

**1. CALL TO ORDER AT 6:06 p.m.**

Presiding: Dr. Michael Cohen, President

Board members present: Dr. Cohen, Mr. Feldman, Ms. Frankel, Mr. Gershon  
Mr. Lafazan, Ms. Neuendorf, Ms. Parker, and  
Ms. Schlesinger

Board member attended by  
Videoconference: Mr. Di Filippo

Staff members present: Dr. Rogers, Ms. Bovard and Dr. Rufo

Ms. Neuendorf moved and Dr. Cohen seconded a motion that the Board of Education enter into the monthly Board of Education Meeting.

MOTION CARRIED: (9-0)

2. Ms. Neuendorf moved and Dr. Cohen seconded a motion that the Board of Education will immediately convene an Executive Session for the purpose of discussing the employment history of a staff member, sale of school property and legal matters.

MOTION CARRIED: (9-0)

No official action was taken.

3. The public meeting resumed at 8:07 p.m.

4. Pledge of Allegiance to the Flag

**5. APPROVAL OF MINUTES**

**Resolution No. 5-1, Approval of Minutes of Meeting No. 4, October 17, 2016**

MOVED BY: Mr. Feldman

SECONDED BY: Mr. Gershon

MOTION CARRIED (9-0)

**6. FINANCIAL REPORTS**

**Resolution No. 5-2, Approval of Treasurer's Report, September, 2016**

MOVED BY: Mr. Lafazan

SECONDED BY: Ms. Schlesinger

MOTION CARRIED (9-0)

**7. REVIEW OF THE MONTHLY REPORT OF THE SUPERINTENDENT**

- South Woods Middle School Student Government representatives Christina Johnson and Max Rosenthal provided an update on recent activities at the school, including charitable activities such as the Halloween walkathon, a current food drive to benefit Mercy First, and an upcoming pajama drive for Jake's Jammies, benefitting children in pediatric hospital wings. They also spoke about different clubs at the school, including the Book Club and the Makerspace Club, as well as the theme days, the school's upcoming production of "Little Shop of Horrors" and the third annual Brave Bolt Challenge scheduled for this spring.
- Coordinator of Fine and Performing Arts, K-12 Michael Salzman introduced Syosset High School's 27 All-State musicians and four All-National Honors Ensemble selections. Overall, the school had a record 30 selections for the New York State School Music Association's All-State conference (three students were chosen for two instruments) – the most school history. The four students chosen to perform at the National Association for Music Education's All-National Conference are Dylan Eliassof, Vivian Lin, Ben Rhee and Cameron Zandieh.
- Science Research Facilitator Veronica Ade introduced Syosset High School's nine semifinalists in the Siemens Foundation Competition for Math, Science and Technology – also a school record. Eric Pun and

Nikhil Saggi, who were also named finalists in the competition, presented their research on concrete durability to the audience. All nine students had the opportunity to present their research on laptops in the lobby prior to the meeting.

- Superintendent of Schools Dr. Thomas Rogers announced that 45 members of the high school's Association for Creative Thespians have been inducted into the International Thespian Society's honor society.
- Dr. Rogers spoke about the district's recent "Edcamp" professional development collaboration with the Jericho School District, stating that there was a tremendous amount of positive feedback from the participants regarding the format and workshops offered. He thanked the conference committee and the dozens of faculty members who volunteered to lead sessions.
- Dr. Rogers provided an update on the pending sale of a 2.4-acre district-owned parcel that abuts the Walt Whitman School campus in Woodbury, indicating that the developer has offered to make modifications to the proposal that would benefit the school district. A public meeting to inform the community of these modifications will be scheduled. While the Board has agreed to a contract with the developer, the sale has not yet been finalized.

**8. REPORT FROM THE SPOKESPERSON OF THE CITIZENS ADVISORY COMMITTEE FOR FINANCE**

A member of the committee reported on discussions at the October 19 meeting, which included the updated facilities presentation being considered by the Board and key components such as options for installing air conditioning, a new bus loop and subsequent traffic flow improvements at the high school, science lab renovations, an Energy Performance Contract and athletic facility upgrades. Additionally, the committee discussed the district's use of the Substitution Augmentation Modification Redefinition Model to determine how computer technology impacts teaching and learning. The committee also reviewed copies of the district's audited financial statements, including extra classroom activity fund reports.

**9. REPORT FROM THE NYSSBA VOTING DELEGATE**

Board of Education member and district delegate for the New York State School Boards Association Susan Parker reported on activities at the NYSSBA annual conference including:

- Productive workshops she attended on perception and branding school districts and using social media for positive messaging; sports and school boards; creative ways for schools to fundraise, including foundations; and later school start times. Additional topics of interest covered the effectiveness of project-based learning and the use of relevant music to keep students engaged in the learning environment. She indicated that all workshop presentations are available on the NYSSBA website.
- The annual NYSSBA business meeting, where 16 resolutions were approved as position statements to lobby lawmakers for various legislation. Approved resolutions of interest included updating aid funding formulas for school districts; further restoration of funds lost under the Gap Elimination Act; and legislation to unlink funding formulas from the number of students taking standardized exams.

**10. CORRESPONDENCE - NONE**

**11. LEGISLATIVE ITEMS – NONE**

**12. AUDIENCE TO THE PUBLIC**

Tanya Goetz, Syosset, an elementary school parent inquired about the possibility of establishing a uniform homework policy for weekends to address inconsistencies between the amounts of homework assigned by different teachers at different schools. Board President Dr. Michael Cohen indicated that the Board has been looking at the volume of homework assigned following its review of school start times and their impact on students. Dr. Rogers indicated he has already engaged principals in the conversation. The same resident also raised concerns voiced by other parents regarding the Board's recent approval of Diwali, Eid-ul-Fitr and Eid-ul-Adha as holidays to be scheduled on the school calendar, expressing her

personal support, but inquiring about the rationale for the decision on behalf of other parents. Dr. Cohen said that the rationale was evident based on the testimony given by those who celebrate the holidays but that he would be open to scheduling a public forum to further explain the rationale to anyone not in attendance when the resolution was passed.

Don Reuter and Karen Powers, Syosset inquired whether the Board is planning to adopt a resolution opting in on a new state law that gives school districts and other public entities the option to offer property tax exemptions to veterans of the Cold war. By law, the Board must first hold a public hearing before adopting the exemption. They addressed the matter later in the meeting during the Board Discussion period and set December 19 as the date of the hearing at which time they will vote on whether to adopt the exemption. If approved, this would leave enough time for eligible veterans to enroll prior to January 2, 2017 to take advantage of the exemption for the upcoming year.

### **13. DISCUSSION ITEMS**

The Board discussed options for adding the three new approved holidays into the school calendar for 2017-18. Dr. Rogers described the upcoming year as a “tight year” for scheduling based on where the holidays fall and thus recommended that whatever means were used to manage the “tight” year not be regarded as precedent setting. He presented the Board with two lists of potential school days to add - some less impactful on students and families than others. The Board agreed to proceed with scheduling new days of instruction that were the least impactful to students and their families. Calendar development is expected to be finalized over the next 1-2 months.

With the summer of 2018 in mind as a target to commence work on projects included the district’s facilities proposal, Dr. Rogers asked the Board if it would like his office to draft a resolution for a public vote on the projects identified in the plan. In response to a question about prioritization, Dr. Rogers indicated that the current list of projects was recommended by the district architect as part of the districtwide Building Condition Survey. Additional projects to address science rooms, traffic and air conditioning were part of previous Board discussions. After discussion, the Board ultimately directed Dr. Rogers to prepare a resolution for the Board to vote on at the December meeting. If approved, a community vote would likely be held in February to authorize the Board to proceed with the facilities projects.

Following up on the Board’s request to explore a new food service bid proposal that would require vendors to make ingredients of school lunch menu items easily accessible (via the internet specifically) Dr. Rogers reported that while no available food service vendors can provide an exhaustive list of ingredients for all of their menu items, there are at least two providers who can provide more extensive menu information than the district’s current vendor and the administration will prepare a bid.

### **14. UNFINISHED BUSINESS - NONE**

### **15. NEW BUSINESS** Detailed items regarding b, c and d are contained in the attachment.

- a. Simon Properties, developers of the proposed Syosset Park mixed-use plan for the former Cerro Wire property and Town of Oyster Bay landfill, gave a presentation on the proposal. Board members asked questions about the traffic impact of the project, and restrictions on commercial use of the property given its proximity to two district elementary schools. The developer indicated that traffic studies show peak travel to and from the different types of locations/uses at the site do not overlap, and was receptive to district input on commercial usage. A resident expressed multiple concerns about the proposal, including its impact on property values and environmental concerns of development and use of the land given its prior use and past designation as a Federal Superfund site. The developer indicated that the property had been removed from the Brownfields list since 2005 and that the State would ultimately determine if any additional remediation is required.

- b. Resolutions under the "a" category relate to appointments, transfers, reassignments, resignations, and retirements.
- c. Resolutions appearing under the "b" category relate to the management of the School District, including School District policies. All policies and proposed policies are available for inspection on the District website.
- d. Resolutions appearing under the "c" category relate to matters that relate to purchasing such as bids received as well as other financial operations of the school district.

**16. ADJOURNMENT**

The Monthly Board of Education meeting adjourned at 10:05 p.m.

