

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK  
**ORGANIZATION MEETING**  
BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING  
**TUESDAY - JULY 7, 2015**  
**AGENDA**



**ORDER OF BUSINESS**

[6:00 P.M. - Meeting Convenes followed by Executive Session]

1. Call to Order; Pledge of Allegiance - by District Clerk
2. Oath of Office - by School Attorney (Newly elected Board Members and Central Administrators)
3. Roll Call
4. Nomination and Election of President - by District Clerk (Res. #1)
5. Nomination and Election of Vice President - by President (Res. #2)

[7:00 P.M. - Public Session Resumes Beginning with Item #6]

6. Approval of Schedule 15-A-1, Board of Education Appointments (Res. #3)
7. Designation of Banks as School District Depositories (Res. #4)
8. Designation of Official Newspaper(s) of District (Res. #5)
9. Establishment of Petty Cash Accounts (Res. #6)
10. Establishment of Mileage Rate (Res. #7)
11. Authorization to Draw Checks on Payroll (Res. #8)
12. Authorization to Draw Emergency Checks (Res. #9)
13. Authorization of Association Membership (Res. #10)

**ADDITIONAL BOARD ITEMS**

14. Report of the Superintendent of Schools:

**Code of Conduct Hearing**

**Mrs. Christine Tona, Executive Director for Curriculum & Instruction**

15. Business Agenda (\*\* Consent Agenda Items):
- A. BOARD OF EDUCATION
    - \*\* (R) Approval of the Minutes of Previous Meeting: Regular Meeting: June 23, 2015 (Res. #BE-1)
    - \*\* (R) Establishment of Standard Workdays and Reporting for Elected and Appointed Officials (Res. #BE-2)
    - \*\* (R) Approval of Service Agreement with Independent Contractor to provide Physical Therapy Services to West Babylon School District Resident Students for the 2015-2016 School Year (Res. #BE-3)
    - \*\* (R) Approval of Service Agreement with Sound Actuarial Consulting to provide Actuarial Analysis of the District's Workers' Compensation Self-Insurance Plan (Res. #BE-4)
    - \*\* (R) Approval of Service Agreement with Islip Tutoring Services, Inc. to provide Educational Services to West Babylon School District Resident Students for the 2015-2016 School Year (Res. #BE-5)
    - \*\* (R) Approval of Plainedge School District to provide Special Education Services to West Babylon School District Resident Students, with Disabilities, for the period July 6, 2015 through August 14, 2015 (Res. #BE-6)
    - \*\* (R) Approval of Syosset Central School District to provide Health and Special Education Services, to Parentally-Placed West Babylon School District Resident Students, with Disabilities, for the 2015-2016 School Year (Res. #BE-7)
    - \*\* (R) Approval of Revised Academic Intervention Services (AIS) Plan (Res. #BE-8)
    - \*\* (R) Approval of the 2015-2016 Professional Development Plan (Res. #BE-9)
    - \*\* (R) 2015-2016 Board of Education Meeting Dates (Res. #BE-10)
  - B. PERSONNEL
    - \*\* (R) 15-P-1 Professional Personnel
    - \*\* (R) 15-C-1 Civil Service Personnel (Res. #PE-1)
  - C. FINANCE
    - \*\* (R) Acceptance of Donations (Res. #FI-1 through Res. #FI-3)
    - \*\* (R) Authorization to Finalize Financing of One Thomas School Bus with Municipal Leasing Consultants, its Agents or Assignee (Res. #FI-4)
    - \*\* (R) Approval of District Retirees Family Health Insurance Opt-Out (Res. #FI-5)
    - \*\* (R) Budget Transfers (Res. #FI-6)
  - D. CURRICULUM
    - \*\* (R) Adoption of the Response to Intervention ("RtI") District Guide, for Grades K-5, for the 2015-2016 School Year (Res. #CU-1)
    - \*\* (R) Adoption of the Amended Code of Conduct for the 2015-2016 School Year (Res. #CU-2)
    - \*\* (R) Adoption of the Physical Education Plan for the 2015-2016 School Year (Res. #CU-3)
  - E. FACILITIES
    - \*\* (R) Declaration of Obsolete Equipment (Res. #FA-1)
16. Policy Review:
- A. Board Review - Agenda Format (First Time Reading) (File:2350)
  - B. Board Review - Investments (Annual Review) (File:6240)
  - C. Board Review - Investments Regulations (Annual Review) (File:6240-R)
  - D. Board Review - Purchasing (Annual Review) (File:6700)
  - E. Board Review - Purchasing Regulations (Annual Review) (File:6700-R)

17. Old Business
18. New Business
19. Adjournment [This should take place by 10:00 P.M.]

\*Per Board Policy 1230: The Board of Education encourages participation of residents at open Board meetings. The President of the Board shall ask for brief statements from residents and set a time limit (three minutes per resident) on such statements. To allow for public participation, a period not to exceed 15 minutes shall be set aside during the first and last part of each Board meeting. The President shall be responsible for the orderly conduct of the meeting and shall rule on such matters as the time to be allowed for public discussion and the appropriateness of the subject being presented. The President shall have the right to discontinue any presentation which violates this policy. Residents wishing to speak should identify themselves, their address, any organization they may be representing at the meeting, and the topic they wish to discuss. Statements during the first part of the meeting will relate to agenda items. Statements during the second part of the meeting will relate to other district matters.

### Follow-Up to Residents' Questions

Date	Residents' Questions	Responses
June 23, 2015	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

**ORGANIZATION MEETING**  
**BOARD OF EDUCATION**  
**BOARD ROOM - ADMINISTRATION BUILDING**

**TUESDAY – JULY 7, 2015**

**RESOLUTIONS**

**#1 - BOARD OF EDUCATION PRESIDENT**

Nominated \_\_\_\_\_ Nominated by \_\_\_\_\_

Seconded by \_\_\_\_\_

Nominated \_\_\_\_\_ Nominated by \_\_\_\_\_

Seconded by \_\_\_\_\_

\_\_\_\_\_ moved nominations be closed. Seconded by \_\_\_\_\_

Vote:

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**#2 - BOARD OF EDUCATION VICE PRESIDENT**

Nominated \_\_\_\_\_ Nominated by \_\_\_\_\_

Seconded by \_\_\_\_\_

Nominated \_\_\_\_\_ Nominated by \_\_\_\_\_

Seconded by \_\_\_\_\_

\_\_\_\_\_ moved nominations be closed. Seconded by \_\_\_\_\_

Vote:

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#3 - Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

RESOLVED: that Schedule 15-A-1, Board of Education Appointments, be approved, as attached.

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#4 - Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

RESOLVED: that the following banks are designated as depositories of School District funds provided they meet Board Policy requirements:

J.P. Morgan Chase:	General Fund
	Lunch Fund
	Federal Fund
	Money Market #1
	Payroll Account
	Trust and Agency Fund
	Student Activities Account
	Zero Balance Account (for aggregating interest in all J.P. Morgan Chase accounts)

J.P. Morgan Chase:	Capital Fund
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BE IT FURTHER RESOLVED: that such banks be authorized to submit quotes to the District with regard to Time Open Deposit, Certificates of Deposit, Treasury Notes, and Bills and Repurchase Agreements, leaving it to the option of the Treasurer to transfer funds between such accounts, provided such transfers are in the fiscal best interests of the District.

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#5 - Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

RESOLVED: that the **Babylon Beacon**, **Newsday**, and **South Bay's Neighbor Newspaper**, be designated the official newspapers of the school district for the 2015-2016 school year.

