

**MOUNT SINAI UNION FREE SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA**

**THE AGENDA IS SUBJECT TO MODIFICATION UP TO THE START OF THE MEETING**

Meeting Date: March 27, 2018  
Meeting Place: Middle School  
Meeting Time: 8:00 p.m.

**TONIGHT’S BOARD MEETING IS BEING VIDEOTAPED**

**I. OPENING OF MEETING** – Pledge of Allegiance – Tyler Izzo, 4<sup>th</sup> Grade Spelling Bee winner

**II. APPROVAL OF MINUTES**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby accepts the Minutes of the February 26, 2018 Workshop meeting, February 28, 2018 Regular meeting and March 8, 2018 Special meeting as submitted.

**III. SUPERINTENDENT’S REPORT** – Reading & Writing Program Progress Report  
- Security Update

**IV. BUDGET PRESENTATION** – Operations & Maintenance, Grounds, Security, Salary & Benefits

**V. 15 MINUTE COMMUNITY QUESTION PERIOD (Questions must relate to agenda)** - Once recognized by the President, please identify yourself before addressing the Board.

**VI. PERSONNEL**

**A. INSTRUCTIONAL APPOINTMENT**

**Leave Replacement Teacher**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointment:

Name of Employee: Jennifer Cavaliere  
Appointment Date: March 22, 2018  
Area: Elementary Teacher (Leave Replacement)  
Compensation: Step A, MA

**B. NON-INSTRUCTIONAL APPOINTMENT**

**Aide**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointments:

<i>Name of Employee</i>	<i>Start Date</i>	<i>Area</i>	<i>Compensation</i>
Paula Lamparter	March 26, 2018	Aide	Step 1
Christina McArthur	March 26, 2018	Aide	Step 1
Donna Symington	March 26, 2018	Aide	Step 1

## C. OTHER APPOINTMENT

### Volunteer Coach

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointment:

Name of Employee: Jeff Koutsantanou  
Appointment Date: March 22, 2018  
Area: Volunteer Girls' Golf Coach  
Compensation: N/A

## VII. ACTION ITEMS – Educational

### Committee on Special Education

Resolved, upon the recommendation of the Superintendent, the Board of Education has no objections to the following Special Education recommendations and approves the authorization for the funds to implement the special education programs and services consistent with such:

<i>Special Education Committee</i>	<i>Meeting Date</i>
Preschool	February 28, 2018
Elementary School	January 31, 2018
Elementary School	February 7, 2018
Elementary School	February 8, 2018
Elementary School	February 14, 2018
Elementary School	February 28, 2018
Elementary School	March 2, 2018
Elementary School	March 14, 2018
Middle School	February 13, 2018
Middle School	February 16, 2018
Middle School	March 1, 2018
Middle School	March 8, 2018
High School	January 26, 2018
High School	February 14, 2018
High School	February 15, 2018
High School	February 28, 2018
High School	March 1, 2018
Out of District	February 26, 2018
Out of District	February 27, 2018

## VIII. ACTION ITEMS - Business

### A. 25A Entrance Reconstruction

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby authorizes Superintendent Gordon Brosdal to execute an agreement with Adjo Construction Inc. for the reconstruction of the District's 25A entrance to accommodate enhanced security protocols.

**B. Obsolete Equipment**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby declares the following items as obsolete and authorizes disposal as listed:

<i>Item</i>	<i>Tag/Serial Number</i>	<i>Location</i>	<i>Disposal</i>
Philips TV	#12112	ES	Discard
Thomson Electronics	#11898	ES	Discard
JVC 20" TV	Model 20F243	ES	Discard
Quasar	MA1051059	ES	Discard
Panasonic TV	LB00400205	ES	Discard
Javelin Video Monitor	M00080312	ES	Discard
Mitsubishi VCR	043781M	ES	Discard
JVC DVD	11975207	ES	Discard
Toshiba Video Cassette Recorder	11975207	ES	Discard
RCA VCR	VMT385	ES	Discard
Bell Howard Educator Series	3085212	ES	Discard
Bell Howard Educator Series	3086286	ES	Discard
Opaque Projector	C-26963	ES	Discard
Sharp Microwave	67326	ES	Discard
Sharp Microwave	136463	ES	Discard
Kodak 4200 Projector	258292	ES	Discard
Kodak Extagraphic Projector	A-75406	ES	Discard
(1) 19" Flat Screen	005220	ES	E-WASTE
(3) Printers	003778, 00381, 0038 003832	ES	E-WASTE
(2) 17" Flat Screen	005884, 005898	HS	E-WASTE
(1) 24" Flat	007961	HS	E-WASTE
(9) Computers	005777, 005773, 005655, 000476, 001255, 000204, 001920, 0001920, 000211, 000293	HS	E-WASTE
(1) Notebook	012699	HS	E-WASTE
(2) Video Splitters	003866, 003867	HS	E-WASTE

