BOARD OF EDUCATION

AGENDA

January 26, 2016

A NATIONAL DISTRICT OF EXCELLENCE
I. Call to Order
   a. Pledge of Allegiance
   b. Roll Call
   c. Approval of Minutes
      Regular Meeting: December 22, 2015
   d. Correspondence
   e. Awards and Commendations:
      FPM Boys Soccer – Nassau County Champions
      ELM 2016 Intel Finalist
   f. Report of the Superintendent

II. Items for Board Action
   - Nominations for the New York State School Boards Association,
     Advocacy Liaison
   - Approval of the 2016-2017 school calendar

PRESENTATIONS:

SCHOOLWIDE ENRICHMENT
   - Dr. Cheryl Champ, Assistant Superintendent for
     Curriculum & Instruction, and
   - Nicole Waicunas, University of Connecticut

SMART SCHOOLS BOND INVESTMENT PLAN PROPOSAL
   - Christopher Nelson, Director Instructional Technology &
     Student Achievement
Section B

1. Authorization is requested to pay $1,000 for Challenge Day at H. Frank Carey High School on Tuesday, April 19, 2016 and Wednesday, April 20, 2016 ........................................ B1

2. Authorization is requested to pay $1,000 for Challenge Day at Elmont Memorial High School on Thursday, April 21, 2016 ................................................................. B1

3. Authorization is requested to approve 80 district FBLA students to attend the 2016 FBLA NY State Leadership Conference in Rochester, NY ............................................. B1

4. Authorization is requested to approve 41 H. Frank Carey High School students to attend People’s Court in Stamford, CT ............................................................... B2

5. Authorization is requested to approve 60 Floral Park Memorial High School students to attend Physics Day at Great Adventure on May 13, 2016 ........................................ B2

6. Authorization is requested to approve 10 district students to attend the FCCLA State Leadership Conference in Owego, NY ................................................................. B2

7. Authorization is requested to approve the following in-service courses for the spring of 2016 ........................................................................................................... B3

8. Authorization is requested to pay the following Sewanhaka High School teachers to conduct a Professional Development workshop to be held on January 28, 29, and February 1, 2016 ........................................................................................................ B3

9. Authorization is requested for Floral Park Memorial High School to host a foreign exchange student for the spring 2016 semester .................................................... B4

10. Authorization is requested to make the following change in instructors for the substance abuse presentation during the 2015-16 school year ............................. B4

11. Authorization is requested to approve the following Elmont Memorial High School professionals to provide after school and Saturday remediation to at-risk students ......... B4

12. Authorization is requested to pay the following district professionals for rehearsals and performances in the pit orchestra for the 2016 high school musicals ............. B4

13. Authorization is requested to pay the following district professionals to conduct curriculum writing workshops during the spring of 2016 ........................................ B5

14. Authorization is requested to pay the following Sewanhaka High School teacher to conduct the Construction Trades District Club ................................................. B6

15. Authorization is requested to pay the following district professional to mentor a teacher with an initial certificate ................................................................. B6
C. Finance & Operations

1. Disbursements

Approval is requested for the disbursements, as indicated on summary sheet. See Information Packet for Disbursements Register in Friday Packet.

Pages C-1 to C-2

2. Treasurer’s Report

Authorization is requested to receive the Treasurer’s Report for the month of November 2015.

Pages C-3 to C-8

3. Approval of Purchases

Authorization is requested to approve 1 item from the General Fund and 5 items from the Student Activities Fund.

Page C-9

4. Other Items Requiring Action

- Authorization is requested to change the mileage reimbursement rate effective January 1, 2016, as per Internal Revenue Service regulations, as indicated.

Page C-10

- Authorization is requested to enter into a contract with Verizon Fios to expand the district’s internet bandwidth starting January 1, 2016 through December 31, 2018, as indicated.

Page C-10

- Authorization is requested to authorize the Superintendent of Schools to enter into a cross-contract with Eastern Suffolk BOCES to execute an agreement with Capital Projects Software, LLC, as indicated.

Page C-10

- Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on Elmont Memorial High School Asbestos Abatement project, as indicated.

Page C-10

- Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on Floral Park Memorial High School Asbestos Abatement project, as indicated.

Page C-10

- Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on H. Frank Carey High School Asbestos Abatement project, as indicated.

Page C-10

- Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on New Hyde Park Memorial High School Asbestos Abatement project, as indicated.

Page C-10
C. Finance & Operations

- Authorization is requested to approve a deduct change order from Unitech Services Group Inc. for a 2014-2015 bond project on a Sewanhaka High School Asbestos Abatement project, as indicated.

- Authorization is requested to declare the equipment listed as obsolete and give the District authorization to dispose of the equipment in the manner indicated.

- Authorization is requested to accept a donation from the Floral Park Lions Club to Floral Park Memorial High School, as indicated.

- Authorization is requested to accept a donation from Lifetouch Studios to Floral Park Memorial High School, as indicated.

- Authorization is requested to accept a donation from Michael S. Krolick to New Hyde Park Memorial High School, as indicated.

5. Use of School Facilities

Authorization is requested to approve the use of school facilities, as indicated.

Page C-10

Pages C-12 to C-13
1. Revisions to BOARD POLICY, BUSINESS 3546, SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF SCHOOL DISTRICT FUNDS, are being presented for second review. Existing BOARD POLICY, BUSINESS 3546, to be deleted in its entirety (previously provided under separate cover). New material is underlined.  F2

2. A new ADMINISTRATIVE REGULATION, BUSINESS 3546, SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF SCHOOL DISTRICT FUNDS, is being presented for second review. New material is presented on pages F3-F6.  F3-F6

3. Revisions to BOARD POLICY, INSTRUCTION 6132, FIELD TRIPS, are being presented for first review. New Material is underlined.  F7-F10

4. ADMINISTRATIVE REGULATION, INSTRUCTION 6132, FIELD TRIPS, is being presented for information purposes only  F11-F13

5. Revisions to BOARD POLICY, BUSINESS 3271, DISPOSITION OF PROPERTY, are being presented for first review. New material is underlined. Highlighted text is to be deleted.  F14

6. A new ADMINISTRATIVE REGULATION, BUSINESS 3271, DISPOSITION OF PROPERTY, is being presented for first review. New material is presented on pages F15-F16.  F15-F16

7. Revisions to BOARD POLICY, INSTRUCTION 6144.1, PURCHASE AND LOAN OF TEXTBOOKS/INSTRUCTIONAL COMPUTER HARDWARE AND SOFTWARE, are being presented for action. New material is underlined. Highlighted text is to be deleted  F17-F21
III. Old Business
IV. New Business
V. Audience to Visitors
VI. Executive Session

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Regular Meetings of the Board of Education for the 2015-2016 school year are held at Sewanhaka High School. Public Session: 8:00 p.m.

Tuesday, February 23, 2016
Tuesday, March 22, 2016
Tuesday, April 19, 2016
Tuesday, May 24, 2016
Tuesday, June 28, 2016
II. Items for Board Action

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- Approval of the 2016-2017 school calendar

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- Nicole Waicunas, University of Connecticut

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1. Authorization is requested to pay $1,000 for Challenge Day at H. Frank Carey High School on Tuesday, April 19, 2016 and Wednesday, April 20, 2016 - Authorization is requested to pay $1,000 for Challenge Day at H. Frank Carey High School on Tuesday, April 19, 2016 and Wednesday, April 20, 2016. Approximately two hundred students (150 students in ninth grade and 50 students in grades 10-11) will participate in this full day program. The cost of Challenge Day is not to exceed $4,125 per day ($8,250 total) and will be paid with the following funds:

- $1,000.00 District PPS/General Fund
- $3,000.00 HFC PTSA
- $ 500.00 Carey Dads’ Club
- $3,750.00 PPS Fundraising

2. Authorization is requested to pay $1,000 for Challenge Day at Elmont Memorial High School on Thursday, April 21, 2016 - Authorization is requested to pay $1,000 for Challenge Day at Elmont Memorial High School on Thursday, April 21, 2016. Approximately one hundred students (grades 9 - 11) will participate in this full day program. The cost of Challenge Day is not to exceed $4,125 per day and will be paid with the following funds:

- $1,000.00 District PPS/General Fund
- $3,125.00 Title 1

3. Authorization is requested to approve 80 district FBLA students to attend the 2016 FBLA NY State Leadership Conference in Rochester, NY - Authorization is requested to approve 80 district students (40 male and 40 female) to attend the 2016 FBLA NY State Leadership Conference in Rochester, NY, from April 13-15, 2016. Five chaperones (1 male and 4 female) will accompany the students. Transportation will be provided by Paradise Travel, Inc. Back-up information is provided on pp. B7-B16:

- Cost per student: $605 - $200 transportation; $405 lodging; $555 to be paid by student – $50 to be paid by FBLA activity fund.

- Cost per chaperone: $570 - lodging – to be paid by district.
4. Authorization is requested to approve 41 H. Frank Carey High School students to attend People’s Court in Stamford, CT - Authorization is requested to approve 41 H. Frank Carey High School students (20 male and 21 female) to attend the People’s Court in Stamford, CT, on February 24, 2016. Four chaperones (2 male and 2 female) will accompany the students. Transportation will be provided by Paradise Travel. Back-up information is provided on p. B17:

Cost per student: $30 - transportation - to be paid by student.

Cost per chaperone: No cost.

5. Authorization is requested to approve 60 Floral Park Memorial High School students to attend Physics Day at Great Adventure on May 13, 2016 - Authorization is requested to approve 60 Floral Park Memorial students (30 male and 30 female) to attend Physics Day at Great Adventure on May 13, 2016. Four chaperones (2 male and 2 female) will accompany the students. Transportation will be provided by Classic Coach Bus Company. Back-up information is provided on p. B18:

Cost per student: $85 - $40 transportation; $45 admission and meal - to be paid by student.

Cost per chaperone: No cost - Great Adventure will pay chaperone’s admission.

6. Authorization is requested to approve 10 district students to attend the FCCLA State Leadership Conference in Owego, NY - Authorization is requested to approve 10 district students (10 female) to attend the FCCLA State Leadership Conference in Owego, NY, from March 31 - April 1, 2016. Two chaperones (2 female) will accompany the students. Transportation will be provided by We Transport. Back-up information is provided on pp. B19-B20.

Cost per student: $267 - $124 transportation; $45 registration; $98 meals and lodging - $180 to be paid by student; $87 to be paid by FCCLA activity fund.

