

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK
ORGANIZATION MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING
TUESDAY, JULY 9, 2013
AGENDA



ORDER OF BUSINESS

[7:00 P.M. - Meeting Convenes followed by Executive Session]

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

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

6. Approval of Schedule **13-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
15. Business Agenda (** Consent Agenda Items):
 - A. BOARD OF EDUCATION
 - ** (R) Approval of the Minutes of Previous Meeting: Regular Meeting: June 25, 2013 (Res. #BE-1)
 - ** (R) Establishment of Standard Workdays and Reporting for Elected and Appointed Officials (Res. #BE-2)

Continued

- ** (R) Acceptance of Policies, By-Laws, Rules, Regulations and Code of Ethics adopted by the 2012-2013 Board of Education Trustees (Res. #BE-3)
- ** (R) Approval of Agencies to provide Services to West Babylon School District Resident Students for the 2013-2014 School Year (Res. #BE-4 through Res. #BE-7)
- ** (R) Approval of School Districts to provide Special Education Services to West Babylon School District Resident Students for the 2013-2014 School Year (Res. #BE-8 through Res. #BE-9)
- ** (R) 2013-2014 Board of Education Meeting Dates (Res. #BE-10)
- ** (R) Authorization for Board President and Superintendent of Schools to sign an Extended Contract with the School Lunch Consultant (Res. #BE-11)

B. PERSONNEL

- ** (R) 13-P-1 Professional Personnel
- ** (R) 13-C-1 Civil Service Personnel (Res. #PE-1)

C. FINANCE

- ** (R) Approval of Extension of the West Babylon Driver Education and In-Car Driving Training Contract with Fitzgerald's Driving School, Inc. for the Fall of 2013 and Spring of 2014 (Res. #FI-1)
- ** (R) Acceptance of Donation (Res. #FI-2)
- ** (R) Approval of Budget Transfers (Res. #FI-3)

16. Policy Review:

- A. Board Review - Interscholastic Athletics (includes Athletic Selection/Classification) (Third Time Adoption) (File:5280)
- B. Board Review - Student Health Services (Third Time Adoption) (File:5420)
- C. Board Review - Investments (Annual Review) (File:6240)
- D. Board Review - Investments Regulations (Annual Review) (File:6240-R)
- E. Board Review - Purchasing (Annual Review) (File:6700)
- F. Board Review - Purchasing Regulations (Annual Review) (File:6700-R)

17. Old Business

18. New Business

19. Adjournment [This should take place by 11:00 P.M.]

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

Follow-Up to Residents' Questions

Date	Residents' Questions	Responses
June 25, 2013	-----	-----

WEST BABYLON UNION FREE SCHOOL DISTRICT
WEST BABYLON, NEW YORK

ORGANIZATION MEETING
BOARD OF EDUCATION
BOARD ROOM - ADMINISTRATION BUILDING

TUESDAY – JULY 9, 2013

RESOLUTIONS

#1 - BOARD OF EDUCATION PRESIDENT

Nominated _____ Nominated by _____

Seconded by _____

Nominated _____ Nominated by _____

Seconded by _____

_____ moved nominations be closed. Seconded by _____

Vote:

#2 - BOARD OF EDUCATION VICE PRESIDENT

Nominated _____ Nominated by _____

Seconded by _____

Nominated _____ Nominated by _____

Seconded by _____

_____ moved nominations be closed. Seconded by _____

Vote:

#3 - Motion by _____ Seconded by _____

RESOLVED: that **Schedule 13-A-1**, Board of Education Appointments, be approved, as attached.

#4 - Motion by _____ Seconded by _____

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

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

J.P. Morgan Chase:	Capital Fund
--------------------	--------------

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

#5 - Motion by _____ Seconded by _____

RESOLVED: that the **Babylon Beacon**, **Newsday**, and **South Bay's Official Shopping Newspaper**, be designated the official newspapers of the school district for the 2013-2014 school year.

