

# 2023-2024 SENECA FALLS CENTRAL SCHOOL DISTRICT

## Mission Statement

The mission of the Seneca Falls Central School District is to provide quality educational opportunities and experiences for all students in a safe and positive environment that promotes academic excellence.

## Vision

Pride & Opportunity

February 15, 2024 Board Meeting/MA  
Roundtable

6:00 PM

Public Meeting #16

Mynderse Academy, 105 Troy Street  
Cafeteria

## MEMBERS OF THE BOARD OF EDUCATION

Deborah Corsner  
Anthony Ferrara  
Cara Lajewski  
Matthew Lando  
Denise Lorenzetti  
Joseph McNamara  
Michael Mirras  
Erica Sinicropi  
Heather Zellers

Dr. Michelle Reed, Superintendent  
James Bruni, Business Administrator

SENECA FALLS CENTRAL SCHOOL DISTRICT  
February 15, 2024 BOE Meeting- 6:00 PM  
Mynderse Academy, 105 Troy Street  
Cafeteria

**I. Meeting called to order**

**II. Quorum Check**

**III. Pledge of Allegiance**

**IV. Approval of Agenda**

**MOTION: to approve the agenda**

**V. Approve or Amend**

A. Board of Education Minutes-February 1, 2024

**MOTION: to approve the Board of Education minutes dated February 1, 2024**

B. Treasurer's Report- Not at this time.

C. Extra-Curricular Treasurer Report-Not at this time.

**VI. Recognitions, Celebrations and Presentations**

A. Mynderse Academy Roundtable

**VII. Public Comment**

The Seneca Falls Board of Education welcomes public comment. Speakers may comment on matters related to agenda items specifically or district matters generally. No speaker will be permitted to speak for longer than three (3) minutes. Public comments will be limited to thirty (30) minutes. All speakers and observers are to conduct themselves in a civil manner. Obscene language, defamatory statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated. In the unlikely event the meeting becomes unruly, the board will recess the meeting and return once order has been restored.

Persons addressing the Board of Education during public comment should not expect to engage in discussion with the Board. The Board will not permit any comments involving specific individual personnel or students.

Questions and comments from the public concerning matters which are not on the agenda will be referred to the Superintendent. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation.

**VIII. Committee Reports**-None at this time

**IX. Information**

A. Warrants

01/01/2024-01/31/2024

Warrant A (60) \$451,465.61

Warrant C (23) \$ 19,076.28

B. Business Administrator

- C. Superintendent Report
  - D. BOE President Report
  - E. BOE Member Comments
  - F. Important Dates to Remember
    - February 19-23, 2024-Presidents Week Recess
    - February 26, 2024-4 County SBA Professional Development Dinner (Club 86)
    - March 2, 2024-4-County SBA Prospective School Board Members Seminar
    - March 6, 2024-BOE Meeting
    - March 19, 2024-4-County SBA Board of Director's Mtg.
    - March 21, 2024-BOE Meeting
    - March 22, 2024-4 County SBA 2nd Annual Spring Conference
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**X. Consent Agenda**

A. Retirements/Resignations/Terminations

1. SFEA-None at this time

2. SFSSA

Upon the recommendation of the Superintendent, the Board of Education accepts the following non-instructional resignation:

- a. Name: Ashley Bergin  
Civil Service Position: Teacher Aide  
Effective: 02/16/2024

B. Appointments

1. Professional Appointments

The Board of Education of the Seneca Falls Central School District, pursuant to Section 3012 of the Education Law and in compliance with Part 30.3 of the Rules of the Board of Regents, upon the recommendation of Dr. Michelle Reed, Superintendent of Schools, hereby appoints (Probation dates are tentative and conditional only. Except to the extent required by the applicable provisions of Education Law sections 2509, 2573, 3212 and 3014 of the Education Law, in order to be granted tenure the teacher must receive composite or overall annual professional performance review ratings pursuant to Section 3012-c and/or 3012-d of the Education Law of either effective or highly effective in at least three (3) of the four (4) preceding years, and if the teacher receives an ineffective composite or overall rating in the final year of the probationary period the teacher shall not be eligible for tenure at that time.)

- a. Name: Michelle Bonanno  
Position: ENL Teacher  
Certification: English to Speakers of Other Languages (Supplementary Certification)  
Tenure: TESOL  
Effective date: 01/30/2024 (retro)  
Probation: 01/30/2024 through 01/29/2028  
Salary: \$52,105 (to be pro-rated 01/30/2024 through 06/30/2024)

2. Civil Service Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following civil service position(s) *(All appointments are conditional until paperwork is completed and fingerprints are cleared)*.

