

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
ORGANIZATION MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY, JULY 10, 2012
AGENDA



ORDER OF BUSINESS

[7:00 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)

[8:00 P.M. - Public Session Resumes Beginning with Item #6]

6. Approval of Schedule 12-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. Cooperative Bidding Authorization (Res. #8)
12. Authorization to Draw Checks on Payroll (Res. #9)
13. Authorization to Draw Emergency Checks (Res. #10)
14. Authorization of Association Membership (Res. #11)

ADDITIONAL BOARD ITEMS

15. Report of the Superintendent of Schools

16. Business Agenda (** Consent Agenda Items):

A. BOARD OF EDUCATION

- ** (R) Approval of the Minutes of Previous Meetings: Special Meeting: June 21, 2012 and Regular Meeting: June 25, 2012 (Res. #BE-1)
- ** (R) Establishment of Standard Workdays and Reporting for Elected and Appointed Officials (Res. #BE-2)
- ** (R) Approval of Board of Registrar Member for the 2012-2013 School Year (Res. #BE-3)
- ** (R) Acceptance of Policies, By-Laws, Rules, Regulations and Code of Ethics adopted by the 2011-2012 Board of Education Trustees (Res. #BE-4)
- ** (R) 2012-2013 Board of Education Meeting Dates (Res. #BE-5)
- ** (R) Authorization to sign 2012-2013 Staffing Agreement between the District and Home Care Therapies LLC/dba Horizon Healthcare Staffing (Res. #BE-6)
- ** (R) Approval of Contract with Silver Strong and Associates to provide "Thoughtful Classroom Teacher Effectiveness Rubric Training" (Res. #BE-7)
- ** (R) Endorsement of 2012-2014 Shared Decision Making Plan (Res. #BE-8)

B. PERSONNEL

- ** (R) 12-P-1 Professional Personnel
- ** (R) 12-C-1 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Long Island School Food Service Directors Association Cooperative Bid (Res. #FI-1)
- ** (R) Extension of West Babylon Driver Education Contract with Fitzgerald's Driving School (Res. #FI-2)
- ** (R) Acceptance of Donation (Res. #FI-3)
- ** (R) Award of Bid (Res. #FI-4)

D. CURRICULUM

- ** (R) Declaration of Junior High School Obsolete Materials (Res. #CU-1)

E. STUDENT SERVICES

- ** (R) Recommendations of Committee on Special Education (Res. #SS-1)

17. Policy Review:

- A. Board Review - Annual District Election and Budget Vote (Third Time Adoption) (File:1050)
- B. Board Review - Advisory Committees to the Board (Third Time Adoption) (File:2260)
- C. Board Review - Agenda Preparation and Dissemination (Third Time Adoption) (File:2342)
- D. Board Review - Interscholastic Athletics (Third Time Adoption) (File:5280)
- E. Board Review - Student Records (Third Time Adoption) (File:5500)
- F. Board Review - Purchasing (Third Time Adoption) (File:6700)
- G. Board Review - School Building Safety (Third Time Adoption) (File:8110)
- H. Board Review - Investments (Annual Review) (File:6240)
- I. Board Review - Investments Regulation (Annual Review) (File:6240-R)
- J. Board Review - Purchasing Regulation (Annual Review) (File:6700-R)

18. Old Business
19. New Business
20. Adjournment [This should take place by 11:00 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

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

ORGANIZATION MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – JULY 10, 2012

RESOLUTIONS

#1 - BOARD OF EDUCATION PRESIDENT

Nominated _____ Nominated by _____

Seconded by _____

Nominated _____ Nominated by _____

Seconded by _____

_____ moved nominations be closed. Seconded by _____

Vote:

#2 - BOARD OF EDUCATION VICE PRESIDENT

Nominated _____ Nominated by _____

Seconded by _____

Nominated _____ Nominated by _____

Seconded by _____

_____ moved nominations be closed. Seconded by _____

Vote:

#3 - Motion by _____

Seconded by _____

RESOLVED: that **Schedule 12-A-1**, Board of Education Appointments, be approved, as attached.

#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) |
| Valley National Bank: | Capital Fund |

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.

#5 - Motion by _____

Seconded by _____

RESOLVED: that the **Babylon Beacon**, **Newsday**, and **South Bay's Official Shopping Newspaper**, be designated the official newspapers of the school district for the 2012-2013 school year.

#6 - Motion by _____

Seconded by _____

RESOLVED: that the following Petty Cash Accounts be established:

Mr. Anthony Cacciola	Superintendent	\$100.
Mrs. Yiendhy Farrelly	Asst. Superintendent/Human Resources	100.
Mrs. Christine Tona	Executive Director for Curriculum & Instruction	100.
Ms. Jennifer Buscemi	Executive Director for Finance & Operations	100.
Mrs. Carol Varsalona	Director/Language Arts & Testing	50.
Ms. Mona Tobin	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.
tba	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. Anthony Spinelli	Director/Athletics, Health, Physical Ed.	50.
Mr. Ryan Case	Coordinator of K-12 Student Data and Instructional Technology	50.

#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.

#8 - Motion by _____

Seconded by _____

WHEREAS: it would be in the interest of the West Babylon U.F.S.D. and the following:

Eastern Suffolk BOCES
Western Suffolk BOCES
Town of Babylon
Nassau BOCES
Suffolk County
Nassau County
New York State (and any New York State County as allowable by New York State law)
Federal (and any bid source allowable by the enacted New York State tax cap legislation)

...to participate in cooperative bids for the purchase of various supplies, materials and equipment for the 2012-2013 school year as provided by Gen. Municipal Law, Sec. 1-19-0, and

Continued

WHEREAS: each Board retains the legal authority to contract with the successful vendor(s), and shall not be bound by purchase contracts or other agreements made by the other Board, therefore,

BE IT RESOLVED: that the West Babylon U.F.S.D. hereby agrees to participate with the above in such cooperative bids for the 2012-2013 school year.

#9 - Motion by _____ **Seconded by** _____

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

#10 - 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.

#11 - 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 meetings, as presented, are hereby approved:

Special Meeting of June 21, 2012
Regular Meeting of June 25, 2012

***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	7/1/12-6/30/13	Yes	N/A
Claims Auditor	Denise Longobardi	#XXXX	7 hrs./1 day	7/1/12-6/30/13	Yes	N/A

***BE-3

RESOLVED: that the following employee will serve as a member of the Board of Registrar, for the West Babylon School District, for the 2012-2013 school year:

Janet Shields

***BE-4

RESOLVED: that the West Babylon Board of Education accepts policies, by-laws, rules, regulations and code of ethics adopted by the previous 2011-2012 Board of Education Trustees, for the 2012-2013 school year (Education Law 1709 & 2503).

