

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

February 12, 2013

Held in Joseph M. Barton Bldg.

Meeting called to order at 7:00p.m. by Gladys M Waldron, President of the Board of Education. On motion by Mrs. Knox, seconded by Mrs. Liguori, the Board voted unanimously to convene in Executive Session to discuss the medical history of a particular employee, discuss pending disciplinary charges against a particular employee; to discuss matters leading to the discipline of a particular employee; and to seek legal advice from the Board's attorney.

At 8:00 p.m. Mrs. Knox moved, Mr. Liguori seconded, and the Board voted unanimously to exit Executive session and return to the public meeting.

Members present:

Gladys M. Waldron	Grace Plourde (entered the meeting at 8:10p.m.)
Theresa Knox	Christopher Alcure (entered the meeting at 8:10p.m.)
Louis Liguori	Matthew Morton

Members absent:

Joanne McEnroy

Also present:

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

I. OPENING CEREMONY - conducted by Mrs. Waldron.

II. MINUTES - of the Regular Meetings held January 8 and 22, 2013.

MOTION by Mrs. Knox, seconded by Mr. Morton, that the above minutes be approved as presented.

All aye. Motion carried (4-0).

III. RECEIPT OF CLAIMS AUDITOR'S REPORT - upon recommendation of the Superintendent of Schools, be it RESOLVED, that the Claims Auditor's Report ending, December 31, 2012 in the amount of \$13,671,380.12 be accepted.

MOTION by Mrs. Knox, seconded by Mr. Morton, that the Claims Auditor's Report be accepted.

All aye. Motion carried (4-0).

IV. COMMUNICATIONS

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

1. Letter to Mrs. Gladys M. Waldron from Mrs. Joan Johnson, Western Suffolk BOCES regarding Western Suffolk BOCES elections.

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

All aye. Motion carried (6-0).

MOTION by Mrs. Waldron, seconded by Mrs. Knox; be it RESOLVED, that the Smithtown Central School District Board of Education endorses the nomination of Mrs. Mildred Brown, Mrs. Ilene Herz and Mrs. Maryann Zumpano as candidates to serve on the Board of Western Suffolk BOCES which will hold its election on Tuesday, April 23, 2013.

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 – No reports at this time.

Board Liaison to District Committees: Athletic Council- Mrs. Waldron reported that an Athletic Council meeting was held on January 28. Topics discussed included Title IX review, Concussion management and Smithtown hosting NYS gymnastic championships. It was noted that Smithtown has 179 teams with 1625 participants and that all varsity teams for the winter season have been named scholar athlete teams.

VI. SUPERINTENDENT'S REPORT

A. Awards/Updates – The Superintendent brought the Board up-to-date on the following items of interest:

On being named a Finalist in the Intel Science Talent Search

Michael Zhang - SHS East

On being named a Semifinalist in the Intel Science Talent Search

Kavita Jain - SHS West

Pradyumna Manepalli - SHS West

Nicholas Spiezio - SHS East

- Smithtown Central School District is proud to announce that Smithtown High School East senior Michael Zhang has been named as a Finalist in this year's Intel Science Talent Research. Michael will compete with 39 other finalists in Washington, D.C. from March 7-13 for an opportunity to win up to \$100,000 in scholarship awards.
- When filing your State Income Tax form, please be certain to fill in the Smithtown School District Tax Code (590) in the appropriate space provided. School aid will be affected if the school district or code number is incorrect or missing.

- Due to changes in state reporting requirements, all students attending private or parochial schools need to register with the SCSD in order to be considered for transportation, receive textbooks and/or other educational services. Registration will take place from February 4 through April 1, 2013 at 26 New York Avenue. Registration must occur in person. Two proofs of residency are requested and, for incoming Kindergarten students, a birth certificate will also be required.
- To recognize national School Counselor Week February 4-11, 2013, Director of Guidance Ingrid Hrvatin and the building principals took the opportunity to thank the school counselors for all the hard work they do every day to support the needs of students and parents in the Smithtown School District.
- SHS West *Introduction to Financial Management* students had an unprecedented number of students score 96 or higher on the National Financial Literacy Exam they took in class in December. Financial literacy refers to the basic skills people need to manage money and make financial decisions.
- Due to a snow day on February 11th, school will be in session on Friday, May 24, 2013.
- Nikki Orlando, a Smithtown HS East sophomore, was crowned Miss Long Island Teen in August, 2012. She was one of 31 finalists chosen from over 300 applicants for the title. In January 2013, she won the Miss New York Teen. Nikki's next step will be competing in the Miss Teen USA pageant.
- Mills Pond Elementary *Cares Club* will be featured in Newsday Future Corp this week.

