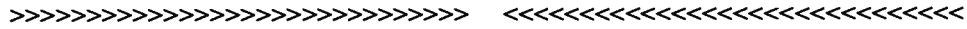


WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK  
**ORGANIZATION MEETING**  
BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING  
**TUESDAY - JULY 5, 2016**  
**AGENDA**



**ORDER OF BUSINESS**

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

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

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

6. Approval of Schedule 16-A-1, Board of Education Appointments (Res. #3)
7. Designation of Banks as School District Depositories (Res. #4)
8. Designation of Official Newspaper(s) of District (Res. #5)
9. Establishment of Petty Cash Accounts (Res. #6)
10. Establishment of Mileage Rate (Res. #7)
11. Authorization to Draw Checks on Payroll (Res. #8)
12. Authorization to Draw Emergency Checks (Res. #9)
13. Authorization of Association Membership (Res. #10)

**ADDITIONAL BOARD ITEMS**

14. Report of the Superintendent of Schools:

**Code of Conduct Hearing**

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

15. Business Agenda (\*\* Consent Agenda Items):
- A. BOARD OF EDUCATION
    - \*\* (R) Approval of the Minutes of Previous Meeting: Regular Meeting: June 28, 2016 (Res. #BE-1)
    - \*\* (R) Establishment of Standard Workdays and Reporting for Elected and Appointed Officials (Res. #BE-2)
    - \*\* (R) Approval of Strong Island Physical Therapy P.C. , to provide Physical Therapy Services to West Babylon School District Resident Students, with Disabilities, for the 2016-2017 School Year (Res. #BE-3)
    - \*\* (R) Approval of Positive Behavior Support Consulting & Psychological Resources, P.C., to provide Clinical and Professional Services to West Babylon School District Resident Students, with Disabilities, for the 2016-2017 School Year (Res. #BE-4)
    - \*\* (R) Adoption of the Revised 2016-2017 Professional Development Plan (Res. #BE-5)
    - \*\* (R) Approval of Settlement Agreement and Release with a Tenured Teaching Employee (Res. #BE-6)
    - \*\* (R) 2016-2017 Board of Education Meeting Dates (Res. #BE-7)
  - B. PERSONNEL
    - \*\* (R) 16-P-1 Professional Personnel
    - \*\* (R) 16-C-1 Civil Service Personnel (Res. #PE-1)
  - C. FINANCE
    - \*\* (R) Approval of District Retirees Family Health Insurance Opt-Out (Res. #FI-1)
    - \*\* (R) Long Island School Nutrition Directors Association Cooperative Bid (Res. #FI-2)
    - \*\* (R) 2016-2017 School Food Service Cooperative Bids (Res. #FI-3)
  - D. CURRICULUM
    - \*\* (R) Adoption of the Response to Intervention (“RtI”) District Guide, for Grades K-5, in English Language Arts, for the 2016-2017 School Year (Res. #CU-1)
    - \*\* (R) Adoption of the Revised Code of Conduct for the 2016-2017 School Year (Res. #CU-2)
    - \*\* (R) Declaration of Obsolete Senior High School Accounting Textbook (Res. #CU-3)
  - E. FACILITIES
    - \*\* (R) Declaration of Obsolete Technology Equipment (Res. #FA-1)
16. Policy Review:
- A. Board Review - Sexual Harassment (Annual Review) (File:110)
  - B. Board Review - Sexual Harassment-Regulations (Annual Review) (File:110-R)
  - C. Board Review - School Board Officer & Employee Code of Ethics with Exhibits 1 & 2 (Annual Review) (File:2160)
  - D. Board Review - Student Attendance (Annual Review) (File:5100)
  - E. Board Review - Investments (Annual Review) (File:6240)
  - F. Board Review - Investments Regulations (Annual Review) (File:6240-R)
  - G. Board Review - Purchasing (Annual Review) (File:6700)
  - H. Board Review - Purchasing Regulations (Annual Review) (File:6700-R)

17. Old Business
18. New Business: **Discussion of 2016-2017 Goals**  
**Dr. Robert J. Manley, Acting Superintendent of Schools**
19. **Adjournment** [This should take place by 10:00 P.M.]

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

**Follow-Up to Residents' Questions**

<b>Date</b>	<b>Residents' Questions</b>	<b>Responses</b>
<b>June 28, 2016</b>	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

ORGANIZATION MEETING  
BOARD OF EDUCATION  
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – JULY 5, 2016

RESOLUTIONS

**#1 - BOARD OF EDUCATION PRESIDENT**

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

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

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

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

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

Vote:

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

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

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

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

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

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

Vote:

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

RESOLVED: that **Schedule 16-A-1**, Board of Education Appointments, be approved, as attached.

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

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

- |  |  |
|--|--|
| J.P. Morgan Chase:                     | General Fund   |
|  | Lunch Fund   |
|  | Federal Fund   |
|  | Money Market #1  |
|  | Payroll Account  |
|  | Trust and Agency Fund  |
|  | Student Activities Account   |
|  | Zero Balance Account (for aggregating interest in all<br>J.P. Morgan Chase accounts) |
|  | Capital Fund   |
| The First National Bank of Long Island | General Fund   |
| NYCLASS                                | General 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.

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

RESOLVED: that the **Babylon Beacon, Newsday, and South Bay's Neighbor Newspaper**, be designated the official newspapers of the school district for the 2016-2017 school year.

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

RESOLVED: that the following Petty Cash Accounts be established:

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

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

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

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

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

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

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

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

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

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

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

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

> Nassau/Suffolk School Boards Association

>New York State School Boards Association

>SCOPE Education Services



**BOARD OF EDUCATION**

**\*\*#BE-1**

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

Regular Meeting of June 28, 2016

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**\*\*#BE-2**

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

Title	Name	SS# (Last Four Digits)	Standard Work Day (Hrs./Day)	Term Begins/Ends	Participates in the Employer's Timekeeping System Y/N	Days/ Months based on Records of Activities
District Clerk/ Senior Clerk Typist	Amy E. Jones	#XXXX	7 hrs./5 days	7/1/16- 6/30/17	Yes	N/A
Claims Auditor	Denise Longobardi	#XXXX	7 hrs./1 day	7/1/16- 6/30/17	Yes	N/A
District Treasurer	Jacqueline Gentilesca	#XXXX	7 hrs./5 days	7/1/16- 6/30/17	Yes	N/A
Deputy Treasurer	Karen Lorito	#XXXX	7 hrs./5 days	7/1/16- 6/30/17	Yes	N/A

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**\*\*#BE-3**

**RESOLVED:** that the West Babylon Board of Education approves the following agency to provide physical therapy services to West Babylon School District resident students, with disabilities, during the 2016-2017 school year:

Strong Island Physical Therapy, P.C.

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**\*\*#BE-4**

**RESOLVED:** that the West Babylon Board of Education approves the following agency to provide clinical and professional services to West Babylon School District resident students, with disabilities, during the 2016-2017 school year:

Positive Behavior Support Consulting & Psychological Resources, P.C.

**\*\*#BE-5**

**RESOLVED:** that the West Babylon Board of Education adopts the 2016-2017 revised Professional Development Plan.

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**\*\*#BE-6**

**RESOLVED:** that the West Babylon Board of Education approves the Settlement Agreement and Release, with a tenured teaching employee, made known to the Board of Education in executive session, and identified in such Settlement Agreement and Release, dated June 21, 2016.

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**\*\*#BE-7**

**RESOLVED:** that the 2016-2017 Board of Education regular meetings will begin at 6:00 P.M. on the dates listed below:

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

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

<b>BOARD MEETING DATES</b>
<b>JULY 5, 2016</b>
<b>AUGUST 2, 2016</b>
<b>AUGUST 23, 2016</b>
<b>SEPTEMBER 13, 2016</b>
<b>SEPTEMBER 28, 2016 (WEDNESDAY)</b>
<b>OCTOBER 25, 2016 *</b>
<b>NOVEMBER 7, 2016 (MONDAY)</b>
<b>NOVEMBER 22, 2016</b>
<b>DECEMBER 13, 2016 *</b>
<b>JANUARY 10, 2017</b>
<b>JANUARY 24, 2017</b>
<b>FEBRUARY 7, 2017 *</b>
<b>MARCH 14, 2017</b>
<b>MARCH 28, 2017</b>
<b>APRIL 18, 2017 *</b>
<b>MAY 2, 2017</b>
<b>MAY 23, 2017</b>
<b>JUNE 13, 2017</b>
<b>JUNE 27, 2017</b>

**\*One Board Meeting in October, 2016, December, 2016, February, 2017, April 2017**

**PERSONNEL**

**\*\*#PE-1**

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

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

**FINANCE**

\*\*#FI-1

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

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\*\*#FI-2

RESOLVED: that the West Babylon Board of Education approves the following:

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 2016-2017 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 Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above; and,

BE IT FURTHER RESOLVED, that the West Babylon School District's 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's 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's 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-3

RESOLVED: that the West Babylon Board of Education accepts the following recommendations awarding bids listed from the Long Island School Food Service Directors Coop Bid Association for the 2016-2017 school year:

**Bagels**

Modern Italian Bakery

**Bread**

Modern Italian Bakery

**Frozen**

Flynn's Provisions  
H. Schrier & Co.  
Island Wholesale Meats  
Mivila Foods  
Nardone Bros.  
T. A. Morris

**Small Equipment**

Calico Industries, Inc.  
Go Gradys/Pueblo  
J & F Supplies  
Mivila Foods  
Nassau Foodservice Equip.  
Sam Tell Companies  
WB Mason