#6 - Motion by _____ Seconded by _____

RESOLVED: that the following Petty Cash Accounts be established:

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

#7 - Motion by _____ Seconded by _____

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

#8 - Motion by _____ Seconded by _____

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

#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 25, 2013

****#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	7/1/13- 6/30/14	Yes	N/A
Claims Auditor	Denise Longobardi	#XXXX	7 hrs./1 day	7/1/13- 6/30/14	Yes	N/A

****#BE-3**

RESOLVED: that the West Babylon Board of Education accepts policies, by-laws, rules, regulations and code of ethics adopted by the previous 2012-2013 Board of Education Trustees, for the 2013-2014 school year (Education Law 1709 & 2503).

****#BE-4**

RESOLVED: that the West Babylon Board of Education approves the following agency to provide tutoring services, at a cost of \$47.00 per hour, to West Babylon School District resident students during the 2013-2014 school year:

St. James Tutoring, Inc.

***BE-5

RESOLVED: that the West Babylon Board of Education approves the following agency to provide therapy services, at a rate of \$60 per half hour session, to West Babylon School District resident students during the 2013-2014 school year:

Island Therapies of Suffolk, LLP

***BE-6

RESOLVED: that the West Babylon Board of Education approves the following agency to provide health and special education services to West Babylon School District resident students, with disabilities, during the 2013-2014 school year:

Developmental Disabilities Institute

***BE-7

RESOLVED: that the West Babylon Board of Education approves the following agency to provide instruction to West Babylon School District resident handicapped students, during the 2013-2014 school year:

Brookville Center for Children's Services Inc., Autism Program
Brookville Center for Children's Services, Inc.

***BE-8

RESOLVED: that the West Babylon Board of Education approves the following school district to provide special education services to parentally placed West Babylon School District resident students, during the 2013-2014 school year:

Hicksville Union Free School District

***BE-9

RESOLVED: that the West Babylon Board of Education approves the following school district to provide special education services to parentally placed West Babylon School District resident students, during the 2013-2014 school year:

Lindenhurst Union Free School District

****#BE-10**

RESOLVED: that the 2013-2014 Board of Education regular meetings will begin at 7:00 P.M. on the dates listed below:

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

8:00 P.M. – Public Session resumes

BOARD MEETING DATES
JULY 9, 2013
JULY 23, 2013
AUGUST 13, 2013
AUGUST 27, 2013
SEPTEMBER 10, 2013
SEPTEMBER 24, 2013
OCTOBER 8, 2013
OCTOBER 22, 2013
NOVEMBER 12, 2013
NOVEMBER 26, 2013
DECEMBER 10, 2013 *
JANUARY 14, 2014
JANUARY 28, 2014
FEBRUARY 11, 2014
FEBRUARY 25, 2014
MARCH 11, 2014
MARCH 25, 2014
APRIL 8, 2014
APRIL 22, 2014
MAY 13, 2014
MAY 28, 2014 (WEDNESDAY)
JUNE 10, 2014
JUNE 24, 2014

***One Board Meeting in December**

****#BE-11**

RESOLVED: that the West Babylon Board of Education authorizes the Board President and the Superintendent of Schools to sign an extended contract with Mrs. Adrienne Goldenbaum, School Lunch Consultant, for the period July 10, 2013 through December 31, 2013.

PERSONNEL

***PE-1

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

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

FINANCE

***FI-1

RESOLVED: that the West Babylon Board of Education agrees to extend the West Babylon Driver Education In-Car Driving Training Contract with Fitzgerald's Driving School, Inc. at a rate of \$250.00 per student, to be effective during the Fall 2013 and Spring 2014.

***FI-2

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$2,522.57, from Stop & Shop's A+ Bonus Bucks Program. The donation will be deposited into the Junior High School's Trust and Agency account.

***FI-3

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

<i>ACCOUNT CODE</i>	<i>ACCOUNT CODE DESCRIPTION & TRANSFER EXPLANATION</i>	<i>FROM</i>	<i>TO</i>
A2110.1300	Teachers' Salaries 7-12	\$250,000.00	
A2250.4900	BOCES Special Education		\$250,000.00
A2110.1200	Teachers' Salaries K-6	\$ 35,000.00	
A2110.4900	BOCES Instructional Support		\$ 35,000.00
	Reconcile BOCES Year End Billing		

WEST BABYLON BOARD OF EDUCATION
ORGANIZATION MEETING - TUESDAY, JULY 9, 2013

BOARD APPOINTMENT SCHEDULE

Schedule: **13-A-1** Board of Education Appointments (Res. #3)