B. 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.”

310231, 307598, 308443, 310234, 313797, 313953, 311434, 308747, 312538, 309929, 305031, 306582, 312376, 311887, 311203, 306256, 311211, 308268, 310272, 310035, 300262, 159190, 310518, 307925, 307897, 307598, 302596, 313658, 303819, 302152, 189849, 311188, 312770, 309656,200514.

2. Sub-Committee on Special Education

308568, 307853, 307120, 303739, 200803, 307315, 306066, 301048, 158430, 200041, 306384, 200511, 305233, 310792, 310379, 301467, 305637, 310570, 308958, 310903, 309704, 303037, 309391, 306384, 311537, 310034, 313722, 310651, 309412, 306784, 311089, 305573, 301776, 302443, 305512 .

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

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

All aye. Motion carried (6-0).

C. 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.”

P313931, P313955, P313957, P313948, P313944, P313968, P313899, P313881, P313942, P313941, P313947, P313922, P313914

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.”

P313536, P313432, P311898, P313479, P313343, P313962, P313553,

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

All aye. Motion carried (6-0).

- D. Calendar for February and March 2013** – The calendars were reviewed and amended. The following meetings were added; Negotiations Committee 2/28 at 7:00p.m, Policy Committee 2/28 immediately following the Negotiations meeting, Facilities Committee 3/4 at 7:00p.m.

E. Adoption of Proposed Policy 4311.1 – Display of the Flag - Board of Education Policies

“Upon recommendation of the Superintendent of Schools, be it

RESOLVED, that the proposed Policy 4311.1 – Display of the Flag –

Board of Education Policies – be adopted.”

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)

MOTION by Mr. Alcure, seconded by Ms. Plourde, approving adoption of Proposed Policy 4311.1 Display of the Flag.

All aye. Motion carried (6-0).

F. Adoption of Revised Policy 6100 – Annual Budget - Board of Education Policies

“Upon recommendation of the Superintendent of Schools, be it

RESOLVED, that the revised Policy 6100 – Annual Budget –

Board of Education Policies – be adopted.”

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

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.

MOTION by Mrs. Knox seconded by Mr. Morton approving adoption of revised Policy 6100 – Annual Budget.

All aye. Motion carried (6-0).

G. Adoption of Revised Policy 6110 – Budget Planning - Board of Education Policies

“Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the revised Policy 6110 – Budget Planning – Board of Education Policies – be adopted.”

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)

MOTION by Mr. Alcure seconded by Mr. Morton approving adoption of revised Policy 6110 Budget Planning.

All aye. Motion carried (6-0).

H. Adoption of Revised Regulation 6110-R – Budget Planning - Board of Education Policies

“Upon recommendation of the Superintendent of Schools, be it

RESOLVED, that the revised Regulation 6110-R – Budget Planning -

Board of Education Policies – be adopted.”

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.

MOTION by Mr. Morton seconded by Mr. Liguori approving adoption of revised Regulation 6110R Budget Planning Regulation.

All aye. Motion carried (6-0).

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

“Upon recommendation of the Superintendent of Schools, be it

RESOLVED, that the revised Policy 6700 – Purchasing -

Board of Education Policies – be adopted.”

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)

MOTION by Mrs. Knox seconded by Mr. Morton approving Revised Policy 6700 Purchasing.

All aye. Motion carried (6-0).

J. Adoption of Revised Regulation 6700-R – Purchasing - Board of Education Policies

“Upon recommendation of the Superintendent of Schools, be it

RESOLVED, that the revised Regulation 6700-R – Purchasing -

Board of Education Policies – be adopted.”

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.

MOTION by Mr. Alcure seconded by Mr. Morton approving Revised Regulation 6700R-Purchasing

All aye. Motion carried (6-0).

K. Adoption of 2013-2014 School Year Calendar

“Upon recommendation of the Superintendent of Schools be it **RESOLVED** that the attached 2013-2014 school district calendar be adopted.

SMITHTOWN CENTRAL SCHOOL DISTRICT 2013—2014

September 2013

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

October 2013

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

November 2013

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

December 2013

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

January 2014

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

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

September	2	Labor Day
	3-4	Supt. Conference Day-No Students
	5-6	Rosh Hashanah
	9	First Day of School
October	14	Columbus Day
November	5	Supt. Conference Day-No Students
	11	Veteran's Day
	27-29	Thanksgiving Recess
December	23-31	Winter Recess
January	1	New Year's Day
	20	Martin Luther King Day
February	17-21	President's Day and Mid-Winter Recess
March	21	Supt. Conference Day
April	14-18	Passover/Easter Recess
May	23-27	Memorial Day
June	25	Last Day of School
	26	Supt. Conference Day

If 3 emergency closings occur, school will be in session on May 23rd.

