

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

January 8, 2013

Held in the Joseph M. Barton Bldg.

Meeting called to order at 7:00 p.m. by Gladys M. Waldron, President of the Board of Education. On motion by Mrs. Knox, seconded by Ms. McEnroy, the Board voted unanimously to convene in Executive Session to discuss 3020-a charges against a tenured employee; discuss the medical and employment history of two particular employees; and to seek legal advice from the Board's attorney.

At 8:00 p.m. Mrs. Knox moved, Ms. McEnroy seconded, and the Board voted unanimously to reconvene the Regular Meeting.

Members present:

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

Members absent:

Louis Liguori

Also present:

Anthony J. Annunziato, Ed.D. Superintendent
Maria Rianna, Asst. Supt.
Joan Niles, Asst. Supt.
Karen Ricigliano, Asst. Supt.
Eugene Barnosky, Lindsay Crocker, Board Counsel
Visitors
Maureen O'Connor, District Clerk

I. OPENING CEREMONY - conducted by Mrs. Waldron.

II. MINUTES - of the Regular Meetings held December 11, 2012 and Special Meetings held December 4 and December 19, 2012.

MOTION by Mr. Alcure seconded by Mr. Morton approving the Minutes of the Regular Meetings held December 11, 2012 and Special Meetings held December 4 and December 19, 2012.

All aye. Motion carried (6-0).

III. RECEIPT OF CLAIMS AUDITOR'S REPORT –

“Upon recommendation of the Superintendent of Schools, be it

RESOLVED, that the Claims Auditor Reports ending, November 30, 2012, in the amount of \$ 11,550,893.05 be accepted.”

MOTION by Mrs. Knox, seconded by Ms. Plourde approving Claims Auditor Reports ending November 30, 2012.

All aye. Motion carried (6-0).

IV. COMMUNICATIONS

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

1. Letter to Mrs. Gladys Waldron from Mr. Russell Matthie regarding Eagle Scout Court of Honor.

MOTION by Mrs. Knox, seconded by Ms. Plourde, approving Correspondence A.

All aye. Motion carried (6-0).

B. **General Communications** – None

V. UNFINISHED BUSINESS – None

VI. COMMITTEE REPORTS –None

winning team. His class will represent the Long Island Region at the state finals on January 12th in Albany.

- The Rotary Club recently visited Accomsett Elementary School to do a presentation on the role of the Rotary Club in our community. Each year the Rotary Club comes to the school to distribute free dictionaries to all third grade students to provide a broader view of the use and meaning of words and resources connected to learning.
- Due to the outpour of generosity from Nesaquake students, family and faculty, 25 boxes of food and 16 boxes of toys were collected and distributed in areas of Nassau and Suffolk Counties that were hardest hit by the storm. Lighthouse Mission in Bellport picked up the food for distribution and New York State Troopers picked up the toys which were delivered to families in Long Beach and Babylon who lost their homes in the storm.

B. APPR Presentation- Karen Ricigliano, Assistant Superintendent for Personnel delivered a Power Point presentation updating the Board on the Annual Professional Performance Review (APPR).

C. 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.”

312352, 311221, 301601, 304617, 309821, 311093, 313898, 310884, 308914, 312564, 313823, 311956, 309423, 313969, 313862, 313644, 200514, 307415, 311035, 311524, 311035, 301612, 310419.

2. Sub-Committee on Special Education

306765, 303150, 308614, 307792, 309379, 309260, 312045, 309708, 305608, 309272, 304233, 193169, 301716, 309430, 312890, 189849, 312502, 313483, 305950, 310712, 309066, 310436, 310475, 302389, 308685, 312097.

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

MOTION by Mr. Alcure, seconded by Ms. McEnroy approving Committee on Special Education Items 1-2 on a consent motion.

All aye. Motion carried (6-0).

D. 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.”
P313900, P313884, P313896, P313906, P313904, P313897, P313962, P313849, P313527, P312716

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.”
P313630, P313365

MOTION by Ms. Plourde, seconded by Mr. Morton approving Preschool Special Education Items 1-2 on a consent motion.

All aye. Motion carried (6-0).

E. Calendar for January and February 2013 - The calendars were reviewed by the Board. An Instructional Services committee meeting was scheduled for February 20th at 7:00p.m.

F. Litigation – was discussed during the earlier Executive Session.

G. Proposed Policy 4311.1 – Display of the Flag - Board of Education Policies - First Reading

The proposed Policy 4311.1 – Display of the Flag - Board of Education Policies is presented for your information and discussion at the January 8, 2013 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the January 22, 2013 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 February 12, 2013 Regular Meeting.

4311.1

DISPLAY OF THE FLAG

The Board of Education believes that the flag of the United States is a symbol of the values of our nation, the ideals embedded in our Constitution and the spirit that should animate our district.

The district shall purchase a United States flag, flag staff and the necessary appliances for its display upon or near every school building. There shall be a flag on display in every assembly room of every school.

The flag shall be flown at full- or half-staff pursuant to law. In addition, the flag may be flown at half-staff to commemorate the death of a present or former Board member, present employee or student.