Respectfully submitted,

Francine Benjamin

Meeting No. 5

NEW BUSINESS (a-1)

November 14, 2016

RESOLUTION NO. 5-3

APPROVAL OF STAFF CHANGES –  
CERTIFIED STAFF APPOINTMENTS (REVISED)

1. Name: ALLEVATO, Nicole  
Appointment: Elementary Education Teacher – Probationary\*  
Effective Date: September 1, 2016  
Replacing: Julie Goldstein – New Assignment  
Tenure Date: **September 1, 2019**  
Salary Placement: B.A. – Step 1.5 - \$62,631.  
Assignment: Berry Hill Elementary School

Meeting No. 5

NEW BUSINESS (a-1)

November 14, 2016

RESOLUTION NO. 5-3

APPROVAL OF STAFF CHANGES –  
CERTIFIED STAFF APPOINTMENTS (REVISED)

2. Name: CARDONA, Julie
- Appointment: Italian Teacher – Probationary\*
- Effective Date: October 13, 2015
- Replacing: Lionel Chan – Resigned
- Tenure Date: **October 13, 2019**
- Salary Placement: M.A. – Step 5 - \$81,112.
- Assignment: Syosset High School

Meeting No. 5                                      NEW BUSINESS (a-1)                                      November 14, 2016

RESOLUTION NO. 5-3                                      APPROVAL OF STAFF CHANGES –  
CERTIFIED STAFF APPOINTMENTS

3.     Name:                                      HAAS, Cheryl

         Appointment:                                      Developmental Learning Teacher – Long-term Substitute

         Effective Date:                                      November 9, 2016

         Replacing:                                      Stephanie Nunziata – Maternity Leave

         Salary Placement:                                      M.A. – Step 1 - \$70,973.

         Education:                                      Hofstra University                                      M.S.    1996  
    Hempstead, New York

   St. Joseph’s College                                      B.A.    1991  
    Patchogue, New York

         Certification:                                      Nursery, Kindergarten & Grades 1-6                                      Sept.    2000  
    Permanent

   Reading Teacher                                      Sept.    2000  
    Permanent

   Special Education                                      Sept.    2000  
    Permanent

         Experience:                                      Syosset Central School District                                      Sept.    2016 –  
    Syosset, New York                                      Present  
    Permanent Substitute

   Deer Park Union Free School District                                      Sept.    1997 –  
    Deer Park, New York                                      June    2003  
    Elementary Education Teacher

   Merrick Union Free School District                                      Dec.    1996 –  
    Merrick, New York                                      June    1997  
    Kindergarten Intervention Teacher – Leave Replacement

   Eastern Suffolk BOCES                                      Dec.    1993 –  
    Bellport, New York                                      Aug.    1996  
    Literacy Teacher – Adult Education

         Assignment:                                      Baylis Elementary School

Meeting No. 5                      NEW BUSINESS (a-1)                      November 14, 2016

RESOLUTION NO. 5-3                      APPROVAL OF STAFF CHANGES –  
CERTIFIED STAFF APPOINTMENTS

4.      Name:                      LA BIANCA, Jocelyn

         Appointment:              Special Education Teacher – Probationary\*

         Effective Date:              October 1, 2016

         Replacing:                      New Position

         Salary Placement:              M.A. + 30 – Step 5 - \$88,300.

         Tenure Date:                      October 1, 2020

         Education:                      The American University                      M.A. 1991  
    Washington, D.C.                                      B.A. 1990

         Certification:                      Special Education                                      Sept. 2002  
    Permanent

         Experience:                      Syosset Central School District                      Sept. 2016 – Present  
    Syosset, New York  
    Special Education Teacher – Part-time (.8)  
    Special Education Tutor                                      Sept. 2013 – June 2016

   Half Hollow Hills Central School District                      Feb. 2012 –  
    Dix Hills, New York                                      May 2012  
    Special Education Teacher – Leave Replacement  
    First & Third Grade Integrated Co-Teaching                      Sept. 2010 – June 2011

   Paumanok Elementary School                      Feb. 2009 –  
    Dix Hills, New York                                      June 2010  
    Paraprofessional

   Smithtown Central School District                      Fall 1999 –  
    Smithtown, New York                                      Spr. 2002  
    Fourth Grade Teacher

   District of Columbia Public School                      Fall 1991 –  
    Washington, D.C.                                      Spr. 1999  
    Elementary Education Teacher

   Lab School of Washington, D.C.                      Sept. 1990 –  
    Washington, D.C.                                      June 1991  
    Graduate Intern

         Assignment:                      Baylis Elementary School



Meeting No. 5                      NEW BUSINESS (a-1)                      November 14, 2016

RESOLUTION NO. 5-3                      APPROVAL OF STAFF CHANGES –  
CERTIFIED STAFF APPOINTMENTS

5.      Name:                      NUNZIATO, Janna

         Appointment:              Social Studies Teacher – Long-term Substitute

         Effective Date:              October 20, 2016

         Replacing:                      Jennifer Giamundo – Illness

         Salary Placement:              B.A. – Step 1 - \$61,272.

         Education:                      SUNY at Geneseo                      B.A.    2016  
   Geneseo, New York

         Certification:                      Social Studies 7-12                      May    2016  
   Initial

         Experience:                      Syosset Central School District                      Sept. 2016 –  
   Syosset, New York                      Present  
   Permanent Substitute

   Naples Junior/Senior High School                      Fall    2015  
   Naples, New York  
   Student Teaching

   Rush-Henrietta Senior High School                      Fall    2015  
   Henrietta, New York  
   Student Teaching

         Assignment:                      H.B. Thompson Middle School

Meeting No. 5                      NEW BUSINESS (a-1)                      November 14, 2016

RESOLUTION NO. 5-3                      APPROVAL OF STAFF CHANGES –  
CERTIFIED STAFF APPOINTMENTS

6.      Name:                      PICCIRILLO, Thomas

         Appointment:              Physical Education Teacher – Long-term Substitute

         Effective Date:              November 14, 2016

         Replacing:                      Richard Powell – Illness

         Salary Placement:              B.A. – Step 1 - \$61,272.

         Education:                      Gettysburg College                      B.A.    2013  
    Gettysburg, Pennsylvania

         Certification:                      Physical Education                      May    2016  
    Initial

         Experience:                      Syosset Central School District                      Sept. 2016 – Present  
    Syosset, New York  
    Permanent Substitute

    Bellmore-Merrick Central High School District                      Oct. 2015 –  
    Merrick, New York                      Dec. 2015  
    Student Teacher  
    Paraprofessional                      Aug. 2013 – June 2016

    Saw Mill Road Elementary School                      Sept. 2015 –  
    Bellmore, New York                      Oct. 2015  
    Student Teacher

         Assignment:                      Syosset High School

Meeting No. 5

NEW BUSINESS (a-1)

November 14, 2016

RESOLUTION NO. 5-3

APPROVAL OF STAFF CHANGES –  
 CERTIFIED STAFF APPOINTMENTS

7. Name: TAYLOR, Corinne

Appointment: Library Media Specialist – Long-term Substitute

Effective Date: November 9, 2016

Replacing: Kelly Fokianos – Illness

Salary Placement: M.A. – Step 1 - \$70,973.

Education: Long Island University M.S. 2012  
 Brookville, New York B.S. 2010  
 Palmer School of Library and Information Science M.S. 2016  
 Greenvale, New York

Certification: Literacy (Birth-Grade 6) Aug. 2015  
 Professional  
 Childhood Education (Grades 1-6) Aug. 2015  
 Professional

Experience: Syosset Central School District Sept. 2016 – Present  
 Syosset, New York  
 Permanent Substitute  
 Library Media Specialist – Long-term Substitute May 2016 – June 2016  
 Permanent Substitute Mar. 2016 – May 2016

Plainedge Public Library Mar. 2015 – Present  
 North Massapequa, New York  
 Librarian Trainee

North Merrick Public Schools 2014 – Mar. 2016  
 North Bellmore Public Schools 2013 – Mar. 2016  
 Bethpage Public Schools 2010 – Mar. 2016  
 Hicksville Public Schools  
 Island Trees Public Schools  
 Wantagh Public Schools  
 Per Diem Substitute Teacher

Michael F. Stokes Elementary School Jan. 2013 –  
 Levittown, New York Mar. 2013  
 Reading Teacher – Leave Replacement

Parkway Elementary School Jan. 2010 –  
 East Meadow, New York May 2010  
 Student Teacher

Assignment: Baylis Elementary School

\*This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years and cannot have an APPR composite rating of Ineffective in the last year of his or her probationary appointment to be granted or considered for tenure.

