



Summer

Horizons

An Environment for Effective Teaching & Learning

Summer - 8/10/2018

HAUPPAUGE STAFF SHARES:

“WHAT IT TAKES TO OPEN SCHOOL IN SEPTEMBER”

Opening day is a little short of a month away. When the doors of our school buildings open on Wednesday, September 5th, it will be a culmination of a great deal of planning and hard work by all of our staff members during the summer months to be ready for our students.

The Superintendent's office is very busy throughout the year. Joanne Lyons, Secretary to our Superintendent, Dr. Dennis O'Hara, said that a great deal of her time during the summer is involved with scheduling. Mrs. Lyons said, "I have to plan for and schedule all of the various meetings for Dr. O'Hara, in and out of District, that will take place during the school year. However, it doesn't end with the start of the school year. It is a continuous process throughout the year."

Jacqueline Pirro, our Assistant Superintendent for Business and Operations, said "The summer is the busiest time for the Business office because we are ending one fiscal year and opening up the next!" Ms. Pirro also said "The Business office is preparing for the external auditor visit to perform a thorough review of our financials and associated back-up documentation. The staff is busy preparing contracts with vendors for the upcoming school year to be approved by the Board of Education. The Business office is also processing hundreds of purchase order requests to order goods and services to be ready for the opening of school. This is just a start!"

Office of the Superintendent



Dr. Donald Murphy's staff works on a variety of things in the Curriculum, Instruction and Technology Office. Catherine Classey, Secretary for Curriculum and Instruction, coordinates the September 4th Superintendent Conference Day schedule for all teachers and staff; including professional development sessions, department and building meetings for that day. She also prepares the "Welcome Back" packet for all staff, created on our "My Learning Plan" catalog, which contains important information, documents and timelines for the upcoming school year. In addition, she sets up accounts for new teachers and staff and makes any necessary changes. Ms. Classey also handles requests from colleges and universities to place their students as student teachers, fieldwork students and observers with our classroom teachers,



social workers, psychologists, librarians and occupational therapist. These requests continue throughout the school year. Ms. Classey works on contracts with professional development consultants for programs taking place during the upcoming school year and the purchase of textbooks for newly-approved district courses.

Ellen Jacob-Kinbacher, Secretary for Technology, takes care of a lot of "summer-do's!" She gets quotes and processes Purchase Order requisitions for all Contractual and Software Renewals, new equipment, supplies and software requests for the upcoming school year which include Smart Classrooms (22 being installed this summer), student iPads, Teacher iPad Pros, Chromebooks, Computer Carts and printers. She keeps a record of all equipment coming in and adds it to inventory, as well as making sure all of the equipment is tagged and gets to its location. Ms. Kinbacher also works with the Computer Technicians regarding upcoming projects, installs and software renewals to make sure it is all done before September. She said that her mission is "Do everything possible to keep Dr. Murphy stress-free!"



Dr. Carolyn Probst, Assistant to the Superintendent for Educational Services and Student Outcomes, said that her department starts the summer by holding summer school registration for students who need to retake courses and/or Regents exams. Once that is completed, they move directly into preparations for the 2018-19 school year. In addition to checking student schedules to ensure a smooth start in September, they use the summer months to get ready for the upcoming college application season. Dr. Probst said, "This summer, for the first time, we will hold Common Application and College Essay Brainstorming Sessions taught by High School Counselors and English Teachers during the last three weeks of August. Interested students can register by going to our website www.hauppauge.k12.ny.us and clicking on the flyer." Also, Dr. Probst said "This summer we've worked on scheduling college representative visits to Hauppauge High School during the fall. The list of colleges that will be visiting to meet with Hauppauge High School students is very exciting - and it's still growing!" Dr. Probst added, "We have also been working on preparations to offer the ACT on October 2nd and the PSAT on October 24th, both of which will be given during the school day."