Consistent with national and state law and regulations and this policy, the Superintendent of Schools shall develop rules and regulations for the proper custody, care and display of the flag.

Ref: 4 U.S.C. §§5-9 (display of the flag)
Education Law §§418; 419; 420 (requirement for the school to purchase, display and develop rules and regulations for the care and custody of the flag)
Executive Law §§400-403 (rules for display of the flag)
8 NYCRR Part 108 (flag regulations)

H. Revised Policy 6100 – Annual Budget - Board of Education Policies - First Reading

The revised Policy 6100 – Annual Budget - Board of Education Policies is presented for your information and discussion at the January 8, 2013 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the January 22, 2013 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 February 12, 2013 Regular Meeting.

6100

ANNUAL BUDGET

The school budget is the legal basis for the establishment of the tax levy. It is the official document that describes the programs to be conducted during a given period of time. It is the operational plan, stated in financial terms, for the conduct of all programs in the school system.

The annual school budget process is important to school district operations and serves as a means to improve communications within the school organization and with the residents of the school community.

The budget will be presented to the public in three components (to be voted upon as one proposition):

1. *a program component*, which includes all program expenditures of the district, including the salaries and benefits of teachers and any school administrators or supervisors who spend a majority of their time performing teaching duties, and all transportation operating expenses;
2. *a capital component*, which includes all transportation capital, debt service and lease expenditures; costs resulting from court judgments, administrative orders or settled or compromised claims; and all facilities costs of the district, including facilities lease expenditures, annual debt service and total debt for all facilities financed by bonds and notes of the district, and costs of construction, acquisition, reconstruction, rehabilitation or improvement of school buildings, provided that the budget shall include a rental, operations and maintenance section that includes base rent costs, total rent costs, operation and maintenance charges, cost per square foot for each facility leased by the district, and all expenditures associated with custodial salaries and benefits, service contracts, supplies, utilities, and maintenance and repair of school facilities;
3. *an administrative component*, which includes office and central administrative expenses, traveling expenses, and all compensation, salaries and benefits of all school administrators and supervisors, all expenditures associated with the operation of the school board, the office of the Superintendent of Schools, general administration, the school business office, any consulting costs not directly related to direct student services and programs, planning, and all other administrative activities.

In addition, each component must be separately delineated in accordance with Regulations of the Commissioner. The budget will categorize revenues, property tax refunds, expenditures, budget transfers and fund balance information, and will be formatted to show changes in the data as compared with the previous year. Finally, the budget will be written in plain language and organized in a manner which best promotes the public's understanding of its contents.

The budget will be completed at least seven days before the public hearing at which the Board will present the budget to the voters. Copies of the budget will be made available upon request to residents within the district (not just district taxpayers) during the 14 days preceding the date of the annual election and budget vote at each school building in the district, at the

6100

school district offices, and at any public library or free association library within the district, between the hours of 9:00 a.m. and 5:00 p.m. on each day other than Saturday, Sunday or

holidays, as well as on the school district's internet website. In addition, at least once during the school year, the Board will include in a district-wide mailing, notice of the availability of copies of the budget.

The following documents will be attached to the budget:

- a detailed statement of the total compensation to be paid to the Superintendent of Schools, and any assistant or associate superintendent in the coming school year, including a delineation of the salary, annualized cost of benefits and any in-kind or other form of remuneration;
- a list of all other school administrators and supervisors, if any, whose annual salary will be at or above the amount designated by the State Education Department in the coming year, along with their title and annual salary;
- a school district report card detailing the academic and fiscal performance of the district; and
- a property tax report card prepared pursuant to the **Education Law and the Regulations** of the Commissioner of Education, **including information on the tax levy limit.**

If the proposed budget increases the property tax levy by more than either 2% or the rate of inflation (whichever is less), it requires a supermajority of 60% in order to pass.

The Board may not submit the proposed budget or a related proposition to the voters more than twice. If the voters fail to approve the proposed budget or budget proposition after the second submission, or if the Board elects not to put the proposed budget to a public vote a second time, the Board must adopt a contingency budget **with a tax levy of 0% increase (i.e., less than or equal to the tax levy of the previous year).**

The Board may use district monies to present educational and informational material about the annual budget and related information to the voters. It shall not, however, use these funds to urge voters to cast their ballots in a particular fashion.

Ref: Education Law §§1608; 1716; 1804(4); 1906(1); 2008(2); 2021; 2002(1); 2022(2); **2023**; **2023-a**; 2035(2); 2601-a
 General Municipal Law §36
Phillips v. Maurer, 67 NY2d 672 (1986)
Fiscal Management (NYSSBA, 1997)
 Hartman, William T., "Participatory Budgeting in High School", *Planning and Changing*, Spring 1989, vol. 20, no. 1.

Adoption date:

I. Revised Policy 6110 – Budget Planning - Board of Education Policies - First Reading

The revised Policy 6110 – Budget Planning - Board of Education Policies is presented for your information and discussion at the January 8, 2013 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the January 22, 2013 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 February 12, 2013 Regular Meeting.