#6 - Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

RESOLVED: that the following Petty Cash Accounts be established:

Dr. Yiendhy Farrelly	Superintendent	\$100.
Mrs. Christine Tona	Executive Director for Curriculum & Instruction	100.
Mrs. Michele Psarakis	Executive Director for Finance & Operations	100.
Mr. Shawn Hanley	Executive Director for Human Resources	100.
Mr. Michael Mack	Director/Student Services	50.
District Clerk	Board of Education	100.
Mr. Ray Graziano	Administrator/Facilities, Operations, Security	100.
Dr. Ellice Vassallo	Principal, Senior High School	100.
Mr. Scott Payne	Principal, Junior High School	100.
Mr. Henry Bianco	School Transportation Supervisor	50.
Mrs. Patricia Acocella	Principal, Forest Avenue School	50.
Mr. Gregg Cunningham	Principal, John F. Kennedy School	50.
Mrs. Eleanor Levy	Principal, Santapogue School	50.
Mrs. JoAnn Scott	Principal, South Bay School	50.
Mr. Charles Germano	Principal, Tooker Avenue School	50.
Mr. Lou Howard	Director of Athletics	50.
Mr. Anthony Spinelli	Director of Health & Physical Education	50.
Mrs. Stephanie Nocerino	Coordinator of K-12 Student Data and Instructional Technology	50.

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#7 - Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

RESOLVED: that the mileage compensation rate for employee use of personal cars in the conduct of District business be approved at the Internal Revenue Service rate.

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#8 - Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

RESOLVED: that the Executive Director for Finance is hereby authorized to draw checks on payroll.

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#9 - Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

RESOLVED: that the Executive Director for Finance is hereby authorized to pay hospitalization, Medicare payments (bi-annually to retirees), federal taxes, state taxes, social security, Civil Service Employees Association dues and insurance, Teachers Association dues, Teachers Federal Credit Union and life insurance, petty cash, payroll deductions, utilities, principal and interest payments and those emergency payments as may be required, when duly authorized by the Superintendent.

#10 - Motion by \_\_\_\_\_

Seconded by \_\_\_\_\_

WHEREAS: the following associations provide in-service instructional programs, through local chapters and annual state or national workshops, and

WHEREAS: they provide timely information in matters of information with regard to state and federal legislation, school finance and law,

BE IT RESOLVED: that the Board of Education authorizes membership for itself in the associations listed below:

> Nassau/Suffolk School Boards Association

>New York State School Boards Association

>SCOPE Education Services



**BOARD OF EDUCATION**

\*\*\*BE-1

RESOLVED: that the minutes of the following previous meeting, as presented, are hereby approved:

Regular Meeting of June 23, 2015

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\*\*\*BE-2

RESOLVED: that the Board of Education of the West Babylon Union Free School District hereby established the following as standard workdays for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body.

Title	Name	SS# (Last Four Digits)	Standard Work Day (Hrs./Day)	Term Begins/Ends	Participates in the Employer's Timekeeping System Y/N	Days/ Months based on Records of Activities
District Clerk/ Senior Clerk Typist	Amy E. Jones	#XXXX	7 hrs./5 days	7/1/15- 6/30/16	Yes	N/A
Claims Auditor	Denise Longobardi	#XXXX	7 hrs./1 day	7/1/15- 6/30/16	Yes	N/A
District Treasurer	Jacqueline Gentilesca	#XXXX	7 hrs./5 days	7/1/15- 6/30/16	Yes	N/A
Deputy Treasurer	Karen Lorito	#XXXX	7 hrs./5 days	7/1/15- 6/30/16	Yes	N/A

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\*\*\*BE-3

RESOLVED: that the West Babylon Board of Education approves the service agreement between Mr. Paul Vazquez, independent contractor, with Strong Island Physical Therapy and the West Babylon Union Free School District, to provide physical therapy services to West Babylon School District resident students during the 2015-2016 school year.

\*\*\*BE-4

RESOLVED: that the West Babylon Board of Education approves the service agreement between Sound Actuarial Consulting and the West Babylon Union Free School District, to provide actuarial analysis of the District's Workers' Compensation Self-Insurance Plan.

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\*\*\*BE-5

RESOLVED: that the West Babylon Board of Education approves the service agreement between Islip Tutoring Service, Inc. and the West Babylon Union Free School District, to provide educational services to West Babylon School District resident students for the 2015-2016 school year.

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\*\*\*BE-6

RESOLVED: that the West Babylon Board of Education approves the following school district to provide special education services to West Babylon School District resident students, with disabilities, for the period July 6, 2015 through August 14, 2015:

Plainedge School District

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\*\*\*BE-7

RESOLVED: that the West Babylon Board of Education approves the following school district to provide health and special education services to parentally-placed, West Babylon School District resident students, with disabilities, for the 2015-2016 school year:

Syosset Central School District

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\*\*\*BE-8

RESOLVED: that the West Babylon Board of Education adopts the revised Academic Intervention Services (AIS) Plan developed by the district-wide AIS Committee for the 2015-2016 and 2016-2017 school years.

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\*\*\*BE-9

RESOLVED: that the West Babylon Board of Education adopts the 2015-2016 Professional Development Plan.

\*\*#BE-10

RESOLVED: that the 2015-2016 Board of Education regular meetings will begin at 6:00 P.M. on the dates listed below:

**6:00 P.M. – Meeting convenes followed by Student Presentation and/or Executive Session**

**7:00 P.M. – Public Session resumes**

<b>BOARD MEETING DATES</b>
JULY 7, 2015
AUGUST 25, 2015
SEPTEMBER 8, 2015
SEPTEMBER 21, 2015 (MONDAY)
OCTOBER 13, 2015
OCTOBER 27, 2015
NOVEMBER 10, 2015
NOVEMBER 24, 2015
DECEMBER 8, 2015 *
JANUARY 12, 2016
JANUARY 26, 2016
FEBRUARY 23, 2016*
MARCH 8, 2016
MARCH 22, 2016
APRIL 12, 2016
APRIL 19, 2016
MAY 3, 2016
MAY 24, 2016
JUNE 14, 2016
JUNE 28, 2016

**\*One Board Meeting in December, 2015 and February, 2016**

**PERSONNEL**

\*\*\*#PE-1

RESOLVED: that the following personnel schedules, as attached, are approved:

15-P-1 Professional Personnel  
15-C-1 Civil Service Personnel

**FINANCE**

**\*\*#FI-1**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$3,081.12, from Ahold Financial Services, through the "Stop and Shop A+ Rewards" program. The donation will be deposited into the Junior High School's Trust and Agency account.

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**\*\*#FI-2**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$318.89, from Ahold Financial Services, through the "Stop and Shop A+ Rewards" program. The donation will be deposited into Santapogue School's Trust and Agency account.

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**\*\*#FI-3**

**RESOLVED:** that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$25.00, from Target's "Thanks a Billion" program. The donation will be deposited into Santapogue School's Trust and Agency account.

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**\*\*#FI-4**

**RESOLVED:** that the Board of Education of the West Babylon Union Free School District, authorizes the Executive Director for Finance to finalize the financing of one (1) Thomas School Bus with Municipal Leasing Consultants of Grand Isle, VT, its agents or assignee. The proposal was approved at a rate of 3.99%, which is fixed until July 9, 2015, after which time the rate floats until funding and will be based on the Like Term Swap Rates. The Executive Director for Finance, for the West Babylon Union Free School District, is hereby authorized to execute any and all legal documents necessary to conclude financing of the lease purchase agreement, subject to the approving opinion by the School's attorney, Van Nostrand and Martin.

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**\*\*#FI-5**

**RESOLVED:** that the West Babylon Board of Education approves retirees of the District, who are eligible for family health insurance coverage, be given the option of opting-out of family health insurance coverage for individual coverage and receive an annual payment of \$2,000.

\*\*#FI-6

RESOLVED: that the West Babylon Board of Education, retroactively, approves the following budget transfers:

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION &amp; TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.1200	Teacher Salaries K-6	\$200,000.00	
A2250.1500	Special Education Salaries	\$100,000.00	
A2250.1601	Special Education Aides	\$ 20,000.00	
A2250.4900	Services from BOCES		\$320,000.00
	To cover cost of June BOCES bill		

**CURRICULUM**

**\*\*#CU-1**

**RESOLVED:** that the West Babylon Board of Education adopts the revised Response to Intervention ("RtI") District Guide, for Grades K-5, for the 2015-2016 school year.

