



- B. PERSONNEL
  - \*\* (R) 10-P-1 Professional Personnel
  - \*\* (R) 10-C-1 Civil Service Personnel (Res. #PE-1)
  
- C. FINANCE
  - \*\* (R) Acceptance of Donations (Res. #FI-1 through Res. #FI-2)
  - \*\* (R) Award of Bid (Res. #FI-3)
  - \*\* (R) Budget Transfers (Res. #FI-4)
  
- D. CURRICULUM
  - \*\* (R) Declaration of Obsolete Elementary Maps (Res. #CU-1)
  - \*\* (R) Declaration of Obsolete Elementary Textbooks (Res. #CU-2)
  
- 17. Policy Review:
  - A. Board Review - Investments (First Time Reading) (File:DG)
  - B. Board Review - School District Purchasing (Review) (File:DJ)
  - C. Board Review - School District Purchasing-Administrative Regulations (Review) (File:DJ-R)
  - D. Board Review - Agenda Format (Third Time Adoption) (File:2350)
  - E. Board Review - Electronic or Wire Transfers (Third Time Adoption) (File:6415)
  - F. Board Review - Electronic or Wire Transfers-Administrative Regulations (Third Time Adoption) (File:6415-R)
  
- 18. Old Business
  
- 19. New Business
  
- 20. Adjournment [This should take place by 11:00 P.M.]

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

WEST BABYLON UNION FREE SCHOOL DISTRICT  
WEST BABYLON, NEW YORK

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

**TUESDAY – JULY 6, 2010**

**RESOLUTIONS**

**#1 - BOARD OF EDUCATION PRESIDENT**

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

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

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

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

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

Vote:

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

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

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

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

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

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

Vote:

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

RESOLVED: that **Schedule 10-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<br>Lunch Fund<br>Federal Fund<br>Money Market #1<br>Payroll Account<br>Trust and Agency Fund<br>Student Activities Account<br>Zero Balance Account (for aggregating interest in all J.P. Morgan Chase accounts) |
| <u>State Bank of Long Island:</u> | 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.

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#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 2010-2011 school year.

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

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

RESOLVED: that the following Petty Cash Accounts be established:

Mr. Anthony Cacciola	Superintendent	\$100.
Dr. Dominick R. Palma	Asst. Superintendent/Curriculum	100.
Mrs. Yiendhy Farrelly	Executive Director for Human Resources	100.
Mr. Arthur R. Williams	Executive Director for Finance & Operations	100.
Mrs. Carol Varsalona	Director/Language Arts & Testing	50.
Ms. Mona Tobin	Director/Student Services	50.
District Clerk	Board of Education	100.
Mr. Ray Graziano	Administrator/Facilities, Operations, Security	100.
Dr. Ellice Vassallo	Principal, Senior High School	100.
Mr. Scott Payne	Principal, Junior High School	100.
Mr. Henry Bianco	School Transportation Supervisor	50.
Mrs. Christine Tona	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.
Dr. Joseph G. Hickey	Principal, Tooker Avenue School	50.
Mr. Anthony Spinelli	Director/Athletics, Health, Physical Ed.	50.
Mr. Charles Germano	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 **50 cents/mile**.

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

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

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

Eastern Suffolk BOCES  
Western Suffolk BOCES  
Town of Babylon  
Nassau BOCES  
Suffolk County  
Nassau County  
New York State

...to participate in cooperative bids for the purchase of various supplies, materials and equipment for the 2010-2011 school year as provided by Gen. Municipal Law, Sec. 119-0, and

Continued .....

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

BE IT RESOLVED: that the West Babylon U.F.S.D. hereby agrees to participate with the above in such cooperative bids for the 2010-2011 school year.

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

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

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

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

---

#11 - Motion by \_\_\_\_\_ Seconded by \_\_\_\_\_

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

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

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

- > Nassau/Suffolk School Boards Association
- >New York State School Boards Association
- >SCOPE Education Services

**BOARD OF EDUCATION**

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

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

Regular Meeting of June 8, 2010  
Regular Meeting of June 22, 2010  
Special Meeting of June 28, 2010

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

RESOLVED: that the West Babylon Board of Education President is authorized to sign a contract with Teachers Sub Registry, LLC. to provide a substitute teacher registry and calling service for the period September, 2010 through June, 2011. The fee for the service will be \$21,420.68 for the term of the contract.

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

RESOLVED: that the District will, once again, provide one (1) classroom and supportive services for use by the Western Suffolk BOCES Alternate Learning Center Program for the period September 1, 2010 to June 30, 2011. The rental fee will be \$3,000 and the supportive services fee will be \$11,000.

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

RESOLVED: that the following school district is approved to provide Health and Special Education services to parentally-placed West Babylon School District resident students with disabilities for the 2010-2011 school year:

Levittown School District

\*\*\*BE-5

RESOLVED: that the 2010-2011 Board of Education regular meetings will begin at 7:00 P.M. on the dates listed below. The meetings will take place in the Board of Education Conference Room located in the West Babylon School District Administration Building.