If 4 emergency closings occur, school will be in session on May 27th.

Superintendent's Conference Day

School Closed

1/2 Day Bementary

February 2014

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

March 2014

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

April 2014

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

May 2014

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

June 2014

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

This Calendar was approved by the Board of Education on:

2/12/13

MOTION by Mrs. Knox seconded by Mr. Morton approving Adoption of 2013-2014 School Year Calendar

All aye. Motion carried (6-0).

L. Litigation - was discussed during the earlier Executive Session.

VIII. INSTRUCTIONAL REPORT

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

“RESOLVED, that permission is granted for Overnight Field Trip Request for eight students from the Smithtown High School East Model UN Club to participate in the *UNA-USA Model UN Conference* held in New York City from May 17-18, 2013. Chaperones: Stephen Costello, Kristen Weinstein

Details attached.

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

“RESOLVED, that permission is granted for an Overnight Field Trip Request for one Smithtown High School East student invited to participate in the *NAfME All Eastern Conference* (music), in Hartford, Connecticut from April 4 – April 7, 2013. Chaperone: Michael Mastrangelo

MOTION by Mrs. Knox, seconded by Mr. Alcure approving Instructional Items A-B on a consent motion.

All aye. Motion carried (6-0).

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

1. Judy Pedley expressed concerns over middle school redistricting
2. Victoria Cuomo expressed concerns over middle school redistricting
3. Cynthia Khan expressed concerns over middle school redistricting

X. 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
12/31/12

2 – Revenue Status Report
12/31/12

3 – Budget Status Report
12/31/12

4– Budgetary Transfer Report
12/31/12

- 5– Summary of Treasurer’s Report
12/31/12
- 6 – Treasurer’s Monthly Report
12/31/12
- 7 – Schedule of Investments
12/31/12
- 8 – Collateralization of Bank Balances
12/31/12
- 9 – Cash Flow Report
12/31/12
- 10 – Report of Claims Auditor
12/31/12
- 11 – Smithtown High School East Extra Classroom Activity Account
12/31/12
- 12 – Smithtown High School West Extra Classroom Activity Account
12/31/12
- 13 – Accomsett Middle School Extra Classroom Activity Account
12/31/12
- 14 – Great Hollow Middle School Extra Classroom Activity Account
12/31/12
- 15 – Nesaquake Middle School Extra Classroom Activity Account
12/31/12
- 16– Branch Brook Elementary School Extra Classroom Activity Account
12/31/12
- 17– Dogwood Elementary School Extra Classroom Activity Account
12/31/12
- 18 – Mills Pond Elementary School Extra Classroom Activity Account
06/30/11
- 19 – Mt. Pleasant Elementary School Extra Classroom Activity Account

12/31/12

20 – St. James Elementary School Extra Classroom Activity Account
12/31/12

21 – Smithtown Elementary School Extra Classroom Activity Account
12/31/12

22 – Tackan Elementary School Extra Classroom Activity Account
12/31/12”

2 – Establishment of Scholarship Account

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the President of the Board of Education is hereby authorized to establish the Mary Cahill Scholarship Fund, based on the attached criteria, accepting funds from contributions.”

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:	2060-449-51-0000	Prof/Tech	\$10,000.00
	2060-512-51-0000	Standard Test	5,000.00
	2110-501-51-1300	Gen Instr Supplies	3,000.00
TO:	2110-480-51-1300	Textbooks	\$18,000.00
FROM:	2110-501-51-1200	Gen Instr Supplies	\$14,000.00
	2125-501-51-0000	Gen Instr Supplies	6,000.00
	2110-501-51-1300	Gen Instr Supplies	2,890.19

TO:	2125-480-51-0000	Textbooks	\$22,890.19
FROM:	2855-501-51-0501	Gen Instr Supplies (Ins. Supplies)	\$10,000.00
TO:	2855-501-51-0000	Gen Instr Supplies	\$10,000.00
FROM:	2025-465-51-0000	Equipment Repair	\$11,207.91
TO:	2025-469-51-0000	Plant Project	\$11,207.91
FROM:	See Attached		\$139,023.29
TO:	See Attached		\$139,023.29"

4 – External Auditor’s Management Representation Letter

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the President of the Board of Education is hereby authorized to sign the Management Representation Letter with R.S. Abrams & Company, LLP, dated January 17, 2013 in connection with their Single Audit Report for the year ended June 30, 2012."

