

ONTEORA CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION
BOICEVILLE, NEW YORK 12412

REGULAR MEETING

6:00 p.m.

TUESDAY, APRIL 11, 2023

PHOENICIA 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 1 hour 30 min)

Recommended Action: Motion to enter into executive session to discuss the ONTEA contract, OAA negotiations, and to meet with their attorney

Motioned: Trustee Bishop

Seconded: Trustee Taylor

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 Reimondo

Seconded: Trustee Bishop

Result: Unanimous

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

3. Welcome

- 3.01 Phoenicia Principal, Elizabeth Fallo will welcome the Board (duration 10 min)

- Ms. Fallo started off by reporting that the students are continuing to work on their reading, math, social emotional learning, and technology skills
- Ms. Fallo then indicated that she wanted to focus on celebrating the kids and PTA by noting the following:
 - Phoenicia had their Valentines Bash, Barn Dance, Spirit Week, Spring Jamboree, and Robots
- Phoenicia also brought back the after-school program, Kool School, which ran for 5 weeks. Each week focused on a separate program and approximately 80 students participated
 - Art
 - Basketball
 - Cooking classes
 - Legos

- Pottery class
- Ms. Fallo continued her update by reporting that volunteer parent, Mr. Haas came to teach the third-grade students about S.T.E.M (Science, Technology, Engineering, and Math) They learned how to program robots, and were very proud of their work
- Upcoming events
 - Report Cards
 - 2nd Grade Field Trip to Ashokan
 - PTA - Variety Show
 - Spring Assessments
 - Earth Day Celebration
 - Spring Book Fair

4. Student Representative Report

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

- Ms. Crandell reported that throughout the High School
 - Spring sports are beginning to have their first games and matches
 - Varsity Sports will have their pictures taken this week (April 10- 14)
 - Cast and Crew for the musical have been working very hard
 - 3 shows next weekend, tickets can be purchased online. There will also be concessions by the Booster Club, and a photo booth run by student photographers
 - Prom Tickets were sold this past week and were \$50 each
 - Prom will be held on May 6th at the Chateau in Kingston
- Biliteracy Seal Presentations will be held next week on April 16 and 17th

5. Presentations

5.01 [Assistant Superintendent for Business, Monica LaClair will present 2023-2024 Superintendent's Recommended Budget](#) (duration 20 min)

5.02 [The Ad Hoc Committee will present their findings](#) (duration 30 min)

6. Acceptance of Minutes

6.01 Acceptance of Minutes

Recommended Action: The Board of Education hereby accepts the minutes of March 21, 2023 and March 31, 2023

Motioned: Trustee Wallis

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

- Ms. McLaren started off by reporting that this is a busy and exciting time of year. Spring sports are underway. The District had a wonderful Pops Concert right before spring break and Mr. Murphy showcased many of our musicians at the MS/HS. The concert was held in the gymnasium.

- Coming up we have the production of the teen version of Chicago in the Middle High school. The dates are:
 - April 21 - 7 P.M.
 - April 22 - 7 P.M.
 - April 23 - 1 P.M.
 - Tickets went on sale starting on April 1st, but can also be purchased at the door. There will also be concerts happening soon. We have also seen lots of fun PTA events happening.
- Summer School
 - Planning is starting for summer school. More information will be coming soon. Ms. McLaren indicated that the District is pleased to be able to offer this support to our students.
- Kindergarten Registration
 - Kindergarten registration is underway. We currently have approximately 62 students that we anticipate entering in September. Kindergarten screening and orientation are being scheduled for June and dates will be announced soon.
- UCBSBA Dinner and Ulster BOCES Annual Meeting
 - Board Members and Administrators are welcome to attend the combined UCSBA Annual Dinner Meeting and Ulster BOCES Annual Meeting on Thursday of this week in Port Ewen at the Career and Tech Center. Although this is a business meeting, we can see what the culinary students attending BOCES are learning. They prepare the appetizers, the meal, and the dessert that is served and they are all introduced and share their plans for the coming school year. Many of them continue on and attend college programs in the culinary arts field. These students are skilled and prepare a really wonderful meal - this is one of the most well-attended meetings of the year.