(1) Cable- iPad Composite AV	008771	HS	E-WASTE
(2) Case- iPad Keyboard	008773, 008774	HS	E-WASTE
(2) Digital Cameras	008284, 008285	HS	E-WASTE
(4) Memory Cards	007298, 007305, 007306, 007307	HS	E-WASTE
(2) Netbooks	007356, 009218	HS	E-WASTE
(10) Printers	008756, 008757, 008758, 008759, 008760, 008761, 008762, 005327, 005331, 009208	HS	E-WASTE
(3) UPS	005738, 006264, 008711	HS	E-WASTE
(2) Web Cams	007971, 007972	HS	E-WASTE
(1) Wireless N	007732	HS	E-WASTE
(3) 17" Monitors	No Tags	MS	E-WASTE
(2) Computers	005924, 012863	MS	E-WASTE
(1) Laptop	005866	MS	E-WASTE
(1) Printer	000804	MS	E-WASTE
(1) Printer	003694	MS	E-WASTE
Washer	2014008	MS	Dumpster
Chair	012424	MS	Dumpster

**C. Notice of Budget Hearing, Budget Vote and Election**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the publication of the Notice of Budget Hearing, Budget Vote and Election for the May 15, 2018 Annual Meeting as attached.

**D. 2018-19 School Calendar**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the attached calendar for the 2018-19 school year.

**E. Scholarship**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the inclusion of a scholarship for a graduating senior in the amount of \$250.00 from Maria Samour (Mount Sinai Recycling Project Scholarship).

**F. Bid Award – Armed Guards**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby awards the bid for Armed Security Guards to Pro Protection Security, the lowest responsible bidder, in the amount of \$41.66/hr./guard for the 2017-18 and 2018-19 school years. Said services shall commence April 9, 2018.

**G. Policy Amendment**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the first reading of the amended *Reimbursement for Expenses Regarding Conferences, Conventions, Workshops, Meetings Policy* as attached.

**IX. QUESTIONS AND COMMENTS FROM THE COMMUNITY**

**X. ADJOURN MEETING**

## **NOTICE OF BUDGET HEARING, BUDGET VOTE and ELECTION**

Section 1. A Budget Hearing of the qualified voters of the Mount Sinai School District, in the Town of Brookhaven, County of Suffolk, State of New York (the "School District"), shall be held in the auditorium at the Mount Sinai Middle School, Mount Sinai, New York, on Tuesday, May 8, 2018 at 8:00 p.m., prevailing time, for the purpose of presenting to the voters the proposed budget for the 2018-19 fiscal year and to discuss any other items to be voted upon at the Annual Budget Vote and Election.

Section 2. The Annual Budget Vote and Election of the school district shall be held on Tuesday, May 15, 2018 in the Mount Sinai Elementary School. The voting at the Budget Vote and Election shall be by voting machines as provided by Education Law and the polls shall remain open from 6:00 a.m. until 9:00 p.m., prevailing time.

Section 3. The business to be acted upon at the Annual Budget Vote and Election shall be stated in the notice thereof, and the District Clerk is hereby authorized and directed to cause the Notice of Public Hearing, Budget Vote and Election to be published in the Village Beacon Record and Newsday, which have a general circulation within the school district, said publication to be made four (4) times within the seven (7) weeks preceding the date of the Budget Vote and Election.