**Ice Cream**

American Classic Ice Cream

**Dishwashing Supplies**

Diamond Chemical Company

**Dairy**

Flynn's Provisions  
H. Schrier & Co.  
Mivila Foods  
T. A. Morris

**Gov't. Processed**

AdvancePierre Foods  
Cargill Kitchen Solutions  
ES Foods  
JTM Food Group  
Jennie O Turkey Store  
Michael Foods, Inc.  
Mivila Foods  
Nardone Bros.  
Rich Products Corp.  
Pilgrim Pride Corp.  
T. A. Morris  
Tasty Brands

**Meat**

Flynn's Provisions  
H. Schrier & Co.  
Island Wholesale Foods  
Mivila Foods  
T. A. Morris

**Snacks**

Big Geyser  
Cookies & Moore  
H. Schrier & Co.  
Healthy By Design  
Jay Bee Distributors  
Mivila Foods  
T. A. Morris

**Paper & Disposables**

APPCO Paper & Plastic Corp.  
H. Schrier & Co.  
J & F Supplies  
Mivila Foods

**Drinks**

Big Geyser  
Coca Cola  
Colonial Coffee Co.  
Cookies & More  
H. Schrier & Co.  
Jay Bee Distributors  
Mountain Service  
Pepsi-Meadowbrook Dist.  
Snapple Distributors, Inc.  
T. A. Morris  
Tropicana

**Grocery**

Flynn's Provisions  
H. Schrier & Co.  
Jay Bee Distributors  
Mivila Foods  
RC Foods  
T. A. Morris

**Large Equipment**

Calico Industries, Inc.  
Douglas Equipment  
Nassau Foodservice Equip.  
Premium Supply Co.  
Sam Tell Companies  
Mivila Foods

**CURRICULUM**

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

**RESOLVED:** that the West Babylon Board of Education adopts the revised Response to Intervention ("RtI") District Guide, in English Language Arts, for Grades K-5, for the 2016-2017 school year.

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

**RESOLVED:** that the West Babylon Board of Education adopts the revised Code of Conduct for the 2016-2017 school year.

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

**RESOLVED:** that the West Babylon Board of Education declares the following accounting textbook, located in the Senior High School, obsolete:

Warren, Reeve, Fess: "Accounting" – Edition 21

ISBN: 0324188005

Per Ms. Katharine Reilly-Johnson, Department Chairperson, copies of this textbook will be replaced by a newer version.

**FACILITIES**

**\*\*#FA-1**

**RESOLVED:** that the West Babylon Board of Education declares the technology equipment, as attached, obsolete.

WEST BABYLON BOARD OF EDUCATION  
ORGANIZATION MEETING - TUESDAY, JULY 5, 2016

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**BOARD APPOINTMENT SCHEDULE**

Schedule: **16-A-1** Board of Education Appointments (Res. #3)

**PERSONNEL**

Schedules: **16-P-1** Professional Personnel  
**16-C-1** Civil Service Personnel (Res. #PE-1)





**BOARD OF EDUCATION SCHEDULE**

**I. Board of Education Schedule 16-A-1**

- A. Organizational Meeting - Annual Appointments
- B. 2016-2017 Registration Members/Election Inspectors
- C. 2016-2017 Pupil Personnel Appointments

**PROFESSIONAL PERSONNEL SCHEDULE**

**II. Professional Personnel Schedule 16-P-1**

- A. Part-Time Re-Appointment
- B. 2016-2017 Annual Appointments
- C. 2016 Summer Work
- D. 2016-2017 Student Teachers/Observers/Interns

**CIVIL SERVICE SCHEDULE**

**III. Civil Service Schedule 16-C-1**

- A. Resignation
- B. Part-Time Reappointments
- C. Probationary Appointment
- D. Prior Service Credit
- E. 2016-2017 Annual Appointments
- F. 2016 Summer Work
- G. 2016-2017 Per Diem Substitutes

SCHEDULE 16-A-1, BOARD OF EDUCATION SCHEDULE

WEST BABYLON UFSD

Date of Meeting: July 5, 2016

Page 1 of 12 pages.

**I. BOARD OF EDUCATION APPOINTMENTS**

**2016-2017**

<b>POSITION</b>	<b>SALARY</b>	<b>NAME</b>
District Treasurer	\$10,000.	Jacqueline Gentilesca
District Deputy Treasurer	\$250.	Karen Lorito
<u>Legal:</u> Labor Relations Counsel	\$38, 250. +(\$220./hr.) litigation	Ingerman, Smith, et al.
General Counsel	\$24,117. +(\$174./hr.) litigation	VanNostrand & Martin
Bond Counsel	Per size of issue	Hawkins, Delafield & Wood
External Auditor	\$46,800.	Cullen & Danowski, LLP
Internal Auditor	\$25,000.	Cerini & Associates, LLP
Fiscal Advisor	Per size of issue	Capital Markets Advisors, LLC
Purchasing Agent	None	Michele Psarakis
Payroll Certification Officer	None	Yiendhy Farrelly
Extra Curricular Activities Co-Treasurer/JH	\$3,000.	Robert Dell'Isola
Extra Curricular Activities Co-Treasurer/HS	\$4,000.	Walter Shinnors
Co-Signer for Student Activities Funds	None	Stephen O'Leary
District Clerk	\$14,948.	Amy Jones
Records Management Officer, Access Officer	None	Amy Jones
Board of Education President - District Clerk pro tem.		
Claims Auditor	\$10,300.	Denise Longobardi



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

\$1,000,000. - All Employees

**III. Authorization of Signature:**

Vouchers: Treasurer or Deputy Treasurer

Payroll: Treasurer or Deputy Treasurer

Investments and Withdrawals: Treasurer or Executive Director for Finance

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

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

**V. Consultant Services - July 1, 2016 - June 30, 2017:**

FUNCTION	VENDOR	PERIOD	FEE
Workers' Compensation	PMA	7/1/16 - 6/30/17	\$22,000. + (\$4,000.) online access
Tax Sheltered Annuities	OMNI Group	7/1/16 - 6/30/17	\$2,616.
Website Management Public Relations	Syntax	7/1/16 - 6/30/17	\$50,444.90
Inventory Control Electronic Update Service	CBIZ	7/1/16 - 6/30/17	\$1,560.
<b>Section 75 Hearing Officer:</b> Wooley, Joseph	\$175./hr.	7/1/16 - 6/30/17	Civil Service Law
<b>Appointment of Physicians:</b>		7/1/16 - 6/30/17	
Dr. Jack Geffken DO			\$30,600.
Dr. Jack Geffken DO			Employee physical examinations \$60. per individual beyond the first 10
Dr. Jack Geffken DO			\$1,500. AED Emergency Health Care Provider

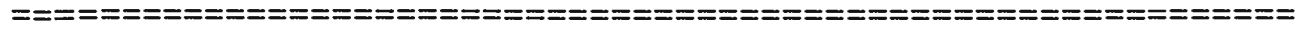
**VI. Appointment of Registration Members and Election Inspectors:**

Annual Election 2016-2017

**Chief Election Inspectors:** \$16./hr.  
 Benvenuto, Stephen  
 Romano, Maryann  
 Benvenuto, Charles (Alternate Chief Inspector)  
 Daly, Eileen (Alternate Chief Inspector)

**Election Inspectors:** \$10./hr.  
**Administration:**  
 Burrows, Frances  
 Cali, Maria  
 Culpepper, Estelle  
 Daly, Eileen  
 DiStasio, Patricia  
 Giancana, Vincent  
 Kinlan, Patricia  
 Necco, Linda  
 Pagano, Agatha  
 Pernal, Rosa  
 Regina, Katherine  
 Struckman, Barbara  
 Zaccaria, Ruth

**Santapogue:**  
 Barbato, Gerald P.  
 Barbato, Kathleen  
 Benvenuto, Charles  
 Calcaterra, Edward  
 Lubrano, Dawn  
 Marsden, Carolyn  
 Marsden, Jacqueline  
 Mastro Simone, Nancy  
 Pastore, Carol  
 Scelza, Brittany  
 Scelza, Louise  
 Scottaline, Edwin  
 Scottaline, Marie  
 Wilbert, Louise



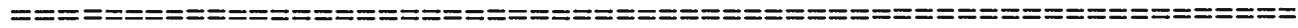
**VII. Appointment of Pupil Personnel Committee and Impartial Hearing Officers in matters relating to the Handicapped:**

**District CSE:**

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

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

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



**Elementary Sub-CSE**

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

**Junior High School Sub CSE**

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



**Senior High School Sub-CSE:**

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

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

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



SCHEDULE 16-A-1, BOARD OF EDUCATION SCHEDULE

Date of Meeting: July 5, 2016

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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:

WEST BABYLON UFSD

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

SCHEDULE 16-P-1 Professional Personnel Schedule

Date of Meeting: July 5, 2016

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Part-Time Re-Appointment:**

Saar, Wendy	PT/Speech Tchr. (.7)	SB/DW	Step A-9-1/ \$68,995. (prorate @ 70%)	9/1/16 - 6/30/17	
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**Alternative Evening HS/HS Suspension Program/Adult Education:**

				2016-2017	
Snyder, Scott	Asst. Director		\$5,350.		[from \$10,700.]
Jonasson, Christopher	Asst. Director		\$5,350.		