***BE-5

RESOLVED: that the 2012-2013 Board of Education regular meetings will begin at 7:00 P.M. on the dates listed below:

7:00 P.M. – Meeting convenes followed by Student Presentation and/or Executive Session

8:00 P.M. – Public Session resumes

BOARD MEETING DATES
JULY 10, 2012
JULY 26, 2012 (THURSDAY)
AUGUST 14, 2012
AUGUST 28, 2012
SEPTEMBER 11, 2012
SEPTEMBER 24, 2012 (MONDAY)
OCTOBER 9, 2012
OCTOBER 30, 2012
NOVEMBER 13, 2012
NOVEMBER 27, 2012
DECEMBER 11, 2012 *
JANUARY 8, 2013
JANUARY 22, 2013
FEBRUARY 12, 2013
FEBRUARY 26, 2013
MARCH 12, 2013 **
APRIL 9, 2013
APRIL 23, 2013
MAY 7, 2013
MAY 22, 2013 (WEDNESDAY)
JUNE 11, 2013
JUNE 25, 2013

***One Board Meeting in December**

****One Board Meeting in March**

****#BE-6**

RESOLVED: that the West Babylon Board of Education authorizes the Board President to sign the staffing Agreement between the West Babylon School District and Home Care Therapies LLC/dba Horizon Healthcare Staffing for the 2012-2013 school year.

****#BE-7**

RESOLVED: that the West Babylon Board of Education retroactively approves the contracts with Silver Strong and Associates, LLC, dated April 3, 2012 and June 1, 2012, to provide "Thoughtful Classroom Teacher Effectiveness Rubric Training".

****#BE-8**

RESOLVED: that the West Babylon Board of Education endorses the 2012-2014 Shared Decision Making Plan.

PERSONNEL

***#PE-1

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

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

FINANCE

****#FI-1**

WHEREAS, It is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2012-2013 school year.

WHEREAS, The West Babylon School District is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0; and,

WHEREAS, The West Babylon School District wishes to appoint a committee to assume the responsibility for the drafting of specifications, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, that the Board of Education of the West Babylon School District hereby appoints the Long Island School Food Service Directors Association Cooperative Bid Committee to represent it in all matters related above; and,

BE IT FURTHER RESOLVED, that the West Babylon School District Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities; and,

BE IT FURTHER RESOLVED, that the West Babylon School District Board of Education agrees to assume its equitable share of the costs of the cooperative bidding; and,

BE IT FURTHER RESOLVED, that the West Babylon School District Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

****#FI-2**

RESOLVED: that the West Babylon Board of Education agrees to extend the West Babylon Driver Education In-Car Contract with Fitzgerald's Driving School, Inc. at a rate of \$250.00 per student to be effective during Fall 2012/Spring 2013 and Summer 2013.

****#FI-3**

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$3,270.22, from the Stop and Shop "A+ Bonus Bucks" program. The donation will be deposited into the Junior High School's Trust and Agency account.

****#FI-4**

RESOLVED: that the Senior High School Exhaust Fan Bid # CAP-23-12, as attached, be awarded to JNS Heating Service Inc., as the company was the lowest responsible bidder.

CURRICULUM

***CU-1

RESOLVED: that the West Babylon Board of Education declares the following materials, located at the Junior High School, obsolete:

1. "Mathematics Connections"
Publisher: Heath
Copyright: 1996
145 copies
2. "Microsoft Office 2003, Introductory Course"
Publisher: Thompson
Author: Pasewark & Pasewark
53 copies
3. "Microsoft Office, Windows, Web and Graphics 2007 – Professor/Teacher"
CD/DVD Rom
22 boxes

The above materials are outdated.

STUDENT SERVICES

****#SS-1**

RESOLVED: that the recommendations of the Committee on Special Education be approved.

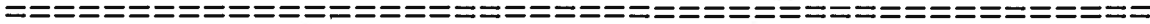
WEST BABYLON BOARD OF EDUCATION
ORGANIZATION MEETING - TUESDAY, JULY 10, 2012

BOARD APPOINTMENT SCHEDULE

Schedule: 12-A-1 Board of Education Appointments (Res. #3)

PERSONNEL

Schedules: 12-P-1 Professional Personnel
12-C-1 Civil Service Personnel (Res. **#PE-1)



BOARD OF EDUCATION SCHEDULE

I. Board of Education Schedule 12-A-1

- A. Organizational Meeting--Annual Appointments
- B. 2012-2013 Registration Members/Election Inspectors
- C. 2012-2013 Pupil Personnel Appointments

PROFESSIONAL PERSONNEL SCHEDULE

II. Professional Personnel Schedule 12-P-1

- A. 2012 Summer School
- B. 2012 Summer Work
- C. 2012-2013 Clubs & Advisors
- D. 2012-2013 AEHS
- E. Fall, 2012 Student Teachers/Observers/Interns
- F. 2012-2013 Per Diem Substitutes

CIVIL SERVICE SCHEDULE

III. Civil Service Schedule 12-C-1

- A. Resignations
- B. 2012-2013 AEHS PT/Clerk Typist

SCHEDULE 12-A-1, BOARD OF EDUCATION SCHEDULE

WEST BABYLON UFSD

Date of Meeting: July 10, 2012

Page 1 of 19 pages.