- a. Name: Caitlyn Skinner  
Civil Service Position: Health Aide  
Effective: 02/16/2024  
Probationary Period: 02/16/2024-02/15/2025  
Hours/day: 7  
Hourly Rate: \$21.00

- b. Name: Nicole Westfall  
Civil Service Position: Teacher Aide  
Effective: 02/16/2024  
Probationary Period: 02/16/2024-02/15/2025  
Hours/day: 6  
Hourly Rate: \$16.00

3. Substitute Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following substitute position(s) (All appointments are conditional until paperwork is completed and fingerprints are cleared):

- a. Name: Kiersten Shimmel  
Position: Substitute Teacher, Teaching Assistant, Tutor (Elizabeth Cady Stanton School)  
NYS Certification: Uncertified  
Effective: 02/16/2024
- b. Name: Kiersten Shimmel  
Position: Substitute Teaching Aide (Elizabeth Cady Stanton School)  
Effective: 02/16/2024
- c. Name: Nicole Westfall  
Position: Substitute Teaching Aide  
Effective: 02/16/2024

4. Election Inspectors

Upon the recommendation of the Superintendent, the Board of Education appoints the following people listed as election inspectors for the May 21, 2024 budget vote/election.

Election Inspector	May 16, 2023 Budget/Election Vote	Hourly Rate
Ted Novak	11:45 am through the end of ballot counting	\$15.00
Patricia Novak	11:45 am through the end of ballot counting	\$15.00
Theresa Clark	11:45 am through the end of ballot counting	\$15.00

5. Probationary to Permanent

Be it resolved that upon the recommendation of the Superintendent that the Board of Education hereby approves the following probationary to permanent appointment.

Employee	Position	Permanent Effective Date
Jada Buck	School Monitor	03/03/2024

C. CSE Minutes

Upon the recommendation of the Superintendent, the Board of Education approves the following CSE minutes:

12/15/2023, 01/10/2024, 01/15/2024, 01/16/2024, 01/17/2024, 01/18/2024, 01/22/2024, 01/23/2024, 01/24/2024, 01/25/2024, 01/26/2024

D. Gifts and Donations-None at this time

E. Transportation Requests-None at this time

**MOTION: to approve the consent agenda as listed.**

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**XI. Old Business**-None at this time

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**XII. New Business**

A. Policy-1<sup>st</sup> Reading

**MOTION:** upon the recommendation of the Superintendent, the Board of Education approves the 1st reading of the following policies:

Policy 4327-Homebound Instruction  
Policy 6700-Purchasing

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B. SFEA MOA

**MOTION:** upon the recommendation of the Superintendent, the board of Education approves the following Seneca Falls Education Association Memorandum of Agreement:

SFEA MOA-Stanton Singers Advisor

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**XIII. Budget Workshop-Dr. Michelle Reed and James Bruni**

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**XIV. Executive Session-** (Contingent upon adoption of a motion during the public portion of the meeting in accordance with Section 105 of the Public Officers Law)

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**XV. Adjourn**

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**MOTION:** to adjourn the meeting.

SENECA FALLS CENTRAL SCHOOL DISTRICT  
February 1, 2024 BOE Meeting- 6:00 PM  
Robert McKeveny Training Room

BOE Present

Deborah Corsner, Anthony Ferrara, Matthew Lando, Cara Lajewski, Joseph McNamara, Michael Mirras and Erica Sinicropi

BOE Absent

Denise Lorenzetti and Heather Zellers

Others Present

Dr. Michelle Reed, James Bruni, Jodie Verkey and Stephanie Mirras.

Joseph McNamara called the meeting to order at 6:00 pm. A quorum of the Board of Education was present; the Pledge of Allegiance was said.

Approval of Agenda

Joseph McNamara asked for a motion to approve the agenda as with addendums as listed.

ADD under X. Consent Agenda

A. Retirements/Resignations/Terminations

2. SFSSA Resignation

a. Name: Lora Bennett

Position: Typist

Effective: the end of the day on 01/30/2024

B. Appointments

1. Substitute Appointments

a. Name: Lora Bennett

Position: Substitute Typist

Effective: 01/31/2024

Anthony Ferrara made the motion, seconded by Matthew Lando

Yes 7 No 0 Abstain 0 Motion carried

Approve or Amend

Board of Education Minutes

January 18, 2024

Joseph McNamara asked for a motion to approve the Board of Education minutes dated January 18, 2024

Cara Lajewski made the motion, seconded by Matthew Lando.

Yes 7 No 0 Abstain 0 Motion carried

Treasurer's Report

December 2023

Joseph McNamara asked for a motion to approve the Treasurer's Report of December 2023

Cara Lajewski made the motion, seconded by Deborah Corsner.

Yes 7 No 0 Abstain 0 Motion carried

Extra-Curricular Treasurer's Report

None at this time

Recognitions, Celebrations and Presentations

Stephanie Mirras-Student Liaison

Stephanie Mirras has attended school in the Seneca Falls Central School District since Kindergarten.