Cost per chaperone: $167 - $0 transportation; $45 registration; $122 meals and lodging - $84 to be paid by advisor; $83 to be paid by fundraising.
7. Authorization is requested to approve the following in-service courses for the spring of 2016:

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Course</th>
<th>Hrs. @ $47/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurence Quinn</td>
<td>First Aid Certification &amp; First Aid Re-certification</td>
<td>16 hrs./$752</td>
</tr>
<tr>
<td>John Savarese</td>
<td>CPR/AED Re-certification</td>
<td>8 hrs./$376</td>
</tr>
<tr>
<td>Lori Lorusso-Murray</td>
<td>CPR/AED Certification for Teachers</td>
<td>6 hrs./$282</td>
</tr>
<tr>
<td>Lori Lorusso-Murray</td>
<td>CPR Certification for Clerical &amp; Buildings and Grounds Staff</td>
<td>6 hrs./$282</td>
</tr>
<tr>
<td>Michael Soto</td>
<td>CPR/AED Re-certification for Clerical Staff</td>
<td>2 hrs./$94</td>
</tr>
<tr>
<td>Maureen Padovano</td>
<td>Learning the Essentials of Microsoft Access 2010 for Clerical Staff</td>
<td>8 hrs./$376</td>
</tr>
<tr>
<td>Rosemary DeGennaro</td>
<td>Effective Office Practices and Office Communication for Clerical Staff</td>
<td>10.5 hrs./$493.50</td>
</tr>
</tbody>
</table>

8. Authorization is requested to pay the following Sewanhaka High School teachers to conduct a Professional Development workshop to be held on January 28, 29, and February 1, 2016 - Authorization is requested to pay the following Sewanhaka High School teachers to conduct a Professional Development workshop to be held on January 28, 29, and February 1, 2016 after school hours to calibrate standards and scoring for Algebra, Geometry and Algebra 2 Regents exams. This cost will be funded through Title I:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours @ $47/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Aiello</td>
<td>10 hrs./$470</td>
</tr>
<tr>
<td>Elise Sicherman</td>
<td>5 hrs./$235</td>
</tr>
<tr>
<td>Valentine Forgione</td>
<td>6 hrs./$282</td>
</tr>
<tr>
<td>Robert Long</td>
<td>7 hrs./$329</td>
</tr>
<tr>
<td>Peggy McHugh</td>
<td>3 hrs./$141</td>
</tr>
<tr>
<td>Sara Gage</td>
<td>3 hrs./$141</td>
</tr>
<tr>
<td>Stefanie Lentini</td>
<td>3 hrs./$141</td>
</tr>
<tr>
<td>Joseph DeSabato</td>
<td>4 hrs./$188</td>
</tr>
<tr>
<td>William Fanning</td>
<td>4 hrs./$188</td>
</tr>
<tr>
<td>Debra Prevete</td>
<td>4 hrs./$188</td>
</tr>
<tr>
<td>Stefanie Dunphy</td>
<td>3 hrs./$141</td>
</tr>
</tbody>
</table>
9. Authorization is requested for Floral Park Memorial High School to host a foreign exchange student for the spring 2016 semester. Authorization is requested for Floral Park Memorial High School to host a foreign exchange student for the spring 2016 semester through CCI Greenheart. Back-up information is provided on p. B21.

10. Authorization is requested to make the following change in instructors for the substance abuse presentation during the 2015-16 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Hours@$47/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drop: Theresa Schmidt</td>
<td>SHS</td>
<td>8 hrs./$376</td>
</tr>
<tr>
<td>Add: Eileen Mussler</td>
<td>SHS</td>
<td>8 hrs./$376</td>
</tr>
</tbody>
</table>

11. Authorization is requested to approve the following Elmont Memorial High School professionals to provide after school and Saturday remediation to at-risk students - This cost will be funded through Title I:

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours@$47/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleen Brown</td>
<td>8 hrs./$376</td>
</tr>
<tr>
<td>Justin Casano</td>
<td>12 hrs./$564</td>
</tr>
<tr>
<td>Deanna Curcio</td>
<td>15 hrs./$705</td>
</tr>
<tr>
<td>Karen DeAngelis</td>
<td>10 hrs./$470</td>
</tr>
<tr>
<td>Patricia Lennon</td>
<td>6 hrs./$282</td>
</tr>
<tr>
<td>Loredana Wilson</td>
<td>6 hrs./$282</td>
</tr>
</tbody>
</table>

12. Authorization is requested to pay the following district professionals for rehearsals and performances in the pit orchestra for the 2016 high school musicals - The following district professionals will be paid $60 per session for the 2015-16 school year:

<table>
<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>$60/session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ralph Duke</td>
<td>FPM</td>
<td>5 sessions/$300</td>
</tr>
<tr>
<td>Eileen Kramer</td>
<td>ELM</td>
<td>5 sessions/$300</td>
</tr>
<tr>
<td>Lou Dura</td>
<td>FPM</td>
<td>5 sessions/$300</td>
</tr>
<tr>
<td>Steven Henry</td>
<td>ELM</td>
<td>5 sessions/$300</td>
</tr>
<tr>
<td>Giovanna Ruggiero</td>
<td>SHS</td>
<td>5 sessions/$300</td>
</tr>
</tbody>
</table>
### Elmont

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine Johnson</td>
<td>ELM</td>
<td>5</td>
<td>$300</td>
</tr>
<tr>
<td>Jessica Torres</td>
<td>ELM</td>
<td>5</td>
<td>$300</td>
</tr>
<tr>
<td>Steven Henry</td>
<td>ELM</td>
<td>5</td>
<td>$300</td>
</tr>
<tr>
<td>Ben Pesenti</td>
<td>ELM</td>
<td>5</td>
<td>$300</td>
</tr>
<tr>
<td>Eileen Kramer</td>
<td>ELM</td>
<td>5</td>
<td>$300</td>
</tr>
<tr>
<td>Ralph Duke</td>
<td>ELM</td>
<td>5</td>
<td>$300</td>
</tr>
</tbody>
</table>

### New Hyde Park

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hope Bagley</td>
<td>NHP</td>
<td>5</td>
<td>$300</td>
</tr>
<tr>
<td>Linda Tomkiw</td>
<td>NHP</td>
<td>5</td>
<td>$300</td>
</tr>
<tr>
<td>Lou Dura</td>
<td>HFC</td>
<td>5</td>
<td>$300</td>
</tr>
</tbody>
</table>

### H. Frank Carey

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
<th>Hours</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Moreno</td>
<td>HFC</td>
<td>5</td>
<td>$300</td>
</tr>
<tr>
<td>Gregory Krajci</td>
<td>HFC</td>
<td>5</td>
<td>$300</td>
</tr>
</tbody>
</table>

13. Authorization is requested to pay the following district professionals to conduct curriculum writing workshops during the spring of 2016 - This cost will be funded through Title II:

<table>
<thead>
<tr>
<th>Hours</th>
<th>Studio Art and Art 8 District Finals - Objective: Teachers will collaborate to design Common Core aligned comprehensive district final exams.</th>
<th>Cassandra Pappajohn-Shaw/10 hrs.</th>
<th>Diane Lennea/6 hrs.</th>
<th>Michael Cartolano/6 hrs.</th>
<th>Chris Yee/6 hrs.</th>
<th>Ryan Lundergan/6 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>34 hrs./$1,598</td>
<td></td>
<td>Cassandra Pappajohn-Shaw/10 hrs.</td>
<td>Diane Lennea/6 hrs.</td>
<td>Michael Cartolano/6 hrs.</td>
<td>Chris Yee/6 hrs.</td>
<td>Ryan Lundergan/6 hrs.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours</th>
<th>English 8th grade Integrated Advanced - Objective: Teachers will collaborate to create curriculum that is conducive to an integrated advanced model. Curriculum will consist of tiered unit lessons that speak to all levels and ranges of heterogeneous classes.</th>
<th>Frank Geritano/10 hrs.</th>
<th>Thomas Needham/18 hrs.</th>
<th>Maria Harley/18 hrs.</th>
<th>Lauren Smith/18 hrs.</th>
<th>Michael Toto/18 hrs.</th>
<th>Robert Anderson/18 hrs.</th>
<th>Abbe Katz/18 hrs.</th>
<th>Laurence Mechanic/18 hrs.</th>
<th>Virgilio Meo/18 hrs.</th>
<th>Theresa Cerulli/18 hrs.</th>
<th>Angela Agnello/18 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 hrs./$940</td>
<td><strong>District SAT/PSAT Prep course revision - Objective:</strong> To better align the district SAT/PSAT prep course materials with online resources that better support whole group and individualized learning.</td>
<td>Kathleen Simmons/20 hrs.</td>
<td></td>
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</tr>
<tr>
<td>160 hrs./$7,520</td>
<td><strong>Technology 8 - Objective:</strong> To incorporate the common core learning standards. The guide is being revised to adhere to NYS guidelines, goals, and objectives. Objectives will include student-centered interactive projects and activities to reflect the various units covered thought the curriculum. In addition, this curriculum guide will include student learning objectives and assessments that are identifiable and measurable.</td>
<td>Christine Licastri/20 hrs. Chris Brustman/20 hrs. Diane Walters/20 hrs. Larry Livi/20 hrs. Denis Lein/20 hrs. Chris Brady/20 hrs. Cheryl St. John-Broomes/20 hrs. Eric Meile/20 hrs.</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

14. **Authorization is requested to pay the following Sewanhaka High School teacher to conduct the Construction Trades District Club - Authorization is requested to pay the following Sewanhaka High School teacher a stipend to conduct the Construction Trades District Club for the 2015 - 2016 school year. This club will provide more district students the opportunity to explore the field of study prior to their eligibility year for application into the program. This cost will be funded through the Perkins Grant:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Mewhinney</td>
<td>$890</td>
</tr>
</tbody>
</table>

15. **Authorization is requested to pay the following district professional to mentor a teacher with an initial certificate - Authorization is requested to pay the following district mentor $32 per hour for the 2015-16 school year, upon submission of a completed mentor log:**

<table>
<thead>
<tr>
<th>Name</th>
<th>School</th>
<th>Hrs.@$32/Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>MaryAnn Baade</td>
<td>ELM</td>
<td>30 hrs./$960</td>
</tr>
</tbody>
</table>
TO: Mrs. Valerie Angelillo
FROM: Sara Cervini, FBLA Advisor
DATE: December 3, 2015
RE: FBLA STATE LEADERSHIP CONFERENCE
April 13-15, 2016

A. Purpose of trip
To participate in the New York State FBLA State Leadership Conference, 2016.

B. Location
Rochester Riverside Convention Center
Rochester, New York

C. Dates and Time Schedule
On Wednesday, April 13, 2016, at approximately 4:00 a.m., the Future Business Leaders of America will travel from Sewanhaka High School to the Rochester Riverside Convention Center in Rochester, New York, by way Paradise Travel Inc. Students will be transported back to Sewanhaka High School on Friday, April 15, 2016, at approximately 7:00 p.m.