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**\*\*#CU-2**

**RESOLVED:** that the West Babylon Board of Education adopts the Code of Conduct, which contains revisions and additions, for the 2015-2016 school year.

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**\*\*#CU-3**

**RESOLVED:** that the West Babylon Board of Education adopts the Physical Education Plan for the 2015-2016 school year.

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**FACILITIES**

\*\*#FA-1

RESOLVED: that the West Babylon Board of Education declares the following equipment, located in the Special Education Department, obsolete:

Micro Boom Accessory	Ref: 052-3398 7612904122189
Phonak Campus SX-Team Teaching	0742C10G5/0681/IC: 2262A
Mini-Mic 8	7612847150089
Zoomlink	0716C11JW
Head Set Microphone	N/A
Charging Plug	No: D12-10
Quick Charge (2)	Model: 41-5-500R
OEM	Model: AD-0780

The equipment is outdated and no longer used by the Department.



WEST BABYLON BOARD OF EDUCATION  
ORGANIZATION MEETING - TUESDAY, JULY 7, 2015

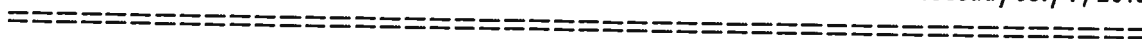
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**BOARD APPOINTMENT SCHEDULE**

Schedule: 15-A-1 Board of Education Appointments (Res. #3)

**PERSONNEL**

Schedules: 15-P-1 Professional Personnel  
15-C-1 Civil Service Personnel (Res. #PE-1)



**BOARD OF EDUCATION SCHEDULE**

**I. Board of Education Schedule 15-A-1**

- A. Organizational Meeting - Annual Appointments
- B. 2015-2016 Registration Members/Election Inspectors
- C. 2015-2016 Pupil Personnel Appointments

**PROFESSIONAL PERSONNEL SCHEDULE**

**II. Professional Personnel Schedule 15-P-1**

- A. Family Medical Leave
- B. Leave of Absence Requests
- C. LOA Returnees
- D. 2015-2016 Probationary Appointments
- E. 2015-2016 Annual Appointments
- F. 2015-2016 PAC Technicians
- G. 2015-2016 Elementary Clubs/Advisors
- H. 2015-2016 Athletic Trainer
- I. 2015-2016 Equipment Manager
- J. 2015 Summer School/Summer Work

**CIVIL SERVICE SCHEDULE**

**III. Civil Service Schedule 15-C-1**

- A. Resignations
- B. Part-Time Reappointments
- C. LOA Returnees
- D. 2015 Summer Work
- E. 2015-2016 Per Diem Substitutes

SCHEDULE 15-A-1, BOARD OF EDUCATION SCHEDULE

WEST BABYLON UFSD

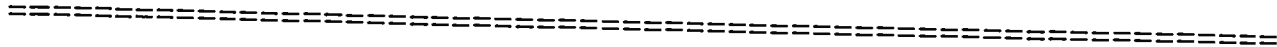
Date of Meeting: July 7, 2015

Page 1 of 21 pages.

**I. BOARD OF EDUCATION APPOINTMENTS**

**2015-2016**

<b>POSITION</b>	<b>SALARY</b>	<b>NAME</b>
District Treasurer	\$10,000.	Jacqueline Gentilesca
District Deputy Treasurer	\$250.	Karen Lorito
<u>Legal:</u> Labor Relations Counsel	\$37,500. +(\$215./hr.) litigation	Ingerman, Smith, et al.
General Counsel	\$23,644. +(\$171./hr.) litigation	VanNostrand & Martin
Bond Counsel	Per size of issue	Hawkins, Delafield & Wood
External Auditor	\$46,800.	Cullen & Danowski, LLP
Internal Auditor	\$25,000.	Cerini & Associates, LLP
Fiscal Advisor	Per size of issue	Capital Markets Advisors, LLC
Purchasing Agent	None	Michele Psarakis
Payroll Certification Officer	None	Yiendhy Forrelly
Extra Curricular Activities Co-Treasurer/JH	\$3,000.	Robert Dell'Isola
Extra Curricular Activities Co-Treasurer/HS	\$4,000.	Katharine Reilly-Johnson
Co-Signer for Student Activities Funds	None	Stephen O'Leary
District Clerk	\$14,948.	Amy Jones
Records Management Officer, Access Officer	None	Amy Jones
Board of Education President - District Clerk pro tem.		
Claims Auditor	\$10,300.	Denise Longobardi



**II. Authorization for the following bond:**

\$1,000,000. - All Employees

**III. Authorization of Signature:**

Vouchers: Treasurer or Deputy Treasurer

Payroll: Treasurer or Deputy Treasurer

Investments and Withdrawals: Treasurer or Executive Director for Finance

**IV. The following administrators are authorized to represent the school district and the Board of Education, regarding special funding applications and/or legal compliance:**

NCLB Consolidated Grants	-	Michele Psarakis/Shawn Hanley/Christine Tona
PL 611	-	Michele Psarakis/Michael Mack
PL 619	-	Michele Psarakis/Michael Mack
Title IX, Compliance Officer [Personnel]	-	Shawn Hanley
Title IX, Compliance Officer [Students]	-	Michael Mack
PL 504, Compliance Officer	-	Michael Mack
Health & Safety Officer	-	Raymond Graziano
LEA Asbestos Compliance Officer	-	Raymond Graziano
Article 12, Hazardous Materials Compliance Officer	-	Raymond Graziano
Homeless Liaison	-	Shawn Hanley
Dignity Act Coordinators	-	Patricia Acocella/Sharene Ovardia
	-	Gregg Cunningham/Eileen Saumell
	-	Eleanor Levy/Giovanni DiStefano/Gary Nemeth/Lauren Kuncman
	-	JoAnn Scott/Hillary Fazio/Laure Loughlin
	-	Charles Germano/Eileen Sabshon/Lisa Granieri
	-	Scott Payne/Jennifer Carere/Cassandra Madurka
	-	Ellice Vassallo/Jaime Lemmo/Barbara Kelly

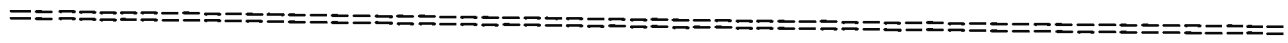
**V. Consultant Services - July 1, 2015 - June 30, 2016:**

FUNCTION	VENDOR	PERIOD	FEE
Workers' Compensation	PMA	7/1/15 - 6/30/16	\$22,000. + (\$4,000.) online access
Tax Sheltered Annuities	OMNI Group	7/1/15 - 6/30/16	\$2,652.
Website Management Public Relations	Syntax	7/1/15 - 6/30/16	\$46,608.10
Inventory Control Electronic Update Service	CBIZ	7/1/15 - 6/30/16	\$1,530.

**Appointment of Physicians:**

Dr. Jack Geffken	DO	\$30,600.	7/1/15 - 6/30/16
Dr. Jack Geffken	DO	Employee physical examinations \$60. per individual beyond the first 10	
Dr. Jack Geffken	DO	\$1,500. AED Emergency Health Care Provider	

Dr. Anthony Cappellino & Associates	-\$0.-	7/1/15 - 6/30/16	Medical Coverage for Home Football Games: Shoreline Orthopedics
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**VI. Appointment of Registration Members and Election Inspectors:**

Annual Election 2015-2016

**Chief Election Inspectors:** \$16./hr.

- Benvenuto, Stephen
- Romano, Moryann
- Daly, Eileen      Alternate
- Benvenuto, Charles      Alternate

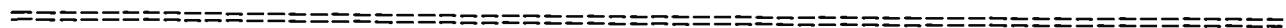
**Election Inspectors:** \$10./hr.