8. Board District News

8.01 The Board will report District News

- Nothing to report

9. Acknowledge Public Be Heard Comments

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

Neal Brownell

Adam Snyder

Lilly Slezak

Esther Downton

Kara Colevas

Laurie Osmond

Kathy Barrett

Roberta Ziemba

Kevin Salem

Megan Brenner

Eliza Kunkel
Bonnhee Cho
Jenna Skorupa

10. Public and Student Comment

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

- Woodstock Staff read statements on the reasons they feel Woodstock Elementary School should remain open
 - Phyllis Evans
 - Lauryn Tervenski
 - Jackie Hanzl
 - Molly Heekin
- Rick Wolff - agrees with closing building (s) due to lack of enrollment
- Megan Brenner- did not agree with Ad Hoc Committee presentation
- Kara Colevas- thanked the Woodstock staff for speaking, and asked that more compassion be shown during Public Be Heard Comments

11. Discussion and Possible Action

11.01 Hold Harmless Resolution for Grading Related to Regents Exams (duration 10 min)

Recommended Action: The Ontario Board of Education hereby approves to not pass the resolution and agree with Mr. Edelman's recommendation to consider the resolution for next year

Motioned: Trustee Hemingway Lynch

Seconded: Trustee Bishop

Result: Unanimous

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

11.02 Communication Regarding Long-Term Planning (duration 10 min)

- No discussion

11.03 Affirming Building Principal's Decision

Recommended Action: BE IT RESOLVED that the Board of Education of the Ontario Central School District hereby affirms the Building Principal's suspension of Student No. 4-11-2023 issued pursuant to Education Law §3214, and further authorizes the Board President to inform the Student's parents/guardians of its decision

Motioned: Trustee Taylor

Seconded: Trustee Wallis

Result: Unanimous

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

12. **Break**

12.01 The Board will take a 5-minute break at 9:00 pm

13. Consent Agenda

13.01 Approve Consent Agenda

Recommended Action: The Board hereby approves item numbers 13.02 -13.07

Motioned: Trustee Wallis

Seconded: Trustee Hemingway Lynch

Result: Unanimous

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

13.02 Create Position

Recommended Action: The Board of Education hereby creates the following position: 1.0 FTE Head Cook

13.03 Personnel Agenda

Salary Advancements April 11, 2023 BOE Meeting, retroactive to February 1, 2023

Name	Position	School	Current			Added Credits	Add'l Money	After Advancement		
			Step	Credits	Salary			Step	Credits	Salary
Kristina Countryman	Reading	Bennett	17	36	104,477.00	6	\$882	17	42	\$105,359.00

LEAVE OF ABSENCE: NON-INSTRUCTIONAL

EMPLOYEE NUMBER	EFFECTIVE DATE FROM - TO	REASON
1378	02/08/23 – 05/11/23*	FMLA-paid
1378	05/12/23 – 06/30/23*	Medical Leave-paid

approximate dates

LEAVE OF ABSENCE: INSTRUCTIONAL

EMPLOYEE NUMBER	EFFECTIVE DATE FROM - TO	REASON
2399	04/06/23 – 06/06/23	FMLA-paid
2399	06/07/23 – 03/24/24	Medical Leave -paid

EXTRA DUTY STIPENDS

NAME	POSITION	AMOUNT
Brown, Walker	Volunteer Softball- Modified/JV- Assistant Coach (title change)	-\$0-
Keenan, Bryan	Regents/AP Prep- Chemistry	\$2,081.00

RESIGNATION: NON-INSTRUCTIONAL

NAME	POSITION	EFFECTIVE DATE	REMARKS
Berryann, Alan	Custodian	05/01/223	Retirement
Lewin-Jacus, Michael	School Monitor/HS	04/07/23	Personal

SUBSTITUTE

NAME	POSITION	AMOUNT
Berryann, Alan	Custodial Worker	\$15.00/hr

TEMPORARY APPOINTMENT: NON-INSTRUCTIONAL

NAME	POSITION/SCHOOL	EFFECTIVE DATE	RATE	REMARKS
Plourde, Joanne	Summer Custodial Worker	06/24/23 – 09/01/23	\$15.00/hr	Summer

Scanlon, Nara	Summer School Nurse	04/12/23 – 06/30/23	On Step	Summer Academy Planning
Scanlon, Nara	Summer School Nurse	07/01/23 – 08/04/23	On Step	Summer Academy

TEMPORARY APPOINTMENT: INSTRUCTIONAL

NAME	POSITION/SCHOOL	EFFECTIVE DATE	RATE	REMARKS
Millman, Jacob	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Davis, Kimberly	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Mayone, Joan	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Erlwein, Doreen	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Warren, Kristen	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Moorhus, Jolie	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Fields, Dominique	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
McCarthy, Julie	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Millman, Michele	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Kelly, Brigid	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Mitchell, Allison	Summer School Teacher	04/12/23 – 06/30/23	\$45/hr	Summer Academy Planning
Millman, Jacob	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Davis, Kimberly	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Mayone, Joan	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Erlwein, Doreen	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Warren, Kristen	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Moorhus, Jolie	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Fields, Dominique	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
McCarthy, Julie	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Millman, Michele	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Kelly, Brigid	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Mitchell, Allison	Summer School Teacher	07/01/23 – 08/04/23	\$45/hr	Summer Academy
Forte, Joseph	Summer School Teaching Assistant	07/01/23 – 08/04/23	On Step	Summer Academy
Silver, Lauren	Summer School Teaching Assistant	07/01/23 – 08/04/23	On Step	Summer Academy
Kwarteng, Chantal	Summer School Teaching Assistant	07/01/23 – 08/04/23	On Step	Summer Academy