D. Permission Slips
Power of Attorney made out to: Susan Haviken, Business Teacher

E. Student Breakdown
Approximately 16 students (8 males and 8 females)
F. **Financial Arrangements**

Student expenses:

- Transportation: $200
- Meals and Lodging: $405

Total: $605

$555 to be paid by student
$50 to be paid by FBLA

**Chaperone expenses:**

- Transportation: $0
- Lodging: $570

Total: $570 to be paid by the district budget

G. **Transportation Information**

Paradise Travel, Inc.
P.O. Box 236
Floral Park, NY 11002

H. **Chaperone Information**

Susan Haviken, Business Teacher (female)
TO: Richard J. Faccio, Ed. D., Principal

FROM: Dina Bostrom & Christine Teetz, FBLA Co-Advisors

DATE: December 7, 2015

RE: FBLA STATE LEADERSHIP CONFERENCE
    April 13 – 15, 2016

A. **Purpose of trip**
   To participate in the New York State FBLA State Leadership Conference, 2016.

B. **Location**
   Rochester Riverside Convention Center
   Rochester, New York

C. **Dates and Time Schedule**
   On Wednesday, April 13, 2016, at approximately 4:30 a.m., the Future Business Leaders of America will travel from Sewanhaka High School to the Rochester Riverside Convention Center in Rochester, New York, by way of Paradise Luxury Transport, Inc. Students will be transported back to Sewanhaka High School on Friday, April 15, 2016, at approximately 7:00 p.m.

D. **Permission Slips**
   Power of Attorney made out to: Dina Bostrom, FBLA Co-Advisor

E. **Student Breakdown**
   Approximately 16 students (8 males and 8 females)
F. Financial Arrangements

Student expenses:

Transportation: $200
Meals and Lodging $405

Total: $605

$555 to be paid by student
$ 50 to be paid by FBLA

Chaperone expenses:

Transportation 0
Meals and Lodging $570

Total: $570 to be paid by the district budget

G. Transportation Information
Paradise Travel, Inc
POB 236
Floral Park, NY 11002

H. Chaperone Information
Dina Bostrom, FBLA Co-Advisor (female)
TO: Dr. Kathleen Sottile, Principal
FROM: Nasira Rafiq, FBLA Advisor
DATE: December 11, 2015
RE: FBLA STATE LEADERSHIP CONFERENCE
     April 13-15, 2016

A. Purpose of trip
   To participate in the New York State FBLA State Leadership Conference, 2016.

B. Location
   Rochester Riverside Convention Center
   Rochester, New York

C. Dates and Time Schedule
   On Wednesday, April 13, 2016, at approximately 4:00 a.m., the Future Business Leaders of America will travel from Sewanhaka High School to the Rochester Riverside Convention Center in Rochester, New York, by way Paradise Travel Inc. Students will be transported back to Sewanhaka High School on Friday, April 15, 2016, at approximately 7:00 p.m.

D. Permission Slips
   Power of Attorney made out to: Nasira Rafiq, FBLA Advisor

E. Student Breakdown
   Approximately 16 students (8 males and 8 females)
F. Financial Arrangements

Student expenses:

Transportation: $200
Meals and Lodging  $405

Total: $605

$555 to be paid by student
$50 to be paid by FBLA

Chaperone expenses:

Transportation  0
Lodging  $570

Total: $570 to be paid by the district budget

G. Transportation Information

Paradise Travel, Inc.
P.O. Box 236
Floral Park, NY 11002

H. Chaperone Information

Nasira Rafiq, FBLA Advisor (female)
TO: Mrs. Debra Lidowsky, Principal
FROM: Christine Licastri and Doris Brown, FBLA Co-Advisors
DATE: December 3, 2015
RE: FBLA STATE LEADERSHIP CONFERENCE
April 13-15, 2016

A. **Purpose of trip**
   To participate in the New York State FBLA State Leadership Conference, 2016.

B. **Location**
   Rochester Riverside Convention Center
   Rochester, New York

C. **Dates and Time Schedule**
   On Wednesday, April 13, 2016, at approximately 4:00 a.m., the Future Business Leaders of America will travel from Sewanhaka High School to the Rochester Riverside Convention Center in Rochester, New York, by way Paradise Travel Inc. Students will be transported back to Sewanhaka High School on Friday, April 15, 2016, at approximately 7:00 p.m.

D. **Permission Slips**
   Power of Attorney made out to: Doris Brown, FBLA Co-Advisor

E. **Student Breakdown**
   Approximately 16 students (8 males and 8 females)
F. **Financial Arrangements**

Student expenses:

- Transportation: $200
- Meals and Lodging: $405

Total: $605

$555 to be paid by student

$50 to be paid by FBLA

**Chaperone expenses:**

- Transportation: 0
- Lodging: $570

Total: $570 to be paid by the district budget

G. **Transportation Information**

Paradise Travel, Inc.
P.O. Box 236
Floral Park, NY 11002

H. **Chaperone Information**

Doris Brown, FBLA Co-Advisor (female)
TO: Mr. Kevin Dougherty, Principal

FROM: Lorelle Riso, FBLA Advisor

DATE: December 10, 2015

RE: FBLA STATE LEADERSHIP CONFERENCE
   April 13-15, 2016

A. **Purpose of trip**
   To participate in the New York State FBLA State Leadership Conference, 2016.

B. **Location**
   Rochester Riverside Convention Center
   Rochester, New York

C. **Dates and Time Schedule**
   On Wednesday, April 13, 2016, at approximately 4:00 a.m., the Future Business Leaders of America will travel from Sewanhaka High School to the Rochester Riverside Convention Center in Rochester, New York, by way Paradise Travel Inc. Students will be transported back to Sewanhaka High School on Friday, April 15, 2016, at approximately 7:00 p.m.

D. **Permission Slips**
   Power of Attorney made out to: Eric Miele

E. **Student Breakdown**
   Approximately 16 students (8 males and 8 females)
F. Financial Arrangements

Student expenses:

- Transportation: $200
- Meals and Lodging: $405

Total: $605

$555 to be paid by student
$50 to be paid by FBLA

Chaperone expenses:

- Transportation: 0
- Lodging: $570

Total: $570 to be paid by the district budget

G. Transportation Information

Paradise Travel, Inc.
P.O. Box 236
Floral Park, NY 11002

H. Chaperone Information

Eric Miele
To:      Board of Education
From:    Valerie Angelillo
Date:    January 8, 2016
Re:      Criminal Justice Field Trip to the People’s Court on February 24, 2016

A. **Purpose of Trip:** Permission is requested for 41 students to travel to Stamford, CT for participation in a filming of *The People’s Court*

B. **Location:** *The People’s Court Studio*
   300 Stillwater Avenue
   Stamford, CT 06902
   203-399-0034

C. **Dates and Time Schedule:** Leaving: 7 a.m. on Wednesday, February 24, 2016
   Returning: 4 p.m. on Wednesday, February 24, 2016

D. **Permission Slips:** District permission slips made out to Ms. Susan Zenzerovic

E. **Number of Students:** Approximately 20 males
   Approximately 21 females

F. **Transportation Information:** 1 coach bus provided by Paradise Transportation per bid

G. **Chaperones:** Susan Zenzerovic, Brian Messinger, Steve Carpaneto, and Barbara Priester of H. Frank Carey High School

H. **Student Financial Arrangements:** $30 per student

I. **Chaperone Financial Arrangements:** $0
a) Purpose of Trip
The Regents Physics and Physics Advanced students of Floral Park Memorial High School request permission to take a field trip to Six Flags-Great Adventure in Jackson, New Jersey on Friday, May 13, 2016. The purpose of the trip is to experience the laws of mechanics (e.g. Newton’s Laws of Motion, linear and centripetal force and acceleration and conservation of energy) in action on roller coasters and other mechanical rides. In furtherance of the educational purpose of the trip, students will complete lab exercises using data taken from various rides to calculate forces, acceleration and other physical quantities associated with such rides.

b) Location
Six Flags-Great Adventure, Jackson, New Jersey

c) Date and time schedule
Friday, May 13, 2016

<table>
<thead>
<tr>
<th></th>
<th>Floral Park Memorial</th>
<th>7:00 A.M.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure</td>
<td>7:00 A.M.</td>
<td></td>
</tr>
<tr>
<td>Arrival</td>
<td>9:00 A.M.</td>
<td></td>
</tr>
<tr>
<td>Departure</td>
<td>4:00 P.M.</td>
<td></td>
</tr>
<tr>
<td>Arrival</td>
<td>7:00 P.M.</td>
<td></td>
</tr>
</tbody>
</table>

d) Permission Slips
Students and Parents will sign a teacher prepared permission slip.

e) Student Breakdown
Sixty (60) – 30:30 boys:girls

f) Financial Arrangements
The cost to students is $85.00 for park admission, transportation and food itemized as follows:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Admission</td>
<td>$30.00</td>
</tr>
<tr>
<td>Transportation/parking/processing</td>
<td>$40.00</td>
</tr>
<tr>
<td>Meal Voucher</td>
<td>$15.00</td>
</tr>
</tbody>
</table>

Chaperones will receive free park admission tickets (at no cost to the students) and transportation, but shall be liable for any personal expenses incurred by them, including meals.

Lodging is not applicable.

g) Transportation
On Friday, May 13, 2016, the above-referenced physics students will travel from Floral Park Memorial HS to Six Flags-Great Adventure in Jackson, New Jersey by way of Classic Coach Bus Company. Students will be transported back to Floral Park Memorial on Friday, May 13, 2016.

h) Chaperones
Science Teachers: Kurt Brechtlein, William Rockensies, Annie Tine, Katharine Holm
TO: Mrs. Debra Lidowsky, Principal
FROM: Daisy Amaris, FCCLA Advisors
DATE: January 9, 2015
RE: FCCLA STATE LEADERSHIP CONFERENCE
March 31- April 1, 2016

A. Purpose of trip
To participate in the New York State FCCLA State Leadership Conference and Competitive Events 2016.

B. Location
Owego Threadway Inn and Conference Center; Owego, New York

C. Dates and Time Schedule
On Thursday, March 31, 2016, at approximately 5 a.m., the Family Career and Community Leaders of America will travel from Sewanhaka High School and to the Owego Threadway Inn and Conference Center; Owego, New York via We Transport; School Bus. Students will be return to Sewanhaka High on Friday, April 1, 2016, at approximately 10:00 p.m.