6110

BUDGET PLANNING

The Superintendent of Schools, with the assistance of the School Business Official, shall be responsible for preparation of the budget. This shall include developing a budget calendar in accordance with regulation 6110-R, and adhering to that calendar. The budget calendar shall be approved by the Board of Education in advance of the preparation of the district's annual budget.

The budget shall be designed to reflect the Board's objectives for the education of the children of the district. It shall be carefully organized and planned to provide adequate accounting for each program expenditure, understanding of the financial needs of anticipated program developments, and be within the financial limitations of the district, **taking into consideration the statutory limits on the tax levy, and the possibility of voters overriding the limit if necessary.** To assist in budget and long-range planning, ongoing studies of the district's educational programs will include estimates of the fiscal implications of each program.

The budget for the ensuing school year shall be thoroughly reviewed by the Board before its presentation to the voters for final adoption.

Cross-ref: 2260, Citizens Advisory Committees

Ref: Education Law §§1608(2)-(4); 1716(2)-(4); 1804(4); 1906(1); 2002(1); 2003(1); 2004(1); 2022(2); **2023; 2023-a**; 2601-a

Fiscal Management (NYSSBA, 1997)

J. Revised Regulation 6110-R – Budget Planning - First Reading

The revised Regulation 6110-R – Budget Planning - Board of Education Policies is presented for your information and discussion at the January 8, 2013 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the January 22, 2013 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 February 12, 2013 Regular Meeting.

6110-R**BUDGET PLANNING REGULATION**

The budget calendar prepared by the Superintendent of Schools shall include:

- a schedule which sets forth all important meetings and dates, including deadlines for budget proposals from within the district;
- commencement dates and deadlines for certain budgetary tasks such as the estimation of all revenues and income expected to be received by the district;
- events such as the preliminary dates for the Board of Education's consideration of the tentative budget.

The budget calendar will also set forth the name of every individual (or their title) who is assigned to perform a particular task with regard to the development of the budget.

As part of the budget planning process, the Superintendent or School Business Official will evaluate:

- the educational philosophy, goals and objectives of the district and their modification where required;
- the district education program and support systems such as transportation and business affairs;
- census and enrollment projections;
- the condition of the physical plant for operation and maintenance needs and new construction;
- debt service schedules;
- **the tax levy limit for the upcoming year and the possibility of voters overriding the limit if necessary; and**
- estimated revenue from sources other than the property tax, such as state and federal aid.

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

The revised Policy 6700 – Purchasing - Board of Education Policies is presented for your information and discussion at the January 8, 2013 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the January 22, 2013 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 February 12, 2013 Regular Meeting.

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 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. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts 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.

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, 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.

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 (see policy 6741 for guidance on purchasing professional services).

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 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.

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.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time

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

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.

Cross-ref: 6710, Purchasing Authority
6741, Contracting for Professional Services

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)

L. Revised Regulation 6700-R - Purchasing - First Reading

The revised Regulation 6700-R – Purchasing - is presented for your information and discussion at the January 8, 2013 Regular Meeting of the Board of Education.

A second reading, with any revisions deemed appropriate, will occur at the January 22, 2013 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 February 12, 2013 Regular Meeting.

PURCHASING REGULATION

The following sets forth the procedures for the procurement of goods and services by the district:

I. Definitions

Best value: optimizing quality, cost and efficiency. The basis for best value shall reflect, whenever possible, objective and quantifiable analysis, and may also take into consideration small businesses or certified minority- or women-owned businesses as defined in State Finance Law §163.

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment

Public Work Contract: a contract involving services, labor or construction

II. General Municipal 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. 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.

III. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The district will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The district will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.
4. All advertised bids shall include the following statement required by General Municipal Law 103-g: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law."

B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids; Awarding Contracts

The Purchasing Agent will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder or a purchase contract bid of best value (as recommended by the Purchasing Agent), who has furnished the required security after responding to an advertisement for sealed bids.

In order to be considered a responsible bidder, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector. Such statement may be submitted electronically pursuant to General Municipal Law §103(1).

Entities that cannot make this certification may only be awarded the bid if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The district makes a determination, in writing, that the goods or services are necessary for the district to perform its functions and that, absent such an exemption, the district would be unable to obtain the goods or services for which the contract is offered.

D. Documentation of Competitive Bids

The district will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

E. Purchase of Instructional Materials

In accordance with Education Law the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as a accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format).

The district will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

F. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law requires that the district will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation: The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

G. Environmentally-Sensitive Cleaning and Maintenance Products

The district will purchase and utilize environmentally sensitive cleaning and maintenance products whenever feasible. The purchasing agent will consult with the Green Guidelines provided by the Office of General Services.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

IV. Exceptions to Competitive Bidding Requirements

The district will not be subject to competitive bidding requirements when the Board of Education, in its discretion, determines that one of the following situations exists:

1. emergency situations where:

- a. the situation arises out of an accident or unforeseen occurrence or condition;
- b. a district building, property, or the life, health, or safety of an individual on district property is affected; or
- c. the situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The district will maintain records of verbal (or written) quotes, as appropriate;

2. when the district purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The district will maintain market price comparisons (verbal or written quotes) and the name of the government entity;

3. when the Board separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from producers or growers. The amount expended in any fiscal year by the district may not exceed an amount equal to fifteen cents multiplied by the number of days in the school year multiplied by the total enrollment of the district.