13.04 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, #04/23, Confidential, as reviewed by Trustee Storey

13.05 Surplus Items

Recommended Action: BE IT HEREBY RESOLVED on recommendation by the Superintendent of Schools that the Board of Education of the Onteora Central School District declare the attached list of items as surplus and authorizes the sale or disposal of the listed material

13.06 Financial Report

Recommended Action: The Board has reviewed and hereby accepts the Financial report from December 2022

13.07 Warrants

Recommended Action: The Board of Education has reviewed and hereby accepts Warrants Schedule 9

14. Contracts and Independent Contractor Retainers

14.01 Approve all Contracts and Independent Contractor Retainers

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

Motioned: Trustee Bishop

Seconded: Trustee Reimondo

Result: Unanimous

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

14.02 Accept BIDS for District Wide Tile and HVAC Repair

Recommended Action: The Board of Education hereby accepts the following:

- Kingston Equipment Rental, Inc. of West Hurley, New York should be awarded Contract 1 – Site Construction in the total amount of Two-Hundred and Four Thousand Seven Hundred and Fifty Dollars, \$204,750.00; a copy of their bid and bid bond are attached.
- United Safety, LLC of Lincoln Park, New Jersey should be awarded Contract 2 – General Construction in the total amount of Eight-Hundred Ninety-eight Thousand Four Hundred and Eighty Dollars, \$898,480.00; a copy of their bid and bid bond is attached.
- C.B. Strain, a Division of Dynamic Systems of Poughkeepsie, New York should be awarded Contract 3 – Mechanical Construction in the total amount of One Million Five Hundred Thirty- two Thousand Nine Hundred Dollars, \$1,532,900.00; a copy of their bid and bid bond is attached.
- J&J Sass Electric, Inc. of Kingston, New York should be awarded Contract 4 – Electrical Construction in the total amount of Three-Ninety-Six Thousand Six Hundred Dollars, \$396,600.00; a copy of their bid and bid bond is attached.

The above awards totals \$3,032,730.00. Based on discussions with the District and its consolidation efforts it was decided to pursue removal of the mechanical and electrical work (inclusive of general construction support for removals, patching and roof work.) The low bidders have provided confirmation that a post contract deduct could be issued though change order for: C.B. Strain – (-\$771,100.00) and J&J Sass – (-

\$185,000.00). This would reduce the construction cost for a revised total of \$2,076,630.00.

14.03 Taconic Hills CSD Health and Welfare Services

Recommended Action: BE IT RESOLVED, that the Board of Education of the Taconic Hills Central School District establishes the rate of \$910.15 per pupil for the school year 2022-2023 for Health Services provided for Onteora resident pupils attending nonpublic schools in the Taconic Hills Central School District.

BE IT FURTHER RESOLVED, that the Board President and Clerk of the Board of Education be authorized to sign contracts for health services for the 2022-2023 school year.

15. Policies

15.01 Second Reading and Adoption of Policy 5310 Bonding of Employees and School Board Members

Motion to adopt Policy 5310

Motioned: Trustee Bishop

Seconded: Trustee Reimondo

Result: Unanimous

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

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

15.02 Second Reading and Adoption of the combination of Policies 5320 and 5410 Purchasing

Motion to adopt Policy 5410

Motioned: Trustee Bishop

Seconded: Trustee Wallis

Result: Unanimous

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

~~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.
- 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:

Materials, Equipment and Supplies

Dollar Limit

\$5,000 - \$9,999

Procedure

Documented telephone quotes/catalog prices from at least three (3) separate vendors, if available

\$10,000 - \$19,999

separate vendors, if available.

Formal written quotes from at least three (3)

Public Works Projects/Contracts

Dollar Limit

\$7,000 - \$14,999

Procedure

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.

- k. The Purchasing Agent shall insure purchase orders after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations.
 - l. 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

15.03 Second Reading and Adoption of Policy 5321 Use of the District Credit Card

Motion to adopt Policy 5321

Motioned: Trustee Reimondo

Seconded: Trustee Storey

Result: Unanimous

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

SUBJECT: USE OF THE DISTRICT CREDIT CARD

~~The Trustees of the Onteora 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

- Nothing to report

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

- Nothing additional to report

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

- Nothing to report

16.04 Facilities Committee: Trustee Storey to report

- Nothing to report

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

- Nothing to report

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 Sherry asked if Assistant Superintendent for Business, Monica LaClair could determine the cost of repeating the Baughman report in 2023

20. Adjournment

20.01 Adjourn the Meeting. Next meeting is April 18, 2023 at the Middle/High School.
(proposed 9:30)

Recommended Action: Motion to adjourn meeting at 9:41pm

Motioned: Trustee Storey

Seconded: Trustee Bishop

Result: Unanimous

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

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