D. Permission Slips
Power of Attorney made out to: Daisy Amaris, FCCLA Advisor

E. Student Breakdown
Approximately 10 students (10 females)
F. Financial Arrangements

Student expenses:

Transportation: $124
Meals and Lodging: $98
Registration: $45
Total: $267

$180 to be paid by student
$87 to be paid by FCCLA

Chaperone expenses:

Transportation: $0
Meals and Lodging: $122
Registration: $45
Total: $167 ($84 to be paid by the advisor and $83 to be paid through club fundraising efforts)

G. Transportation Information

We transport

H. Chaperone Information

Daisy Amaris, FCCLA Advisor (female) Sewanhaka High School
Alexandra Andrade, FCCLA Advisor (female) H.F. Carey High School
MEMORANDUM

TO: Cheryl Champ
FROM: Regina M. Agrusa
DATE: January 12, 2016
SUBJECT: Board of Education January 26, 2016 Approval – Foreign Exchange Student

Permission is requested from the Board of Education to approve enrollment for a foreign exchange student for the 2015-2016 Spring semester to attend Floral Park Memorial High School. The student would begin February 1, 2016. The CCI Greenheart has been designated by the United States Department of State as an Exchange Visitor Program authorized to issue the form DS-2019, which enables qualified students to apply for a J-1 exchange visitor visa. Floral Park Memorial is not responsible for the student’s visa and does not need to register with the SEVIS Immigration Database. Under the visa, the student would be enrolled in Floral Park Memorial, tuition free. CCI Greenheart takes full responsibility for the health and welfare of the student while under the organization’s sponsorship.

This exchange student will attend Floral Park Memorial for the 2015-2016 Spring semester and be here for a cultural exchange experience and would not earn high school credits or receive a high school diploma. Ms. Cassandra Swanson, 21 Roquette Avenue, Elmont, NY 11003, would be hosting this student from Germany. Prior to admitting and enrolling, CCI Greenheart is requesting school district approval for enrollment.

FOR BOARD APPROVAL – CURRICULUM SECTION:

Authorization is requested to approve enrollment for a foreign exchange student to attend Floral Park Memorial High School for the 2015-2016 Spring semester – authorization is requested to host a foreign exchange student for the 2015-2016 second semester school year through the CCI Greenheart.

RMA/cm
C. Finance & Operations

1. Disbursements

Approval is requested for the disbursements, as indicated on summary sheet. See Information Packet for Disbursements Register in Friday Packet.

Pages C-1 to C-2

2. Treasurer’s Report

Authorization is requested to receive the Treasurer’s Report for the month of November 2015.

Pages C-3 to C-8

3. Approval of Purchases

Authorization is requested to approve 1 item from the General Fund and 5 items from the Student Activities Fund.

Page C-9

4. Other Items Requiring Action

- Authorization is requested to change the mileage reimbursement rate effective January 1, 2016, as per Internal Revenue Service regulations, as indicated.

Page C - 10

- Authorization is requested to enter into a contract with Verizon Fios to expand the district’s internet bandwidth starting January 1, 2016 through December 31, 2018, as indicated.

Page C - 10

- Authorization is requested to authorize the Superintendent of Schools to enter into a cross-contract with Eastern Suffolk BOCES to execute an agreement with Capital Projects Software, LLC, as indicated.

Page C - 10

- Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on Elmont Memorial High School Asbestos Abatement project, as indicated.

Page C - 10

- Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on Floral Park Memorial High School Asbestos Abatement project, as indicated.

Page C -10

- Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on H. Frank Carey High School Asbestos Abatement project, as indicated.

Page C - 10

- Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on New Hyde Park Memorial High School Asbestos Abatement project, as indicated.

Page C - 10
C. Finance & Operations

- Authorization is requested to approve a deduct change order from Unitech Services Group Inc. for a 2014-2015 bond project on a Sewanhaka High School Asbestos Abatement project, as indicated. Page C – 10

- Authorization is requested to declare the equipment listed as obsolete and give the District authorization to dispose of the equipment in the manner indicated. Page C – 10

- Authorization is requested to accept a donation from the Floral Park Lions Club to Floral Park Memorial High School, as indicated. Page C – 10

- Authorization is requested to accept a donation from Lifetouch Studios to Floral Park Memorial High School, as indicated. Page C – 10

- Authorization is requested to accept a donation from Michael S. Krolick to New Hyde Park Memorial High School, as indicated. Page C – 10

5. Use of School Facilities

Authorization is requested to approve the use of school facilities, as indicated. Pages C-12 to C - 13
SEANHAKA CENTRAL HIGH SCHOOL DISTRICT  FINANCE & OPERATIONS
Board of Education Meeting
January 26, 2016
Section C

DISBURSEMENTS

Approval is requested for the Schedule of Disbursements, as indicated in the Information Packet as outlined on page C-2. A summary appears below.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Warrant #s</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>A-0022, A-0023, VOID VOID</td>
<td>$5,939,582.77, ($1,129.03)</td>
</tr>
<tr>
<td>School Lunch</td>
<td>C-0024, C-0025, C-0026, C-0027, C-0028</td>
<td>$210,121.53</td>
</tr>
<tr>
<td>Federal Fund</td>
<td>F-0025, F-0026, F-0027, F-0028</td>
<td>$263,022.94</td>
</tr>
<tr>
<td>Capital Fund</td>
<td>H-0025</td>
<td>$3,772.23</td>
</tr>
<tr>
<td>Capital Bond</td>
<td>H-0024, H-0026</td>
<td>$1,866,178.89</td>
</tr>
<tr>
<td>Trust &amp; Agency</td>
<td>TA-0025, TA-0026, TA-0027, TA-0028, TA-0029, TA-0030</td>
<td>$5,413,453.43</td>
</tr>
<tr>
<td>Trust Fund Expendable</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong> $13,695,002.76</td>
</tr>
<tr>
<td></td>
<td>Title</td>
<td>Pages</td>
</tr>
<tr>
<td>---</td>
<td>----------------------------------------------------------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>A</td>
<td>Schedule of Disbursements</td>
<td>C-1 to C-194</td>
</tr>
<tr>
<td>B</td>
<td>Trial Balances for the month of November 2015</td>
<td>C-195 to C-200</td>
</tr>
<tr>
<td>C</td>
<td>Budgetary Reports for the month of November 2015</td>
<td>C-201 to C-205</td>
</tr>
<tr>
<td>D</td>
<td>Revenue Reports for the month of November 2015</td>
<td>C-206 to C-210</td>
</tr>
<tr>
<td>E</td>
<td>Cash Flow Analysis for the month of December 2015</td>
<td>C-211</td>
</tr>
<tr>
<td>F</td>
<td>Accounts Receivable for the month of November 2015</td>
<td>C-212 to C-213</td>
</tr>
<tr>
<td>G</td>
<td>Vandalism Report for the month of December 2015</td>
<td>C-214</td>
</tr>
<tr>
<td>H</td>
<td>Student Activities Report for the month of November 2015</td>
<td>C-215 to C-226</td>
</tr>
<tr>
<td>I</td>
<td>School Lunch Fund Profit &amp; Loss Statement for the fiscal year ending November 2015</td>
<td>C-227 to C-228</td>
</tr>
</tbody>
</table>
# Treasurer's Report

## General Fund - November 30, 2015

### Cash Balance - October 31, 2015

<table>
<thead>
<tr>
<th>REVENUES</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1001 Real Estate Taxes</td>
<td>$33,617,538.42</td>
</tr>
<tr>
<td>1085 STAR</td>
<td>0.00</td>
</tr>
<tr>
<td>1300-2399 Charges for Services</td>
<td>28,756.00</td>
</tr>
<tr>
<td>2400 Use of Facilities</td>
<td>0.00</td>
</tr>
<tr>
<td>2401 Interest Earned</td>
<td>17,678.63</td>
</tr>
<tr>
<td>2401 Interest Earned - Reserve</td>
<td>938.16</td>
</tr>
<tr>
<td>2410-2412 Rental of Real Property</td>
<td>2,865.11</td>
</tr>
<tr>
<td>2600-2699 Sale of Property/Compensation for Loss</td>
<td>1,274.59</td>
</tr>
<tr>
<td>2701 Refund of Prior Year Expense - BOCES</td>
<td>0.00</td>
</tr>
<tr>
<td>2703 Refund of Prior Year Expense</td>
<td>0.00</td>
</tr>
<tr>
<td>2705 Gifts &amp; Donations</td>
<td>0.00</td>
</tr>
<tr>
<td>2710 Premium on Obligations TANS</td>
<td>0.00</td>
</tr>
<tr>
<td>2770 Other Unclassified Revenue</td>
<td>833.53</td>
</tr>
<tr>
<td>2801 Interfund Revenue</td>
<td>0.00</td>
</tr>
<tr>
<td>3101 State Aid - Basic Formula Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>3101.1 State Aid - Excess Cost</td>
<td>0.00</td>
</tr>
<tr>
<td>3102 State Aid - Lottery</td>
<td>0.00</td>
</tr>
<tr>
<td>3102.1 State Aid - VLT Lottery Grants Aid</td>
<td>171,293.95</td>
</tr>
<tr>
<td>3102.2 State Aid - Commercial Gaming Grant</td>
<td>0.00</td>
</tr>
<tr>
<td>3103 BOCES Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>3104 Tuition for Students w/Disabilities</td>
<td>0.00</td>
</tr>
<tr>
<td>3260 Textbook Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>3262 Computer Sw Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>3262.1 Hardware &amp; Technology Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>3263 Library A/V Loan Program Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>3289 Other State Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>4285 ARRA Aid</td>
<td>0.00</td>
</tr>
<tr>
<td>4601 Medicaid</td>
<td>51,179.92</td>
</tr>
<tr>
<td>5031 Interfund Transfers - Capital</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Subtotal: $33,892,358.31

<table>
<thead>
<tr>
<th>DISBURSEMENTS FOR MONTH</th>
<th>Date 2015</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Warrants</td>
<td></td>
<td>$1,350,172.36</td>
</tr>
<tr>
<td>19</td>
<td>10-Nov</td>
<td>3,382,741.31</td>
</tr>
<tr>
<td>20</td>
<td>23-Nov</td>
<td>1,530,521.20</td>
</tr>
<tr>
<td>21</td>
<td>30-Nov</td>
<td></td>
</tr>
<tr>
<td>payroll</td>
<td></td>
<td>(4,382.20)</td>
</tr>
<tr>
<td>payroll</td>
<td>13-Nov</td>
<td>3,980,864.06</td>
</tr>
<tr>
<td></td>
<td>25-Nov</td>
<td>4,002,120.99</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>14,242,037.72</td>
</tr>
</tbody>
</table>

Total: $35,884,872.91

Cash Summary:
- Checking - Capital One: $112,909.62
- Money Market - Capital One: 9,867,874.06
- Money Market - Flushing: 15,896,883.11
- Money Market - Flushing (reserves): 6,192,284.13
- Money Market - Capital One (reserves): 4,500,322.70

Cash Balance - November 30, 2015: $36,570,273.62

Respectfully submitted,

[Signature]