Meeting No. 5

NEW BUSINESS (a-1)

November 14, 2016

RESOLUTION NO. 5-3

APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
LONG-TERM SUBSTITUTE TEACHERS

8. Name: WASHINGTON, Diana  
Appointment: Reading Teacher – Long-term Substitute  
Effective Date: October 31, 2016  
Reason: Completion of Assignment  
Service was Begun: October 20, 2016  
Assignment: South Woods Middle School

APPROVAL OF STAFF CHANGES –  
COMPLETION OF ASSIGNMENT –  
PART-TIME SUBSTITUTE TEACHERS

9. Name: LA BIANCA, Jocelyn  
Appointment: Special Education Teacher – Part-time (.8)  
Effective Date: September 30, 2016  
Reason: Completion of Assignment  
Service was Begun: September 1, 2016  
Assignment: Baylis Elementary School

Meeting No. 5

NEW BUSINESS (a-1)

November 14, 2016

RESOLUTION NO. 5-3

APPROVAL OF STAFF CHANGES –  
DISCONTINUANCE OF SERVICE – RESIGNATION

10. Name: RUBINSTEIN, Alan  
Appointment: Music Education Teacher  
Effective Date: January 27, 2017  
Reason: Resignation – Retirement  
Service was Begun: September 1, 1999  
Assignment: South Woods Middle School

APPROVAL OF STAFF CHANGES –  
RETURN FROM LEAVE OF ABSENCE

11. Name: MAGANUCO, Antoinetta  
Appointment: World Language Teacher  
Effective Date: November 14, 2016  
Service was Begun: January 3, 2001  
Assignment: South Woods Middle School

Meeting No. 5

NEW BUSINESS (a - 1)

November 14, 2016

RESOLUTION NO. 5-3

APPROVAL OF STAFF CHANGES –  
HOMEBOUND

12. Name: Syosset Home Tutoring (Revised)  
Effective: October 20, 2016  
Grade/School: 12<sup>th</sup> Grade/Syosset High School  
(4 hrs/weekly)
13. Name: Tutoring for Life  
Effective: October 20, 2016  
Grade/School: 12<sup>th</sup> Grade/Syosset High School  
(4 hrs/weekly)
14. Name: Syosset Home Tutoring  
Effective: October 21, 2016  
Grade/School: 7<sup>th</sup> Grade/H.B. Thompson Middle School  
(10 hrs/weekly)
15. Name: Syosset Home Tutoring  
Effective: October 24, 2016  
Grade/School: 11<sup>th</sup> Grade/Syosset High School  
(10 hrs/weekly)
16. Name: Syosset Home Tutoring  
Effective: October 24, 2016  
Grade/School: 7<sup>th</sup> Grade/South Woods Middle School  
(4 hrs/weekly)

Meeting No. 5

NEW BUSINESS (a - 1)

November 14, 2016

RESOLUTION NO. 5-3

APPROVAL OF STAFF CHANGES –  
HOMEBOUND

17. Name: Syosset Home Tutoring (Revised)  
Effective: October 26, 2016  
Grade/School: 11<sup>th</sup> Grade/Syosset High School  
(7 hrs/weekly)
18. Name: Tutoring for Life (Revised)  
Effective: October 26, 2016  
Grade/School: 11<sup>th</sup> Grade/Syosset High School  
(2 hrs/weekly)
19. Name: Suzanne Moore  
Effective: November 1, 2016  
Grade/School: 5<sup>th</sup> Grade/Baylis Elementary School  
(1 hr/weekly)
20. Name: Syosset Home Tutoring  
Effective: November 3, 2016  
Grade/School: 7<sup>th</sup> Grade/H.B. Thompson Middle School  
(10 hrs/weekly)
21. Name: Syosset Home Tutoring  
Effective: November 4, 2016  
Grade/School: 6<sup>th</sup> Grade/H.B. Thompson Middle School  
(10 hrs/weekly)

Meeting No. 5

NEW BUSINESS (a - 1)

November 14, 2016

RESOLUTION NO. 5-3

**CIVIL SERVICE  
STAFF CHANGES**

**RESIGNATIONS**

1. LERCARA, Monica, School Monitor PT, Berry Hill, effective October 1, 2016, for personal reasons.
2. O'ROURKE, Diane, School Monitor PT, Willits, effective October 7, 2016, for personal reasons.
3. CARUSO, Doris, School Monitor PT, Robbins Lane, effective October 1, 2016, for personal reasons.
4. SCIALLO, Linda, School Monitor PT, Village, effective October 14, 2016, for personal reasons.
5. PIZZO, Diane, School Monitor PT Substitute, effective September 30, 2016, for personal reasons.
6. SCHAEFER, Bryan, Maintainer, Maintenance Garage, effective October 28, 2016, for personal reasons.

**NON-COMPETITIVE  
APPOINTMENTS PT**

7. O'ROURKE, Diane, School Monitor PT Substitute, District, CSEA Clerical Aides/ Monitors Unit Salary Schedule, Step 3, \$17.94 per hour, includes credit for prior experience, effective October 19, 2016.
8. FRAGAKIS, Eleni, Student Worker PT, Syosset H.S., \$11.04 per hour, effective November 1, 2016.
9. PARTLOW, Andrew, Student Worker PT, Syosset H.S., \$11.04 per hour effective November 1, 2016.
10. QIAN, Christy, Student Worker PT, Syosset H.S., \$11.04 per hour, effective November 1, 2016.

**NON-COMPETITIVE  
APPOINTMENT FT**

11. ANDERER, Christine, Registered Professional Nurse, District Floater, Syosset Registered Nurses Unit, Group RN, Step 2, \$45,536, includes credit for prior experience, effective November 7, 2016, probationary period to May 8, 2017, replaces Susan Mulligan, who retired.

**NON-COMPETITIVE  
LABOR APPT FT**

12. SCHAEFER, Bryan, Maintainer, Maintenance Garage, CSEA Custodial Maintenance Salary Schedule, Group F, Step 5, \$60,905, includes credit for prior experience, effective October 24, 2016, probationary period to April 25, 2017, replaces Patrick McKee, who was promoted to Sr. Maintainer.



Meeting No. 5

NEW BUSINESS (a - 1)

November 14, 2016

RESOLUTION NO. 5-3

**CIVIL SERVICE  
STAFF CHANGES  
CONTINUED**

**COMPETITIVE  
APPOINTMENTS**

13. FEDERICO, Christine, Sr. Library Clerk, Willits, appointed from the Nassau County Civil Service Eligibility List #60-428, CSEA 200 Day Salary Schedule, Group T, Step 3, \$32,078, includes credit for prior experience, effective November 7, 2016, probationary period to May 8, 2017, replaces Laura McDermott, who resigned.
14. MILONE, Theresa, Sr. Library Clerk, H.B. Thompson M.S., appointed from the Nassau County Civil Service Eligibility List #60-428, CSEA 200 Day Salary Schedule, Group T, Step 4, \$33,942, includes credit for prior experience, effective November 10, 2016, probationary period to May 11, 2017, replaces Christine Parente, who resigned.

**PROMOTIONAL  
APPOINTMENT**

15. MCKEE, Patrick, Maintainer, Maintenance Garage, promoted to Sr. Maintainer, CSEA Custodial Maintenance Salary Schedule, Group G, Step 7, \$70,312, includes credit for prior experience, effective November 15, 2016, probationary period to May 16, 2017, replaces Lawrence Campbell, who retired.

**PROMOTIONAL  
COMPETITIVE  
APPOINTMENTS**

16. RZEMIENIEWSKI, Susan, Typist Clerk, Central Administration, promoted to Sr. Typist Clerk, appointed from the Nassau County Civil Service Promotional Eligibility List # 6004, CSEA 12 Month Salary Schedule, Group M, Step 7, \$49,738, includes credit for prior experience, effective October 18, 2016, probationary period to December 17, 2016.
17. BAUER, Laura, Typist Clerk, Office of Teaching and Learning, promoted to Sr. Typist Clerk, appointed from the Nassau County Civil Service Promotional Eligibility List #6004, CSEA 12 Month Salary Schedule, Group M, Step 6, \$47,501, includes credit for prior experience, effective October 18, 2016, probationary period to December 17, 2016.

MOVED BY: Ms. Parker

SECONDED BY: Ms. Frankel  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (a- 2)

November 14, 2016

RESOLUTION NO. 5-4      APPROVAL OF REQUEST FOR EXTENDED UNPAID  
MEDICAL LEAVE OF ABSENCE

WHEREAS,                      the following staff members have each applied for a  
medical leave of absence during the 2016/2017  
school year, and

WHEREAS,                      the requests are in accordance with contractual provisions  
and District practice,

BE IT RESOLVED,              that the following requests for leave of absence be approved:

1. Name:                      ABRAHAMSEN-GALLO, Denise  
Appointment:              World Language Teacher  
Effective Date:              October 28, 2016 through June 30, 2017  
Reason:                      Medical Leave  
Service was Begun:              September 1, 1999  
Assignment:                      South Woods Middle School

2. Name:                      CAMACHO, Michelle  
Appointment:              Elementary Education Teacher  
Effective Date:              September 1, 2016 through June 30, 2017  
Reason:                      Medical Leave  
Service was Begun:              September 1, 2001  
Assignment:                      Willits Elementary School

MOVED BY: Ms. Neuendorf

SECONDED BY: Mr. Feldman  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (a- 3)

November 14, 2016

RESOLUTION NO. 5-5

APPOINTMENT OF PERMANENT SUBSTITUTE STAFF

RESOLVED,

that the following permanent substitute staff will be employed for the 2016/2017 school year.

NAME

EMPLOYEE TYPE

MARIN, Elisa  
ROSENBERG, Jessica  
  
RIVERA, Kristine

- Permanent Substitute (Mathematics)
- Permanent Substitute (08/15/16 – 10/10/16)  
(Guidance Counselor)
- Permanent Substitute (Art)

**DELETE:**

CARUANA, Adrienne  
HAAS, Cheryl  
PICCIRILLO, Thomas  
TALIBON, Janelle  
TAYLOR, Corinne

Permanent Substitute  
Permanent Substitute  
Permanent Substitute  
Permanent Substitute  
Permanent Substitute

MOVED BY: Ms. Schlesinger

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

- New Hire to District

Meeting No. 5

NEW BUSINESS (a- 4)

November 14, 2016

RESOLUTION NO. 5-6

APPOINTMENT OF TUTOR STAFF

RESOLVED,

that the following tutor staff will be employed for the 2016/2017 school year.