**Alternative Evening High School Teachers:**

			\$34.85/hr.	2016-2017	
Fulton, James	Independent Art				
Antonelli, Gina	Independent Physical Ed./Health				
Greve, Kristina	Independent Social Studies				
Losito, Christopher	"				
Fiorelli, Carly	English				
Koudelka, Tiffany	"				
TBD	Mathematics				
Belina, Michelle	Biology				
Snyder, John	Health				
Armato, Philip	Social Studies				
Clark, Kathrvm	"				
Romeo, Marta	Spanish				
Jabour, Lynette	Library				
Hickey, Susan	Guidance				
Powers, Brian	Special Education				
Simone, Linda	"				
Clark, Kathryn	"				
Gisonda, Bernadette	"				
Antonelli, Gina	Substitute				
Simone, Linda	"				

**Elementary Music Clubs & Advisors:**

				2016-2017	
Cicogna, Deborah	Blue/Gold Chorus		\$3,714.		[from \$1,857.]
Leidel, Elizabeth	Blue/Gold Chorus Asst.		\$1,857.		[from \$928.50]
Couture, Danielle	Blue/Gold Band		\$3,714.		[from \$1,857.]

SCHEDULE 16-P-1 Professional Personnel Schedule

Date of Meeting: July 5, 2016

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<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/ AREA</b>	<b>STEP/ SALARY</b>	<b>BEG/END APPT.</b>	<b>COMMENTS</b>
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**Summer Work:**

Summer, 2016

**CPSE/CSE Representative:**

DeLuca, Jill

\$88.79/hr.

**Student Teachers/Observers/Interns:**

2016 - 2017

Faver, Erich	Guidance	HS		Fall
Fordyce, Hannalee	Physical Ed.	TA/HS		Fall
Guerriero, John	Psychology	FA		Fall, Spring
Lutz, Jean Marie	Elem/Special Ed.	TA		Fall
Vigliotta, Hannah	Guidance	JH		Fall

SCHEDULE 16-C-1 Civil Service Personnel Schedule

Date of Meeting: July 5, 2016

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Hyde, Angelique	Paraprofessional (school monitor)	TA		6/24/16	Resignation
<b><u>Re-Appointed for the 2016-2017 School Year:</u></b>					
Foster, Christine	PT/Physical Therapist (.6) (12 month)	SA/Elem.	\$71,599. +650. Long. (prorate @ 60%)	7/1/16 - 6/30/17	
Waterman, Diana	PT/Physical Therapist (.4) (10 month)	SA/Elem.	\$71,599. (prorate @ 40%)	9/1/16 - 6/30/17	
Brehm, Laura	Senior Clerk Typist	Admin.	Step 1/ \$36,136. (prorate)	7/18/16	Probationary Appt. [C.S. List of Eligibles #14-0022-183 ]
Curley, Susan	Clerk Typist	Admin./Athletics	Step 2/ \$31,842. (prorate)	5/12/16	Prior Service Credit [experience verified]
<b><u>Alternative Evening HS/HS Suspension Program/Adult Education:</u></b>				2016 - 2017	
Lilly, Carolyn	PT/Clerk Typist		\$14.94/hr.		[2.5 hrs./2 days wk.]
Mareno, Dean	PT/Maintenance Supervisor	DW	\$2,100.	2016 - 2017	[stipend]
<b><u>Summer Work:</u></b>				Summer, 2016	
Arcuri, Margaret	PT/Clerk Typist	HS	\$14.94/hr.	8/29/16 - 8/31/16	[up to 17.5 hrs./wk]

SCHEDULE 16-C-1 Civil Service Personnel Schedule

Date of Meeting: July 5, 2016

Page 12 of 12 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
<b><u>Per Diem Substitute:</u></b> Boyce, Patricia		DW	\$9./hr.	2016 - 2017	Clerical
<b><u>Per Diem Substitute:</u></b> Lubrano, Dawn		DW	\$9./hr.	2016 - 2017	Clerical/Paraprofessional
<b><u>Per Diem Substitute:</u></b> DeSimone, Philip		DW	\$9./hr.	2016 - 2017	Paraprofessional
<b><u>Per Diem Substitute:</u></b> Lubrano, Dawn		DW	\$9./hr.	2016 - 2017	Food Service
<b><u>Per Diem Substitutes:</u></b> Amlinger, Lance DeSimone, Dominick Ramage, Martin Rodriguez, Pablo Ryan, Gerard Speziale, Anthony		DW	\$10./hr.	2016 - 2017	Custodian

WEST BABYLON BOARD OF EDUCATION  
ORGANIZATION MEETING - TUESDAY, JULY 5, 2016

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**FINANCE**

Award of Bid - 2016-2017 Long Island School Nutrition Directors Association  
Cooperative Bid (Res. \*\*#FI-2)

Award of Bid - 2016-2017 School Food Service Cooperative Bids (Res. \*\*#FI-3)

**SCHOOL NAME** West Babylon Schools

**ADDRESS** 10 Farmingdale Rd

West Babylon, NY 11704

**RESOLUTION OF BOARD OF EDUCATION**

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 2016-17 school year.

WHEREAS, *the West Babylon Union Free 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 Union Free School DISTRICT*, wishes to appoint a committee to assume the responsibility for drafting of specification, 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 Union Free School DISTRICT*, hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above, and,

BE IT FURTHER RESOLVED, that *the West Babylon Union Free School DISTRICT'S* Board of Education authorized 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 Union Free School DISTRICT'S* 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 Union Free School DISTRICT'S* 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).

DATE: \_\_\_\_\_

AUTHORIZED  
SIGNATURE: \_\_\_\_\_

TITLE: President of the Board of Education

SCHOOL DISTRICT: West Babylon Union Free School District

WEST BABYLON SCHOOLS  
SCHOOL FOOD SERVICE DEPARTMENT

**MEMORANDUM**

**TO:** Michele Psarakis, Executive Director for Finance & Operations  
**CC:** Dr. Robert Manley, Superintendent of West Babylon Schools  
**FROM:** Jeannette Frabizio, School Food Service Director *JF*  
**DATE:** June 24, 2016  
**RE:** Updated 2016-2017 School Food Service Coop Bids (For Board Agenda)

I recommend that the Board accept the following recommendations for awarding the bids listed from the Long Island School Food Service Directors Coop Bid Association. These bids were opened on May 17, 2016 at 11 a.m. and May 19, 2016 at 11 a. m. in South Huntington School District. The bids were advertised in Nassau and Suffolk Newsday on April 29, 2016.

**\* PLEASE NOTE: THE COOP BID WILL CONTINUE TO BID MILK WITH THE NY STATE CONTRACT**

**Bagels**

Modern Italian Bakery

**Bread**

Modern Italian Bakery

**Dairy**

Flynn's Provisions  
H. Schrier & Co.  
Mivila Foods  
T.A. Morris

**Dishwashing Supplies**

Diamond Chemical Company

**Drinks**

Big Geyser  
Coca Cola  
Colonial Coffee Co  
Cookies & More  
H. Schrier & Co  
Jay Bee Distributors  
Mivila Foods  
Mountain Service  
Pepsi-Meadowbrook Dist.  
Snapple Distributors, Inc  
TA Morris  
Tropicana

**Frozen**

Flynn's Provisions  
H. Schrier & Co  
Island Wholesale Meats  
Mivila Foods  
Nardone Bros.  
TA Morris

**Grocery**

Cookies & More  
H. Schrier & Co  
Jay Bee Distributors  
Mivila Foods  
RC Foods  
TA Morris

**Ice Cream**

American Classic Ice Cream

**Meat**

Flynn's Provisions  
H. Schrier & Co  
Island Wholesale Foods  
Mivila Foods  
TA Morris

**Paper & Disposables**

APPCO Paper & Plastic Corp  
H. Schrier & Co  
J & F Supplies  
Mivila Foods

**Snacks**

Big Geyser  
Cookies & More  
H. Schrier & Co  
Health By Design  
Jay Bee Distributors  
Mivila Foods  
TA Morris

**Small Equipment**

Calico Industries, Inc.  
Go Gradys/Pueblo  
J & F Supplies  
Mivila Foods  
Nassau Foodservice Equip.  
Sam Tell Companies  
WB Mason

**Large Equipment**

Calico Industries, Inc.  
Douglas Equipment  
Nassau Foodservice Equip.  
Premium Supply Co.  
Sam Tell Companies

**Government Processed**

AdvancePierre Foods  
Cargill Kitchen Solutions  
ES Foods  
JTM Food Group  
Jennie O Turkey Store  
Michael Foods, Inc  
Mivila Foods  
Nardone Bros. Baking Co  
Rich Products Corp  
Pilgrim Pride Corp  
TA Morris  
Tasty Brands



WEST BABYLON BOARD OF EDUCATION  
ORGANIZATION MEETING - TUESDAY, JULY 5, 2016

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**FACILITIES**

Declaration of Obsolete Technology Equipment (Res. \*\*FA-1)