Section 4. Said notice shall contain the following information and be in substantially the following form:

NOTICE IS HEREBY GIVEN that a Budget Hearing will be held at the Mount Sinai Middle School, Route 25A, Mount Sinai, New York, on Tuesday, May 8, 2018, at 8:00 p.m., prevailing time, for the transaction of such business as is authorized by Education Law, including the following items:

- 1) To adopt the annual budget of the school district for the fiscal year 2018-19 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of the district.
- 2) To discuss all of the items hereinafter set forth to be voted upon by voting machines at the Budget Vote/Election to be held on Tuesday, May 15, 2018, as hereinafter set forth.
- 3) To transact such other business as may properly come before the meeting pursuant to Education Law of the State of New York. Polls will be open to vote by voting machine upon the following items on May 15, 2018:
  - a. To adopt the annual budget of said school district for the fiscal year 2018-19 and to authorize the requisite portion thereof to be raised by taxation on the taxable property of the district.
  - b. To enter into an agreement for Library Services.
  - c. To authorize a Capital Improvement Project.
  - d. To establish a Capital Reserve Fund
  - e. To elect members of the Board of Education as follows:
    - 1) One member for a term of three (3) years commencing July 1, 2018 to succeed Lynn Capobianco, whose term of office expires June 30, 2018.
    - 2) One member for a term of three (3) years commencing July 1, 2018 to succeed Michael Riggio, whose term of office expires June 30, 2018.

AND FURTHER NOTICE IS HEREBY GIVEN that for the purpose of voting at such Budget Vote/Election on Tuesday, May 15, 2018, at the Mount Sinai Elementary School, the polls will be open between the hours of 6:00 a.m. and 9:00 p.m., prevailing time.

AND FURTHER NOTICE IS HEREBY GIVEN that a copy of the statement of the amount of money which will be required to fund the School District's budget for 2018-19, exclusive of public monies, may be obtained by any resident of the District during business hours beginning May 1, 2018, except Saturday, Sunday, or holidays, at the Administration Office, and at each of the school buildings.

AND FURTHER NOTICE IS GIVEN that pursuant to Real Property Tax Law section 495 an “exemption report” is to be attached to the budget citing the amount of the total assessed valuation of the District that is subject to exemption from taxation including a listing of every type of exemption (providing the statutory authority for each such exemption); the cumulative impact of each such exemption; the cumulative amount to be received from recipients of exemptions in the form of “payments in lieu of taxes” or other payments for municipal services; and the cumulative impact of all exemptions granted.

AND FURTHER NOTICE IS HEREBY GIVEN that petitions nominating candidates for the office of member of the Board of Education shall be filed between the hours of 9:00 a.m. and 4:00 p.m., prevailing time, with the Clerk of said school district at her office in the Mount Sinai District Office, Route 25A, Mount Sinai, New York, not later than Monday, April 16, 2018 at 5:00 p.m. Vacancies on the Board of Education shall not be considered separate specific offices and nominating petitions shall not describe any specific vacancy for which a candidate is nominated. Such petitions must be directed to the Clerk of the District, must be signed by at least twenty-six (26) qualified voters of the District, and must state the name and residence of the candidate.

AND FURTHER NOTICE IS HEREBY GIVEN that applications for absentee ballots will be obtainable during school business hours from the District Clerk beginning April 16, 2018; completed applications must be received by the District Clerk at least seven (7) days before the election if the ballot is to be mailed to the voter, or the day before the election, if the ballot is to be delivered personally to the voter. Absentee ballots must be received by the District Clerk not later than 5:00 p.m., prevailing time, on Tuesday, May 15, 2018.

A list of persons to whom absentee ballots are issued will be available for inspection to qualified voters of the District in the office of the District Clerk on and after Thursday, May 10, 2018, between the hours of 9:00 a.m. and 3:00 p.m. on weekdays prior to the day set for the annual election and on May 15, 2018, the day set for the election. Any qualified voter may, upon examination of such list, file a written challenge of the qualifications as a voter of any person, whose name appears on such list, stating the reasons for such challenge. Any such written challenge shall be transmitted by the District Clerk or a designee of the Board of Education to the inspectors of election on the day of the election.

AND FURTHER NOTICE IS HEREBY GIVEN that personal registration of voters is required either pursuant to S2014 of the Education Law or pursuant to Article 5 of the Election Law. If a voter has heretofore registered pursuant to Section 2014 of the Education Law and has voted at any annual or special district meeting within the last four (4) years, or if he/she is eligible to vote under Article 5 of the Election Law, he/she is also eligible to vote at this election. All other persons who wish to vote must register.