5 – Agreement with the Suffolk County Board of Elections

"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 the Suffolk County

Board of Elections for their use of the following District's facilities as a polling place for primary, special and general elections, September 10, 2013, November 5, 2013, September 2014, and November 4, 2014, in compliance with Section 8-102 of the New York State Election Law:

Accompsett Elementary School
Branch Brook Elementary School
Dogwood Elementary School
Great Hollow Middle School
Joseph M. Barton Building
Mills Pond Elementary School
Mt. Pleasant Elementary School
St. James Elementary School
Smithtown Elementary School
Smithtown High School East
Smithtown High School West
Tackan Elementary School"

6 – Approval of 2013-2014 Projected Fee Changes for Adult Education

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the Board of Education is hereby authorized to approve the following projected fee changes, as per the attached Pricing Chart."

7 - Contract for Consultant Services

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the President of the Board of Education is hereby authorized to execute a contract with the following individual, to provide Consulting Services for the Smithtown Central School District through the Smithtown Teacher Center including program planning/development, material creation and staff development workshop presentations, at the rate of \$50.00 per hour, not to exceed 100 hours, for the 2012-2013 school year:

Edgar Daniels
3565 Fams Court

Levittown, NY 11756”

MOTION by Mrs. Knox, seconded by Ms. Plourde approving Finance Items 1-7, on a consent motion.

Discussion: Mrs. Waldron requested clarification on Item 7- Contract for Consultant Services.

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:

Library

229 books (9 boxes) *

Health Office

Brothers fax machine

Titmus Optical Vision Tester and box of accessories

Mabis standing blood pressure machine

Survalent electronic thermometer and 6 boxes of probe covers

2 metal wall cup holders for 5 oz. cups”

* List available upon request

2 – Sunday Use of School Facilities

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the applications for use of school facilities submitted by the following organizations at the dates and times listed below, under the rules and regulations and fee charges for use of school facilities, are hereby approved:

<u>ORGANIZATION</u>	<u>SCHOOL</u>	<u>SPACE</u> <u>DESIRED</u>	<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
Smithtown Kickers Soccer Festival Inc.	HS East	Fields	6/9/13	8 am – 5 pm	
Smithtown Kid Wrestling/USA Tournament” Wrestling	HS West	Gyms, commons and boys locker room	3/24/13	7 am – 7 pm	Wrestling

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

Donation of \$2,685.00 for an EZ Up Eclipse 10’ x 20’ Tent Package	The Booster Club of Smithtown P.O. Box 166 Smithtown, NY 11787
Mendini violin, rosin, extra bridge, neck rest and extra strings	Adam Hammer 14 Jefferson Street Nesconset, NY 11767
\$1,663.62 to the Mary Cahill	Former Nesconset Elementary PTA

Scholarship Fund

\$30.67 donation

Ohioplye Prints, Inc.
My Town Originals
410 Dinner Bell Road
Ohioplye, PA 15470

\$1,500.00 scholarship donation for
Senior Awards Night

St. Catherine of Siena Hospital
50 Route 25A
Smithtown, NY 11787”

4 – Addition to List of Organizations Approved to Use School Facilities,
2012-2013 School Year

"Upon recommendation of the Superintendent of Schools,
be it

RESOLVED, that the following organization, having made formal application, is hereby approved to use school facilities at the Smithtown Central School District during the 2012-2013 school year, subject to all School District policies, rules and regulations, Standard Uniform Practices, and contract provisions:

2012-2013 SCHOOL YEAR

L.I. Baseball – Nexen Heros”

MOTION by Mr. Liguori, seconded by Mr. Alcure, approving Operations Items 1-4.

Discussion: Mr. Liguori requested clarification on Item 4 Addition to List of Organizations Approved to Use School Facilities.

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 Regular Substitute Academic Intervention Tutors
2. Appointment of Regular Substitute Teachers
3. Comments
4. Appointment of Substitute Teachers
5. Appointment of Staff for the 2012-2013 Math Olympiad Program
6. Appointment of Co-Curricular Activities Sponsors
7. Comments
8. Coaching Assignments
9. Request for Extension of Leave of Absence, Without Pay
10. Request for FMLA Without Pay/Leave of Absence Without Pay
11. Increase of Assignment/Additional Classes
12. Comments
13. Request for Leave of Absence, Without Pay

MOTION by Mrs. Knoxi, seconded by Mr. Liguori approving the Certified Personnel 1-13 as detailed in the attached resolutions.

All aye. Motion carried (6-0).

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

1. Change of Status
2. Change of Status – Reasons
3. Leave of Absence
4. Leave of Absence – Reasons
5. Resignation
6. Terminations
7. Temp/Peak Appointments

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

All aye. Motion carried (6-0).