**Equipment Requested to be declared Obsolete  
July 2016 BOE Meeting**

Bldg	item	model	sn	WB UFS	WB CSD	BOCES
FA	Computer	Optiplex GX260	1T2FR11	2769		
FA	Computer	Optiplex GX260	5S2FR11	2768		
FA	Computer	Optiplex GX260	CF2FR11	2767	20070691	
FA	Computer	Optiplex GX260	HR2FR11	2772		
FA	Computer	Optiplex GX270	7FTFP51	2806	20071189	124284
FA	Computer	Optiplex GX270	B7FTP51	2801	20070408	124286
FA	Computer	Optiplex GX270	B8FTP51	2785	20071175	124280
FA	Computer	Optiplex GX270	F6FTP51	2793	20071302	124466
FA	Computer	Precision 390	H89Z0C1		20071329	
FA	Fellowes Lamirator	Jupiter 125	CRC 52158			
FA	Monitor	E771mm	CN-05E532-47803-489-C8N4			
FA	Monitor	E771mm	cn-05e532-47803-489-CADN			
FA	Monitor	E771mm	CN-05E532-47803-489-CBN0			
FA	Monitor	E771mm	CN-05E532-47803-489-CBN2			
FA	Monitor	E771mm	EM-05332-47803-37d-CG5U			
FA	Monitor	E771mm	MX-053532-47801-27U-C1GF			
FA	Monitor	E771mm	MX-053532-47801-27U-C1H5			
FA	Monitor	E771mm	MX-053532-47801-27U-C1HP			
FA	Printer	Lexmark 2380+	BJI2380001			57887
FA	Printer	LJ1300n	CNBJB50105			
JFK	Camera	MVC-CD350	424122			
JFK	Chromebok		HT4L91SD200431V		20120443	
JFK	Computer	Optiplex GX270	1DQTP51	2493	20072748	126765
JFK	Computer	Optiplex GX270	3EQTP51			
JFK	Computer	Optiplex GX270	4FTFP51	2803	20071172	126812
JFK	Computer	Optiplex GX270	4CQTP51	2492	20072753	124469
JFK	Computer	Optiplex GX270	5DQTP51	2501	20072740	126762
JFK	Computer	Optiplex GX270	7CQTP51	2472	20072784	124470
JFK	Computer	Optiplex GX270	7DQTP51	2534	20072779	
JFK	Computer	Optiplex GX270	7EQTP51	2512	20072731	126759
JFK	Computer	Optiplex GX270	9DQTP51	2508		126761
JFK	Computer	Optiplex GX270	C9QTP51	2548	20072786	126750
JFK	Computer	Optiplex GX270	CCQTP51	2557	20072780	124755
JFK	Computer	Optiplex GX270	HFQTP51	2559	20072897	126754
JFK	Monitor	E771mm	CN-05E532-47803-37H-CU5T			
JFK	Monitor	E771mm	CN-05E532-47803-397-CSSN			

Bldg	item	model	sn	WB UFS	WB CSD	BOCES
FA	Computer	Optiplex GX260	1T2FR11	2769		
JFK	Monitor	E771mm	CN-05E532-47803-398-CBBZ			
JFK	Monitor	E771mm	CN-05E532-47803-398-CV7S			
JFK	Monitor	E771mm	CN-05E532-47803-482-CUY6			
JFK	Monitor	E771mm	CN-05E532-47803-482-CWCB			
JFK	Monitor	E771mm	CN-05E532-47803-482-CWCH			
JFK	Monitor	E771mm	CN-05E532-47803-489-CAF8			
JFK	Monitor	E771mm	CN-05E532-47803-489-CAGQ			
JFK	Monitor	E771mm	CN-05E532-47803-489-CBAG			
JFK	Monitor	E771mm	CN-05E532-47803-489-CBAL			
JFK	Monitor	E771mm	CN-05E532-47803-491-CQV2			
JFK	Monitor	E771mm	CN-05E532-47803-491-CQVH			
JFK	Monitor	E771mm	CN-05E532-47803-4A1-GW1X			
JFK	Printer	Epson picturemate 500	GQBE478309			
JFK	Printer	HP Photosmart c3150	CN71JC10ZH			
JFK	Printer	Laserjet 2430n	CNGKK57738		20072877	
JFK	Printer	OfficeJet 6310	CN8ANFB0HZ			
JFK	Projector	NEC VT590	7600237FG			142318
JFK	Scanner	Canon Lide90	KCPA24802			
JHS	Computer	Optiplex 280	5MFS661	2988	20070008	
JHS	Computer	Optiplex 380	60LYMM1			
JHS	Computer	Optiplex 380	60LZMM1			
JHS	Computer	Optiplex 380	60MLMM1			
JHS	Computer	Optiplex 380	60MMMM1			
JHS	Computer	Optiplex 380	60NNMM1			
JHS	Computer	Optiplex 745	5P5CDD1		20100075	142267
JHS	Computer	Optiplex 745	7N5CDD1		none	142247
JHS	Computer	Optiplex 745	9N5CDD1		20100026	142241
JHS	Computer	Optiplex 745	BM5CDD1		20100005	142265
JHS	Computer	Optiplex 745	BP5CDD1		20100028	142243
JHS	Computer	Optiplex 745	FP5CDD1		20100007	142245
JHS	Computer	Optiplex 745	GP5CDD1		20100077	142266
JHS	Computer	Optiplex 760	80SXLL1		none	
JHS	Computer	Optiplex 780	5P5LQN1			168092
JHS	Computer	Optiplex GX260	81DHF21		20071224	
JHS	Computer	Optiplex GX270	1GPGJ41	5266		
JHS	Computer	Optiplex GX270	8BNPP31	5274	20071033	
JHS	Computer	Optiplex GX620	6LLTMB1		20070575	

Bldg	item	model	sn	WB UFS	WB CSD	BOCES
FA	Computer	Optiplex GX260	1T2FR11	2769		
JHS	Computer	PowerEdge 500SC	4BDCB11	5021		
JHS	Monitor	1702FP	MX08G1524760531UDW6U			
JHS	Monitor	1702FP	MX08G1524760531UDW87			
JHS	Monitor	1702FP	MX08G1524760531VDYF9			
JHS	Monitor	1702FP	MX08G1524760531VDYGN			
JHS	Monitor	Dell E551	MY-095WUP-46632-16J-91M7		none	113685
JHS	Monitor	E771mm	CN-05E532-47803-483-CYQA			
JHS	Monitor	E771mm	CN-05E532-47803-4AF-C3XF			
JHS	Printer	HP deskjet 6127	MY4973B11H			
JHS	Printer	HP LJ 2420dn	CNDJB17726			
JHS	Printer	HP LJ5L	USCB643708		none	
JHS	Printer	Lexmark C510	5804W00		20070259	
JHS	Scanner	Canoscan LIDE 90	KCPA24794			
JHS	Server	Dell PowerEdge 4400	9D84S01		20070584	113684
SA	16 Laptop DVD Rom drives					
SA	2 Laptop floppy drives					
SA	Brother Printer	HL-52	U61444L5J210302			
SA	Computer	Optiplex GX150	13L2S01	2955	20070372	114272
SA	Computer	Optiplex GX150	G0B3S01	2750	20071407	113823
SA	Computer	Optiplex GX150	H7L2S01	2966	20070064	114260
SA	Computer	Optiplex GX260	5YGHG21			
SA	Computer	Optiplex GX260	HYGHC21	2661	20070707	
SA	Computer	Optiplex GX270	18P1P51	2949	20070364	124292
SA	Computer	Optiplex GX270	47P1P51	2963	20070302	124299
SA	Computer	Optiplex GX270	88P1P51	2969	20070388	124296
SA	Computer	Optiplex GX270	98P1P51	2960	20070377	124301
SA	Computer	Optiplex GX270	B7P1P51	2972		124305
SA	Computer	Optiplex GX270	B8P1P51	2937	20070060	124307
SA	Computer	Optiplex GX270	G9LXS31	2961	20070380	
SA	HaVision	Barracuda network video	100041690046		20120198	
SA	HaVision	Barracuda network video	100041710020		20120194	
SA	HaVision	Barracuda network video	110002360018		20120196	
SA	HaVision	Barracuda network video	110002360026		20120195	
SA	HaVision	Barracuda network video	110002360030		20120199	
SA	HP printer	Business Inkjet 500	TH53N3305X			
SA	Mimeo Capture Kit					
SA	Mimeo Capture Kit					

Bidg	Item	model	sn	WB UFS	WB CSD	BOCES
FA	Computer	Optiplex GX260	1T2FR11	2769		
SA	Mimeo Capture Kit					
SA	Mimeo Wireless					
SA	Monitor	E551	MY-095WUP-46632-16J-91JH			106441
SA	Monitor	E771mm	CN-05E532-47803-2CI-CE20			
SA	Monitor	E771mm	CN-05E532-47803-41U-CNC2			
SA	Monitor	E771mm	CN-05E532-47803-482-CAEP			
SA	Monitor	E771mm	CN-05E532-47803-482-CAWL			
SA	Monitor	E771mm	CN-05E532-47803-482-CVXC			
SA	Monitor	E771mm	CN-05E532-47803-489-CAEG			
SA	Monitor	E771mm	CN-05E532-47803-489-CAET			
SA	Monitor	E771mm	CN-05E532-47803-489-CAYG			
SA	Monitor	E771mm	CN-05E532-47803-489-CBBR			
SA	Monitor	E771mm	CN-05E532-47803-489-CBDR			
SA	Monitor	E771mm	CN-05E532-47803-489-CBMN			
SA	Monitor	E771p	MX-0419TG-47801-174-H1ST			114265
SA	Overhead	3M 9060				
SA	Overhead	3M 1800AJB	18183548			
SA	Smart Board speaker					
SHS	Computer	Optiplex 780	96VLGN1		20110132	168129
SHS	Computer	Optiplex GX260	J11NS61	2537	20072793	
SHS	Computer	Optiplex GX270	98W8051		20071840	126839
SHS	Computer	Optiplex GX270	FVYQ41		20072545	
SHS	Computer	Optiplex GX270	G3D5N51	2242	20072393	
SHS	Computer	Dimension 8400	CP7QV61		20071999	
SHS	Computer	Optiplex 755	1VFNCH1		20073029	
SHS	Computer	Optiplex 755	7TFNCH1		20073033	
SHS	Computer	Optiplex GX270	24D5N51	2240	20072395	124363
SHS	Computer	Optiplex GX270	5ZH7N51	2077	20072042	124248
SHS	Computer	Optiplex GX270	7RZ0N51	2217	20072235	126838
SHS	Computer	Optiplex GX270	DZH7N51	2094	20072025	124245
SHS	Computer	Optiplex GX270	JDD5N51	2238	20072397	
SHS	Hitachi Projector	CP-A52	F9IU01249			
SHS	Laptop	Dell Inspiron	8SDDW61			
SHS	Monitor	Dell E173FP	CN-0F5035-64180-474-2SCS			124407
SHS	Monitor	E771mm	CN-05E532-47803-485-C3ZC			
SHS	Monitor	E771mm	cn-05e532-47803-52p-c3wc			
SHS	Zebra ID machine	P330i	P330G07995		20072967	

