

ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION
BOICEVILLE, NEW YORK 12412

WORKSHOP MEETING

6:00 p.m.

TUESDAY, MARCH 21, 2023

BENNETT SCHOOL

MINUTES

1. Opening Items

- 1.01 Call to Order 6:00
- 1.02 Tobacco Policy Statement
- 1.03 Pledge of Allegiance
- 1.04 Roll Call

Present: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Reimondo, Trustee Hemingway Lynch, Trustee Taylor

2. Executive Session

- 2.01 Enter Executive Session (duration 30 min)

Recommended Action: Motion to enter into executive session to discuss a particular position and a potential litigation

Motioned: Trustee Bishop

Seconded: Trustee Wallis

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Reimondo, Trustee Hemingway Lynch, Trustee Taylor

- 2.02 Exit Executive Session

Recommended Action: Motion to exit executive session and return to public session

Motioned: Trustee Bishop

Seconded: Trustee Reimondo

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Reimondo, Trustee Hemingway Lynch, Trustee Taylor

3. Welcome

- 3.01 Bennett Principal, Gabriel Buono will welcome the Board (duration 10 min)

- Mr. Buono started off by reporting that on Thursday, March 16th, the talented Bennett Elementary Music Department traveled to the Empire State Plaza in Albany to celebrate MIOSM (Music In Our Schools Month.) This performance featured the Bennett 5th and 6th grade Orchestra, Jazz Ensemble, and Youth Chorale.
 - The day started with a performance by the Onteora High School Orchestra and Chamber Ensemble directed by Erica Boyer. At 12:30pm, The Bennett Orchestra, under the direction of Karen McKenna, performed four selections; *Sword Dance*, *Deep Sea Fandango*, *Fiddles On Fire*, and *Classic Bits and Pieces*. Next, the Jazz Ensemble, under the direction of Harvey Boyer, performed *Until I Met You*, and *Woodchopper's Ball*. Then, the Youth Chorale joined the Jazz Ensemble to perform *Freedom* by Duke Ellington, and an arrangement of *Can't Hide Love* by Earth Wind and Fire.

Finally, the Jazz Band concluded with the performance of *Sway* and *Montuno Funk*.

- Mr. Buono noted that the music department and himself would like to thank all of the parents who supported their children in preparation, and especially those who took time out of their schedules to come to Albany to watch the event. They also want to thank the Bennett Teachers in their support in student's weekly music lessons.
- Mr. Buono also reported that this event could not have taken place without the generosity and support of the Bennett PTA and especially the support of our Bennett PTA president, Jenny Jared and her husband Matt. Bennett wanted this to be a special event, and Jenny personally contributed the necessary funds to make up the difference needed to cover the cost for a special charter bus. This will indeed be an event that all of the students, and music faculty will remember for a lifetime.
- Mr. Buono encourage support in future performances that will be taking place this season, including the following:
 - Wednesday, May 10- Jazz in the Courtyard Fundraiser
 - Thursday, May 25th- Bennett 5th and 6th Grade Spring Concert
 - Wednesday, May 31st -Bennett 4th Grade Spring Concert
 - Saturday, June 3rd – Bennett Jazz and Onteora High School Chamber Ensemble at Maverick Concert Hall
- Mr. Buono announced that the music department would also like to acknowledge all of the students who were selected and participated in All County this month.
 - In All County Chorus:
 - Emma Bodnar
 - Jade Stanley
 - Lahnna Bernhardt-Waldo
 - Angley Lemus
 - Fern Bernhardt-Waldo
 - Emma Metawee
 - Sarina Lemmy
 - In All County Band:
 - Flute: Evelina Byron and William Fox
 - Clarinet: Colden Burgher
 - Tenor Saxophone: Hanna Metawee
 - Trumpet: Grayson Peltzman
 - Trombone: Soe Moe Kan Tun and Spencer Malloy
 - Percussion: Baxter Bryant and Dylan Jared
 - In All County Orchestra, which was also chaired by Karen McKenna:
 - Violin 1
 - Seth Reece
 - Madison Murphy
 - Cole David
 - Violin 2