=====

I. BOARD OF EDUCATION APPOINTMENTS

2012-2013

POSITION	SALARY	NAME
District Treasurer	\$14,948.	Loretta Titolo
District Deputy Treasurer	\$1,000.	Karen Lorito
<u>Legal:</u> Labor Relations Counsel	\$42,500. + (\$200./hr.) litigation	Ingerman, Smith, et al.
General Counsel	\$22,280.90 + (\$162./hr.) litigation	VanNostrand & Martin
Bond Counsel	Per size of issue	Hawkins, Delafield & Wood
External Auditor	\$48,000.	Nawrocki Smith, LLP. Fiscal Year Ending June 30, 2013
Internal Auditor	\$30,000.	R.S. Abrams & Co. LLP
District Accountant	\$27,000.	Cullen & Danowski
Fiscal Advisor	Per size of issue	New York Municipal Advisors Corporation
Purchasing Agent	None	Jennifer Buscemi
Payroll Certification Officer	None	Anthony Cacciola
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	-	Jennifer Buscemi/Yiendhy Farrelly
PL 611	-	Jennifer Buscemi/Mona Tobin
PL 619	-	Jennifer Buscemi/Mona Tobin
Carol M. White PEP Grant	-	Jennifer Buscemi/Christine Tona/Louis Howard
Title IX, Compliance Officer [Personnel]	-	Yiendhy Farrelly
Title IX, Compliance Officer [Students]	-	Mona Tobin
PL 504, Compliance Officer	-	Mona Tobin
Health & Safety Officer	-	Raymond Graziano
LEA Asbestos Compliance Officer	-	Raymond Graziano
Article 12, Hazardous Materials Compliance Officer	-	Raymond Graziano
Homeless Liaison	-	Steven Manzi
Dignity Act Coordinators	-	Forest Avenue Principal
	-	Gregg Cunningham/Eileen Saumell
	-	Eleanor Levy
	-	JoAnn Scott/Hillary Fazio/Elizabeth Thiel/Laure Loughlin
	-	Charles Germano/Eileen Sabshon/Christine Kozak
	-	Jennifer Carere/Cassandra Mensch
	-	Ellice Vassallo/Jaime Lemmo

V. Consultant Services - July 1, 2012 - June 30, 2013:

FUNCTION	VENDOR	PERIOD	FEE
Unemployment	Labor Cost Management	7/1/12-6/30/13	\$1,700.
Workers' Compensation	PMA	7/1/12-6/30/13	\$22,000. + (\$3,500.) online access
Excess Workers' Compensation and Employers' Liability	School Insurance Group/ Bollinger	7/1/12-6/30/13	\$50,155.
Tax Sheltered Annuities	OMNI Group	7/1/12-6/30/13	\$2,652.

Section 75 Hearing Officers:

Nolan, Laure	\$200./hour
Wolley, Joseph	\$200./hour

Civil Service Law

Appointment of Physicians: - July 1, 2012 - June 30, 2013

Dr. Jack Geffken	DO	\$29,875.
Dr. Jack Geffken	DO	Employee physical examinations \$60. per individual.
Dr. Jack Geffken	DO	\$1,500. AED Emergency Health Care Provider
Dr. Howard Hertz	MD	Employee physical examinations \$75. per individual.

VI. Appointment of Registration Members and Election Inspectors

Annual Election 2012-2013

Chief Election Inspectors: \$225./day

- Benvenuto, Stephen
- Canfora, Marge

Election Inspectors: \$8.50/hr.

Administration:

- Burrows, Frances
- Canfora, Philip
- Daly, Eileen
- DiStasio, Patricia
- Giancana, Vincent
- King, James J.
- Kinlan, Patricia
- Meo, Grace
- Pagano, Agatha
- Palminteri, Mary Ann
- Regina, Suzanne
- Wood, Noreen

Santapogue:

- Barbato, Kathleen
- Barbato, Gerald
- DiMartino, Pasqualina
- Scottaline, Marie
- Scottaline, Edwin
- Sessa, Ann
- Sessa, Salvatore
- Mastrosimone, Nancy
- Russo, Betty
- Verdi, Jack
- Scelza, Brittany
- Scelza, Louise
- Scelza, Nicole

=====

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

Central CSE:

- Chairperson: Ms. Mona Tobin, Director of Student Services
Alternates: Mr. Steven Manzi, District Social Worker
Mrs. Mary Jean Sewell, Speech/Language Therapist, CPSE Chairperson
Mr. Thomas Leonbruno, Senior High School Special Education Chairperson
Mr. Michael Mack, Junior High School Special Education Chairperson
Social Workers: Mr. Steven Manzi, Mrs. Jaime Lemmo, Ms. Cassandra Mensch
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)
The Child's General Education Teacher
The Child's Special Education Teacher

CPSE - Committee on Preschool Special Education:

- Chairperson: Mrs. Mary Jean Sewell, Speech/Language Therapist
Alternates: Ms. Mona Tobin, Director of Student Services
Mr. Steven Manzi, District Social Worker
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: Ms. Mona Tobin, Director of Student Services

Alternates: Mr. Steven Manzi, District Social Worker

Mrs. Mary Jean Sewell, Speech/Language Therapist

Mrs. Eileen Sabshon, Psychologist

Ms. Laure Loughlin, Psychologist

Mrs. Sharene Ovadia, Psychologist

Dr. Jill Taylor, Psychologist

Ms. Eileen Saumell, Psychologist

Dr. Uta Field, Psychologist

Dr. Michele Read Feryo, Psychologist

Psychologists: Ms. Laure Loughlin, Mrs. Sharene Ovadia, Dr. Jill Taylor, Mrs. Eileen Sabshon,

Ms. Eileen Saumell, Dr. Uta Field, Dr. Michele Read Feryo

Speech/Language Therapists: Mrs. Joan Kaiser, Mrs. Diana Marshall, Mrs. Alison Gimberlein, Mrs. Jill DeLuca, Ms. Donna Pomilla,

Mrs. Mary Jean Sewell, Mrs. Christine Riggi

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. Michael Mack

Alternates: Ms. Mona Tobin, Director of Student Services

Mrs. Mary Jean Sewell, Speech/Language Therapist

Dr. Michele Read Feryo, Psychologist

Mr. Steven Manzi, District Social Worker

Psychologist: Dr. Michele Read Feryo

Alternate Psychologists: Mrs. Sharene Ovadia, Dr. Jill Taylor, Dr. Bernard Corda, Mrs. Eileen Sabshon

Social Workers: Mr. Steven Manzi, Ms. Cassandra Mensch

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: Mr. Thomas Leonbruno
Alternates: Ms. Mona Tobin, Director of Student Services
Mrs. Mary Jean Sewell, Speech/Language Therapist
Mr. Steven Manzi, District Social Worker
Dr. Bernard Corda, Psychologist
Psychologist: Dr. Bernard Corda
Alternate Psychologists: Ms. Eileen Saumell, Ms. Laure Loughlin
Social Workers: Mr. Steven Manzi, Mrs. Jaime Lemmo
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: Mr. Steven Manzi, District Social Worker
Alternates: Ms. Mona Tobin, Director of Student Services
Mrs. Mary Jean Sewell, Speech/Language Therapist
Psychologists: Dr. Jill Taylor, Dr. Bernard Corda, Ms. Laure Loughlin
Mrs. Sharene Ovadia, Mrs. Eileen Sabshon,
Ms. Eileen Saumell, Dr. Uta Field, Dr. Michele Read Feryo
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 12-A-1, BOARD OF EDUCATION SCHEDULE

WEST BABYLON UFSD

Date of Meeting: July 10, 2012

Page 8 of 19 pages.