Bidg	item	model	sn	WB UFSID	WB CSD	BOGES
FA	Computer	Optiplex GX260	1T2FR11	2769		
TA	Camera	MVC-CD200	360626			
TA	Chromebook	Acer C720-2103	NXSHEAA006433140FD7600		20150048	
TA	Chromebook	Samsung	HT4M91SD200097M		20120432	
TA	Computer	Optiplex GX270	58QTP51	2693	20071359	124331
TA	Computer	Optiplex GX270	77QTP51	2653	20070741	124327
TA	Computer	Optiplex GX270	7CNP31	2880	20070307	
TA	Computer	Optiplex GX270	B8QTP51	2695	20071361	124330
TA	Computer	Optiplex GX270	DCNPP31	2696	20071382	
TA	Computer	Optiplex GX280	f3nnv61	2685	20071363	
TA	Monitor	E771mm	CN-05E532-47803-398-CAWX			
TA	Monitor	E771mm	CN-05E532-47803-398-CV7R			
TA	Monitor	E771mm	CN-05E532-47803-483-CV7R			
TA	Monitor	E771mm	CN-05E532-47803-483-CYDZ			
TA	Monitor	E771mm	CN-05E532-47803-483-CYE7			
TA	Monitor	E771mm	CN-05E532-47803-488-C9K5			
TA	Overhead	3M 1800AJB	CN-05E532-47803-489-CA3L			
TA	Printer	HP 8155A	18184169			
TA			TH53F32014			

WEST BABYLON BOARD OF EDUCATION  
ORGANIZATION MEETING - TUESDAY, JULY 5, 2016

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**POLICY**

- A. Board Review - Sexual Harassment (Annual Review) (File:110)
- B. Board Review - Sexual Harassment-Regulations (Annual Review) (File:110-R)
- C. Board Review - School Board Officer & Employee Code of Ethics with Exhibits 1 & 2 (Annual Review) (File:2160)
- D. Board Review - Student Attendance (Annual Review) (File:5100)
- E. Board Review - Investments (Annual Review) (File:6240)
- F. Board Review - Investments Regulations (Annual Review) (File:6240-R)
- G. Board Review - Purchasing (Annual Review) (File:6700)
- H. Board Review - Purchasing Regulations (Annual Review) (File:6700-R)

**SEXUAL HARASSMENT**

The Board of Education recognizes that harassment of students and staff on the basis of sex, gender and/or sexual orientation is abusive and illegal behavior that harms victims and negatively impacts the school culture by creating an environment of fear, distrust, intimidation and intolerance. The Board further recognizes that preventing and remedying such harassment in schools is essential to ensure a healthy, nondiscriminatory environment in which students can learn and employees can work productively.

The Board is committed to providing an educational and working environment that promotes respect, dignity and equality and that is free from all forms of sexual harassment. To this end, the Board condemns and strictly prohibits all forms of sexual harassment on school grounds, school buses and at all school-sponsored activities, programs and events including those that take place at locations outside the district.

Because sexual harassment can occur from staff to student, staff to staff, student to student, male to female, female to male, male to male or female to female, it shall be a violation of this policy for any student, employee or third party (school visitor, vendor, etc.) to sexually harass any student or employee.

In order for the Board to effectively enforce this policy and to take prompt corrective measures, it is essential that all victims of sexual harassment and persons with knowledge of sexual harassment report the harassment immediately. The district will promptly investigate all complaints of sexual harassment, formal or informal, verbal or written. To the extent possible, all complaints will be treated in a confidential manner. Limited disclosure may be necessary to complete a thorough investigation.

If, after appropriate investigation, the district finds that a student, an employee or a third party has violated this policy, prompt corrective action will be taken in accordance with the applicable collective bargaining agreement, district policy and state law.

All complainants and those who participate in the investigation of a complaint of sexual harassment have the right to be free from retaliation of any kind.

The Superintendent of Schools is directed to develop and implement regulations for reporting, investigating and remedying allegations of sexual harassment. These regulations are to be attached to this policy. In addition, training programs shall be established for students and employees to raise awareness of the issues surrounding sexual harassment and to implement preventative measures to help reduce incidents of sexual harassment.

This policy shall be posted in a prominent place in each district facility and shall also be published in student registration materials, student, parent and employee handbooks, and other appropriate school publications.

The Executive Director of Human Resources shall serve as the compliance officer vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set in the policy regulations.

**Ref:** Education Amendments of 1972, Title IX, 20 U.S.C. §1681 et seq.  
Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 et seq.  
Davis v. Monroe County Board of Education, 526 U.S. 629, 652 (1999)  
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)  
Faragher v. City of Boca Raton, 524 U.S. 775 (1998)  
Burlington Industries v. Ellerth, 524 U.S. 742 (1998)  
Oncale v. Sundowner Offshore Services, Inc., 523 U.S. 75 (1998)  
Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)  
Meritor Savings Bank, FSB v. Vinson, 477 U.S. 57 (1986)

Adoption date: 12/08/2009

Revised: 9/21/15



## SEXUAL HARASSMENT REGULATIONS

This regulation is intended to create and preserve an educational and working environment free from unlawful sexual harassment on the basis of sex, gender and/or sexual orientation in furtherance of the district's commitment to provide a healthy and productive environment for all students and employees that promotes respect, dignity and equality.

### Sexual Harassment Defined

"Sexual harassment" means unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

1. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an employee's employment or a student's education (including any aspect of the student's participation in school-sponsored activities, or any other aspect of the student's education); or
2. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting an employee's employment or a student's education; or
3. the conduct or communication has the purpose or effect of substantially or unreasonably interfering with an employee's work performance or a student's academic performance or participation in school-sponsored activities, or creating an intimidating, hostile or offensive working or educational environment.

### Unacceptable Conduct

School-related conduct that the district considers unacceptable and which may constitute sexual harassment includes, but is not limited to, the following:

1. rape, attempted rape, sexual assault, attempted sexual assault, forcible sexual abuse, hazing, and other sexual and gender-based activity of a criminal nature as defined under the State Penal Law;
2. unwelcome sexual invitations or requests for sexual activity in exchange for grades, promotions, preferences, favors, selection for extracurricular activities or job assignments, homework, etc.;
3. unwelcome and offensive public sexual display of affection, including kissing, making out, groping, fondling, petting, inappropriate touching of one's self or others, sexually suggestive dancing, and massages;
4. any unwelcome communication that is sexually suggestive, sexually degrading or implies sexual motives or intentions, such as sexual remarks or innuendoes about an individual's clothing, appearance or activities; sexual jokes; sexual gestures; public conversations about sexual activities or exploits; sexual rumors and "ratings lists;" howling, catcalls, and whistles; sexually graphic computer files, messages or games, etc.;
5. unwelcome and offensive name calling or profanity that is sexually suggestive, sexually degrading, implies sexual intentions, or that is based on sexual stereotypes or sexual preference;
6. unwelcome physical contact or closeness that is sexually suggestive, sexually degrading, or sexually intimidating such as the unwelcome touching of another's body parts, cornering or blocking an individual, standing too close, spanking, pinching, following, stalking, frontal body hugs, etc.;
7. unwelcome and sexually offensive physical pranks or touching of an individual's clothing, such as hazing and initiation, "streaking," "mooning," "snuggies" or "wedgies" (pulling underwear up

at the waist so it goes in between the buttocks), bra-snapping, skirt "flip-ups," "spiking" (pulling down someone's pants or swimming suit); pinching; placing hands inside an individual's pants, shirt, blouse, or dress, etc.;

8. unwelcome leers, stares, gestures, or slang that are sexually suggestive; sexually degrading or imply sexual motives or intentions;
9. clothing with sexually obscene or sexually explicit slogans or messages;
10. unwelcome and offensive skits, assemblies, and productions that are sexually suggestive, sexually degrading, or that imply sexual motives or intentions, or that are based on sexual stereotypes;
11. unwelcome written or pictorial display or distribution of pornographic or other sexually explicit materials such as magazines, videos, films, Internet material, etc.;
12. any other unwelcome gender- or sexually orientated-based behavior that is offensive, degrading, intimidating, demeaning, or that is based on sexual stereotypes and attitudes.

For purposes of this regulation, action or conduct shall be considered "unwelcome" if the student or employee did not request or invite it and regarded the conduct as undesirable or offensive.

### **Determining if Prohibited Conduct is Sexual Harassment**

Complaints of sexual harassment will be thoroughly investigated to determine whether the totality of the behavior and circumstances meet any of the elements of the above definition of sexual harassment and should therefore be treated as sexual harassment. Not all unacceptable conduct with sexual connotations may constitute sexual harassment. In many cases (other than quid pro quo situations where the alleged harasser offers academic or employment rewards or threatens punishment as an inducement for sexual favors), unacceptable behavior must be sufficiently severe, pervasive and objectively offensive to be considered sexual harassment.