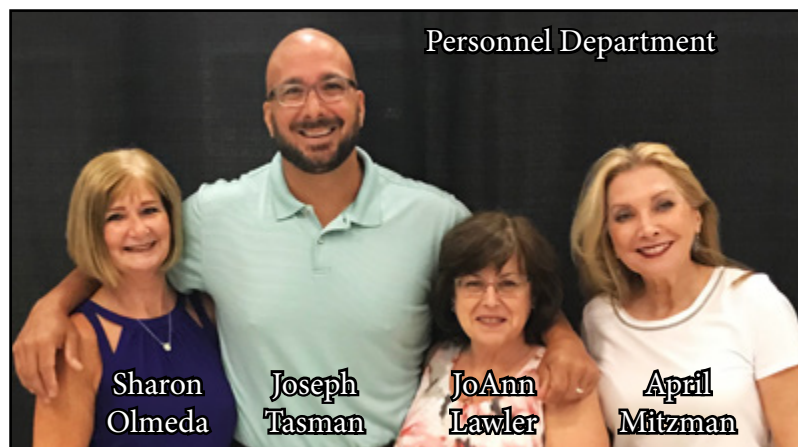
The Personnel Department is another very active office over the summer. April Mitzman, Secretary (Teaching), handles all aspects of the instructional staff including new employee paperwork processing. Ms. Mitzman takes care

of yearly salary notices with adjustments and verifications. She handles paperwork for employee absences, leaves, etc. Ms. Mitzman tracks tenure and longevity. She keeps employee lists for seniority and retirement and works on increment processing for salary advancements. She also takes care of Sick Bank maintenance and FOIL requests.

JoAnn Lawler, Secretary (Non-Teaching), handles new employee paperwork for non-certified staff. Ms. Lawler takes care of yearly salary notices, adjustments and verification, and longevity. She also takes care of Civil Service

matters, non-instructional attendance, surveys and State reports. Ms. Lawler is also responsible for substitute needs for non-instructional staff and does database maintenance, along with her Personnel co-workers.

Sharon Olmeda, Secretary, handles the paperwork for all of the employment vacancies, not only



for the start of school, but throughout the school year. During the summer, there are many new hires to replace any retirements from June. Ms. Olmeda also processes instructional substitute teacher applications in order to have adequate coverage during the year. She handles attendance and works on setting up all of the new attendance paperwork for the teachers in each of the buildings.

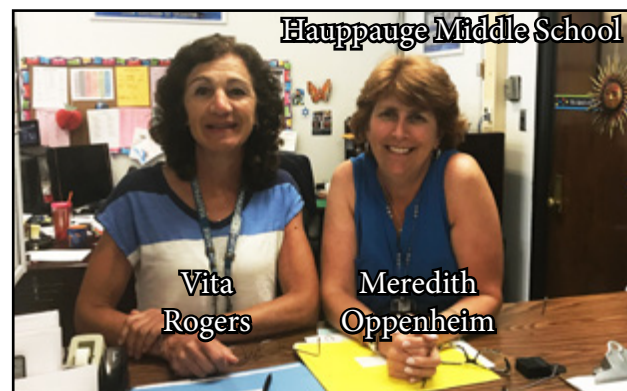
Joseph Tasman, Assistant Superintendent for Personnel and Administration said "The summer is very busy working with all of the departments to fill vacancies and close out the current year and begin preparing for a new year."

Over at the high school, Ruth Maxwell, Secretary to the Principal, is hard at work on master schedules, purchase orders and the back-to-school mailing. In addition, she and the office staff at the high school are planning for Homecoming, homeroom assignments, locker assignments, Driver's Education, working papers and transcripts.

Hauppauge Middle School Secretary, Meredith Oppenheim, is working on many different things. She is busy updating faculty and staff lists, ordering supplies and preparing Orientation Packets for students and parents to receive at the 6th grade orientation. She is also working on the back-to-school mailing, as well as updating and re-printing all of the forms that go into it. Our new 6th graders have a big transition ahead of them and she tries to make it easier by

having a map of the school for them, as well as their locker assignments and, most importantly, flyers on how to open their lockers! Signs are also updated for bus routes and bus slot locations. The website, calendars, sign-in sheets, mailboxes and co-curricular clubs lists are also updated.

The three elementary schools are working hard on very identical tasks to be ready in September for our youngest students. Katie Lloyd, Secretary in the Main Office at Bretton Woods, said that summertime for her means building directories, class lists, summer mailings, creating student files/records for incoming Kindergartners and new students and



purchasing. Ms. Lloyd prepares teacher packets which cover all aspects of the new school year. She also works with the Principal to schedule the calendar for the entire 2018-2019 school year, which includes faculty meetings, grade-level meetings and the various Teams, as well as safety drills. Ms. Lloyd also schedules Professional Development and trainings for the teachers.

At Forest Brook, Marge Powers, Secretary, is busy transferring 5th grade files to the Middle School. She works on student classroom placements, processes purchase orders, makes any room or staff changes on a new building map, updates and posts parent information to the website, prepares Kindergarten packets and student mailings. She also prepares calendars, which include student and faculty birthdays which are read on morning announcements. Ms. Powers said “I don’t think that everyone realizes all that goes on because when the teachers and students return, it all looks the same!”