1. The Board of Registration will meet for the purpose of registering all qualified voters of the District at the Mount Sinai District Office, Route 25A, Mount Sinai, New York, on Tuesday, May 8, 2018, between the hours of 9:00 a.m. and 8:00 p.m., and at Mount Sinai High School, 110 North Country Road, Mount Sinai, New York, on Tuesday, May 8, 2018, between the hours of 9:00 a.m. and 12:00 p.m., prevailing time, to add any additional names to the register to be used at the aforesaid Annual Budget Vote/Election, at which time any person will be entitled to have his/her name placed on such register, provided that at such meeting of the Board of Registration he or she is known or proven to the satisfaction of said Board of Registration to be then or thereafter entitled to vote at such Annual Budget Vote/Election for which the register is so prepared, and that the register so prepared pursuant to Section 2014 of the Education Law and the registration list prepared by the Board of Elections of Suffolk County will be filed in the Office of the Clerk of the School District in the Mount Sinai District Office, Route 25A, Mount Sinai, New York, and will be open for inspection to any qualified voter of the District on and after Thursday, May 10, 2018, between the hours of 9:00 a.m. and 3:00 p.m., prevailing time, on weekdays, and each day prior to the date set for the Annual Budget Vote/Election, except Sunday, by appointment on Saturday, and at the polling place on the day of the vote.

AND FURTHER NOTICE IS HEREBY GIVEN that the Board of Registration will meet on Tuesday, May 15, 2018 between the hours of 6:00 a.m. and 9:00 p.m., prevailing time, at the Mount Sinai Elementary School to prepare the register of the school district to be used at the Annual Budget Vote/Election to be held in 2019 and any special meeting that may be held after the preparation of said register provided that at such meeting of the Board of Registration he or she is known or proven to the satisfaction of said Board of Registration to be then or thereafter entitled to vote at the Budget Vote/Election for which said register is so prepared.

AND FURTHER NOTICE IS HEREBY GIVEN that pursuant to a rule adopted by the Board of Education in accordance with Section 2035 of the Education Law, any questions or propositions to amend the budget or otherwise to be submitted for voting at said Budget Vote/Election must be filed with the Board of Education at the Mount Sinai District Office, Route 25A, Mount Sinai, New York, not later than Monday, April 16, 2018 at 4:00 p.m., prevailing time; must be typed or printed in the English language; must be directed to the Clerk of the School District; and must be signed by at least 25 qualified voters of the school district. However, the School Board will not entertain any petition to place before the voters any proposition the purpose of which is not within the powers of the voters to determine, or any proposition or amendment which is contrary to law.

Section 5. If the District Clerk shall be unable to perform any of the acts or duties required of her in connection with such registration, public hearing, annual meeting and election, or for any reason to be absent from any meeting or election at which her attendance is required, the Assistant Superintendent for Business, is hereby authorized and empowered to act in place and stead of such Clerk and is hereby appointed Acting District Clerk for that purpose.

Section 6. All voting shall be by ballot on voting machines and the District Clerk is hereby appointed Chief Inspector of Election for the District and authorized and directed to have the necessary ballot labels printed for said voting machines, in form corresponding as nearly as may be with this resolution and the requirements of the Education Law.

Section 7. This resolution shall take effect immediately.



# Mount Sinai

## School District

### 2018-2019

○ = Superintendent's Conference Day

□ = School is closed

— = First and Last Day of Classes

August 29	Supt.'s Conference Day
September 3	Labor Day
September 4	Supt's Conference Day
September 5	First Day for Students
September 10-11	Rosh Hashanah
September 19	Yom Kippur
October 8	Columbus Day
November 6	Supt's Conference Day
November 12	Veteran's Day
November 21-23	Thanksgiving Recess
December 24- Jan. 1	Winter Recess
January 21	Martin Luther King Jr.
February 18-22	Mid-Winter Recess
April 19	Good Friday—Passover
April 22-26	Spring Recess
May 27	Memorial Day
June 26	Last Day of Classes

### July 2018

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

### August 2018

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

### September 2018

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

### October 2018

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

### November 2018

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

### December 2018

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

### January 2019

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

### February 2019

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

### March 2019

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

### April 2019

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

### May 2019

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

### June 2019

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

TOTAL DAYS 185 days - including 5 snow days

## **REIMBURSEMENT FOR EXPENSES REGARDING CONFERENCES, CONVENTIONS, WORKSHOPS, MEETINGS**

All actual and necessary registration and tuition fees, expenses of travel, meals, and lodging incurred in connection with conferences, conventions, and workshops related to School District business will be reimbursed upon the submission of receipts for such expenses along with a statement of the purpose for such expenses. Such receipts shall be submitted within 21 calendar days of when the expense was incurred. The consumption of alcoholic beverages is not a permitted expense, nor is any travel expense associated with a spouse.