PERSONNEL

Schedules: **13-P-1** Professional Personnel
13-C-1 Civil Service Personnel (Res. ****#PE-1**)



BOARD OF EDUCATION SCHEDULE

I. Board of Education Schedule 13-A-1

- A. Organizational Meeting--Annual Appointments
- B. 2013-2014 Registration Members/Election Inspectors
- C. 2013-2014 Pupil Personnel Appointments

PROFESSIONAL PERSONNEL SCHEDULE

II. Professional Personnel Schedule 13-P-1

- A. Part-Time Appointment Correction
- B. Regular Substitute Appointment
- C. 2013-2014 PAC Technician
- D. 2013 Summer Curriculum Work
- E. 2013 Summer Student Teacher/Observer
- F. 2013-2014 AEHS Appointments
- G. 2013-2014 Clubs & Advisors
- H. 2013-2014 Coaching
- I. 2013-2014 Student Teachers/Observers/Interns

CIVIL SERVICE SCHEDULE

III. Civil Service Schedule 13-C-1

- A. Probationary Appointment
- B. Compensated Absences

SCHEDULE 13-A-1, BOARD OF EDUCATION SCHEDULE

WEST BABYLON UFSD

Date of Meeting: July 9, 2013

Page I of 11 pages.

I. BOARD OF EDUCATION APPOINTMENTS

2013-2014

POSITION	SALARY	NAME
District Treasurer	\$14,948.	Loretta Titolo
District Deputy Treasurer	\$1,000.	Jacqueline Gentilesca
<u>Legal:</u> Labor Relations Counsel	\$37,500. +(\$205./hr.) litigation	Ingerman, Smith, et al.
General Counsel	\$24,599. +(\$165./hr.) litigation	VanNostrand & Martin
Bond Counsel	Per size of issue	Hawkins, Delafield & Wood
External Auditor	TBD	Pending Analysis of Request for Proposals
Internal Auditor	TBD	Pending Analysis of Request for Proposals
Fiscal Advisor	Per size of issue	New York Municipal Advisors Corporation
Purchasing Agent	None	Jennifer Buscemi
Payroll Certification Officer	None	Anthony Cacciola
Extra Curricular Activities Co-Treasurer/JH	\$3,000.	Robert Dell'Isola
Extra Curricular Activities Co-Treasurer/HS	\$4,000.	Katharine Reilly-Johnson
Co-Signer for Student Activities Funds	None	Stephen O'Leary
District Clerk	\$14,948.	Amy Jones
Records Management Officer, Access Officer	None	Amy Jones
Board of Education President - District Clerk pro tem.		
Claims Auditor	\$10,300.	Denise Longobardi



II. Authorization for the following bond:

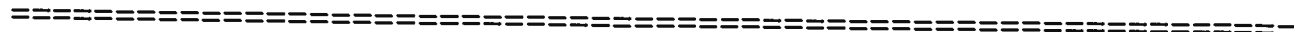
\$1,000,000 - All Employees

III. Authorization of Signature:

Vouchers: Treasurer or Deputy Treasurer
Payroll: Treasurer or Deputy Treasurer
Investments and Withdrawals: Treasurer or Executive Director for Finance

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

NCLB Consolidated Grants	-	Jennifer Buscemi/Yiendhy Farrelly
PL 611	-	Jennifer Buscemi/Michael Mack
PL 619	-	Jennifer Buscemi/Michael Mack
Carol M. White PEP Grant	-	Jennifer Buscemi/Christine Tona/Louis Howard
Title IX, Compliance Officer [Personnel]	-	Yiendhy Farrelly
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	-	Yiendhy Farrelly
Dignity Act Coordinators	-	Patricia Acocella/Sharene Ovadia
	-	Gregg Cunningham/Eileen Saumell
	-	Eleanor Levy/Giovanni DiStefano
	-	Jeanne Fitzgerald/Gary Nemeth
	-	JoAnn Scott/Hillary Fazio/Laure Loughlin
	-	Charles Germano/Eileen Sabshon/Louis Howard
	-	Scott Payne/Jennifer Carere/Cassandra Madurka
	-	Ellice Vassallo/Jaime Lemmo/Barbara Kelly



V. Consultant Services - July 1, 2013 - June 30, 2014:

FUNCTION	VENDOR	PERIOD	FEE
Unemployment	Labor Cost Management	7/1/13-6/30/14	\$1,700.
Workers' Compensation	PMA	7/1/13-6/30/14	\$22,000. + (\$4,000.) online access
Tax Sheltered Annuities	OMNI Group	7/1/13-6/30/14	\$2,688.