=====

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
------	----------	-----------------	-----------------	------------------	----------

=====

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	Finkelstein, Sharyn	Moore, Christine	Schiff, Martin
Almeleh, Lynn	Flame, Lana	Murphy Leah	Schiro, Jeffrey
Barbour, Susan	Gross, Lorraine	Naun, John	Schneider, Judith
Bauchner, Stuart	Haken, Steve	Nisely, Robert	Silver, Marjorie
Berger, Deborah	Itzla, Amy Lynne	Noe, Mary	Tessler, Craig
Blaustone, Beryl	Jacob, Howard	Nydick, David	Turetsky, Aaron
Brandenburg, Wendy	Jayner, Theresa	Odom, Veronica	Venezia, Arthur
Brandow, Regina	Kandilakis, George	Orland, Janice	Wall, William
Brescia, JeanMarie	Keefe, Jeanne	Peters, Gary	Walsh, James
Briglio, Robert	Kehoe, Martin	Peters, Kenneth	Walsh, Marion
Bumbalo, Paul	Kershen, Harry	Quinn, Joseph	Wanderman, Carl
Cohen, Diane	Kestenbaum, Elise	Reichel, Heidi	Washington, Denise
Cutler-Igoe, Ellen	Lassinger, Dora	Richmond, Susan	Wasser, Tina
Debowy, Theodore	Lazan, Michael	Ritzenberg, Kenneth	Weiner, Marc
Dewan, Debra Siedman	Lederman, Nancy	Roberts, George	Wolman, Mindy
Ebenstein, Barbara	Lushing, Susan	Rosen, Paul	Wooley, Joseph
Farago, John	Mackreth, Robert	Rosenzweig, Jean	Ziev, Joel
Feinberg, Rona	McKeever, James	Roth, Roslyn	

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 9 of 19 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
------	----------	-----------------	-----------------	------------------	----------

Summer School:

Summer, 2012

Special Education - Elementary Summer School - July 9, 2012 - August 17, 2012 (Mon. - Fri. 5 hrs/30 days)

<u>Elementary Special Education Teaching Assistant:</u>	\$4,071.	K-5
Flood, Tara		[repl. M. Smith]

High School Program - Grades 9-12 Summer Institute: July 9, 2012 - August 15, 2012 (Mon. - Thurs. 23 days/2 hrs./section/day)

Spahn, Anna	Special Education	\$2,080./section	2 sections [IDEA 611 Grant]
-------------	-------------------	------------------	-----------------------------

Summer Work:

6/28/12

[up to 2 hrs. each]

504 Committee Meeting Participants:

Taylor, Jill	\$104.66/hr.
Fitzgerald, Jeanne	\$97.68/hr.
Clark, Julia	\$69.85/hr.

Reflective Pathway Listserv/Collegial Circle

\$60./hr.

July, 2012

[6 hrs./each]

Carrozzo, Diane
 Granieri, Lisa
 Petter, Rebecca
 Romeo, Marta

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 10 of 19 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Clubs & Advisors:		HS		2012-2013	
Iaquinto, Christine	Art		\$1,143.		
DiStefano, Adrienne	Art Honor Society		\$1,143.		
Cafiero, MaryAnn	Blue & Gold		\$4,404.		
Korchma, Heather	Blue & Gold		\$4,404.		
Hearns, Gabrielle	Blue & Gold		\$4,404.		
Barone, Joseph	Broadcasters'		\$1,143.		
Dombo, Stephen	Chess		\$1,143.		
Torres, Nicole	Color Guard/Kickline		\$2,442.		
Kilgus, Colleen	D.E.C.A.		\$1,143.		
Carson, Jeffrey	Dramatics		\$3,783.		
Ludwig, Cristina	Eng.Honor Society/Mag.		\$1,143.		
Lentricchia, Janet	F.N.A.		\$1,674.		
Peraza, Rosemary	Forensics		\$1,674.		
Snyder, Scott	Grade 12 Advisor		\$2,746.		
Armato, Philip	Grade 11 Advisor		\$2,198.		
Korchma, Heather	Grade 10 Advisor		\$1,939.		
Rogovitz, Eugene	Grade 9 Advisor		\$1,939.		
Prizzi, Theresa	G.S.A.		\$1,143.		
Fealey, Miranda	International		\$1,143.		
Heaton, Bryan	Jazz Band I		\$1,143.		
Heaton, Bryan	Jazz Band II		\$1,143.		
Hearns, Gabrielle	Leaders'		\$1,143.		
Lemmo, Jaime	Leo		\$1,143.		
Meadows, Dana	Marching Band		\$4,913.		
Scott, Matthew	Marching Band Asst.		\$3,509.		
Montalvo, Christina	Mathematics		\$1,143.		
Jonasson, Christopher	Mock Trial		\$1,674.		
Montalvo, Andrea	Mural Painting		\$1,143.		
Barone, Joseph	Musical Director		\$2,518.		
Schilt, Brianne	N.H.S.		\$1,143.		

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 11 of 19 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Clubs & Advisors:		HS		2012-2013	
Ludwig, Cristina	Newspaper		\$1,891.50		
Berger, Brooke	"		\$1,891.50		
Meadows, Dana	Pit Conductor		\$1,741.		
Hickey, Kelly	Quiz Bowl		\$571.50		
Malone, Kevin	"		\$571.50		
Kelly, Barbara	Rehearsal Accomp.		\$1,946.		
DeSimone, Gerard	Robotics		\$3,320.		
Rogovitz, Eugene	Robotics Asst.		\$1,660.		
Bauer, Scott	"		\$1,660.		
Tichy, Audrey	S.E.A.		\$1,143.		
Jonasson, Christopher	S.A.D.D.		\$1,143.		
Meadows, Dana	Scenic Designer/Playbill		\$1,741.		
Hearns, Gabrielle	Scope		\$1,143.		
Barone, Joseph	Show/Jazz Chair		\$1,143.		
Cafiero, MaryAnn	Staging Director		\$3,063.		
Waldeck, Kristina	Social Science Research		\$2,276.		
Jonasson, Christopher	"		\$2,276.		
Montalvo, Andrea	Science Olympiad		\$1,143.		
Leidell, Elizabeth	String Quartet		\$1,143.		
Zinna, Meredith	Student Council		\$3,644.		
Meadows, Dana	Tri-M		\$1,143.		
Antonelli, Gina	Varsity		\$1,143.		
Bauer, Scott	Web Page Designer		\$3,783.		
Iaquinto, Christine	Yearbook		\$3,783.		
Clubs & Advisors:		JH		2012-2013	
Heaton, Bryan	Jazz Band Gr. 6		\$2,073.		
Hirsch, Malcolm	Peer Advisory Program		\$1,143.		[repl. International Club]
LaRocco, Caitlin	Art Club Gr. 6		\$1,143.		[repl. E. Bodolai]
"	Art Club Gr. 7 & 8		\$1,143.		[repl. E. Bodolai]