Documentation: The district will maintain documentation consistent with sections 114.3 of the Regulations of the Commissioner of Education;

4. when the Board separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Documentation: The district will maintain documentation consistent with section 114.4 of the Regulations of the Commissioner of Education;

5. when the district purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

Documentation: The district will maintain the legal authorization, Board authorization and market price comparisons; or

6. when there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

7. when the district purchases professional services that require special skill or training, such as but not limited to, audit, medical, legal or insurance services, or property appraisals.

Documentation: The district will keep proper documentation in accordance with policy 6741.

V. Quotes 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. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Methods of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. For example, with regard to insurance, the district will maintain documentation that will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required.
3. Requests for Proposals: the district will utilize RFP's to engage professional services providers in accordance with policy 6741.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurements; Documentation to be Maintained

The district will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000
 - a. Contracts from \$100 to \$1,000: Verbal quotes
Documentation will include notations of verbal quotes.
 - b. Contracts in excess of \$1,000 to \$20,000: Written quotes
2. Public Work Contracts up to \$35,000
 - a. Contracts from \$1,000 to \$10,000: Verbal quotes
Documentation will include notations of verbal quotes.
 - b. Contracts in excess of \$10,000 to \$35,000: Written quotes

VI. Quotes Not Required When Competitive Bidding Not Required

The district will not be required to secure alternative proposals or quotations for those procurements as permitted by state law:

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.

VII. Procurements from Other than the “Lowest Responsible Dollar Offeror”

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.

VIII. Internal Control

The Board authorizes the Superintendent of Schools, with the assistance of the Purchasing Agent, 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.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district’s regulations regarding purchasing and from time to time thereafter. The regulations must then be adopted by Board resolution. All district regulations regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district’s regulations regarding procurement will not be grounds to void action taken or give rise to a cause of action against the district or any officer or employee of the district.

M. Settlement Agreement with Employee No. 01942

“Upon recommendation of the Superintendent of Schools, be it **RESOLVED**, that an Agreement with Employee No. 01942, dated January 2, 2013 is hereby approved.

MOTION by Mrs. Knox seconded by Mr. Alcure approving Superintendent’s Report Item M Settlement Agreement with Employee No. 01942.

All aye. Motion carried (6-0)

N. 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 2012-13 school year in compliance with New York State Regulations.”

Martin Kehoe III

MOTION by Ms. McEnroy seconded by Ms. Plourde approving Superintendent’s Report Item N Appointment of Hearing Officer.

All aye. Motion carried (6-0).

VIII. INSTRUCTIONAL REPORT

A. Selection Classification Recommendation

Upon recommendation of the Superintendent of Schools, be it

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

Alexandra Schultz 8th Grade V G Bkb Smithtown HS East

B. Upon recommendation of the Superintendent of Schools, be it

“RESOLVED, that permission is granted for Overnight Field Trip Request – Smithtown High School West AP Government students to compete in the next round of “We the People” Competition, at the Desmond Hotel & Conference Center, Albany, New York, January 11 to January 12, 2013.

MOTION by Mr. Alcure, seconded by Mr. Morton approving Instructional Item A-B on a consent motion.

All aye. Motion carried (6-0).

IX. AUDIENCE – Mrs. Waldron welcomed members of the audience to the podium from the sign-in sheet.

1. Karen Wontrobski-Ricciardi expressed her concerns over redistricting
2. Steve Baez expressed his concerns over redistricting.

X. BUSINESS AFFAIRS

A. Finance

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
11/30/12

2 – Revenue Status Report
11/30/12

3 – Budget Status Report
11/30/12

4– Budgetary Transfer Report
11/30/12

- 5– Summary of Treasurer’s Report
11/30/12
- 6 – Treasurer’s Monthly Report
11/30/12
- 7 – Schedule of Investments
11/30/12
- 8 – Collateralization of Bank Balances
11/30/12
- 9 – Cash Flow Report
11/30/12
- 10 – Report of Claims Auditor
11/30/12
- 11 – Smithtown High School East Extra Classroom Activity Account
11/30/12
- 12 – Smithtown High School West Extra Classroom Activity Account
11/30/12
- 13 – Accomsett Middle School Extra Classroom Activity Account
11/30/12
- 14 – Great Hollow Middle School Extra Classroom Activity Account
11/30/12
- 15 – Nesaquake Middle School Extra Classroom Activity Account
11/30/12
- 16– Branch Brook Elementary School Extra Classroom Activity Account
11/30/12
- 17– Dogwood Elementary School Extra Classroom Activity Account
11/30/12
- 18 – Mills Pond Elementary School Extra Classroom Activity Account
06/30/11
- 19 – Mt. Pleasant Elementary School Extra Classroom Activity Account
11/30/12
- 20 – St. James Elementary School Extra Classroom Activity Account
11/30/12

21 – Smithtown Elementary School Extra Classroom Activity Account
11/30/12

22 – Tackan Elementary School Extra Classroom Activity Account
11/30/12”