C. Nurses- The following Nurses Items were presented for the Board's approval:

1. Resignation

MOTION by Mrs. Knox, seconded by Ms. Plourde approving Nurses Item 1 as detailed in the attached resolutions.

All aye. Motion carried (6-0).

XII. NEW BUSINESS - none

XIII. ADJOURNMENT

MOTION by Mr. Liguori, seconded by Mr. Alcure that the meeting be adjourned at 8:45p.m.

All aye. Motion carried (6-0).

Respectfully submitted,

Maureen O'Connor
District Clerk

Personnel

A. Certified

(1) Appointment of Regular Substitute Academic Intervention Tutor(s)

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

<u>Name</u>	<u>Assign</u>	<u>Salary</u>	<u>Hours/Week</u>	<u>Effective</u>	<u>End Date</u>
Delach, Alyssa N. (McTurk, Lauren on Leave of Absence, without pay)	AMS/GH	\$23,907.71	19	02/13/2013	06/30/2013

PersonnelA. 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>
Spillane, Valerie L. (Reid, Andrea M. on Leave of Absence Extension, without pay)	Elementary Teacher	DE	1.00	4.5-MA+30	\$71,712.00	02/23/2013	06/30/2013

(3) Comments

Spillane, Valerie L. previously approved 11/27/2012.

PersonnelA. 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>
Avery, Vanessa F.	Conditional Initial	Students With Disabilities Grades 1-6
Avery, Vanessa F.	Conditional Initial	Childhood Education Grades 1-6
Bruckner, Helene D.	Initial	Childhood Education Grades 1-6
Granice Jr., Vincent	Initial	Physical Education
Jackowski, Joshua S.	Initial	Early Childhood Education Birth-Grade 2
Jackowski, Joshua S.	Initial	Childhood Education Grades 1-6
Jackowski, Joshua S.	Initial	Students With Disabilities Birth-Grade 2
Jackowski, Joshua S.	Initial	Students With Disabilities Grades 1-6
Mennuti, Christina A.	Initial	Childhood Education Grades 1-6
Mraz, Susan	Initial	Early Childhood Education Birth-Grade 2
Mraz, Susan	Initial	Childhood Education Grades 1-6
Mraz, Susan	Initial	Students With Disabilities Birth-Grade 2
Mraz, Susan	Initial	Students With Disabilities Grades 1-6
Pavacic, Emily R.	Initial	Visual Arts
Spates, Janet	Permanent	Chemistry and General Science 7-12
Spates, Janet	Permanent	Biology 7-12

Personnel

A. Certified

(5) Appointment of Staff for the 2012-2013 Math Olympiad Program

Upon the recommendation of the Superintendent of Schools, be it RESOLVED, that the person(s) specified below be appointed as program instructors for the 2012-2013 Math Olympiad Program. Compensation will be at the rate of \$100 per session. There will be 10 sessions per school year for each school; a total of \$1,000 for each instructor.