- Josephine Malloy (1st chair)
- Everett Thomas (no photo not sure about using name)
- Byron Reznick
- Viola
- Elise Yanucci Fitzer
- Ruby Cohen
- Gianna Jackson
- Cello
- Kira Jule
- Alice Slips
- Henrietta Phillips
- Pearl Male
- Ryu Vinci
- And in All County Jazz:
 - Alto Saxophone: Hanna Metawee
 - Trumpet: Grayson Peltzman
 - Trombone: Soe Moe Kan Tun and Spencer Malloy
- In YEMS (Young Elementary Music Symposium):
 - Eva Harrigfeld
 - Natalie Guerin
 - Ann Leggett
 - Emerick Lynch
- Mr. Buono then discussed his opinion on why he believes that the District should move to a single campus and that it would be difficult to achieve unless the District unites.

4. Student Representative Report

4.01 The Student Representative on the Board, Noelle Crandell, will give a report

- Ms. Crandell reported that recently in student government in regards to the outside initiative, they met with a furniture representative to discuss their vision for the courtyard, and brainstorm furniture reconfiguration. The hope is to have a more formalized plan in the next few weeks. Once the student government has those, they will be able to confirm the location of plants and set a planting date for this year, and place the furniture early next year.
- the high school student government also met with the 6th grade student government and discussed their green initiatives, and was impressed on how well they were doing in the recycling challenge, along with the plan to implement that into the MS/HS next year.
- Throughout the high school
 - seniors have begun getting their pictures taken for the yearbook
 - Spanish club will be taking a field trip on Friday
 - The Talan has begun layout for the 3rd issue of the year
 - Marching Band had an excellent performance on Friday, March 17th at the St. Patrick's Day Parade
 - Onteora's Orchestra students went to Albany to perform on March 16th
 - Many athletes are excited to begin the spring sports season

5. Presentations

5.01 [Assistant Superintendent for Business, Monica LaClair will present the 2023-2024 Revenue and Expenditure Budget](#) (duration 20 min)

6. Acceptance of Minutes

6.01 Acceptance of Minutes

Recommended Action: The Board of Education hereby accepts the minutes of March 7, 2023

Motioned: Trustee Taylor

Seconded: Trustee Bishop

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Reimondo, Trustee Hemingway Lynch, Trustee Taylor

7. Superintendent District News

7.01 [The Superintendent will report District News](#)

7.02 Update on the Hold Harmless Resolution for Grading Related to Regents Exams (duration 10 min)

- Trustee Storey and Trustee Wallis believe that using the regents as part of the student final grade is affecting a majority of students negatively
- Trustee Sherry asked that the board follow the recommendation of Mr. Edelman and his education team and not plan to change the current model
- Ms. Laffin also does not recommend changing the model for this school year
- Mr. Edelman and Ms. Turck clarified questions asked by the Board of Education

8. Board District News

8.01 The Board will report District News

- Trustee Storey reported that Superintendent McLaren, Trustee Bishop, and herself attending the UCSBA (Ulster County School Boards Association) meeting in New Paltz, and the county executives indicated that they will continue the help with program funding again this year

9. Acknowledge Public Be Heard Comments

9.01 The Board will acknowledge the public be heard comments from the last meeting

Neal Brownell

Megan Brenner

Jason Glaser

Lindsay Shands

Karen Chesley

Jenna Skorupa

Laurie Osmond

10. Public and Student Comment

10.01 Public and Students may comment on any agenda or non-agenda item

- Neal Brownell- expansion on the last speech
- Adam Snyder- postponing the vote, saving Woodstock
- Lilly Slezak- postponing the vote, keeping Woodstock open

- Ester Downton – postponing the vote, keeping Woodstock open
- Kara Colevas – reconfiguration
- Laurie Osmond- postpone the vote, keep schools open
- Kathy Barrett – concerned with reconfiguration, postpone the vote
- Roberta Ziemba (art teacher) -special area classrooms
- Kevin Trustee Salem- thanked the board for their communication, asked that the vote NOT be postponed- likes central campus idea
- Megan Brenner- asked to keep Woodstock open- UPK alternatives to school closing- suggested UPK programs in these schools- delay vote
- Eliza Kunkel– discussed declining enrollment
- Bonnhee Cho – spoke on behalf of Woodstock PTA donation on the agenda from Sunflower Market to expand playground
- Jenna Skorupa- concerned with student enrollment number inaccuracy

Trustee Reimondo left the meeting at 9:33pm

11. Discussion and Possible Action

11.01 Approve addition to the Substitute Teacher Rates

Recommended Action: The Board hereby authorizes an addition to the Substitute Teacher Rates for the 2022-2023 school year

Motioned: Trustee Bishop

Seconded: Trustee Taylor

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

A. Mileage Reimbursement	-per current I.R.S Rate
B. Substitute Teacher Rates	-CERTIFIED- \$150/day
	-UNCERTIFIED- \$115/day
	-Registered Nurse- \$150/day
	-Licensed Practical Nurse - \$115/day
C. Substitute Support Staff rates	-Teaching Assistant- CERTIFIED- \$115/day
	-Teaching Assistant- UNCERTIFIED- \$100/day
	-Monitor- \$15/hour
	-Custodial- \$15/hour
	-Clerical- \$15/hour
	-Food Service- \$15/hour
	-Bus Driver- \$15/hour
Substitute Short and Long Term Pay	As per regulation 6220R
D. Home Instruction Teacher	-\$50/hour
E. Non-Profit Use of Facilities-staffing charges	-\$25/hour/employee cafeteria staff; - \$35/hour/custodial-overtime charge only; \$32/hour/auditorium technician
F. School Lunch Prices	-at no cost

G. Copy Rate	\$0.25/page
H. 2022 – 2023 Board of Registration	-Keymasters and Ballot Masters \$120.00 -Chief Registrar Inspector – Vote Day \$150 -Extra hours shall be pro rata for whatever additional hours are actually worked
Public Library Tax as approved by voters – Library Tax approved by voters on May 17, 2022 with a total of \$20,000	Pine Hill Library - \$700 Phoenicia Library - \$3,500 Olive Free Library - \$5,600 West Hurley Library - \$3,300 Woodstock Library - \$6,900
Grant Funding	The Superintendent is authorized to apply for grants
Credit Card Limit	\$10,000

11.02 Approve Proposition #2 Authorize Capital Improvement Project

Recommended Action: The Board of Education hereby approves the resolution to approve the district-wide capital improvement project SEQRA Type II action and submission of proposition to be funded from 2021 capital reserve fund
DISTRICT-WIDE CAPITAL IMPROVEMENT PROJECT
SEQRA TYPE II ACTION AND SUBMISSION OF PROPOSITION TO BE FUNDED FROM 2021 CAPITAL RESERVE FUND

WHEREAS, the Onteora Central School District (“District”) Board of Education (“Board”), proposes a capital improvement project consisting of the abatement of asbestos containing materials in and replacement of floor tile in various locations within the Onteora Middle School/High School, Bennett Elementary School, Woodstock Elementary School and Phoenicia Elementary School, and the reconstruction of exterior site improvements and installation of new sidewalks at the Onteora Middle School/High School site (“Project”); and
WHEREAS, the proposed Project is a routine activity of the District and/or the replacement, rehabilitation or reconstruction of an existing facility that qualifies as a Type II action set forth in 6 NYCRR Part 617.5, State Environmental Quality Review Act (“SEQRA”); and
WHEREAS, the proposed Project includes no other potential involved agencies that have been identified in regards to the Project; and
WHEREAS, the Board has considered the information and documentation, which describes the design and intent of the proposed Project;
NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Onteora Central School District, based upon the record before it, including the general, specific and detailed knowledge of the Board of the proposed Project and under the applicable standards of SEQRA and 6 NYCRR Part 617.5, hereby determines that:

- a. The proposed Project is classified as a Type II Action; and
- b. In accordance with Article 8 of the New York State Environmental Conservation Law, the Board is not obligated to conduct any further environmental review of the Project; and

BE IT ALSO RESOLVED, that the Board of Education of the Onteora Central School District authorize the following proposition to be added to the ballot to be

presented to the qualified and registered voters of the Onteora Central School District at the Annual Meeting, Budget Vote and Election to be held on May 16, 2023:

PROPOSITION

Shall the Board of Education of the Onteora Central School District be authorized to reconstruct and construct improvements to District-wide facilities, including the replacement of flooring at its school buildings, and expansion and reconstruction of exterior site improvements at the Onteora Middle/High School, and the acquisition of equipment, machinery, apparatus and incidental work, at an estimated maximum cost of \$8,800,000, which amount shall be funded entirely from the 2021 Capital Reserve Fund?

; and

BE IT FURTHER RESOLVED, that the District Clerk shall include notice of such proposition to be voted on at such Annual District Meeting, Budget Vote and Election in the manner required under law.

The Board of Education hereby approves the resolution to approve the district-wide capital improvement project SEQRA Type II action and submission of proposition to be funded from 2021 capital reserve fund

Motioned: Trustee Storey

Seconded: Trustee Bishop

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

11.03 Approve Proposition #3 Creation of Capital Reserve

Recommended Action: BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District submit the following proposition to be included on the ballot for the creation of a capital reserve fund at the Annual Meeting and Election, to be held on May 16, 2023

RESOLVED, that the Board of Education of the Onteora Central School District is hereby authorized to establish a Building Capital Reserve Fund pursuant to Section 3651 of the Education Law (to be known as the "2023 Capital Reserve Fund") with the purpose of such fund being to finance renovations, reconstruction, and/or additions to District-wide facilities as identified from time-to-time, including but not limited to those recommended in its five-year capital facilities plan, and including original furnishings, equipment, machinery, apparatus, appurtenances and incidental improvements and expenses in connection therewith.

The ultimate amount of such fund is to be \$10,000,000.00, plus earnings thereon. The probable term of such fund is to be ten (10) years, but such fund shall continue in existence until liquidated in accordance with the Education Law or until the funds are exhausted. The sources from which the funds shall be obtained for such Reserve are (i) amounts from budgetary appropriations from time to time, and (ii) unappropriated fund balance made available by the Board of

Education from time to time, and (iii) New York State Aid received and made available by the Board of Education from time to time, all as permitted by law.

Motioned: Trustee Storey

Seconded: Trustee Bishop

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

11.04 Approve Donation from Howard P. McGowan

Recommended Action: The Board of Education hereby approves the attached list of guitars and music equipment as a donation for the Bennett School Music Department

Motioned: Trustee Taylor

Seconded: Trustee Lynch

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

11.05 Donation from the Bank of America Charitable Gift Fund

Recommended Action: The Superintendent recommends acceptance of a donation totaling \$1,250.00 CASH, from Bank of America Charitable Gift Fund to support a music field trip at the Bennett Elementary School.

The Superintendent recommends approval to increase the 2022-2023 Budget per the following donations:

Bank of America Charitable Gift Fund

A2110.431-03 Supplemental \$1,250.00

Motioned: Trustee Wallis

Seconded: Trustee Taylor

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

11.06 Donation from Stewart's

Recommended Action: The Superintendent recommends acceptance of a donation totaling \$750.00 CASH, from Stewart's to support a snack program at Woodstock Elementary School.

The Superintendent recommends approval to increase the 2022-2023 Budget per the following donations:

Stewart's Woodstock Elementary School Snack Program

A2110.431-07 Supplemental \$750.00

Motioned: Trustee Taylor

Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

11.07 Donation from Woodstock PTA on behalf of Sunflower Market

Recommended Action: The Superintendent recommends acceptance of a donation totaling \$7,500.00 CASH, from Woodstock PTA on behalf of Sunflower Market to support playground improvement at Woodstock Elementary School. The Superintendent recommends approval to increase the 2022-2023 Budget per the following donations:

Woodstock PTA on behalf of Sunflower Market – Playground improvement
A2110.431-07 Supplemental \$7,500.00

Motioned: Trustee Taylor

Seconded: Trustee Bishop

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

- 11.08 Continued Discussion of Public Be Heard Decorum (duration 10 min)
• Postponed

12. **Break**

12.01 The Board will take a 5-minute break at 7:30 pm

13. Consent Agenda

13.01 Approve Consent Agenda

Recommended Action: The Board hereby approves item numbers 13.02 -13.03

Motioned: Trustee Wallis

Seconded: Trustee Bishop

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

13.02 Personnel Agenda

LEAVE OF ABSENCE: INSTRUCTIONAL

Table with 3 columns: EMPLOYEE NUMBER, EFFECTIVE DATE FROM - TO, REASON. Row 1: 2399, 03/06/23 – 04/06/23, FMLA Paid

EXTRA DUTY STIPENDS

Table with 3 columns: NAME, POSITION, AMOUNT. Row 1: Rushford, Michael, Fitness Room Advisor III, \$2,215.00. Row 2: Umhey, Anthony*, Baseball-Modified-Head Coach, \$2,064.00

pending certifications and pre-employment processing

TEMPORARY APPOINTMENT: INSTRUCTIONAL

Table with 4 columns: NAME, POSITION/SCHOOL, EFFECTIVE DATE, RATE. Row 1: Opalka, Daniel, Social Studies/High School, 03/13/23 - 06/30/23*, Step 1MA

anticipated dates

SUBSTITUTE

NAME	POSITION	AMOUNT
Harrison, Odessa*	School Monitor	\$15.00/hour
Harrison, Odessa*	Food Service Worker	\$15.00/hour
Iapoco, Judith	Teacher (certified)	\$150.00/day
Jenrette, Crystal*	Food Service Worker	\$15.00/hour
Occhi, Virginia	Teacher (certified)	\$150.00/day

pending pre-employment processing

13.03 Schedule U-The Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) Recommendations
Recommended Action: 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, #03/23, Confidential, as reviewed by Trustee Wallis

14. Contracts and Independent Contractor Retainers

14.01 Approve all Independent Contractor Retainers

Recommended Action: The Board hereby approves item number 14.02 - 14.03

Motioned: Trustee Bishop

Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

14.02 Michael Martinez

Recommended Action: *REVISED/ NAME CHANGE ONLY* BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approve the revised Independent Contractor Retainer between the Onteora Central School District and Michael Martinez retained as a trainer effective March 22, 2023 to June 30, 2023 at a maximum rate of \$3,000.00 and authorizes the Superintendent to sign such an agreement.

14.03 Matthew Savatgy

Recommended Action: BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District approve the Independent Contractor Retainer between the Onteora Central School District and Matthew Savatgy retained as the Phoenicia Earth Day Coordinator effective April 4, 2023 to April 28, 2023 at a maximum rate of \$1,000.00 and authorizes the Superintendent to sign such an agreement.

15. Policies

15.01 Policy Reviewed and ok as is

Recommended Action: The Board of Education hereby accepts policy 5241

Motioned: Trustee Bishop

Seconded: Trustee Storey

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

15.02 Rescind Policy

Recommended Action: The Board of Education hereby rescinds policy 5240
Policy 5240 is considered non-essential per NYSSBA

Motioned: Trustee Hemingway Lynch

Seconded: Trustee Bishop

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

15.03 First Reading of Policy 5310 Bonding of Employees and School Board Members

~~2002~~ 2023 5310
Non-Instructional/Business Operations

SUBJECT: BONDING OF EMPLOYEES AND SCHOOL BOARD MEMBERS

In accordance with New York State Education Law and the Commissioner's Regulations, the Board of Education directs that the Treasurer of the Board of Education, the tax collector and the ~~internal~~ claims auditor be bonded prior to assuming their duties. Such bonds shall be in the amounts as determined and approved by the Board of Education.

Other school personnel and members of the Board of Education authorized or required to handle School District revenues may be covered by a blanket undertaking provided by the District in such amounts as approved by the Board of Education based upon the recommendations of the Superintendent or their designee.

Education Law Sections 1709(20-
a), 1720, 2130(5), 2526, and 2527
Public Officers Law Section 11(2)
8 New York Code of Rules and
Regulations (NYCRR) Section 170.2(d)

Adopted: 6/29/09

15.04 First Reading of the combination of Policies 5320 and 5410 Purchasing

~~2013~~ 2023 5410
Non-Instructional/Business Operations

SUBJECT: PURCHASING

The Board of Education authorizes the Purchasing Agent to expend school funds as appropriated by approved operational and capital budgets, and by the adoption of special resolutions. They will make expenditures in accordance with applicable law and in a manner that will achieve the maximum benefit from each dollar expended.

All claims shall be properly confirmed and verified before payment.

Complete records of all expenditures shall be maintained for future analysis and reporting within the time frame required by the Records Disposition Law or regulation.

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 offer or other than the lowest responsible dollar offers or, 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 Onteora 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.

- a. 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:

Materials, Equipment and Supplies

Dollar Limit

Procedure

\$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 Onteora 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.

ax. 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.

all. 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, 1720, 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)

Adopted 4/24/13

15.05 First Reading of Policy 5321 Use of the District Credit Card

2018 2023 5321
Non-Instructional/Business Operations

SUBJECT: USE OF THE DISTRICT CREDIT CARD

~~The Trustees of the Ontario Central School District do recognize the need for a District credit card for District use for miscellaneous expenses, such as conference registration and hotel reservations in the event that a facility does not hold a reservation with a Purchase Order. The District credit card is maintained in Central Administration under the care and control of the Assistant Superintendent for Business. The credit card has a maximum credit limit of \$10,000.~~

The Board of Education permits the use of district credit cards by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the district. A list of those individuals that will be issued a district credit card will be maintained in the Business Office and reported to the Board each year at its reorganizational meeting in July. All credit cards will be in the name of the school district.

The district shall establish a credit line not to exceed \$10,000 for each card issued and an aggregate credit limit of \$10,000 for all cards issued to the district.

The district preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized, does not constitute a proper district charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit cards may only be used for legitimate school district business expenditures. The use of credit cards is not intended to circumvent the district's policy on purchasing.

Users must take proper care of these credit cards and take all reasonable precautions against damage, loss, or theft. Any damage, loss, or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit cards or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent of Schools, in consultation with the Assistant Superintendent of Business and

The Assistant Superintendent of Business shall periodically, but no less than twice a year, monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board.

The Trustees of the Onteora Central School District also recognize the need for a gas card for use on long trips to purchase fuel for District vehicles. The Transportation Department maintains an account with Sunoco Suntrak that has five (5) cards associated with the account. Four (4) cards are under the care and control of the Director of Transportation, and one (1) card is under the care and control of the Assistant Superintendent for Business to be used only in the absence of the Director of Transportation. The credit card account has a maximum credit limit of \$500 in total, not per card.

Ref: Education Law §§1724(1); 2524(1) (itemized, audited, and approved vouchers required)
Opns. St. Compt. No. 79-202 (use of multi-purpose credit cards by municipal employees)
Opns. St. Compt. No. 79-494
Opns. St. Compt. No. 78-897 (gas credit cards)

Adopted: 10/9/2018

16. Committee Reports

16.01 Ad Hoc Committee: Trustee Bishop, Trustee Storey or Trustee Reimondo to report

- Trustee Bishop reported that the committee met on March 7th, March 11th and again today, March 21st in a joint committee meeting with the Communication Committee.
 - The goal in the recent meetings has been to begin reviewing the community survey data, and to develop presentations for the next Word Café, which is Monday, March 24th and the virtual community forum next Thursday, March 30th.
 - Trustee Hemingway Lynch has developed a document that explains “the why” the district is having conversations and ultimately moving toward reconfiguration. When the document is ready for publication, it will be posted on social media and the district website. The document has been vetted by the full Board of Education and Central Administration.
 - The PowerPoint presentation for the community forum is very dense, including historical information, building usage information, feed-back from all 3 Word Café’s, and the community survey responses. The Ad Hoc Committee will be releasing the presentation prior to the forum so the community can take the time to read through it. it contains a lot of information. Trustee Bishop reported that they will not be able to cover every detail and also have time for questions and answers, but they feel strongly that the community should have access to all of the information.
- The Ad Hoc Committee will meet again after the forum, but a date has not been set yet.

16.02 Audit Committee: Trustee Bishop, Trustee Reimondo or Trustee Taylor to report

- Assistant Superintendent for Business, Monica LaClair reported that the committee met last week and discussed potential internal audit suggestions
 - Student data, technology, and data recovery
- Ms. LaClair recommended that instead of doing an internal audit this year, she suggested that the district focus on the upcoming audit of the grants
- Next meeting will be in May 2023

16.03 Communications Committee: Trustee Bishop, Trustee Wallis or Trustee Hemingway Lynch to report

- Trustee Hemingway Lynch reported that the Communications Committee met today with Ad Hoc Committee
 - During the meeting, both committees focused on the “the why”
- The committee is working very hard to communicate with the community
- Trustee Bishop reported that they will work harder to respond to emails that are sent to the board

16.04 Facilities Committee: Trustee Storey to report

- Trustee Storey reported that they met last week and toured the Phoenicia Elementary building
 - Current projects will start June 26th
 - Meetings are being held every Thursday

- All BIDS have been received for the HVAC, classroom, and flooring projects for 2024 and lowest BIDS are being contacted
- BID packages are being created for the exterior doors for Woodstock and Phoenicia, and should be going out Spring 2023
- Bennett and MS/HS generators will be going out to BID in the Summer of 2024 which already have SED approval

16.05 Legislative Action Committee: Trustee Sherry, Trustee Wallis or Trustee Hemingway Lynch to report

- Nothing to report

16.06 Policy Committee: Trustee Bishop, Trustee Reimondo or Trustee Hemingway Lynch to report

- Nothing to report

17. Old Business

17.01 The Board will discuss Old Business

- Trustee Wallis reported that he ran into the Chief of the Woodstock Fire Department, and the Chief indicated that he has not been contacted by the district yet regarding electric buses
 - Ms. LaClair offered that she will reach out to him to discuss necessary resources
- Trustee Storey asked that the board trustees send questions and/or comments to the Ad Hoc Committee by Monday by noon instead of Tuesday.
- Trustee Sherry asked to schedule Brandon Harkin (Teacher on Special Assignment) to come to an upcoming board meeting to present the work he is doing, along with the anonymous app and how this is being implemented
 - Assistant Superintendent for Pupil Personnel Services, Amanda Allison reported that she plans to present at the May 2, 2023 Board meeting to discuss the mental health programs and will include Mr. Harkin in the presentation

18. New Business

18.01 The Board will discuss New Business

- Nothing to report

19. Request For Information

19.01 Board members will request information of the Superintendent

- Trustee Hemingway Lynch asked the feasibility to add UPK program into the district

20. Adjournment

20.01 Adjourn the Meeting. Next meeting is April 11, 2023 at Phoenicia School.
(proposed 8:30)

Recommended Action: Motion to adjourn meeting at 10:01pm.

Motioned: Trustee Storey

Seconded: Trustee Wallis

Result: Unanimous

Yea: Trustee Sherry, Trustee Bishop, Trustee Storey, Trustee Wallis, Trustee Hemingway Lynch, Trustee Taylor

Board of Education: Emily Sherry, Cindy Bishop, Valerie Storey, David Wallis, Meghann Reimondo, Sarah Hemingway Lynch, Kristy Taylor