2 – Bid Recommendations

"Upon recommendation of the Superintendent of Schools,
be it

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

09-53 Ext.	Matting – Walk Off
10-40 Ext.	Landscaping & Pruning
11-04 Ext.	Boiler Repairs
12/13-24 Reject	Snow Plow Parts
12/13-26	Emergency Snow Removal
12/13-28	Fuel Tank Monitoring Systems”

3 – Budgetary Transfers

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the following budgetary transfers of funds be approved for the 2012-13
school year:

FROM: See Attached	\$356,991.61
TO: See Attached	\$356,991.61”

4 - Contract for Special Education Public School Placements – South Huntington

"Upon recommendation of the Superintendent of Schools,
be it

MOTION by Mrs. Knox seconded by Ms. McEnroy approving Finance Items 1-6 on a consent motion.

All aye. Motion carried (6-0).

B. Operations

1 - Declaration of Obsolete Item

"Upon recommendation of the Superintendent of Schools,
be it

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

Kyocera KM1810 copier, ID# 0736, SCSD tag #712703 at Nesaquake M.S."

2 - 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 Smithtown Children's Foundation, for use of High School West, Accomsett Middle School and Accomsett Elementary on June 2, 2013, for a 5K run, from 6:00 a.m. to 1:00 p.m., under the rules and regulations and fee charges for use of school facilities, is hereby approved."

3 - 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

\$3,195.00 for the purchase of a Triple Play Pro-Baseball Pitching Machine at High School East

Rick Suris, President
Smithtown Booster Club
P.O. Box 166
Smithtown, NY 11787

\$1,000.00 donation

Bob's Discount Furniture
Charitable Foundation
3050 Middle Country Road
Nesconset, NY 11767"

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

All aye. Motion carried (6-0).

XI. PERSONNEL

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

1. Appointment of Academic Intervention Tutors
2. Appointment Regular Substitute Teachers
3. Certifications
4. Appointment of Substitute Teachers
5. Appointment of Part-Time Teachers
6. Certifications
7. Appointment of Co-Curricular Activities Sponsors
8. Comments
9. Notice of Retirements
10. Request for Extension of Leave of Absence, Without Pay
11. Request for FMLA Without Pay/Leave of Absence Without Pay
12. Comments
13. Notice of Resignations
14. Restoration to Former Tenure Status
15. Request for Leave of Absence, Without Pay
16. Particular Personnel – Executive Session

MOTION by Mrs. Knox, seconded by Ms. McEnroy approving Certified Personnel Items 1-16 as detailed in the attached resolutions.

All aye. Motion carries (6 -0).

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

1. Change of Status
2. Leave of Absence
3. Leave of Absence – Reasons
4. Retirements
5. Resignation
6. Terminations
7. Particular Personnel

MOTION by Mr. Morton, seconded by Mr. Alcure approving the Classified Personnel Items 1-7 as detailed in the attached resolutions.

All aye. Motion carried (6-0).

XII. NEW BUSINESS – none.

XIII. ADJOURNMENT

MOTION by Mrs. Knox, seconded by Mr. Morton that the meeting be adjourned at 9:20p.m.

All aye. Motion carried (6-0)

Respectfully submitted,

Maureen O'Connor
District Clerk

Personnel

A. Certified

(1) Appointment of Academic Intervention Tutor(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following person(s) who is/are or will be properly certified, be appointed as an Academic Intervention Tutor(s) for the Smithtown Central School District, Smithtown, NY as specified below:

<u>Name</u>	<u>Assign</u>	<u>Salary</u>	<u>Hours/Week</u>	<u>Effective</u>
Stuke, Cassandra M. (resignation of Joseph Geldmacher)	GH	\$23,907.71	19	01/03/2013

Personnel

A. Certified

(2) Appointment Regular Substitute Teacher(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following persons, who are or will be properly certified, be appointed as a Regular Substitute Teachers 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>
Keeley, Shannon M.	Elementary Teacher	SJE	1.00	3.5-BA+60/MA	\$64,501.00	01/03/2013	06/30/2013
Mass, Kathleen H. (Krause, Marcie E. on Leave of Absence Extension, without pay)	Elementary Teacher	SE	1.00	5.5-BA+60/MA	\$70,778.00	01/03/2013	06/30/2013

(3) Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Keeley, Shannon M.	Students Disabilities Birth-Grade 2	PROF
Keeley, Shannon M.	Students Disabilities Grades 1-6	PROF
Keeley, Shannon M.	Early Childhood Education Birth-Grade 2	PROF
Keeley, Shannon M.	Childhood Education Grades 1-6	PROF
Mass, Kathleen H.	Childhood Education Grades 1-6	PROF
Mass, Kathleen H.	Early Childhood Education Birth-Grade 2	PROF
Mass, Kathleen H.	Literacy Birth - Grade 6	PROF

Personnel

A. Certified

(4) Appointment of Substitute Teacher(s)