Stephanie is a varsity athlete who participates in volleyball (both district and travel) and softball. Stephanie is the Treasurer and Stage manager for the Drama Club. Stephanie is the Treasurer for the Class of 2024, is on Student council and is the first student liaison at Mynderse Academy.

Two other student liaisons who could not make the meeting are Tulsi Trivedi and Joseph Campese-Fowler, who are both seniors as well.

Tulsi Trivedi is the Student Council Vice-President. She is a member of the Yearbook Club, Sources of Strength and the Seneca Green Club. Tulsi has 300 hours of community service. Tulsi loves to travel.

Joseph Campese-Fowler has always been in Seneca Falls. He loves Mynderse Academy and wants to build it into a better school before he leaves (graduates).

#### Public Comment

The Seneca Falls Board of Education welcomes public comment. Speakers may comment on matters related to agenda items specifically or district matters generally. No speaker will be permitted to speak for longer than three (3) minutes. Public comments will be limited to thirty (30) minutes. All speakers and observers are to conduct themselves in a civil manner. Obscene language, defamatory statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated. In the unlikely event the meeting becomes unruly, the board will recess the meeting and return once order has been restored.

Persons addressing the Board of Education during public comment should not expect to engage in discussion with the Board. The Board will not permit any comments involving specific individual personnel or students.

Questions and comments from the public concerning matters which are not on the agenda will be referred to the Superintendent. Persons wishing to have matters included on the agenda shall contact the Superintendent in accordance with Policy 2342, Agenda Preparation.

#### Committee Reports Policy Committee

Cara Lajewski reported that the committee has met on January 29, 2024:

- There will be a one and only reading of the new POLICY-8130.2-Workplace Violence Prevention, so the district will be in compliance by Feb. 3, 2024.
- The committee reviewed Regulation 1500.1-Use of Facilities-Fitness Center. Regulations do not have to be approved by the Board. The regulation was revised to allow more opportunities and programs for students in the fitness center.
- Policies that will continue to be reviewed are Therapy dogs, Videoconferencing of Board meetings and Artificial Intelligence (the committee is waiting for information from BOCES on this policy).

#### Information Warrants

01/01/2024-01/31/2024

Warrant A (55)	\$ 6,564.52
Warrant A (56)	\$ 22,031.33
Warrant A (59)	\$ 34,339.40
Warrant C (22)	\$ 15.72
Warrant F (24)	\$233,457.98
Warrant F (25)	\$ 19,197.50

#### Business Administrator

James Bruni reported on the following:

- Draft 1 of the tax cap would be reviewed during the budget work session.
- The upcoming school year's health insurance rates are expected next week. As of now, 19% is being budgeted for next year with the hope that the rates are lower than anticipated.

#### Superintendent Report

Dr. Reed reported on the following:

- The new Workplace Violence Prevention policy is on the agenda as stated by Cara Lajewski. Training for employees will be completed by May 2024 to be in compliance. Board members are also required to complete the training. The District will be creating the training using a template from the state.
- The Superintendent attended the presentation "Power of Peace" by Michael Arterberry. The purpose of his program is to cultivate a culture of empathy. There has been positive feedback from the students who are participating in his workshops. Mr. Arterberry provides other options for students who are dealing with conflict. The goal is to keep the momentum going.
- Candidate packets for the upcoming 2024 election are on the table outside the district office.

Important Dates to Remember

February 2, 2024-Virtual Capital Conference  
February 7, 2024-NYSSBA Lobby Day (Albany) for 2024  
February 15, 2024-BOE Meeting/MA Roundtable (at Mynderse Academy)  
February 19-23, 2024-Presidents Week Recess  
February 26, 2024-4 County SBA Professional Development Dinner (Club 86)  
March 22, 2024-4 County SBA 2nd Annual Spring Conference

Consent Agenda  
Retirements/Resignations/Terminations  
SFEA

Upon the recommendation of the Superintendent, the Board of Education accepts the following instructional resignation for the purpose of retirement, and to grant them any and all applicable benefits per the current Seneca Falls Educator's Association Collective Bargaining Agreement:

Name: Deborah Mead  
Position: Kindergarten Teacher  
Effective: the end of the day on 06/30/2024

SFSSA

Upon the recommendation of the Superintendent, the Board of Education accepts the following non-instructional resignation:

Name: Lora Bennett  
Position: Typist  
Effective: the end of the day on 01/30/2024

Appointments  
Professional Appointments  
None at this time.

Civil Service Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following civil service position(s) *(All appointments are conditional until paperwork is completed and fingerprints are cleared)*.

