Sick Bank
Janouskovec-Renahan, Donna	Special Education	SJE	12/19/2014	08/31/2015	Leave of Absence, without pay
Wagner, Janine	Physical Education	AMS	10/02/2014	12/23/2014	Family Medical Sick

Personnel

A. Certified

(6) 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>
Mannarino, Amy J.	Guidance	09/03/2014	02/01/2015	Leave of Absence, without pay

Comments

Mannarino, Amy J.- previously approved BOE 9/23/2014 extending Leave of Absence.

Personnel

A. Certified

(7) Particular Personnel - Executive Session

Upon recommendation of the Superintendent of Schools, pursuant to Education Law Section 913, be it RESOLVED that the employee identified in Executive Session is hereby directed to appear for a medical/psychiatric examination before one or more physicians of the District's choosing; and

BE IT FURTHER RESOLVED that such physician(s) are authorized to request and receive all pertinent data from the employee's physicians.

Emp# 01300

Personnel

A. Certified

(8) Appointment of Substitute Robotics Advisor and Substitute Robotics "Build Season" Assistant

Upon recommendation of the Superintendent of Schools, be it Resolved that, Terrence Martin, currently on Leave of Absence and having been previously approved as Robotics advisor at a stipend of \$7800, be approved for a pro-rated stipend of \$1300 for service rendered from September to October, 2014.

Be it further Resolved that David Savage, previously approved as Build Season Assistant at a stipend of \$1000, be approved instead as Substitute Robotics advisor at a pro-rated stipend of \$6500.

Be it further Resolved that Brian Costello be approved as Substitute Build Season Assistant at a stipend of \$1000.

Personnel

A. Certified

(9) 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>
Castro, Nicholas	Pending	Biology 7-12
Castro, Nicholas	Pending	General Science 7-12 Extension
McKinney, Stephanie	Provisional	School Social Worker
Sanchez, Olivia	Permanent	Spanish 7-12

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>
Hufsmith, Kevin J.	Special Education Aide PROB	Non-Pub	\$17.62	3.0000	01/14/2015

Appointment - Reasons

Mr. Hufsmith is being hired from Posting # 15663.

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>
Clifford, Lynn M.	PERM	Principal Clerk	NYA	\$59,017.00	7.00	01/22/2015	/ /
Clifford, Lynn M.	PROB	Principal Clerk	NYA	\$59,017.00	7.00	10/15/2014	01/21/2015
Hurst, Paul	PROB	Custodial Worker 1	SHSW	\$39,903.00	8.00	01/14/2015	/ /
Hurst, Paul	TPPK	Custodial Worker 1	FAC	\$11.00	8.00	10/27/2010	01/13/2015
Leodis, Annamarie J.	PROB	Chief Accountant	NYA	\$103,278.00	7.00	01/14/2015	/ /
Leodis, Annamarie J.	PERM	Principal Accountant	NYA	\$103,278.00	7.00	09/24/2009	01/13/2015
McTurk, Jane A.	PERM	Principal Clerk	NYA	\$63,370.00	7.00	01/22/2015	/ /
McTurk, Jane A.	PROB	Principal Clerk	NYA	\$63,370.00	7.00	10/15/2014	01/21/2015

Change of Status - Reasons

Mr. Hurst is being hired from Posting # 15649.

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>
Dooley, Brenda L.	Guard	GH	\$18.51	12/11/2014	01/13/2015
Kohout, Sue E.	Special Education Aide (Hourly)	AE	\$19.29	12/16/2014	01/04/2015

Leave of Absence - Reasons

Ms. Dooley is requesting an unpaid leave of absence from 12-11-14 to 1-13-15.

Ms. Kohout is extending her unpaid leave of absence 10-7-2014 until 1-5-2015.

Personnel

B. Classified

(4) 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>
Murgolo, Dianne	Secondary Duty Aide 5 Hrs or more	SHSE	\$17.22	01/30/2015

Personnel

B. Classified

(5) 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>
Cosme, Christine A.	Special Education Aide (Hourly)	DE	\$19.29	12/23/2014
Daly, Nancy L.	FSW 24 HRS/LESS>7/1/02(Hourly)	DE	\$15.29	01/09/2015