Section 75 Hearing Officers:

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

Civil Service Law

Appointment of Physician: - July 1, 2013 - June 30, 2014

Dr. Jack Geffken	DO	\$30,240.
Dr. Jack Geffken	DO	Employee physical examinations \$60. per individual.
Dr. Jack Geffken	DO	\$1,500. AED Emergency Health Care Provider

=====

VI. Appointment of Registration Members and Election Inspectors

Annual Election 2013-2014

Chief Election Inspectors: \$16./hr.
Benvenuto, Stephen
Canfora, Marge

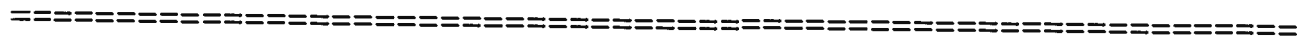
Election Inspectors: \$10./hr.

Administration:

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

Santapogue:

Barbato, Kathleen
Barbato, Gerald P.
Benvenuto, Charles
DiMartino, Pasqualina
Lubrano, Dawn
Mastromatteo, Katherine
Mastrosimone, Nancy
Necco, Linda
Pernal, Rosa
Scelza, Louise
Scelza, Nicole
Scottaline, Edwin
Scottaline, Marie
Sessa, Ann
Sessa, Salvatore



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

Central CSE:

- Chairperson: Mr. Michael Mack
- Alternates: Mrs. Mary Jean Sewell, Ms. Elizabeth Thiel, Mr. Thomas Leonbruno
- Psychologists: Ms. Laure Loughlin, Mrs. Sharene Ovadia, Mrs. Justine Duncan, Mrs. Eileen Sabshon, Ms. Eileen Saumell, Dr. Michele Fortanasce
- 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:

- Chairperson: Mrs. Mary Jean Sewell
- Alternate: Mr. Michael Mack
- 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
Alternates: Mrs. Mary Jean Sewell, Mrs. Eileen Sabshon, Ms. Laure Loughlin, Mrs. Sharene Ovadia,
Mrs. Justine Duncan, Ms. Eileen Saumell, Dr. Michele Fortanasce
Psychologists: Ms. Laure Loughlin, Mrs. Sharene Ovadia, Mrs. Eileen Sabshon,
Ms. Eileen Saumell, Mrs. Justine Duncan, Dr. Michele Fortanasce
Physician: Dr. Jack Geffken
The Child's Parent(s)
The Child's General Education Teacher
The Child's Special Education Teacher

Junior High School Sub CSE

Chairperson: Mr. Thomas Leonbruno
Alternates: Mr. Michael Mack, Mrs. Mary Jean Sewell, Dr. Michele Fortanasce
Psychologist: Dr. Michele Fortanasce
Alternate Psychologists: Mrs. Sharene Ovadia, Mrs. Justine Duncan, Dr. Bernard Corda, Mrs. Eileen Sabshon
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
Alternates: Mr. Michael Mack, Mrs. Mary Jean Sewell, Dr. Bernard Corda
Psychologist: Dr. Bernard Corda
Alternate Psychologists: Ms. Eileen Saumell, Ms. Laure Loughlin, Dr. Michele Fortanasce
Physician: Dr. Jack Geffken
The Child's Parent(s) (the student, if appropriate)
The Child's General Education Teacher
The Child's Special Education Teacher

Out of District Placement Sub-CSE:

Chairperson: Mr. Steven Manzi
Alternates: Mr. Michael Mack, Mrs. Mary Jean Sewell
Psychologists: Mrs. Justine Duncan, Dr. Bernard Corda, Ms. Laure Loughlin
Mrs. Sharene Ovadia, Mrs. Eileen Sabshon, Ms. Eileen Saumell, Dr. Michele Fortanasce
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 13-A-1, BOARD OF EDUCATION SCHEDULE

WEST BABYLON UFSD

Date of Meeting: July 9, 2013

Page 8 of 11 pages.