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 12 of 19 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Elementary Clubs & Advisors:				2012-2013	
Soldano, Susan	Student Council	SA	\$506.		[repl. H Paganica]
TBD	Math Olympiads	SA	\$366.		[repl. S. Soldano]
Elementary Music:			\$1,829.	2012-2013	
Finocchio, Dominique	Band (Blue)				
"	Band (Jazz)				
Kahler, Danielle	Band (Gold)				
Uhl, James	Orchestra				
Cicogna, Deborah	Orchestra Asst.		\$914.50		[contingent-pending enrollment]
Alternative Evening High School:			\$34.85/hr.	2012-2013	
Suthakar, Christina	Biology				
Fiorelli, Carly	English				
Koudelka, Tiffany	"				
Satriano, Paul	Guidance Counselor				
Pantaleo, Nicholas	Mathematics				
Axelson, Gregory	Physical Ed./Health				
"	Physical Ed./Health (Independent)				
Konopa, Kenneth	Science				
Armato, Philip	Social Studies				
Jonasson, Christopher	"				
Clark, Kathryn	"				
Losito, Christopher	Social Studies (Independent)				
Romeo, Marta	Spanish				

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 13 of 19 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Student Teachers/Observers:</u>				Fall, 2012	
Gilgan, Dana	ESL	JH			
Heaton, Jennifer	Special Education	SB/SA			
McCaslin, Craig	Technology Education	JH			
Miller, Justina	English/Special Education	JH			
Pawa, Suman	Elementary	FA			
Perl, Heather	Elementary	SA/SB			
Quintana, Allison	Elementary	SB			
<u>Psychology Interns:</u>				Fall, 2012	
Errico, Karen	Psychology	FA			
Lauretta, Kaitlyn	Psychology	HS			
<u>Substitute Teachers:</u>				DW	\$90./day
Agosta, Meighan					2012-2013
Agtuca, Alia					
Agulla, Ashley					
Appel, Charles					
Asher, Samantha					
Baldauf, Mona					
Belford, Jeannine					
Benjamin, Cathy					
Billings, Natalia					
Blum, Janet					
Bocca, James					
Boring, Gayle					
Borthwick, Erica					
Borzelleca, Frances					
Burgsdorff, Herbert					

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 14 of 19 pages.

=====

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
------	----------	-----------------	-----------------	------------------	----------

=====

Substitute Teachers:

Byalick, Jennifer

Caggiano, Nicole

Cahill, Jessica

Carter, Kristin

Ceccarelli, Christina

Chiarelli, Graziella

Colletti, Lauren

Congiusta, Michele

Conte, Mary

Cooper, Jamie Lee

Craig, Amanda

Crapo, Kristin

Cross, Stephanie

Cuty, James

DeFalco, Gina

DeLauro, Joanie

Delprete, Linda

Denigris, Christopher

D'Esposito, Angela

Dunlop, Robert

Earley, Debra

Enriquez, Jonathan

Eskanazy, Marisa

Ferguson, Dana

Ferretti, Heather

Figueiredo, Kerry

Fiorillo, Mary Anne

Flood, Tara

Frole, Katie

Gaffney, Mandy

DW

\$90./day

2012-2013

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 15 of 19 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Substitute Teachers:</u>		DW	\$90./day	2012-2013	
Gerardi, Michael					
Gibbons, Hubert					
Gilgan, Dana					
Gilmore, Nancy					
Goebel, Patricia					
Grady, Michael					
Gromer, Michelle					
Horstmann, Gerard					
Intreglia, Margaret					
Kappenberg, Mary					
Karatnytsky, Patricia					
Kaufman, Michele					
Koehler, Rosemary					
Koentje, Nicholas					
Kostiw, B. Thomas					
Koudelka, Tiffany					
Kronenbitter, Raymond					
Kushner, Gary					
LaRosa, Nicole					
Lentricchia, August					
Loggia, Christina					
Lohmann, Robert					
Lucivero, Christina					
Mangia, MaryAnn					
Martinez, Lilia					
Matthews, Autumn					
McGrath, Steven					
McManus, Leila					
Mortimer-Baden, Linda					
Muggeo, Michelle					

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 16 of 19 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Substitute Teachers:</u>		DW	\$90./day	2012-2013	
Nauronis, Melissa					
Niehoff, Melissa					
Nocella, Kathleen					
Novomestky, Deborah					
Ofenloch, Jessica					
Olszewski, Darlene					
Pantaleo, Nicholas					
Parisilas (Leis), Michelle					
Peace, Stephanie					
Pecan, Valerie					
Penn, Linda					
Pepe, Mark					
Petrone, Kevin					
Pinola, Jonathan					
Powers, Daniel					
Quinn, Denise					
Quinn, Stephen					
Rabaglia, Michelle					
Ramirez, Joanne					
Rowcroft, Richard					
Rymer, Erin					
Saar, Wendy					
Saffren, Barry					
Sanalidro, Ann					
Sandie, Dana					
Scala, Nicole					
Schrank, John					
Seibert, Kaitlyn					

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 17 of 19 pages.

=====

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<u>Substitute Teachers:</u>		DW	\$90./day	2012-2013	
Serviss, Tiffany					
Shepard, Kristin					
Simone, Linda					
Sparacio, Francesca					
Squicciarini, Domenico					
Stuart, Patricia					
Szybkowski, Dawn					
Tannenbaum, Shawn					
Tanzman, Krista					
Terysen, Holly					
Thompson, Jeffrey					
Thorschmidt, Joanne					
Tomeo, Patricia					
Tonini, Nicholas					
Twardy, Patricia					
Vella, Suzanne					
Waldman, Lisa					
Ward, Anna					
Warner, Kathleen					
Wegenaar, David					
Weintraub, Rhonda					
Williams, Kim					
Winchester, Megan					
Woessner, Nicole					
Woolsey, Ashley					
Zinser, Christine					
Zito, William					
Zito-Farello, Mary					

=====

SCHEDULE 12-P-1 Professional Personnel Schedule

Date of Meeting: July 10, 2012

Page 18 of 19 pages.