Dorra Squicciarino, Treasurer
SCHOOL LUNCH FUND - November 30, 2015

CASH BALANCE - October 31, 2015 $92,703.02

RECEIPTS FOR MONTH

<table>
<thead>
<tr>
<th>980 REVENUES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2401 Interest Earned</td>
<td>$ 8.74</td>
</tr>
<tr>
<td>1440A Type &quot;A&quot; Meals</td>
<td>33,614.35</td>
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<tr>
<td>1440.1 Type &quot;A&quot; Meals CCP</td>
<td>32,785.50</td>
</tr>
<tr>
<td>1445 Other Cafeteria Sales</td>
<td>48,270.92</td>
</tr>
<tr>
<td>1445.1 Faculty Meals</td>
<td>11,350.26</td>
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<tr>
<td>1445C Misc. Sales</td>
<td>0.00</td>
</tr>
<tr>
<td>2665 Sale of Equipment</td>
<td>0.00</td>
</tr>
<tr>
<td>2770 Misc. Revenues</td>
<td>0.00</td>
</tr>
<tr>
<td>3190 State Reimbursement</td>
<td>0.00</td>
</tr>
<tr>
<td>4190 Federal Reimbursement</td>
<td>0.00</td>
</tr>
<tr>
<td>4190 Federal Aid - Surplus Food</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Subtotal $126,029.77

210 Till & Petty Cash $ 0.00
380 Accounts Receivable 17,163.07
391 Due from Other Funds 0.00
410 State Aid Breakfast Program 104,255.00
522 Reduction of Expense 0.00
635 Sales Tax 982.37

Total $248,430.21

$ 341,133.23

DISBURSEMENTS FOR MONTH

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Date 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>10-Nov</td>
<td>$ 52,987.15</td>
</tr>
<tr>
<td>21 Payroll</td>
<td>13-Nov</td>
<td>49,890.84</td>
</tr>
<tr>
<td>22</td>
<td>23-Nov</td>
<td>101,843.07</td>
</tr>
<tr>
<td>23 Payroll</td>
<td>25-Nov</td>
<td>53,013.60</td>
</tr>
</tbody>
</table>

$ 257,734.66

$ 83,398.57

CASH SUMMARY:

Money Market - Flushing $ 42,521.45
Checking - Capital One 40,877.12

CASH BALANCE - November 30, 2015 $ 83,398.57

Respectfully submitted,

Donna Squeciarino, Treasurer
## TRUST AND AGENCY FUND - November 30, 2015

<table>
<thead>
<tr>
<th>GENERAL ACCOUNTS</th>
<th>NET PAYROLL</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>$464,017.59</td>
<td>$54,238.74</td>
<td>$518,256.33</td>
</tr>
</tbody>
</table>

### RECEIPTS FOR MONTH

- Payroll Deductions & Related Items: $8,269,386.52
- Net Payroll: 0.00 $4,662,782.65
- Trust & Agency Interest: 0.00
- Student Activity Interest: 0.00 *
- TE Scholarship Donation: 500.00
- NYS Employees Retirement: 0.00
- Health, Dental and Optical Insurance: 1,279,047.09
- Sales Tax: 7,083.31
- Interest - Scholarship: 0.00
- Annuities: 0.00
- FICA, Medicare & Federal Withholdings: 0.00
- Due to/From Other Funds: 100,000.00
- Due to/From Other Governments: 0.00
- Accounts Receivable: 27,341.90
- Income Executions: 0.00
- Field Trips, TA Scholarships, PR Dep rec: 0.00

**TOTAL** $9,683,358.82 $4,662,782.65 $14,346,141.47 $14,864,397.80

### DISBURSEMENTS FOR MONTH

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Date 2015</th>
<th>Payroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>11/10</td>
<td>$45,373.51</td>
</tr>
<tr>
<td>22</td>
<td>11/13</td>
<td>1,691,614.61</td>
</tr>
<tr>
<td>23</td>
<td>11/23</td>
<td>1,518,650.67</td>
</tr>
<tr>
<td>24</td>
<td>11/25</td>
<td>1,693,771.10</td>
</tr>
<tr>
<td></td>
<td>11/13</td>
<td>2,332,892.15</td>
</tr>
<tr>
<td></td>
<td>11/25</td>
<td>2,329,890.50</td>
</tr>
</tbody>
</table>

**TOTAL DISBURSEMENTS** $9,612,192.54 $4,662,782.65 $14,274,975.19 $589,422.61

### CASH SUMMARY:

- Checking - Capital One: $387,607.46 $54,238.74
- Capital One Scholarship: 147,576.41

**CASH BALANCE - November 30, 2015** $555,183.87 $54,238.74 $589,422.61

| ELM   | 0.00 |
| FPM   | 0.00 |
| HFC   | 0.00 |
| NHP   | 0.00 |
| SHS   | 0.00 |

**$0.00 *

Respectfully submitted,

[Signature]

Donna Squicciarino, Treasurer
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

Board of Education Meeting
January 26, 2016
Section C

CAPITAL FUND - November 30, 2015

CASH BALANCE - October 31, 2015  $ 7,412,632.27

RECEIPTS FOR MONTH

980 REVENUES
2401 Interest Earned  $ 188.77
2401.1 Interest Earned - Bond -
5031.16 15-16 IFT's  441,368.00
5730.02 Elm Bond P1 Roof/Fld/Asbestos -
5730.03 FPM Bond P1 Roof/Fld/Asbestos -
5730.04 HFC BAN/BOND -
5730.05 NHP BAN/BOND -
5730.06 SHS BAN/BOND -
5785 Installment Purchase Debt -

Subtotal  $ 441,556.77

440 Due From Other Governments  $ 211,138.75

Total  $ 652,695.52

DISBURSEMENTS FOR MONTH  $ 8,065,327.79

Warrant Date 2015
20 10-Nov $ 6,551.30
21 Bond 10-Nov 193,268.00
22 23-Nov 18,044.06
23 Bond 23-Nov 329,849.19

$ 547,712.55

CASH SUMMARY:

Money Market - Flushing  $ 971,176.24
BAN/Bond - Capital One  629,692.38
Checking - Capital One  5,916,746.62

CASH BALANCE - November 30, 2015  $ 7,517,615.24

Respectfully submitted

Donna Squicciarino, Treasurer
SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
Board of Education Meeting
January 26, 2016
Section C

FINANCE & OPERATIONS

SPECIAL AID FUND - November 30, 2015

CASH BALANCE - October 31, 2015 $ 152,623.91

RECEIPTS FOR MONTH

<table>
<thead>
<tr>
<th>980 REVENUES</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2401 Interest Earned</td>
<td>$ 0.00</td>
</tr>
<tr>
<td>2703 Refund Prior Year Exp</td>
<td>0.00</td>
</tr>
<tr>
<td>3289 SSH - July/Aug</td>
<td>0.00</td>
</tr>
<tr>
<td>3289 SSH - Prior Year</td>
<td>0.00</td>
</tr>
<tr>
<td>4110 ESEA Chpt 1, Migrant Education</td>
<td>0.00</td>
</tr>
<tr>
<td>4126 ESEA Chpt 1, Basic Grant</td>
<td>53,004.00</td>
</tr>
<tr>
<td>4256 IDEA Indiv w/ Disab Ed Act</td>
<td>297.00</td>
</tr>
<tr>
<td>4289 Other Federal Aid</td>
<td>37,429.00</td>
</tr>
<tr>
<td>5031 Interfund Transfers</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Subtotal $ 90,730.00

| 391 Due from Other Funds | $ 0.00 |
| 410 Federal & State Aid Receivable | 1,796,385.00 |
| 522 Reduction of Expense | 0.00   |
| 630 Due to Other Funds | 0.00   |

Total $ 1,887,115.00

DISBURSEMENTS FOR MONTH

<table>
<thead>
<tr>
<th>Warrant</th>
<th>Date 2015</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>10-Nov</td>
<td>$ 10,492.77</td>
</tr>
<tr>
<td>22</td>
<td>Payroll</td>
<td>122,566.30</td>
</tr>
<tr>
<td>23</td>
<td>23-Nov</td>
<td>66,749.66</td>
</tr>
<tr>
<td>24</td>
<td>Payroll</td>
<td>60,825.23</td>
</tr>
</tbody>
</table>

Total $ 260,633.96

CASH SUMMARY:
Checking - Capital One $1,779,104.95
CASH BALANCE - November 30, 2015 $ 1,779,104.95

Respectfully submitted,

Donna Squicciarino, Treasurer
### 2015-2016 TAX MONEY DUE FROM COMPONENT DISTRICTS

<table>
<thead>
<tr>
<th>Component Districts</th>
<th>Total Due</th>
<th>Received To Date</th>
<th>Received To Date (STAR)</th>
<th>Percentage Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elmont UFSD</td>
<td>$45,776,923.00</td>
<td>12,047,043.59</td>
<td>0.00</td>
<td>26.32%</td>
</tr>
<tr>
<td>Floral Park-Bellerose UFSD</td>
<td>26,800,807.00</td>
<td>6,527,709.00</td>
<td>0.00</td>
<td>24.36%</td>
</tr>
<tr>
<td>Franklin Square UFSD</td>
<td>29,925,698.00</td>
<td>3,106,051.20</td>
<td>0.00</td>
<td>10.38%</td>
</tr>
<tr>
<td>New Hyde Park-Garden City Park UFSD</td>
<td>35,969,749.00</td>
<td>11,936,734.63</td>
<td>0.00</td>
<td>33.19%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$138,473,177.00</strong></td>
<td><strong>33,617,538.42</strong></td>
<td><strong>0.00</strong></td>
<td><strong>24.28%</strong></td>
</tr>
</tbody>
</table>

Respectfully submitted,

Donna Squieciarino, Treasurer
APPROVAL OF PURCHASES

Authorization is requested to approve the following purchase from the General Fund:

<table>
<thead>
<tr>
<th>Building</th>
<th>Description</th>
<th>Cost</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administration</td>
<td>Folder/Inserter machine for mailroom and duplicating department at central administration (Quotes)</td>
<td>$9,333</td>
<td>1670-299-07-0000</td>
</tr>
</tbody>
</table>

Authorization is requested to approve the following purchase from the Student Activities Fund:

<table>
<thead>
<tr>
<th>Building</th>
<th>Description</th>
<th>Cost</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elmont</td>
<td>Candles, fragrances and various accessories for fundraiser</td>
<td>$3,000</td>
<td>Music Fund</td>
</tr>
<tr>
<td>Elmont</td>
<td>Yearbooks (325)</td>
<td>$47,660</td>
<td>Class of 2016</td>
</tr>
<tr>
<td>Sewanhaka</td>
<td>Yearbooks (300)</td>
<td>$39,000</td>
<td>Totem</td>
</tr>
<tr>
<td>Sewanhaka</td>
<td>First Aid Kits for fundraiser</td>
<td>$10,000</td>
<td>Totem</td>
</tr>
<tr>
<td>Sewanhaka</td>
<td>Dinner for the Tri-M Music Honor Society Dinner to be held at the Pompeii Restaurant on March 15, 2016</td>
<td>$14,000</td>
<td>Music Club</td>
</tr>
</tbody>
</table>
OTHER BUSINESS AND FINANCIAL ITEMS REQUIRING BOARD ACTION

1. Authorization is requested to change the mileage reimbursement rate from 57.5 cents to 54 cents per mile effective January 1, 2016, as per Internal Revenue Service regulations.