**Administration:**

- Burrows, Frances
- Cali, Maria
- Culpepper, Estelle
- Daly, Eileen
- DiStasio, Patricia
- Giancana, Vincent
- Kinlan, Patricia
- Necco, Linda
- Pagano, Agatha
- Pernal, Rosa
- Regina, Katherine
- Struckman, Barbara
- Zaccaria, Ruth

**Santapogue:**

- Barbato, Gerald P.
- Barbato, Kathleen
- Benvenuto, Charles
- Calcaterra, Edward
- Lubrano, Dawn
- Marsden, Carolyn
- Marsden, Jacqueline
- Mastrosimone, Nancy
- Pastore, Carol
- Scelza, Brittany
- Scelza, Louise
- Scottaline, Edwin
- Scottaline, Marie
- Wilbert, Louise



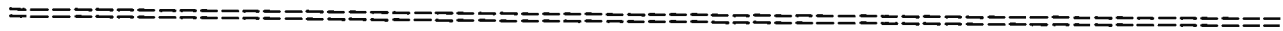
**VII. Appointment of Pupil Personnel Committee and Impartial Hearing Officers in matters relating to the Handicapped:**

**District CSE:**

- Chairperson: Mr. Michael Mack, Director of Student Services
- Alternate Chairpeople: Mrs. Mary Jean Sewell, Speech/Language Therapist, CPSE Chairperson  
Ms. Elizabeth Thiel, HS Special Education Chairperson  
Mr. Thomas Leonbruno, JHS Special Education Chairperson
- Psychologists: Dr. Justine Duncan, Dr. Michele Fortanasce, Ms. Laure Loughlin, Mrs. Sharene Ovdia,  
Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman
- Teacher Members: Special Education Teacher and General Education Teacher K-12
- Parent Member: TBD
- Physician: Dr. Jack Geffken
- The Child's Parent(s) (the student, if appropriate)

**CPSE - Committee on Preschool Special Education:**

- Chairpeople: Mrs. Mary Jean Sewell, Speech/Language Therapist  
Ms. Eileen Saumell, Psychologist
- Alternate Chairperson: Mr. Michael Mack, Director of Student Services
- Parent Member: TBD
- Teacher Members: Special Education Teacher/Provider  
General Education Teachers
- Agency Staff: Suffolk County Dept. of Health (for a child in transition from early intervention)
- Service Provider/Evaluator
- The Child's Parent(s)



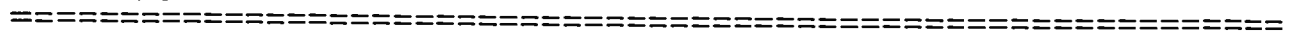
**Elementary Sub-CSE**

- Chairperson: Mr. Michael Mack, Director of Student Services
- Alternate Chairpeople: Mrs. Mary Jean Sewell, Speech/Language Therapist  
Dr. Justine Duncan, Psychologist  
Dr. Michele Fortanasce, Psychologist  
Ms. Laure Loughlin, Psychologist  
Mrs. Sharene Ovadia, Psychologist  
Mrs. Eileen Sabshon, Psychologist  
Ms. Eileen Saumell, Psychologist  
Ms. Lauren Kuncman, Psychologist
- Psychologists: Dr. Justine Duncan, Dr. Michele Fortanasce, Ms. Laure Loughlin, Mrs. Sharene Ovadio,  
Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman
- Physician: Dr. Jack Geffken
- The Child's Parent(s)
- The Child's General Education Teacher
- The Child's Special Education Teacher

**Junior High School Sub CSE**

- Chairperson: Mr. Thomas Leonbruno
- Alternate Chairpeople: Mr. Michael Mack, Director of Student Services  
Mrs. Mary Jean Sewell, Speech/Language Therapist  
Dr. Michele Fortanasce, Psychologist
- Psychologist: Dr. Michele Fortanasce
- Alternate Psychologists: Dr. Justine Duncan, Ms. Laure Loughlin, Mrs. Sharene Ovadio,  
Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman
- Physician: Dr. Jack Geffken
- The Child's Parent(s)
- The Child's General Education Teacher
- The Child's Special Education Teacher





**Senior High School Sub-CSE:**

- Chairperson: Ms. Elizabeth Thiel
- Alternate Chairpeople: Mr. Michael Mack, Director of Student Services  
Mrs. Mary Jean Sewell, Speech/Language Therapist  
Dr. Justine Duncan, Psychologist
- Psychologist: Dr. Justine Duncan
- Alternate Psychologists: Dr. Michele Fortanasce, Ms. Laure Loughlin, Mrs. Sharene Ovadia,  
Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman
- Physician: Dr. Jack Geffken
- The Child's Parent(s) (the student, if appropriate)
- The Child's General Education Teacher
- The Child's Special Education Teacher

**Out of District Placement Sub-CSE:**

- Chairperson: Ms. Mary Jean Sewell
- Alternates: Mr. Michael Mack, Director of Student Services, Dr. Justine Duncan
- Psychologists: Dr. Justine Duncan, Dr. Michele Fortanasce, Ms. Laure Loughlin, Mrs. Sharene Ovadia,  
Mrs. Eileen Sabshon, Ms. Eileen Saumell, Ms. Lauren Kuncman
- Parent Member: TBD
- Physician: Dr. Jack Geffken
- The Child's Parent(s) (the student, if appropriate)
- The Child's General Education Teacher
- The Child's Special Education Teacher

SCHEDULE 15-A-1, BOARD OF EDUCATION SCHEDULE

Date of Meeting: July 7, 2015

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WEST BABYLON UFSD

**Implementation of amendment to section 200.2 (e) of the Regulations of the Commissioner of Education, effective July 31, 1998, which prescribes procedures that each Board of Education must use for the establishment and rotation of its list of Impartial Hearing Officers:**

Albert, Peter	Millman, Tina
Almeleh, Lynn	Monk, James A.
Barbour, Susan	Moore, Christine
Bauchner, Stuart	Murphy, Leah L.
Blaustone, Beryl	Naun, John
Brandenburg, Wendy	Nisely, Robert
Brandow, Regina E.	Noe, Mary
Briglio, Robert	Odom, Veronica C.
Bumbalo, Paul	Peters, Gary
Cohen, Diane	Peters Kenneth
Cutler-Igoe, Ellen	Reichel, Heidi
Dewan, Debra Siedman	Richmond, Susan Mills
Ebenstein, Barbara J.	Ritzenberg, Kenneth S.
Farago, John	Roberts, George Hunter
Feinberg, Rona	Rosen, Paul
Ferrigno, Lorraine	Roth, Roslyn
Finkelstein, Sharyn	Schad, Jerome
Flame Lana	Schiff, Martin
Haken, Steve	Schiro, Jeffrey
Itzla, Amy Lynne	Schneider, Judith
Joyner, Theresa R.	Silver, Marjorie A.
Kandilakis, George	Tessler, Craig
Keefe, Jeanne	Venezia, Arthur James
Kehoe, III Martin	Walsh, James
Kershen, Harry	Walsh, Marion
Kestenbaum, Elise	Wanderman, Carl L.
Lassinger, Dora	Washington, Denise
Lazan, Michael	Wiener, Marc
Lederman, Nancy	Wolman, Mindy G.
Lushing, Susan	Ziev, Joel D.
McKeever, James	

SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Paparella, Mary-Ellen	Elementary Tchr.	SB		5/28/15 -	Family Medical Leave
Wilches, Marissa	Special Ed. Tchr.	FA		First Semester, 2015-2016	Leave of Absence [last ext.]
McVicker, Krissi	Elementary Tchr.	JH		First Semester, 2015-2016 Second Semester, 2015-2016	Leave of Absence
Homan, Meghan	Elementary Tchr.	SA	Step A-6-9/ \$81,551.	9/1/15	Returning from LOA
Leidel, Elizabeth	Music Tchr.	TBD	Step A-8-15/ \$103,861.	9/1/15	Returning from LOA
Devane, Michael	Asst. Principal	HS	Step A/ \$127,310. (prorate)	7/8/15	Probationary Appt. [certs: SBL, Soc. St. 7-12]

SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
Asher, Samantha	Special Ed. Tchr.	JH	Step A-5-1/ \$58,511.	9/1/15	Probationary Appt. [certs: EC B-2, Ch. Ed. 1-6, SWD B-2 & 1-6, Literacy B-6]
Shepard, Kristen	Special Ed. Tchr.	JH	Step A-1-1/ \$48,759.	9/1/15	Probationary Appt. [certs: Gen. 5-9, SWD 5-9, Math 7-12]
Olbeter, Brittany	Special Ed. Tchr.	JH	Step A-5-1/ \$58,511.	9/1/15	Probationary Appt. [certs: Math 5-6, Math 7-12 pending SWD 7-12]
Campbell, Lindsey	Special Ed. Tchr.	HS	Step A-1-1/ \$48,759.	9/1/15	Probationary Appt. [certs: SWD 7-12, SWD Math 7-12, Math 7-12]
Hedger, Lauren	Special Ed. Tchr.	JH	Step A-5-1/ \$58,511.	9/1/15	Probationary Appt. [certs: SWD 1-6 & 7-12, ELA 7-12]
Zarcone, Lisa	Special Ed. Tchr.	SA	Step A-5-1/ \$58,511.	9/1/15	Probationary Appt. [certs: Ch. Ed. B-2 & 1-6, SWD B-2 & 1-6]

SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Alternative Evening HS/HS Suspension Program/Adult Education:** 2015-2016

McGrath, Donna	Director		\$11,000.		
Losito, Christopher	Asst. Director		\$5,350.		
Snyder, Scott	Asst. Director		\$5,350.		

**Administrative Assistants:** \$3,704. 2015 - 2016

Rodgers, Ian		JH			
Bauer, Scott		HS			

**Cluster Leaders:** JH \$2,364. 2015 - 2016

Brower-Cohen, Christine					
Cipparulo, Rose Lyn					
Delaney, Kevin					

**Reflective Pathway Moderator:** \$2,500. 9/1/15 - 6/30/16 Title II Grant

Granieri, Lisa					
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**PAC Coordinators:** HS \$4,000. 2015 - 2016

Barone, Joseph					
Kelly, Barbara					

**PAC Technicians:** HS \$35./hr. 2015 - 2016

Cafiero, Mary Ann					
DeGaetano, Daria					
Goodwin, Ryan					
Heaton, Bryan					
Palminteri, Mark					
Powers, Terrence					

**Copy Center:** HS \$2,400. 2015 - 2016

DeSimone, Gerard	Student Advisor				
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SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Chairpeople:**

			\$4,721.	2015 - 2016	
Iaquinto, Christine	Art (9-12)				
Reilly-Johnson, Katharine	Business, FACS & Technology (9-12)				
Perillo, Anthony	FACS & Technology (6-8)				
Caleman, Therese	Foreign Language (6-12)				
Robinson, Alice	Library Media (K-12)				
Barone, Joseph	Music (9-12)				
Richert, Danielle	PE & Health (6-8)				

**Chairpeople:**

			\$5,230.	2015 - 2016	
Doran, William	Art & Music (K-8)				
Jabour, Lynette	English (9-12)				
Benvenuto, Charles	English & Social Studies (6-8)				
Theo, Harry	Math & Science (6-8)				
Owenburg, Kristina	Math (9-12)				
Konopa, Kenneth	Science (9-12)				
McGrath, Donna	Social Studies (9-12)				
Leonbruno, Thomas	Special Education (6-8)				
Thiel, Elizabeth	Special Education (9-12)				

SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Building Effectiveness Team Members:**

\$750./each

2015 - 2016

Title II Grant

**Forest Avenue**

Bergmann, Jennifer

Christie, Diane

Lynch, Jaclyn

Miccio, Therese

**John F. Kennedy**

Flynn, Ann

Giorgianni, Allison

Hoppe, Lisa

Shay, Meghan

**Santapogue**

Fitzgerald, Allyson

Heller, Rebecca

Carnes, Marianne

Turano, Nancy

**South Bay**

Chiquitucto, Alison

Delaney, Christina

Fazio, Hilary

Ross, Michelle

**Tooker Avenue**

Gottlieb, Susan

Kalinowski, Barbara

Murray, Kathleen

SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>Building Effectiveness Team Members:</u></b>			\$750./each	2015 - 2016	Title II Grant

**Junior High**

Augustine, Janine  
Brower-Cohen, Christine  
Carrozzo, Diane  
Dell'Isola, Robert  
Perillo, Anthony  
Rodgers, Ian  
Theo, Harry

**Senior High**

Galvin, Donna  
Greve, Kristina  
Jabour, Lynette  
Jonasson, Christopher  
Losito, Christopher  
Mendoza, Aimee  
Romeo, Marta



SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Elementary Clubs & Advisors:**

2015 - 2016

**Forest Avenue**

Graziosa, Sonnya	Computer Club		\$514.		
Christie, Diane	Math Olympiads		\$372.		
Felice, Bryan	Safety Patrol		\$257.		
Kahler, Timothy	"		\$257.		
Felice, Bryan	Student Council		\$257.		
Riccio, Denise	"		\$257.		

**John F. Kennedy**

Morris, Deborah	Computer Club		\$514.		
Giorgianni, Allison	Math Olympiads		\$372.		
Shannon, Patricia	Safety Patrol		\$514.		
Thompson, Maura	Student Council		\$514.		

**Santapogue**

Morris, Megan	Computer Club		\$514.		
McHugh, Gwendalyn	Math Olympiads		\$372.		
Szpilka, Yvonne	Safety Patrol		\$257.		
Turano, Nancy	"		\$257.		
Soldano, Susan	Student Council		\$514.		

**South Bay**

Stuart, Patricia	Computer Club		\$514.		
Szypula, Jaime	Math Olympiads		\$372.		
LoSardo, Deborah	Safety Patrol		\$514.		
Ging, Stacey	Student Council		\$514.		

**Tooker Avenue**

Murray, Kathleen	Computer Club		\$514.		
Bedford, Paula	Math Olympiads		\$372.		
Dunn, Kathleen	Safety Patrol		\$514.		
Christiansen, Debra	Student Council		\$514.		

SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b>Elementary Music Clubs &amp; Advisors:</b>				2015 - 2016	
Couture, Danielle	Blue/Gold Band		\$1,857.		
Saraceno, Christine	Blue/Gold Band Asst.		\$928.50.		[contingent, pending enrollment]
Uhl, James	Orchestra		\$1,857.		
Saraceno, Christine	Orchestra Asst.		\$928.50		[contingent, pending enrollment]
<b>Part-Time Athletic Trainer:</b>			\$30./hr.	2015 - 2016	
Haug, Christopher	Substitute				
<b>Equipment Manager:</b>			\$8,336.	2015 - 2016	
Horstmann, Thomas					

SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Summer Curriculum Development:**

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
				7/8/15 - 8/31/15	Title II Grant
Delapi, Nicholas	Gr. 6 Fluency Drills/Form. Assessments		\$91.02/hr.		4 hrs.
Kroig, Carol	Gr. 8 Fluency Drills/Form. Assessments		\$91.02/hr.		4 hrs.
Takseraas, Robert	Gr. 8 Fluency Drills/Form. Assessments		\$75.38/hr.		4 hrs.
Iliou, Athena	Gr. 6 Fluency Drills/Form. Assessments		\$61.56/hr.		6 hrs.
Poio, Josephine	Gr. 6 Fluency Drills/Form. Assessments		\$95.54/hr.		6 hrs.