In evaluating the totality of the circumstances and making a determination of whether conduct constitutes sexual harassment, the individual investigating the complaint should consider:

1. the degree to which the conduct affected the ability of the student to participate in or benefit from his or her education or altered the conditions of the student's learning environment or altered the conditions of the employee's working environment;
2. the type, frequency and duration of the conduct;
3. the identity of and relationship between the alleged harasser and the subject of the harassment (e.g., sexually based conduct by an authority figure is more likely to create a hostile environment than similar conduct by another student or a co-worker);
4. the number of individuals involved;
5. the age and sex of the alleged harasser and the subject of the harassment;
6. the location of the incidents and context in which they occurred;
7. other incidents at the school; and
8. incidents of gender-based, but non-sexual harassment.

### **Reporting Complaints**

Any person who believes he or she has been the victim of sexual harassment by a student, district employee or third party related to the school is required to report complaints as soon as possible after the incident in order to enable the district to effectively investigate and resolve the complaint. Victims are encouraged to submit the complaint in writing; however, complaints may be filed verbally.

Complaints should be filed with the Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints).

Any school employee who receives a complaint of sexual harassment from a student shall inform the student of the employee's obligation to report the complaint to the school administration, and then shall immediately notify the Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints).

In order to assist investigators, victims should document the harassment as soon as it occurs and with as much detail as possible including: the nature of the harassment; dates, times, places it has occurred; name of harasser(s); witnesses to the harassment; and the victim's response to the harassment.

### **Confidentiality**

It is district policy to respect the privacy of all parties and witnesses to complaints of sexual harassment. To the extent possible, the district will not release the details of a complaint or the identity of the complainant or the individual(s) against whom the complaint is filed to any third parties who do not need to know such information. However, because an individual's need for confidentiality must be balanced with the district's legal obligation to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve the complaint, the district retains the right to disclose the identity of parties and witnesses to complaints in appropriate circumstances to individuals with a need to know. The staff member responsible for investigating complaints will discuss confidentiality standards and concerns with all complainants.

If a complainant requests that his/her name not be revealed to the individual(s) against whom a complaint is filed, the staff member responsible for conducting the investigation shall inform the complainant that:

1. the request may limit the district's ability to respond to his/her complaint;
2. district policy and federal law prohibit retaliation against complainants and witnesses;
3. the district will attempt to prevent any retaliation; and
4. the district will take strong responsive action if retaliation occurs.

If the complainant still requests confidentiality after being given the notice above, the investigator will take all reasonable steps to investigate and respond to the complaint consistent with the request as long as doing so does not preclude the district from responding effectively to the harassment and preventing the harassment of other students or employees.

### **Investigation and Resolution Procedure**

#### **A. Initial (Building-level) Procedure**

The Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) shall conduct a preliminary review when they receive a verbal or written complaint of sexual harassment, or if they observe sexual harassment. Except in the case of severe or criminal conduct, the Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) should make all reasonable efforts to resolve complaints informally at the school level. The goal of informal investigation and resolution procedures is to end the harassment and obtain a prompt

and equitable resolution to a complaint. In cases of transportation department employees, the Transportation Supervisor may conduct a preliminary review.

As soon as possible but no later than three working days following receipt of a complaint, the Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) should begin an investigation of the complaint according to the following steps:

1. Interview the victim and document the conversation. Instruct the victim to have no contact or communication regarding the complaint with the alleged harasser. Ask the victim specifically what action he/she wants taken in order to resolve the complaint. Refer the victim, as appropriate, to school social workers, school psychologists, crisis team managers, other school staff, or appropriate outside agencies for counseling services.
2. Review any written documentation of the harassment prepared by the victim. If the victim has not prepared written documentation, instruct the victim to do so, providing alternative formats for individuals with disabilities and young children, who have difficulty writing and need accommodation.
3. Interview the alleged harasser regarding the complaint and inform the alleged harasser that if the objectionable conduct has occurred, it must cease immediately. Document the conversation. Provide the alleged harasser an opportunity to respond to the charges in writing.
4. Instruct the alleged harasser to have no contact or communication regarding the complaint with the victim and to not retaliate against the victim. Warn the alleged harasser that if he/she makes contact with or retaliates against the victim, he/she will be subject to immediate disciplinary action.
5. Interview any witnesses to the complaint. Where appropriate, obtain a written statement from each witness. Caution each witness to keep the complaint and his/her statement confidential.
6. Review all documentation and information relevant to the complaint.
7. Where appropriate, suggest mediation as a potential means of resolving the complaint. In addition to mediation, use appropriate informal methods to resolve the complaint, including but not limited to:
  - a. discussion with the accused, informing him or her of the district's policies and indicating that the behavior must stop;
  - b. suggesting counseling and/or sensitivity training;
  - c. conducting training for the department or school in which the behavior occurred, calling attention to the consequences of engaging in such behavior;
  - d. requesting a letter of apology to the complainant;
  - e. writing letters of caution or reprimand; and/or
  - f. separating the parties.
8. Parent/Student/Employee Involvement and Notification
  - a. Parents of student victims and accused students shall be notified within one school day of allegations that are serious or involve repeated conduct.
  - b. The parents of students who file complaints are welcome to participate at each stage of both informal and formal investigation and resolution procedures.
  - c. If either the victim or the accused is a disabled student receiving special education services under an IEP or section 504/Americans with Disabilities Act accommodations, the committee on special education will be consulted to determine the degree to which the student's disability either caused or is affected by the discrimination or policy violation. In addition, due process procedures required for persons with disabilities under state and federal law shall be followed.

- d. The Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) (i.e., the investigator) shall submit a copy of all investigation and interview documentation to the Superintendent.
- e. The investigator shall report back to both the victim and the accused, notifying them in writing, and also in person as appropriate regarding the outcome of the investigation and the action taken to resolve the complaint. The investigator shall instruct the victim to report immediately if the objectionable behavior occurs again or if the alleged harasser retaliates against him/her.
- f. The investigator shall notify the victim that if he/she desires further investigation and action, he/she may request a district level investigation by contacting the Superintendent of Schools. The investigator shall also notify the victim of his/her right to contact the U.S. Department of Education's Office for Civil Rights and/or a private attorney. Employees may also contact the U.S. Equal Employment Opportunity Commission or the New York State Division of Human Rights.

If the initial investigation results in a determination that sexual harassment did occur, the investigator will promptly notify the Superintendent, who shall then take prompt disciplinary action in accordance with district policy, the applicable collective bargaining agreement or state law.

If a complaint received by the Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) contains evidence or allegations of serious or extreme harassment, such as employee to student harassment, criminal touching, quid pro quo (e.g., offering an academic or employment reward or punishment as an inducement for sexual favors), or acts which shock the conscience of a reasonable person, the complaint shall be referred promptly to the Superintendent. In addition, where the Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) has a reasonable suspicion that the alleged harassment involves criminal activity, he/she should immediately notify the Superintendent, who shall then contact appropriate child protection and law enforcement authorities. Where criminal activity is alleged or suspected by a district employee, the accused employee shall be suspended pending the outcome of the investigation, consistent with all contractual or statutory requirements.

Any party who is not satisfied with the outcome of the initial investigation by the Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) may request a district-level investigation by submitting a written complaint to the Superintendent within 30 days.

## **B. District-level Procedure**

The Superintendent shall promptly investigate and resolve all sexual harassment complaints that are referred to him/her by a Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints) as well as those appealed to the Superintendent following an initial investigation by a Principal, Assistant Principal, the Executive Director of Human Resources (in cases involving employees) or the Director of Student Services (in cases involving student to student complaints). In the event the complaint of sexual harassment involves the Superintendent, the complaint shall be filed with or referred to the Board President, who shall refer the complaint to a trained investigator not employed by the district for investigation.

The district level investigation should begin as soon as possible but not later than three working days following receipt of the complaint by the Superintendent or Board President.

In conducting the formal district level investigation, the district will use investigators who have received formal training in sexual harassment investigation or that have previous experience investigating sexual harassment complaints.

If a district investigation results in a determination that sexual harassment did occur, prompt corrective action will be taken to end the harassment. Where appropriate, district investigators may suggest mediation as a means of exploring options of corrective action and informally resolving the complaint.

No later than 30 days following receipt of the complaint, the Superintendent (or in cases involving the Superintendent, the Board-appointed investigator) will notify the victim and alleged harasser, in writing, of the outcome of the investigation. If additional time is needed to complete the investigation or take appropriate action, the Superintendent or Board-appointed investigator will provide all parties with a written status report within 30 days following receipt of the complaint.

The victim and the alleged harasser have the right to be represented by a person of their choice, at their own expense, during sexual harassment investigations and hearings. In addition, victims have the right to register sexual harassment complaints with the U.S. Department of Education's Office for Civil Rights.

Employee victims also have the right to register complaints with the federal Equal Employment Opportunity Commission and the New York State Division of Human Rights. Nothing in these regulations shall be construed to limit the right of the complainant to file a lawsuit in either state or federal court.

### **Retaliation Prohibited**

Any act of retaliation against any person who opposes sexually harassing behavior, or who has filed a complaint, is prohibited and illegal, and therefore subject to disciplinary action. Likewise, retaliation against any person who has testified, assisted, or participated in any manner in an investigation, proceeding, or hearing of a sexual harassment complaint is prohibited. For purposes of this policy, retaliation includes but is not limited to: verbal or physical threats, intimidation, ridicule, bribes, destruction of property, spreading rumors, stalking, harassing phone calls, and any other form of harassment. Any person who retaliates is subject to immediate disciplinary action, up to and including suspension or termination.

