

**MINUTES OF THE BOARD OF EDUCATION  
Oyster Bay – East Norwich Central School District**

**Date:** October 26, 2021  
**Kind of Meeting:** Business Meeting  
**Location:** Oyster Bay High School, Town of Oyster Bay, Nassau County NY  
**Members Present:** Laurie Kowalsky-President  
Nancy Castrogiovanni-Vice President  
Todd Cronin  
Darren Gerbosi  
Maryann Santos  
Michael Schindler  
Norah Windhausen

**Members Not Present:** Michael Schindler

**Others Present:** Dr. Francesco Ianni, Superintendent  
Maureen Raynor, Deputy Superintendent  
Kelly Fallon, Interim Assistant Superintendent Curriculum & Instruction  
Darlene Dolan, District Clerk  
Mary Anne Sadowski, District Counsel

Laurie Kowalsky called the meeting to order at 6:30 P.M.

Motion by T. Cronin, second by N. Castrogiovanni to enter executive session at 6:31 P.M.

Motion by D. Gerbosi, second by N. Castrogiovanni to claim out of executive session at 7:37 P.M.

Laurie Kowalsky led the pledge of allegiance.

Maryann Santos reported on correspondence received from the Board.

Dr. Ianni began his update by congratulating three students who received PSAT recognition status, Kevin Biggiani, Michaela Lester and Bridget Zahradnik. They received letters of accommodation in recognition of their outstanding commitment to intellectual growth.

Dr. Ianni spoke of the first Regatta for the sailing team and congratulated all involved. He thanked the Board for their support.

Being national school board recognition week (Oct.18-24), Dr. Ianni expressed his gratitude to the Board for their important work in supporting the students. Together with the Board, Dr. Ianni and staff have been collaborating on many initiatives. Dr. Ianni stated that the Board should be recognized for creating a safe learning environment for students and for recognizing the value of in-school learning. He thanked all Board members for their time and dedication to the students and presented each one with a small gift. Legislator Lafazan also thanked all Board members and presented each one with a proclamation.

Dr. Ianni recognized Dr. Deidre Faughey, OBHS English teacher who won the Paul and Kate Farmer English Journal Award (presented by the National Council of Teachers of English). Dr. Faughey is being recognized for this accomplishment in addition to publishing other articles. Dr. Faughey also submitted

student Kaylee Ochoa's artwork for the cover of the National Council of Teachers of English. Kaylee's artwork ran in the March 2021 issue of *English Journal*.

Mr. Femino spoke of the forthcoming first live theatrical performance since March 2020. The middle level revue entitled; *A Villain's Tale* will be held on November 5<sup>th</sup>. Two 8<sup>th</sup> grade students, Finn Trotman and Riley Baehr performed a short preview of the upcoming revue. Photos were taken.

L. Kowalsky thanked the Board for all they have done this year in terms of searching for a new Superintendent, bringing students back into school, and now to getting schools ready for the 21<sup>st</sup> Century.

Motion by, T. Cronin second by M. Santos to approve the minutes from:

- Workshop Meeting, 9/14/21
- Special Meeting, 9/18/21
- Business Meeting, 9/28/21

Motion unanimously carried.

PTA Council President echoed the sentiments of Dr. Ianni, thanked the Board for their hard work and dedication to the students and presented them with a gift.

Dr. Ianni gave his 6<sup>th</sup> presentation on 21<sup>st</sup> Century Capital Improvements for the Oyster Bay-East Norwich CSD. He spoke on how important the work is to begin to prepare students for the 21<sup>st</sup> Century – a future that we cannot describe or predict. Further, he stated that the best way to prepare students for the future is by empowering them in the present. Teaching and learning are changing as are instruction materials. There is more collaboration in classrooms, more open spaces and environments have changed.

In terms of the scope of work, Dr. Ianni stated that he is continuing the work that the community has committed to and spoke of the plans to make changes in each of the schools. Some changes are necessary to keep the schools up to code and to eliminate safety concerns and other changes are ideas to keep each building in line with 21<sup>st</sup> Century Learning (see presentation for detail on proposed changes by school building).

Dr. Ianni further spoke on how important it is to be proactive in staying ahead of some aging infrastructure and lack of space in some buildings. All projects cannot be addressed in budget or through the capital reserve. Since the debt service is falling off and interest rates are currently low this is an opportune time. Dr. Ianni stated that his job is to think ahead to keep the schools and the community top of mind (see presentation for more presentation detail including debt service analysis/historical analysis/peer group bonds).

Dr. Ianni reiterated the timeline again as presented previously and he encouraged all community members to call his office with any questions. He further reiterated the clear mission ahead which is to provide 21<sup>st</sup> century learning to all students and to remain fiscally responsible and accountable.

The Board accepted comments/questions from community members on Agenda items at this time.

Dr. Ianni and Ms. Santos responded to community members questions.

Motion by T. Cronin second by N. Castrogiovanni to approve the following:

**VII PERSONNEL ACTIONS**

**A) Professional Personnel**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the following *Professional Personnel and Civil Service Personnel* Resolutions as listed:

**1. RESIGNATION**

1.1 **BRANDON BROOKER** Position: Resident Substitute  
 Effective: 10/22/2021  
 Assigned to: Oyster Bay High School

**2. APPOINTMENTS**

2.1 **STUDENT QUARANTINE SUPPORT** Period Date: 10/08/2021-06/24/2022  
 Status: 1 hour per day  
 Salary: \$79.35 per hour

Jaelyn Allgier 3<sup>rd</sup> grade  
 Leah Hehn Roosevelt  
 Penny Koinis Roosevelt  
 Nicole Turner 4<sup>th</sup> grade  
 Nicole Pienkos 5<sup>th</sup> grade  
 Alison Chechakos 6<sup>th</sup> grade

2.2 **CYNTHIA PERAGALLO** Position: Mathematics Teacher  
 Status: Leave Replacement  
 Effective: 11/01/2021  
 Period Date: 11/01/2021 – 12/31/2021  
 Certification: Mathematics 7-12, Permanent  
 Salary: BA, Step1 – \$303.66 per day + holidays  
 Assigned to: Oyster Bay High School  
 Replacing: M. Evans (Retirement)

2.3 **NICOLLE SISIA** Position: Home Instruction - Teacher  
 Status: 2 hours per week  
 Period Date: 10/06/2021-TBD  
 Salary: \$79.35 per hour  
 for student #: 363624492

2.4 **CHERYL ROSARIO** Position: Teaching Assistant  
 Status: Translation Services  
 Salary: \$26.85 per hour  
 November 17, 2021 for 6 hours  
 November 18, 2021 for 3.5 hours

2.5 **EXTRACURRICULAR ADVISORS** Effective: 2021-2022 School Year  
**\*REVISED** Salary: As per Agreement between the OBENCSD and the OBENTA.  
 \*See Attachment

2.6 **MARIA NICULESCU** Position: Teaching Assistant

- Status: Up to an additional 5 hours per week for Translation Services  
Salary: \$26.85 per hour
- 2.7 SUPERINTENDENT'S CONFERENCE DAY  
Position: Presenters @ Supt.'s Conf. Day  
Status: Preparation  
Salary: \$79.35 per hour.  
\*See Attachment
- 2.8 COACHES  
Effective: 2021/2022 School Year  
Period Date: Fall 2021 & Winter 2022  
Salary: \*Revised - See Attachment.
- 2.9 NICOLLE SISIA  
Position: 0.12 overage as per IEP mandates  
Effective: 2021-2022 School Year  
Assigned to: Oyster Bay High School  
Salary: As indicated according to the Agreement between OBENCSD and the OBENTA

3. **SALARY CHANGES**

Effective: September 01, 2021  
Status: Completion of graduate work.  
Salary: As per Agreement between the OBENCSD and the OBENTA.

	FROM	TO	STEP
Acquaro, Stephen	MA+30	MA+60	9
Alongi, Meridi	MA	MA+30	5
Alvizures, Stephanie	MA	MA+30	5
Boeschen, Kelli-Ann	MA	MA+30	5
Boucher, Diana	MA+60	MA+75	20
Chechakos, Alison	MA+30	MA+60	6
Diaz, Fanny	MA	MA+30	8
Dillon, Caitlin	MA	MA+30	8
Duval, Jillian	MA+15	MA+30	12
Gazzo, Shauna	MA+45	MA+60	25
Guillem, Lauren	MA	MA+30	5
Kim, Maria	MA+60	MA+75	8
Larke, Christopher	MA+45	MA+60	20
Larke, Kristen	MA+45	MA+60	23

Lazar, David	MA	MA+30	12
Luzzi, Paula	MA	MA+30	8
Malhar-Jain, Suprabha	MA+30	MA+60	9
Murphy, Shannon	MA+30	MA+60	9
Pang, Ting	BA	BA+30	5
Pimentel, Carla	MA+30	MA+45	20
Pugh, Jami	MA+60	MA+75	19
Zambelli, Tracy	MA+60	DR	22

### Non-Teaching

#### 1. RESIGNATION

1.1 MARGARET DeFREITAS                      Position:                      Typist Clerk, Substitute P/T  
Effective:                      10/29/2021  
Assigned to:                      Oyster Bay High School

#### 2. APPOINTMENTS

2.1 RAFFAELLA DiMEO                      Position:                      School Monitor  
Effective:                      10/05/2021  
Period Date:                      2021-2022 School Year  
Status:                      6.0 hours per day \*revised  
Assigned to:                      Theodore Roosevelt School

2.2 RANDI KAUFMAN                      Position:                      School Monitor  
Effective:                      10/12/2021  
Period Date:                      2021-2022 School Year  
Status:                      5.0 hours per day \*revised  
Assigned to:                      Theodore Roosevelt School

2.3 MARGARET DeFREITAS                      Position:                      Typist Clerk  
Effective:                      11/01/2021  
Status:                      Provisional  
Salary:                      \$46,338 annually (prorated)  
Assigned to:                      Oyster Bay High School

Motion unanimously carried.

Motion by T. Cronin, seconded by D. Gerbosi to approve the following:

### VIII BUSINESS ACTIONS

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the following *Business* Resolutions as listed:

**A) ACCEPTANCE OF TREASURER'S REPORT**

The Board of Education hereby accepts the Treasurer's Report as presented by the District Treasurer for the months of August and September 2021.

**B) ACCEPTANCE OF WARRANTS**

The Board of Education hereby accepts the Warrant of Schedules and Claims as presented by the Internal Claims Auditor to the Treasurer for the months of August and September, 2021.

**C) EXTRA CLASSROOM ACTIVITY FUNDS**

BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the report of the Extra Classroom Activity Funds as submitted for August and September 2021.

Motion unanimously carried.

Motion by N. Castrogiovanni, second by T. Cronin to approve the following:

**IX SPECIAL SERVICES**

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the following *Special Services* Resolution as listed:

**A) CPSE/CSE MINUTES**

RESOLVED, the Board of Education of the Oyster Bay-East Norwich Central School District has arranged that the following appropriate special education programs and/or services be provided as recommended by the Committee on Special Education:

**CSE**

10/12/2021	1	Requested Review
10/13/2021	2	Requested Review
10/14/2021	2	Amendment No Meeting
10/14/2021	2	Requested Review
10/21/2021	1	Amendment No Meeting
10/21/2021	1	Requested Review -Transfer Student

**CPSE**

10/07/2021	2	Requested Review
10/07/2021	1	Program Review
10/14/2021	1	Amendment No Meeting
10/15/2021	1	Amendment No Meeting
10/21/2021	1	Initial Eligibility Meeting

**504**

10/14/2021	1	Initial Eligibility Meeting
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Motion unanimously carried.

Motion by N. Castrogiovanni, second by T. Cronin to Table policy 5910.

Motion unanimously carried.

Motion by T. Cronin, second by D. Gerbosi to approve the following:

**X NEW BUSINESS**

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby approves the following *New Business* Resolutions as listed:

**A) REVISED POLICIES FOR REVIEW AND ADOPTION**

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby adopts the following revised policies:

Revised

5410	Purchasing
5610	Buildings and Grounds Maintenance and Inspection

**B) NEW POLICIES FOR 1<sup>st</sup> READING**

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education of the Oyster Bay-East Norwich Central School District hereby accepts for a 1<sup>st</sup> reading the following new policies:

New

5700	Closing of Facilities
5800	Gender Neutral Bathrooms
5900	Pesticides and Pest Management
5910	Reporting of Hazards

Motion unanimously carried.

There was no discussion regarding the Friday Packet.

The Board Accepted comments/questions from community members on non-Agenda items.

Motion by D. Gerbosi, second by N. Castrogiovanni to adjourn meeting at 9:16 PM.

Respectfully submitted,

Darlene Dolan  
District Clerk

**OYSTER BAY - EAST NORWICH CENTRAL SCHOOL DISTRICT**

**EXTRA-CURRICULAR 2021-2022**

Date: September 2021

Club not running as of this date

School: High School

Revised

New appointment

Assignment	Name	Schedule	Year	Full Year Salary	Half Year Salary	Notes
7th & 8th Grade Advisor	FRAN SOTIRIOU	I	3	973.64	486.82	
AGAPE	MEGAN GALIOTO	I	2	2,679.53	1,339.77	
Art Club	MARIA RANDAZZO	III	8	880.72	440.36	
Art Honor Society	MARIA RANDAZZO	II	6	803.96	401.98	
Baymen Club (aka Buddy System)	ERIN MURCOTT	I	1	731.24	365.62	
Be the Change	JOHN ANDRIACCIO	III	8	440.36	220.18	1/2 sharing
Be the Change	MATTHEW BROWN	III	9	440.36	220.18	1/2 sharing
Birthday Wishes	BRITTANY CAHILL	II	5	803.96	401.98	
Breaking Borders	MATTHEW BROWN	I	1	243.74	121.87	1/3 sharing
Breaking Borders	MIGDALIA ROSARIO	I	1	243.74	121.87	1/3 sharing
Breaking Borders	CHARLIE RIZZUTO	I	1	243.74	121.87	1/3 sharing
Bring Change to Mind	VICTORIA WINK	I	1	731.24	365.62	1st half only
Bring Change to Mind	CARA RIEBE	I	2	731.24	365.62	2nd half only
Business Honor Society	ALEX HERBERT	I	1	1,382.69	691.35	
Chess Club/Gaming Club	CHRISTOPHER WEBER	III	13	880.72	440.36	
Coding	SUPRABHA MALHAR JAIN	II	6	803.96	401.98	
College Awareness Club						
Comptroller Student Activities	ANDREA BREUN	III	7	5,632.77	2,816.39	
District Treasurer- Student Activities	LESLEY PERULLO	III	7	6,086.26	3,043.13	
Environmental Club	JENNY ALVARADO	I	1	731.24	365.62	
Freshman Grade Advisor	LANA HARWOOD	I	1	527.72	263.86	1/2 sharing
Freshman Grade Advisor	ALEX HERBERT	I	1	527.72	263.86	1/2 sharing
Harbour Voice	MEGAN GALIOTO	I	1	4,871.23	2,435.62	
Health Club	CHARLIE RIZZUTO	II	6	401.98	200.99	1/2 sharing
Health Club	VICTORIA WINK	I	2	365.62	182.81	1/2 sharing
Interact	ANTHONY CAPUTO	I	1	4,221.80	2,110.90	
International Club	FRAN SOTIRIOU	II	4	1,786.69	893.35	
Junior Class #1	CHARLIE RIZZUTO	I	3	2,439.15	1,219.58	
Junior Class #2	RICHARD GEIGER	I	1	2,192.71	1,096.36	
Language Honor Society	PAULA LUZZI	II	4	803.96	401.98	
Literary Magazine Middle Level	DIANA YEN	I	1	1,625.09	812.55	
Math Honor Society	JACK BIXHORN	I	2	731.24	365.62	



Assignment	Name	Schedule	Year	Full Year Salary	Half Year Salary	Notes
Math Olympiads						
Mathletes - HS	DENIECE PATTERSON	I	1	731.24	365.62	
Mathletes - ML	DAVID LAZAR	III	7	880.72	440.36	
Mock Trial						
Model UN (Humanities)	DAVID PONTILLO	III	7	1,218.06	609.03	
National Honor Society 10-12	MELISSA ARGAMAN	I	1	691.34	345.67	1/2 sharing
National Honor Society 10-12	RACHEL GREEN	I	1	691.34	345.67	1/2 sharing
National Junior Honor Society	ASHLEIGH PRYOR	I	2	1,382.69	691.35	
Odyssey of the Mind						
Quill & Scroll	DEIDRE FAUGHEY	I	3	731.24	365.62	
Rho Kappa Social Studies Honor Society	DAVID PONTILLO	II	5	803.96	401.98	
Robotics (Science Research)	ANDREW SCHLENDORF	III	9	1,565.00	782.50	
Robotics (Science Research)	SUPRABHA MALHAR-JAIN	I	2	1,299.36	649.68	
SADD Advisor 7-8	MATTHEW BROWN	III	25	880.72	440.36	
SADD Advisor 9-12	MATTHEW BROWN	III	25	3,911.73	1,955.87	
Science National Honor Society	COLLEEN ANNICELLI	I	1	365.62	182.81	1/2 sharing
Science National Honor Society	BENJAMIN FOX	I	1	365.62	182.81	1/2 sharing
Senior Class #1	VICTORIA WINK	II	4	3,572.37	1,786.19	
Senior Class #2	ANTHONY CAPUTO	II	5	3,304.72	1,652.36	
Sexual & Gender Awareness (SAGA)	MATTHEW BROWN	III	8	440.36	220.18	1/2 sharing
Sexual & Gender Awareness (SAGA)	MIGDALIA ROSARIO	I	3	365.62	182.81	1/2 sharing
Social Justice Club	PATRICK HEUSNER	I	2	731.24	365.62	
Sophomore Class #1	PAULA NORTON	I	2	1,055.45	527.73	
Sophomore Class #2	KATHY BROWN	I	1	973.64	486.82	
Student Athlete Leadership Prog.	CHARLES RIZZUTO	II	6	803.96	401.98	
Student Council #1 9-12	DANELLE URTHEIL	III	16	4,889.41	2,444.71	
Student Council #2 9-12	DEANNA CALI	III	19	4,889.41	2,444.71	
Student Council #1 ML 7-8	JOHN ANDRIACCIO	III	8	3,911.73	1,955.87	
Student Council #2 ML 7-8	JILLIAN SANBORN	III	15	1,957.38	978.69	
Tri-M Honor Society (Music)	MATTHEW SISIA	III	15	1,662.46	831.23	
Undecided HS	MATTHEW BROWN	III	17	880.72	440.36	
Yearbook #1	DEIRDRE FAUGHEY	II	5	6,433.70	3,216.85	
Yearbook #2	DEIRDRE FAUGHEY	II	5	3,572.37	1,786.19	

**OYSTER BAY - EAST NORWICH CENTRAL SCHOOL DISTRICT  
EXTRA-CURRICULAR 2021-2022**

Date: September 2021  
School: Vernon

club not running as of this date

Revised

New appointment

Assignment	Name		Schedule	Year	New appointment		Notes
					Full Year Salary	Half Year Salary	
Art Club Gr. 5/6	KAREN	CROWLEY	II	5	803.96	401.98	
Elementary Student Council	DIANA	HAUSER	III	14	1,957.38	978.69	
Environmental Club	LINSEY	OLIVA	I	2	365.62	182.81	1/2 sharing
Environmental Club	HEATHER	RUSSELL	I	2	365.62	182.81	1/2 sharing
International Club							
Intramurals Club Fall 3/4	JENNIFER	DOXSEE	N/A	N/A	1,539.24		
Intramurals Club Fall 5/6	JENNIFER	DOXSEE	N/A	N/A	1,539.24		
Intramurals Club Winter 3/4	JENNIFER	DOXSEE	N/A	N/A	1,539.24		
Intramurals Club Winter 5/6	JENNIFER	DOXSEE	N/A	N/A	1,539.24		
Intramurals Club Spring 3/4	JENNIFER	DOXSEE	N/A	N/A	1,539.24		
Intramurals Club Spring 5/6	JENNIFER	DOXSEE	N/A	N/A	1,539.24		9,235.44
Intramurals Club Fall 3/4	KEVEN	DEGNAN	N/A	N/A	1,539.24		
Intramurals Club Fall 5/6	KEVEN	DEGNAN	N/A	N/A	1,539.24		
Intramurals Club Winter 3/4	KEVEN	DEGNAN	N/A	N/A	1,539.24		
Intramurals Club Winter 5/6	KEVEN	DEGNAN	N/A	N/A	1,539.24		
Intramurals Club Spring 3/4	KEVEN	DEGNAN	N/A	N/A	1,539.24		
Intramurals Club Spring 5/6	KEVEN	DEGNAN	N/A	N/A	1,539.24		9,235.44
Leaders Club	STEPHANIE	GRASEK	I	1	365.62	182.81	1/2 sharing
Leaders Club	JOLEE	BENEZRA	I	1	365.62	182.81	1/2 sharing
Mathematics Club Gr. 3/4	NICOLE	TURNER	I	2	731.24	365.62	
Mathematics Club Gr. 5/6	JOANNE	LORING	II	5	803.96	401.98	
Newberry Book Club 3/4	ELIZABETH	MCGEE	I	1	365.62	182.81	1/2 sharing
Newberry Book Club 3/4	STEPHANIE	GRASEK	I	1	365.62	182.81	1/2 sharing
Newberry Book Club 5/6	ELIZABETH	MCGEE	I	1	365.62	182.81	1/2 sharing
Newberry Book Club 5/6	STEPHANIE	GRASEK	I	1	365.62	182.81	1/2 sharing
Newspaper Club	STEPHANIE	GRASEK	I	1	365.62	182.81	1/2 sharing
Newspaper Club	ELIZABETH	MCGEE	I	1	365.62	182.81	1/2 sharing



**Oyster Bay – East Norwich Central School District**  
**Oyster Bay, New York 11771**

**MEMORANDUM**

**TO:** Dr. Francesco Ianni  
**FROM:** Dr. Joseph Pesqueira  
**DATE:** October 20, 2021  
**RE:** Superintendent's Conference Day

APPROVED  
TE

Please appoint the following teachers, at the hours indicated, to prepare curriculum for workshops presented on Superintendent's Conference Day on November 2, 2021. They will be paid the contractual rate of \$79.35 per hour.

<b>Teacher</b>	<b>Maximum Hours</b>
Pamela Mitchell	2.5
Allison Mueller	2.5
Dan Gatto	5.0
Yennifer Muriel	2.5
Tracy Zambelli	2.5
Pat Murray	2.5
Kristine Friedman	1.25
Kim Romeo	1.25
Allison Mueller	1.25
Chris Bartell	3.75
Regina D'Orio	3.75



**OYSTER BAY - EAST NORWICH CENTRAL SCHOOL DISTRICT**  
**OYSTER BAY, NEW YORK 11771-3105**  
**August-21**

**TREASURER'S REPORT**

Book Bal beg of Month	3,527,378.46	6,331,853.89	772,305.24	3,429,184.38	187,540.16	574,440.42	217,195.31	30,741.27	40,466.47	1,008,975.58	500.09	3,736.26	566,109.76
Receipts:													
Interest	32.62	806.71	98.40	436.90	1.48	4.81	1.82	0.36	0.51	8.27		0.05	4.74
Tax Anticipation Note													
TOB Property Taxes	2,072,042.00												
State Aid	104,752.05												
BOCCS	44,013.06												
Due from Other Funds													
IEP Services	174,650.14												
Refunds													
Interfund transfers													
Other	121,270.25							510.00	188,006.24	320,525.75		81,524.27	4.74
Total Receipts	2,466,760.12	806.71	98.40	436.90	200,001.48	4.81	1.82	64,741.56	212,933.22	921,851.48		81,524.22	
Disbursements	2,697,910.15				243,749.43			64,250.05					
Book Bal end of Month	3,296,228.43	6,332,660.60	772,403.64	3,429,621.28	143,792.21	574,445.23	217,197.13	31,232.78	15,539.49	407,658.12	500.09	3,736.31	566,114.50

**BANK RECONCILIATION**

Ending Bal as per Bank	4,014,714.75	6,332,660.60	772,403.64	3,429,621.28	162,687.04	574,445.23	217,197.13	31,260.83	22,797.10	960,392.88	18,347.44	3,736.31	566,114.50
Less Outstanding Chks	719,091.54				18,894.83			228.05	7,257.61	565,390.85	19,685.06		
Add other adjustments:	973.02							200.00		31,142.84	1,874.12		
Subtract other adj:	367.80									18,486.75	36.41		
Bank's Net Balance	3,296,228.43	6,332,660.60	772,403.64	3,429,621.28	143,792.21	574,445.23	217,197.13	31,232.78	15,539.49	407,658.12	500.09	3,736.31	566,114.50

*Collateral Verifications have been performed on all accounts above containing balances in excess of FDIC insured levels of \$250,000.*



OYSTER BAY - EAST NORWICH CENTRAL SCHOOL DISTRICT  
 OYSTER BAY, NEW YORK 11771-3105  
 September-21

TREASURER'S REPORT

Book Bal beg of Month	Gen Fund Operating A200	Gen Fund Money Mkt A203.1	Capital Reserve A230	Capital Savings H203	Capital Fund H200	Bond Account M200	FAPA Account M201	Cafeteria Fund C100	Special Aid F200	Trust & Agency T200	Net Payroll Fund T200A	Debt Svc Fund V200	Schlrship Fund Z200
Receipts:	3,296,228.43	6,337,660.60	772,403.64	3,429,621.28	143,792.21	574,449.23	217,197.13	31,232.78	15,539.49	407,658.12	500.09	3,736.31	566,114.50
Interest:	15.56	458.41	59.25	263.10	1.87	4.65	1.76	0.25	0.52	3.05		0.03	4.59
Tax Anticipation Note													
TOB Property Taxes													
State Aid	111,547.21												
BOCES	414,798.50												
Due to Other Funds					150,000.00				150,000.00	300,000.00		1,280,300.00	
Due from Other Funds	4,000,000.00												
IEP Services	3,240.72												
Refunds													
Interfund transfers								285.00		1,189,745.33			
Other	31,765.74							285.25		1,489,748.38		1,280,300.03	4.59
Total Receipts	4,561,367.73	458.41	59.25	263.10	150,001.87	4.65	1.76	20.00		1,620,555.20		1,280,300.00	
Disbursements	5,392,266.73	4,000,000.00			277,191.13								
Book Bal end of Month	2,465,329.43	2,333,119.01	772,462.89	3,429,884.38	16,602.95	574,449.88	217,198.89	31,498.03	64,719.30	276,851.30	500.09	3,736.34	566,119.09

**BANK RECONCILIATION**

Ending Bal as per Bank	2,577,039.57	2,333,119.01	772,462.89	3,429,884.38	96,840.58	574,449.88	217,198.89	31,249.58	64,849.96	372,976.77	47,747.13	3,736.34	566,119.09
Less Outstanding Chks	112,315.36				80,237.63			(48.45)	130.66	25,992.96	49,084.75		
Add other adjustments:	973.02							200.00		4,455.21	1,874.12		
Subtract other adj:	367.80									74,587.72	36.41		
Bank's Net Balance	2,465,329.43	2,333,119.01	772,462.89	3,429,884.38	16,602.95	574,449.88	217,198.89	31,498.03	64,719.30	276,851.30	500.09	3,736.34	566,119.09

Collateral Verifications have been performed on all accounts above containing balances in excess of FDIC insured levels of \$250,000.



10/8/2021

**BUILDINGS AND GROUNDS  
MAINTENANCE AND INSPECTION**

The Board of Education, through the Superintendent and his/ or her staff, has the responsibility of protecting the School District's facilities through a systematic maintenance program. The program will include periodic preventive maintenance activities, long-range maintenance schedules, and emergency repair procedures. The School District will make reasonable attempts to ensure that all maintenance work will be carried out in the least intrusive manner. The Superintendent of Schools or his/her designee is responsible for developing proper maintenance and inspection procedures for every school building.

Consistent with federal and state law and regulations, the following will be included in the School District's buildings and grounds maintenance and inspection procedures:

**Comprehensive Maintenance Plan**

A comprehensive maintenance plan for all major building systems will be instituted to ensure the building is maintained in a state of good repair. Such plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The plan shall be available for public inspection.

Procedures will also be established which address the safety of building occupants during maintenance activities including standards for exiting, ventilation, asbestos and lead protocols, noise abatement and control of chemical fumes, gases and other contaminants.

The School District will follow the guidelines established by the Commissioner of General Services for the use and purchase of environmentally-sensitive cleaning and maintenance products. All school personnel shall be notified by the availability of such guidelines.

**Safety Rating System**

A safety rating keyed to the structural integrity and overall safety of each occupied school building will be provided on an annual basis in consultation with the Health and Safety Committee. Safety ratings will be based on the safety rating system developed by the Commissioner and will comply with all statutory and regulatory requirements.

Building Principals shall, on an on-going basis, undertake their own inspections of school buildings and grounds, searching for any dangerous or hazardous conditions and take immediate steps to remedy the problem.

**Construction and Remodeling of School Facilities**

The School District will ensure all capital projects and maintenance comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the Manual of Planning Standards, and the Commissioner's regulations. Relevant documentation regarding all new buildings must be formally submitted to the State Education Department (SED) no matter the

size or cost. The New York State Education Department's Office of Facilities Planning has provided an Instruction Guide on its official website.

Plans and specifications for the erection, enlargement, repair, or remodeling of facilities of the School District will be submitted to the New York State Education Department consistent with applicable law.

Plans and specifications submitted to the Commissioner of Education will bear the signature and seal of an architect or engineer licensed to practice in the State of New York. The architect or engineer who sealed the plans and specifications must also certify that the plans and specifications conform to the standards set forth in the State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code.

For remodeling or construction projects, the School District will ensure compliance with the requirements of the State Uniform Fire Prevention and Building Code and Commissioner's regulations. The School District will also retain the services of an architect or engineer licensed to practice in New York State as required by law or regulation, or as necessary given the scope and cost of the project.

#### **Carbon Monoxide Detection Requirements**

All new and existing School District buildings that have appliances, devices, or systems that may emit carbon monoxide, and all attached garages, must have a means to detect carbon monoxide. Buildings include school buildings, administrative buildings, bus maintenance facilities, concession stands, and field houses. Carbon monoxide may be produced by fuel-fired heating systems (boilers, HVAC units, and makeup air units), emergency or standby electric generation within a building, fuel-fired kitchen equipment (ranges, ovens, steamers, dishwashers, and makeup air units serving hoods), fuel-fired domestic hot water heaters, laboratory/shop equipment (gas outlets, torches, gas-fired kilns, and stationary or portable engines), maintenance and storage areas with fuel-fired equipment, and in garages.

The School District may use a self-contained carbon monoxide alarm, a carbon monoxide detection system, or both. The School District will comply with all laws and regulations regarding alarms/ or detectors, including where they must be located, their power sources, and labeling requirements. The School District should develop written standard operating procedures to follow when a carbon monoxide detector is activated.

#### **Inspections**

The School District is mindful of the health and safety of its students, staff, and visitors and, as such, the School District administration will cooperate with appropriate officials conducting health, fire, asbestos, bus, and boiler inspections. In addition, the administration will keep the Board informed of the results of these inspections in a timely fashion.



In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the School District will inform all employees and building occupants (or their legal guardians) at least once each school year about all asbestos inspections, response actions, post-response action activities, as well as triennial re-inspection activities and surveillance activities that are either planned or in progress. The School District will provide yearly notification to parent, teacher, and employee organizations on the availability of the School District's asbestos management plan and any asbestos-related actions taken or planned in the school.

The School District will test potable water for lead contamination from all outlets as required by law. If an outlet exceeds the action level for lead content, the School District will prohibit use of the outlet for drinking and cooking purposes, and it will remediate the outlet before allowing these uses. The School District will make all required notifications and issue all mandated reports to the public, local health department, or the New York State Education Department. For ten (10) years following creation, the School District will retain all records of test results, lead remediation plans, lead-free building determinations, and waiver requests. The School District may seek a waiver from testing requirements from the local health department by demonstrating prior substantial compliance with testing requirements.

\*To help protect staff, students, and visitors from contracting Legionnaires' disease from Legionella bacteria, the School District will register any cooling towers it owns with the New York State Department of Health (DOH), providing the information in any form that the DOH requires. The School District will also adhere to the inspection, annual certification, and maintenance program and planning requirements mandated by the DOH. Further, the School District will maintain records regarding all inspection results, corrective action, cleaning and disinfection, tests, and certifications for at least three (3) years. The School District will keep a copy of its required maintenance program and plan on the premises where the cooling tower is located.

#### **Comprehensive Public School Building Safety Program (RESCUE)**

To ensure that all School District facilities are properly maintained and preserved and provide suitable educational settings, the Board of Education requires that all occupied school facilities which are owned, operated or leased by the School District comply with the provisions of the Comprehensive Public School Building Safety Program, the Uniform Code of Public School Building Inspections, and the Safety Rating and Monitoring as prescribed in Commissioner's regulations. The School District will develop a Comprehensive Public School Building Safety Program in accordance with Commissioner's regulations.

The program will be reevaluated and made current at least annually, and will include, at a minimum, the following:

- a) A five (5) year capital facilities plan which will include an appraisal of the following: the educational philosophy of the School District, with resulting administrative organization and program requirements; present and projected student enrollments; space use and State-rated student capacity of existing facilities; the allocation of instructional space to meet the current and

future education program and service needs, and to serve students with disabilities in settings with nondisabled peers; priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and the provision of additional facilities.

b) A School District-wide building inventory, which will include information pertaining to each building including, but not limited to:

1. Type of building, age of building, size of building;
2. Rated capacity, current enrollment;
3. List of energy sources and major systems (lighting, plumbing, electrical, heating); and
4. Summary of triennial Asbestos Inspection reports.

c) A building condition survey will be conducted for all occupied school buildings once every five years by a team that includes at least one licensed architect or engineer.

d) A School District-wide monitoring system which includes:

1. A process for all required inspections; and
2. Procedures for a response in writing to all inquiries about building health and safety concerns.

e) Procedures to ensure the safety of the building occupants while a construction/ or renovation project is taking place. These procedures will include:

1. Notification to parents, staff, and the community at least two months in advance of a construction project of \$10,000 or more to be conducted in a school building while the building is occupied; provided, however, that in the case of emergency construction projects, notice will be provided as far in advance of the start of construction as is practicable;
2. A plan to ensure that all contractors comply with all health and safety issues and regulations, and wear photo identification badges;
3. An opportunity for the School District's Health and Safety Committee to conduct a walk-through inspection of newly renovated or constructed areas to confirm that the area is ready to be reopened for use; and
4. An emergency plan which will address potential concerns with the capital project including, but not limited to, evacuation procedures, fire drills, and structural failures.

### **Fire Safety Inspections**

An annual inspection for fire and safety hazards will be conducted in accordance with a schedule established by the Commissioner of Education. The inspection will be conducted by a qualified fire inspector and the report will be kept in the School District office. Any violation of the State

Uniform Fire Prevention and Building Code shall be corrected immediately or within a time frame approved by the Commissioner of Education.

Cross-ref: Policy 5900 Pesticides and Pest Management

Ref: 15 U.S.C. §§2641-2656  
29 CFR §§ 1910 *et seq.*  
40 CFR Part 763  
Education Law §§408; 408-a; 409; 409-d; 409-e; 409-I; §807-a  
Labor Law §§875-883  
Public Health Law §§4800-4808  
Environmental Conservation Law §33-0725  
6 NYCRR Part 325  
8 NYCRR Parts 155.1 *et seq.*  
9 NYCRR Parts 600-1250  
10 NYCRR Part 4.1 *et seq.*  
10 NYCRR Part 67-4.1 *et seq.*  
12 NYCRR Part 56  
19 NYCRR Parts 1221-1240

**Adoption date:** March 22, 2005

**Revised:** January 23, 2007

**Revised:** January 17, 2012

**Revised:** October 10, 2015

**Revised:** May 23, 2017

**Revised:** October 26, 2021

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and related services. It shall be the goal of the Board of Education to focus on the educational welfare of the students, in conjunction with seeking maximum value for each dollar expended. In pursuit of this goal, the Board of Education shall purchase competitively, without prejudice, all goods and services necessary to support the educational and auxiliary departments of the School District.

The Board of Education designates the Assistant Superintendent for Business as the Purchasing Agent for the School District. The Assistant Superintendent for Business, under the general supervision of the Superintendent of Schools, will be responsible for administering all purchasing activities.

All purchases shall be made through the Business Office by the Purchasing Agent or his/her designee.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board of Education when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

The Purchasing Agent shall be responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. If there are questions concerning specifications, the Purchasing Agent will consult with the requisitioner to clarify the matter so that the appropriate goods or services are obtained.

The Superintendent of Schools, with the assistance of the Assistant Superintendent for Business, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the School District. Such procedures shall comply with all applicable laws and regulations of the State of New York and the Commissioner of Education.

No contracts for goods or services made by individuals or organizations in the School District independent of the involvement of the Assistant Superintendent for Business or without Board of Education approval shall be enforceable.

The School 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 Assistant Superintendent for Business in cooperation with the requisitioning authority. The educational welfare of the pupils is the foremost consideration in making any purchase;

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3. that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the School District;
  4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
  5. through the use of proper internal controls, that loss or diversion of School District property is prevented.

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. In determining the necessity for competitive bidding, the aggregate (total combined District-wide) cost of a commodity estimated to be purchased in a fiscal year must be considered. 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 Purchasing Agent or his/her designee is authorized to conduct bid openings. All contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board of Education. Written recommendations for the award of all such contracts shall be submitted to the Assistant Superintendent for Business. When purchases or annual anticipated purchases for items or categories of items reach statute-specified amounts, bid specifications shall be developed and bids taken as required by statute. Purchases shall not be manipulated to avoid taking bids as required by statute. Small orders of similar commodities or significant underestimation of needs shall be considered an attempt to avoid the bid process.

Goods and services which are not required by law to be procured by the School District through competitive bidding will be procured in a manner so that (i) public monies are used prudently and economically and in the best interests of the taxpayers, (ii) the acquisition of goods and services of maximum quality are obtained at the lowest possible cost under the circumstances, and (iii) favoritism, improvidence, extravagance, fraud and corruption are avoided.

The Board of Education shall have reported to it all bids taken for purchase or equipment, furniture, supplies and services and shall take action approving contracts to the lowest responsible bidder meeting specifications. When it is in the best interests of the School District, contracts for purchases of materials, supplies or equipment (except printed material), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of General Municipal Law, section 103 and State Finance Law, section 163. When the School District determines to award a purchase contract on the basis of "best value," the bid specifications shall identify the criteria and rating system to be utilized in making a "best value" determination. The purchasing agent shall maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

Whenever it is feasible, in the best interests of the School District, and permitted by applicable contract terms, purchases of materials, supplies or equipment (except printed material), shall be made through New York State and County Government contracts. Prior to making such

purchases or contracts, the School District shall consider whether such contract will result in cost savings after all factors, including charges for service, material, and delivery, have been considered. The School District, may, when permitted by law and applicable contract terms, utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner consistent with New York State law and made available for use by the School District.

Contracts and agreements for capital projects and professional services not governed by sections 103 and 104 of General Municipal Law, between the School District and contractors shall be approved by resolution of the Board of Education and shall be signed by the Board of Education President and/or the Superintendent of Schools on behalf of the Board of Education.

**Procedures for Procurement of Goods and Services**

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

***I. Definitions***

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

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

***II. General Municipal Law***

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

If in excess of bid limits, the following is also subject to General Municipal Law 103:

- Lease/rental of personal property (Section 1725 of Education Law);  
All leases and rental agreements shall be signed by the Superintendent of Schools and/or the Assistant Superintendent for Business.
- "Lease Purchasing" agreement for instructional equipment (Section 1725-A of Education Law);
- "Installment Purchase" of equipment, machinery and apparatus (Section 109-B of General Municipal Law);
- Cooperative Bid Arrangements (Section 119-0 of General Municipal Law);
- Standardization (Section 103 of General Municipal Law); and
- Transportation contracts and cafeteria contracts covered by "Education Law" are subject to

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same limits as "Purchase Contracts" under Section 103 of General Municipal Law 9 Section 305, Subdivision 14, Education Law.

**III. *Competitive Bidding Required***

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

1. The School 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 School District will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The School District will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.

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

In the event that a contract combines the provision of professional services and a purchase, the School 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***

Only the Purchasing Agent or his/her designee will be authorized to open and record bids. Appropriate School District administrators shall be consulted in making purchasing recommendations to the Purchasing Agent and to the Board of Education for bid award recommendations. Contracts will be awarded to the lowest responsible bidder, who has furnished security, if required, after responding to an advertisement for sealed bids.

When it is in the best interests of the School District, contracts for purchases or materials, supplies or equipment (except printed materials), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of General Municipal Law, section 103 and State Finance Law, section 163. When the School District determines to award a purchase contract on the basis of "best value," the bid specifications shall identify the criteria and rating system to be utilized in making a "best value" determination. The purchasing agent shall maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

Opportunity shall be provided to all responsible suppliers to do business with the School District. Supplier located within the School District may be given preferential consideration only when the bid submitted is identical to the low bidder. The School District will give a preference in the purchase of instructional material to those vendors who agree to provide such materials in alternative formats for students with disabilities.

*D. Documentation of Competitive Bids*

The School District shall maintain written documentation which shall include, but not be limited to, the method in which it determined whether the procurement is a purchase or a public work contract, Board of Education Resolutions, Memoranda, Written Quotes, Telephone Logs, Requests for Proposals (RFP's), Proposals, Contracts, References, Original Bids and all related data including documentation when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore.

*E. Purchases involving the expenditure of federal funds, federal grants and/or federal awards*

For all purchase contracts involving the expenditure of federal funds, federal grants and/or federal awards, the School District shall comply with the Uniform Guidance procurement rules issued by the United States Office of Management and Budget.

**IV. Quotes When Competitive Bidding Not Required**

Goods and services which are not required by law to be procured by the School District through competitive bidding will be procured in a manner so that public monies are used prudently and economically and in the best interests of the taxpayers.

The Purchasing Agent shall handle routine purchasing and shall have authorization to purchase supplies, equipment and services, not subject to the New York State bid law consistent with all appropriate provisions of law and as described in this Purchasing Policy.

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 quote which exceeds the budgetary limit will be awarded only when such award is in the best interests of the School District and otherwise furthers the purposes of section 104-b of the General Municipal Law. The School District will provide justification and documentation of any such contract awarded. The School District will also provide and document any contract awarded to a vendor other than the lowest dollar offeror.

*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. Quotations may be requested by the ordering department, as appropriate, from the vendors who can provide the item or service required. Quotations must be documented by the ordering department;
2. Written Quotations: Detailed vendor written formal quotations will be obtained by the order department. Vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted and name of contact.



Quotations from prospective bidders who are unable to supply the required goods or service and offer a "No Quote" response to a request, or are unresponsive to a request for a quote, are to be counted toward compliance with this requirement. In the best interest of the School District the Purchasing Agent may initiate the formal sealed bid process for any product or service, based on market conditions, an awareness of competitive advantage or an anticipated increase in cumulative purchased totals for a given commodity or class or materials.

3. Requests for Proposals (RFP): The School District will prepare a well-planned RFP which will contain critical details of the goods/services, procurement, including the methods which it will use in selecting the service. The School District will consider the following factors in developing its RFP:
  - the special knowledge or expertise of the professional or consultant service;
  - the quality of the service to be provided;
  - the staffing of the service; and
  - the suitability for the School District's needs.

The School District may locate prospective qualified firms by:

- advertising in trade journals;
- checking listings of professionals; and/or
- making inquiries of other districts or other appropriate sources.

4. Procurement of Professional Services:

The School District may engage the services of professionals without the need for seeking alternative proposals. The individual or company should be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

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

Quotes/ bids should be used only when all other means of purchasing have been exhausted. Quotes must be obtained for all purchases under the bid limits listed below. Limits are total cost of similar items/services to be purchased in a fiscal year – not per purchase order or per job. Quotes will be processed at the discretion of the Purchasing Agent.

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

1. *District-Wide Purchase Contracts below \$20,000 (including service contracts for work not covered by Article 8 of the Labor Law)*

- a. **Less than \$5,000:** At least two (2) catalog or price sheet comparisons.

- b. **\$5,001 - \$9,999:** Three verbal (telephone) quotes. Paperwork to be completed by budget supervisor. Documentation must be attached to Purchase Order.

- c. **\$ 10,000 - \$19,999:** A minimum of three written quotes, to include all vendor discounts and fees. Documentation must be attached to Purchase Order.

**Any purchases over \$20,000.00 require the Business Office to procure the bids for goods/services in accordance with law.**

2. *District-Wide Public Works Contract below \$35,000*

**All price quotes for public work contracts must contain a prevailing wage schedule. Please contact the Business Office for prevailing wage schedule information.**

Limits below are total cost of similar services to be performed during the entire fiscal year.

- a. **Less than \$5,000:** No quote required unless requested by the purchasing department.

- b. **\$5,000 - \$9,999:** A minimum of one written quote, to include all vendor discounts and fees. A minimum of three written quotes, to include all vendor discounts and fees. Documentation must be attached to Purchase Order.

- c. **\$10,000- \$34,999:** A minimum of three written quotes, to include all vendor discounts and fees. Documentation must be attached to Purchase Order.

Payment to vendors will not be processed without certified payroll.

**Any public works contract over \$35,000 requires the Business Office to procure the bids for goods/services in accordance with law.**

- C. *Purchases/Public Works: Methods of Competition for Procurements Specifically Exempted from Competitive Bidding Requirements:*

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Competitive bidding, as set forth in General Municipal Law, section 103, is not required where procurements are made in the following situations. The School District will not be required to secure alternative proposals or quotations for these procurements. However, documentation from the vendors supplying said goods/services, as indicated, will be maintained by the School District:

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

The Board of Education may pass a resolution which shall declare an emergency prior to the purchase, if feasible. However, when the Board of Education passes such a resolution that an emergency situation exists, the School 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.

When it is not feasible to obtain a resolution passed by the Board of Education prior to the purchase, the Assistant Superintendent for Business and the Superintendent of Schools must be notified that an emergency situation exists. Approval to make necessary purchases must be obtained from the Assistant Superintendent for Business and/or Superintendent of Schools. They will then be responsible for notifying the Board of Education of the emergency situation.

Documentation: A memorandum may be filed with a copy of the purchase order attached which will explain how the purchase meets the criteria for an emergency exception. The School District shall maintain records of verbal (or written) quotes. Documentation must be attached to the purchase order showing that proper notifications were made and approvals were obtained.

2. when the School 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 School District will maintain market price comparisons (verbal or written quotes) and the name of the government entity.

3. when the School 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.

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Documentation: The School District will maintain the legal authorization, Board of Education authorization and market price comparisons.

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

Documentation: The School 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 good. Such documentation shall be provided by the ordering department and attached to the purchase order.

5. when the School District purchases goods, supplies and services from New York State Office of General Services.

Documentation: The School District will maintain written documentation of the New York State Office of General Services contract award, including the OGS award number and date.

6. when the School District procures goods/services pursuant to the County contract for which the School District is eligible for participation.

Documentation: The School District will maintain written legal authorization, Board of Education authorization and documentation from the County concerning the terms of use and scope of said contract.

7. when the School District procures goods/ services pursuant to participation in a cooperative bidding consortium.

Cooperative purchasing shall be promoted with other school districts, Board of Cooperative Educational Services and Government Entities whenever feasible. The School District shall participate in such bids when opportunities arise that will have cost-effective results.

Participation in Cooperative Bidding Consortiums must be pre-authorized by resolution of the Board of Education.

Documentation: shall include contact number and name of governmental agency. The School District will maintain legal authorization and Board of Education authorization for the procurement.

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8. when the School District procures goods/ services pursuant to a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision therein.

Whenever it is feasible, in the best interests of the School District and permitted by applicable contract terms, purchases of materials, supplies or equipment (except printed material), shall be made through New York State and County Government contracts. Prior to making such purchases, the School District shall consider whether such contract will result in cost savings after all factors, including charges for service, material, and delivery, have been considered. The School District, may, when permitted by law and applicable contract terms, utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or School District therein if such contract was let in a manner consistent with New York State law and made available for use by the School District.

Documentation: shall include contact number and name of governmental agency. The School District will maintain legal authorization and Board of Education authorization for the procurement.

9. when the School District procures goods manufactured in state correctional institutions, Industries for the Blind of NYS, and NYS Industries for the Disabled.

Documentation: shall include contract number and name of governmental agency;

10. when the School District procures professional services or services requiring special or technical skills, training, or expertise, such as: legal and medical services; property appraisals; engineers and architects; investment management; auditing; and claims management. The Board of Education may solicit requests for proposals if it is in the best interest of the School District.

Documentation: shall include quotes and proposals and all related data.

11. when the School District purchases food items exempt from bidding as indicated under General Municipal Law section 103(9).

Documentation: shall include documentation consistent with section 114.3 and 114.4 of the Regulations of the Commissioner of Education.

12. when the School District purchases insurance, as there is an obligation to the taxpayer to adopt insurance practices that will obtain the best coverage for the lowest cost.

Documentation: shall include quotes and proposals and all related data.

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13. when the School District purchases from monopolies. Competitive bidding is not required where object of the contract is controlled by a monopoly, such as in the case of natural gas and electric utilities.

Documentation: shall include name of governmental agency.

14. when the School District contracts for state-mandated operations that require certifications of contracts, such as inspection of underground gas tanks.

Documentation: shall include all related data.

15. When the School District purchases information technology and telecommunications hardware, software and professional services through cooperative purchasing permissible pursuant to federal general services administration information technology schedule seventy or any successor schedule.

Documentation: The School District will maintain legal authorization and Board of Education authorization for the procurement.

In all cases, the Board of Education may elect to solicit proposals, if it is deemed in the best interest of the School District.

**V. Procurement from Other than the "Lowest Responsible Dollar Offeror"**

Bids shall be awarded to the lowest responsible bidder whose product or service meets or exceeds specifications. The person or persons participating in the decision determining if a bidder is or is not responsible must provide written justification and documentation on such statements. This information will become part of the bid file.

The past performance and/or reliability of the bidder providing the product/service shall be a factor in determining the lowest responsible bidder.

It shall be the practice of this School District to maintain accurate and complete records as to the performance of any contractor/vendor so that "failure to perform" can be well documented.

Further, the School District shall cooperate fully with other school districts in providing such information between and amongst themselves for the purposes of selecting the lowest responsible bidder in future contracts or bids for goods or services.

The School 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 School District and otherwise furthers the purposes of section 104-b of the General Municipal Law.

*VI. Internal Control*

The Board of Education authorizes the Assistant Superintendent for Business to establish and maintain an internal control structure so that School District's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and School District policies and regulations and recorded properly in the financial records of the School District.

The School District will not be responsible for purchases made without prior authorization. Employees deviating from this procedure will be notified immediately.

All School District regulations regarding the procurement processes will be reviewed by the Board of Education at least annually.

*VII. Standardization*

The Board of Education may standardize by resolution on a particular type of material or equipment. Standardization restricts a purchase to a specific model or type of equipment or supply. For example, to limit the purchase of trucks to a specific manufacturer or model on the basis of past performance. The resolution shall state that for reasons of efficiency and/or economy there is a need for standardization. There shall be a full explanation supporting the action.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements

*VIII. Notice to Vendors*

Written notice shall be available to all suppliers detailing the School District's purchasing policy. Vendors deviating from the approved purchasing policy shall be informed of the possible consequences, including, but not limited to, removal from vendor list.

Implied authority shall not bind the School District to purchases not approved by the Purchasing Agent.

The following statement may be stamped on all purchase orders, and/or included in vendor notification of School District policy.

"Please be advised that if you provide product or service to the School District without a written Purchase Order, signed by the Purchasing Agent, you do so at your own risk. You have NO assurance of payment."

*IX. Quality, Cost Control, Repair, Replacement or Purchases*

The Board of Education shall purchase the highest quality goods and services at the most reasonable cost within its budget limitations. Specifications will be reviewed by the Purchasing Agent, or

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his/her designee, after recommendations have been received from appropriate administrators. Cost control on all purchases of equipment, supplies and/or services is to be carried out by the Purchasing Agent with recommendations from appropriate administrators to obtain the quality desired and/or services requested.

If the cost of repair of an item exceeds 75% of the cost to replace the item, the Purchasing Agent may, in cooperation with the appropriate administrator and within the approved budget, authorize the purchase of a new item in lieu of repair.

*X. Energy Efficient Purchasing*

- A. *Energy Efficient Items:* The Board of Education authorizes the purchase of energy efficient items, whenever practical.
- B. *Recycled Materials:* The Board of Education authorizes the use of recycled products whenever practical.
- C. *"Green" Product Purchasing:* In accordance with Education Law 409-I, the School District shall follow the guidelines, specifications and sample list of environmentally sensitive cleaning and maintenance products provided by the Commissioner of General Services when purchasing and utilizing such products in its facilities.

*XI. Purchase Orders*

The Purchasing Agent shall be authorized to issue pre-numbered or computer generated purchase orders for all goods and services for which an appropriation has been made in the budget. Purchase orders will be issued after completion of the competitive procurement process and award of the contract by the Board of Education, when applicable. Bid proposals, specifications and/or contracts must be attached to the purchase orders.

Purchase orders must reflect all information relevant to the purchase including the address for delivery. All goods delivered and received must be delivered to a building in the School District and accepted by an authorized School District employee who will certify that the goods were received in good condition before payment is approved.

*XII. Ethics of Purchasing*

Code of Ethics for School Purchasing Officials:

- to consider first the interests of the local government and the betterment of its government;
- to endeavor to obtain the greatest value for every dollar expended;
- to be receptive to advice and suggestions from department heads, insofar as such advice and suggestions are not in conflict with legal or moral restrictions in purchasing procedures;
- to strive for knowledge of equipment and supplies in order to recommend items that may either reduce cost or increase efficiency;



- to insist on and expect honesty in sales representation whether offered verbally or in writing, through the advertising or in a sample of a product submitted;
- to give all responsible bidders equal consideration and the assurance of unbiased judgment in determining whether their product meets specifications;
- to discourage the offer of, and to decline, gifts which in any way might influence the purchase of municipal equipment and supplies;
- to accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions; and
- to cooperate with government and trade associations in the promotion and development of sound business methods in the purchasing of equipment and supplies.

*XIII. Prohibited Interests*

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

*XIV. Annual Review*

All School District policies regarding the procurement processes will be reviewed by the Board of Education at least annually. Comments regarding the purchasing process shall be solicited from appropriate School District personnel involved in the procurement process as is deemed necessary. New regulations and procedures must then be adopted by Board of Education resolution.

*XV. Unintentional Failure to Comply*

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

Cross Ref: Policy 2110 Board Member, School District Officers and Employee Code of Ethics

Ref: General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.  
State Finance Law § 163  
8 NYCRR §§114.3; 114.4; 170.2

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