**Grades K – 5 Special Education Summer School – July 6 – August 14, 2015 (Mon. – Fri./5 hrs./day/30 days)\***

**\*Contingent, pending NYSED approval and sufficient enrollment**

**Teaching Assistant:**

Cahill, Jessica			\$4,164.		K-5
Pomilla, Donna	Speech		\$46.25/hr.		Up to 12 hrs.

**Grades 6 – 8 Special Education Summer School – July 6 – August 14, 2015 (Mon. – Fri./5.5 hrs./day/30 days)\***

**\*Contingent, pending NYSED approval and sufficient enrollment**

**Teaching Assistant:**

Troyano, Taylor			\$4,580.		6 - 8
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**Summer School Appointment Change:**

Powers, Daniel	Teacher		\$7,631.		6 - 8 [from K-5 TA]
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**Summer Work:**

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
				July, 2015-August, 2015	Title III Grant
Amaya, Idalia	Translation of District Documents		\$100.49/hr.		Up to 30 hrs.
Poggi, Antonella	"		\$52.82/hr.		Up to 30 hrs.
Romeo, Marta	"		\$86.55/hr.		Up to 30 hrs.

SCHEDULE 15-P-1 Professional Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**CSE/CPSE Representatives:**

Summer, 2015

Augustine, Janine			\$99.15/hr.		
Birr, HeideMarie			\$99.15/hr.		
DeLuca, Jill			\$86.55/hr.		
Duncan, Justine			\$61.33/hr.		
Dunn, Kathleen			\$99.15/hr.		
Fazio, Hillary Ann			\$99.15/hr.		
Febbraro, Nancy			\$99.15/hr.		
Heaton, Elise			\$70.91/hr.		
Hoppe, Lisa			\$99.15/hr.		
Kuncman, Lauren			\$56.86/hr.		
Lawton, Christine			\$53.03/hr.		
Leonbruno, Thomas			\$93.14/hr.		
Loughlin, Laure			\$92.62/hr.		
Niles, Jennifer			\$84.32/hr.		
Ovadia, Sharene			\$100.75/hr.		
Pomilla, Donna			\$99.15/hr.		
Read, Michele			\$76.17/hr.		
Russo, Joseph			\$95.54/hr.		
Sabshon, Eileen			\$88.15/hr.		
Saumell, Eileen			\$76.98/hr.		
Shein, Jaime			\$88.79/hr.		
Thiel, Elizabeth			\$88.11/hr.		
Ward, Deborah			\$87.36/hr.		

SCHEDULE 15-C-1 Civil Service Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Keil, Janice	Paraprofessional (special ed. aide)	JH		6/15/15	Resignation from LOA
Toumbacaris, Lucille	Paraprofessional (special ed. aide)	HS		6/15/15	Resignation from LOA
Schultz, Ruth	Paraprofessional (school teacher aide)	JH		6/22/15	Resignation from LOA
Zdanovich, Robert	School Bus Driver	Trans.		9/1/15	Resignation
<b>Re-Appointed for the 2015-2016 School Year:</b>					
Foster, Christine	PT/Physical Therapist (.6)	SA/Elem.	\$72,249. (prorate @ 60%)	7/1/15 - 6/30/16	
Waterman, Diana	PT/Physical Therapist (.4) (10 month)	SA/Elem.	\$71,599. (prorate @ 40%)	9/1/15 - 6/30/16	
Graziano, Mary	Paraprofessional (special ed. aide)	TBD		9/1/15	Returning from LOA
Tullo, Doreen	Paraprofessional (special ed. aide)	TBD		9/1/15	Returning from LOA
<b>Summer Work:</b>				August, 2015	
Martel-Nelli, Johanne	Clerk Typist	JH	\$22.92/hr.		up to 10 hrs.
Peterson, Frances	Clerk Typist	HS	\$16.52/hr.		up to 30 hrs.
Arcuri, Margaret	Paraprofessional (pt/clerk typist)	HS	\$14.80/hr.	8/27/15, 8/28/15, 8/31/15	up to 17.5 hrs.

SCHEDULE 15-C-1 Civil Service Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Per Diem Substitutes:**

		DW	\$9./hr.	2015 - 2016	Food Service
Cruz, Rosa					
DiGangi, Charisse					
Kahn, Doreen					
Kilincarslan, Zuleyha					
Vasquez, Jaclyn					
Yates, Lorie					

**Per Diem Substitutes:**

		DW	\$9./hr.	2015 - 2016	Paraprofessional
Cruz, Rosa					
DeSimone, Philip					
DiGangi, Charisse					
Esposito, Bernadette					
Frink, Susann					
Gelsomino, Viola					
Johnston, Gregoria					
Kahn, Doreen					
Kelleher, Utilia					
Kilincarslan, Zuleyha					
Knowles, Angela					
Koulis, Glenda					
Matheis, Elyse					
McGovern, Eileen					
Pletto, Carol					
Pugliese, Catherine					
Romano, Marie					
Senkus, Marianne					
Venetiou, Zoraida					
Vasquez, Jaclyn					
Yates, Lorie					

SCHEDULE 15-C-1 Civil Service Personnel Schedule

Date of Meeting: July 7, 2015

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>Per Diem Substitute:</u></b>					
Hurrell, Bruce		Trans.	\$18.85/hr.	2015 - 2016	Auto Mechanic
<b><u>Per Diem Substitutes:</u></b>					
Palazzolo, Frank		DW	\$10./hr.	2015 - 2016	Custodian
*Payan, Jason					
<b><u>Per Diem Substitutes:</u></b>					
Courtney, Dean		Trans.	\$17./hr.	2015 - 2016	School Bus Driver
Huberman, Alan					

\*Emergency Conditional Appointment

WEST BABYLON BOARD OF EDUCATION  
ORGANIZATION MEETING - TUESDAY, JULY 7, 2015

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**POLICY**

- A. Board Review - Agenda Format (First Time Reading) (File:2350)
- B. Board Review - Investments (Annual Review) (File:6240)
- C. Board Review - Investments Regulations (Annual Review) (File:6240-R)
- D. Board Review - Purchasing (Annual Review) (File:6700)
- E. Board Review - Purchasing Regulations (Annual Review) (File:6700-R)



Agenda Format

The order of business at all regular meetings shall be as follows:

- 1] Call to order by presiding officer
- 2] Pledge of Allegiance to the flag
  - 6[7]:00 P.M. - Meeting Convenes Followed by Student Presentation(s) and/or Executive Session
  - 7[8]:00 P.M. - Public Session Resumes Beginning with Item #3
- 3] Approval of the minutes of previous meeting(s)
- 4] Statement of the Board and/or Superintendent
- 5] Statement of West Babylon Teachers' Association Representative
- 6] Statement of School Administrators' Association Representative
- 7] Statement of C.S.E.A. Representatives
- 8] Statement of Student Association Representative
- 9] Statement of PTA Council Representative
- 10] Statement of Residents re: agenda items (15 minutes - limited to 3 minutes per speaker)
- 11] Report of Superintendent and/or educational presentation
- 12] Business Agenda items.
- 13] Review of policies.
- 14] Board of Education Reports
- 15]. Strategic Plan Update
- 16] Old Business
- 17] New Business
- 18] Statements of Residents re: other district items (15 minutes - limited to 3 minutes per speaker)
- 19] Follow-Up to Residents' Statements

Question	Follow-Up

- 20] Adjournment (This should take place by 10 [1] PM)

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority voting for the proposed change in the regular order of business.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened sessions shall be considered an addition to these minutes.

**Replaces in whole or in part former policy BDDB**

## INVESTMENTS

**Scope** This investment policy applies to all monies and other financial resources available for investment on behalf of the West Babylon UFSD (the District) or on behalf of any other entity or individual which has entrusted its funds to the District.