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

<u>Name</u>	<u>Certification</u>	<u>Certificate</u>
Horsley, Bryce A.	Initial Extension	Childhood Education Grades 1-6
Kennedy, Caroline A.	Professional	French 7-12
Kennedy, Caroline A.	Initial	Childhood Education Grades 1-6
Terriaca, Lauren M.	Initial	Literacy Grades 5-12
Terriaca, Lauren M.	Initial	English Language Arts 7-12

Personnel

A. Certified

(5) Appointment of Part-time Teacher(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named persons who are properly certified, be appointed as part-time teachers 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>
Cortopassi, Christine D.	Special Education	GH	0.40	1.5-BA+60/ MA	\$23,034.80	01/09/2013	06/30/2013

(6) Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Cortopassi, Christine D.	Mathematics 7-12	INIT
Cortopassi, Christine D.	Students Disabilities-Math Grades 7-12	INIT

Personnel

A. Certified

(7) Appointment of Co-Curricular Activities Sponsor(s)

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>
Cotignola Jr, Joseph P.	Honor Society Tri-M Music	\$427.01	Smithtown HS-West Campus
Cotignola Jr, Joseph P.	Chamber Music Society	\$373.63	Smithtown HS-West Campus

(8) Comments

Joseph Cotignola correction due to incorrect previously approved name BOE 7/30/2012.

Personnel

A. Certified

(9) Notice of Retirement(s)

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

<u>Name</u>	<u>Area</u>	<u>Location</u>	<u>Effective</u>
Caronia, Marcia	Foreign Language, 7-12	NMS	04/01/2013

Personnel

A. Certified

(10) Request for Extension of Leave of Absence, Without Pay

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named person(s) be granted an extension of their Leave of Absence, without pay effective as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Effective</u>	<u>End</u>
Velez, Jenelle M.	Elementary Teacher	AEL	01/02/2013	02/03/2013

PersonnelA. Certified(11) Request for FMLA Without Pay/Leave of Absence Without Pay

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following persons be granted FMLA, without pay and Leave of Absence without pay 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	10/19/2012	01/16/2013	Family Medical Sick
Mazur, Donna M.	Librarian/ School Media Spec	DE	12/11/2012	01/14/2013	Family Medical Sick
Mazur, Donna M.	Librarian/ School Media Spec	DE	01/15/2013	01/27/2013	Family Medical Leave, without pay
O'Neill, Christine	Speech	NYA	10/30/2012	01/01/2013	Family Medical Sick

(12) Comments

O'Neill, Christine dates include holiday break

Personnel

A. Certified

(13) Notice of Resignation(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the resignation(s) of the following persons(s) is/are approved as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Effective</u>
Geldmacher, Joseph J.	Tutor	GH	01/03/2013
Hull, Lauren	Tutor	MPE	01/12/2013

Personnel

A. Certified

(14) Restoration to Former Tenure Status

WHEREAS, a vacancy has occurred in the following named teacher's previous tenure area, and WHEREAS, the teacher(s) has/have agreed to accept the position, now therefore, Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the teacher(s) be restored to his/her former tenured position as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Salary</u>	<u>Step</u>	<u>Grade</u>	<u>Effective</u>
D'Addario, Anne M. (resignation of Theresa Skopkowski)	Elementary Teacher	BB	\$77,084.00	7.5	BA+60/MA	01/03/2013

Personnel

A. Certified

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

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named person(s) 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>
Peelle, Darlene	Elementary Teacher	01/24/2013	08/31/2013	Leave of Absence, without pay

Personnel

A. Certified

(16) Particular Personnel - Executive Session

Upon recommendation of the Superintendent of Schools, pursuant to Section 913 of Education Law, be it RESOLVED, that the employee identified in Executive Session is hereby directed to appear for a physical examination before one or more physicians of the District's choosing, and be it further RESOLVED, that such physician(s) shall be authorized to request and receive all pertinent medical data from the employee's personal physicians.

Emp # 02070

Personnel

B. Classified

(1) 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>
Read, Janet M.	PERM	Senior Clerk Typist 12 mo.	NYA	\$57,078.00	7.00	01/02/2013	/ /
Read, Janet M.	PERM	Senior Clerk Typist	NYA	\$52,483.00	7.00	02/12/2009	01/01/2013

Personnel

B. Classified

(2) 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>
Amoruso, Dorothy L.	Elementary School Monitor (Hourly)	MPE	\$14.25	11/21/2012	03/31/2013
Florio, Stephanie	Sp. Ed. Aide for Sp. Programs (SY6)	SE	\$33,742.00	12/14/2012	01/17/2013
Helfrich, Diane	FSW 24 HRS/LESS>7/1/02(Hourly)	NMS	\$14.95	01/02/2013	02/03/2013
Palladino, Carmine V.	Guard	SHSE	\$18.04	10/29/2012	01/15/2013
Rea, Julie L.	Special Education Aide (Hourly)	SHSW	\$18.86	12/14/2012	03/01/2013

(3) Leave of Absence - Reasons

Ms. Amoruso is requesting an unpaid leave of absence from 11/21/12 to 3/31/13 for medical reasons. She is an employee of the district and leave is recommended by her supervisor.

Ms. Florio is requesting an extension to her unpaid leave of absence (5/27/12 to 1/17/13) for medical reasons. She is an employee of the district and leave is recommended by her supervisor.