Name: Kyle Dawley  
Civil Service Position: Custodian  
Effective: 02/02/2024  
Probationary Period: 02/02/2024-08/02/2024  
Hours/day: 8  
Hourly Rate: \$17.27

Substitute Appointments

Upon the recommendation of the Superintendent, the Board of Education approves the following substitute position(s) (All appointments are conditional until paperwork is completed and fingerprints are cleared):

Name: Mark Lenzi  
Position: Substitute Teaching Assistant  
NYS Certification: Special Ed. K-12, Elem. Educ. N-6, General Science 7-12, Biology 7-12 (Permanent Certification)  
Effective: 02/02/2024

Name: Lora Bennett  
Position: Substitute Typist  
Effective: 01/31/2024

Probationary to Permanent

Upon the recommendation of the Superintendent that the Board of Education hereby approves the following probationary to permanent appointment.



Employee	Position	Permanent Effective Date
Lisa Lawler	Typist	02/17/2024

#### CSE Minutes

Upon the recommendation of the Superintendent, the Board of Education approves the following CSE minutes:

12/19/2023, 01/02/2024, 01/03/2024, 01/04/2024, 01/05/2024, 01/08/2024 (1), 01/08/2024 (2), 01/09/2024 (1), 01/09/2024 (2), 01/10/2024, 01/11/2024 (1), 01/11/2024 (2), 01/12/2024 (1), 01/12/2024 (2)

#### Gifts and Donations

None at this time

#### Transportation Requests

None at this time

Joseph McNamara asked for a motion to approve the consent agenda as listed.

Cara Lajewski made the motion, seconded by Michael Mirras.

Yes 7 No 0 Abstain 0 Motion carried

#### Old Business

None at this time

#### New Business

##### Change Board of Education Meeting Date

Joseph McNamara asked for a motion that upon the recommendation of the Superintendent, the Board of Education approve moving the March 7, 2024 board meeting to Wednesday, March 6, 2024 at 6:00 pm.

Cara Lajewski made the motion, seconded by Matthew Lando.

Yes 7 No 0 Abstain 0 Motion carried

##### 2024-2025 School Year Budget Vote

##### Date, Time and Location of Public Hearing

Joseph McNamara asked for a motion that the recommendation of the Superintendent, the Board of Education approve that the public hearing for the 2024-2025 Budget that will be held on Thursday, May 9, 2024 beginning at 6:00 p.m. in the Operations Center.

Matthew Lando made the motion, seconded by Michael Mirras.

Yes 7 No 0 Abstain 0 Motion carried

##### Annual Budget Vote on May 21, 2024

##### Time and Location

Joseph McNamara asked for a motion that the recommendation of the Superintendent, the Board of Education approve the following location and time for the Annual Budget vote that will be held on Tuesday, May 21, 2024:

Operations Center

2 Butler Avenue

Seneca Falls, NY

Noon to 8:00 p.m.

Cara Lajewski made the motion, seconded by Deborah Corsner.

Yes 7 No 0 Abstain 0 Motion carried

#### Modified Boys Lacrosse

##### Romulus CSD 2024

Joseph McNamara asked for a motion whereas the Seneca Falls Central School District and Romulus Central School District have met to ascertain the advantages of combining sports teams; and

Whereas Seneca Falls Central School District and Romulus Central School District have agreed on terms for combining modified boys lacrosse;

Be it therefore resolved, upon the recommendation of the Superintendent of Schools, that the Board of Education approve up to five (5) Romulus students total participate in the district modified boy's lacrosse program;

Be it further resolved that the Seneca Falls Central School District will be the host school, following the Seneca Falls Central School District coach's salary schedule and coaches handbook; and

Be it further resolved, that the students from each district will follow their own schools' code of conduct; and

Be it further resolved, that all of the costs associated with the modified boys lacrosse program for the spring of 2024 (such as supplies, field maintenance, officials, salaries, and transportation) will be based on a percentage of the athletes that participate from Seneca Falls CSD and Romulus CSD, and will be billed to Romulus Central School District.

Matthew Lando made the motion, seconded by Cara Lajewski.

Yes 7 No 0 Abstain 0 Motion carried

Policy-1<sup>st</sup> & Only Reading

Policy 8130.2 -Workplace Violence Prevention

Joseph McNamara asked for a motion that upon the recommendation of the Superintendent, the Board of Education approve the 1<sup>st</sup> and only reading of the following policy:

Policy 8130.2 -Workplace Violence Prevention

Cara Lajewski made the motion, seconded by Anthony Ferrara.

Yes 7 No 0 Abstain 0 Motion carried

Budget Workshop

Dr. Michelle Reed and James Bruni

The following items were reviewed:

Anticipated 2024 -2025 Revenues

- NY State Aid: \$20,893,937 (55.8%)
- State Aid Categories
  - 66% Foundation Aid (Operating Funds)
  - 11% Building Aid ❖ 8% \*BOCES Aid
  - 9% Transportation Aid (expense driven)
  - 5% High Cost/Private Aid (expense driven)
  - 1% Software/Library/Textbook (expense driven)
- Tax Levy: \$14,403,097 (38.2%)
- Misc.: \$ 1,860,138 (2.09%)
- Total anticipated revenues: \$37,157,172

The current 2024-2025 Foundation Aid proposal per the current law is \$14,013,503 and the 2024-2025 Governor's proposal is \$13,828,931-a difference of (\$184,572).