### Objectives

The primary objectives of the district's investment activities are, in priority order:

- To conform with all applicable federal, state and other legal requirements (legal);
- To adequately safeguard principal and to minimize risk (safety);
- To provide sufficient liquidity to meet all operating requirements (liquidity);
- To obtain a reasonable rate of return (yield).

**Delegation of Authority** Under the direction of the Superintendent of Schools, the Executive Director for Finance and Operations shall have primary responsibility for administering this policy. He/She shall establish written procedures for the operation of the invest program consistent with these investment guidelines. Such procedures shall include and adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information so as to provide guidance for those entrusted to carry out investment procedures.

**Prudence** All participants in the investment process shall act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the district. Investments shall be made with judgment and care, seeking competitive quotations, under circumstances then prevailing, in which persons of prudence, discretion and intelligence exercise the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

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

**Diversification** When possible, the district shall diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

**Internal Controls** All monies collected by any officer or employee of the district shall be transferred to the District Treasurer within two days of their receipt, or within the time period specified in law, whichever is shorter.

The Executive Director for Finance and Operations is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

**Designation of Depositories** The banks and trust companies authorized for the deposit of monies shall be designated annually at the reorganization meeting of the Board and thereafter as circumstances require. Such authorization shall specify the limits of deposits at each banking institution.

**Collateralizing of Deposits** In accordance with the provisions of the General Municipal Law, all deposits of the district, including certificates of deposit and special time deposits, in excess of the mount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of "eligible securities" with an aggregate "market value" as provided by General Municipal Law section 10, at least equal to the aggregate

amount of deposits from obligations insured or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, or an agency thereof. Such eligible securities may include U.S. Treasury Strips at the appropriate percent of market value.

All securities either pledged as collateral on an investment or purchased through a repurchase agreement must additionally be approved by the District Treasurer who shall maintain said list.

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

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

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

**Permitted Investments** As authorized by the General Municipal Law, the District Treasurer shall invest monies not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of Deposit issued by a bank or trust company located in and authorized to do business in New York State;
- Obligations of the United States Government of America
- Obligations of or guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.

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

**Authorized Financial Institutions and Dealers** The district shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the institutions with which the district conducts business must be credit worthy. Banks shall provide their most recent financial statement or Consolidated Report of Condition [Call Report] at the request of the district. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The district's Executive Director for Finance and Operations and is responsible for evaluating the financial position of maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

**Purchase of Investments** The District Treasurer is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner; or
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the Board.

All purchased obligations, unless registered or inscribed in the name of the district, shall be purchased through, delivered to, and held in the custody of a bank or trust company chartered in the State of New York. Such obligations shall be purchased, sold or presented for redemption or authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the district by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law.

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

**Repurchase Agreements** Repurchase agreements are authorized subject to the following restrictions:

- The purchased securities shall be held by a third party custodian other than the trading partner;
- All repurchase agreements must be entered into, subject to a Master Repurchase Agreement;
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers;
- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America;
- No substitution of securities will be allowed during the term of the agreement.

**Annual Review** This policy shall be reviewed each year by the Board at the annual re-organizational meeting and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Ref: Education Law §§1604-a; 1723-a; 3651; 3652  
Local Finance Law §§24.00, 25.00, 165.00  
General Municipal Law §§6(d), 6(j); 6 (l-n, p, r); 10; 11; 39

Replaces former policy DG  
Adoption date: November 7, 2011  
Reviewed: 07/9/13  
Reviewed: 07/08/14

## INVESTMENTS REGULATION

### Authorized Investments

- A. The Treasurer is authorized to invest all available district funds, including proceeds of obligations and Reserve Funds, in the following types of investment instruments:  
Savings Accounts or Money Market Accounts of designated banks;  
Certificates of Deposit issued by a bank or trust company located in and authorized to do business in New York State;

Demand Deposit Accounts in a bank or trust company located in and authorized to do business in New York State; Obligations of New York State; Obligations of the United States Government (U.S. Treasury Bills and Notes);

Repurchase Agreements involving the purchase and sale of direct obligations of the United States;

- B. All funds may be invested in Revenue Anticipation Notes or Tax Anticipation Notes of other school districts and municipalities, with the approval of the State Comptroller.
- C. Only Reserve Funds established by sections 6-d, 6-j, 6-l, 6-m and 6-n of General Municipal Law may be invested in obligations of the school district.

### Conditions

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

#### A. Collateral

1. 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 weekly basis.
2. 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.

#### B. Delivery of Securities

1. 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.
2. 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. Repurchase agreements shall be for periods of 30 days or less. The Custodial Bank shall confirm all transactions in writing to insure that the school district's ownership of the securities is properly reflected in the records of the Custodial Bank.

**C. Written Contracts**

1. Written contracts are required for certificates of deposit and custodial undertakings and Repurchase Agreements. With respect to the purchase of direct obligations of U.S., New York State, or other governmental entities in which monies may be invested, the interests of the school 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 school district.
2. The following written contracts are required:
  - a. Written agreements will be required for the purchase of all certificates of deposit.
  - b. A written contract will be required with the Custodial Bank(s).
  - c. 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.

**D. Designation of Custodial Bank**

1. The Board will designate a commercial bank or trust company authorized to do business in the State of New York to act as Custodial Bank of the school district's investments. However, securities may not be purchased through a Repurchase Agreement with the Custodial Bank.
2. When purchasing eligible securities, the seller will be required to transfer the securities to the district's Custodial Bank.

**E. Selection of Financial Institutions**

1. The Treasurer will periodically monitor, to the extent practical but not less than annually, the financial strength, credit-worthiness, experience, size and any other criteria of importance to the district, of all institutions and trading partners through which the district's investments are made.
2. Investments in time deposits and certificates of deposit are to be made only with commercial banks or trust companies, as permitted by law.

**F. Operations, Audit, and Reporting**

1. The Treasurer or designee will authorize the purchase and sale of all securities and execute contracts for investments and deposits on behalf of the school district. Oral directions concerning the purchase or sale of securities will be confirmed in writing. The school district will pay for purchased securities upon the simultaneous delivery or book-entry thereof.
2. The school district will encourage the purchase and sale of securities through a competitive process involving telephone solicitation for at least three quotations.
3. The independent auditors will audit the investment proceeds of the school district for compliance with the provisions of this Investment Regulation.
4. Monthly investment reports will be furnished to the Board of Education.

Ref: Education Law §§1604-a; 1723-a; 3651; 3652 - Local Finance Law §§24.00, 25.00, 165.00  
General Municipal Law §§6(d); 6(j); 6(l-n, p, r); 10; 11; 39

Promulgated: November 7, 2011

Reviewed: 07/9/13

Reviewed: 07/08/14

## PURCHASING

6700

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. Where permitted by law, [P] purchases will be made through available cooperative BOCES bids, or by "piggybacking" onto contracts of the United States or agencies thereof or the federal General Services (GSA), state contracts of the Office of General Services (OGS), departments or agencies of NYS, any NYS county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of the district and will result in a cost savings to the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

In order to ensure that the district avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the district in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

**Competitive Bidding**

Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163. Other exceptions to competitive bidding are outlined below.

The district shall comply with the requirements of General Municipal Law §103-g, which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector, as outlined in the accompanying regulation.

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances;

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. professional services that require special skill or training (see policy 6741 for guidance on purchasing professional services).
4. purchases such as surplus or second-hand items from governmental entities, certain food and milk items, or goods and services from municipal hospitals; or
5. where the district is purchasing through (or is "piggybacking" onto) the contract of another governmental entity.

**Purchasing when Competitive Bidding Not Required**

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except as permitted by state law for procurements:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

**Exception to Competitive Bidding**

**Piggybacking** (expires 8/1/2017 unless extended by legislation):

The district may purchase apparatus, materials, equipment and supplies, and contract for services related to the installation, maintenance or repair of those items, through the use of contracts let by the United States or any agency thereof, any state or any political subdivision or district therein, provided the contract was let in a manner that constitutes competitive bidding "consistent with state law, and is made available for use by other governmental entities.

