

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

May 10, 2016

Held in Joseph M. Barton Bldg.

Meeting called to order at 7:00p.m. by Christopher Alcure president. On motion by Mrs. Waldron, seconded by Ms. Plourde, the Board voted unanimously to convene in Executive Session to discuss negotiations conducted pursuant to the Taylor Law involving the STA, matters leading to the discipline of a particular person and to seek legal advice from the Board's Attorney.

At 8:00p.m. Ms. Berlin left the meeting.

At 8:09 p.m. Mrs. Waldron motioned, Mrs. Knox seconded, and the Board voted unanimously to exit Executive Session and return to the public meeting.

Members present:

Christopher Alcure  
Joanne McEnroy  
Gladys Waldron  
Theresa Knox  
Louis Liguori  
Grace Plourde

Members absent:

Jeremy Thode

Also present:

Jennifer Bradshaw, Asst. Supt.  
Karen Ricigliano, Asst. Supt.  
Andrew Tobin, Asst. Supt.  
Allyn Leeds, Ed.D. Acting Asst. Supt.  
Eugene Barnosky Esq. Sharon Berlin Esq. ,Board Counsel  
Visitors  
Maureen O'Connor, District Clerk

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

At 8:09p.m. Mr. Alcure opened the Public Hearing on the Budget. Mr. Tobin gave an overview of the 206-2017 proposed budget. There were no members of the public signed up to speak. Mr. Alcure declared the Hearing closed at 8:17p.m.

**II. MINUTES** - of the Regular Meeting held April 12, 2016, and Special Meetings held April 19, 2016.

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

All aye. Motion carried (6-0).

**III. RECEIPT OF CLAIMS AUDITOR’S REPORT** – “Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the Claims Auditor’s Report ending RESOLVED, that the Claims Auditor’s Reports ending March 31, 2016, in the amount of \$13,247,911.93 be accepted.”.”

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

All aye. Motion carried (6-0).

**IV. COMMUNICATIONS**

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

1. Letter To: Board of Education  
From: Mr. Al Chandler  
Re: Expression of Appreciation for Field Dedication
2. Letter To: Board of Education  
From: Ms. Deborah Williams  
Re: Branch Brook Elementary (64 similar letters attached)
3. Letter To: Board of Education  
From: Noelle and Michael Ciminello  
Re: St. James Elementary Attendance area
4. Letter To: Mr. Christopher Alcure  
From: Mr. Michael Aleci  
Re: Invitation to Annual Rotary Breakfast
5. Letter To: Mr. Christopher Alcure  
From: Ms. Theresa Pelis  
Re: Invitation to Eagle Scout Court of Honor
6. Letter To: Mr. Christopher Alcure  
From: Mr. Michael Flynn

Re: Thank you for support of WS BOCES Election and Administrative Budget

7. Letter To: Mr. Christopher Alcure  
From: Ms. Laura Spencer, STA President  
Re: Dissapointment Regarding Status of Negotiations  
(with letters attached with signatures from teachers of all 13 schools)

8. Letter To: Board of Education  
From: Mr. Michael Panagiotopoulos  
Re: Eagle Scout Project Approval Request

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

Discussion: Mrs. Knox had a question on letter #3, Mr. Liguori expressed his concerns with letter # 7.

**Vote on Motion-** All aye. Motion carried (6-0).

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

**V. UNFINISHED BUSINESS** – None.

**VI. COMMITTEE REPORTS** -

Policy – Mrs. Knox reported that a meeting was held on May 3<sup>rd</sup>. A few of the policies discussed are up for a first reading tonight, changes are slight revisions to wording. The Code of Conduct was on the agenda and discussed however it has been sent back to administration for further review.

Instructional Services- An Instructional Services meeting was held immediately following the Policy meeting. Ms. Bradshaw and Mr. Strader presented the committee with updates on Program Enhancements, Curriculum Review Cycle Plans, Learning Environment and Wellness Efforts.

**VII. SUPERINTENDENT'S REPORT**

**A. Updates**- None

**B. Litigation**(Executive Session)

**C. Tentative Calendar for June 2016**- The calendars were reviewed by the Board. No additional meetings were scheduled.

**D. Revised Policy 5150 School Admissions - Board of Education Policies - Second Reading**

The revised Policy 5150 – School Admissions- Board of Education Policies is presented for your information and discussion at the May 10, 2016 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 May 24, 2016 Regular Meeting.**

**5150**

**SCHOOL ADMISSIONS**

The district shall provide a public education to all persons between the ages of five and twenty-one who have not received a high school diploma and are entitled to attend school. If such persons reside in the district, they may attend without payment of tuition.

A student under twenty-one years of age who has received a high school diploma shall be permitted to attend school or BOCES upon payment of tuition.

Upon registration, parents/guardians must bring the following information:

1. proof of child’s age;
2. parent/guardian photo identification
3. a record from a physician with all inoculations listed with a doctor’s signature or stamp.
4. proof of residency
5. proof of custody or guardianship

Specifics for each requirement are listed on the District’s website.

Cross-ref: 5155, Student Withdrawal from School

Ref: Education Law §§903; 904; 3202; 3208  
Public Health Law §2164  
Commissioner’s Regulation 100.2 (y.) Determination of Student Residency

**E. Revised Policy 5405 Wellness Policy - Board of Education Policies - Second Reading**

The revised Policy 5405 – Wellness Policy- Board of Education Policies is presented for your information and discussion at the May 10, 2016 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 May 24, 2016 Regular Meeting.**

5405

## WELLNESS POLICY

Given the documented connection between proper nutrition, adequate physical activity and educational success, the Board of Education adopts the following goals and authorizes the following actions to provide district students with a school environment that promotes student health and wellness and reduces childhood obesity.

For the purposes of this policy, “school campus” means all areas of district property accessible to students during the school day; “school day” means the period from the midnight before to 30 minutes after the end of the official school day; and “competitive food” means all food and beverages other than meals reimbursed under federal food programs available for sale to students on the school campus during the school day.

### I. Foods and Beverages Available for Sale to Students on School Campus During the School Day

The Board recognizes that a nutritious, well-balanced, reasonably-portioned diet is essential for student wellness. To help students possess the knowledge and skills necessary to make nutritious food choices for a lifetime, the district shall ensure that all foods and beverages available in school promote good nutrition, balance, and reasonable portion sizes. The district shall ensure that all foods and beverages available for sale to students on the school campus during the school day meet or exceed the program requirements and nutrition standards found in federal regulations.

To accomplish this, the Board directs that the district serve healthy and appealing foods and beverages at district schools, following state and federal nutrition guidelines, as well as safe food preparation methods.

#### School Meals – the district shall:

1. Include fruits, vegetables, salads, whole grains, and low fat items at least to the extent required by federal regulations.
2. Encourage students to try new or unfamiliar items.
3. Make efforts to ensure that families are aware of need-based programs for free or reduced-price meals and encourage eligible families to apply.
4. Consider serving produce and food from local farms and suppliers.
5. Make free drinking water available at locations where meals are served.