July 6, 2010	January 11, 2011
July 27, 2010	January 25, 2011
August 10, 2010	February 8, 2011**
August 24, 2010	March 8, 2011
September 14, 2010	March 22, 2011
September 28, 2010	April 12, 2011
October 12, 2010	April 26, 2011
October 26, 2010	May 10, 2011
November 9, 2010	May 24, 2011
November 22, 2010 (Monday)	June 14, 2011
December 14, 2010*	June 28, 2011

\*One Board Meeting in December

\*\*One Board Meeting in February



**PERSONNEL**

\*\*#PE-1

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

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

**FINANCE**

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

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$118.46, from the Chase Bank "WaMoola for Schools" program. The donation will be deposited into Santapogue School's Trust and Agency Account.

---

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

RESOLVED: that the West Babylon Board of Education gratefully accepts a donation, in the amount of \$133.86, from the Chase Bank "WaMoola for Schools" program. The donation will be deposited into Forest Avenue School's Trust and Agency Account.

---

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

RESOLVED: that the Printing Services Bid #T-434, as attached, for the 2010-2011 school year, be awarded to the vendors listed below as the companies were the lowest responsible bidders:

**TOBAY PRINTING:**

School Calendar	\$8,471/12,300
	\$9,902/16,000
Elementary Curriculum Guide	\$2,996/4,000
Grades 9-12 Curriculum Guide	\$3,987/4,000
Adult Education Brochure	\$2,687/13,000
Commencement Program	\$1,698/1,400
WB Newsletter	\$4,695/issue

**A to Z Print:**

Senior High School Newspaper	\$393/issue
Junior High School Newspaper	\$393/issue
#10 Envelopes	\$47/1,000; \$113/2,500; \$196/5,000
	\$333/10,000; \$1,310/50,000
#10 Window Envelopes	\$50/1,000; \$122/2,500; \$221/5,000
	\$368/10,000; \$701/20,000
#10 Self Seal Envelopes	\$103/1,000; \$214/2,500; \$374/5,000
	\$634/10,000; \$2,905/50,000
#10 Self Seal Window Envelopes	\$110/1,000; \$230/2,500; \$402/5,000
	\$680/10,000; \$1,304/20,000
Visitor Passes	\$171/2,000
Budget Postcard	\$729 + \$75 for Bulk Mailing

\*\*#FI-4

RESOLVED: that the following **2009/2010** appropriation transfers be approved:

TRANSFER EXPLANATION & ACCOUNT DESCRIPTION	ACCOUNT	FROM	TO
<b>2009/10 Instructional Salary Reconciliation</b>			
TCHR. SALARIES 7-12	A 2110.1300	141,183.25	
SAL ADJ & NEW HIRES	A 2110.1310	293,910.34	
TUTORIAL SALARIES	A 2110.1510	192,762.68	
SPECIAL ED. SALARIES	A 2250.1500	93,390.66	
RETIREE SICK PAY	A 2110.1560	16,410.26	
TCHR. SALARIES K-6	A 2110.1200		306,767.41
READING TEACHERS 6-12	A 2270.1300		12,206.68
DRIVERS ED. SALARIES	A 2110.1300-04-04		612.50
SUBSTITUTE TCHRS.	A 2110.1400		73,579.17
AS DAILY SUBSTITUTES	A 2110.1401		49,842.00
NCLB/SED TEST SCORING SUBSTITUTES	A 2110.1402		6,570.00
SUBSTITUTES FOR STAFF DEVELOPMENT	A 2110.1403		1,530.00
HOME TEACHING	A 2110.1410		26,307.02
COACHES SALARIES	A 2855.1500		131,802.38
K-12 LIBRARIANS	A 2610.1500		53,122.00
INSTRUCTIONAL SALARIES TECH	A 2630.1500		18,805.67
OTHER INSTR. SALARIES	A 2110.1500		9,900.09
INSTRUCTIONAL SALARIES	A 2331.1500		5,269.99
DIR LANG ARTS SALARY	A 2270.1500		4,995.46
ASST SUPT CURR & INSTR SALARY	A 2010.1500		3,211.50
CLUBS & ADVISORS	A 2850.1510		23,554.30
INTRAMURALS	A 2850.1520		2,083.56
CHAPERONES (INSTRUCTIONAL)	A 2850.1530		7,497.46
		<b>737,657.19</b>	<b>737,657.19</b>
<b>2009/10 Non-Instructional Salaries Reconciliation</b>			
SUPT'S CONTINGENCY	A 1240.4751	548,654.60	
SPECIAL ED. CLERICAL	A 2250.1600	3,967.13	
TEACHER AIDES/SUBS SALARIES	A 2110.1600		132,514.55
CONTRACT SALARIES	A 5510.1600		13,737.59
SOUTH BAY FIRE RELIEF SALARIES	A 1915.1600		10,553.25
ATHLETIC'S CLERICAL SALARIES	A 2855.1600		2,491.03
BO BUSINESS OFFICE STAFF SALARIES	A 1310.1600		2,408.00
CLERICAL GUIDANCE SALARIES	A 2810.1600		1,495.12
CLERICAL ATTENDANCE	A 2805.1600		907.98
PERSONNEL ASST SUPT CLERICAL SALARIES	A 1430.1600		325.94
NON INSTR. SALARIES	A 2815.1600		315.23

Continued .....