Ms. Helfrich is requesting an unpaid leave of absence from 1/2/13 to 2/3/13 for personal reasons. She is an employee of the district and leave is recommended by her supervisor.

Mr. Palladino is requesting an unpaid leave of absence from 10/29/12 to 1/15/13 for personal reasons. He is an employee of the district and leave is recommended by his supervisor.

Ms. Rea is requesting an extension to her unpaid leave of absence (9/4/12 to 3/1/13) for medical reasons. She is an employee of the district and leave is recommended by her supervisor.

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>
Feleppa, Joseph	Custodial Worker 2 (ND)	SE	\$54,282.00	01/01/2013
Sinatra, Anthony	Maint Mechanic 3	FAC	\$77,379.00	01/30/2013

PersonnelB. 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>
Brandt, John F.	Driver/Messenger (Hourly)	CAF	\$24.07	12/21/2012
McAlister, Cindi A.	Special Education Aide (Hourly)	SE	\$17.23	12/21/2012

Personnel

B. Classified

(6) Terminations

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

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary</u>	<u>End Date</u>
Chiofalo, Christopher J.	Guards(TPPK)	NYA	\$18.04	12/18/2012

Personnel

B. Classified

(7) Particular Personnel - Executive Session

Upon recommendation of the Superintendent of Schools, pursuant to Section 913 of Education Law, be it RESOLVED, that the employee identified in Executive Session is hereby directed to appear for a physical examination before one or more physicians of the District's choosing, and be it further RESOLVED, that such physician(s) shall be authorized to request and receive all pertinent medical data from the employee's personal physicians.

Emp #00129

Personnel

A. Certified

(1) Appointment of Academic Intervention Tutor(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following person(s) who is/are or will be properly certified, be appointed as an Academic Intervention Tutor(s) for the Smithtown Central School District, Smithtown, NY as specified below:

<u>Name</u>	<u>Assign</u>	<u>Salary</u>	<u>Hours/Week</u>	<u>Effective</u>
Stuke, Cassandra M. (resignation of Joseph Geldmacher)	GH	\$23,907.71	19	01/03/2013

Personnel

A. Certified

(2) Appointment Regular Substitute Teacher(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following persons, who are or will be properly certified, be appointed as a Regular Substitute Teachers 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>
Keeley, Shannon M.	Elementary Teacher	SJE	1.00	3.5-BA+60/MA	\$64,501.00	01/03/2013	06/30/2013
Mass, Kathleen H. (Krause, Marcie E. on Leave of Absence Extension, without pay)	Elementary Teacher	SE	1.00	5.5-BA+60/MA	\$70,778.00	01/03/2013	06/30/2013

(3) Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Keeley, Shannon M.	Students Disabilities Birth-Grade 2	PROF
Keeley, Shannon M.	Students Disabilities Grades 1-6	PROF
Keeley, Shannon M.	Early Childhood Education Birth-Grade 2	PROF
Keeley, Shannon M.	Childhood Education Grades 1-6	PROF
Mass, Kathleen H.	Childhood Education Grades 1-6	PROF
Mass, Kathleen H.	Early Childhood Education Birth-Grade 2	PROF
Mass, Kathleen H.	Literacy Birth - Grade 6	PROF

Personnel

A. Certified

(4) Appointment of Substitute Teacher(s)

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

<u>Name</u>	<u>Certification</u>	<u>Certificate</u>
Horsley, Bryce A.	Initial Extension	Childhood Education Grades 1-6
Kennedy, Caroline A.	Professional	French 7-12
Kennedy, Caroline A.	Initial	Childhood Education Grades 1-6
Terriaca, Lauren M.	Initial	Literacy Grades 5-12
Terriaca, Lauren M.	Initial	English Language Arts 7-12

Personnel

A. Certified

(5) Appointment of Part-time Teacher(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named persons who are properly certified, be appointed as part-time teachers 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>
Cortopassi, Christine D.	Special Education	GH	0.40	1.5-BA+60/ MA	\$23,034.80	01/09/2013	06/30/2013

(6) Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Cortopassi, Christine D.	Mathematics 7-12	INIT
Cortopassi, Christine D.	Students Disabilities-Math Grades 7-12	INIT

Personnel

A. Certified

(7) Appointment of Co-Curricular Activities Sponsor(s)

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>
Cotignola Jr, Joseph P.	Honor Society Tri-M Music	\$427.01	Smithtown HS-West Campus
Cotignola Jr, Joseph P.	Chamber Music Society	\$373.63	Smithtown HS-West Campus

(8) Comments

Joseph Cotignola correction due to incorrect previously approved name BOE 7/30/2012.