NAME

EMPLOYEE TYPE

ANDRESS, Ashley

▪ Tutor (Special Education)

BARTLEY, Patricia

▪ Tutor (Special Education)

FIERRO, Diane

▪ Tutor (Special Education)

SVARAL, Jaclyn

▪ Tutor (Special Education)

TALIBON, Janelle

▪ Tutor (Mathematics)

WASHINGTON, Diana

▪ Tutor (Reading)

**DELETE:**

FRIEDLANDER, Roseann

Tutor

MOVED BY: Mr. Feldman

SECONDED BY: Ms. Neuendorf

MOTION CARRIED: (9-0)

- New Hire to District

Meeting No. 5

NEW BUSINESS (a- 5)

November 14, 2016

RESOLUTION NO. 5-7

APPOINTMENT OF PER DIEM SUBSTITUTE STAFF

RESOLVED,

that the following per diem substitute staff will be employed for the 2016/2017 school year.

NAME

EMPLOYEE TYPE

**DELETE:**

FIERRO, Diane  
LAU, Christine

Per Diem Substitute  
Per Diem Substitute

MOVED BY: Ms. Parker

SECONDED BY: Ms. Frankel  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (a- 6)

November 14, 2016

RESOLUTION NO. 5-8

APPOINTMENT OF TEACHING ASSISTANT SUBSTITUTE STAFF

RESOLVED,

that the following teaching assistant substitute staff will be employed  
for the 2016/2017 school year.

NAME

EMPLOYEE TYPE

LACKNER, Lisa

Teaching Assistant Substitute

TUOHY, Mary

Teaching Assistant Substitute

MOVED BY: Mr. Gershon

SECONDED BY: Ms. Neuendorf

MOTION CARRIED: (9-0)

Meeting No. 5                                      NEW BUSINESS (a -7)                                      November 14, 2016

RESOLUTION NO. 5-9                                      COACHING RECOMMENDATIONS – WINTER/WINTER I 2016/2017

RESOLVED,                                      that the following coaching recommendation for the Winter/Winter I  
 2016/2017 athletic season be approved:

<u>SPORT</u>	<u>STAFF MEMBER</u>	<u>YR.</u>	<u>STEP</u>	<u>PTS.</u>	<u>STIPEND 2016/2017</u>
<b><u>MIDDLE SCHOOL - WINTER I</u></b>					
WINTER TRACK, SW Head	SAWICKI, Chris	01	1.0	82	\$3573.
BSKT, Boys HBT 8 <sup>th</sup> Grade	CALABRIA, John	01	1.0	93	\$4052.
WINTER TRACK, HBT Head	QUINN, Barbara	06	1.2	82	\$4288.
WR, JV Asst.	GRAZIOSO, Rocco	01	1.0	127	\$5534.
<b><u>HIGH SCHOOL</u></b>					
BSKT, Girls V Head	FERREIRA, Mike	01	1.0	169	\$7365.
WR, Varsity	MURTHA, Mike	18	1.3	169	\$9574.
CH, JV	ROSELLE, Holly	02	1.0	113	\$4924.
<b><u>DELETE:</u></b>					
WR, Varsity	MURTHA, Mike	18	1.3	169	\$9570.
WINTER TRACK, SW	QUINN, Barbara	06	1.2	82	\$4288.
BSKT, Girls V	MALLEY, Diane	14	1.3	169	\$9574.

MOVED BY: Ms. Schlesinger

SECONDED BY: Ms. Parker  
 MOTION CARRIED: (9-0)

Meeting No. 5                      NEW BUSINESS (a - 8)                      November 14, 2016

RESOLUTION NO. 5-10      ADDITIONAL PAY - COACHES

RESOLVED,                      that as a result of extended seasons, additional pay is being approved for the following coaches:

		<u># OF DAYS</u>	
Varsity Girls Tennis	FISHER, Shai	06	\$542.91
Varsity Girls Tennis	MARRACELLO, Otto	07	\$415.13

MOVED BY: Mr. Gershon

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)



Meeting No. 5

NEW BUSINESS (a - 9)

November 14, 2016

RESOLUTION NO. 5-11

APPOINTMENT OF RECREATION COORDINATORS

RESOLVED,

that the following Recreation Coordinators be appointed for the 2016/2017 school year.

RECREATION COORDINATORS

STIPEND 2016/2017

SCHANARS, Douglas

\$5544.24

SHEPPARD, Gary

\$5544.24

ASSISTANT RECREATION COORDINATORS

STIPEND 2016/2017

SCHWARTZ, Kara

\$3517.30

SCIACCA, Laura

\$3294.92

MOVED BY: Ms. Schlesinger

SECONDED BY: Ms. Parker

MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (a - 10)

November 14, 2016

RESOLUTION NO. 5-12

RECREATION PROGRAM 2016/2017

RESOLVED,

that the following Recreation Program personnel be employed for the 2016/2017 school year:

**Recreation Specialists**

AGNESE, Karen	\$29.90
BALNIS, Kathy	\$29.90
BARRETTI, Maria	\$29.90
BLOCH, Millie	\$29.90
BRANCACCIO, Joanne	\$29.90
CHURCH, Joan	\$29.90
DANTUONO, Barbara	\$29.90
FIEGER, Renee	\$29.90
HOWELL, Martha	\$29.90
KIND, Vicki	\$29.90
KMIOTEK, Bonnie	\$29.90
KUCZEK, Denise	\$29.90
LA MONTE, Virginia	\$29.90
LABORTINO, Nancy	\$29.90
LENTINI, Ellen	\$29.90
MIRABITO, Pasqualina	\$29.90
MONZILLO, Joann	\$29.90
PAINTER, Renee	\$29.90
PANICK, Jessica	\$29.90
REGINA, Margaret	\$29.90
RUSSO, Mary	\$29.90
SACCO, Christina	\$29.90
SEGUNA, Marianna	\$29.90
WARGA, Karen	\$29.90

MOVED BY: Ms. Neuendorf

SECONDED BY: Mr. Feldman  
MOTION CARRIED: (9-0)

Meeting No. 5                                      NEW BUSINESS (a- 11)                                      November 14, 2016

RESOLUTION NO. 5-13                      APPOINTMENT TO SPECIAL ASSIGNMENTS –  
ELEMENTARY SCHOOLS (REVISED)

RESOLVED,                                      that the following appointments to special assignments in elementary schools, as listed below, be and hereby are approved for the 2016/2017 school year. All are within the budgeted guidelines.

<u>SCHOOL</u>	<u>ADVISOR</u>	<u>CLUB</u>	<u>YEAR</u>	<u>STIPEND 2016/2017</u>
SOUTH GROVE	ALEXSEYCHUK, Fran	SG Theatre Company	01	\$653.70
SOUTH GROVE	SCHWARTZMAN, Lindsey	SG Theatre Company	01	\$653.70
<b><u>DELETE:</u></b>				
SOUTH GROVE	PETROSILLO, Susan	SG Theatre Company	11	\$849.81
SOUTH GROVE	KELLY, Allison	SG Theatre Company	12	\$849.81

MOVED BY: Ms. Parker

SECONDED BY: Ms. Schlesinger  
MOTION CARRIED: (9-0)

Meeting No. 5                                      NEW BUSINESS (a- 12)                                      November 14, 2016

RESOLUTION NO. 5-14                      APPOINTMENT TO SPECIAL ASSIGNMENTS –  
SOUTH WOODS MIDDLE SCHOOL (REVISED)

RESOLVED,                                      that the following appointments to special assignments in  
South Woods Middle School, as listed below, be and hereby are  
approved for the 2016/2017 school year. All are within  
the budgeted guidelines.

<u>ADVISOR</u>	<u>CLUB</u>	<u>YEAR</u>	<u>STIPEND 2016/2017</u>
CORTRIGHT, Kimberly	Theater Technology	05	\$4,706.64

DELETE:

CORTRIGHT, Kimberly	Theater Arts	05	\$4,706.64
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MOVED BY: Mr. Gershon

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (a- 13)

November 14, 2016

RESOLUTION NO. 5-15

APPOINTMENT TO SPECIAL ASSIGNMENTS –  
 H.B. THOMPSON MIDDLE SCHOOL (REVISED)

RESOLVED,

that the following appointments to special assignments in H.B. Thompson Middle School, as listed below, be and hereby are approved for the 2016/2017 school year. All are within the budgeted guidelines.

<u>ADVISOR</u>	<u>CLUB</u>	<u>YEAR</u>	<u>STIPEND 2016/2017</u>
MC NAMARA, Paul	Homework Club	04	\$2,396.90
KNOX, Leo	Rocketry Club	11	\$2,152.85
DOLLEY, Susan	Talent Showcase	04	\$1,414.17
ECKERS, Scott	Talent Showcase	12	\$1,671.33

**DELETE:**

MC NAMARA, Paul	Homework Club	04	\$2,179.00
KNOX, Leo	Rocketry Club	11	\$2,131.61
DOLLEY, Susan	Talent Showcase	04	\$1,893.55
ECKERS, Scott	Talent Showcase	12	\$1,893.55

MOVED BY: Ms. Frankel

SECONDED BY: Ms. Schlesinger  
 MOTION CARRIED: (9-0)

Meeting No. 5                                      NEW BUSINESS (a- 14)                                      November 14, 2016

RESOLUTION NO. 5-16                      APPOINTMENT TO SPECIAL ASSIGNMENTS –  
SYOSSET HIGH SCHOOL (REVISED)

RESOLVED,                                      that the following appointments to special assignments in  
Syosset High School, as listed below, be and hereby are  
approved for the 2016/2017 school year. All are within  
the budgeted guidelines.