The final review of the Governor's State Aid Proposal will be discussed at the February 15, 2024 Board of Education meeting as well as approval of the tax levy limit. The state requires tax levy cap by March 1, 2024.

Executive Session

None at this time

Adjourn

Joseph McNamara asked for a motion to adjourn the meeting at 6:56 pm.

Michael Mirras made the motion, seconded by Matthew Lando.

Yes 7 No 0 Abstain 0 Motion carried

# SENECA FALLS CSD

Check Warrant Report For A - 60: GENERAL-1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
607767	01/23/2024	8478 **VOID**	KARISSA BLAMBLE	A 2250.400-00-0000		-338.64	
				A 2250.400-00-0000		0.00	
				A 2250.400-00-0000		0.00	
				A 2250.400-00-0000		0.00	
				Check Total:		-338.64	
607800	01/25/2024	2660	AAA SOUND & VIDEO, LLC	A 1621.400-00-0000	240836	1,112.00	1,112.00
				Check Total:		1,112.00	
607801	01/25/2024	30	ADVANTAGE AUTO STORES	A 5510.450-00-0000	240295	5.58	5.58
				A 5510.450-00-0000	240295	55.02	30.44
				A 5510.450-00-0000	240295	75.00	0.00
				A 5510.450-00-0000	240295	-99.58	0.00
				Check Total:		36.02	
607802	01/25/2024	7516	ARTHUR J. BABCOCK	A 2855.400-00-1500		121.00	
				Check Total:		121.00	
607803	01/25/2024	6061	BARNES & NOBLE, INC.	A 2110.480-04-0300	240835	668.53	675.33
				Check Total:		668.53	
607804	01/25/2024	8519	KARISSA BLAMBLE	A 2250.400-00-0000		338.64	
				A 2250.400-00-0000		0.00	
				A 2250.400-00-0000		0.00	
				A 2250.400-00-0000		0.00	
				Check Total:		338.64	
607805	01/25/2024	8883	BUELL FUEL LLC	A 5510.450-00-5710	240299	1,551.70	1,551.70
				Check Total:		1,551.70	
607806	01/25/2024	9345	CHRIS SALINAS	A 2855.400-00-1500		96.80	
				Check Total:		96.80	

RECEIVED  
FEB 05 2024  
DISTRICT OFFICE

# SENECA FALLS CSD

Check Warrant Report For A - 60: GENERAL-1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
607807	01/25/2024	6488	CINTAS CORPORATION #2	A 5510.400-00-0000	240298	157.20	157.20
				A 5510.400-00-0000	240298	146.17	146.17
				Check Total:		303.37	
607808	01/25/2024	3249	DAVID COHAN	A 2855.400-00-1500		121.00	
				Check Total:		121.00	
607809	01/25/2024	422	CORR DISTRIBUTORS, INC.	A 1620.450-00-0000	240269	36.46	36.46
				Check Total:		36.46	
607810	01/25/2024	8878	STEVE DAVIS	A 2855.400-00-1500		96.80	
				Check Total:		96.80	
607811	01/25/2024	3904	KYLE DAWLEY	A 5510.400-00-4300		5.00	
				A 5510.400-00-4300		5.00	
				Check Total:		10.00	
607812	01/25/2024	6854	DAY AUTOMATION SYSTEMS, INC.	A 5510.400-00-0000	240268	250.00	250.00
				A 2630.400-00-0000	240728	500.00	500.00
				Check Total:		750.00	
607813	01/25/2024	5923	DISCOVERY EDUCATION, INC.	A 2110.400-04-1100	240853	182.16	182.16
				Check Total:		182.16	
607814	01/25/2024	3262	CHARLES DOVE	A 2855.400-00-1500		121.00	
				Check Total:		121.00	
607815	01/25/2024	7638	PETER EISENBERG	A 5510.400-00-4300		15.00	
				A 5510.400-00-4300		15.00	
				Check Total:		30.00	
607816	01/25/2024	3238	EMPIRE NATURAL GAS CORP	A 1620.400-01-4020	240339	1,227.71	1,227.71