<b>2009/10 Non-Instructional Salaries Reconciliation</b>			
CLERICAL SALARIES	A 2331.1600		32.50
AIDES SPECIAL EDUCATION	A 2250.1601		79,268.11
CLERICAL EXTRA PAY	A 2020.1601		8,140.19
SUBSTITUTE TRANSPORTATION	A 5510.1601		5,214.33
BUS DRIVER SALARIES	A 5510.1630		239,220.13
B&G MAINT. MECHANICS SALARIES	A 1620.1630		13,504.25
BUS DRIVER SALARIES FOR FIELD TRIPS	A 5510.1631		6,365.78
BUS DRIVER SALARIES FOR ATHLETICS	A 5510.1632		4,598.18
B&G OVERTIME	A 1620.1670		20,698.32
B&G O/T FOR COMMUNITY USE	A 1620.1672		10,831.25
		<b>552,621.73</b>	<b>552,621.73</b>

**CURRICULUM**

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

RESOLVED: that the West Babylon Board of Education declares the following items, located at Santapogue School, obsolete:

Map of South America	A. J. Nystrom & Co.	1966
Map of Africa	A. J. Nystrom & Co.	1962
“How We Show the Surface of The Earth on a Map”	A. J. Nystrom & Co.	
Maps of New York (2)	A. J. Nystrom & Co.	
Political World Map	A. J. Nystrom & Co.	
Map of the United States	A. J. Nystrom & Co.	1954

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

RESOLVED: that the West Babylon Board of Education declares the following textbooks, located at Santapogue School, obsolete:

“Write on Track” by Houghton Mifflin	1996	-	18 copies
“Silver Burdett Science” by Silver Burdett	1985	-	27 copies

WEST BABYLON BOARD OF EDUCATION  
ORGANIZATION MEETING - TUESDAY, JULY 6, 2010

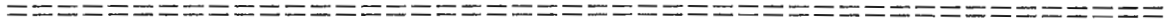
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**BOARD APPOINTMENT SCHEDULE**

Schedule: 10-A-1 Board of Education Appointments (Res. #3)

**PERSONNEL**

Schedules: 10-P-1 Professional Personnel  
10-C-1 Civil Service Personnel (Res. **\*\*#PE-1**)



**BOARD OF EDUCATION SCHEDULE**

**I. Board of Education Schedule 10-A-1**

- A. Organizational Meeting--Annual Appointments
- B. 2010-2011 Registration Members/Election Inspectors
- C. 2010-2011 Pupil Personnel Appointments

**PROFESSIONAL PERSONNEL SCHEDULE**

**II. Professional Personnel Schedule 10-P-1**

- A. 2010 Summer School
- B. 2010 Summer CSE Representatives
- C. Establishment of Coordinator Position
- D. 2010-2011 Coordinator
- E. Fall, 2010 Intern/Student Teachers/Observers

**CIVIL SERVICE SCHEDULE**

**III. Civil Service Schedule 10-C-1**

- A. Resignations
- B. 2010-2011 PT/Maintenance Supervisor
- C. 2010-2011 School Photographer
- D. 2010-2011 Adult Ed. PT/Clerk Typist
- E. 2010-2011 AEHS PT/Clerk Typist
- F. 2010 Summer Work
- G. 2010 Summer School
- H. 2010-2011 Per Diem Substitutes

Date of Meeting: July 6, 2010

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**2010-2011**
**I. BOARD OF EDUCATION APPOINTMENTS**

<b>POSITION</b>	<b>SALARY</b>	<b>NAME</b>
District Treasurer	\$14,948.	Loretta Titolo
District Deputy Treasurer	\$1,000.	Karen Lorito
<u>Legal:</u> Labor Relations Counsel	\$42,500. + (\$200./hr.) litigation	Ingerman, Smith, et al.
General Counsel	\$22,280.00 + (\$162./hr.) litigation	VanNostrand & Martin
Bond Counsel	Per size of issue	Hawkins, Delafield & Wood
External Auditor	\$48,000.	Nawrocki Smith, LLP. Fiscal Year Ending June 30, 2011
Internal Auditor	\$44,100.	R.S. Abrams & Co. LLP
District Accountant	\$27,500.	Cullen & Danowski
Fiscal Advisor	Per size of issue	New York Municipal Advisors Corporation
Purchasing Agent	None	Arthur Williams
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.	Stephen O'Leary
Co-Signer for Student Activities Funds	None	James Lynch
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	-	Arthur Williams/Yiendhy Farrelly
PL 611	-	Arthur Williams/Mona Tobin
PL 619	-	Arthur Williams/Mona Tobin
VATEA Grant	-	Arthur Williams/Dominick Squicciarini
Title IX, Compliance Officer [Personnel]	-	Yiendhy Farrelly
Title IX, Compliance Officer [Students]	-	Mona Tobin
PL 504, Compliance Officer	-	Mona Tobin
Health & Safety Officer	-	Raymond Graziano
LEA Asbestos Compliance Officer	-	Raymond Graziano
Article 12, Hazardous Materials Compliance Officer	-	Raymond Graziano
Homeless Liaison	-	Steven Manzi