<u>ADVISOR</u>	<u>CLUB</u>	<u>YEAR</u>	<u>STIPEND 2016/2017</u>
HAUGHWOUT, Peter	Stage Design & Construction – Spring	10	\$5665.40

**DELETE:**

HAUGHWOUT, Peter	Stage Design & Construction – Spring	10	\$5,042.21
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MOVED BY: Mr. Feldman

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (a- 15)

November 14, 2016

RESOLUTION NO. 5-17

APPOINTMENT OF DRIVER EDUCATION INSTRUCTORS

RESOLVED,

that the following driver education instructors be employed at the rate of \$46.33 for the Fall Semester of the 2016/2017 school year effective September 1, 2016.

Name

\*BAKER, Frank

MOVED BY: Ms. Parker

SECONDED BY: Ms. Schlesinger

MOTION CARRIED: (8-1)

OPPOSED: Ms. Frankel

\*Not employed by Syosset

Meeting No. 5                      NEW BUSINESS (a- 16)                      November 14, 2016

RESOLUTION NO. 5-18      PEER MEDIATION STIPENDS/DIGNITY ACT COORDINATORS  
(REVISED)

RESOLVED,                      that the following peer mediation stipend/dignity act coordinator  
recommendations as listed below, be approved for the 2016/2017  
school year.

<u>NAME</u>	<u>SCHOOL</u>	<u>STIPEND</u>
Donna Conlon	Baylis Elementary School	\$1,334.00

MOVED BY: Mr. Gershon

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)



Meeting No. 5                                      New Business (b-1)                                      November 14, 2016

RESOLUTION NO. 5-19      COMMITTEE ON SPECIAL EDUCATION MINUTES

WHEREAS,                      the Committee on Special Education and Sub-CSE is responsible for identification and education of children with disabilities, and

WHEREAS,                      the Board of Education has received and reviewed the minutes of the CSE and Sub-CSE minus the names of the students, and

WHEREAS,                      the Board of Education may request the CSE and Sub-CSE to reconsider any of these recommendations, therefore be it,

RESOLVED,                      the Board of Education has reviewed and approves of said minutes and will arrange for the implementation of the submitted CSE records:

**COMMITTEE ON SPECIAL EDUCATION MEETINGS**  
September 28; October 19, 20

**SUB-COMMITTEES ON SPECIAL EDUCATION MEETINGS**

Syosset High School – September 15, 22, 23, 29  
H.B. Thompson M.S. – September 9, 16, 20, 21, 22, 23, 27, 30; October 6, 14  
South Woods M.S. – September 29; October 17  
Baylis Elementary – October 11  
Berry Hill Elementary – September 22; October 7, 13  
Village Elementary – September 23  
Walt Whitman Elementary – September 23  
Willits Elementary – September 16  
Out of District – October 13  
Parentally Placed – September 27, 29; October 11

MOVED BY: Ms. Parker

SECONDED BY: Ms. Schlesinger  
MOTION CARRIED: (9-0)

Meeting No. 5

New Business (b-2)

November 14, 2016

RESOLUTION NO. 5-20 COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

WHEREAS, The Committee on Preschool Special Education is now directly responsible to the Board of Education for its findings under Chapter 243, and

WHEREAS, the Board of Education must arrange for all special placements for services for Children of the Syosset Central School District, and

WHEREAS, each member of the Board of Education has received a copy of said recommendations, minus the names of the children presented, for their information, now, therefore be it

RESOLVED, that the Board of Education hereby resolves to arrange for the recommendations of the Committee on Preschool Special Education meeting of:

September 29, 2016  
October 18, 2016  
October 20, 2016  
October 27, 2016

\*ANNUAL REVIEW

MOVED BY: Mr. Feldman

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (b-3)

November 14, 2016

RESOLUTION NO. 5-21

SECOND READING:

Policy 4325: Academic Intervention Services  
Policy 5500: Student Records  
Policy 6240: Investments  
Policy 6830: Expense Reimbursement

WHEREAS,

the Board of Education of the Syosset Central School District has an active policy concerning new policy statements or a change in existing policy statements, and

WHEREAS,

the Board of Education of the Syosset Central School District has reviewed and discussed the following revised policies:

Policy 4325: Academic Intervention Services  
Policy 5500: Student Records  
Policy 6240: Investments  
Policy 6830: Expense Reimbursement

WHEREAS,

the revised policies had a FIRST READING on October 17, 2016 and a SECOND READING on November 14, 2016, now therefore be it

RESOLVED,

that the Board of Education hereby adopts the following revised policies:

Policy 4325: Academic Intervention Services  
Policy 5500: Student Records  
Policy 6240: Investments  
Policy 6830: Expense Reimbursement

Be it further

RESOLVED,

that said adopted Policies are as appended to this Resolution.

MOVED BY: Ms. Frankel

SECONDED BY: Ms. Schlesinger  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (b-4)

November 14, 2016

Resolution No. 5-22 APPROVAL OF STUDENT CLUB CHARTERS 2016-17

WHEREAS, Section 172.2 of the Commissioners Regulation requires that the Board of Education make regulations for the establishment, operation, and maintenance of extra classroom activities and for the safeguarding, accounting and audit of all monies received, and

WHEREAS, as part of these regulations, all school clubs that are established in grades five through twelve will be required to submit a school charter for Board of Education approval, therefore be it

RESOLVED, that the President of the Board of Education is authorized to sign student club charters and that in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business, as the Board's designee, is authorized to sign charters, and be it further

RESOLVED, that all 2016-17 student club charters are approved by the Board of Education.

MOVED BY: Mr. Gershon

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (b-5)

November 14, 2016

Resolution No. 5-23 ACCEPTANCE OF NASSAU BOCES BUDGET ADVISORY  
COMMITTEE DESIGNEES FOR 2017-18 BUDGET

WHEREAS, the Board of Cooperative Educational Services (BOCES) of Nassau County is forming a Budget Advisory Committee for the creation and development of its 2017-18 budget, and

WHEREAS, the Syosset Central School District participates in an array of services through Nassau BOCES, and

WHEREAS, the Syosset Central School District Board of Education votes on the Nassau BOCES administrative budget, therefore be it

RESOLVED, that the Syosset Central School District Board of Education members, Dr. Cohen, Ms. Neuendorf and Ms. Parker be designated to serve on the Nassau BOCES Budget Advisory Committee.

MOVED BY: Ms. Neuendorf

SECONDED BY: Mr. Gershon  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (c-1)

November 14, 2016

Resolution No. 5-24 AUTHORIZATION FOR SERVICE CONTRACTS

WHEREAS, the Syosset Central School District wishes to initiate and/or continue service contracts with vendors for essential supplemental computer, administrative and facilities services that affect the ongoing operations of the district as per the attachment, therefore be it

RESOLVED, that the President of the Board of Education is authorized to sign contracts with the various vendors and that in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business, as the Board's designee, is authorized to sign contracts. Be it further

RESOLVED, that purchase orders for contracts for the 2016-17 school year be issued to the vendors on the attached list. Resources for the above are within the General Fund and Special Aid Fund.

MOVED BY: Ms. Schlesinger

SECONDED BY: Ms. Frankel

MOTION CARRIED: (9-0)

Syosset Central School District  
 Service contracts c-1

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>COST</b>
Laura Maddock	Tournament Director/Head Clerk for Battle for the Belt Tournament January 9, 2017	\$450.00
Town of Oyster Bay	Community Center Permit Application SY 2016-17	No cost to district
Triad Group, LLC	Amendment to contract BOE approved 7/11/2016	No change

Meeting No. 5

NEW BUSINESS (c-2)

November 14, 2016

Resolution No. 5-25 AUTHORIZATION FOR SPECIAL EDUCATION AND/OR  
NURSING CONTRACTS

WHEREAS, the Syosset Central School District wishes to initiate and/or continue contracts with service providers for essential instructional and supplemental special education and/or nursing services, according to students' IEPs, and that affect the ongoing operations of the district as per the attachment, and

WHEREAS, all vendors have been evaluated and all services were carefully selected based upon student needs, continuity of service, financial and logistical considerations, therefore be it

RESOLVED, that the President of the Board of Education is authorized to sign contracts with the various vendors and that in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business, as the Board's designee, is authorized to sign contracts. Be it further

RESOLVED, that purchase orders for contracts for the 2016-17 school year be issued for amounts approximating the proposed costs listed. Final determination of certain costs is made by the State and is subject to change. Resources for the above are within the General or Special Aid Fund.