2. Authorization is requested to enter into a contract with Verizon Fios to expand the district’s internet bandwidth starting February 1, 2016 through January 31, 2019 at a cost of $6,000 per month subject to the approval of the school attorneys’ office.

3. RESOLVED that the Board of Education authorizes the Superintendent of Schools to enter into a cross-contract with Eastern Suffolk BOCES to execute an agreement with Capital Projects Software, LLC for the rights and use of data processing software, CapProSofi™, a capital projects reporting and tracking tool for the District at a cost of $8,668.

4. Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on a Elmont Memorial High School Asbestos Abatement project. This change order will decrease the amount of the project by $20,000.

5. Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on a Floral Park Memorial High School Asbestos Abatement project. This change order will decrease the amount of the project by $20,000.

6. Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on a H. Frank Carey High School Asbestos Abatement project. This change order will decrease the amount of the project by $20,000.

7. Authorization is requested to approve a deduct change order from JBH Environmental for a 2014-2015 bond project on a New Hyde Park Memorial High School Asbestos Abatement project. This change order will decrease the amount of the project by $20,000.

8. Authorization is requested to approve a deduct change order from Unitech Services Group Inc. for a 2014-2015 bond project on a Sewanhaka High School Asbestos Abatement project. This change order will decrease the amount of the project by $20,000.

9. Authorization is requested to declare the equipment listed on page C-11 as obsolete and give the District authorization to dispose of the equipment in the manner indicated.

10. Authorization is requested to accept a donation to accept a donation of $250 from the Floral Park Lions Club to Floral Park Memorial High School. This money will be deposited into the Student Activities Student Council Account #3290.

11. Authorization is requested to accept a donation of $1,000 from Lifetouch Studios to Floral Park Memorial High School. This money will be deposited into the Student Activities Excalibur Club Account #3230.

12. Authorization is requested to accept a donation of $350 from Michael S. Krollick to New Hyde Park Memorial High School. This money will be deposited into the Student Activities Financier’s Club Account #5251.
PROPERTY DISPOSITION

Authorization is requested to declare the following property obsolete and to dispose of the equipment accordingly:

<table>
<thead>
<tr>
<th>Building</th>
<th>Item Description</th>
<th>Approx. Age</th>
<th>Approx. Value</th>
<th>Method of Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Administration</td>
<td>Folding Machine (1)</td>
<td>6 years old</td>
<td>$0</td>
<td>Discard*</td>
</tr>
<tr>
<td>2. Administration</td>
<td>Date-Time Stamp Machine (1)</td>
<td>10 years old</td>
<td>$0</td>
<td>Discard*</td>
</tr>
<tr>
<td>3. Sewanhaka</td>
<td>Digital Camera (1)</td>
<td>12 years old</td>
<td>$0</td>
<td>Discard*</td>
</tr>
</tbody>
</table>

*Will be disposed of in accordance with DEP and EPA Standards*
USE OF SCHOOL FACILITIES - Routine Community Use of Facilities -
The following requests fall within the scope of policy 1410.2 including evidence of liability insurance.

A. **Long Island Volleyball Excellence (L.I.V.E.)**  
   Sunday, February 7, 2016  
   8:00 a.m. – 5:00 p.m.  
   Volleyball

B. **Inc. Village of Floral Park**  
   Tuesday, January 12, 2016  
   7:30 p.m. – 11:00 p.m.  
   Community Rally *(retroactive)*

C. **Our Lady of Victory (OLV) CYO Track**  
   Sundays, April 24, 2016  
   7:00 a.m. – 5:00 p.m.  
   CYO Track Meet

D. **BOARD OF ELECTIONS**  
   Tuesday, April 19, 2016  
   from 5:00 AM to 9:30 PM  
   Primary Election

E. **PTSA Founders Day**  
   Tuesday, February 9, 2016  
   6:00 p.m. – 6:30 p.m.  
   Founders Day

F. **New Hyde Park Little League**  
   Tuesday, February 16, 2016  
   Wednesday, February 17, 2016  
   Thursday, February 18, 2016  
   6:00 p.m. – 9:00 p.m.  
   Baseball Tryouts

G. **Long Island Thunder Girls Softball**  
   Sundays, February 7 – April 10, 2016  
   1:00 a.m. – 4:00 p.m.  
   Softball Training

H. **Long Island Thunder Girls Softball**  
   Mondays– Fridays, March 1, 2016 – June 1, 2016  
   6:00 p.m. – Dusk  
   Saturdays, March 5, 2016 – June 4, 2016  
   3:00 p.m. – Dusk  
   Sundays, March 6, 2016 – June 5, 2016  
   9 a.m. – Dusk  
   Softball
USE OF SCHOOL FACILITIES - Routine Community Use of Facilities -
The following requests fall within the scope of policy 1410.2 including evidence of liability insurance.

I. Franklin Square/Elmont PAL
   Tuesdays and Thursdays, March 8 – June 2, 2016
   5:00 p.m. – Dusk
   Sundays, March 6 – June 5, 2016
   10:00 a.m. – Dusk
   Lacrosse

J. Franklin Square Raiders Soccer Club
   Mondays – Fridays, April 29 – June 30, 2016
   6:00 p.m. – Dusk
   Saturdays, March 5 - June 25, 2016
   12 noon – 6:00 p.m.
   Sundays, March 6 to June 26, 2016
   10:00 a.m. – 6:00 p.m.
   Soccer

K. BOARD OF ELECTIONS
   Tuesday, April 19, 2016
   from 5:00 AM to 9:30 PM
   Primary Election
INDEX

1. Revisions to BOARD POLICY, BUSINESS 3546, SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF SCHOOL DISTRICT FUNDS, are being presented for second review. Existing BOARD POLICY, BUSINESS 3546, to be deleted in its entirety (previously provided under separate cover). New material is underlined.  

2. A new ADMINISTRATIVE REGULATION, BUSINESS 3546, SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF SCHOOL DISTRICT FUNDS, is being presented for second review. New material is presented on pages F3-F6.  

3. Revisions to BOARD POLICY, INSTRUCTION 6132, FIELD TRIPS, are being presented for first review. New Material is underlined.  

4. ADMINISTRATIVE REGULATION, INSTRUCTION 6132, FIELD TRIPS, is being presented for information purposes only  

5. Revisions to BOARD POLICY, BUSINESS 3271, DISPOSITION OF PROPERTY, are being presented for first review. New material is underlined. Highlighted text is to be deleted.  

6. A new ADMINISTRATIVE REGULATION, BUSINESS 3271, DISPOSITION OF PROPERTY, is being presented for first review. New material is presented on pages F15-F16.  

7. Revisions to BOARD POLICY, INSTRUCTION 6144.1, PURCHASE AND LOAN OF TEXTBOOKS/INSTRUCTIONAL COMPUTER HARDWARE AND SOFTWARE, are being presented for action. New material is underlined. Highlighted text is to be deleted
1. Revisions to BOARD POLICY, BUSINESS 3546, SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF SCHOOL DISTRICT FUNDS, are being presented for second review. Existing BOARD POLICY, BUSINESS 3546, to be deleted in its entirety (provided under separate cover). New material is underlined. \textcolor{red}{F2}

Revisions are being recommended to streamline the Board Policy and create an Administrative Regulation.

2. A new ADMINISTRATIVE REGULATION, BUSINESS 3546, SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF SCHOOL DISTRICT FUNDS, is being presented for second review. New material is presented on pages F3-F6. \textcolor{red}{F3-F6}

A new Administrative Regulation is being recommended in conjunction with a revised Board Policy, Business 3546 (Item 1 above for second review), which is consistent with current practices, procedures and laws.

3. Revisions to BOARD POLICY, INSTRUCTION 6132, FIELD TRIPS, are being presented for first review. New Material is underlined. \textcolor{red}{F7-F10}

Revisions are being recommended to provide parents and/or students with flexibility and the most financial protection in light of the tremendous escalating costs associated with international travel in case of trip cancellation.

4. ADMINISTRATIVE REGULATION, INSTRUCTION 6132, FIELD TRIPS, is being presented for information purposes only \textcolor{red}{F11-F13}

5. Revisions to BOARD POLICY, BUSINESS 3271, DISPOSITION OF PROPERTY, are being presented for first review. New material is underlined. Highlighted text is to be deleted. \textcolor{red}{F14}

Revisions are being recommended to reflect title of the School Business Administrator.

6. A new ADMINISTRATIVE REGULATION, BUSINESS 3271, DISPOSITION OF PROPERTY, is being presented for first review. New material is presented on pages F15-F16. \textcolor{red}{F15-F16}

A new Administrative Regulation is being recommended to provide specific guidance on the manner in which property may be disposed including the option of using an online auction site if the District is offering property for public sale. \textcolor{red}{F1}
7. Revisions to BOARD POLICY, INSTRUCTION 6144.1, PURCHASE AND LOAN OF TEXTBOOKS/INSTRUCTIONAL COMPUTER HARDWARE AND SOFTWARE, are being presented for action. New material is underlined. Highlighted text is to be deleted FL7-F21.

Revisions are being recommended to include language consistent with the Smart Schools Bond Act.
EXISTING BOARD POLICY FOR SECOND REVIEW

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

ADOPTED: Nov. 27, 1979
AMENDED: Oct. 13, 1993

BOARD POLICY

BUSINESS 3546

SUBJECT: SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF SCHOOL DISTRICT FUNDS

The objectives of the district’s investment policy are to: safeguard district funds and to minimize risk, ensure that investment mature when cash is required to finance operations, and ensure a competitive rate of return in order to supplement other district revenues for the support of the educational program of the school system. In accordance with this policy, the Chief Fiscal Officer or his/her designee is authorized to invest and/or deposit all funds, including proceeds of obligations and reserve funds, in time-deposit accounts, certificates of deposit, short-term government securities, repurchase agreements or other investment instruments permitted by law, subject to the investment regulations approved by the Board of Education.

To the extent feasible, investment and deposits shall be made in and through local or regional financial institutions. Depositories shall be authorized by the Board of Education. Concentration of investment in a single financial institution shall be avoided. Diversification of investment and deposits is encouraged.