**V. Consultant Services - July 1, 2010-June 30, 2011:**

FUNCTION	VENDOR	PERIOD	FEE
Unemployment	Labor Cost Management	7/1/10-6/30/11	\$1,700.
Worker's Compensation	PMA	7/1/10-6/30/11	\$21,500.
Tax Sheltered Annuities	OMNI Group	7/1/10-6/30/11	\$15,044.

**Section 75 Hearing Officers:**

Civil Service Law

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

**Appointment of Physicians and Dentist:** - July 1, 2010-June 30,2011

Dr. Chris Proto	DDS	\$500.
Dr. Jack Geffken	DO	\$29,290.
Dr. Jack Geffken	DO	Employee physical examinations \$60. per individual.
Dr. Jack Geffken	DO	\$1,500. AED Emergency Health Care Provider
Dr. Howard Hertz	MD	Employee physical examinations \$75. per individual.

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

Annual Election 2010-2011

Chief Inspectors: \$225./day (7am-9pm)

Inspectors: \$8.50/hr.

**Chief Inspectors:**

Benvenuto, Stephen

Canfora, Marge

**Election Inspectors:**

Barbato, Kathleen

Barbato, Gerald

Barone, Antoinette

Burrows, Frances

Canfora, Philip

Daly, Eileen

DiStasio, Patricia

Giancana, Vincent

Horstmann, Gerard

King, James J.

Kinlan, Patricia

Mastromatteo, Katherine

Mastrosimone, Nancy

Meo, Grace

Pagano, Agatha

Regina, Suzanne

Russo, Betty

Scelza, Brittany

Scelza, Louise

Scottaline, Edwin

Scottaline, Marie

Sessa, Ann

Sessa, Salvatore

Verdi, Jack

Wood, Noreen

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

**Central CSE:**

- Chairperson: Ms. Mona Tobin, Director of Student Services
- Alternates: Mr. Steven B. Manzi, District Social Worker  
Mrs. Mary Jean Sewell, Speech/Language Therapist, CPSE Chairperson  
Mr. Charles Larson, Senior High School Special Education Chairperson  
Mr. Thomas Leonbruno, Junior High School Special Education Chairperson
- Social Workers: Mr. Steven B. Manzi, Ms. Jaime Dascoli, Ms. Cassandra Mensch
- Teacher Members: Special Education Teacher and General Education Teacher K-12
- Parent Member: Mrs. Doreen Moss
- Physicians: Dr. Jack Geffken, Dr. Howard Hertz
- The Child's Parent (the student, if appropriate)
- The Child's General Education Teacher
- The Child's Special Education Teacher

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

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

Date of Meeting: July 6, 2010

Page 6 of 11 pages.

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**Elementary Sub-CSE**

Chairperson: Ms. Mona Tobin, Director of Student Services  
Alternates: Mr. Steven B. Manzi, District Social Worker  
Mrs. Mary Jean Sewell, Speech/Language Therapist  
Mrs. Eileen Sabshon, Psychologist  
Mrs. Laure Klopsis, Psychologist  
Mrs. Sharene Ovdia, Psychologist  
Dr. Jill Taylor, Psychologist  
Ms. Eileen Saumell, Psychologist  
Dr. Uta Field, Psychologist  
Dr. Michele Read Feryo, Psychologist  
Psychologists: Mrs. Laure Klopsis, Mrs. Sharene Ovdia, Dr. Jill Taylor, Mrs. Eileen Sabshon,  
Ms. Eileen Saumell, Dr. Uta Field, Dr. Michele Read Feryo  
Speech/Language Therapists: Mrs. Joan Kaiser, Mrs. Diana Marshall, Mrs. Alison Gimberlein, Mrs. Jill DeLuca, Ms. Donna Pomilla,  
Mrs. Mary Jean Sewell, Mrs. Christine Riggi  
Physicians: Dr. Jack Geffken, Dr. Howard Hertz  
The Child's Parent  
The Child's General Education Teacher  
The Child's Special Education Teacher