Program Instructor

Greenfield, Janet

Location

SJE

PersonnelA. Certified(6) 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>
Shivokevich, Edward J.	E.S. Theatrical, Producer/Director	\$1,425.00	Accompsett Elementary
Mygland, Anne M.	E.S. Theatrical, Producer/Director	\$1,425.00	Accompsett Elementary
Hilinski, Judith	M.S. Theatrical, Co-Director	\$1,550.00	Accompsett Middle School
Bosi, Tina M.	M.S. Theatrical, Co-Director	\$1,550.00	Accompsett Middle School
DeGennaro, Elizabeth R.	M.S. Theatrical, Co-Director	\$1,200.00	Accompsett Middle School
Brosnan, James L.	M.S. Theatrical, Musical Director	\$1,400.00	Great Hollow Middle School
MacMillan, Shekinah	H.S. Theatrical, Director/Choreography	\$1,500.00	Great Hollow Middle School
Cortese, Darcie	M.S. Theatrical, Producer	\$750.00	Great Hollow Middle School
Roth, Kirk A.	M.S. Theatrical, Sound/Lighting	\$650.00	Great Hollow Middle School
McCourt, Samara E.	M.S. Theatrical, Director	\$2,400.00	Nesaquake Middle School
Scheno, Frank P.	M.S. Theatrical, Music Director	\$1,300.00	Nesaquake Middle School
Costello, Caitlin C.	M.S. Theatrical, Production Staff	\$600.00	Nesaquake Middle School
Christy, Sarah E.	H.S. Theatrical, Vocals Director	\$4,400.00	Smithtown HS-West Campus
Christy, Sarah E.	H.S. Theatrical, Choreography	\$455.00	Smithtown HS-West Campus
Siano, Michele	H.S. Theatrical, Producer/Set Design	\$4,400.00	Smithtown HS-West Campus
Miller, Robert J.	H.S. Theatrical, Lighting/Sound/Set	\$4,000.00	Smithtown HS-West Campus
Cassera, Timothy	H.S. Theatrical, Orchestra Director	\$3,200.00	Smithtown HS-West Campus
Concessi, Ronald A.	E.S. Theatrical, Producer/Director/Music/ Choreography	\$1,750.00	Smithtown Elementary
Payne, Lyndsay R.	E.S. Theatrical, Co-Director/Stage Manager	\$350.00	Smithtown Elementary
Lewis, Erica S.	E.S. Theatrical, Costume, Scenery, Props	\$750.00	Smithtown Elementary
Hellmuth, Timothy D.	E.S. Theatrical, Co-Director/Producer	\$712.50	Tackan Elementary
Copeland, Laura N.	E.S. Theatrical, Co-Director/Producer	\$712.50	Tackan Elementary
Draiss, Lisa	E.S. Theatrical, Co-Director/Producer	\$712.50	Tackan Elementary
Joyce, Jacqueline V.	E.S. Theatrical, Co-Director/Producer	\$712.50	Tackan Elementary
Hegreness, Mark D.	H.S. Theatrical, Director, Music	\$6,250.00	Smithtown HS-East Campus
Bennett, Nancy S.	H.S. Theatrical, Pit Orchestra Director	\$3,300.00	Smithtown HS-East Campus
Frenna, Victoria	H.S. Theatrical, Choreographer	\$2,703.00	Smithtown HS-East Campus
Shanian, Dianne	H.S. Theatrical, Artistic Director	\$1,500.00	Smithtown HS-East Campus
Braunreuther, Christa P.	E.S. Theatrical, Co-Director	\$712.50	St. James Elementary
Horvath, Maryanne H.	E.S. Theatrical, Co-Director	\$712.50	St. James Elementary
Keeley, Shannon M.	E.S. Theatrical, Co-Director	\$712.50	St. James Elementary

PersonnelA. Certified(6) Appointment of Co-Curricular Activities Sponsor(s)

<u>Name-Sponsor</u>	<u>Activity</u>	<u>Compensation</u>	<u>Location</u>
Weilbacher, Elizabeth A.	E.S. Theatrical, Co-Director	\$712.50	St. James Elementary
DeFranco, Karen	E.S. Theatrical, Director, Producer, Choreography	\$1,550.00	Dogwood Elementary
Nelson, Mary Ellen	E.S. Theatrical, Co-Producer, Music, Sets	\$1,300.00	Dogwood Elementary
Collaco, Victor	E.S. Theatrical, Producer, Director, Scenery	\$1,425.00	Branch Brook Elementary
Marino, Danielle L.	E.S. Theatrical, Music Direction, Choreography	\$1,425.00	Branch Brook Elementary

(7) Comments

Sarah E. Christy is rescinding her appointment on 7/30/12 as Co-Curricular sponsor for Thespian Troupe 2035. She is a director for the theatrical production.

PersonnelA. Certified(8) Coaching Assignment(s)