### **Discipline/Penalties**

Any individual who violates the sexual harassment policy by engaging in prohibited sexual harassment will be subject to appropriate disciplinary action. Disciplinary measures available to school authorities include, but are not limited to the following:

**Students:** Discipline may range from a reprimand, up to and including suspension from school, to be imposed consistent with the student conduct and discipline policy and applicable law.

**Employees:** Discipline may range from a warning up to and including termination, to be imposed consistent with all applicable contractual and statutory rights.

**Volunteers:** Penalties may range from a warning up to and including loss of volunteer assignment.

**Vendors:** Penalties may range from a warning up to and including loss of district business.

**Other individuals:** Penalties may range from a warning up to and including denial of future access to school property.

**False Complaints**

False or malicious complaints of sexual harassment may result in corrective or disciplinary action taken against the complainant.

**Training**

All students and employees shall be informed of this policy in student and employee handbooks and student registration materials or via mail. A poster of the policy shall also be posted in a prominent location at each school.

All new employees shall receive information about this policy and regulation at new employee orientation. All other employees shall be provided information at least once a year regarding this policy and the district's commitment to a harassment-free learning and working environment. Principals, Compliance Officers, and other administrative employees who have specific responsibilities for investigating and resolving complaints of sexual harassment shall receive yearly training on this policy, regulation and related legal developments.

Principals in each school and program directors shall be responsible for informing students and staff on a yearly basis of the terms of this policy, including the procedures established for investigation and resolution of complaints, general issues surrounding sexual harassment, the rights and responsibilities of students and employees, and the impact of sexual harassment on the victim.

Promulgated: 12/08/2009

Reviewed: 9/12/13

Revised: 8/25/15

## School Board Officer & Employee Code of Ethics

File: 2160

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board member, officer or employee may call into question the integrity of the management or operation of the school district. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of district goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board members, district officers and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer and employee of the district, whether paid or unpaid, shall adhere to the following code of conduct.

### Statutory Conflicts of Interest

It is a conflict of interest for a Board member, officer or employee to benefit personally from contracts made in their official capacity.

- “Contract” is defined broadly to include any claim or demand against the district or account or agreement with the district, whether expressed or implied which exceeds the sum of \$750.00 in any fiscal year.
- An “interest” is defined as a direct or indirect benefit that runs to the employee as a result of a contract with the district.

No Board member, officer or employee shall have an “interest” (i.e. receive a direct or indirect benefit as the result of a contract with the district) in:

1. a firm, partnership or association in which he/she is a member or employee;
2. a corporation in which he/she is an officer, director or employee;
3. a corporation in which he/she, directly or indirectly, owns or controls 5% or more of the stock;
4. a contract between the district and his/her spouse, minor child or dependents, except for an employment contract between the school district, a spouse, minor child or dependent of a Board member authorized by §800(3) of the General Municipal Law or §3016 of the Education Law.

### Disclosure Requirements

All Board members, officers and employees must publicly disclose the nature and extent of any non-exempted interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), even if it is not a prohibited interest under applicable law as soon as he/she has knowledge of such prospective interest. Such disclosure must be in writing to his/her supervisor (if an employee) and the Board of Education and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under section 802 of the General Municipal Law (see 2160-E.1); however, Board members, officers and employees are encouraged to voluntarily make such disclosure.

### Other Prohibited Activities

1. Gifts: A Board member, officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75.00 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her in the performance of his/her official duties or was intended as a reward for any official action on his/her part.



2. Confidential Information: A Board member, officer or employee shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest either directly or indirectly.
3. Representation before the Board or District: A Board member, officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. Investments in conflict with official duties: A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his/her official duties. Exceptions to the conflict of interest law can be found in Section 802 of the General Municipal Law (see 2160-E.1).
5. Private Employment: A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his/her official duties.
6. Future Employment: A Board member, officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he/she personally participated during the period of his/her service or employment or that was under his/her active consideration.

#### Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each Board member, officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the jurisdiction in a place conspicuous to the district's Board members, officers and employees.

#### Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Ref: General Municipal Law §§800; 801; 802; 805; 806-808  
Education Law §§306; 1709; 2103; 2553; 2554; 2559; 3016  
Local Finance Law §60.10  
Public Officers Law §30(1)(h)  
Appeal of Kelly, 45 EDR Dec. No.15253 (2005)  
Application of Nett & Raby 45 EDR Dec. No. 14314 (2005)  
Appeal of Taber, 42 EDR 251 (2003)  
Appeal of Gill, 42 EDR 89 (2002)  
Matter of Grinnell, 37 EDR 504 (1998)  
Appeal of Vivlemoe, 33 EDR174 (1993)  
Matter of Cox, 27 EDR 353 (1988)  
Matter of Granirer, 26 EDR 393 (1987)  
Op. Of Atty. Gen., (Inf.) 99-16  
Op. State Comptroller, 91-26

Adopted: 12/08/2009

Reviewed: 9 /8/15

**Exceptions to Conflict of Interest****2160-E.1**

Board members, officers and employees will not be deemed to have a conflict of interest in any of the exceptions listed in §802 of the General Municipal Law, including:

1. Contracts with membership corporations or other voluntary not-for-profit corporations or associations (e.g. Taylor Law collectively negotiated agreements, contract with a not-for-profit health services organization). (§802(1)(f) GML) (**Note:** No Board member is prohibited from voting on collectively negotiated agreements which are applicable to his/her spouse or child);
2. Appointment of a teacher who is a relative or spouse of a Board member, is permitted upon a two-thirds supermajority vote without limiting any Board member's right to vote. (§3016 Education Law)
3. The employment of a Board member as school physician is permitted upon a two-thirds vote of the Board. (§802(1)(i) GML)
4. Contracts entered into by the district with a person who is subsequently elected or appointed to the Board, a school district office or employment remain valid, except the contract may not thereafter be renewed. (§802(1)(h) GML)
5. A contract with a corporation of which the interest of the Board member officer or employee is, by reason of stockholding, less than 5% of the outstanding shares. (§802(2)(a) GML)
6. Contracts between the district and a Board member, officer or employee in which the total amount does not exceed \$750 in any fiscal year. (§802(2)(e) GML)
7. Where application of the conflict of interest rules would necessitate the engagement of a bank or trust company outside of the municipality or school district, the Board may designate a bank or trust company in which the Board President, treasurer or deputy treasurer has an interest in such entity. The designation shall be as a depository, paying agent or registration agent for the investment of funds. (§802(1)(a) GML)
8. A contract with a person, firm, corporation or association in which a municipal officer or employee has an interest prohibited solely by reason of employment as an officer or employee of such other entity, if their compensation will not be directly affected as a result of the contract with the municipality or school district and duties do not directly involve the procurement, preparation or performance of any part of the contract. (Appeal of Vivlemoe, 33 EDR 174 (1993))
9. The designation of a newspaper, including the official newspaper, for the publication of notices, resolutions or other proceeding where publication is otherwise required or authorized by law. (§802(1)(c) GML)
10. The purchase of real property or any interest therein when approved upon a petition to the State Supreme Court by the Board of Education. (§802(1)(d) GML)
11. Acquisition of real property or an interest in real property through eminent domain proceedings. (§802(1)(f) GML)
12. Sale of bonds and notes pursuant to section 60.10 of the Local Finance Law. (§802(1)(g) GML)

DRAFT

Annual Review 7/5/2016

**CODE OF ETHICS ACKNOWLEDGEMENT**

**2160-E.2**

I, \_\_\_\_\_, an officer/employee of the West Babylon Union Free School District, do hereby acknowledge receipt of a copy of the Code of Ethics of the West Babylon Union Free School District, this \_\_\_\_\_ day of \_\_\_\_\_ in the year 20\_\_\_\_.

\_\_\_\_\_  
Signature of Officer/Employee

\_\_\_\_\_  
Printed Name of Officer/Employee

## STUDENT ATTENDANCE

The Board of Education emphasizes raising standards for all students. The Board recognizes that regular school attendance is a major component of academic success. In recent years, the district has made progress in improving student attendance. Through implementation of this policy, the Board expects to [reduce the current level] minimize the number of unexcused absences, tardiness, and early departures (referred to in the policy as ATEDs) encourage full attendance by all students, maintain an adequate attendance record-keeping system, identify patterns of student absence and develop effective intervention strategies to improve school attendance.

### Notice

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

Parents will receive a plain language summary of this policy by mail at the start of the school year. Parents will be asked to sign and return a statement indicating that they have read and understand the policy.

When a student cuts class or is absent without excuse, designated staff members will notify the student's parent(s) or guardian(s) and review the attendance procedures with them.

At the back-to-school event, held at the beginning of each school year, to emphasize that every day of attendance counts, parents will be provided an explanation of this policy, stressing the parent's role and responsibility for ensuring their children's attendance.

The district will provide a copy of the attendance policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.

Individual student attendance is available through the password protected parent portal.

All faculty and staff will meet at the beginning of each school year to review the attendance policy to clarify individual roles in its implementation.

Copies of this policy will also be made available to any community member, upon request.

The district will share this policy with local Child Protective Services (CPS) to ensure a common understanding of excused and unexcused ATED's and to work toward identifying and addressing cases of educational neglect.

### Excused and Unexcused Absences

Excused absences are defined as absences due to personal illness, illness or death in the family, impassable roads or weather, religious observance, quarantine, required court appearances, attendance at health clinics, approved college visits, approved cooperative work programs, school-sponsored events, or such other reasons as may be approved.

All other absences (e.g., class cuts, undocumented absences and tardiness, unapproved early departures) are considered unexcused absences.

All absences must be accounted for. It is the parent's responsibility to notify the school (Elementary: Nurse's Office; Secondary: Attendance Office) on the morning of the absence or tardiness and to provide a written excuse upon the student's return to school. Extended periods of illness will require medical documentation.