=====

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

=====

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

Albert, Peter		Kandilakis, George			
Almeleh, Lynn		Keefe, Jeanne			
Barbour, Susan		Kehoe III, Martin			
Bauchner, Stuart		Kershen, Harry			
Berger, Deborah		Kestenbaum, Elise			
Blaustone, Beryl		Lassinger, Dora			
Brandenburg, Wendy		Lazan, Michael			
Brandow, Regina E.		Lederman, Nancy			
Briglio, Robert		Lushing, Susan			
Bumbalo, Paul		Mackreth, Robert W.			
Cohen, Diane		Mahoney, Timothy			
Cutler-Igoe, Ellen		McKeever, James			
Debowy, Theodore E.		Monk, James A.			
Dewan, Debra Siedman		Moore, Christine			
Ebenstein, Barbara J.		Murphy, Leah L.			
Farago, John		Naun, John			
Feinberg, Rona		Nisely, Robert			
Ferrigno, Lorraine		Noe, Mary			
Finkelstein, Sharyn		Nydick, David			
Flame, Lana		Odom, Veronica C. ESQ			
Gross, Lorraine		Orland, Janice K EDD			
Haken, Steve		Peters, Gary			
Itzla, Amy Lynne		Peters Kenneth EDD			
Jacob, Howard		Quinn, Joseph			
Joyner, Theresa R.		Reichel, Heidi			

SCHEDULE 13-P-1 Professional Personnel Schedule

Date of Meeting: July 9, 2013

Page 9 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Torre, Andrew	PT/Social Studies (.4)	JH	Step A-5-2/ \$60,496. (prorate @ 40%)	9/1/13 - 6/30/14	Correction [from PT/SpEd (.4) & PT/SS (.4)]
Frole, Katie	Regular Substitute/ Elementary Tchr.	JK	Step A-5-1/ \$58,076. (prorate)	9/1/13 - end of First Semester, or earlier at district's discretion	[certs: Ch. Ed. 1-6 SWD 1-6]
<u>PAC Technician:</u>			\$35./hr.	2013-2014	
Goodwin, Ryan					
<u>Summer Work:</u>				7/1/13 - 8/30/13	Title II Grant
<u>Curriculum Development:</u>					
DeLany, Nicole	Integrated Algebra/CCS		\$52.43/hr.	6 hrs.	[repl. M. Quinn]
<u>Student Teacher/Observer:</u>				Summer, 2013	
Shepard, Kristen	Special Education	TA			
<u>Alternative Evening High School:</u>			\$34.85/hr.	2013-2014	
Fiorelli Damm, Carly	English				
Johnston, Carissa	Science				
<u>Clubs & Advisors:</u>				2013-2014	
Brower-Cohen, Christine	Technology Advisor		\$1,454.		
Doran, William	Grade 6 Jazz Band		\$2,089.		

SCHEDULE 13-P-1 Professional Personnel Schedule

Date of Meeting: July 9, 2013

Page 10 of 11 pages.

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

Coach:

Hennessy, Kevin	JV Head	Football	\$5,823.	Fall, 2013	
Hennessy, Kevin	Varsity Asst.	Lacrosse(B)	\$5,150.	Spring, 2013-2014	

Student Teachers/Observers:

Abbate, Maria	SB	Special Education		Fall, 2013	
Chan, Liny	HS/JH	Mathematics			
Craig, Shane	SB	Physical Education			
DiMaio, Brianna	JK	Elementary			
DiCristo, Mark	JH/TA	Physical Education			
Kuffo, Nicole	TA	Elementary			
Miller, Justina	JH	Special Education			
Morgigno, Gina	HS	Music			
Peterson, Heather	SB	Elementary			
Wolfthal, Jodi	HS	Science			

Psychology Interns:

Kuncman, Lauren	SB/HS			2013-2014	
Lefkowitz, Rebecca	SB				
Thum, Sharon	SB				

Social Work Intern:

*Spotorno, Sabrina	HS			2013-2014	
--------------------	----	--	--	-----------	--

SCHEDULE 13-C-1 Civil Service Personnel Schedule

Date of Meeting: July 9, 2013

Page 11 of 11 pages.