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

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Salary</u>	<u>FTE</u>	<u>Grade</u>	<u>Step</u>	<u>Season</u>
Flora, Valerie	Golf Junior Varsity Girls	MULT	\$5,822.28	1.00	E	3	HSSS
Hart, John T.	Badminton Varsity	SHSE	\$6,145.74	1.00	D	3	HSSS
Menendez, Michael	Badminton Varsity Asst	SHSE	\$4,851.90	1.00	E	1-3	HSSS
Klee, Kenneth G.	Baseball Varsity Head	SHSE	\$9,164.70	1.00	A	3	HSSS
Vulin, Thomas A.	Baseball Varsity Asst	SHSE	\$8,075.72	1.00	B	3	HSSS
Pearson, William T.	Baseball Junior Varsity	SHSE	\$7,590.53	1.00	B	2	HSSS
Woods, Robert	Golf Varsity Head Girls	SHSE	\$6,145.74	1.00	D	3	HSSS
Lambert, Jason R.	Lacrosse Varsity Head Boys	SHSE	\$8,075.72	1.00	B	3	HSSS
Greene, Keith A.	Lacrosse Varsity Asst. Boys	SHSE	\$5,946.27	1.00	C	1-2	HSSS
Marcou, Nicole D.	Lacrosse Varsity Asst. Girls	SHSE	\$6,916.65	1.00	C	3	HSSS
Roper, Glenn	Softball Varsity Head	SHSE	\$9,164.70	1.00	A	3	HSSS
Shivokevich, Edward J.	Softball Varsity Asst.	SHSE	\$8,075.72	1.00	B	3	HSSS
Borbet, Kathleen P.	Spring Track Varsity Boys	SHSE	\$8,075.72	1.00	B	3	HSSS
Schepanski, Gregory	Spring Track Varsity Girls	SHSE	\$8,075.72	1.00	B	3	HSSS
Flynn, Helen B.	Spring Track Varsity Asst. Girls	SHSE	\$6,916.65	1.00	C	3	HSSS
Willman, Brian	Spring Track Asst. B/G	SHSE	\$6,916.65	1.00	C	3	HSSS
Gambeski, Louis	Tennis Varsity Head Boys	SHSE	\$8,075.72	1.00	B	3	HSSS
Ginsberg, Stephen	Tennis Junior Varsity Boys	SHSE	\$6,916.65	1.00	C	3	HSSS
Brown, Deron C.	Badminton Varsity	SHSW	\$6,145.74	1.00	D	3	HSSS
Leverich, Kenneth J.	Badminton Varsity Asst	SHSW	\$5,337.09	1.00	E	2-2	HSSS
Nucci, Albino S.	Baseball Varsity Head	SHSW	\$9,164.70	1.00	A	3	HSSS
Miller, Michael C.	Baseball Varsity Asst	SHSW	\$8,075.72	1.00	B	3	HSSS
Gunsel, Christopher	Baseball Junior Varsity	SHSW	\$8,075.72	1.00	B	3	HSSS
Kane, Thomas V.	Golf Varsity Head Girls	SHSW	\$6,145.74	1.00	D	3	HSSS
Moltisanti, Robert F.	Lacrosse Varsity Head Boys	SHSW	\$8,075.72	1.00	B	3	HSSS
Rotella, Mark	Lacrosse Varsity Asst. Boys	SHSW	\$5,946.27	1.00	C	1-3	HSSS
Brouthers, Michael	Lacrosse Junior Varsity Boys	SHSW	\$6,916.65	1.00	C	3	HSSS
Bodo, Carie	Lacrosse Varsity Head Girls	SHSW	\$8,075.72	1.00	B	3	HSSS
Klement, Peter J.	Lacrosse Varsity Asst. Girls	SHSW	\$6,431.46	1.00	C	2-2	HSSS
Stuke, Cassandra M.	Lacrosse Junior Varsity Girls	SHSW	\$5,946.27	1.00	C	1-2	HSSS
Iannone, Stephen C.	Softball Varsity Asst.	SHSW	\$8,075.72	1.00	B	3	HSSS
Schieck, Peter W.	Spring Track Varsity Boys	SHSW	\$8,075.72	1.00	B	3	HSSS
Grieco, Frank J.	Spring Track Varsity Asst. Boys	SHSW	\$6,431.46	1.00	C	2-2	HSSS
Cerullo, Peter	Spring Track Asst. B/G	SHSW	\$6,916.65	1.00	C	3	HSSS
Basile, Brian J.	Tennis Junior Varsity Boys	SHSW	\$6,431.46	1.00	C	2	HSSS
Fast, Kenneth C.	Softball Junior Varsity	SHSE	\$8,075.72	1.00	B	3	HSSS
Ketcham, Daniel	Tennis Varsity Head Boys	SHSW	\$8,075.72	1.00	B	3	HSSS

Personnel

A. Certified

(9) 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>
Reid, Andrea M.	Elementary Teacher	DE	02/25/2013	08/31/2013
Velez, Jenelle M.	Elementary Teacher	SE	02/04/2013	08/31/2013

PersonnelA. Certified(10) 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>
Hemmerich, Tammy M.	Elementary Teacher	DE	01/22/2013	03/18/2013	Family Medical Sick
Hemmerich, Tammy M.	Elementary Teacher	DE	03/19/2013	04/22/2013	Family Medical Leave, without pay
Madama, Kimberly	Physical Education	SE	01/07/2013	02/04/2013	Family Medical Sick
Mozian, Lisa	Elementary Teacher	SJE	01/02/2013	02/24/2013	Family Medical Sick
Romond, Kristen L.	Foreign Language, 7-12	SHSE	01/15/2013	01/28/2013	Family Medical Sick
Romond, Kristen L.	Foreign Language, 7-12	SHSE	01/28/2013	02/26/2013	Family Medical Sick Bank Waiting, w/opay
Romond, Kristen L.	Foreign Language, 7-12	SHSE	02/27/2013	04/15/2013	Family Medical Sick Bank

Personnel

A. Certified

(11) Increase of Assignment/Additional Class(es)

Upon recommendation of the Superintendent of Schools, be it RESOLVED, that the following teacher(s) who has/have agreed to teach additional class (es) 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>
Colletta, Michael J.	Indust Arts/ Technology	AMS	1.20	12.5-MA+60	\$101,235.00	01/28/2013	04/14/2013

(12) Comments

Colletta, Michael J. marking period dates changed previously approved on 12/11/2012 BOE.