Personnel

A. Certified

(9) Notice of Retirement(s)

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

<u>Name</u>	<u>Area</u>	<u>Location</u>	<u>Effective</u>
Caronia, Marcia	Foreign Language, 7-12	NMS	04/01/2013

Personnel

A. Certified

(10) Request for Extension of Leave of Absence, Without Pay

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named person(s) be granted an extension of their Leave of Absence, without pay effective as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Effective</u>	<u>End</u>
Velez, Jenelle M.	Elementary Teacher	AEL	01/02/2013	02/03/2013

PersonnelA. Certified(11) Request for FMLA Without Pay/Leave of Absence Without Pay

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following persons be granted FMLA, without pay and Leave of Absence without pay 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	10/19/2012	01/16/2013	Family Medical Sick
Mazur, Donna M.	Librarian/ School Media Spec	DE	12/11/2012	01/14/2013	Family Medical Sick
Mazur, Donna M.	Librarian/ School Media Spec	DE	01/15/2013	01/27/2013	Family Medical Leave, without pay
O'Neill, Christine	Speech	NYA	10/30/2012	01/01/2013	Family Medical Sick

(12) Comments

O'Neill, Christine dates include holiday break

Personnel

A. Certified

(13) Notice of Resignation(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the resignation(s) of the following persons(s) is/are approved as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Effective</u>
Geldmacher, Joseph J.	Tutor	GH	01/03/2013
Hull, Lauren	Tutor	MPE	01/12/2013

Personnel

A. Certified

(14) Restoration to Former Tenure Status

WHEREAS, a vacancy has occurred in the following named teacher's previous tenure area, and WHEREAS, the teacher(s) has/have agreed to accept the position, now therefore, Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the teacher(s) be restored to his/her former tenured position as specified below:

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Salary</u>	<u>Step</u>	<u>Grade</u>	<u>Effective</u>
D'Addario, Anne M. (resignation of Theresa Skopkowski)	Elementary Teacher	BB	\$77,084.00	7.5	BA+60/MA	01/03/2013

Personnel

A. Certified

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

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named person(s) 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>
Peelle, Darlene	Elementary Teacher	01/24/2013	08/31/2013	Leave of Absence, without pay

Personnel

A. Certified

(16) Particular Personnel - Executive Session

Upon recommendation of the Superintendent of Schools, pursuant to Section 913 of Education Law, be it RESOLVED, that the employee identified in Executive Session is hereby directed to appear for a physical examination before one or more physicians of the District's choosing, and be it further RESOLVED, that such physician(s) shall be authorized to request and receive all pertinent medical data from the employee's personal physicians.

Emp # 02070

Personnel

B. Classified

(1) 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>
Read, Janet M.	PERM	Senior Clerk Typist 12 mo.	NYA	\$57,078.00	7.00	01/02/2013	/ /
Read, Janet M.	PERM	Senior Clerk Typist	NYA	\$52,483.00	7.00	02/12/2009	01/01/2013

Personnel

B. Classified

(2) 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>
Amoruso, Dorothy L.	Elementary School Monitor (Hourly)	MPE	\$14.25	11/21/2012	03/31/2013
Florio, Stephanie	Sp. Ed. Aide for Sp. Programs (SY6)	SE	\$33,742.00	12/14/2012	01/17/2013
Helfrich, Diane	FSW 24 HRS/LESS>7/1/02(Hourly)	NMS	\$14.95	01/02/2013	02/03/2013
Palladino, Carmine V.	Guard	SHSE	\$18.04	10/29/2012	01/15/2013
Rea, Julie L.	Special Education Aide (Hourly)	SHSW	\$18.86	12/14/2012	03/01/2013

(3) Leave of Absence - Reasons

Ms. Amoruso is requesting an unpaid leave of absence from 11/21/12 to 3/31/13 for medical reasons. She is an employee of the district and leave is recommended by her supervisor.

Ms. Florio is requesting an extension to her unpaid leave of absence (5/27/12 to 1/17/13) for medical reasons. She is an employee of the district and leave is recommended by her supervisor.

Ms. Helfrich is requesting an unpaid leave of absence from 1/2/13 to 2/3/13 for personal reasons. She is an employee of the district and leave is recommended by her supervisor.

Mr. Palladino is requesting an unpaid leave of absence from 10/29/12 to 1/15/13 for personal reasons. He is an employee of the district and leave is recommended by his supervisor.

Ms. Rea is requesting an extension to her unpaid leave of absence (9/4/12 to 3/1/13) for medical reasons. She is an employee of the district and leave is recommended by her supervisor.

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>
Feleppa, Joseph	Custodial Worker 2 (ND)	SE	\$54,282.00	01/01/2013
Sinatra, Anthony	Maint Mechanic 3	FAC	\$77,379.00	01/30/2013

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>
Brandt, John F.	Driver/Messenger (Hourly)	CAF	\$24.07	12/21/2012
McAlister, Cindi A.	Special Education Aide (Hourly)	SE	\$17.23	12/21/2012

Personnel

B. Classified

(6) Terminations

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

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary</u>	<u>End Date</u>
Chiofalo, Christopher J.	Guards(TPPK)	NYA	\$18.04	12/18/2012

Personnel

B. Classified

(7) Particular Personnel - Executive Session

Upon recommendation of the Superintendent of Schools, pursuant to Section 913 of Education Law, be it RESOLVED, that the employee identified in Executive Session is hereby directed to appear for a physical examination before one or more physicians of the District's choosing, and be it further RESOLVED, that such physician(s) shall be authorized to request and receive all pertinent medical data from the employee's personal physicians.

Emp #00129