=====

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
-------------	-----------------	-------------------------	-------------------------	--------------------------	-----------------

=====

Registered Nurse Substitutes:

Buccinna, Kimberly

Caldas, Candida

Feeney, Margaret

Gorman, Nancy

Graham, Erin

Knox, Loredana

McNulty, Karen

Misiano-Ippolito, Maria

Renzulli, Christine

Trial, Laurie

Zimmerman, Josephine

DW

\$120./day

2012-2013

Home Tutor:

Pavlic, Nancy

DW

\$58.49/hr.

2012-2013

SCHEDULE 12-C-1 Civil Service Personnel Schedule

Date of Meeting: July 10, 2012

Page 19 of 19 pages.

=====

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Pastore, Gloria	Paraprofessional (school teacher aide)	JK		6/30/12	Resignation
Ryan, Meghan	Paraprofessional (special ed. aide)	TA		6/30/12	Resignation
Farina, Arleen	PT/Clerk Typist	AEHS	\$13./hr.	2012-2013	

WEST BABYLON BOARD OF EDUCATION
ORGANIZATION MEETING - TUESDAY, JULY 10, 2012

FINANCE

Award of Bid - Senior High School Exhaust Fan CAP-23-12 Bid (Res. **#FI-4)

Bids were opened in the Business Office on June 19, 2012 at 10:00 AM for **CAP-23-12 High School Exhaust Fan.**

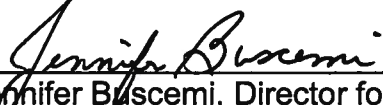
The following vendors received bid packets:

Inshallah Mechanical 94-27 Merrick Blvd. Jamaica, NY 11433	Ahren Associates, Inc. 44 Wilson Avenue Amity Harbor, NY 11701	JNS Heating Service, Inc. 100 Remington Boulevard Ronkonkoma, NY 11779
Astro Air Corporation 27 Stewart Circle Centereach, NY 11720	QG Mechanical Service PO Box 643 Center Moriches, NY 11934	

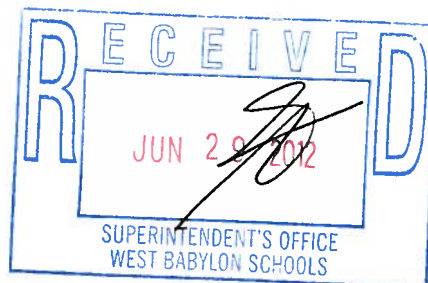
The following vendors submitted bids:

	Exhaust Fan	Weight Room Work	TOTAL
Inshallah Mech.	\$186,410.00	\$10,790.00	\$197,200.00
QG Mechanical	\$ 48,000.00	-0-	\$ 48,000.00
Ahrens	\$ 98,900.00	\$84,000.00	\$182,900.00
Astro	\$ 97,768.00	\$51,912.00	\$149,680.00
JNS Heating	\$ 77,250.00	\$52,800.00	\$130,050.00

Raymond Graziano, Plant Facilities Administrator, recommends that JNS Heating Service Inc. be awarded bid **CAP-23-12** as they are the lowest responsible bidder.



Jennifer Buscemi, Director for Finance and Operations



WEST BABYLON BOARD OF EDUCATION

ORGANIZATION MEETING - TUESDAY, JULY 10, 2012

POLICY

- A. Board Review - Annual District Election and Budget Vote (Third Time Adoption) (File:1050)
- B. Board Review - Advisory Committees to the Board (Third Time Adoption) (File:2260)
- C. Board Review - Agenda Preparation and Dissemination (Third Time Adoption) (File:2342)
- D. Board Review - Interscholastic Athletics (Third Time Adoption) (File:5280)
- E. Board Review - Student Records (Third Time Adoption) (File:5500)
- F. Board Review - Purchasing (Third Time Adoption) (File:6700)
- G. Board Review - School Building Safety (Third Time Adoption) (File:8110)
- H. Board Review - Investments (Annual Review) (File:6240)
- I. Board Review - Investments Regulation (Annual Review) (File:6240-R)
- J. Board Review - Purchasing Regulation (Annual Review) (File:6700-R)

ANNUAL DISTRICT ELECTION AND BUDGET VOTE

The district shall hold an annual meeting and election at which the district's authorized voters will elect members of the Board of Education and vote on the district budget for the coming school year. The annual district meeting and election will be held on the third Tuesday in May, unless due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1st. The school district shall be divided into two election districts with voting machines to be used in each district. The vote on the budget or any other proposition shall take place in accordance with law.

The District Clerk shall publish a notice of the time and place of the annual meeting and election at least four times within the seven weeks prior to the meeting, in two newspapers having general circulation within the district. The first publication of the notice shall be at least 45 days prior to the meeting. The notice shall also contain notice of any other matter required by law.

Copies of the budget to be voted upon at the annual meeting election will be available in each district school building for district residents upon request at the time of the annual meeting and election and 14 days (other than Saturday, Sunday and holidays) as well as on the school district's website www.wbschools.org prior to the meeting.

The Board shall appoint assistant clerks and election inspectors necessary for the annual meeting and election at a Board meeting held before the annual meeting and election.

Propositions

The Board has the authority, under the Education Law, to adopt reasonable rules and regulations concerning the submission of petitions to the Board to place propositions on the ballot which may amend the budget. Pursuant to those provisions, the Board establishes the following guidelines:

1. Unless otherwise provided by the Education Law, petitions for the submission of a proposition must contain a minimum 25 signatures of qualified voters of the district or 2 percent of the eligible voters who voted in the previous annual election of the members of the Board of Education, whichever is greater.
2. Petitions must be filed with the District Clerk at least 30 days prior to the annual meeting, except for petitions relating to a proposition which must be included in the notice of the annual meeting (e.g., changing the number of board members). Such petitions must be submitted 60 days in advance of the annual meeting to facilitate the preparation and printing of the ballots.
3. Propositions must include the specific appropriations necessary for the purposes listed.
4. Wording of a petition must comply with legal requirements. If the wording does not comply, it may be changed or altered by the Board, or the Board may reject a petition for failure to comply.

Propositions received in accordance with these specifications will be placed on the ballot as amendments and will be voted upon by the voters in the same manner as the proposed budget, except that the Board shall not be required to place any proposition on the ballot which is within the exclusive province of the Board, or otherwise forbidden by law. No proposition involving the budget may be submitted to the voters more than twice.

The Board may also, on its own motion, submit propositions.

Ref: Education Law §§416(3); 1608(2); 1716(2) 1804(4); 1906(1); 2002(1); 2003(1)(2); 2004(1)-(7); 2009; 2021;2022(1), (4)-(5); 2035(2); 2601-a(2)
General Construction Law §60
Matter of Hebel, 34 EDR 319 (1994)
Matter of Martin, 32 EDR 567 (1993)
Matter of Como, 30 EDR 214 (1990)

Replaces in whole or in part former policy BBB

Adoption date: 12/08/2009

Advisory Committees to the Board

2260

The Board of Education recognizes that it can beneficially utilize the talents, resources, and interests available among district residents to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the district. To that end, the Board shall, at its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees of representative residents of the district to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee. Committees will be instructed as to the length of time each member is being asked to serve; the service the Board wishes rendered; and the resource the Board intends to provide. Each committee will be instructed as to the relationship it has to the Board, to individual Board members, and to the Superintendent and professional staff.

Appointments to Citizens Advisory Committees shall be on the basis of interest, experience, expertise, and concern. No one shall be appointed as a representative of a specific group or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its own discretion, appoint representative members of every such group or area. The Board shall make every effort to form a committee that is representative of the entire community.

Committees shall report all suggestions and recommendations to the Board and Superintendent of Schools prior to public release. Final reports shall be delivered to the Board at a meeting scheduled by the Board to receive the report.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

The President of the Board may, from time to time, establish committees whose membership will consist of members of the Board. The President of the Board shall serve as an ex-officio member of all committees. Board committees shall undertake studies and make reports as charged by the Board, but shall not act on behalf of the Board.

The President of the Board may establish standing or ad hoc committees and may terminate any committees at any time.

Replaces in whole or in part former policy BCF and BCE

Ref: Education Law §§4402; 4601
8 NYCRR §135.3(2)

Adopted: 12/08/2009

AGENDA PREPARATION AND DISSEMINATION

The Superintendent of Schools, in consultation with the Board President, shall prepare the agenda for each board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow board members sufficient preparation time.

Items of business may be suggested by any Board member, district employee, parent, student, or other member of the public, and must relate directly to district business. The inclusion of items suggested by Board members, district employees, parents, students, or other members of the public shall be at the discretion of the Superintendent, in consultation with the Board President.

Persons suggesting items of business must submit the item to the Superintendent according to the agenda preparation schedule. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda shall specify whether the item is an action item, a consent item, a discussion item or an information item.

The agenda and any supporting materials will be distributed to all board members 5 days before the meeting if possible, to permit careful consideration of items of business. The agenda and any supporting material to be discussed at the board meeting that is permissible to be released to the public will be posted on the district's website, to the extent practicable, in advance of the meeting. The agenda will also be available in the District Clerk's office to anyone who requests a copy.

The District Clerk shall be responsible for ensuring that the agenda is available to the public.

Cross-ref: 2350, Board Meeting Procedures

Replaces in whole or in part former policy BDDC

Adopted: 12/08/2009

DRAFT

5280

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics for boys and girls is an integral and desirable part of the district's secondary school educational program. Individual and team sports shall be based upon comprehensive physical education instruction and intramural activities, seeking broad participation from all eligible secondary students. Lifetime or carry-over sports are to be particularly encouraged and supported. Parity in the number and kind of sports activities for girls and boys is a clear objective of the district.

Student eligibility for participation on interscholastic teams shall include:

1. authorization by the school physician;
2. written parent or guardian consent (the written consent will contain information for parents on mild traumatic brain injury (TBI) and will provide a link to the State Education Department's web page on TBI); and
3. endorsement by the Building Principal based on established rules and various league and State Education Department regulations.

Although the district will take reasonable care to protect student athletes, students may still sustain injuries. In order to most effectively ensure student safety, open communication between students, parents and coaches about the child's medical condition is critical. Coaches, and other appropriate staff, will receive guidance and training regarding recognition of injury and removal of the student athlete from play in the event of injury. Parents and/or students are expected to report injuries so that student health can be protected.

In the case of a suspected or actual head injury, a student must be removed from play immediately. In order to resume participation following injury, including head injury, the student needs to receive medical clearance. The Superintendent, in consultation with appropriate district staff, including the school physician, will develop regulations and procedures to guide the process of return to play.

In recognition of the importance of appropriately managing head injuries, the Board authorizes the creation of a Concussion Management Team (CMT). The CMT will be comprised of [insert all applicable titles: the athletic director, a school nurse, the school physician, a coach of an interscholastic team, an athletic trainer] and other appropriate personnel designated by the Superintendent. The CMT is charged with overseeing compliance with state training requirements, developing guidelines for use by coaches and physical education teachers and developing information for distribution to parents and students.

Cross-ref: 5420, Student Health Services

Ref: Education Law §§ 305(42), 1709 (8-a); 3001-b
8 NYCRR §§135.4, 136.5
Santa Fe Indep. Sch. Dist. V. Doe, 520 U.S. 290 (2000) (constitutionality of student-led prayers at interscholastic athletic activities)
Concussion Management Support Materials, www.nysphsaa.org

Adoption date:

STUDENT RECORDS

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, the Board will ensure that eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education record. The procedures for ensuring these rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility to ensure the orderly retention and disposition of the district's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The district will use reasonable methods to provide access to student educational records only to those authorized under the law and to authenticate the identity of the requestor.

The Superintendent of Schools shall be responsible for ensuring that all requirements under law and the Commissioner's regulations are carried out by the district.

Definitions

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

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

Eligible student: a student who has reached the age of 18 or is attending postsecondary school.

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

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

School official: a person who has a legitimate education interest in a student record who is employed by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the district has contracted to perform a special task (such as attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official performing his or her tasks.

Annual Notification

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

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

1. inspect and review the student's education records;
2. request that records be amended to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;

3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the United States Department of Education alleging failure of the district to comply with FERPA and its regulations.

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

1. that it is the district's policy to disclose personally identifiable information from student records, without consent, to other school officials within the district whom the district has determined to have legitimate educational interests.
2. that, upon request, the district will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that, upon request, the district will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parents or eligible student exercise their right to prohibit release of the information without prior written consent.
4. of the procedure for exercising the right to inspect, review and request amendment of student records.

The district will provide translations of this notice, where necessary, to parents, guardians and eligible students in their native language or dominant mode of communication.

In the absence of the parent or eligible student exercising their right to opt out of the release of information to the military, the district is required to, under federal law, release the information indicated in number three (3) above.

Directory Information

The district has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include; student's name, date of birth, place of birth, major course of study, participation in school activities or sports, weight and height if a member of an athletic team, dates of attendance, degrees and awards received, most recent school attended, grade level photograph, and enrollment status.