**Three Prerequisites:**

1. The contract must have been let by the United States or any agency thereof, any state or any other political subdivision or district therein. This includes NYS political subdivisions.
2. The contract must have been made available for use by other governmental entities.
3. The contract must have been let in a manner that constitutes competitive bidding consistent with state law". (GML §103 and related case law).

**Determining "Consistency with State Law"**

- a. Bids must be publicly solicited.
- b. Bids must be submitted as sealed bids or secured bids.
- c. Bid specifications must provide a common standard for bidders to compete fairly.



- d. Bid Award must be to the lowest bidder who materially and substantially meets the bid specifications and is determined to be a responsible bidder.

**Cost Savings Justification:**

The district shall perform a cost-benefit analysis before utilizing this exception. The analysis should be used to demonstrate whether "piggybacking" is cost effective and should consider all pertinent cost factors, including any potential savings on the administrative expense that would be incurred if the district initiated its own competitive bidding process.

**Documentation:**

The district shall maintain copies of the contract, analysis of the contract to ensure it meets the three prerequisites stated herein, and cost savings analysis including consideration of other procurement methods.

**General Purchasing Provisions**

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All district policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

Cross-ref: 6710, Purchasing Authority

6741, Contracting for Professional Services

Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)  
Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a) (9) (14) (22); 2503(7-a); 2554(7-a)  
General Municipal Law §§102; 103; 103-g; 104; 104-b; 109-a; 800 et seq.  
State Finance Law §§97-g (3), (4), (5); 163; 163-b; 165-a  
County Law §408-a (2)

Revision: February 26, 2013

Revision: March 3, 2015

**PURCHASING REGULATION**

**6700-R**

The following sets forth the procedures for the procurement of goods and services by the district:

**I. Definitions**

**Best value:** optimizing quality, cost and efficiency. The basis for best value shall reflect, whenever possible, objective and quantifiable analysis, and may also take into consideration small businesses or certified minority- or women-owned businesses as defined in State Finance Law §163.

**Purchase Contract:** a contract involving the acquisition of commodities, materials, supplies or equipment

**Public Work Contract:** a contract involving services, labor or construction

**II. General Municipal Law**

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

**III. Competitive Bidding Required**

**A. Method of Determining Whether Procurement is Subject to Competitive Bidding**

1. The district will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The district will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.
4. All advertised bids shall include the following statement required by General Municipal Law 103-g: "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law."

**B. Contract Combining Professional Services and Purchase**

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

**C. Opening and Recording Bids; Awarding Contracts**

The Executive Director for Finance and Operations will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder or a purchase contract bid of best value (as recommended by the Executive Director for Finance and Operations), who has furnished the required security after responding to an advertisement for sealed bids.

In order to be considered a responsible bidder, entities must certify that they are not on the list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector. Such statement may be submitted electronically pursuant to General Municipal Law §103(1).

Entities that cannot make this certification may only be awarded the bid if:

1. The entity's investment activities in Iran were made before April 12, 2012; the investment activities in Iran have not been expanded or renewed after that date; and the entity has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
2. The district makes a determination, in writing, that the goods or services are necessary for the district to perform its functions and that, absent such an exemption, the district would be unable to obtain the goods or services for which the contract is offered.

D. Documentation of Competitive Bids

The district will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

E. Purchase of Instructional Materials

In accordance with Education Law the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as a accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format.)

The district will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

F. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law requires that the district will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation: The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

G. Environmentally-Sensitive Cleaning and Maintenance Products

The district will purchase and utilize environmentally sensitive cleaning and maintenance products whenever feasible. The Executive Director for Finance and Operations will consult with the Green Guidelines provided by the Office of General Services.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

IV. **Exceptions to Competitive Bidding Requirements**

The district will not be subject to competitive bidding requirements when the Board of Education, in its discretion, determines that one of the following situations exists:

1. Emergency situations where:
  - a. the situation arises out of an accident or unforeseen occurrence or condition;
  - b. a district building, property, or the life, health, or safety of an individual on district property is affected; or
  - c. the situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The district will maintain records of verbal (or written) quotes, as appropriate;

2. When the district purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The district will maintain market price comparisons (verbal or written quotes) and the name of the government entity;

3. When the Board separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from New York State producers or growers or associations of producers and growers, subject to the requirements of General Municipal Law §103(9) and Commissioner's Regulations §114.3. The amount expended in any fiscal year by the district may not exceed an amount equal to [fifteen] twenty cents multiplied by the number of days in the school year multiplied by the total enrollment of the district.

Documentation: The district will maintain documentation consistent with sections 114.3 of the Regulations of the Commissioner of Education;

4. When the Board separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Documentation: The district will maintain documentation consistent with section 114.4 of the Regulations of the Commissioner of Education;

5. When the district purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

Documentation: The district will maintain the legal authorization, Board authorization and market price comparisons; or

6. When there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

7. When the district purchases professional services that require special skill or training, such as but not limited to, audit, medical, legal or insurance services, or property appraisals.

Documentation: The district will keep proper documentation in accordance with policy 6741.

8. When the district purchases through the contracts of (or "piggybacks" onto) other governmental entities, as authorized by law, for certain goods and services permitted by law. Factors relevant to the decision to "piggyback" may include cost, staff time, delivery arrangements, quality of goods and services, and suitability of such goods and services to the district's needs.

Documentation: The district will keep documentation indicating why “piggybacking” is in the best interests of the district, and that the originating contract was let in a manner consistent with applicable competitive bidding requirements.

#### V. Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

##### A. Methods of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor’s representative;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. For example, with regard to insurance, the district will maintain documentation that will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required.
3. Requests for Proposals: the district will utilize RFP’s to engage professional services providers in accordance with policy 6741.

##### B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurements; Documentation to be Maintained

The district will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000
  - a. Contracts from \$2,501 to \$5,000:  
Three Verbal quotes or a written quote.  
Documentation will include notations of verbal quotes.
  - b. Contracts in excess of \$5001 to \$20,000:  
Three Written quotes
2. Public Work Contracts up to \$35,000
  - a. Contracts in excess of \$20,001 to \$35,000:  
Three Written quotes

#### VI. Quotes Not Required When Competitive Bidding Not Required

The district will not be required to secure alternative proposals or quotations for those procurements as permitted by state law:

1. under a county contract;
2. under a state contract;
3. under a federal contract;
4. under a contract of another political subdivision;
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled.

#### VII. Procurements from Other than the “Lowest Responsible Dollar Offeror”

The district will provide justification and documentation of any contract awarded to an offeror other than the lowest responsible dollar offeror, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

#### VIII. Internal Control

The Board authorizes the Superintendent of Schools, with the assistance of the Executive Director for Finance and Operations, to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's regulations regarding purchasing and from time to time thereafter. The regulations must then be adopted by Board resolution. All district regulations regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's regulations regarding procurement will not be grounds to void action taken or give rise to a cause of action against the district or any officer or employee of the district.

IX. Confirming Purchase Orders

A verbal order, subject to subsequent confirmation by a written purchase order, may be given only in cases where necessity for immediate action exists, an emergency. Naturally, such a deviation from "the norm" should have a very limited use.

The individual placing such an order should justify the need for this action. Lack of proper planning should not be considered a valid reason for this process. A confirming order should be issued immediately after availability of funds is determined and certified to. This order should follow the same procedures as other orders but should have priority so that the vendor will receive the order without delay. The order should be marked "confirming PO".

The district should notify all administrators and employees that it will not be responsible for orders placed in this manner unless a confirming order has been cleared by the Purchasing Agent. If a confirming order is disapproved, the materials or supplies should be returned, if possible. The Purchasing Agent, administrator, and vendor should be notified immediately and appropriate steps taken.

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