Personnel

A. Certified

(13) 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>
Keane, Michelle D.	Reading	01/12/2013	02/03/2013	Leave of Absence, without pay

PersonnelB. 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>
Barbaccia, AnnMarie	PROB	School Monitor	BB	\$13.65	2.00	02/13/2013	/ /
Barbaccia, AnnMarie	TPPK	School Monitor	NYA	\$10.00	7.00	02/29/2012	02/12/2013
Briffa, Monica L.	PERM	School Monitor	AMS	\$14.60	3.00	10/18/2012	/ /
Briffa, Monica L.	PROB	School Monitor	AMS	\$14.60	3.00	01/25/2012	10/17/2012
Morreale, Peter F.	PROB	Custodial Worker 2	SE	\$61,093.00	8.00	02/13/2013	/ /
Morreale, Peter F.	TEMP	Custodial Worker 2	SE	\$61,093.00	8.00	09/04/2012	02/12/2013
Muschitiello, Luci M.	PERM	School Monitor	DE	\$13.65	2.00	03/14/2013	/ /
Muschitiello, Luci M.	PROB	School Monitor	DE	\$13.65	2.00	08/29/2012	03/13/2013

(2) Change of Status - Reasons

Ms. Barbaccia is being hired to replace Marcela Malkasian who resigned.

Mr. Morreale is being hired from Posting #15592 to replace Joe Feleppa who retired.

PersonnelB. Classified(3) Leave of Absence

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

<u>Name</u>	<u>Title</u>	<u>Loc</u>	<u>Salary</u>	<u>Start Date</u>	<u>End Date</u>
Florio, Stephanie	Sp. Ed. Aide for Sp. Programs (SY6)	SE	\$33,742.00	01/18/2013	02/20/2013
Helfrich, Diane	FSW 24 HRS/LESS>7/1/02(Hourly)	NMS	\$14.95	02/04/2013	04/01/2013
McKeever, Anne Marie	Special Education Aide (Hourly)	MTP	\$17.23	01/22/2013	05/24/2014
Siano, Cathy M.	Elementary School Monitor (Hourly)	AE	\$14.25	02/11/2013	09/03/2013

(4) Leave of Absence - Reasons

Ms. Florio is requesting an extension to her unpaid leave of absence (5/27/12 to 2/20/13) for medical reasons. She is an employee of the district and leave is recommended by her supervisor.

Ms. Helfrich is requesting an extension to her unpaid leave of absence (1/2/13 to 4/1/13) for personal reasons. She is an employee of the district and leave is recommended by her supervisor.

Ms. McKeever is requesting an unpaid leave of absence from 1/22/13 to 5/24/13 for personal reasons. She is an employee of the district and leave is recommended by her supervisor.

Ms. Siano is requesting an unpaid leave of absence from 2/11/12 to 9/3/13 for personal reasons. She is an employee of the district and leave is recommended by her supervisor.

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>
Malkasian, Marcela	Elementary School Monitor (Hourly)	BB	\$14.25	02/13/2013
Mraz, Susan	Special Education Aide (Hourly)	AMS	\$18.86	02/12/2013
Porcello, Marissa	Special Education Aide (Hourly)	SJE	\$18.86	02/13/2013
Russo, Susan	Special Education Aide (Hourly)	BB	\$18.86	02/02/2013
Trezza, Frank M.	Guards(TPPK)	NYA	\$18.04	02/12/2013

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>
Cutolo, Frances L.	School Monitor (TPPK)	NYA	\$10.00	02/13/2013

Personnel

B. Classified

(7) Temp/Peak Appointments

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

<u>Name</u>	<u>Title</u>	<u>Location</u>	<u>Salary</u>	<u>Date</u>
Lotito, Vincent	Guard TPPK	NYA	\$18.04	02/13/2013
Roome, Edward J.	Guard TPPK	NYA	\$18.04	02/13/2013
Russ, Linda	Food Service Worker TPPK	CAF	\$10.10	02/13/2013

Personnel

C. Registered Nurse

(1) Resignations-Nurse

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>
Hanrahan, Julia	Registered Nurse (TPPK)	NYA	\$17.00	12/27/2012