**Junior High School Sub CSE**

Chairperson: Mr. Thomas Leonbruno  
Alternates: Ms. Mona Tobin, Director of Student Services  
Mrs. Mary Jean Sewell, Speech/Language Therapist  
Dr. Michele Read Feryo, Psychologist  
Mr. Steven B. Manzi, District Social Worker  
Social Workers: Mr. Steven B. Manzi, Ms. Cassandra Mensch  
Psychologists: Dr. Bernard A. Corda, Dr. Michele Read Feryo  
Alternates: Mrs. Sharene Ovdia, Dr. Jill Taylor  
Physicians: Dr. Jack Geffken, Dr. Howard Hertz  
The Child's Parent  
The Child's General Education Teacher  
The Child's Special Education Teacher

**Senior High School Sub CSE:**

- Chairperson: Mr. Charles Larson
- Alternates: Ms. Mona Tobin, Director of Student Services  
Mrs. Mary Jean Sewell, Speech/Language Therapist  
Mr. Steven B. Manzi, District Social Worker  
Dr. Bernard A. Corda, Psychologist
- Psychologists: Dr. Bernard A. Corda, Ms. Eileen Saumell, Mrs. Laure Klopsis
- Physicians: Dr. Jack Geffken, Dr. Howard Hertz
- Social Workers: Mr. Steven B. Manzi, Mrs. Jaime Dascoli
- The Child's Parent (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 B. Manzi, District Social Worker
- Alternates: Ms. Mona Tobin, Director of Student Services  
Mrs. Mary Jean Sewell, Speech/Language Therapist
- Psychologists: Dr. Jill Taylor, Dr. Bernard A. Corda, Mrs. Laure Klopsis  
Mrs. Sharene Ovardia, Mrs. Eileen Sabshon,  
Ms. Eileen Saumell, Dr. Uta Field, Dr. Michele Read Feryo
- Parent Member: Mrs. Doreen Moss
- Physicians: Dr. Jack Geffken, Dr. Howard Hertz
- The Child's Parent (the student, if appropriate)
- The Child's General Education Teacher
- The Child's Special Education Teacher

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

Peter Albert	Amy Lynne Itzla	Robert Nisely	Judith Schneider		
Lynn Almeleh	Howard Jacob	Mary Noe	Annette Shachter		
Stuart Bauchner	Theresa R. Joyner	David Nydick	Vanessa Sheehan		
Beryl Blaustone	George Kandilakis	Veronica C. Odom	Marjorie Silver		
Wendy Brandenburg	Eugene Kaufman	Janice K. Orland	Kenneth Stewart		
Robert Briglio	Martin Kehoe III	Jane Owens	Craig Tessler		
Paul Bumbalo	Harry Kershen	Gary Peters	Richard Thaler		
Diane Cohen	Dora Lassinger	Kenneth Peters	Aaron Turetsky		
Theodore E. Debowy	Patricia Latzman	Joseph Quinn	Arthur Venezia		
Debra Siedman Dewan	Michael Lazan	Heidi Reichel	William J. Wall		
Barbara J. Ebenstein	Nancy Lederman	Susan Mills Richmond	James Walsh		
John Farago	Susan Lushing	Kenneth S. Ritzenberg	Carl Wanderman		
Rona Feinberg	Robert W. Mackreth	George Roberts	Marc Weiner		
Sharyn Finkelstein	James McKeever	Paul Rosen	Mindy G. Wolman		
Lana Flame	James A. Monk	Jean Irene Rosenzweig	Joseph Wooley		
Steven Goldsmith	Esther Mora	Jerome Schad	Meryl Zaglin		
Lorraine Gross	Eric Nachman	Mortin Schiff	Joel Ziev		
Nancy Hampton	John Naun				

SCHEDULE 10 -P-1, Professional Personnel Schedule

Date of Meeting: July 6, 2010

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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**Junior High School Program-Grades 6-8 Summer Institute: July 12, 2010-August 16, 2010**

\*Contingent, pending NYSED approval and sufficient enrollment.

**(21 days/2 hrs. & 10min./section/day)\***

**\$1,972./section**

Flood,Taro Language Arts-Social Studies  
 Thorschmidt,Joanne Social Studies

Snyder,John Health \$43.36/hr. Independent Study

**Per Diem Substitute Teaching Assistant:**

\$26.02/hr Summer, 2010

**Per Diem Substitute Teacher:**

\$43.36/hr. Summer, 2010

Mack,Michael

**CSE Representatives:**

Summer, 2010

Colon,Cheryl	\$34.40/hr.
DeGennaro,Lisa	\$61.40/hr.
Dunn,Kathleen	\$91.39/hr.
Field, Uta	\$45.10/hr.
Flynn,Ann	\$76.36/hr.
Gimberlein,Alison	\$67.81/hr.
Granieri,Lisa	\$80.63/hr.
Hoppe,Lisa	\$94.84/hr.
Jacobson,Ruth	\$65.67/hr.
Kerr,Cara	\$76.36/hr.
Kozak,Christine	\$78.50/hr.
LaFemina,Jessica	\$52.75/hr.
Larson,Charles	\$99.01/hr.
Leonbruno,Thomas	\$78.93/hr.
Lynch,Maria	\$87.05/hr.
LoSardo,Deborah	\$57.12/hr.
Mahon,Susan	\$76.36/hr.
Marshall,Diana	\$81.31/hr.
McKeown,Robert	\$84.91/hr.
Phillips,Emily	\$94.84/hr.
Poio,Josephine	\$84.91/hr.
Pomilla,Donna	\$94.84/hr.
Read Feryo,Michele	\$63.51/hr.
Tomeo,Jennifer	\$69.95/hr.