Travel expenses that are reimbursable include hotel room charges, mileage, taxi expenses, rental car expenses and meals. Travel expenses that are not reimbursable include charges for in-room movies and alcoholic beverages.

If an employee can reasonably be expected to attend a conference, convention, or workshop and return home that day, the employee will be reimbursed for all actual and necessary travel expenses such as mileage and meals, but will not be reimbursed for lodging. If the employee's attendance at a conference, convention or workshop reasonably requires that the employee stay overnight, the employee will be reimbursed for all actual and necessary travel expenses in accordance with this policy, such as travel, meals, and lodging.

The maximum reimbursement rate for lodging, meals and incidental expenses shall be that set by the U.S. General Services Administration for the location involved. Exceptions to these rates may be made if circumstances warrant. Such exceptions are to be authorized by the Superintendent, Deputy Superintendent or Assistant Superintendent for Curriculum, Instruction and Staff Development.

Mileage shall be reimbursed at the then current IRS rate (unless contractual agreement specifies otherwise).

Employees should either seek a purchase order for lodging in advance, if possible, or request a sales tax exemption form to be presented to the place of lodging upon registration so that employees do not incur a personal expense for items that are not reimbursable – sales tax relative to lodging for school business.

Costs noted within this policy that are not reimbursable, or are not reimbursable under law, remain the responsibility of the employee.

Authorization to attend a conference, convention, or workshop requiring travel for which reimbursement is sought must first be obtained from the Superintendent, Deputy Superintendent, or Assistant Superintendent for Curriculum, Instruction, and Staff Development in writing and submitted before any claim or expense may be paid.

Extending travel for personal reasons is not a reimbursable expense. Extending business travel for personal reasons must first be authorized by the Superintendent, Deputy Superintendent, or Assistant Superintendent for Curriculum, Instruction and Staff Development. Any costs associated with such additional travel must be paid by the officer or employee.

Advance of monies for estimated expenditures, registration and tuition fees, travel, meals, and lodging may be made to a person duly authorized to attend a conference, convention, or workshop requiring travel expenses. Itemized vouchers must be submitted after attendance and any monies advanced in excess of expenditures must be refunded within 14 calendar days of attendance. Where an officer or employee fails to return such excess advance, the School District will deduct, when applicable, the amount of such unreturned excess advance from the salary or other money owed the officer or employee by the School District.

The Board of Education recognizes that from time to time it may be appropriate to provide meals and refreshments at District meetings or events which are being held for an educational purpose. The Deputy Superintendent, Assistant Superintendent for Business, and Assistant Superintendent for Curriculum, Instruction, and Staff Development are charged with the authorizing of such expenditures. Building Principals should advise the Deputy Superintendent, Assistant Superintendent for Business or Assistant Superintendent for Curriculum, Instruction and Staff Development in advance, when possible, if meals or refreshments are to be provided at building level events. Expenditures made on such meals and refreshments should be appropriately documented with a receipt, appropriately itemized, and submitted to the District's Business Office within 21 calendar days of incurring such expense.

Examples of authorized categories of such expenditures include, but are not limited to, meals and refreshments for staff on teacher orientation day at the beginning of each year, staff recognition day, superintendent's conference day and community/district meetings.

Expenses for meals actually and necessarily incurred at meetings of school district personnel may be reimbursable upon the submission of appropriate receipts within 21 days of incurring such expense only if the school district business which is conducted is of an immediate nature and it is essential to conduct such a meeting during mealtime. Furtherance of the school district's business must be the main purpose of such a meeting and the meal only incidental thereto. Documentation seeking reimbursement shall recite the reason why the meeting was required to be conducted during a mealtime.

Expenses for meals actually and necessarily incurred for a Board meeting will be reimbursable only when the meeting is deemed essential to be conducted during a mealtime. Documentation seeking reimbursement shall recite the reason why the meeting was required to be conducted during a mealtime.