At Pines, Karen Kerr said “Ditto to all of the above!” She added “I feel like a walking calendar. I have to populate the Pines calendar with all meetings for the Principal, as well as all of the building meetings and school events, and make sure there are no conflicts!” Ms. Kerr also said that they like to make the building look pretty by updating all classroom and bus signs and cover all of the bulletin boards with fresh paper.

The Buildings and Grounds Department is one of the busiest over the summer. Al Arnold, Assistant Plant Facilities Administrator, said that many projects have been underway this summer. Light pole installations in front of the Middle School have been completed. At Bretton Woods, roofing work over three wings of the building is completed and the last two sections are in process and will be completed before school opens. At Pines, elevator demolition has started and the elevator work will be completed at the end of November. The High School Sight and Sound Room



floors have had new flooring installed and electrical maintenance will be performed, as well as painting as needed. In the High School Cafeteria/Commons, there is a minor facelift taking place! Tile walls are being re-covered with a new surface. New cafeteria tables are on the way and an update to the lighting in the area will be completed by the fall.

In addition to the projects taking place this summer, our Buildings and Grounds crew is busy cleaning, polishing floors and performing routine maintenance. They take the time to empty every room; from classrooms to offices, gym and cafeteria. They strip the floors, put down new wax, clean the rooms and put everything back together again. They are also taking care of the grounds at each school to be ready for students and staff. Al Arnold said, “I would like to thank my entire staff for their hard work in making the schools safe for the return of the students and staff!”

The Hauppauge School District Security Office is hard at work taking care of the safety of our students and staff. Ed Spear, Head of Security and Facility Usage said “As we prepare to start the 2018/19 school year, the Security Of-

office is working on safety compliance issues, such as NYSED Fire Inspections. We also have planning meetings with Building Administration on issues such as drills, safety concerns and safety procedures. We also plan for use of our facilities, inside and outside, by many of our Community Youth Groups.” Mr. Spear said, “We work with our emergency service partners to make sure we are all on the same page in the event of an emergency, by updating pre-plan documents and setting up exercises and drills. We also process and print student ID cards, High School Senior Parking Permits and work on processing and filing regulatory permits for events such as homecoming, fireworks and 5K runs.” Mr. Spear also said that they review and make revisions of their Emergency Plans.

The Registration office is headed by Lori Sauchelli who is the Secretary for Registration, Testing/Data. Ms. Sauchelli prepares and distributes Registration packets for new students entering the District and the scheduling of appointments for students returning to the district. She works closely with the Personnel Department to provide them with up-to-date enrollment numbers for staffing purposes. Ms. Sauchelli also prepares and distributes Parent Portal Account information for new students entering Kindergarten and any other students registered for 2018-19, prior to July 1st. The processing of students for the new school year involves building notification, IT notification, procurement of student records, private school transportation and textbook verification. She also prepares Infinite Campus for the start of a new school year by setting up user accounts, district assignments and the calendar. Ms. Sauchelli works hard to ensure a smooth transition for students to the new school year.



Registration,
Testing/Data

Lori
Sauchelli

“The Pupil Personnel Services department is busy 12 months a year” said Lois Jankeloff, Director of Pupil Personnel and Support Services. In the summer they finalize and set up all the recommendations for evaluations, programs and services made for the new school year which takes up a great deal of time. Lois said, “We have new entrants to the program and CSE meetings all year long, including the summer. There are students with disabilities who receive services and supports during the summer in programs in and out of district that require oversight. In preparation for the new school year, we hire and assign staff, set up special transportation, prepare schedules, work on contracts with outside providers, ensure students are all set up with their recommended programs and services, and work on the professional development we will be providing for our teachers and staff in the coming year. We work with our nurses as well in the organization and tracking of all of the health requirements for our students. Our goal is to ensure a smooth and safe start to the school year with all students receiving their needed supports and services.”

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Michelle
Bernardo

Laura
Minella

Lois Jankeloff
Director

Paula
Crescenzo

Michelle
Cloke

Pupil Personnel Services

It is evident that a great deal of planning and effort goes into opening a new school year. With the hard work of all of our staff, it all comes together in time to welcome our new Kindergartners, our “Senior Class of 2019” and all of our wonderful students in between!

2018 - 2019
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Assistant Superintendent for Personnel
and Administration

Dr. Carolyn J. Probst
Assistant to the Superintendent for Educational Services and
Student Outcomes