MOVED BY: Mr. Gershon

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (c-2)

November 14, 2016

Resolution No. 5-25 AUTHORIZATION FOR SPECIAL EDUCATION AND/OR NURSING CONTRACTS (CONTINUED)

Special Education and/or Nursing contracts c-2

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>COST</b>
Abilities, Inc. d/b/a Kornreich Technology Center	Assistive technology services to designated students as per IEP	\$300.00 per Evaluation report \$175.00 per Direct hour \$100.00 per Indirect hour \$60.00 per hour Travel
Locust Valley Central School District	District of Residence	As per Education law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education
Oyster Bay-East Norwich CSD	District of Residence	As per Education law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education
Bay Shore Schools	District of Location	As per Education law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education
Farmingdale Public Schools	District of Location	As per Education law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education
Half Hollow Hills School District	District of Location	As per Education law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education
Levittown Public Schools	District of Location	As per Education law Section 3602-c, and related provisions of the Education Law and Regulations of the Commissioner of Education



Meeting No. 5

NEW BUSINESS (c-2)

November 14, 2016

Resolution No. 5-25 AUTHORIZATION FOR SPECIAL EDUCATION AND/OR NURSING  
 CONTRACTS (CONTINUED)

Special Education and/or Nursing contracts c-2

Achieve Beyond	Related services	Translation Services \$90.00 <u>Age 5-10</u> <u>English/Spanish...Other</u> Psychological Evaluation \$445.00....\$580.00 Speech Therapy Evaluation \$370.00....\$450.00 Educational Evaluation \$340.00....\$395.00 Social History \$225.00....\$265.00 Occupational Therapy Evaluation \$370.00....\$450.00 Physical Therapy Evaluation \$370.00....\$450.00 <u>Age 11-21</u> <u>English/Spanish...Other</u> Psychological Evaluation \$500.00....\$605.00 Speech Therapy Evaluation \$395.00....\$500.00 Educational Evaluation \$370.00....445.00 Social History \$225.00....\$290.00 Occupational Therapy Evaluation \$395.00....\$500.00 Physical Therapy Evaluation \$395.00....\$500.00
Ascent: A School for Individuals with Autism	Related services School Training Consultant Parent Training	\$125.00 per hour  \$140.00 per hour

Meeting No. 5

NEW BUSINESS (c-3)

November 14, 2016

Resolution No. 5-26 AUTHORIZATION FOR CONTRACTS FOR FEDERAL PART B FUNDS

WHEREAS, Federal funds are required to pass through the school district to be remitted to outside special education programs, the Syosset Central School District must have contracts with the approved special education programs (ASEPs), and

WHEREAS, programs on the attached list have been designated as ASEPs, therefore be it

RESOLVED, that the President of the Board of Education is authorized to sign contracts with ASEPs and that, in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business, as the Board's designee, is authorized to sign contracts, and be it further

RESOLVED, that contracts be issued for an amount not to exceed \$658.00 per pupil for full allocation and \$219.00 per pupil for related services only for 619 funds, a maximum of \$1,667.00 per pupil for full allocation and \$556.00 per pupil for related services only for 611 funds for the 2016-17 school year. Resources for the above are to be paid from the Special Aid Fund and from Federal sources.

MOVED BY: Ms. Frankel

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (c-3)

November 14, 2016

Resolution No. 5-26 AUTHORIZATION FOR CONTRACTS FOR FEDERAL PART B FUNDS (CONTINUED)

Federal Part B Funds c-3

<b>School Section 619 Funds</b>	<b>Full Allocation Cost 2016-17 Per Student</b>	<b>Related Services Cost Only 2016-17 Per Student</b>
Association for Children with Down's Syndrome	\$658.00	\$219.00
Hagedorn Little Village School	\$658.00	\$219.00
Hebrew Academy for Special Children	\$658.00	\$219.00
Kidz Therapy Services PLLC	\$658.00	\$219.00
Mill Neck Manor	\$658.00	\$219.00
Variety Child Learning Center	\$658.00	\$219.00
<b>School Section 611 Funds</b>	<b>Full Allocation Cost 2016-17 Per Student</b>	<b>Related Services Only 2016-17 Per Student</b>
Anderson Center for Autism	\$1,667.00	\$556.00
Ascent: A School for Individuals w/Autism	\$1,667.00	\$556.00
Association for Children with Down's Syndrome	\$1,667.00	\$556.00
Center for Developmental Disabilities	\$1,667.00	\$556.00
Development Disabilities Institute	\$1,667.00	\$556.00
Eden II Programs	\$1,667.00	\$556.00
Hagedorn Little Village School	\$1,667.00	\$556.00
Hebrew Academy for Special Children	\$1,667.00	\$556.00
Julia Dyckman Andrus memorial Inc.	\$1,667.00	\$556.00
Kidz Therapy Services PLLC	\$1,667.00	\$556.00
Mill Neck Manor	\$1,667.00	\$556.00
Nassau Suffolk Services for the Autistic Inc.	\$1,667.00	\$556.00
New England Center for Children	\$1,667.00	\$556.00
Summit School – Jamaica Estates	\$1,667.00	\$556.00
UCP of Nassau County	\$1,667.00	\$556.00
Variety Child Learning Center	\$1,667.00	\$556.00

Meeting No. 5

NEW BUSINESS (c-4)

November 14, 2016

Resolution No. 5-27 AUTHORIZATION FOR CHANGE ORDER #1 (USE OF ALLOWANCE FUNDS) METROPOLITAN CONSTRUCTION SYSTEMS, INC.

WHEREAS, the Board of Education duly adopted and approved a Board Resolution on June 13, 2016 entitled Award of Bid for Partial Roofing Replacement Phase II at Syosset High School SED #28-05-02-06-0-010-042 (the "Project"), awarding the contract for the Project to Metropolitan Construction Systems, Inc. following a complete bid process; and

WHEREAS, said contract included an allowance in the amount of \$51,000.00; and

WHEREAS, Metropolitan Construction Systems, Inc. submitted a proposal for additional work associated with the Project in the amount of \$8,803.15; and

WHEREAS, the District's Architect, H2M Architects + Engineers, recommends acceptance of said proposal and modification to the existing contract with Metropolitan Construction Systems, Inc. as set forth in Change Order #1 in the amount of \$8,803.15 to be paid for with a portion of the allowance funds included in the contract;

NOW THEREFORE

BE IT RESOLVED, that the Board of Education hereby accepts Change Order #1 in the amount of \$8,803.15 to the contract with Metropolitan Construction Systems, Inc. in the form attached hereto and authorizes the same to be paid for with the allowance funds included in the contract, thereby reducing the allowance amount from \$51,000.00 to \$42,196.85;

BE IT FURTHER  
RESOLVED

that the Board of Education hereby authorizes the President of the Board of Education to sign Change Order #1 on behalf of the Board of Education, and that in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business is authorized to sign such Change Order.

MOVED BY: Mr. Gershon

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (c-5)

November 14, 2016

Resolution No. 5-28 AUTHORIZATION FOR CHANGE ORDER #2 (USE OF ALLOWANCE FUNDS) METROPOLITAN CONSTRUCTION SYSTEMS, INC.

WHEREAS, the Board of Education duly adopted and approved a Board Resolution on June 13, 2016 entitled Award of Bid for Partial Roofing Replacement Phase II at Syosset High School SED #28-05-02-06-0-010-042 (the "Project"), awarding the contract for the Project to Metropolitan Construction Systems, Inc. following a complete bid process, and

WHEREAS, said contract included an allowance in the amount of \$51,000.00, which was reduced to \$42,196.85 by Change Order #1; and

WHEREAS, Metropolitan Construction Systems, Inc. submitted a proposal for additional work associated with the Project in the amount of \$8,500.00; and

WHEREAS, the District's Architect, H2M Architects + Engineers, recommends acceptance of said proposal and modification to the existing contract with Metropolitan Construction Systems, Inc. as set forth in Change Order #2 in the amount of \$8,500.00 to be paid for with a portion of the allowance funds included in the contract;

NOW THEREFORE

BE IT RESOLVED, that the Board of Education hereby accepts Change Order #2 in the amount of \$8,500.00 to the contract with Metropolitan Construction Systems, Inc. in the form attached hereto and authorizes the same to be paid for with the allowance funds included in the contract, thereby reducing the allowance amount from \$42,196.85 to \$33,696.85;

BE IT FURTHER  
RESOLVED

that the Board of Education hereby authorizes the President of the Board of Education to sign Change Order #2 on behalf of the Board of Education, and that in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business is authorized to sign such Change Order.

MOVED BY: Ms. Parker

SECONDED BY: Ms. Schlesinger  
MOTION CARRIED: (9-0)

Meeting No. 5  
Resolution No. 5-29

NEW BUSINESS November 14, 2016

C-6 and C-7 were taken together.

(c-6) AWARD OF BID FOR PURCHASE OF LOCKS, LOCKING DEVICES AND RELATED PRODUCTS INCLUDING PADLOCKS (COOPERATIVE BIDS) #23-16.17

Reviewed by: G. Knoph, C. Costa, J. Lackner

Bids for purchase of Locks, Locking Devices and Related Products including Padlocks (Cooperative Bid) #23-16.17 for the school year 2016-17 and 2017-18 were duly received and opened on October 18, 2016.

It is recommended that award be made to the lowest responsible bidders meeting specifications.

Tabulations of bids and Summary of Bidders are on file in the Business Office.

**BID RESULTS:** Purchase of Locks, Locking Devices and Related Products including Padlocks (Cooperative Bids)

**RESOLVED:** that the Board of Education award the bid for Purchase of Locks, Locking Devices and Related Products including Padlocks (Cooperative Bids) #23-16.17 school year to the lowest responsible bidder. Funds for the above are within the General Fund budget allocation for the 2016-17 and 2017-18 school year.

(c-7) AWARD OF BID FOR INTEGRATED PEST MANAGEMENT #24-16.17

Reviewed by: G. Knoph, C. Costa, J. Lackner

Bids for purchase of Integrated Pest Management #24-16.17 for the school year 2016-17 and 2017-18 were duly received and opened on October 18, 2016.

It is recommended that award be made to the lowest responsible bidders meeting specifications.

Tabulations of bids and Summary of Bidders are on file in the Business Office.

**BID RESULTS:** Integrated Pest Management #24-16.17

**RESOLVED:** that the Board of Education award the bid for Integrated Pest Management #24-16.17 school year to the lowest responsible bidder. Funds for the above are within the General Fund budget allocation for the 2016-17 and 2017-18 school year.

MOVED BY: Ms. Neuendorf

SECONDED BY: Mr. Feldman  
MOTION CARRIED: (9-0)

Meeting No. 5                      NEW BUSINESS (c-8)    November 14, 2016

Resolution No. 5-30    ACCEPTANCE OF DONATION

WHEREAS,                      the Syosset Central School District has received a donation of a 1965  
Sohmer & Company upright piano, and

WHEREAS,                      the Kris family wishes to make this donation, therefore be it

RESOLVED,                      that the Syosset Central School District accepts with appreciation the  
donation of a 1965 Sohmer & Company upright piano. Approximate  
value of \$2,100.00.