SCHEDULE 10 -P-1, Professional Personnel Schedule

Date of Meeting: July 6, 2010

Page 10 of 11 pages.

NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
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The following part-time annual appointment position is established effective 9/1/10:

Coordinator of Physical Education and Health K-8                      Junior High School

Richert,Danielle	Coordinator of Phys.Ed. & Health K-8	JH	\$7,380.	2010-2011	[pt/annual appt.]
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**Guidance Intern:**

*Waldman,Lisa		HS		Fall, 2010	
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**Student Teachers/Observers:**

Kaiser,Nancy	Elementary	JK/FA		Fall, 2010	
Motisi,Melissa	Social Studies	JH			
Sceppa,John	Physical Ed.	JH			

\*Emergency Conditional Appointment

SCHEDULE 10-C-1 Civil Service Personnel Schedule

Date of Meeting: July 6, 2010

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NAME	POSITION	SCHOOL/ AREA	STEP/ SALARY	BEG/END APPT.	COMMENTS
Robertson, Kathleen	Paraprofessional (clerk typist)	HS		6/24/10	Resignation from LOA [to remain in FT/CT post]
Chiappone, Jane	Clerk Typist	FA		6/27/10	Resignation from LOA [to remain in SCT post]
Palminteri, Charles	PT/Maintenance Supervisor	DW	\$2,100.	2010-2011	[stipend]
Steiger, Margaret	School Photographer	DW	\$4,700.	2010-2011	[stipend]
Caluori, Tina	PT/ Clerk Typist	Adult Ed.	\$12.50/hr.	2010-2011	
Farina, Arleen	PT/Clerk Typist	AEHS	\$13./hr.	2010-2011	
Lynch, Kathleen	Clerk Typist	Guidance	\$141.25/day	2010-2011	[15 days -add'l. need]

**Elementary Special Education Summer School Program: July 6- August 16, 2010 (Mon.-Fri. 5.5 hrs/day/30 days)**

Weckerle, Denise	1:1 Aide	TA	\$15.50/hr.		[July]
Noeker, Joan	1:1 Aide	TA	\$13.90/hr.		[August]

**Per Diem Substitutes:**

Brower, Vivian		DW	\$9./hr.	2010-2011	Clericals
Senkus, Marianne					
*Frank Jr., Alfred		DW	\$15./hr.	2010-2011	Guard

\*Emergency Conditional Appointment

WEST BABYLON BOARD OF EDUCATION  
ORGANIZATION MEETING - TUESDAY, JULY 6, 2010

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**FINANCE**

Printing Services Bid #T-434 (Res. \*\*#FI-3)

Bids were opened in the Business Office on June 22, 2010, at 9:00AM, for Printing Services Bid, T-434, for the 2010-2011 school year.

The following vendors received bid packets:

Tobay Printing 1361 Marconi Blvd. Copiague, NY 11726	GBV Printing 44 Drexel Drive Bayshore, NY 11706	A to Z Print 514 Broadway Massapequa, NY 11758
Rollins Print 5 West Main St. Babylon, NY 11702	Zoom Printing 7 Deauville Blvd. Copiague, NY 11726	Short Stop Printing 5 Commack Road Commack, NY 11725
Future Graphics .15 Eklund Blvd. Nesconset, NY 11767	Lotus Events, Inc. 357-4 South Broadway Hicksville, NY 11801	
Direct Mail Works 300 Private Road E. Patchogue, NY 11772	Printstars, Inc. 347 Glen Cove Ave. SeaCliff, NY 11579	Print Market 66-1 E. Jeffryn Blvd. Deer Park, NY 11729

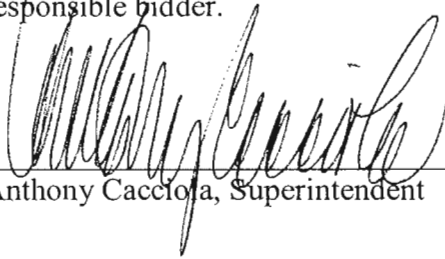
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The following vendors submitted bids:

	<u>Tobay</u>	<u>A TO Z</u>
School Calendar	\$8,471./12,300	
	\$9,902./16000	
Elem. Curr. Guide	\$2,996./4000	
9-12 Curr. Guide	\$3,987./4000	
Adult Ed. Brochure	\$2,687./13,000	
Commencement Program	\$1698./1400	
High School Newspaper	\$418./issue	\$393/issue
Junior High Newspaper	\$418./issue	\$393/issue
WB Newsletter	\$4695/issue	
#10 Envelopes		\$47/1000,\$113/2500,\$196/5000
		\$333/10000,\$1310/50000
#10 Window Envelopes		\$50./1000,\$122./2500,\$221/5000
		\$368./10000,\$701./20000
#10 Self Seal Envelopes		\$103./1000,\$214./25000,\$374/5000
		\$634./10,000,\$2905./50000
#10 Self Seal Window Env.		\$110./1000,\$230./2500.\$402/5000
		\$680./10000,\$1304./20000
Visitor Passes		\$171/2000
Budget Postcard	\$989.00	\$729 + 75 for Bulk Mailing

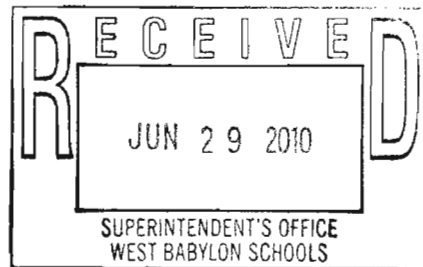
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Anthony Cacciola, Superintendent, recommends highlighted items be awarded as they were the lowest responsible bidder.



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Anthony Cacciola, Superintendent



WEST BABYLON BOARD OF EDUCATION  
ORGANIZATION MEETING - TUESDAY, JULY 6, 2010

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**POLICY**

- A. Board Review - Investments (First Time Reading) (File:DG)
- B. Board Review - School District Purchasing (Review) (File:DJ)
- C. Board Review - School District Purchasing-Administrative Regulations (Review) (File:DJ-R)
- D. Board Review - Agenda Format (Third Time Adoption) (File:2350)
- E. Board Review - Electronic or Wire Transfers (Third Time Adoption) (File:6415)
- F. Board Review - Electronic or Wire Transfers-Administrative Regulations (Third Time Adoption) (File:6415-R)

**Investments****File: DG**

**Scope:** This investment policy applies to all monies and other financial resources available for investment on behalf of the Board of Education.

**Objectives:** The primary objectives of investment activities are, in priority order:

- > to conform with all applicable federal, state and other legal requirements (legal);
- > to adequately safeguard principal (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 [Assistant Superintendent for Finance] 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 investment program consistent with these investment guidelines. Such procedures shall include an 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 [Assistant Superintendent for Finance] 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 of Education 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 General Municipal Law, § 10, all deposits of the district, including certificates of deposit and special time deposits, in excess of the amount 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, § 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 together 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 [Assistant Superintendent for Finance] 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 revaluation 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 General Municipal Law, §11, 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
- > Obligations of the United States 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 [Assistant Superintendent for Finance] 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 amount of investments which can be made with each financial institution or dealer. All financial 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 [Assistant Superintendent for Finance] Executive *Director for Finance and Operations* is responsible for evaluating the financial position and 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 Number 88-46, and the specific program has been authorized by the Board of Education.

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 payment by such bank or trust company in obligations only in accordance with prior written 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, § 10.

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 annually by the Board of Education and reaffirmed at the annual reorganization meeting.

Legal References:

Chapter 708 of the Laws of 1992  
General Municipal Law § 6[c]  
General Municipal Law § 39  
General Municipal Law § 10  
General Municipal Law § 11  
General Municipal Law Article 5G  
Office of State Comptroller Opinion # 88-46

Adopted: 10/11/94  
Reviewed: 08/18/97  
Revised: 09/14/98  
Reviewed: 07/12/99  
Reviewed: 07/10/00  
Reviewed: 07/09/01  
Reviewed: 07/08/02  
Reviewed: 07/07/03  
Reviewed: 07/06/04  
Reviewed: 07/05/05  
Reviewed: 07/10/06  
Reviewed: 07/09/07  
Reviewed: 07/08/08  
Reviewed: 07/01/09

**School District Purchasing**

**File: DJ**

Purchasing is an important function in support of the education of the students of this district. The purchasing role is to provide the necessary equipment, supplies and services in the right quantity and quality, in the right place, at the time needed, at the lowest cost to the district.

The purchasing process should be performed within the budgetary appropriations by the Board appointed purchasing agent, following existing laws, regulations and Board of Education procedures.

It shall be the policy of this district that all qualified suppliers shall have equal opportunity to bid on the requirements of the school district.