#### Meal Scheduling – the district recommends

1. Provide adequate time to eat.
2. Schedule lunchtime between normal lunch hours to the extent possible.

Foods and Beverages Sold Individually (e.g., a la carte, vending machines, schools stores) – the district shall:

1. Ensure that all such items meet the nutrition standards set in federal regulations for competitive foods regarding whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium, and caffeine.
2. Permit the sale of fresh, frozen or canned fruits and vegetables, if processed pursuant to federal regulations, as exempt from the nutrition standards.
3. Work with existing vendors or locate new vendors that will comply with nutrition standards.

#### Fund-Raising Activities – the district shall

1. Ensure that all fundraisers selling food or beverages to students on school campus during the school day meet the nutrition standards set in federal regulations for whole grains, fruits, vegetables, calories, fat, saturated fats, trans fats, sugar, sodium and caffeine.
2. Promote non-food items to sell, or activities (physical or otherwise) in which to participate.
3. Student groups conducting fundraisers which take place off the school campus or outside the school day must be aware of and are encouraged to follow this policy.
4. Outside organizations (e.g., parent groups, booster clubs) conducting fundraisers which take place off the school campus or outside the school day are encouraged to follow this policy.

#### Celebrations – the district shall:

1. Abide by the guidelines established in the District Wellness Plan for the frequency and content of classroom and school-wide celebrations where food is served.
2. Promote the use of food items which meet the standards for competitive foods and beverages, and promote non-food activities, and discourage foods and beverages which do not meet those standards, at celebrations
3. Model the healthy use of food as a natural part of celebrations.

## II. Physical Activity

Physical activity is an important factor in staying healthy and being ready to learn. The Board encourages every student to develop the knowledge and skills necessary to perform a variety of physical activities, to regularly participate in physical activity, and to appreciate and enjoy physical activity as an ongoing part of a healthy lifestyle. In addition, staff, families, and community are encouraged to participate in and model physical activity as a valuable part of daily life. The district's Physical Education program shall adhere to the curricular requirements of the Commissioner of Education and the New York State Learning Standards.

#### Physical Education

1. Students shall engage in physical education for at least the minimum number of hours or days per week under State requirements.
2. Physical Education classes shall incorporate the appropriate NYS Learning Standards.
3. Promote, teach and provide opportunities to practice activities that students enjoy and can pursue throughout their lives (e.g., yoga, fitness walking, step aerobics).
4. The performance of physical activity shall not be used as a form of discipline or punishment.

#### Recess

1. Maintain scheduled daily allotment of recess time for elementary school.
2. Student discipline should refrain when possible from impeding opportunities for physical activity.
3. Consider scheduling recess before lunch.

#### Physical Activity in the Classroom

1. Promote the integration of physical activity in the classroom

2. When the district is under severe time or space constraints, consider meeting the state requirements for Physical Education through collaborative and integrative in-classroom activity, under the supervision of a Physical Education teacher.

#### Extracurricular Opportunities for Physical Activity

1. Promote clubs and athletic program activities that meet the various physical activity needs, interests, and abilities of all students (e.g., walking, hiking and climbing).
2. Offer accommodating space for youth programs.

### III. Nutrition Promotion and Education

The Board believes that nutrition promotion and education is a key component in introducing and reinforcing healthy behaviors in students. Nutrition promotion and education that teaches the knowledge, skills, and values needed to adopt healthy eating behaviors shall be integrated into the curriculum. Nutrition promotion and education information shall be offered throughout the school.

The district's broader Health Education program shall incorporate the appropriate New York State Learning Standards.

The Board's goals for nutrition promotion and education include that the district will:

1. Include nutrition education as part of not only health education classes, but also classroom instruction in other subjects.
2. Include enjoyable developmentally appropriate, culturally relevant participatory activities (such as contests, promotions, taste testing, farm visits and school gardens).
3. Promote fruits, vegetables, whole grain products, low fat dairy products, safe and healthy food preparation methods, and health enhancing nutrition practices.
4. Educate about caloric balance between food intake and energy expenditure.
5. Teach media literacy with an emphasis on food marketing where appropriate.

### IV. Other School-Based Activities

The district may implement other appropriate programs that help create a school environment that conveys consistent wellness messages and is conducive to healthy eating and physical activity. Such activities may include, but are not limited to, health forums or fairs, health newsletters, parent outreach, employee health and wellness activities, limiting the use of food as a reward, reviewing food marketing and advertising in school, hosting or promoting community-wide events, and offering wellness-related courses in the district's adult education program.

#### Implementation

The Board shall designate one person to be responsible for ensuring that the provisions of this policy are carried out throughout the district. The Board may also designate one person in each building to ensure that the wellness activities and actions are being implemented at the building-level.

#### Monitoring and Review

The Superintendent shall report to the Board and the public on the implementation and effectiveness of this policy. Every two years the Superintendent or his/her designee in consultation with appropriate personnel and advisory committees, shall monitor and review the district's wellness activities to determine whether this policy is having a positive effect on increasing student wellness and decreasing

childhood obesity in the district. Based on those results, this policy, and the specific objectives set to meet its goals, may be revised as needed.

Parents, student, food service professionals, physical education teachers, school health professionals, school administrators, the general public, and the school board shall participate in the development, implementation and periodic review and update of this wellness policy.

The district shall inform and update the public (including parents, students and others in the community) about the content and implementation of this wellness policy.

The district shall monitor and review the implementation and effectiveness of this policy by conducting:

1. Periodic checks with Building Principals, classroom staff, and school health personnel to assess the progress of wellness activities and their effects.
2. Periodic checks of the nutritional content of food offered in the cafeterias for meals and a la carte items, and sales or consumption figures for such foods.
3. Periodic checks of the nutritional content of food available in vending machines, and sales or consumption figures for such foods.
4. Periodic checks of the nutritional content of food available in the school stores.
5. Periodic checks of the amount of time students spend in Physical Education classes, and the nature of those activities.
6. Periodic checks of extracurricular activities offered of a physical nature in schools.
7. Periodic review of the nutrition education curriculum.
8. Periodic completion of relevant portions of the CDC School Health Index.
9. Periodic check of student/parent opinions of cafeteria offerings and wellness efforts.
10. Periodic review of professional staff development offered which focuses on student wellness.
11. NYSSBA's Student Wellness Assessment Checklist every two years to review the effectiveness of this policy.