=====

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

=====

Logan, Keith	School Bus Driver	Trans.	Step 1/ \$19.73/hr.	9/1/13	Probationary Appt.
--------------	-------------------	--------	------------------------	--------	--------------------

Compensated Absences:

Lorito, Thomas	Head Custodian	TA	\$17,153.28	6/21/13	[retirement payment for 3 personal days and 69 vacation days]
----------------	----------------	----	-------------	---------	---

WEST BABYLON BOARD OF EDUCATION
ORGANIZATION MEETING - TUESDAY, JULY 9, 2013

POLICY

- A. Board Review - Interscholastic Athletics (includes Athletic Selection/Classification)
(Third Time Adoption) (File:5280)
- B. Board Review - Student Health Services (Third Time Adoption) (File:5420)
- C. Board Review - Investments (Annual Review) (File:6240)
- D. Board Review - Investments Regulations (Annual Review) File:6240-R)
- E. Board Review - Purchasing (Annual Review) (File:6700)
- F. Board Review - Purchasing Regulations (Annual Review) (File:6700-R)

DRAFT

5280

INTERSCHOLASTIC ATHLETICS

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

Student eligibility for participation on interscholastic teams shall include:

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

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

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

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

Athletic Selection/Classification

The Selection/Classification Program is a process for screening students to determine their readiness to compete in interscholastic athletic competition by evaluating their physical maturity, fitness and skill. The intent of this program is to permit students in grades 8 through 12 to safely participate at an appropriate level of competition (either Junior Varsity or Varsity) based upon readiness rather than age and grade. Students do not mature at the same rate and there can be a tremendous range of developmental differences between students of the same age. This program has been designed to assess a student's physical maturation, physical fitness and skill, so the student may be placed at a level of competition which should result in increased opportunity, a fairer competitive environment, reduced injury and greater personal satisfaction.

The Selection/Classification Program was designed for mature and exceptionally skilled students to advance to an upper level. It is aimed at the few select students who can benefit from such placement because of their level of readiness. It will also be more fair to the other students on the modified teams.

Normally a student is eligible for senior high athletic competition in a sport during each of four consecutive seasons commencing with the youngster's entry into the ninth grade. However, by satisfying the requirements of the Selection/Classification Program a student may receive extended eligibility to permit participation during five consecutive seasons in the approved sport after entry into the eighth grade

Athletics are a part of the regular school program and the Director of Health, Physical Education and Athletics will be responsible for implementing the district's Selection/Classification Process.

Selection Classification Athletics Implementation Guidelines

- A. In compliance with Board of Education policy, a student will be considered for the Selection/Classification Process when a request is made by the student, parent, coach, or a physical education teacher. No recommendation shall be made without first receiving the consent of the athlete's parent.
- B. The evaluation process, will consist of the following steps which must be completed in sequence:
 - a. A written request will be submitted to the Director of Health, Physical Education and Athletics between: April 15th and June 15th for a Fall Sport, July 15th and September 15th for a Winter Sport, November 1st and January 1st for a Spring Sport using the district form.
 - b. A meeting with the Director of Health, Physical Education and Athletics will take place within a week of the filing deadlines above with a parent or guardian and the student to explain the process or phases and attain permission (Attachment C, NYSPHSAA) to begin Phase Two (Determining Potential) as described in the New York State Public High Schools Athletic Association's (NYSPHSAA) Handbook. Junior High School students may not leave a team mid-season to be classified for a high school team.
 - c. A review committee consisting of: the Director of Health, Physical Education and Athletics, the Senior and Junior High School Principals (or Assistant Principals), Guidance Counselor, Psychologist, Social Worker and PE teacher (who had the student for at least one semester and is not the coach of the sport) will meet within two weeks after permission is attained to decide if the student possesses appropriate level of physical fitness, sport specific skills, social and emotional maturity and that his/her academic performance is up to potential. The committee's decision shall be final.
 - d. If the committee denies the request, the parent or guardian (and requestor if different) will be notified by the Director of Health, Physical Education and Athletics. If the committee approves the request then the Director will proceed to administer Phase Three and Four (Screening) as outlined in the NYSPHSAA Handbook to the standards of the varsity level for the specified sport.
 - i. Parent Permission (Attachment C, NYSPHSAA), previously attained
 - ii. Permission from the School Physician- Health and Developmental Rating within two weeks of committee's approval. The confidentiality of the child shall be protected and arrangements regarding the exam will be as inconspicuous and discrete as possible. (Attachments D (male) or E (female), NYSPHSAA)
 - iii. Sport Skill Evaluation by the Coach (Attachment G, NYSPHSAA) within one week of physician's approval
 - iv. Performance Testing (Attachment F, NYSPHSAA) within one week of coach's evaluation. The Athletic Performance Test will be administered by