Legal References:

General Municipal Law, 103, 104b-2a, 109d, 119-0  
Education Law, 1725, 1725-A  
State Finance law, 175-A,B  
Correction Law, Article 7,, 184

Adopted: 2/10/92  
Reviewed: 8/18/97  
7/13/98  
8/16/99  
7/10/00  
7/9/01  
7/8/02  
7/7/03  
7/6/04  
7/5/05  
7/10/06  
7/09/07  
7/08/08  
7/01/09

**School District Purchasing Policy Administrative Regulations**

**File: DJ-R**

In accordance with General Municipal Law, the procurement of goods and services for West Babylon Schools is subject to competitive bidding based upon the following:

- a. Public Works Contracts (labor and materials) involving an expenditure of over \$20,000 are subject to competitive bidding. The term “public works contract” applies to those items or projects involving labor or both material and labor. Examples of public work contracts include: construction, paving, printing, repair contracts, lease/rentals, lease purchasing, and installment purchasing.
- b. Purchase Contracts (materials only) of over \$10,000 are subject to competitive bidding.

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

- a. State Contracts, County Contracts, Municipal Agreements, BOCES Cooperative Purchasing Agreements, Corcraft (New York Prison System), Industries for the Blind, or Industries for the Disabled may be used whenever feasible for purchases below the state bid limit.
- b. The District may elect to bid items even though they fall below the state bid limit.
- c. Guidelines for all other purchases the following procedures will be utilized:

**For commodity group purchases under \$10,000** .When not feasible to purchase as per paragraph “a” above, no quotations shall be required except as noted below:

**For single item purchases between \$2,000 and \$10,000** . When not feasible to purchase as per paragraph “a” above, a minimum of three (3) written quotations shall be solicited for each such purchase and attached to the purchase requisition when it is submitted to the Business Office for approval. Written quotations may be obtained by chairpersons, directors, building administrators, operational administrators or central office administrators.

**For Public Works Contracts between \$10,000 and \$20,000** .When not feasible to purchase as per paragraph “a” above, the Business Office shall be contacted and shall obtain at least three (3) written quotes.

d. **In all instances listed above:**

- > when the lowest quotation is not utilized, reasons must be stated on the quotation form
- > all quotations must include shipping and handling;
- > a minimum, of three (3) quotations must be attached to the purchase order.
- > when three quotations cannot be obtained, reasons are to be specified on the quotation form
- > any purchase incentives must be listed on the quotation form

e. When prior knowledge exists that the total of Purchase Contracts or Public Works Contracts for the school year will exceed the bid limit, it is the obligation of the purchaser to contact the Business Office for competitive bidding.

Adopted: 2/10/92  
Reviewed: 8/8/94  
Reviewed: 7/13/98  
Revised: 6/23/09

**Agenda Format**

**File: 2350**

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

- 1] Call to order by presiding officer
- 2] Pledge of Allegiance to the flag  
7:00 P.M. - Meeting Convenes Followed by Student  
Presentation(s) and/or Executive Session  
8:30 P.M. - Public Session Resumes Beginning with Item #3
- 3] Approval of the minutes of previous meeting(s)
- 4] Statement of the Board and/or Superintendent
- 5] Statement of West Babylon Teachers' Association Representative
- 6] Statement of School Administrators' Association Representative
- 7] Statement of C.S.E.A. Representatives
- 8] Statement of Student Association Representative
- 9] Statement of PTA Council Representative
- 10] Statement of Residents re: agenda items (15 minutes - limited to 3 minutes per speaker)
- 11] Report of Superintendent and/or educational presentation
- 12] Business Agenda items
- 13] Review of policies
- 14] Board of Education Committee Reports
- 15] Strategic Plan Update
- 16] Old Business
- 17] New Business
- 18] Statements of Residents re: other district items (15 minutes - limited to 3 minutes per speaker)
- 19] Adjournment (This should take place by 11 PM)

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

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

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

Adopted: 12/08/2009

Revised:

**ELECTRONIC OR WIRE TRANSFERS**

Procedures will be implemented specifying who is authorized to initiate, approve, transmit, record, review and reconcile electronic transactions. At least two individuals will be involved in each transaction. Authorization and transmitting functions will be segregated and, whenever possible, the recording function will be delegated to a third individual.

The District will enter into written wire transfer security agreements for District bank accounts which will include established procedures for authenticating wire transfer orders.

The Executive Director for Finance or the District Treasurer must authorize all wire transfers. Dual approval controls will be established for non-routine wire transfer orders.

The Internal Auditor will periodically confirm that wire transfers have appropriate signatures, verification and authorization of proper personnel.

Ref: Education Law Section 2116-a  
General Municipal Law Article 2 Section 5-a

Adopted:

**Third Time Adoption (7/6/10)**

**File: 6415-R**

ELECTRONIC OR WIRE TRANSFERS – Administrative Regulations

- The Accountant or District Treasurer will initiate the request to transfer funds from one authorized banking account to another.
- The Executive Director for Finance or the District Treasurer will approve the transfer.
- The Accountant or District Treasurer will execute the transfer of funds according to the authorization.
- The Accountant or District Treasurer will execute the transfer of funds according to the authorization, and then make the journal entries to post the transaction to the General Ledger. The Executive Director for Finance will approve these entries.

Adopted: