

# ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION  
BOICEVILLE, NEW YORK 12412

## REGULAR MEETING/BUDGET ADOPTION

MINUTES

6:00 p.m.

**WEDNESDAY, APRIL 24 2013**

Middle School/High School

### **1. Opening Items**

1.01 Call to Order 6:00

1.02 Tobacco Policy Statement

1.03 Pledge of Allegiance

1.04 Appoint Clerk Pro Tem

*Motion:* The Board of Education hereby appoints Victoria McLaren as Clerk Pro Tem in the absence of a District Clerk

Motioned by: Trustee Hickey

Seconded by: Trustee Fletcher

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

1.05 Roll Call

Present: Trustee McGillicuddy, Trustee Fletcher, Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

### **2. Executive Session**

2.01 Enter Executive Session (proposed 6:05 duration 1 hour)

*Motion:* Enter into Executive Session to discuss, the discipline of a particular employee, ONTSA and ONTEA negotiations

Motioned by: Trustee Osmond

Seconded by: Trustee Hickey

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

2.02 Exit Executive Session (proposed 7:05)

*Motion:* Motion to exit Executive Session

Motioned by: Trustee Fletcher

Seconded by: Trustee Hickey

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

2.03 Re-enter Public Session

*Motion:* Motion to re-enter public session at approximately 7:25

Motioned by: Trustee Hickey

Seconded by: Trustee Fletcher

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

**3. Acceptance of Minutes**

## 3.01 Acceptance of minutes (proposed 7:10)

*Motion:* The Board of Education hereby accepts the minutes of 4/9/13 BOE meeting

Motioned by: Trustee Osmond

Seconded by: Trustee Fletcher

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

**4. Award Tenure**

## 4.01 Award tenure to Elizabeth Hopper (proposed 7:15 duration 15 min)

*Motion:* The following named INSTRUCTIONAL PERSONNEL, having served a period of probationary status consistent with the Education Law of the State of New York and provisions of the Commissioner's Regulations, and having received continuing satisfactory evaluations of performance, are hereby recommended by the Superintendent of Schools for APPROVAL for TENURE STATUS.

**TENURE APPOINTMENTS: INSTRUCTIONAL SCHEDULE P #04/12**

Elizabeth Hopper	Initial	Elementary Education	9/1/10	9/1/13
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Motioned by: Trustee Osmond

Seconded by: Trustee Fletcher

Principal Gabriel Buono recommended Ms. Hopper:

- Worked at Bennett as a long term substitute teacher in September 2008 then as a Teaching Assistant
- Been teaching 1<sup>st</sup> grade then 2<sup>nd</sup> grade in Bennett
- Currently teacher 3<sup>rd</sup> grade in a co-teaching model
- Ensures that all students reach their bench marks

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

**5. Welcome**

## 5.01 Principal Jen O'Connor will welcome the Board and introduce Ms. Maltese and her students Kalo Talley and Billy Davis who won "Letters About Literature" contest in NY State (proposed 7:30 duration 10 min)

7:45

Principal Jen O'Connor reported:

Eighth Grade English Teacher, Ms. Maltese (who could not be present) often has students write letters to authors, this year the students entered the "Letters About Literature" contest

- Contest invites grades 4-10 to enter annual writing competition
- Explain how the author's work change the way they feel about the world or themselves
- Kalo Talley won first place in NY State
- Billy Davis won honorable mention
- State and National levels, Kalo will advance to the National Competition with winners to be announced at the end of April

**6. Board District News**

6.01 The Board will announce district news (proposed 7:40)

Trustee McGillicuddy reported:

- Wrote letter to Director of Rural Schools Association to lobby for transportation aid for rural schools
- Colonial Fair – fourth graders were excited and enthusiastic
- Senator Seward toured the MS/HS and Bennett
- Music Man was very well done
- November 8<sup>th</sup>, is a symposium at SUNY New Paltz
- Need to discuss District Clerk position for Board meetings

Trustee Osmond reported:

- The Bennett Carnival was Friday evening, about 600 people in attendance
- This Friday free screening of documentary, “Dear Gov. Cuomo” documents concert and rally to ban Fracking
  - Natalie Merchant and Jon Bowermaster will be on hand for a question and answer period

Trustee Kurnit reported how impressive the “The Music Man” production was this weekend

Trustee Fletcher reported:

- The students, band, choreography, costumes- entire Music Man production was outstanding
- Friday was very busy at the schools – Bennett Carnival and “Music Man” – great to see so much happening in the District
- Art opening at The Upstairs Gallery of the Phoenicia School of the students’ self portraits

**7. Superintendent District News**

7.01 The Superintendent will report on District News (proposed 7:45)

7:50

- 5 additional AP courses added online through a grant (thanks to OTA and Administration)
  - Psychology
  - Human Geography
  - Computer Science- A (programming)
  - Art History
  - Statistics
- NYS Testing – Math this week and make ups next week
- Monday is 3<sup>rd</sup> annual “Meet, Eat and Greet” at HS Cafeteria
- 5/1/13 is a Superintendent Conference Day
  - Many will be scoring the ELA and Math assessments at locations throughout the county
  - Also Kindergarten Screening

- Professional Development to support teachers who are not involved in scoring or screening
- “Onteora Walks the Reservoir” is coming, which will benefit the buildings

### 8. Student Representative Report

8.01 Liza Tumen/Sean Hickey, the Student Representative to the Board will report (proposed 7:50)

Student Representative Liza Tumen reported:

- Sports:
  - Tennis team beat Spackenkill for the first time
  - Boys Baseball team only lost 1 game
  - Girls track undefeated
- Upcoming activities
  - Spring Fling Dance 5/3/13 MS 6-8 HS 8-10
  - Zumbathon Sat. 4/27/13
  - Poetry Slam 5/6/13 at 5:00
  - Onteora Walks the Reservoir 5/4/13
  - Decades of Music Overview – sing songs from different decades 5/10/13
  - Sat. 5/11/13 at 12pm Field Day at HS
  - 3 point Shoot-Out 5/17/13 from 6-8

### 9. Public/Student Comment

9.01 The public and students may comment on any agenda or non agenda item. (proposed 7:55 duration 10 min or more)

8:00

No comment was made

### 10. Budget Adoption

10.01 The Superintendent will Present the Recommended 2013-2014 Budget and the Board will vote to adopt (proposed 8:15 duration 20 min)

*Motion:* Superintendent recommends Board of Education approval of the following Proposition: Proposition # 1 – 2013-2014 Budget BE IT RESOLVED, that the Onteora Central School District Board of Education be and is hereby authorized to expend the sums set forth under the various headings which are voted upon in gross and not in detail in the total amount of \$51,609,440 (which includes \$20,000 to support public library) for the year commencing July 1, 2013 and ending June 30, 2014, and the Board is authorized to levy and collect the necessary tax thereof on the taxable property of the District.

Motioned by: Trustee Fletcher

Seconded by: Trustee Osmond

Superintendent Phyllis McGill and Assistant Superintendent for Business Victoria McLaren presented a summary of the last few Budget Presentations:

- Reductions
  - 1 Elementary Teacher, .4 Social Studies, .4 Art, .5 Science, .6 Math, 1 Custodian, 3 TAs
- Additions
  - 1 Reading Teacher, 1 Special Education Teacher, 1 CSE/CPSE Chair /District -Wide Assistant Principal, 1 Ten Month Typist, 1 District Head

## Custodian, Summer Academic Intervention Support Program

- Offerings in HS are increasing
- Maintaining class sizes
- 5 year facilities plan projects to be completed during 2013-2014 year – not part of EPC, not part of Capital Reserve plan
  - Grouped together to be able to have 1 bid on all
    - Replace/repair MS/HS front entrance sidewalk and stairs, Replace entry sidewalks in Woodstock, Repair asphalt surface in parking area in Woodstock, Power distribution upgrade in Woodstock, Electrical Service Replacement including main panel board and feeders in Woodstock, Electrical Service Replacement in Phoenicia, Install additional electric panels, outlets and circuits in Woodstock, Emergency Lighting in Phoenicia
- Board members seats– 2 incumbents running unopposed
  - May 7th – Budget Hearing at Board of Education Meeting
  - May 21st – Public Vote on Proposed Budget and Election of Board Members from 2:00pm to 9:00pm at all 4 elementary schools

## Discussion:

- CSE/CPSE Chair/District-wide Assistant Principal will be posted internally and externally
- Summer Academic Program – ½ day program for 1 month
  - Summer teaching staff is hired at a set hourly rate, not each person's hourly rate
- Next year's budget will decrease
  - Most costs this year are not re-occurring costs
- No repairs planned for Bennett, since the building was recently renovated though a bond
  - Payoff in 2020
- Pleased to be presenting a 0% tax levy increase
  - Thanks to Assistant Superintendent for Business Victoria McLaren for getting much needed facilities work done in this budget
  - Maintain programs for students – support budget that is focused on their needs

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

**11. Textbook Presentation**

11.01 Principal Barbara Schnell will Present a New Math Textbook Series (proposed 8:25 duration 20 min)

8:20

Principal Barbara Schnell presented on behalf of Math Textbook Committee

- Committee had representatives from all elementary schools
- Looked at the following publishers:
  - Houghton Mifflin
  - McGraw Hill

- Pearson
- Singapore Math
- Common Core.Com
- The committee chose to have presentations from
  - Houghton Mifflin and Pearson
    - Both were aligned to the Common Core Learning Standards
  - Aspects they considered:
    - Technology
    - Teacher guide
    - Student edition
    - Supplemental materials
    - Parent component
    - Tiered/differentiated work
  - The committee unanimously chose Pearson
- Currently, using a textbook from 2008-2009
  - Cannot really be used, does not work with the Common Core Learning Standards

#### Discussion

- Must be teaching to the Common Core Standards
- Parent component is a connection to home – this is from the State
  - For younger students, it says what the child learned that day
  - Also will tell parents about websites
- Better textbooks are being offered due to the Common Core Learning Standards
  - Much more in each lesson
- Recurring cost each year for the consumables
  - Upper grades have hard cover textbook
- Digital component
  - Teachers can access textbooks online
  - Student access to work
  - Find out if the program is compatible with I-pads or tablets
    - Also what is 6 year digital license

## 12. Discussion and Possible Action

### 12.01 High Stakes Testing (proposed 8:45 duration 15 min)

*Motion:* The Board of Education hereby approves the resolution that follows.

WHEREAS, our nation's and New York State's future well-being relies on a high-quality public education system that prepares all students for college, careers, citizenship and lifelong learning, and strengthens the nation's social and economic well-being; and

WHEREAS, our nation's school systems have been spending growing amounts of time, money and energy on high-stakes standardized testing, in which student performance on standardized tests is used to make major decisions affecting individual students, educators and schools; and

WHEREAS, the overreliance on high-stakes standardized testing in state and federal accountability systems is undermining educational quality and equity in U.S. public schools by hampering educators' efforts to focus on the broad range of learning experiences that promote the innovation, creativity, problem solving, collaboration, communication, critical thinking and deep subject-matter knowledge that will allow students to thrive in a democracy and an increasingly global society and economy; and

WHEREAS, it is widely recognized that standardized testing is an inadequate and often unreliable measure of both student learning and educator effectiveness; and

WHEREAS, the over-emphasis on standardized testing has caused considerable collateral damage in too many schools, including narrowing the curriculum, teaching to the test, reducing love of learning, pushing students out of school, driving excellent teachers out of the profession, and undermining school climate; and

WHEREAS, high-stakes standardized testing has negative effects for students from all backgrounds, and especially for low-income students, English language learners, children of color, and those with disabilities; and

WHEREAS, Race to the Top funding does not adequately address the significant costs associated with the implementation of the new APPR and Common Core Learning Standards such as hiring professionals to ensure local assessments at grades 3-8 are valid, or other test construction and implementation costs; and

WHEREAS, New York State will require computer based testing statewide starting in 2014, requiring districts to build technological capacity to administer these high stakes tests, including the need to purchase computers, improve networks, develop infrastructure capacity, and train and hire personnel at an estimated cost of approximately 5% of current district budgets, without providing additional funding and while capping State and Local aid; and

WHEREAS, we do not oppose accountability in public schools, but believe that standardized tests dominate instructional time and block our ability to make progress toward a world-class education system of student-centered schools and future-ready students; therefore be it

RESOLVED that Onteora Central School District calls on Governor Cuomo, Commissioner King, the State Legislature, and the Board of Regents to reexamine public school accountability systems in this state, including the Annual Professional Performance Review (APPR) and to develop a system based on multiple forms of assessment which do not require extensive standardized testing, more accurately reflects the broad range of student learning, and is used to support students and improve schools; and

RESOLVED, that the Onteora Central School District calls on the U.S. Congress and Administration to overhaul the Elementary and Secondary Education Act (currently known as the "No Child Left Behind Act"), reduce the testing mandates, promote multiple forms of evidence of student learning and school quality in accountability, and not mandate any fixed role for the use of student test scores in evaluating educators.

Motioned by: Trustee Osmond

Seconded by: Trustee Kurnit

New Paltz and Rondout School Districts have passed this resolution

Trustee Fletcher expressed that he cannot support this

- Don't agree with wording – testing is how we measure accomplishments
- Carry on doing the lobbying the Board is currently performing and don't make a blanket statement that is not qualified – resolution says all State testing is high stakes and bad

Trustee McGillicuddy – specifically says the tests to which it refers

- Important to make a statement as a Board regarding the State assessments
- In many school districts testing is becoming a problem – teachers are teaching to the test
- Acknowledge that there is too much emphasis on testing
  - Show the children, parents, students and staff
- Quoted Dr. Judith Langer, SUNY Albany book "Getting to Excellent, what makes an excellent School"
  - Most excellent schools have a common thread that they do not teach to the test
- Everyone work together to change the importance placed on assessment

- Separate issue than the Common Core
- Legislature is not listening to the lobbying
  - Not calling for parents to opt-out of testing
    - Would not advocate for that

Trustee Kurnit stated as in agreement with Trustee McGillicuddy

- Hope that other districts in State and Country will look at this as an issue
- Recognition of the fact that we need to do better
  - Many countries that do less testing and students do very well

Superintendent Phyllis McGill clarified:

- Grades in students 3-8 will not be retained due to test scores
  - Only for Academic support identification
- Understand parents' concern with State assessments
  - Opting out only hurts the District in aid and being identified by the State
- Verbal with Legislature and Commissioner, this is not necessary
- Different opinions, but in there is a good way to deliver instruction and assess student mastery of curriculum
- State Common Core Curriculum is being developed
  - they will change the tests over the next 3 years to match the curriculum

Trustee Spencer supports spirit of resolution but:

- Continue evaluating system and adapt
- Very strict resolution – no correlation between testing and evaluation

Other Points:

- Does this compete with the Board goals of successfully implementing the Common Core Learning Standards?
- Race to the Top – NY went to get the most amount they could, Onteora received very little
- Says that we wouldn't mandate any fixed roles, but APPR is in place but sees it as a request to legislature to refine the mandates
- Does not define high stakes testing and makes a blanket statement about testing
- Board goal #1:
  - Promote a stimulating, healthy and safe environment conducive to learning, which improves the educational experience for all students, creates a stimulating learning environment that teaches beyond the test while meeting State and Federal requirements, and that increases graduation rate and aspirational performance measures.
- APPR plan will not necessarily create better teachers

Results: Passed

Yea: Trustee McGillicuddy, Trustee Osmond, Trustee McKeon, Trustee Kurnit  
Nay: Trustee Fletcher, Trustee Spencer, Trustee Hickey

## 12.02 Second Reading and adoption of Policy 5410 Purchasing (proposed 9:00)

*Motion:* The Board of Education hereby adopts policy 5410 as written.

Motioned by: Trustee Osmond  
Seconded by: Trustee Hickey

Assistant Superintendent for Business Victoria McLaren explained that the law has been amended to allow school districts to accept bids on best value, not just lowest cost which is a great relief to Districts

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Purchasing Agent designated by the Board of Education. The purchasing process should enhance school operations and educational programs through the procurement of goods and services deemed necessary to meet District needs.

#### **Competitive Bids and Quotations**

As required by law, the Superintendent will follow normal bidding procedures in all cases where needed quantities of like items will total the maximum level allowed by law during the fiscal year, (similarly for public works-construction, repair, etc.) and in such other cases that seem to be to the financial advantage of the School District.

A bid bond may be required if considered advisable.

No bid for supplies shall be accepted that does not conform to specifications furnished unless specifications are waived by Board action. Contracts shall be awarded to the lowest responsible bidder who meets specifications. However, the Board may choose to reject any bid.

Rules shall be developed by the administration for the competitive purchasing of goods and services.

The Superintendent may authorize purchases within the approved budget without bidding if required by emergencies and are legally permitted.

The Superintendent is authorized to enter into cooperative bidding for various needs of the School District.

[Purchase contracts and public works contracts subject to competitive bidding will be awarded to the lowest responsible bidder, however, the Board authorizes that purchase contracts may be awarded on the basis of best value, as defined in State Finance Law §163.](#)

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

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

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

#### **Request for Proposal Process for the Independent Auditor**

In accordance with law, no audit engagement shall be for a term longer than five (5) consecutive years. The District may, however, permit an independent auditor engaged under an existing contract for such services to submit a proposal for such services in response to a request for competitive proposals or be awarded a contract to provide such services under a request for proposal process.

#### **Procurement Of Goods And Services**

The following guidelines shall be adhered to in compliance with General Municipal Law, Section 104-b, whenever the law does not require competitive bidding to assure the prudent and economical use of public moneys:

- a. The Board of Education will formally appoint a Purchasing Agent in accordance with Section 170.2 of the Regulations of the Commissioner of Education. Only the person designated by the Board as Purchasing Agent may commit the District for a purchase. The Purchasing Agent is responsible for developing and administering the purchasing program of the Ontario School District.
- b. The purchasing procedures employed shall comply with all applicable law and regulations of New York State.
- c. The Purchasing Agent shall procure supplies and equipment, as needed, at the best possible prices and maintain adequate records to show that this was done. Commodities will be purchased from preferred vendors whenever possible: Department of Corrections (Sec. 184 Corrections Law), Industries of the Blind and Industries of the Handicapped (Sec. 175 State Finance Law). State contracts of the Division of Standards and Purchase, Office of General Services, available Cooperative BOCES bids, or under county contract pursuant to Section
- d. 409-a of the County Law will be used whenever such purchases are in the best interest of the School District.
- e. Purchase contracts for materials, equipment and supplies involving an estimated annual expenditure of over twenty thousand dollars (\$20,000) and public works contracts involving over thirty five thousand dollars ( \$35,000) shall be awarded only after public advertisement, soliciting formal bids (Section 103, General Municipal Law). The Purchasing Agent shall be authorized to open and record bids.
- f. Opportunity shall be provided to all responsible suppliers to do business with the District. To this end, the Purchasing Agent shall develop and maintain lists of potential bidders for the various types of materials, equipment and supplies. Such lists shall be used in the development of an mailing list for distribution of specifications and invitations to bid. Any supplier may be included on the list, upon request.
- g. When soliciting bids, a statement of "General Conditions" shall be included with all specifications submitted to suppliers. These conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment and supplies.
- h. All contracts which require public advertising and competitive bidding shall be awarded as provided by law and the rules and regulations of the Board of Education. Recommendations for awarding contracts shall be submitted by the Purchasing Agent.
- i. Identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.
- j. Where formal bidding procedures are not required by law, the following regulations shall apply for the purchase of:
- k. Materials, Equipment and Supplies

<u>Dollar Limit</u>	<u>Procedure</u>
\$5,000 - \$9,999	Documented telephone quotes/catalog prices from at least three (3) separate vendors, if available
\$10,000 - \$19,999	Formal written quotes from at least three (3) separate vendors, if available.

Public Works Projects/Contracts

<u>Dollar Limit</u>	<u>Procedure</u>
\$7,000 - \$14,999	Documented telephone quotes from at least three (3) separate vendors, if available.
\$15,000 - \$34,999	Formal written quotes from at least three (3) separate vendors, if available.

Quotes will be awarded to the lowest responsible and responsive bidder (as determined by the Purchasing Agent). Proper written documentation is required when the quote is not awarded to the vendor quoting the lowest price. Proper written documentation will be on file when

the required number of quotations are not received. In the event that quotes exceed the bid limit, there will be no award; the District will advertise to solicit sealed bids.

- j. The Purchasing Agent shall insure purchase orders after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations.
- k. No official or employee of the Ontario School District shall be interested financially in any contract entered into by the School District. This also precludes acceptance of gratuities, financial or otherwise, by the above persons from any supplier of materials or services.
- l. Emergencies: An exception to this policy will exist in cases of emergencies such as those recognized pursuant to Section 103(5) of the General Municipal Law shall be applied. In all other emergency cases, personnel shall be required to exercise their best judgment to secure the materials and/or services which are necessary.
- m) Instructions to vendors will include a note regarding the district's sustainability policy #5651 requesting an emphasis on the district's desire to reduce, reuse & recycle limiting packaging where possible.

#### Professional and Consulting Services

Pursuant to the requirements of General Municipal Law Section 104-b, when retaining professional and/or consultant services, the following shall be considered in the decision making:

- a) Special knowledge or expertise
- b) Quality of services
- c) Cost of services

#### Audit of Claims

- a. A claim to be submitted to the internal claims auditor for approval for payment shall qualify when the following conditions are met:
  - 1. Bears the description and price of the items specified on the purchase order, less any allowed discounts.
  - 2. Is accompanied by a copy of the purchase order bearing the signature of the receiving clerk or requisitioner that the item(s) has been received in satisfactory condition and in the quantity indicated.
  - 3. All extensions and totals have been checked for accuracy.
  - 4. Has the approval of the Purchasing Agent as officer giving rise to the claim.
- b. The schedule of claims is then audited by the internal claims auditor to determine that:
  - 1. The Purchasing Agent's signature authorized the release of the purchase order
  - 2. The receiving copy was signed and dated, indicating that the materials or services were received.
  - 3. The purchase order or schedule of claims contains the Purchasing Agent's signature as the "officer giving rise to the claim."
  - 4. The extensions are correct, no taxes are paid, discounts are taken, and transportation charges, where applicable, are accurate.
  - 5. The charges are not duplicates of an item(s) already paid. Unless extenuating circumstances exist, all invoices submitted for payment should be originals.
  - 6. The proposed payment is for a valid and legal purpose.
  - 7. The unit price billed does not exceed the bid or contract authorization.

#### True Leases

Documentation for True Leases should include written quotes, cost-benefit analysis of leasing versus purchasing, etc.

#### Second Hand Equipment from Other Governments

Documentation should include market price comparisons including verbal or written quotes, and the name of the government organization.

#### Certain Food and Milk Purchases

Documentation and purchasing policies should be consistent with the State Education Department Regulations.

#### Sole Source

Competitive bidding is not required under Section 103 of the General Municipal Law in those situations where there is only one (1) possible source from which to procure goods and services required in the public interest. The School District should document that, as a matter of fact, there is no possibility of competition for the procurement of the goods.

#### Updating the Policies and Procedures

The Board of Education will annually review and update, if necessary, the procurement policies; and clearly indicate that unintentional failure to comply with these policies is not grounds to void the action taken or take action against the party involved.

The Business Office will annually review and update, if necessary, the procurement procedures and clearly indicate that unintentional failure to comply with these procedures is not grounds to void the action taken or take action against the party involved.

#### **Alternative Formats for Instructional Materials**

Preference in the purchase of instructional materials will be given to vendors who agree to provide materials in alternative formats (i.e., any medium or format, other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for a disabled student with a disability). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio or an electronic file in an approved format.

#### **District Plan**

As required by federal law and New York State Regulations, the District has adopted the National Instructional Materials Accessibility Standard (NIMAS) to ensure that curriculum materials are available in a usable alternative format for students with disabilities. Each school district has the option of participating in the National Instructional Materials Access Center (NIMAC). Whether a district does or does not participate in NIMAC, the district will be responsible to ensure that each student who requires instructional materials in an alternate format will receive it in a timely manner and in a format that meets NIMAS standards. The New York State Education Department (NYSED) recommends that school districts choose to participate in NIMAC, because this national effort to centralize the distribution of instructional materials in alternate formats will help guarantee timely provision of such materials to students.

For school districts, Boards of Cooperative Educational Services (BOCES), State-operated schools, State-supported schools and approved private schools that choose to participate in NIMAC, **contracts with publishers executed on and after December 3, 2006** for textbooks and other printed core materials *must* include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

For more information regarding NIMAC including model contract language, Steps for Coordinating with NIMAC and an IDEA Part B Assurances Application, see website: <http://www.vesid.nysed.gov/specialed/publications/persprep/NIMAS.pdf>

#### **Environmentally Sensitive Cleaning and Maintenance Products**

In accordance with Commissioner's Regulations, State Finance Law and Education Law, effective with the 2006-2007 school year, the District shall follow guidelines, specifications and sample lists when purchasing cleaning and maintenance products for use in its facilities. Such facilities include any building or facility used for instructional purposes and the surrounding grounds or other sites used for playgrounds, athletics or other instruction.

Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The District shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the District can procure these products on a competitive basis.

The District shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

#### **Apparel Purchases**

For apparel purchases, the Board has the option and authority to only accept bids from "responsible bidders." A responsible bidder is a vendor that complies with fair and proper labor standards including those related to the use of child labor, employee compensation, employees' rights to form unions, and working conditions. Bidders for apparel must provide sufficient information to the District for the Board to determine the vendor's adherence to these labor standards.

#### **Contracts for Goods and Services**

No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

No Board member or employee of the School District shall have an interest in any contract entered into by the Board or the School District.

20 United States Code (USC) Section 1474(e)(3)(B)

Education Law Sections 305(14), 409-i, 701, 1604, 1709, 1950, 2503, 2554 and 3602

General Municipal Law Articles 5-A, [104-b](#) and 18

State Finance Law Sections 162, [163](#) and 163-b

8 New York Code of Rules and Regulations (NYCRR) Sections 155, 170.2, 200.2(b)(10), 200.2(c)(2) and

200.2(i)

12.03 BOCES Budget Vote (proposed 9:05 duration 10 min)

*Motion:* It is hereby resolved by the Onteora Central School District Board of Education to approve the Board of Cooperative Educational Services Administrative Budget in the amount of \$2,336,036

Motioned by: Trustee Hickey

Seconded by: Trustee Osmond

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

12.04 Election for BOCES Board (proposed 9:15 duration 10 min)

*Motion:* It is hereby resolved that the Onteora Central School District Board of Education casts its votes in the annual election of members of the Board of Cooperative Educational Services for the person or persons indicated on the ballots.

Motioned by: Trustee Osmond

Seconded by: Trustee Hickey

One of the candidates for the at large seat is from the same district as a current BOCES Board member

Board of Education chose: Gail Hutchins, Barbara Carroll, Patrick Rausch

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

12.05 Side Letter of Agreement - ONTEA -Number of Work Days

*Motion:* The Board of Education hereby approves the Side Letter of Agreement between ONTEA and OCSD for the number of work days and authorizes the Superintendent to sign such agreement.

Motioned by: Trustee Osmond

Seconded by: Trustee Hickey

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

12.06 Rescind Adoption of Policy 7422- Concussion Management

*Motion:* The Board of Education hereby rescinds the adoption of the Policy 7422 revision.

Motioned by: Trustee Spencer

Seconded by: Trustee Fletcher

Superintendent Phyllis McGill explained:  
 There is an explanation as to the confusion in concussion with athletics and academics. Mr. Millas will work on the policy and it will come back to Policy Committee.

Results: Unanimous  
 Yea: Trustee McGillicuddy, Trustee Fletcher Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

**13. \*\*5 Minute Break**

13.01 The Board will break for 5 minutes (proposed 9:25)  
 9:50

**14. Consent Agenda**

14.01 Approve Consent Agenda (proposed 9:30 duration 5 min)  
*Motion:* Approve consent agenda item numbers 14.02-14.07  
 Motioned by: Trustee Hickey  
 Seconded by: Trustee Osmond  
 Results: Unanimous  
 Yea: Trustee McGillicuddy, Trustee Fletcher Trustee Osmond, Trustee Spencer, Trustee Kurnit, Trustee McKeon, Trustee Hickey

**14.02 Personnel Agenda**

**SALARY CHANGES: INSTRUCTIONAL** The Superintendent of Schools hereby recommends the APPROVAL of the following revised SALARY CHANGE (INSTRUCTIONAL), as the result of EDUCATIONAL INCREMENT, effective February 1, 2013 - REVISIONS.

Name	Position	Current			Additional		Received		
		School	Step	Credits Salary	Credits	Salary	Step	Credits	Salary
Downs, Kelly	Elementary Teacher	BN	12MA 24	\$ 82,249	12	\$804	156012MA 36	<del>\$83,053</del>	\$83,809
Hallock, Robert	Elementary Teacher	PH	5BA 12	\$ 64,372	12	\$804	5BA 12-24		\$65,176

**APPOINTMENTS: INSTRUCTIONAL**  
SHORT TERM SUBSTITUTE

NAME	CERTIFICATION	POSITION	EFFECTIVE DATE	SALARY/STEP	REASON
Michella, William*	Students with Disabilities, Grades 1 - 6	Special Education Teacher - BN	04/25/13 – 06/30/13	1MA	LOA Replacement

\*Pending pre-employment processing

**APPOINTMENTS: INSTRUCTIONAL**  
EXTRA DUTY STIPENDS 2012-2013

NAME	POSITION	AMOUNT
Keenan, Bryan	AIS/Chemistry (After School) 1	\$1,877.00
Malgieri, Marin	AIS/Regents Prep (After School) 3 - .50 FTE (Split w/J. Robertson)	\$ 938.50
Robertson, Jessica	AIS/Regents Prep (After School) 3 - .50 FTE (Split w/M. Malgieri)	\$ 938.50

**PER DIEM SUBSTITUTES**

NAME	POSITION	AMOUNT
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Yusko, Barbara                      Substitute Registered School Nurse                      \$95.00/day

**PER DIEM SUBSTITUTES - RESCISSIONS**

<b>NAME</b>	<b>POSITION</b>	<b>AMOUNT</b>
Chesler, Victoria	Home Tutor	\$36.00/hour
Heidelberg, Mark	Home Tutor	\$36.00/hour
Krebser, Sarah	Home Tutor	\$36.00/hour
Shapiro, Barbara	Home Tutor	\$36.00/hour
Warnes, Carsten	Home Tutor	\$36.00/hour
Winston, Andrea	Home Tutor	\$36.00/hour

**APPOINTMENTS: NON-INSTRUCTIONAL  
 TEMPORARY APPOINTMENTS**

<b>NAME</b>	<b>POSITION/SCHOOL</b>	<b>EFFECTIVE DATES FROM - TO</b>	<b>PAY RATE</b>	<b>REMARKS</b>
Bundy, Dustin*	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Caprotti, Patricia	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Clinton, Lessia	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
DeSantis, Ernest	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Gille, Ella	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Gilsinger, Jeffrey*	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Ginelewicz, Walter	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Martin, James	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Papa, Nicholas	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Roosa, Esther	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Scheible, Elizabeth	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Sommer, Torre	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer
Walters, Nancy	Summer Custodial Worker	06/24/13 – 08/30/13	\$10.00/hour	Summer

\*Pending pre-employment processing

**LEAVE OF ABSENCE: INSTRUCTIONAL**

<b>EMPLOYEE NUMBER</b>	<b>EFFECTIVE DATE FROM – TO</b>	<b>REASON</b>
#2615	03/07/13 – 04/11/13*	Medical Leave – Paid Medical Leave
#2615	04/12/13 – 04/17/13*	Medical Leave – Unpaid Medical Leave
#3187	04/01/13 – 04/26/13**	Medical Leave – Paid Medical Leave
#2687	04/01/13 – 05/13/13	Medical Leave – Paid Medical Leave

\*Finalization of leave dates

\*\*Extension of leave

**14.03 Approve Schedule U - The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations**

*Motion:* The Board hereby approves the Instruction - Schedule U-The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations, Schedule U, #04/13, Confidential, as reviewed by Trustee McKeon

**14.04 Cooperative Bidding Blanket from BOCES**

*Motion:* WHEREAS it is the desire of the participating school districts of the Board of Cooperative Educational Services, Ulster County, adopting this resolution to jointly request bids for certain commodities to be determined by the Superintendent of this school district from time to time for the 2013-14 school year,

NOW, therefore, be it RESOLVED that the Onteora School District hereby agrees to participate with other school districts of the Board of Cooperative Educational services, Ulster County, New York, in the joint bidding of commodities to be requested by the school district Purchasing Agent and approved by the Superintendent; and be it further

RESOLVED that the specifications as prepared by the Steering Committee of participating school districts and presented to this Board of Education will be used and that this Board, if it desires to purchase these commodities agrees to purchase said commodities at the lowest bid price recommended by the Steering Committee of the joint school districts; provided, however, that each participating Board of Education in exercising its legal responsibilities, has the right to reject and/or modify the recommendation of the Steering Committee in the awarding of the bid; and be it further

RESOLVED that the invitation to bid will be advertised by BOCES in the Kingston Daily Freeman, the Middletown Record and the Poughkeepsie Journal in accordance with the provisions of Section 103 of the General Municipal Law.

#### 14.05 Increase Budget Codes- Grants

*Motion:* The Superintendent recommends acceptance of a grant-in-aid totaling \$20,000, from The State Education Department for the purchase of stage curtains for the Woodstock and Phoenicia Elementary Schools.

The Superintendent recommends approval to increase the 2012-2013 Budget per the following donations:

The State Education Department

A1620.201-16 Operation of Plant-Equipment \$20,000.00

The Superintendent recommends acceptance of a grant-in-aid totaling \$75,000, from The State Education Department for the purchase of a bus engine, a bus, a milk cooler, and two refrigerators.

The Superintendent recommends approval to increase the 2012-2013 Budget per the following donations:

The State Education Department

A5510.465-15 District Transportation-Repair \$13,471.72

A5510.210-15 District Transportation-Equipment/Buses \$53,393.28

C2860.501-08 Cafeteria-Supplies \$ 8,135.00

#### 14.06 Financial Report

*Motion:* The Board of Education has review and hereby accepts the Financial Management Report of February 2013

#### 14.07 Warrant Schedule

*Motion:* The Board of Education has reviewed and hereby accepts Warrant Schedule 9

### 15. Committee Reports -5 min each

15.01 Audit Committee - Trustee Spencer to report. Next meeting is 4:30 at Central Administration on 5/6/13 (proposed 9:35)

Committee has not met since the last Board meeting

15.02 Facilities Committee - Trustee Kurnit to report. Next meeting is 3:30 at Central Administration on TBD  
Committee has not met since the last Board meeting

15.03 Policy Committee - Trustee McGillicuddy to report. Next meeting is 9:30 at Central Administration on 5/6/13  
Committee has not met since the last Board meeting

15.04 Legislative Action committee - Trustee McGillicuddy to report. Next meeting is at 6:30 in the Central Administration Conference room on TBD  
Committee has not met since the last Board meeting

15.05 District Committee: Health and Wellness Committee. Next meeting is in Room 207 of the High School at 2:45 on 5/2/13  
Committee has not met since the last Board meeting

15.06 District Committee: Technology - Superintendent McGill to report. Next meeting is in the Woodstock School on TBD  
Committee has not met since the last Board meeting

#### 16. Old Business

16.01 The Board will discuss Old Business (proposed 9:45)  
Assistant Superintendent for Business Victoria McLaren clarified that the computers purchased do have monitors – they are all-in-one computers

#### 17. New Business

17.01 The Board will discuss New Business (proposed 9:50)  
District Clerk resigned duty of being at the Board meeting, sent proposal to review

- Duties of Board Secretary
- Not attend the meeting, run the vote or swear in president and vice president as these are strictly District Clerk duties

Propose that the President and Vice President interview the candidates and report back to Board

Discussion:

- Define job
- Is there an amount of money attached to job with a number of hours?
  - Will save money
- Have the candidates been trained as our other District Clerk?
- Extra hours will be needed for training
- Maybe accept proposal in short term and re-evaluate at the Reorganization Meeting
- Would like a job description of the District Clerk
- Up to 3 Board members will interview the District Clerk candidate

Trustee Fletcher will be away most of July, can the Reorganization be moved up?

Do all District Mental Health Professionals meet on a regular basis to look at school safety net to do an ongoing assessment

What does safety net look like?

Or can that happen in the future

Do we have an understanding of how they see an SRO and how do they envision the role of an SRO?

**18. Public Comment**

18.01 The public will comment on any agenda or non-agenda item Please limit comments to 3 minutes (proposed 10:05 duration 10 min)

**19. Adjournment**

19.01 Adjourn Meeting. Next meeting is WEDNESDAY, April 24, 2013 - Budget Adoption at the MS/HS (proposed 10:15)

*Motion:* The meeting is adjourned at approximately 10:50

Motioned by: Trustee Fletcher

Seconded by: Trustee Hickey

Results: Unanimous

Yea: Trustee McGillicuddy, Trustee Fletcher, Trustee Kurnit, Trustee McKeon

Trustee Hickey

Not Present: Trustee Spencer, Trustee Osmond

Minutes Recorded By:  
Victoria McLaren, Clerk Pro Tem



Minutes Typed By:  
Fern Amster



Board of Education: Ann McGillicuddy, Tony Fletcher, Laurie Osmond, Dan Spencer, Tom Hickey, Rob Kurnit, Michael McKeon