Social security numbers, student identification numbers or other personally identifiable information will not be considered directory information.

Once the proper FERPA notification is given by the district, a parent/guardian or eligible student will have 14 days to notify the district of any objections they have to any of the "directory information" designations. If no objection is received, the district may release this information without prior approval of the parent/guardian or eligible student for the release. Once the eligible student or parent/guardian provides the "opt-out," it will remain in effect after the student is no longer enrolled in the school district.

The district may elect to provide a single notice regarding both directory information and information disclosed to military recruiters.

Cross-ref: 1120, School District Records, 4321, Programs for Students with Disabilities Under IDEA and Part 89 and 5550, Student Privacy

Ref: Family Educational Rights and Privacy Act, 20 USC 1232g; 34 CFR Part 99
No Child Left Behind Act, 20 USC §7908 10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002 Education Law § 225, Public Officers Law §87(2)(a)
Arts and Cultural Affairs Law, Article 57-A (Local Government Records Law)
8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES

Replaces former policies JO, JOA and JOA-R

Adoption date: 10/25/11

PURCHASING

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 Executive Director for Finance and Operations 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. 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.

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.

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 for procurements:

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

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 Executive Director for Finance and Operations 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;

6700 (cont'd)

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. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts whenever such purchases are in the best interests of 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.

The district will provide justification and documentation of any contract awarded to a bidder other than the lowest responsible dollar bidder, 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.

The Executive Director for Finance and Operations will not be required to secure alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. very small procurements when solicitations of competition would not be cost-effective.

The Superintendent of Schools, with the assistance of the Executive Director for Finance and Operations, 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.

Cooperative Purchasing

The district shall, when practical and feasible, cooperate with other school districts or political subdivisions in issuing joint bids for cooperative purchasing. The purpose of this practice is to obtain goods and services at the lowest possible cost.

The Superintendent shall inform the Board when such joint bids are developed.

Legal Reference:

General Municipal Law 119

Ref: 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; 104-b; 109-a; 800 et seq.

State Finance Law 163-b

Adoption date:

SCHOOL BUILDING SAFETY

The Board of Education recognizes that a safe, secure and healthy school environment is necessary to promote effective learning. The Board is committed to ensuring that all school buildings are properly maintained and preserved to provide a suitable educational setting.

Consistent with the requirements of state law and regulations, the Board will:

1. Appoint a Health and Safety Committee composed of representation from district administration, school staff, bargaining units and parents that shall participate in monitoring the condition of occupied school buildings to assure that they are safe and maintained in a state of good repair.
2. Review and approve all annual building inspections and building condition surveys.
3. Take immediate action to remedy serious conditions in school buildings affecting health and safety and report such conditions to the Commissioner of Education.

The Superintendent of Schools shall be responsible for the development of procedures for investigating and resolving complaints related to the health and safety issues in the district's buildings consistent with requirements of state law and regulations.

Cross-Ref.: 7100, Facilities Planning
7365, Construction Safety
8112, Health and Safety Committee
8220, Buildings and Grounds Maintenance and Inspection

Ref.: Education Law §§ 409-d (Comprehensive Public School Building Safety Program);
409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
8 NYCRR Part 155 (Educational Facilities)
9 NYCRR Parts 600-1250 (Uniform Fire Prevention and Building Code)

Adoption date: 11/21/11

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

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

PURCHASING REGULATION

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

I. Definitions

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 annual 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.

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 by the Board of Education to the lowest responsible bidder (as recommended by the Executive Director for Finance and Operations), who has furnished the required security after responding to an advertisement for sealed bids.

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. Proper written documentation will also be required when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore. That vendor may be given an opportunity to defend his product and/or reputation before the Board of Education.

A quote which exceeds the bid limit will be awarded only when such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General

6700-R (cont'd)

Municipal Law. The district will provide justification and documentation of any such contract awarded.

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;

6700-R (cont'd)

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 producers or growers. The amount expended in any fiscal year by the district may not exceed an amount equal to fifteen 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; or

5. 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.

IV. Standardization

Upon the adoption of a resolution by a vote of 3/5ths of the Board stating that, for reasons of efficiency or economy, there is a need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than \$20,000 may be awarded to the lowest responsible bidder furnishing the required security after advertisement for sealed bids. The resolution must contain a full explanation of the reasons for its adoption.

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.

The following procedures shall be used for public works or purchase contracts below the bid limits:

6700-R (cont'd)

- a. State contracts, county contracts, municipal agreements, BOCES Cooperative Purchasing Agreements, Corcraft (New York Prison System), Industries for the Blind, or Industries for the Disabled may be used whenever feasible for purchases below the state bid limit.
- b. The district may elect to bid items even though they fall below the state bid limit.
- c. For all other public works or purchase contracts below the bid limits, the following procedures shall be used:

For purchases under \$1,000 – When not feasible to purchase as per paragraph “a” above, no quotations shall be required.

For purchases between \$1,000 and \$2,000 – When not feasible to purchase as per paragraph “a” above, a minimum of three (telephone, FAX, or written) quotations shall be solicited for each such purchase and attached to the purchase requisition when it is submitted to the Business Office for approval. Verbal and written quotations shall be written on the district form provided for this purpose. Quotations may be obtained by the originator of the purchase.

For purchases between \$2,000 and \$20,000 – When not feasible to purchase as per paragraph “a” above, a minimum of three (3) written quotations shall be solicited for each such purchase and attached to the purchase requisition when it is submitted to the Business Office for approval. Written quotations shall be written on the district form provided for this purpose. Written quotations shall be written on the district form provided for this purpose. Written quotations may be obtained by chairpersons, directors, building administrators, operational administrators or central office administrators.

For public works contracts between \$20,000 and \$35,000 – When not feasible to purchase as per paragraph “a” above, the Business Office shall be contacted and shall obtain at least three (3) written quotes.

- d. In all instances listed above:
 - When the lowest quotation is not used, reasons must be stated on the quotation form;
 - All quotations must include shipping and handling;
 - A minimum of three (3) quotations must be attached to the purchase order;
 - When three quotations cannot be obtained, reasons are to be specified on the quotation form;
 - Any purchase incentives must be listed on the quotation form.
- e. When prior knowledge exists that the total of Purchase Contracts or Public Works Contracts for the school year will exceed the bid limit, it is the obligation of the purchaser to contact the Business Office for competitive bidding. Similarly, when the purchaser knows that the total of Purchase Contracts or Public Works Contracts for the school year will exceed \$1,000, it is the obligation of the purchaser to obtain verbal or written quotations in accordance with “c” above.