Ref: P.L. 111-296 (The Healthy, Hunger-Free Kids Act of 2010)  
 P.L. 108-265 (Child Nutrition and WIC Reauthorization Act of 2004)  
 42 USC § 1758(f)(1); 1766(a) (Richard B. Russell National School Lunch Act)  
 42 USC § 1779 (Child Nutrition Act)  
 7 CFR §210.10; 210.11; 210.11a (National School Lunch Program participation requires - standards for lunches, snacks, and competitive foods)  
 7 CFR § 220.8 (School Breakfast Program participation requirements - nutrition standards)  
 8 NYCRR Part 135 (Health and Physical Education curricular requirements); §114.1 (School Breakfast Program Requirements)  
*Appeal of Phillips*, 37 EDR 204 (1997) (dec. no 13,843)  
*Appeal of Williams*, 32 EDR 621 (1993) (dec. no 12,934)

**F. Revised Policy 9645- Disclosure of Wrongful Conduct Board of Education Policies - Second Reading**

The revised Policy 9645 – Disclosure of Wrongful Conduct Board of Education policies is presented for your information and discussion at the May 10, 2016 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 May 24, 2016 Regular Meeting.**

**9645**

## **DISCLOSURE OF WRONGFUL CONDUCT**

The Board of Education (“Board”) expects officers and employees of the district to fulfill the public’s trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

However, when district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct have occurred, they should report such wrongful conduct to the Superintendent of Schools (“Superintendent”) or the Board. For purposes of this policy, the term “wrongful conduct” shall be defined to include:

- theft of district money, property, or resources;
- misuse of authority for personal gain or other non-district purpose;
- fraud;
- actions that compromise the security and integrity of the district’s or state’s testing program;
- violations of applicable federal and state laws and regulations; and/or
- serious violations of district policy, regulation, and/or procedure.

### Disclosure and Investigation

Employees and officers who know or have reasonable cause to believe that wrongful conduct has occurred or is occurring shall report such mismanagement, fraud or abuse to the Superintendent or the Board, if the allegation involves the Superintendent. Upon receiving a report of alleged wrongful conduct, the district shall take prompt steps to conduct an investigation.

Staff members who suspect that a violation of state testing procedures has occurred by a certified educator, or non-certified individual involved in the state testing program, must report their concerns to the State Education Department in the manner proscribed by the Commissioner of Education, and must also report concerns to the Superintendent or Board. Any Building Principal receiving such a report will relay this information to the Superintendent.

The Superintendent or the Board or the Superintendent’s or Board’s designee (e.g., School Attorney, Independent Auditor, etc.) shall maintain a written record of the allegation and conduct an investigation to ensure that the appropriate unit (e.g., auditors, forensic auditors, police, etc.) investigates the disclosure.

Except as otherwise provided in either state and/or federal law, the Board designated officer will make all reasonable attempts to protect the identity of the employee making the disclosure in a confidential manner, as long as doing so does not interfere with conducting an investigation of the specific allegations or taking corrective action.

Pursuant to § 75-b of the Civil Service Law, the District will not dismiss or take other disciplinary action against an employee because the employee discloses to the Superintendent or the Board, or when appropriate, another governmental body information: (1) regarding wrongful conduct that creates and presents a substantial and specific danger to the public health or safety; or (ii) which the employee reasonably believes to be true and reasonably believes constitutes an improper governmental action. “Improper governmental action” means any action by the District or a District employee, or an agent of the District, which is undertaken in the performance of official duties and which is in violation of any federal, state or local law, rule or regulation.

Nothing in this policy is intended to interfere with legitimate employment decisions.

The Superintendent may establish regulations necessary to implement this policy.

This policy and accompanying regulations must be given to all employees.

**G. Revised Policy 5100 – Attendance - Board of Education Policies - First Reading**

The revised Policy 5100 –Attendance- Board of Education Policies is presented for your information and discussion at the May 10, 2016 Regular Meeting of the Board of Education.

**A second reading, with any revisions deemed appropriate, will occur at the May 24, 2016 Regular Meeting of the Board of Education**

**The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the next Regular Meeting of the Board of Education on June 14, 2016.**

**5100**

**ATTENDANCE**

The Board of Education, in accordance with the State Education Law, requires that each minor regularly attend school full time from the first day of session in September of the school year in which the minor becomes 6 years of age through the last day of the school year in which such minor becomes 16 years of age, unless she/he has completed a four year high school course of study. He/She may attend a school other than a public school or receive home instruction, provided the instruction is equivalent to that given in the public schools.

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board expects to minimize the number of unexcused absences, tardiness, and early departures (referred to in this policy as “ATEDs”), encourage full attendance by all students, maintain an adequate attendance record keeping system, identify patterns of student ATEDs and develop effective intervention strategies to improve school attendance.

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- A summary of the attendance policy will be included in student handbooks and will be reviewed with students at the start of the school year. Early in each school year, the policy will be presented at a school event stressing the parent's responsibility for their ensuring their children's attendance.
- Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to acknowledge that they have read and understand the policy.
- When a student is absent, tardy, or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s) of the specific ATED, remind them of the attendance policy, and review ATED intervention procedures with them.
- School newsletters and publications will include reminders of the components of this policy and copies of this policy will also be made available to any community member upon request.
- The district will provide a copy of the attendance policy and any amendments thereto to all faculty and staff. New staff will receive a copy as well. All staff and faculty will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.

### Excused and Unexcused Absences

- Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness, illness or death in the family, impassable roads or unsafe travel conditions, religious observance, quarantine, required court appearances, medical appointments, approved college visits, approved court appearances, approved cooperative work programs, military obligations, participation in school sponsored and approved activities, or such reasons as may be approved by the appropriate building administrator.
- All other ATEDs are considered unexcused absences.
- All ATEDs must be accounted for. It is the parent's responsibility to notify the school office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school.
- No student can participate in any extracurricular activity or interscholastic sporting event on a day when he or she is absent from school without the permission of the Building Principal or his/her designee.

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### Attendance/Grade Policy

The Board recognizes an important relationship between class attendance and student performance. Consequently, each marking period, a student's final grade may be based on classroom participation as well as student's performance on homework, tests, papers, projects etc. Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs may affect a student's class participation grade for the marking period.

Students who have more than five unexcused absences from a class that meets daily or three times for a class that meets on alternate days shall receive an incomplete grade for that marking period. A student who has more than (20) unexcused absences for a full year course meeting daily or (10) unexcused absences for courses meeting on alternate days or a half year course meeting daily shall receive an incomplete grade for the course.

An incomplete grade can be converted to the appropriate letter grade through the completion of a departmental assignment. If the departmental assignment is satisfactorily completed, the teacher will determine the marking period or course grade based on the student's performance during the marking period/course, including appropriate make-up work. However, a teacher is not required to provide a make-up opportunity to a student who voluntarily absents himself or herself from an examination or quiz.

To ensure uniform application of the attendance policy, the department chairperson or lead teacher will consult with the student's teacher and determine the amount, nature, and time limit (not to exceed 10 school days) for the departmental assignment. The activities developed by the department for the students to complete shall reflect the subject area, grade level, and ability level of those students. If the student does not complete the assignment in the time allocated or does not satisfactorily complete the assignment, the incomplete is to be changed to an "F".

### General Procedures.

For students in grades K-12, attendance will be recorded for each period of instruction.

At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the designated staff member(s) responsible for attendance. The nature of an ATED shall be coded on a student's record as follows: E = Absent-Excused; X = Tardy-Excused; T = Tardy-Unexcused; A = Absent-Unexcused; S = Sick/Illness-Excused; W = Work/Coop program-Excused; V = Visit to college-Excused; R = Religious observance-Excused; M = Medical appointment-Excused; F = Family illness or death in the family-Excused; C = Court appearance-Excused. L = Late to class. This data shall be available to and should be reviewed by the Principal in an expeditious manner. Data will be analyzed periodically to identify patterns or trends in student absences. Continuous monitoring will be conducted to identify students who are absent, tardy or leave class or school early.

Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.

### Disciplinary Consequences

Unexcused ATEDs may result in disciplinary action consistent with the district's code of conduct. Those penalties may include, for example, detention or denial of the privilege of participating in or attending extracurricular events. In addition, designated staff member(s) will contact the student's parents and the student's guidance counselor. Such staff member(s) shall remind parents of the attendance policy,

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explain the ramifications of unexcused ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

### Attendance Incentives

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

- Recognition will be given to students who maintain exemplary attendance. This may include certificates, recognition events and awards.
- At the classroom levels, teachers are encouraged to reinforce positive attendance by students by implementing motivational strategies.

### Application of Attendance Policy

Students shall not be considered absent from school when they are authorized by school officials to be somewhere other than their regularly scheduled classes. This includes activities such as meetings, conferences with school personnel, field trips, music lessons, athletic contests, testing and in-school

suspension. However, these excused absences are still a “missed class” and the student is responsible for making up any work missed during that time, except as arranged as part of a program reduction or modification made to accommodate special circumstances, such as required AIS services.

- Students may arrange with their teachers to make up any work missed. This also applies to any student who is absent, tardy or leaves early from school or a class due to illness or any other excused reason. All other absences from class will be counted.
- Teachers may recommend to the administrator that this policy be waived due to extenuating circumstances beyond the student’s control, and if all assignments have been completed.
- Any student notified that he or she will receive an INCOMPLETE for the marking period or the course will have the right to a hearing with the appropriate administrator.
- This policy shall apply to students with a disability unless noted in their Special Education Individualized Education Program.
- Students attending classes at other facilities, such as a BOCES center, shall be subject to the attendance policies at those other facilities, except that this policy shall apply for that portion of the students' program for which they are enrolled in Smithtown schools.
- Students who transfer from one class section to another on the same level, or from one course level to another, will have their class attendance transferred to the new class.
- The school will establish and implement notification procedures to keep parents informed about the accumulation of class absences and how those absences relate to the school attendance policy.
- To ensure that parents and students are aware of the implications of this minimum attendance requirement, the teacher or other designated staff member(s) will advise the student and contact the parents by telephone and mail at appropriate intervals prior to the student reaching 10 or 20 unexcused ATEDs.

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#### Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225  
8 NYCRR §§104.1; 175.6

#### **H. Revised Policy 8505 – Meal Charge - Board of Education Policies - First Reading**

The revised Policy 8505 –Meal Charge- Board of Education Policies is presented for your information and discussion at the May 10, 2016 Regular Meeting of the Board of Education.

**A second reading, with any revisions deemed appropriate, will occur at the May 24, 2016 Regular Meeting of the Board of Education**

**The Superintendent of Schools will subsequently present the final copy to the Board of Education for its action at the next Regular Meeting of the Board of Education on June 14, 2016.**

**8505**

### **MEAL CHARGE**

The Board of Education is committed to providing the opportunity for all students to access nutritious meals in a cost-effective manner. In recognition of the fact that students may occasionally forget lunch money, this policy sets forth the procedures for handling meal “charges” while being both sensitive to the student’s needs and mindful of the fiscal responsibilities of the Child Nutrition Program.

It is the responsibility of the parents/guardians to ensure that money for lunch is either brought to school to pay for lunch or that money is deposited to the students individual meal account regularly, maintaining a positive balance to cover the cost of student purchases of lunch and/or snacks.

To comply with State guidelines and maintain a system for accounting for charged meals, the district shall:

1. Allow a student to charge a meal, meaning, what is on the menu for the day, excluding extras and snacks.
2. Limit the number of charges to three (3) lunches per student.
3. Provide a sandwich, fruit/vegetable and milk at lunch, when a student exceeds the charge limit.
4. Expect that meal charges will be paid back the next school day.
5. Students will be required to pay all meal charges before being allowed to purchase a la carte items (snacks).
6. Notify parents on a timely basis of outstanding charges by the automated telephone system and/or by mail.
7. Use a computer-generated point of sale system, which identifies and records all meals as well as collect repayments.

**8505**

Charged meals must be counted and claimed for reimbursement on the day that the student charged (received) the meal, not the day the charge is paid back. When charges are paid, these monies are not to be considered “a la carte” transactions, as a section on the daily payment report reads, “repayment.”

If the district suspects that a student may be abusing this policy, written notice will be provided to the parent that if he/she continues to abuse this policy, the privilege of charging meals will be refused.

Parents will receive a letter at the end of the year stating any negative balance their child may have. The charge is expected to be paid before the school year ends. Any balance negative or positive will be carried over to the next school year, building, grade and student

### **STAFF**

Staff members are allowed to purchase food from the district’s food services. However, all purchases must be on a cash basis or have funds on their account. As per the State Education Department, staff members are not allowed to charge meals to be repaid at a later date.

Notification to parents of the districts’ meal charge policy will be available annually, via our website. The website address is [www.smithtown.k12.ny.us](http://www.smithtown.k12.ny.us) go to Departments and then Child Nutrition to see the policy.

REF:

42USC § 1779 (Child Nutrition Act of 1966)

42 USC §§1758 (f) (I); 1766 (a) (National School Lunch Act)

**I. Revised Policy 8334 – Use of Credit Cards - Board of Education Policies - First Reading**

The revised Policy 8334 –Use of Credit Cards- Board of Education Policies is presented for your information and discussion at the May 10, 2016 Regular Meeting of the Board of Education.

**A second reading, with any revisions deemed appropriate, will occur at the May 24, 2016 Regular Meeting of the Board of Education**

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**8334**

**USE OF CREDIT CARDS**

The Board of Education permits the use of district credit cards by the Superintendent of Schools and the Purchasing Agent to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. All credit cards will be in the name of the school district.

The district shall establish a credit line not to exceed \$10,000 for all cards issued to the district.

**8334**

The Board shall ensure that the credit card is secured through an RFP process and the relationship between the district and the credit card company is such that the district preserves its right to refuse to pay

any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district’s policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent of Schools, in consultation with the Assistant Superintendent of Business and the district's Purchasing Agent, shall establish regulations governing the issuance and use of credit cards. Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy and accompanying regulations shall be given to each cardholder.

The Assistant Superintendent of Business shall periodically, but no less than twice a year, report credit card usage to the Board

Cross-ref: 6700, Purchasing  
6830, Expense Reimbursement

Ref: Education Law §§ 1724(1); 2524(1) (itemized, audited, and approved vouchers required)  
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)  
Opns. St. Compt. No. 79-494  
Opns. St. Compt. No. 78-897 (gas credit cards)

**VIII. INSTRUCTIONAL REPORT –**

A. Overnight Field Trip Request

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that permission is granted for HSW Boys Varsity Track Team to compete in the Invitational Track meet at Queensbury High School, Queensbury, New York. The meet will compete on May 13-14, 2016.

They will be accompanied by the following adult chaperones:

- Peter Schieck, Varsity Head Coach
- Mark Jackett, Varsity Asst Coach
- Veronica Welsh, Varsity Asst Coach
- Lauren Biscardi, Approved Volunteer

B. Overnight Field Trip Request

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that permission is granted for the High School West Girls Varsity Track Team to compete in the Invitational Track Meet at White Plains High School, White Plains,, New York on May 13-14, 2016.

They will be accompanied by the following adult chaperones:

- David Stein, Varsity Head Coach
- Anastasia Bayne, Varsity Assistant Coach

- C. Presentation – Scientific Computing- Maria Zeitlin
- D. Presentation- STEM Curriculum Update- Jennifer Bradshaw and Paul Strader

**MOTION** by Mrs. Knox seconded by Mrs. Waldron approving Instructional Report

**Vote on Motion:** All aye. Motion carried (6-0)

**IX. PUPIL PERSONNEL SERVICES-**

**A. Committee on Special Education**

**1. Committee on Special Education**

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

Committee on Special Education/Preschool Special Education:

As per attached CSE meetings held between 04/04/2016-05/06//2016.

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 04/04/2016-05/06//2016.

“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 4/5/16 – 4/21/16**

2. Special Education Preschool Annual IEP Review/Amended IEP

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

**See Attached –CPSE meetings from 4/5/16 – 4/21/16**

**MOTION** by Mrs. Waldron seconded by Mrs. Knox approving Pupil Personnel Services Items A-B .

**Vote on Motion :** All aye. Motion carried (6-0).

**X. AUDIENCE** –Mr. Alcure welcomed the following members of the audience to the podium to address the Board.

1. Mary Herrle expressed her concerns with the Regents grading and calculation of GPA. Mrs. Herrle asked for a waiver of the current policy regarding same.

**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 – All Funds  
03/31/16

2 – Revenue Status Report – All Funds  
03/31/16

3 – Budget Status Report – All Funds  
A – Summary  
B – Expanded  
C – Capital Fund Project to Date  
03/31/16

4– Budgetary Transfer Report  
03/31/16

5– Summary of Treasurer’s Report  
03/31/16

- 6 – Treasurer’s Monthly Report  
03/31/16
- 7 – Schedule of Investments  
03/31/16
- 8 – Collateralization of Bank Balances  
03/31/16
- 9 – Cash Flow Report  
03/31/16
- 10 – Report of Claims Auditor  
03/31/16
- 11 – Smithtown High School East Extra Classroom Activity Account  
03/31/16
- 12 – Smithtown High School West Extra Classroom Activity Account  
03/31/16
- 13 – Accomsett Middle School Extra Classroom Activity Account  
03/31/16
- 14 – Great Hollow Middle School Extra Classroom Activity Account  
03/31/16
- 15 – Nesaquake Middle School Extra Classroom Activity Account  
03/31/16
- 16 – Accomsett Elementary School Extra Classroom Activity Account  
03/31/16
- 17– Branch Brook Elementary School Extra Classroom Activity Account  
03/31/16
- 18– Dogwood Elementary School Extra Classroom Activity Account  
03/31/16
- 19 – Mills Pond Elementary School Extra Classroom Activity Account  
03/31/16
- 20 – Mt. Pleasant Elementary School Extra Classroom Activity Account  
03/31/16
- 21 – St. James Elementary School Extra Classroom Activity Account  
03/31/16
- 22 – Smithtown Elementary School Extra Classroom Activity Account  
03/31/16
- 23 – Tackan Elementary School Extra Classroom Activity Account

03/31/16”

2 - Change Order

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the Board of Education hereby approves the attached change order listed below:

**Bid Recommendation #15/16-8 Awarded on 7/28/15**

**Capital Project #58-08-01-06-0-038-025**

**High School West – Boiler Replacement**

CHANGE ORDER #1– Amount: (6,000.00)  
Contractor: JNS Heating Service”

3 – Bid Recommendations

"Upon recommendation of the Superintendent of Schools,  
be it

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

11-43R	Ext.	District Vehicle Repair
13/14-07	Ext	Tutorial & Special Education Services for Students of the SCSD
15/16-15		Driver Ed
15/16-17		Football Helmets & Shoulder Pads

*As per the attached memos from Beth Woods  
to Andrew Tobin dated 5/10/16”*

4 – Budgetary Transfers

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the following budgetary transfers of funds be approved for the 2015-16 school  
year:

FROM:	2110-433-81-6600	Rent N-Instr Equip	\$7,097.67
	2110-501-81-6600	Gen Instr Supplies	\$738.15
TO:	2021-501-81-0501	Gen Instr Supplies	\$7,835.82”

5 – Contract for Assistive Technology Services

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the President of the Board of Education is hereby authorized to execute a contract with the following organization for the 2016-17 school year, to provide Assistive Technology Services, as per the attached rates :

Abilities, Inc. (d/b/a Kornreich Technology Center)  
201 I.U. Willets Road  
Albertson, NY 11505-1599”

6 - Contract for Special Education Private School Placements - NYSARC

"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 2016-17 school year with the private school listed below for the placement of students with handicapping conditions, as approved by the Committee on Special Education:

NYSARC, Inc. Suffolk Chapter  
2900 Veterans Memorial Highway  
Bohemia, NY 11716”

7 - Contract for Special Education Private School Placement – Ascent

"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 2016-17 school year with the private school listed below for the placement of students with handicapping conditions, as approved by the Committee on Special Education, as well as to provide Special Education services at the rates indicated:

Ascent – A School for Individuals with Autism  
819 Grand Blvd., Suite 2  
Deer Park, NY 11729

Behavior Intention Specialist	\$180.00 per hour
In-home Parent Training	\$140.00 per hour
Tutoring/Home ABA Supervisor	\$140.00 per hour
Extended Day ABA Services	\$140.00 per hour
School District Classroom Consultation	\$125.00 per hour
Tutoring/Home ABA Instruction	\$100.00 per hour”

8 - Contract for Special Education Private School Placements - DDI

"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 2016-17 school year with the private school listed below for the placement of students with handicapping conditions, as approved by the Committee on Special Education:

Developmental Disabilities Institute  
99 Hollywood Drive  
Smithtown, NY 11787”

9 - Agreement with SCOPE Education Services – PSAT/SAT/ACT Preparatory Program

"Upon recommendation of the Superintendent of Schools, be it

RESOLVED, that the President of the Board of Education is hereby authorized to execute an agreement between the Smithtown Central School District and SCOPE Education Services for the PSAT/SAT/ACT Preparatory Program for the period of September 1, 2016 through June 30, 2017.”

10 - Contract for Special Education Private School Placement - ASPIRE

"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 2015-16 school year with the private school listed below for the placement of students with handicapping conditions, as approved by the Committee on Special Education:

ASPIRE Center for Learning and Development  
63 Old East Neck Road  
Melville, NY 11747

Center-Based Psychotherapy	\$120.00 per 30 minutes \$140.00 per 45 minutes \$160.00 per 60 minutes
Home-Based Parent Training	\$145.00 per 30 minutes \$170.00 per 45 minutes \$195.00 per 60 minutes”

11 – Appointment of Surveyor

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the President of the Board of Education is hereby authorized to appoint Nelson & Pope Engineers & Land Surveyor, PLLC (d/b/a Nelson & Pope Engineers and Surveyors) to provide professional surveying, mapping and support services of the District’s property at 26 New York Avenue, Smithtown, NY, as per the attached proposal, at a fee of \$10,500.00.”

12 - Contract for Special Education Private School Placements –  
Center for Developmental Disabilities, Inc.

"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 2016-17 school year with the private school listed below for the placement of students with handicapping conditions, as approved by the Committee on Special Education:

The Center for Developmental Disabilities, Inc.  
72 South Woods Road  
Woodbury, NY 11797”

**MOTION** by Mrs. Knox, seconded by Mrs. Waldron approving the Finance Items 1-12.

**Vote on Motion-** All aye. Motion carried (6-0).

**B. Operations**

1 – Declaration of Obsolete Items

"Upon recommendation of the Superintendent of Schools,  
be it

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

**High School East – North Administration**

Kyocera Copier, Tag #09434, Serial #: S4X03423, Model A1815

**High School East – Science**

116 copies: Biology 5<sup>th</sup> Ed. AP, ISBN# 0-8053-65-73-7

**High School East – Math**

453 copies: Algebra 2 & Trigonometry, ISBN# 1-56765-702-9

28 copies: Intermediate Algebra with Applications, ISBN# 0-395-96961-1

**High School West – Math**

462 copies: Algebra 2 & Trigonometry, ISBN# 1-56765-702-9

160 copies: Intermediate Algebra with Applications, ISBN# 0-395-96961-1

**High School East and West – Math**

Attached lists of books in the Math Departments

**Smithtown Elementary – Library**

Attached list of books in the Library” \*

*\*List available upon request*

2 - School Lunch and Breakfast Program

"Upon recommendation of the Superintendent of Schools,  
be it

RESOLVED, that the Smithtown Central School District will participate in the National School Lunch and Breakfast Program during the 2016-17 school year."

3 – Additions to Lists of Organizations Approved to Use School Facilities,  
2015-2016 and 2016-2017 School Years

"Upon recommendation of the Superintendent of Schools,

RESOLVED, that the following organizations, having made formal application, are hereby approved to use school facilities at the Smithtown Central School District during the 2015-2016 and 2016-2017 school years, subject to all School District policies, rules and regulations, Standard Uniform Practices, and contract provisions:

**2015-2016 SCHOOL YEAR**

**Amendment**

Fairfield at St. James HOA  
New Image Gymnastics Academy  
Suffolk County Football Officials Association  
Village of the Branch Soccer Club

**2016-2017 SCHOOL YEAR**

District Attorney's Office/Suffolk County Police  
Dynamics Twirling Org.  
The Greater Smithtown Chamber of Commerce  
Ivy League School Foundation  
i9 Sports, Inc.  
Long Island Volleyball Club (LIVBC)  
Mills Pond Nursing & Rehabilitation Center  
SCOPE Education Services  
Smithtown Center for Rehabilitation & Nursing Care  
Smithtown Schools Employees' Association  
Smithtown Teachers' Association  
The Sparklers  
Village of the Branch Soccer"

**Amendment:** *This is a correction to the April 12, 2016 agenda, inadvertently listed in the 2016-17 school year*

4 – 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 New Image Gymnastics Academy, for use of High School West gym, cafeteria and classroom for a New York State Championship from 7:00 a.m.to 8:00 p.m., on May 8, 2016, under the rules and regulations and fee charges for use of school facilities, is hereby approved."

AMENDMENT: *This is a correction to the April 12, 2016 agenda, inadvertently listed as June 8, 2016*

5- 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

\$4,000.00 for the Olivia & Harlan  
Fischer Arts Scholarship (\$2,000.00  
to each high school)

Mr. Harlan Fischer  
Branch Financial Services, Inc.  
50 Route 111, Suite 206  
Smithtown, NY 11787

\$1,000.00 scholarship donation

NYS Association for  
Superintendent of School  
Building and Grounds, Inc.  
Suffolk County Chapter  
P.O. Box 1252  
Ronkonkoma, NY 11779"

**MOTION** by Mrs. Waldron, seconded by Mrs. Knox approving Operations Item 1-5.

**Vote on Motion:** All aye. Motion carried (6-0).

**XII. PERSONNEL**

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

1. Appointment of Staff for the Middle School Summer Program 2016-2017
2. Appointment of Teacher on Special Assignment
3. Appointment of Staff for the 2016-2017 ENL Summer Enrichment Program
4. Notice of Retirement
5. Request for FMLA and/or Leave of Absence
6. Request for Extension of Leave of Absence, Without Pay
7. Request for a Leave of Absence, Without Pay
8. Increase of Assignment/Additional Class
9. Termination of Employee
10. Appointment of Part-Time Teacher
11. Notice of Resignation
12. Restoration to Former Tenure Status
13. Appointment of Probationary Teacher

**MOTION** by Mrs. Knox, seconded by Mrs. Waldron approving Certified Personnel Items 1-8 and Items 10-13.

**Vote on Motion: (6-0)**

**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
6. Termination
7. STEP Program
8. Election Workers
9. Transfer of Employee

**MOTION** by Mrs. Knox, seconded by Mrs. Waldron approving Classified Personnel Items 1-9, as detailed in the attached resolutions.

**Vote on Motion-** All aye. Motion carried (6-0).

**XIII. NEW BUSINESS** – None at this time.

**XIV. ADJOURNMENT**

**MOTION** by Mrs. Knox , seconded by Mrs. Waldron that the Board adjourn to Executive Session to discuss matters leading to the appointment of a particular person.

Respectfully submitted,

Maureen O'Connor  
District Clerk

Personnel

A. Certified

(1) Appointment of Staff for the Middle School Summer Program 2016-2017

Upon the recommendation of the Superintendent of Schools, be it RESOLVED, that the following persons be appointed to the staff of the Middle School Summer Program to be held at Great Hollow Middle School at the approved summer teaching rate as per the current agreement between the Smithtown Central School District and the Smithtown Teachers Association:

Name

Baker, Kate M.

DeLuca, Donna G.

DeMola, Danielle M.

Farrell, Kathleen E.

Felice, Lisa M.

May, Melissa A.

Reiter, Jodi B.

Personnel

A. Certified

(2) Appointment of Teacher on Special Assignment

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following person, who is presently on staff and is properly certified, be appointed as a teacher on special assignment with a \$2,000 stipend for the Smithtown Central School District as specified below:

<u>Name</u>	<u>Assign</u>	<u>Area</u>	<u>Effective</u>	<u>End Date</u>
Cronin, Alyson	NYA	Elementary Teacher	07/01/2016	06/30/2017
Gallery, Patricia	NYA	Elementary Teacher	07/01/2016	06/30/2017
Stein, Elizabeth L.	NYA	Special Education	07/01/2016	06/30/2017

Comments

Name

- Cronin, Alyson - Instructional Coach - ELA
- Gallery, Patricia - Instructional Coach - ELA
- Stein, Elizabeth L. - Instructional Coach - Special Education

Personnel

A. Certified

(3) Appointment of Staff for the 2016-2017 ENL Summer Enrichment Program

Upon the recommendation of the Superintendent of Schools, be it RESOLVED, that the person specified below be appointed as teachers or substitutes for the 2016-2017 ENL Summer Enrichment Program at the contractually approved rate of \$66.66 per hour. The curriculum writing for this program done by the person specified below is also approved at the contractual rate of \$35.80 per hour:

Name

Aretz, Katherine J.

Caiati, Erica R.

McCabe, Patricia E.

Peattie, Sara A.

Personnel

A. Certified

(4) Notice of Retirement

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

<u>Name</u>	<u>Area</u>	<u>Location</u>	<u>Effective</u>
Bartolotto, Bernadette	Special Education	SJE	07/01/2016
Coloe, Carole A.	Business	SHSE	07/01/2016
Mahler, Louise	Elementary Teacher	SJE	07/01/2016
Nocero, Lee	Teaching Assistant	NMS	07/01/2016
Waldvogel, Elizabeth	Elementary Teacher	SJE	07/01/2016

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>
Chicvak, Michael	English, 7-12	SHSW	03/28/2016	04/21/2016	Family Medical Sick
Delaney, Rachel A.	Science, 7-12	GH	05/02/2016	06/23/2016	Family Medical Sick
Schiraldi, Lynne M.	Science, 7-12	GH	03/21/2016	05/13/2016	Family Medical Sick
Schiraldi, Lynne M.	Science, 7-12	GH	05/14/2016	06/12/2016	Family Medical Leave, without pay
Starzee, Lora	Elementary Teacher	TE	04/04/2016	04/19/2016	Family Medical Sick
Starzee, Lora	Elementary Teacher	TE	04/19/2016	05/12/2016	Family Medical Sick Bank Waiting, w/opay
Starzee, Lora	Elementary Teacher	TE	05/13/2016	06/13/2016	Family Medical Sick Bank
Tangel, Nicole M.	Teaching Assistant	NMS	04/04/2016	05/27/2016	Family Medical Sick
Tangel, Nicole M.	Teaching Assistant	NMS	05/28/2016	06/23/2016	Family Medical Leave, without pay
Vella, Grace A.	Foreign Language, 7-12	AMS	03/28/2016	04/08/2016	Family Medical Sick
Vella, Grace A.	Foreign Language, 7-12	AMS	04/12/2016	05/06/2016	Family Medical Sick

Personnel

A. Certified

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

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named person 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>
Bagliore, Michelle V.	Tutor	SJE	09/01/2016	08/31/2017
Copeland, Laura N.	Special Education	TE	09/01/2016	08/31/2017
Gillen, Kathleen M.	Science, 7-12	SHSW	09/01/2016	08/31/2017
Gribbin, Linda M.	Science, 7-12	SHSE	09/01/2016	08/31/2017

Personnel

A. Certified

(7) 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>
Debasis, Kathleen M.	Special Education	09/01/2016	08/31/2017	No Cause Leave of Absence
LoFrese, Christine	Business	09/01/2016	08/31/2017	No Cause Leave of Absence
Mariani, Karilyn	Math, 7-12	09/01/2016	08/31/2017	No Cause Leave of Absence
McCoy, Laura J.	Elementary Teacher	09/01/2016	08/31/2017	No Cause Leave of Absence
Schiraldi, Lynne M.	Science, 7-12	09/01/2016	08/31/2017	Leave of Absence, without pay
Specht, Richard E.	Science, 7-12	09/01/2016	08/31/2017	No Cause Leave of Absence

Personnel

A. Certified

(8) Increase of Assignment/Additional Class

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following teacher(s) who has/have agreed to teach an additional class be approved and compensated at an additional percentage of his/her contracted salary rate 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>
Barricelli, Monique J.	Foreign Language, 7-12	SHSW	1.20	14-MA+15	\$102,258.00	04/13/2016	05/08/2016

Comments

Barricelli, Monique J.- Compensation for additional short term FTE= .2

Personnel

A. Certified

(9) Termination of Employee

Upon recommendation of the Superintendent of Schools, be it RESOLVED, termination of the following certified employee of the Smithtown Central School District be approved as specified below:

<u>Name</u>	<u>Position</u>	<u>End Date</u>
Regina, Robert	Substitute Per Diem	04/14/2016

Personnel

A. Certified

(10) Appointment of Part-time Teacher

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following named person who is properly certified, be appointed as a part-time 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>
Farrell, Kathleen E.	Social Studies, 7-12	SHSE/ SHSW	0.60	2-BA+60/MA	\$36,084.00	09/01/2016	06/30/2017
Sanchez, Olivia	Foreign Language, 7-12	SHSW	0.20	2-BA+60/MA	\$12,028.00	09/01/2016	06/30/2017

Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Farrell, Kathleen E.	Social Studies 7-12	PROF
Sanchez, Olivia	Spanish 7-12	PERM

Personnel

A. Certified

(11) Notice of Resignation

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

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Effective</u>
Biondo, Jennifer	Reading	MULT	07/01/2016
Christy, Sarah E.	Music	MULT	07/01/2016

Personnel

A. Certified

(12) Restoration to Former Tenure Status

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

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

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

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

<u>Name</u>	<u>Area</u>	<u>Assign</u>	<u>Salary</u>	<u>Step</u>	<u>Grade</u>	<u>Effective</u>
Eagan, Kathleen W.	Physical Education	TBD	\$90,419	11	MA	09/01/2016
FitzPatrick, Lauren A.	Art	SHSW	\$80,643	8	BA+ 60/ MA	09/01/2016

Personnel

A. Certified

(13) Appointment of Probationary Teacher

Upon recommendation of the Superintendent of Schools, be it RESOLVED that the following teachers receive probationary appointments subject to the requirements of the Education Law and the Rules of the Board of Regents, unless terminated prior thereto, in the manner prescribed by the Education Law:

<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>
#+ Maloney, Suzanne M.	Reading	SHSE /SHSW	1.00	1-BA+60/MA	\$57,931.00	09/01/2016	01/31/2019

Certifications

<u>Name</u>	<u>Certificate Area</u>	<u>Certificate Type</u>
Maloney, Suzanne M.	Reading Teacher	PERM

Comments

\*To be eligible to receive tenure, the probationer must receive composite or overall APPR ratings of either effective or highly effective in at least three of the four preceding years, and if the probationer receives an ineffective composite or overall APPR rating in the final year of the probationary period he/she will not be eligible for tenure at that time.

@ The probationary period may be shortened pursuant to Education Law Section 3012 provided that the probationer can demonstrate that he/she received an APPR rating in each of the years preceding the probationary appointment for which the probationer is seeking Jarema credit.

# The probationary period may be shortened pursuant to Education Law 3012 because the probationer has received tenure in Smithtown or another school district or BOCES provided that the probationer can demonstrate that he/she received an APPR rating in his/her final year of service in the former tenure area in Smithtown or in his/her final year of service in the other school district or BOCES.

+ The probationer is not subject to an APPR rating and the probationary period is reduced due to Jarema credit.

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>
Carino, Laura B.	Special Education Aide TEMP	BB	\$17.80	3.000	05/11/2016
D'Arcangelis, Diane E.	School Monitor PROB	AE	\$14.10	2.000	05/11/2016
Pelitsch, Ellen	School Monitor TPPK	NYA	\$12.00	7.000	05/11/2016
Tew, Andrea M.	School Monitor PROB	MPE	\$14.10	2.000	05/11/2016

Appointment - Reasons

Ms. Tew is being hired from Posting # 15747.

Ms. D'Arcangelis is being hired from Posting # 15747.

Ms. Carino is being hired from Posting # 15738.

Personnel

B. 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>
Ackerman, Mariann	PROB	Clerk Typist	NYA	\$20.62	3.90	05/11/2016	/ /
Ackerman, Mariann	TPPK	Clerk Typist	NYA	\$11.55	7.00	09/01/2014	05/10/2016
Ceponis, Joanne	PROB	Senior Clerk Typist	NMS	\$44,961.00	7.00	05/11/2016	/ /
Ceponis, Joanne	PERM	Clerk Typist	NMS	\$42,697.00	7.00	08/31/2004	05/10/2016
Dixon, Brooke A.	PERM	School Monitor	TE	\$14.10	2.00	05/26/2016	/ /
Dixon, Brooke A.	PROB	School Monitor	TE	\$14.10	2.00	11/25/2015	05/25/2016
Guarino, William P.	PERM	Custodial Worker 1	NMS	\$41,111.00	8.00	05/31/2016	/ /
Guarino, William P.	PROB	Custodial Worker 1	NMS	\$41,111.00	8.00	11/30/2015	05/30/2016
Harmon, Jason	PROB	Custodial Worker 2 (ND)	AE	\$45,766.00	8.00	05/17/2016	/ /
Harmon, Jason	PERM	Custodial Worker 1	SE	\$41,111.00	8.00	05/17/2016	
Harmon, Jason	PROB	Custodial Worker 1	SE	\$41,111.00	8.00	11/25/2015	05/16/2016
Powers, Robert J.	PERM	Custodial Worker 1	BB	\$41,111.00	8.00	05/26/2016	/ /
Powers, Robert J.	PROB	Custodial Worker 1	BB	\$41,111.00	8.00	11/25/2015	05/25/2016
Rokosz, Kristen M.	PERM	Account Clerk Typist	NYA	\$22.75	3.50	06/14/2016	/ /
Rokosz, Kristen M.	PROB	Account Clerk Typist	NYA	\$22.75	3.50	12/14/2015	06/13/2016

Change of Status - Reasons

Ms. Ceponis is being hired from Posting # 15753.

Ms. Ackerman is being hired from Posting # 15750.

Mr. Harmon is being hired from Posting # 15749.

Personnel

B. 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.

<u>Name</u>	<u>Title</u>	<u>Loc</u>	<u>Salary</u>	<u>Start Date</u>	<u>End Date</u>
Daley, Monique	Special Education Aide (Hourly)	NPP	\$19.48	04/25/2016	05/06/2016
Furst, Denise L.	Special Education Aide (Hourly)	SHSE	\$19.48	04/11/2016	05/13/2016
Giambrone, Luise M.	Elementary School Monitor (Hourly)	TE	\$14.72	03/25/2016	04/10/2016
Reis, Dawn	Special Education Aide (Hourly)	DE	\$19.48	03/29/2016	08/01/2016
Yazicioglu, Natasha N.	Special Education Aide (Hourly)	SJE	\$18.56	04/21/2016	11/30/2016

Leave of Absence - Reasons

Ms. Daley is requesting an unpaid leave of absence from 04/25/2016 to 05/06/2016.

Ms. Giambrone is requested an unpaid leave of absence from 03/25/2016 to 04/10/2016.

Ms. Furst is requesting an extension to her unpaid leave of absence from 04/11/2016 to 05/13/2016.

Ms. Reis is requesting a unpaid leave of absence from 03/29/2016 to 08/01/2016.

Ms. Yazicioglu is requesting an unpaid leave of absence from 04/21/2016 to 11/30/2016.

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>
DiStefano, Elizabeth	FSW 196/5 hired after 7/1/02	SHSW	\$20,640.00	06/23/2016
Sardone, Jennie B.	Sign Language Interpreters	SHSW	\$53,154.00	06/23/2016
Valerio, Linda	Special Education Aide (SY6)	SJE	\$31,611.00	06/23/2016

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>
Chiarello, Wendy L.	Food Service Worker (Hourly)	SE	\$15.44	04/21/2016
Golub, Christine A.	Special Education Aide (Hourly)	AMS	\$17.80	04/25/2016
Iacono, Kathleen A.	Special Education Aide (Hourly)	MTP	\$19.48	04/12/2016
Lynch, Cathleen C.	Elementary School Monitor (Hourly)	TE	\$14.10	04/15/2016

Personnel

B. Classified

(6) Termination

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>
Johnson, Colleen	Special Education Aide (Hourly)	AE	\$18.56	04/15/2016

Personnel

B. Classified

(7) STEP Program

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following Civil Service employees of the Smithtown Central School District, Smithtown, NY are approved to work the STEP Program at their regular hourly rate effective April 5, 2016.

Name

Farco, Grace

Treccariche, Marianne

Personnel

B. Classified

(8) Election Worker(s)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the compensation of Election Workers, effective immediately, will be \$10.50 per hour for Election Workers and \$12.00 per hour for Chief Election Workers.

Name

Hahn, Adrian

Leahy, Frank J.

Schips, Diane

Tirino, Rosalie

Personnel

B. Classified

(9) Transfer of Employee

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the Smithtown Central School District approves the request of the following employee and the Deer Park Union Free School District that the employee transfer employment to the Deer Park Union Free School District and releases the employee to do so:

<u>Name</u>	<u>Title</u>	<u>Effective At The Close of Business</u>
Woolsey, Robert C.	Director of Facilities III	06/30/2016