- the Athletic Director or his designee who is not a coach in the specific program for which the student is being evaluated.
- v. Phase Five (Try out Period) When ever possible all the coaches in the specific sport program will evaluate the candidate during the allowable maximum tryout period (NYSPHSAA p. 137) to verify that the student exhibits exceptional skills. Respective students will be placed at the level of competition appropriate to their physiological maturity, physical fitness and skills in relationship to other pupils. The Director of Physical Education/Athletics will approve the candidate if all of the steps have been successfully completed and if there is consensus among the evaluating coaches that the student is exceptional. If there is not consensus, or if the Director believes that the intent of the program is being misconstrued, the Director will meet with the coaches involved, after which the Director will make a decision regarding the candidate's participation. This decision is final.
 - vi. Phase Six (Notification) Email or fax to opposing schools, and Section XI, Attachment H, (NYSPHSAA) and inform the parents of outcome and any limitations for their child.
 - vii. Phase Seven (Records) The Director of Health, Physical Education and Athletics will take the appropriate steps to keep a permanent file for each student who qualifies in the Director's office. This file will include attachments B, C, D or E, F, G, H (NYSPHSAA) and a copy of the letter sent to the parent or guardian.

Cross-ref: 5420, Student Health Services

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

STUDENT HEALTH SERVICES

The Board of Education recognizes that good student health is vital to successful learning and acknowledges its responsibility, along with that of parent(s) or guardian(s), to protect and foster a safe and healthful environment for the students.

The school shall work closely with students' families to provide detection and preventive health services. In accordance with law, the school will provide vision, hearing, and scoliosis screening. Problems shall be referred to the parent(s) or guardian(s) who shall be encouraged to have their family physician/dentist provide appropriate care.

In order to enroll in school a student must submit a health certificate within 30 calendar days after entering school, and upon entering second, fourth, seventh and tenth grades. The examination, which must conform to state requirements, must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish the health certificate, the school will provide a physical examination by a licensed provider. A request for exemption from the physical examination, or the requirement to provide a health certificate, must be made in writing to the school principal or designee, who may require documents supporting the request. The only basis for exemption is a claim that the physical examination is in conflict with the parent or guardian's genuine and sincere religious belief.

In addition, students will be asked to provide a dental health certificate when they enroll in school and in accordance with the same schedule as the health certificate.

A permanent student health record shall be part of a student's cumulative school record and should follow the student from grade to grade and school to school along with his/her academic record. This record folder shall be maintained by the school nurse.

Schools shall also provide emergency care for students in accidental or unexpected medical situations. Each school in the district will include in its emergency plan a protocol for responding to health care emergencies, including anaphylaxis.

Communicable Diseases

It is the responsibility of the Board to provide all students with a safe and healthy school environment. To meet this responsibility, it is sometimes necessary to exclude students with contagious and infectious diseases, as defined in the Public Health Law, from attendance in school. Students will be excluded during periods of contagion for time periods indicated.

It is the responsibility of the Superintendent of Schools, working through district health personnel, to enforce this policy and to contact the county or local health department when a reportable case of a communicable disease is identified in the student or staff population.

Administering Medication to Students

Neither the Board nor district staff members shall be responsible for the diagnosis or treatment of student illness. The administration of prescribed medication to a student during school hours shall be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours, or where it is done pursuant to law requiring accommodation to a student's special medical needs (e.g., Section 504 of the Rehabilitation Act of 1973). "Medication" will include all medicines prescribed by a physician.

Before any medication may be administered to or by any student during school hours, the Board requires:

1. the written request of the parent(s) or guardian(s), which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication; and
2. the written order of the prescribing physician, which will include the purpose of the medication, the dosage, the time at which or the special circumstances under which medication shall be administered, the period for which medication is prescribed, and the possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

Students are allowed to carry and apply parentally provided sunscreen, (only on themselves) without a prescription from a medical provider, assuming that the sunscreen is FDA approved and that the sunscreen is not treating a medical condition. Parents need to provide the district with written permission for students to use sunscreen.

Permission slips and medical orders shall be kept on file in the office of the school nurse.

Life-Threatening Allergies and Anaphylaxis Management

The Board recognizes its role and responsibility in supporting a healthy learning environment for all students, including those who have, or develop, life-threatening allergies. The district will work cooperatively with the student, their parent/guardian and healthcare provider to allow the child to participate as fully and as safely as possible in school activities. When a student has a known life-threatening allergy reported on their health form or if the district has been informed by the parent of the presence of a life-threatening allergy, the district will assemble a team, which may include the parent, the school nurse, the child's teacher, the building principal and other appropriate personnel, which will be charged with developing an individual health care plan. The plan will be maintained by the school nurse. The plan will guide prevention and response. If the student is eligible for accommodations based upon the IDEA, Section 504 or the Americans with Disabilities Act, the appropriate procedures will be followed regarding identification, evaluation and implementation of accommodations.

Regulations

The Superintendent shall develop comprehensive regulations governing student health services. Those regulations shall include the provision of all health services required by law, procedures for the maintenance of health records, and procedures for the administering of medication to students.

Cross-ref: 4321, Programs for Students with Disabilities/5020.3, Students with Disabilities and Section 504 5550, Student Privacy/8130, School Safety Plans and Teams

Ref: Education Law §§310 (provisions for appeal of child denied school entrance for failure to comply with immunization requirements); 901 et seq. (medical, dental and health services, BMI reporting); 919 (provide and maintain nebulizers); 6909 (emergency treatment of anaphylaxis)
Public Health Law §§613 (annual survey); 2164 (immunization requirements)
8 NYCRR § 64.7 (administration of agents to treat anaphylaxis); Part 136 (school health services program)

Administration of Medication in the School Setting Guidelines, State Education Department, revised April 2002

Immunization Guidelines: Vaccine Preventable Communicable Disease Control, State Education Department, revised August 2000

Making the Difference: Caring for Students with Life-Threatening Allergies, New York State Department of Health, New York State Education Department, New York Statewide School Health Service Center, June 2008

Adoption date: December 13, 2011

Revised: March 12, 2013

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: 07/10/12

INVESTMENTS REGULATION

Authorized Investments

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

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

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

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

Conditions

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

A. Collateral

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

B. Delivery of Securities

1. Payment of funds may only be made upon receipt of collateral or other acceptable form of security, or upon the delivery of government obligations whether such obligations are purchased outright, or pursuant to a repurchase agreement. Written confirmation of delivery shall be obtained from the custodial bank.
2. Every Repurchase Agreement will make payment to the seller contingent upon the seller's delivery of obligations of the United States to the Custodial Bank designated by the school district, which shall not be the repurchase, or in the case of a book-entry transaction, when the obligations of the United States are credited to the Custodian's Federal Reserve account. The seller will not be entitled to substitute securities. Repurchase agreements shall be for periods of 30 days or less. The Custodial Bank shall confirm all transactions in writing to insure that the school district's ownership of the securities is properly reflected in the records of the Custodial Bank.

C. Written Contracts

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

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

D. Designation of Custodial Bank

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

E. Selection of Financial Institutions

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

F. Operations, Audit, and Reporting

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

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

Promulgated: November 7, 2011

Reviewed: 07/10/12

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. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts whenever such purchases are in the best interests of the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

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.

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).

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

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 an 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 producers or growers. The amount expended in any fiscal year by the district may not exceed an amount equal to fifteen cents multiplied by the number of days in the school year multiplied by the total enrollment of the district.

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

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

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

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.

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.

Promulgated: 11/7/11

Revised: 1/8/13