Ref:
Education Law §§1604-a; 1709(8); 1723-a; 2131; 3651; 3652
Local Finance Law §165
General Municipal Law §§6-j; 6-n

F2
NEW ADMINISTRATIVE REGULATION FOR SECOND REVIEW

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

BUSINESS 3546

SUBJECT: SCHOOL BOARD POLICY ON DEPOSIT AND INVESTMENT OF SCHOOL DISTRICT FUNDS

Authorized Investments

1. The Chief Fiscal Officer is authorized to invest all available district funds, including proceeds of obligations and reserve funds, in the following types of investment instruments:
   a. Savings Accounts or Money Market Accounts of designated banks
   b. Certificates of Deposit issued by a bank or trust company located in and authorized to do business in New York State
   c. Demand Deposit Accounts in a bank or trust company located in and authorized to do business in New York State
   d. Obligations of New York State
   e. Obligations of the United States Government (U.S. Treasury Bills and Notes)
   f. Repurchase Agreements involving the purchase and sale of direct obligations of the United States.

2. All funds except Reserve Funds may be invested in Revenue Anticipation Notes and Tax Anticipation Notes of other school districts and municipalities, with the approval of the State Comptroller.

Conditions

All investment made pursuant to this investment policy will comply with the following conditions:

F3
1. Collateral
   a. Savings accounts, money market accounts, time deposit accounts and certificates of deposit will be fully secured by insurance of the Federal Deposit Insurance Corporation or by obligations of New York State, the United States, New York State school districts and federal agencies whose principal and interest are guaranteed by the United States. The market value of collateral will at all times exceed the principal amount of the certificate of deposit. Collateral will be monitored no less frequently than on a monthly basis.
   b. Collateral will not be required with respect to the direct purchase of obligations of New York State, The United States and federal agencies, the principal and interest of which are guaranteed by the United States Government.

2. Delivery of Securities
   a. Payment of funds may only be made upon receipt of collateral or other acceptable form of security, or upon the delivery of government obligations whether such obligations are purchased outright, or pursuant to a repurchase agreement. Written confirmation of delivery shall be obtained from the custodial bank.
   b. Every Repurchase Agreement will make payment to the seller contingent upon the seller’s delivery of obligations of the United States to the Custodial bank designated by the school district, which shall not be the repurchase, or in the case of a book-entry transaction, when the obligations of the United States are credited to the Custodian’s Federal Reserve account. The seller will not be entitled to substitute securities. The Custodial Bank shall confirm all transactions in writing to ensure that the school district’s ownership of the securities is properly reflected in the records of the Custodial Bank.

3. Written Contracts
   a. Written contracts are required for certificates of deposit and custodial undertakings and Repurchase Agreements. All Repurchase Agreements must be entered into subject to a Master Repurchase Agreement. With
respect to the purchase of direct obligations of U.S., New York State, or other governmental entities, etc., in which monies may be invested, the interests of the district will be adequately protected by conditioning payment on the physical delivery of purchased securities to the school district or custodian, or in the case of book-entry transactions, on the crediting of purchased securities to the Custodian's Federal Reserve System account. All purchases will be confirmed promptly in writing to the district.
b. The following written contracts are required:
   • Written agreements will be required for the purchase of all certificates of deposit.
   • A written contract will be required with the Custodial Bank(s)
   • Written contracts shall be required for all Repurchase Agreements. Only credit worthy banks and primary reporting dealers shall be qualified to enter into a Repurchase Agreement with the school district.

The written contract will stipulate that only obligations of the United States may be purchased and that the school district shall make payment upon delivery of the securities or the appropriate book-entry of the purchased securities. No specific repurchase agreement will be entered into unless a master repurchase agreement has been executed between the school district and the trading partners. While the term of the master repurchase agreement may be for a reasonable length of time, a specific repurchase agreement will not exceed thirty (30) days.

4. Selection of Financial Institutions
   a. The Treasurer will periodically monitor, to the extent practical but not less than annually, the financial strength and credit worthiness of all institutions and trading partners through which the district's investment are made.

   b. Investment in time deposits and certificates of deposit are to be made only with commercial banks or trust companies, as permitted by law.
5. Operations, Audit, and Reporting
   a. The Chief Fiscal Officer or designee will authorize the purchase and sale of all securities and execute contracts for investments and deposits on behalf of the district. Oral directions concerning the purchase or sale of securities will be confirmed in writing. The district will pay for purchased securities upon the simultaneous delivery or book-entry thereof.
   b. The district will encourage the purchase and sale of securities through a competitive process involving telephone solicitation for at least three quotations.
   c. The independent auditors will audit the investment proceeds of the district for compliance with the provisions of the district investment policy.
   d. Monthly investment reports will be furnished to the Board of Education.

6. Provence
   a. 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 Sewanhaka Central High School District to govern effectively.
   b. Investments shall be made with judgment and care, under circumstances then prevailing, which persons or 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.
   c. 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.

F6
EXISTING BOARD POLICY

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

ADOPTED: May 28, 1969
AMENDED: Feb. 27, 1979, May 9, 1979,
May 22, 1979, Sept. 27, 1983,
June 8, 1994, Oct. 12, 1994,

BOARD POLICY

INSTRUCTION 6132

SUBJECT: FIELD TRIPS

It is the professional responsibility of teachers, supervisors and
administrators to plan and organize learning experiences for the
youth whose formal education is entrusted to them. These
experiences (i.e., the curriculum) should be many types and should
fully involve the educational resources available, resources within
and beyond the confines of the classroom and the school building.

The educational field trip is one type of learning experience
designed to explore the educational resources of the region beyond
the confines of the classroom. Principals, supervisors and
department chairpersons are to encourage teacher participation in
field trips that clearly have an impact and relation to classroom
instruction.

To provide guidance to the Superintendent with regard to field trips
extended in time and distance, the following statements are adopted:

1. Field trips will not exceed one week of school time, and
   should be planned for vacation periods whenever possible.

2. The direct cost of an extended field trip to the student,
   or his parent, should never be such that it causes a
   student to be excluded on the basis of cost.

3. For extended curriculum-related field trips, trips giving
   recognition to students, the reasonable expenses of
   chaperones will be paid by the District. Other than
   regular pay, there will be no additional salary to
   teachers chaperoning students on extended field trips,
with the exception of air fare or other direct reimbursement or rebate of verified travel expenses by the District or by a common carrier. Teachers and chaperones are strictly prohibited from accepting any other remuneration or benefit from any person or organization.

4. Curriculum-related trips and trips honoring students, may extend as far within the United States, United States possessions, and Canada as required for the essential attainment of their objectives.

5. International travel will also be considered for approval by the Board of Education at no expense to the District. The Board of Education monitors the United States Department travel advisories. The Board of Education reserves the right to cancel any previously approved trip. As such, all international trips will require students to purchase enhanced travel insurance. Said insurance shall provide the maximum reimbursement of the cost of the trip to the student and/or the parent/guardian in case of cancellation (i.e., up to and including cancellation on the day of the trip).

6. Chaperones: Chaperones shall be in attendance in accordance with the ratios set forth below. In all cases, an attempt should be made to obtain the attendance of certified personnel. In no event shall a trip be approved unless at least one of the chaperones in attendance is a certified teacher, teaching assistant, or coach. On trips involving overnight stays when both male and female students are in attendance, there shall be both male and female chaperones in attendance. For overnight and extended trips, all those counted as chaperones must be a certified teacher, teaching assistant or coach. Exceptions may be authorized by the Superintendent of Schools where students are engaged in individualized competition or study and are accompanied by a parent or person in custodial relationship.
Ratio of Chaperones to Students:

1 - 16 Students  1 Chaperone
17 - 32 Students  2 Chaperones
33 - 40 Students  3 Chaperones

When the size of a student group exceeds 40, the building principal will consult with the Assistant Superintendent for Curriculum and Instruction to determine the necessary number of chaperones. The type of field trip, location and nature of the activity will be carefully evaluated in making this decision.

Ratio of Chaperones for field trips involving the District’s PALS, DLC, CDP, or ADL programs:

<table>
<thead>
<tr>
<th># of Students</th>
<th># of Chaperones</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>2</td>
</tr>
<tr>
<td>7-12</td>
<td>2</td>
</tr>
<tr>
<td>13-18</td>
<td>3</td>
</tr>
<tr>
<td>19-24</td>
<td>4</td>
</tr>
<tr>
<td>25-30</td>
<td>5</td>
</tr>
<tr>
<td>31-36</td>
<td>6</td>
</tr>
<tr>
<td>37-43</td>
<td>7</td>
</tr>
<tr>
<td>43-48</td>
<td>8</td>
</tr>
</tbody>
</table>

7. Travel outside the metropolitan area or which will require an overnight stay, must be approved in advance by the Board of Education.

8. Non-District Sponsored Field Trips: Participation of teachers or other staff in the promotion of unauthorized travel under their direction can create an illusion of proprietary interest on the part of the Board of Education or the teachers themselves. Such misconceptions on the part of the students, parents and the public are counter-productive to the central focus of the institution and must, therefore, be avoided. Accordingly, consistent with the provisions of paragraph 3(G) of Board Policy 4001 (Code of Ethics), all employees are prohibited from soliciting for or promoting any student trip on the school
premises unless prior written approval for same has been obtained from the Superintendent of Schools. In the event permission is granted by the Superintendent of Schools, the employee must distribute a statement that clearly explains the trip’s non-affiliation with the Sewanhaka Central High School District and/or any of its five junior/senior high schools to parents of all participants. A copy of the statement must be submitted to the principal of the school and the Superintendent of Schools.

Within the above-prescribed limitations, the Superintendent will make all decisions concerning field trips. The Superintendent may seek advice of the Board as he requires.
ADMINISTRATIVE REGULATION

INSTRUCTION 6132

SUBJECT: FIELD TRIPS

1. Faculty supervision of students must be provided in accordance with Board Policy at all times. Additional supervision may be required in the judgment of the Building Principal. Other adults may supplement faculty. Students cannot be authorized to travel independent of such supervision. Authorized exceptions for individualized competition or study must be specifically submitted to the Assistant Superintendent for Curriculum and Instruction for approval by the Superintendent of Schools.

2. Transportation by one or more of the following methods is authorized in the following order of preference:

   A. Chartered Carrier (evidence of adequate safety and insurance provision is required).

   B. Scheduled Public Carrier.

   C. Private auto when owned and driven by school personnel or unauthorized parent/guardian volunteer. Private vehicles used for this purpose must meet state minimum insurance and inspection requirements. Drivers must hold a valid driver’s license.

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3. Overnight trip expense reimbursement for lodging and transportation may be claimed by faculty upon presentation of receipts to the extent of prior approval (Board Policy 4133).

4. Trips outside the metropolitan area and overnight trips require the approval of chairperson, building principal, and Superintendent as indicated on the Student Trip Application form. Similar or identical trips are to be coordinated in terms of transportation, costs, and chaperonage by the subject area coordinator. The Student Trip Application form must be presented to the principal 60 days (or earlier) prior to departure. A back-up memorandum is to be attached, which should include the following information:

**Purpose:**

Number of students and method of selection  
Travel arrangements and itinerary  
Costs per student and method of financing  
Plans for chaperonage and chaperone’s expenses  
Plans for medical and other emergencies

5. **Types of Approval Trips:**

   A. **During School Day:** Those directly related to the curriculum of the academic class(es) participating if within feasible distance.