MOVED BY: Ms. Schlesinger

SECONDED BY: Ms. Frankel  
MOTION CARRIED: (9-0)

Meeting No. 5

NEW BUSINESS (c-9)

November 14, 2016

Resolution No. 5-31 DISPOSAL OF BROKEN, SURPLUS AND/OR OBSOLETE  
EQUIPMENT AND BOOKS

WHEREAS, equipment and books have been determined to be broken, surplus  
and/or obsolete, and

WHEREAS, it is in the best interest of the School District to dispose of such  
broken, surplus and/or obsolete equipment and/or books, be it

RESOLVED, that such broken, surplus and/or obsolete equipment and books will be  
disposed of in a manner that serves the best interest of the Syosset  
Central School District. Be it further,

RESOLVED, that the Superintendent of Schools, or his designee is hereby  
authorized to proceed with the disposal of surplus, broken and/or  
obsolete equipment, supplies and books.

MOVED BY: Mr. Feldman

SECONDED BY: Ms. Neuendorf  
MOTION CARRIED: (9-0)



# SYOSSET CENTRAL SCHOOL DISTRICT

## ACADEMIC INTERVENTION SERVICES

POLICY 4325

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The Board of Education is committed to providing academic intervention services to students at risk of not meeting the state learning standards. Such services may include additional instruction supplementing the instruction provided in the general curriculum and/or student support services such as guidance, counseling, attendance and study skills needed to support improved academic performance.

Eligibility for academic intervention services will be determined based upon multiple measures of a student's performance on state assessment exams and in accordance with the School District's Academic Intervention Services Plan which is annexed hereto.

Eligible students will receive services consistent with law and regulations which shall commence no later than the beginning of the semester following a determination that a student is eligible for such services.

### Notification to Parent/Guardian and Involvement

Notification on Commencement of Services. The Building Principal will notify the parents/guardians of a student determined to be in need of academic intervention services, in writing, upon the commencement of such services. Such notification will include:

- A summary of the academic intervention services to be provided;
- The reason the student needs such services; and
- Consequences of not achieving expected performance levels.

Notification on Ending of Services. The Building Principal will notify the parent/guardian in writing when academic intervention services are no longer needed. Such notification will include:

- The criteria for ending services; and
- The performance levels obtained on School District selected assessments, if appropriate.

In addition, the School District will provide for ongoing communication with parents/guardians, including opportunities to consult with teachers and other professional staff, regular reports on the student's progress and information on ways to monitor and work with educators to improve the student's performance.

All parental/guardian notifications and communications will be provided in English and translated, when appropriate, into the native language or mode of communication of the parents/guardians.

In the event a parent/guardian disputes the School District's determination concerning the provision of academic intervention services, the parent/guardian may request a meeting with the Building Principal to discuss said determination.

# SYOSSET CENTRAL SCHOOL DISTRICT

## ACADEMIC INTERVENTION SERVICES

POLICY 4325

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### Description and Review of Academic Intervention Services

The Superintendent of Schools, in consultation with each Building Principal, shall maintain a description of academic intervention and/or student support services for each school. This description will include any variations in services in schools within the School District and will specifically delineate:

- the School District-wide procedures used to determine the need for academic intervention services;
- the academic intervention instructional and/or support services to be provided;
- whether instructional services and/or support services are offered during the regular school day or during an extended school day or year; and
- the criteria for ending services, including, if appropriate, performance levels that students must obtain on School District-selected assessments.

The School District will post its AIS plan on the School District's website or distribute the plan to parents in writing. Every two (2) years the Superintendent of Schools shall review and revise the description of academic intervention services based on student performance results and present such revised description to the Board of Education for approval.

Cross-ref: 4200 Curriculum Management  
4321 *et seq.* as appropriate  
4750 Promotion and Retention of Students

Ref: 8 NYCRR §§100.1(g); 100.2(r), (ee); 100.4(b)(2), (c)(5)

Adoption Date: November 14, 2016

# SYOSSET CENTRAL SCHOOL DISTRICT

## STUDENT RECORDS

Policy 5500

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The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, eligible students and parents/guardians will have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record in accordance with law.

The Board of Education also recognizes its responsibility concerning the orderly retention and disposition of the School District's student records. The School District will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor. The School District will document requests for and release of records, and retain the documentation in accordance with law.

### Definitions

*Authorized Representative:* an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations or enforcement or compliance activities relating to educational programs.

*Education Record:* means those records, in any format, directly related to the student and maintained by the School District or by a party acting on behalf of the School District, except:

- (a) records in the sole possession of the individual who made it and not accessible or revealed to any other person except a substitute;
- (b) records of the School District's law enforcement right;
- (c) records of treatment created or maintained by a physician, psychiatrist, psychologist or other professional/paraprofessional acting that capacity.

*Eligible student:* a student who has reached the age of eighteen (18) or its attending postsecondary school.

*Legitimate educational interest:* a school official has legitimate educational interest if they need to review a student's records in order to fulfill his or her professional responsibilities.

*Personally identifiable information:* is information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include social security number, student identification number, parents' name and/or address, a biometric record, etc.

*School official:* a person who has a legitimate education interest in a student record who is employed by the School District as an administrator, supervisor, instructor or support staff

# SYOSSET CENTRAL SCHOOL DISTRICT

## STUDENT RECORDS

Policy 5500

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member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the School District has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

### Annual Notification

At the beginning of each school year, the School District will publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and the procedures for exercising those rights. This notice may be published in a newspaper, handbook, the School District's website or other school bulletin or publication. This notice will also be provided to parents, guardians, and students who enroll during the school year.

The notice will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the School District to comply with FERPA and its regulations.

The annual notice will also inform parents/guardians and students:

1. that it is the School District's policy to disclose personally identifiable information from student records, without consent, to other school officials within the School District whom the School District has determined to have legitimate educational interests.
2. that, upon request, the School District will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. that the School District, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised their right to prohibit release of the information without prior written consent.
5. that, upon request, the School District will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher

# SYOSSET CENTRAL SCHOOL DISTRICT

## STUDENT RECORDS

Policy 5500

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learning unless the parent or secondary school student exercises their right to prohibit release of the information without prior written consent.

6. of the procedure for exercising the right to inspect, review and request amendment of student records.

The School District will provide translations of this notice, where necessary and to the extent practicable, to parents, guardians and students in their native language or dominant mode of communication. In the absence of the parent or secondary school student exercising their right to opt out of the release of information to the military, the School District is required to, under federal law, release the information indicated in number five (5) above.

### Directory Information

The School District has the option under FERPA of designating certain categories of student information as “directory information.” The Board of Education directs that “directory information” include a student’s:

- name
- address
- degrees and awards received

Under no circumstances will social security numbers or other personally identifiable information be considered directory information. Students who opt out of having directory information shared are still required to have their student ID cards with them at all times that they are on school grounds or attending a school-sponsored event.

Once the proper FERPA notification is given by the School District, a parent/guardian or eligible student will have fourteen (14) days to notify the School District of any objections they have to any of the “directory information” designations. If no objection is received, the School District may release this information without prior approval of the parent/guardian or eligible student for the release. Once the eligible student or parent/guardian provides the “opt-out,” it will remain in effect after the student is no longer enrolled in the School District. The School District may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Ref: Family Educational Rights and Privacy Act, 20 USC 1232g; 34 CFR Part 99  
No Child Left Behind Act, 20 USC §7908 (Military Recruiter Access)  
10 USC §503 as amended by §544 of the National Defense Reauthorization Law §225  
Public Officers Law §87(2)(a)  
Arts and Cultural Affairs Law, Article 57-A  
8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1

Adoption Date: November 14, 2016

# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

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The Board of Education authorizes an investment program for the School District. Investments are viewed as a critical ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other School District revenues for the support of the education program of the school system. It is the policy of the School District to diversify its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

The objectives of the School District's investment program are to safeguard the School District's funds and to minimize risk, so that investments mature when cash is required to finance operations, and so that a competitive rate of return.

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the School District to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

The Board of Education's responsibility for administration for the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

The School District authorizes the Assistant Superintendent for Business to manage all activities associated with the investment program in such manner as to accomplish all the objectives and intents of this policy. These responsibilities will also include annual review and assessment of the School District's investment program, and filing a report with his/her recommendations annually with the Board. Such report shall address any relevant recommendations of the independent auditor. The Assistant Superintendent for Business is further authorized to execute in the name of the Board any and all documents relating to the investment program in a timely manner as well as to utilize reputable consultants regarding investment decisions when necessary. A monthly progress report of investments will be given to the Board. Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged.

# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

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The School District's investment program will be administered in such a way as to assure:

1. That all participants exercise good judgment and care in the management of the School District's investments; act responsibly as custodians of the public trust; and refuse to participate in any transaction that might impair the public's confidence in the School District;
2. The continual process of temporary investing of all fund balances and moneys available to the School District for investment purposes;
3. The maintenance of a yearly cash flow chart, revised following each transaction, that will provide data to assist proper planning and decision making regarding amount, duration, and type of investments for the School District;
4. The School District may use any of the following investment instruments when investing district funds as listed in section 11 of the General Municipal Law:
  - Special time deposit accounts or certificates of deposit;
  - Obligations of the United States of America (e.g., U.S. Treasury Bills and Notes);
  - Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
  - Obligations of the State of New York;
  - Obligations of other municipalities issued pursuant to Local Finance Law sections 24.00 (Tax Anticipation Notes) or 25.00 (Revenue Anticipation Notes), with the approval of the State Comptroller;
  - Obligations of this local government (the School District), but only with any moneys in reserve funds established pursuant to General Municipal Law sections 6-d, 6-j, 6-l, 6-m, 6-n, 6-p, and 6-r; and
  - By participation in cooperative investment programs with other authorized governmental entities pursuant to Article 5-G of the General Municipal Law, where such a program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46;
5. The utilization of an open competition system of bids and/or quotes to obtain maximum yield possible on all investments from both in-district and out-of-district financial institutions; such institutions and depository banks are designated annually by the Board at the annual reorganization meeting;
6. All financial institutions where School District funds are deposited provide a statement to the School District of their collateral in the form of a list of the securities pledged at market value; periodically the Treasurer shall physically inspect the collateral; and

# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

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7. All moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within five (5) days for deposit, or within the time period specified in law, whichever is shorter.
8. The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.
9. That all School District investments are in compliance with the law.

### **Designation of Depositories**

At the annual organizational meeting or through board resolution at Board of Education Meetings throughout the year the Board of Education will approve the bank and trust companies to be authorized for the deposit of monies up to the maximum amounts of one hundred fifty million dollars (\$150,000,000).

### **Collateralizing of Deposits**

In accordance with the provisions of section 10 of the General Municipal Law, all deposits of the School District, including certificates of deposit and special time deposits, in excess the amount insured under the provisions of the Federal Deposit Insurance Act, of shall be secured by a pledge of "eligible securities" with an aggregate "market value" as provided by Section 10 of the General Municipal Law, equal to the aggregate amount of deposits from the permitted investments listed above.

### **Safeguarding and Collateralization**

Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure the School District's deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the School District to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the School District, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the School District or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or an agent of and custodian for, the School District, will be kept separate and apart from the



# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

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general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

All investment obligations shall be payable or redeemable at the option of the School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the School District within two years of the date of purchase.

### **Authorized Financial Institutions and Dealers**

The School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions and dealers approved for investment purposes can establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the School District conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report or Condition (Call Report) at the request of the School District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodian. Such listing shall be evaluated at least annually.

### **Purchase of Investments**

The Treasurer is authorized to contract for the purchase of investments:

- a) Directly, including through a repurchase agreement, from an authorized trading partner.
- b) By participating in a cooperative investment program with another authorized government entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the School Board.
- c) By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the School Board.

# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

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All purchased obligations, unless registered or inscribed in the name of the School District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in section 10 of the General Municipal Law.

The custodian agreement shall provide that securities held by the bank or trust company, as an agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodian bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

### Repurchase Agreements

Repurchase agreements are authorized subject to the following restrictions:

- a) All repurchase agreements must be entered into subject to a Master Repurchase Agreement.
- b) Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- c) Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- d) No substitutions of securities will be allowed.
- e) The custodian shall be a party other than the trading partner.

The Superintendent of Schools or his/her designee, shall develop administrative procedures for the purpose of managing School District investments in accordance with this policy.

This policy will be annually reviewed by the Board and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Cross-ref:

Ref: Education Law §1709  
General Municipal Law §§10, 11, 119-o

Adoption date: November 14, 2016

# SYOSSET CENTRAL SCHOOL DISTRICT

## EXPENSE REIMBURSEMENT

Policy 6830

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Members of the Board of Education, school officials and staff members shall be reimbursed for reasonable out-of-pocket expenses incurred while traveling for school related activities. Only expenses necessary to the purpose of the travel shall be reimbursable. Tax exemption letters shall be issued and utilized only for official school related business.

The Board of Education shall determine, by duly adopted resolution, whether the attendance of members of the Board of Education at any conference or professional meeting is in the best interest of the School District and whether they are eligible for reimbursement of expenses under this policy. The Superintendent of Schools, or his/her designee, shall determine whether attendance by School District staff at any conference or professional meeting is in the best interest of the School District and whether such staff members are eligible for reimbursement of expenses under this policy within budgetary allocations.

To obtain reimbursement, the claimant must first secure a purchase order and, then after travel has occurred, complete and sign a claim for reimbursement, attach all receipts or other expense documentation, together with a copy of the approved conference request form from the School District's online approval system and conference attendance certificate, and submit the same to the Business Office. Reimbursement shall only be made after such claim has been audited and cleared for payment.

### Day Travel

When an employee engages in travel which does not result in overnight travel, only transportation and registration costs are eligible for reimbursement. If travel extends beyond the regular business day, the School District will reimburse the employee for meals.

### Overnight Travel

Persons traveling on School District-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The School District will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location. GSA rates can be found at <http://www.gsa.gov/portal/content/104877>.

Payment for overnight lodging is permitted for overnight travel which is necessary for the performance of School District business. When the lodging rate is pre-determined by the organization sponsoring the event, lodging costs shall be reimbursed at a rate not in excess of the rate charged by the convention/event hotel, notwithstanding what the federal travel reimbursement rate is. When a Board of Education member or a school official or staff member engages in overnight travel, that individual may also be reimbursed for meals, registration costs, and miscellaneous other expenses, as defined below, but not for personal expenses.

Hotel accommodations that exceed the GSA rate, or the rate charged by the convention/event hotel, will be reimbursed only if approved by the Board President (for members of the Board of Education and the Superintendent of Schools) and the Superintendent of Schools (for all others) prior to the stay. Notwithstanding the foregoing, when the purpose of staff travel is to chaperone or accompany students to a school-sponsored or school-related

# SYOSSET CENTRAL SCHOOL DISTRICT

## EXPENSE REIMBURSEMENT

Policy 6830

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event, the lodging rate of the hotel at which the student is staying will determine the lodging rate for the employee to be paid by the School District.

### Method of Transportation

Travel shall be by the most economical and practical means as determined by the School District, whether by private automobile, school vehicle, rental vehicle or common carrier such as bus, train, or airplane. Additional factors, including the number of people traveling, luggage and materials to be transported, meeting schedules, Board of Education member or school officer or staff member health and safety, the cost of the school officer's or staff member's time, and the impact on the Board of Education member's or school official's or staff member's ability to efficiently conduct School District-related business upon arrival, should also be considered when deciding on the most appropriate means of transportation.

### Personal Vehicle

In certain instances, it may be appropriate for school officials or employees to use their personal vehicles for School District-approved travel. Employees may be reimbursed for personal vehicle use at the prevailing IRS rate per mile. Toll and parking are also eligible for reimbursement. Repairs, maintenance and vehicle fluids (including, but not limited to, fuel and oil) are not reimbursable.

### Rental Vehicle

Although the use of rental vehicles may be necessary when travel is required out of the area for school-related purposes, rental vehicles are generally not permitted for local travel. In lieu of mileage, vehicle rental charges and fuel costs for travel out of the area incurred by Board of Education members or school officials or staff members may be submitted for reimbursement, provided such expense is approved in advance, is necessary for conference attendance and is reasonable in cost.

### Airline and Railroad Travel (Long Distance or Overnight Travel)

Transportation by airline or railroad may be reimbursed for or paid for by the School District only in connection with long distance or overnight travel for a school-related purpose, meeting the conditions applicable to overnight lodging. The School District shall carefully consider alternatives to overnight travel prior to authorization. Other transportation costs such as taxi cabs are allowable only for essential transportation.

### Meals

Reimbursement for meal charges, excluding gratuities, may be had for meals when traveling, subject to the limits defined below. Detailed bills must be submitted to justify reimbursement of meal expenses. A credit card receipt which does not show the individual items comprising the total will generally be insufficient to warrant reimbursement, unless the Business Office determines that a detailed check or bill was not available. The cost of any alcohol shall not

# SYOSSET CENTRAL SCHOOL DISTRICT

## EXPENSE REIMBURSEMENT

Policy 6830

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be reimbursed under any circumstances.

Reimbursable meal charges, excluding gratuities, for persons traveling for School District-related business shall be as follows:

- Breakfast \$ 16.00
- Lunch \$ 18.00
- Dinner \$ 40.00

### Reimbursable Expenses

#### *Conventions, Seminars, Conferences*

Registration, workshop and other fees as itemized in the conference literature, will be reimbursed at actual cost, if not prepaid by the School District. Cost for non-essential activities unrelated to official business are considered personal expenses and will not be paid or reimbursed by the School District.

#### *Tipping and Gratuities*

Reimbursement for tips and gratuities such as at lodging establishments and restaurants is permitted to a maximum of 20%. Tips and/or gratuities in connection with transportation services shall not exceed \$40. Documentation must be provided for all requests for reimbursement for tips and/or gratuities.

#### *Miscellaneous Other Services*

A Board of Education member or school officer or staff member, when traveling for School District business or under other circumstances, may be required to use fax, express mail, photocopying, postage, modem connection or other incidental offices services. These expenses are reimbursable if for official School District purposes only. The Board of Education member, school officer or staff member must document the date, time and purpose and provide receipts.

### Non-Reimbursable Expenses

#### *Parking and Traffic Violations*

Any fines and/or penalties associated with a motor vehicle violation which were incurred during School District-approved travel are not reimbursable.

#### *Personal Expenses*

The School District does not reimburse persons traveling on School District-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, telephone calls, checking of bags which

# SYOSSET CENTRAL SCHOOL DISTRICT

## EXPENSE REIMBURSEMENT

Policy 6830

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result in additional cost, laundry costs and/or transportation costs unrelated to School District business.

Cross Ref:

Ref: Education Law §§1709(30); 1804; 2118; 3023; 3028  
General Municipal Law §77-b

Adoption date: November 14, 2016