### General Procedures/Data Collection

Attendance will be taken at the start of each school day.

The time and reason for late arrivals or early departures shall be recorded.

Attendance will be taken during each class period at the Junior High School and Senior High School. At the conclusion of each class period or school day, all attendance information shall be compiled and provided to the appropriate individual(s) responsible for attendance. The nature of an absence (full day, class cut, early departure, late arrival) shall be coded on a student's record. Student absence/class cut data shall be available on the following school day and should be reviewed by appropriate school personnel.

A permanent record shall be recorded electronically in an attendance database. It will include: the student's name, date of birth, full name(s) of parent(s) or person(s) in parental relation, address where student resides, telephone number(s) for contacts, date of the student's enrollment, record of the student's attendance on each day of scheduled instruction, date the student withdraws or is dropped from enrollment (if applicable), and record of school absences.

Where additional information is received during a conference that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel.

Attendance data will be analyzed periodically by the Building Principal to identify patterns or trends in student absences. If patterns emerge, district resources will be targeted to understand and eliminate barriers to attendance.

Continuous monitoring will be conducted to identify students who are absent, tardy, leave class early or are cutting class. A student will be considered chronically absent if they miss ten percent or more of the school year. Satisfactory attendance is missing five percent or less of school over the course of the year. If a pattern of ATEDs for an individual student is identified a designated staff person(s) will follow-up in accordance with this policy.

### **Attendance Incentives**

The district will design and implement systems to acknowledge a student's efforts to maintain or improve school attendance. For example:

1. Individual recognition of students with perfect attendance on a monthly basis.
2. Monthly recognition of classes/homerooms with the best attendance at each school.
3. Certificates for students maintaining a full year of exemplary attendance.

### **Disciplinary Consequences**

The following disciplinary consequences will be applied for all students:

For the first through sixth class cut or unexcused absence, an appropriate school staff member will counsel the student and contact the student's parents. The student will be assigned one day of in-school suspension for each incident. The student will also be suspended from extra-curricular activities on the day of the in-school suspension.

At the seventh class cut or unexcused absence, a conference with the principal or assistant principal will be scheduled for the student and parent. The student and parent will be counseled regarding the attendance policy and the implications of poor attendance. The student will be assigned a one day out-of-school suspension. The student will also be suspended from extra-curricular activities on the day of the out-of-school suspension.

Students continuing to have class cuts or unexcused absences will receive an out-of-school suspension of one day for each class cut or unexcused absence for the eighth through thirteenth incident. The student will also be suspended from extra-curricular activities on the day of the out-of-school suspension. An appropriate school staff member will counsel the student and contact the student's parents.

A principal's conference with the student and their parent will be scheduled for any student reaching the fourteenth class cut or unexcused absence. The student and parent will be advised that the student will lose course credit if one additional class cut or absence occurs (this meeting will be held at the seventh class cut or unexcused absence if it occurs in a one-half year class). A one day out-of-school suspension will be imposed. Additional days of out-of-school suspension (up to five days), [in-school suspension] or referral to a Superintendent's Hearing may occur at the discretion of the principal.

Students continuing to have class or unexcused absences will receive an out-of-school suspension of one day for each class cut or unexcused absence for the fifteenth and sixteenth incident. The student will also be suspended from extra-curricular activities on the day of out-of-school suspension. An appropriate school staff member will counsel the student and contact the student's parents.

A principal's conference with the student and their parent will be scheduled for any student reaching the seventeenth class cut or unexcused absence. The student and parent will be advised that the student will lose the privilege of attending summer school for this course if one additional class cut or absence occurs (this meeting will be held at the ninth class cut or unexcused absence if it occurs in a one-half year class). A one day out-of-school suspension will be imposed. Additional days of out-of-school suspension will be imposed. Additional days of out-of-school suspension (up to five days) or referral to a Superintendent's Hearing may occur at the discretion of the principal.

Students exceeding seventeen class cuts will be referred for out-of-school suspensions of one to five days or a Superintendent's Hearing at the principal's discretion.

The following procedure will be applied for elementary students:

Parents of elementary students will be notified by telephone and/or letter of each unexcused absence. At the fifth, tenth, and fifteenth unexcused absence (and at each increment of ten unexcused absence beyond fifteen) a principal's conference will be scheduled with the parents. At this conference, the parents will be advised of the consequences of excessive absence and methods of improving attendance will be discussed. The principal will request the intervention of the district social worker and/or attendance official at the fifteenth absence (excused or unexcused, in any combination).

Disciplinary sanctions for unexcused absences by elementary students will be addressed in accordance with the district's Code of Conduct. The district's Code of Conduct allows the following range of disciplinary sanctions to be imposed to discourage unexcused student absences, tardiness and early departure:

- Oral warning

- Written warning

- Written or oral notification to parent

- Detention

- Suspension from athletic participation

- Suspension from social or extra-curricular activities

- Suspension from other privileges

- In-school suspension

- Short-term suspension from school (five days or less)

- Long-term suspension from school (more than five days)

In addition, the designated staff member will contact local Child Protective Services (CPS) if they suspect that the child is being educationally neglected. The designated staff member will provide CPS with the information necessary to initiate a report. If other staff members suspect education neglect, they must follow the procedures outlined in Board policy and regulation 5460, Child Abuse in a Domestic Setting, and advise the attendance officer.

### **Attendance/Grade Policy**

The Board of Education recognizes an important relationship between class attendance and student performance. Therefore, each marking period a student's final grade will be based on classroom participation as well as student's performance on homework, tests, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, any absence from class which is not made up shall result in the loss of points from the student's class participation grade for the marking period. Any student who misses a class is expected upon his or her return to consult with his/her teachers regarding missed work. If the absence is excused, the student may earn his or her classroom participation grade by arranging with the teacher to cover the work missed and completing the assignment within the time frame designated by the teacher.

Only those students with excused absences will be given the opportunity to make up a test and/or turn in a late assignment for inclusion in the calculation of the performance portion of their final grade. Make-up opportunities must be completed by a date specified by the student's teacher for the class in question.

At the junior high school and high school level, any student with more than 8 (eight) unexcused absences in a one-half year course or 15 (fifteen) unexcused absences for a full year course will be denied credit for that course.

**5100 (Cont'd)**

Secondary students reaching 8 (eight unexcused absences in a one-half year course or 15 (fifteen) unexcused absences in a full year course will be allowed to continue attending the course. If they exceed 9 (nine) unexcused absences in a one-half year course or 18 (eighteen) unexcused absences in a full year class they forfeit the privilege of attending summer school for this subject area.

During summer school, secondary students will be allowed up to three absences – excused or unexcused before forfeiting credit for the course. Arriving more than 10 minutes late to a summer school class will be counted as ½ of an unexcused absence.

Any elementary or junior high student who exceeds 30 (thirty) absences (in any combination of excused or unexcused absences) must be reviewed by the school's principal to determine if promotion is appropriate. Any high school student who exceeds 30 (thirty) absences (in any combination of excused or unexcused absences) in a course, must be reviewed by the school's principal to determine if course credit is appropriate.

**Annual Review**

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive attendance policy and make any revisions to the plan it deems necessary to improve student attendance.

Cross ref: 4710, Grading Systems  
5300, Code of Conduct  
5460, Child Abuse in a Domestic Setting

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225  
8 NYCRR §§104.1; 175.6  
Social Service Law §34-a

Replaces former policy JE

Adoption date: 1/11/11  
Reviewed: 8/20/15

**INVESTMENTS**

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

**Objectives**

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Replaces former policy DG  
 Adoption date: November 7, 2011  
 Reviewed: 07/9/13  
 Reviewed: 07/08/14  
 Reviewed: 07/07/15

**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

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Reviewed: 07/08/14

## PURCHASING

6700

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

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

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

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

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

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

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

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

### **Competitive Bidding**

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

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

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

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

### **Purchasing when Competitive Bidding Not Required**

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

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

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

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

### **Exception to Competitive Bidding**

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

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

### **Three Prerequisites:**

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

Determining "Consistency with State Law"

- a. Bids must be publicly solicited.
- b. Bids must be submitted as sealed bids or secured bids.

- c. Bid specifications must provide a common standard for bidders to compete fairly.
- d. Bid Award must be to the lowest bidder who materially and substantially meets the bid specifications and is determined to be a responsible bidder.

**Cost Savings Justification:**

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

**Documentation:**

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

**General Purchasing Provisions**

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

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

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

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

Cross-ref: 6710, Purchasing Authority

6741, Contracting for Professional Services

Ref: Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)

Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a) (9) (14) (22); 2503(7-a); 2554(7-a)

General Municipal Law §§102; 103; ~~103-g~~; ~~104~~; 104-b; 109-a; 800 et seq.

State Finance Law §§97-g (3), (4), (5); 163; 163-b; 165-a

County Law §408-a (2)

Revision: February 26, 2013

Revision: March 3, 2015

**PURCHASING REGULATION**

**6700-R**

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

**I. Definitions**

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

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

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

**II. General Municipal Law**

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

**III. Competitive Bidding Required**

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

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

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

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

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

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

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



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

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

D. Documentation of Competitive Bids

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

E. Purchase of Instructional Materials

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

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

F. Leases of Personal Property

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

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

G. Environmentally-Sensitive Cleaning and Maintenance Products

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

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

IV. **Exceptions to Competitive Bidding Requirements**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

##### A. Methods of Documentation

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

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

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

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

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

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

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

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

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

VIII. Internal Control

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

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

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

IX. Confirming Purchase Orders

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

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

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

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