   B. **After School and on Non-school Days:** Those that are co- or curriculum related; intramural and interscholastic activities; club-sponsored social and recreational activities (skating, bowling, theatre).

   C. **Overnight:** Curriculum-related field trips, athletic events at state or regional championship level; events giving singular honor to individuals participating; meeting of state or national clubs (by a representative).
D. Weekend: Curriculum-related field trips; club or group activities with educational objectives other than social and recreational ones.

E. Extended Field Trips: Curriculum-related trips or trips by clubs or groups with educational objectives other than social and recreational ones and which extend for several school days (e.g., FBLA, NYSSMA, Model U.N., Skills USA).

6. Types of Prohibited Trips:

A. Trips which entail travel under potentially hazardous conditions.

B. Trips beyond the local area for primarily social or recreational purposes (ski trips, horseback-riding trips).

C. Trips which entail travel by automobile when driven by non-school personnel unless by authorized parent/guardian volunteers.

D. Trips on school time for primarily non-curriculum related purposes.

E. Trips which entail undue loss of school time for benefit received.

7. District Field Trip Manual:

A. All District building principals and chaperones are responsible for being familiar with and adhere to the District Field Trip Manual.
EXISTING BOARD POLICY FOR FIRST REVIEW

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT ADOPTED: Apr. 22, 1980

BOARD POLICY

BUSINESS 3271

SUBJECT: DISPOSITION OF PROPERTY

It is the responsibility of the Assistant Superintendent for Finance and Operations School Business Administrator to arrange for prompt, legal, and ethical disposal of items of district property which are of little or no use to the instructional program or its supportive services.

The administrative regulations which are developed to implement this policy shall include provision for notice to the Board of intent to discard, sell, or salvage any item when the original unit cost of the item exceeds $100. $250; textbooks; library books; and/or any other item qualified for an asset tag at time of its purchase (see Board Policy 3555, Capitalization and Depreciation of Fixed Assets). No such items are to be removed from the physical inventory of school district property for thirty days following such notice.

Ref: Education Law §1903 (1) and §1709 (9), (11)
General Municipal Law §§51; 800 et seg.
Ross v Wilson, 308 N.Y. 2d 605 ) (1955)

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NEW ADMINISTRATIVE REGULATION FOR FIRST REVIEW

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT

ADMINISTRATIVE REGULATION

BUSINESS 3271

SUBJECT: DISPOSITION OF PROPERTY

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area(s) of responsibility in accordance with Board Policy 3271, Disposition of Property. Each year, a determination shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the school district. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.

The Assistant Superintendent for Finance and Operations shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. reassign the items, as needed, to other locations within the school district;
2. centralize the storage of items of potential usefulness; and /or
3. discard or sell as surplus those items determined to be of no further use or worthless.

NOTE: Prior to reassigning, storing, discarding or selling any equipment or supplies (including computer hardware and software), the district shall ensure that all district-related data and information is permanently and completely removed. If such data or information is of a sensitive, personal or confidential nature, and cannot be permanently and completely removed prior to discarding or selling, the equipment or supplies shall be destroyed, and if reassigned or stored, the district shall note that district data or information has not been permanently and completely removed. The district shall also ensure that all district-related data and information is permanently and completely removed from equipment that is leased.
from a third party, prior to returning the equipment. The district shall work with the third party provider to ensure that district data and information is able to be permanently and completely removed from the equipment.

Following approval by the Board of Education, items may be sold in the following manner:

1. offer to sell the items to local municipalities or local non-profit organizations;
2. sell items at a public sale or on a Board-approved public internet auction site. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members who are not Board members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and
3. sell remaining items as scrap for the best obtainable amount or discard in the safest, least expensive manner.

A report of all such transactions shall be available to the Board.
EXISTING BOARD POLICY FOR ACTION

SEWANHAKA CENTRAL HIGH SCHOOL DISTRICT
ADOPTED: July 14, 1981
AMENDED: Oct. 26, 1982
Apr. 28, 1998
Aug. 27, 2002
Aug. 25, 2015

BOARD POLICY

INSTRUCTION 6144.1

SUBJECT: PURCHASE AND LOAN OF TEXTBOOKS/
INSTRUCTIONAL COMPUTER HARDWARE AND SOFTWARE

1. The Board of Education, as the policy making body of the school, designates the Superintendent or his (her) designee as being responsible for administering the terms of Section 701, 752 and 755 of the State Education Law governing the purchase and loan of textbooks and instructional computer hardware and software. The Superintendent shall also be responsible for making recommendations to the Board of Education, if necessary, as to which categories of textbooks (e.g., subject area, grade level or other category such as consumable workbooks) shall be purchased in the event that the books requested exceed the available budget allotment. It shall be the policy of this School District, except where more clearly specified below, to follow the "Recommended Procedures For Textbook Purchases, Loans and Inventory Controls" issued by the State Education Department in December 1994 or any subsequent revision thereto. Those guidelines, as well as the provisions of Article 15 and Article 16 of the Education Law as amended, part 21 of the Rules of the Board of Regents of the State of New York, and State Education Department Opinion of Counsel No. 181 are incorporated herein by reference. Any questions concerning the implementation of these provisions by professional staff are to be referred to the school attorney for resolution.

Definition of Textbook

2. A textbook shall mean any book, or a book substitute, which shall include hard covered or paperback books, workbooks, courseware or other content-based instructional materials in an electronic format, as such, terms are defined in the
regulations of the Commissioner which a pupil is required to use as a textbook, or a textbook substitute, in a particular class or program in the school he or she legally attends, or manuals which a pupil is required to use as a text or a text substitute, in a particular class or program in the school he or she legally attends. Textbooks must be required in a particular class or program as a primary source of study material intended to implement a major part of a state curriculum or a state-approved local curriculum. The following materials shall not be considered to constitute textbooks:

a. encyclopedias, almanacs, atlases, and general and special purpose dictionaries, except that dictionaries individually assigned to all students in a particular class or program as a textbook substitute shall be considered to constitute textbooks;

b. supplementary textbooks, novels and other fiction, magazines, newspapers and audio-visual materials normally housed in the school library or instructional materials center for short term use by students, except that a newspaper or news magazine shall be considered to constitute a textbook where the newspaper or news magazine meets the requirements set forth in Commissioner’s Regulation Section 21.2(a)(2);

c. tests and testing materials, teacher's editions of textbooks, review books, and materials in kit form; and

d. sectarian publications and denominational editions which contain the approval of a religious authority.

A textbook shall be considered a replacement when it is recommended for purchase to replace a book lost, stolen or damaged beyond repair or if the enrollment of District residents in a particular course has increased.

Procedure

3. On or before June 1st, a parent or guardian of the child residing in the District who will be attending a non-public school during the next school year, shall submit an individual written request, either directly or through the
school attended, to the School District for the textbooks desired to be used by the child during such next school year. No late request of a parent or guardian shall be denied where a reasonable explanation is provided for the delay.

The form of request utilized by this District shall provide for a guarantee by a parent or guardian for the return of such books or, in the case of loss or damage, for payment of the value thereof.

The Superintendent or his (her) designee shall determine the needs of students in the public schools on or before May 1st.

4. The number of books needed in each subject (both public and private) shall then be checked against existing book stocks. Books in existing stock, as well as textbooks to be newly purchased, will be distributed among the respective students on an equitable basis.

5. Having ascertained the number of textbooks needed in each subject, the total amount necessary to purchase all textbooks must then be checked against the limitation of budgeted monies approved by the voters of the District for the appropriate school year.

6. Unless the necessary dollar amount is within that limitation, the Board of Education will then decide whether it wishes to exceed such limitation by appropriating additional funds for such purposes.

7. If the amount needed is in excess of both the limitation and the amount by which the School Board is willing to exceed that limitation, the board will determine how to utilize the funds thus available in order to best meet the needs of the pupils as expressed by the requests received on an equitable basis. First, the cost of all replacement textbooks (both public and nonpublic) shall be ascertained and funds set aside for the purchase of these books. Since the Board of Education may not discriminate between individual students in either the public or non-public schools, the Board will then determine how many categories of textbooks (by subject area such as science, mathematics,
social studies, or by grade level, or by other category such as consumable workbooks) can be purchased for loan to both public and nonpublic pupils within the remaining dollar amount available. Unauthorized purchases will not be made for books to be loaned by the Board to resident pupils attending public and nonpublic schools.

8. It shall be the responsibility of the Superintendent or his (her) designee to inform the Board of Education at the June meeting if the books requested exceed the funds available from the state. He (she) shall also make detailed recommendations as to which subject areas, grade levels or other category such as consumable workbooks should have priority for new purchases.

Instructional Computer Hardware and Software Loan

The Board recognizes its responsibility to loan instructional computer hardware and software, upon request, to all pupils legally attending nonpublic elementary or secondary schools located within the boundaries of the Sewanhaka Central High School District free of charge. The District shall loan instructional computer hardware and software on an equitable basis. Requests must be submitted by June 1st, either by an individual request, either directly or through the school attended. However, the District is not required to loan to nonpublic school students any instructional computer hardware or software purchased with any local, federal or state funds other than Instructional Computer Hardware or Software Aid funds.

Smart Schools Bond Act of 2014

The Board recognizes its responsibility to loan classroom technology obtained as a result of the Smart Schools Bond Act to children attending nonpublic schools located within the boundaries of the Sewanhaka Central High School District free of charge and consistent with the limitations set forth within the Act. The District shall loan classroom technology on an on an equitable basis. Requests for the purchase and loan of Smart Schools Bond Act classroom technology must be submitted by June 1st either by an individual request, either directly or through the school attended. A parent or guardian of a child not attending a particular nonpublic school prior to June 1st may
submit a request for Smart Schools classroom technology within 30 days after such child is enrolled in such nonpublic school or where a reasonable explanation is given for the delay in making the request.

Requests for Parental Reimbursement

No reimbursement shall be made for textbooks or other materials purchased by a parent or guardian unless advance written authorization is obtained from the Assistant Superintendent for Curriculum & Instruction. If the Instructional Materials Center is unable to procure a required text due to publisher delay, strike, or other unforeseen circumstances, the Instructional Materials Center will attempt to secure a substitute text to lend. The District will not accept legal responsibility for delays which are beyond its control. If advance authorization is extended to a parent for reimbursement, the book or other material must be brought to the Instructional Materials Center where it will be catalogued and added to the District's inventory. The book will then be loaned back to the student for use.

9. The only exception to the above-mentioned policy prohibiting reimbursement to parents is for students who lost textbooks and paid for same when said textbooks are later found and returned to the District. Reimbursement will be made only if a request is accompanied by a receipt.