# SENECA FALLS CSD

Check Warrant Report For A - 60: GENERAL-1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
607817	01/25/2024	7012 ENERGY CO-OP OF AMERICA, INC.		Check Total:		1,227.71	
				A 1620.400-01-4030	240337	1,669.08	1,669.08
				A 1620.400-02-4030	240337	1,238.72	1,238.72
				A 1620.400-04-4030	240337	4,073.71	4,073.71
				A 1620.400-05-4030	240337	2,567.06	2,567.06
				A 1620.400-02-4030	240337	23.98	23.98
				A 1620.400-04-4030	240337	11.97	11.97
607818	01/25/2024	6263 EXCELLUS HEALTH PLAN - GROUP		Check Total:		9,584.52	
				A 9060.800-00-8010	240435	13,744.45	13,744.45
				A 9060.800-00-8030	240435	297,045.42	297,045.42
				A 9060.800-00-8040	240435	39,842.14	39,842.14
				A 9060.800-00-8040	240435	17,919.33	17,919.33
				A 9060.800-00-8040	240435	6,392.82	6,392.82
				A 9060.800-00-8040	240435	8,308.48	8,308.48
607819	01/25/2024	8917 F.W. WEBB COMPANY		Check Total:		383,252.64	
				A 1621.450-00-0000	240290	416.56	416.56
607820	01/25/2024	3030 JIM FAIRBANKS		Check Total:		416.56	
				A 5510.400-00-4300		15.00	
607821	01/25/2024	660 FERRARA LUMBER		Check Total:		15.00	
				A 1621.450-00-0000	240255	226.51	226.51
				A 1621.450-00-0000	240255	2.42	2.42
				A 1621.450-00-0000	240255	4.76	4.76
				A 1621.450-00-0000	240255	10.61	10.61
607822	01/25/2024	687 FINGER LAKES TIMES		Check Total:		244.30	
				A 1010.400-00-0000	240837	68.77	68.77
607823	01/25/2024	9249 GEORGE JUNIOR REPUBLIC UFSD		Check Total:		68.77	

# SENECA FALLS CSD

Check Warrant Report For A - 60: GENERAL-1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 2250.470-00-0000	240676	4,980.30	4,980.30
607824	01/25/2024	9087	GIMKIT INC		<b>Check Total:</b>	<b>4,980.30</b>	
				A 2630.460-00-0000	240860	650.00	650.00
607825	01/25/2024	858	HARRIS BEACH PLLC		<b>Check Total:</b>	<b>650.00</b>	
				A 1420.400-00-0000	240466	653.70	653.70
607826	01/25/2024	8828	BRIAN M HEITMANN		<b>Check Total:</b>	<b>653.70</b>	
				A 5510.400-00-4300		5.00	
				A 5510.400-00-4300		5.00	
607827	01/25/2024	8938	KARA JAMES		<b>Check Total:</b>	<b>10.00</b>	
				A 2820.400-00-0000	240855	17.50	17.50
				A 2820.400-00-0000	240855	280.00	280.00
				A 2820.400-00-0000	240855	0.00	
607828	01/25/2024	1026	RONALD JOHNSON		<b>Check Total:</b>	<b>297.50</b>	
				A 2855.400-00-1500		84.70	
607829	01/25/2024	8529	TIMOTHY C. JONES		<b>Check Total:</b>	<b>84.70</b>	
				A 2855.400-00-1500		84.70	
607830	01/25/2024	7825	KORNEY BOARD AIDS		<b>Check Total:</b>	<b>84.70</b>	
				A 2855.450-00-0000	240848	123.93	123.93
607831	01/25/2024	7477	KEVIN KORZENIEWSKI		<b>Check Total:</b>	<b>123.93</b>	
				A 2855.400-00-0000		100.35	
				A 2855.400-00-0000		81.07	
607832	01/25/2024	6755	LIGHT'S AUTO PARTS, INC.		<b>Check Total:</b>	<b>181.42</b>	
				A 5510.450-00-0000	240294	3.33	3.33
				A 5510.450-00-0000	240294	5.50	5.50

# SENECA FALLS CSD

Check Warrant Report For A - 60: GENERAL-1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
607833	01/25/2024	9202	LMC INDUSTRIAL CONTRACTORS INC		Check Total:	8.83	
				A 1621.400-00-0000	240529	13,906.00	13,906.00
					Check Total:	13,906.00	
607834	01/25/2024	9346	MATTHEW VANDETTA				
				A 2855.400-00-1500		96.80	
				A 2855.400-00-1500		121.00	
					Check Total:	217.80	
607835	01/25/2024	6137	MID STATE COMMUNICATIONS				
				A 5510.400-00-0000	240421	2,190.49	2,190.49
					Check Total:	2,190.49	
607836	01/25/2024	7911	MMB+CO,				
				A 1320.400-00-0000	240405	875.00	875.00
				A 1320.400-00-0000	240405	2,100.00	2,100.00
					Check Total:	2,975.00	
607837	01/25/2024	8742	JEFFREY MONIN				
				A 2855.400-00-1500		121.00	
					Check Total:	121.00	
607838	01/25/2024	4662	MUSIC & ARTS CENTERS				
				A 2110.450-04-0900	240667	44.00	44.00
				A 2110.450-04-0900	240846	163.68	163.68
				A 2110.450-05-0900	240664	40.00	40.00
					Check Total:	247.68	
607839	01/25/2024	9262	NEW YORK STATE EDUCATION DEPARTMENT				
				A 2250.470-00-0000	240670	477.40	477.40
				A 2250.470-00-0000	240670	477.40	477.40
					Check Total:	954.80	
607840	01/25/2024	6951	NOCO ENERGY CORP.-FUELS				
				A 5510.450-00-5720	240327	767.31	767.31
					Check Total:	767.31	
607841	01/25/2024	1459	NYS ELECTRIC & GAS				
				A 1620.400-01-4020	240340	1,299.40	1,299.40

# SENECA FALLS CSD

Check Warrant Report For A - 60: GENERAL-1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1620.400-02-4030	240338	1,382.59	1,382.59
				A 1620.400-02-4020	240340	2,504.78	2,504.78
				A 1620.400-04-4030	240338	2,521.27	2,521.27
				A 1620.400-05-4030	240338	1,961.88	1,961.88
				A 1620.400-07-4030	240338	22.89	22.89
				A 1620.400-01-4030	240338	1,406.57	1,406.57
					Check Total:	11,099.38	
607842	01/25/2024	9209	TIMOTHY O'CONNOR				
				A 5510.400-00-4300		5.00	
				A 5510.400-00-4300		5.00	
					Check Total:	10.00	
607843	01/25/2024	9273	SERAFIN, JAMES				
				A 2855.400-00-1500		96.80	
					Check Total:	96.80	
607844	01/25/2024	1952	SHERATON UNIVERSITY HOTEL				
				A 2850.400-00-1200	240809	657.00	657.00
					Check Total:	657.00	
607845	01/25/2024	8829	STEVE SHANNON TIRE CO INC				
				A 5510.450-00-0000	240677	29.95	29.95
					Check Total:	29.95	
607846	01/25/2024	9347	ROBERT TERWILLIGER				
				A 5510.400-00-4300		5.00	
				A 5510.400-00-4300		5.00	
					Check Total:	10.00	
607847	01/25/2024	7650	THE SENECA FALLS POLICE DEPARTMENT				
				A 2810.400-00-9999	240839	6,174.60	6,174.60
					Check Total:	6,174.60	
607848	01/25/2024	9028	TONJA TICCONI				
				A 5510.400-00-4300		5.00	
				A 5510.400-00-4300		10.00	
					Check Total:	15.00	
607849	01/25/2024	6518	TOWN OF SENECA FALLS DEPARTMENT				



# SENECA FALLS CSD

Check Warrant Report For A - 60: GENERAL-1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
				A 1620.400-01-4040	240341	862.00	862.00
				A 1620.400-02-4040	240341	957.04	957.04
				A 1620.400-04-4040	240341	862.00	862.00
				A 1620.400-05-4040	240341	862.00	862.00
				A 5530.400-00-4040	240341	212.02	212.02
				<b>Check Total:</b>		<b>3,755.06</b>	
607850	01/25/2024	3624	VERIZON WIRELESS				
				A 2630.400-00-0000	240406	471.13	471.13
				<b>Check Total:</b>		<b>471.13</b>	
607851	01/25/2024	2320	WARD'S SCIENCE				
				A 2110.450-04-1100	240826	3.19	3.19
				<b>Check Total:</b>		<b>3.19</b>	
607852	01/25/2024	4172	WEST FIRE SYSTEMS INC				
				A 1620.400-00-0000	240259	240.00	240.00
				A 1620.400-00-0000	240259	392.00	392.00
				<b>Check Total:</b>		<b>632.00</b>	
607853	01/25/2024	8920	NATE WOOD				
				A 5510.400-00-4300		5.00	
				A 5510.400-00-4300		5.00	
				<b>Check Total:</b>		<b>10.00</b>	

# SENECA FALLS CSD

Check Warrant Report For A - 60: GENERAL-1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
Number of Transactions: 55					Warrant Total:	451,465.61	
					Vendor Portion:	451,465.61	

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

<u>1-26-24</u>	<u>Cathy Ross</u>	_____
Date	Auditor's Signature	Title

# SENECA FALLS CSD

Check Warrant Report For C - 23: CAFETERIA - 1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
207372	01/25/2024	766	GENECCO PRODUCE, INC.	C 2860.450-00-0000	240544	576.10	576.10
				C 2860.450-00-0000	240544	469.35	469.35
				C 2860.450-00-0000	240544	203.05	203.05
				C 2860.450-00-0000	240544	229.60	229.60
				Check Total:		1,478.10	
207373	01/25/2024	7816	HERSHEY CREAMERY COMPANY	C 2860.450-00-0000	240546	136.08	136.08
				C 2860.450-00-0000	240546	115.44	115.44
				C 2860.450-00-0000	240546	234.72	234.72
				Check Total:		486.24	
207374	01/25/2024	4751	JTM PROVISIONS CO INC	C 2860.450-00-4530	240554	894.10	894.10
				C 2860.450-00-4530	240554	582.09	582.09
				C 2860.450-00-4530	240554	799.33	799.33
				Check Total:		2,275.52	
207375	01/25/2024	6760	STEPHANIE LYON-LAWRENCE	C 2860.400-00-0000	240440	1,305.99	1,305.99
				Check Total:		1,305.99	
207376	01/25/2024	9215	MAIN-FORD GENERAL SUPPLY CO INC	C 2860.200-00-0000	240551	1,540.08	1,540.08
				Check Total:		1,540.08	
207377	01/25/2024	5084	REGIONAL DISTRIBUTORS INC	C 2860.450-00-4520	240550	529.09	529.09
				Check Total:		529.09	
207378	01/25/2024	8160	RENZI FOOD SERVICE	C 2860.450-00-0000	240522	3,955.75	3,955.75
				C 2860.450-00-0000	240522	2,895.69	2,938.52
				Check Total:		6,851.44	
207379	01/25/2024	8055	ROSENKRANS NATURAL BEEF COMPANY	C 2860.450-00-0000	240547	686.40	686.40
				Check Total:		686.40	

# SENECA FALLS CSD

Check Warrant Report For C - 23: CAFETERIA - 1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidated
207380	01/25/2024	7519	KEITH SCHRADER	C 2860.450-00-LFSP	240696	750.40	750.40
Check Total:						750.40	
207381	01/25/2024	2253	UPSTATE NIAGARA COOPERATIVE, I	C 2860.450-00-LFSP	240658	210.25	210.25
				C 2860.450-00-LFSP	240658	132.81	132.81
				C 2860.450-00-LFSP	240658	326.78	326.78
				C 2860.450-00-LFSP	240658	572.76	572.76
				C 2860.450-00-LFSP	240658	265.04	265.04
				C 2860.450-00-LFSP	240658	253.95	253.95
				C 2860.450-00-LFSP	240658	353.26	353.26
				C 2860.450-00-LFSP	240658	480.72	480.72
				C 2860.450-00-LFSP	240658	148.73	148.73
				C 2860.450-00-LFSP	240658	198.40	198.40
				C 2860.450-00-LFSP	240658	230.32	230.32
Check Total:						3,173.02	

SENECA FALLS CSD

Check Warrant Report For C - 23: CAFETERIA - 1/25/24 For Dates 1/1/2024 - 1/31/2024



Check #	Check Date	Vendor ID	Vendor Name	Account	PO Number	Check Amount	Liquidate
Number of Transactions: 10					Warrant Total:	19,076.28	
					Vendor Portion:	19,076.28	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, \_\_\_\_\_ in number, in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

_____	_____	_____
Date	Signature	Title

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ \_\_\_\_\_. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

<u>1-26-24</u>	<u>Cathy Rose</u>	_____
Date	Auditor's Signature	Title

## 4327 HOMEBOUND INSTRUCTION

**NEW NOTE:** We have modified this policy to reflect a 10/3/23 SED Formal Opinion of Counsel (No. 243) which addresses the minimum number of hours of instruction for students receiving alternative instruction due to suspension, as well as SED guidance clarifying the provision of home, hospital, or institutional instruction to students with disabilities.

Homebound instruction is a service provided to students who are unable to participate in their usual educational setting, occurring at home or in a hospital or other institution for the treatment of children (other than a school), due to temporary or chronic illness or injury for physical, mental or emotional reasons. Homebound instruction is provided to students anticipated to be unable to attend school in person for at least ten days during a three-month period, as documented by the student's treating healthcare provider (who is licensed or authorized to provide diagnosis under Title 8 of the Education Law). Secondary students receive instruction for ~~two~~ **three** hours per day and elementary students receive ~~one~~ **two** hour per day. Students receive credit for their work while on homebound instruction.

Parents/guardians must make a request for homebound instruction to the district's Superintendent. Such request must include written medical verification from the student's treating healthcare provider (who is licensed or authorized by the state to provide diagnosis), and consent for the Superintendent to contact the treating healthcare provider. The Superintendent will review the request, and may contact the treating healthcare provider to obtain additional information. The Superintendent must notify the parent/guardian of the district's approval or denial within five school days after receiving the written medical verification. The parent may appeal denials to the Board of Education within ten school days of receiving the denial notification. If the request is approved, or if the request is denied and an appeal is pending before the Board, the district will provide instructional services within five school days after receiving notification of the student's medical condition or request for homebound instruction.

When approved for homebound instruction, secondary students receive instruction for at least ~~fifteen~~ **ten** hours per week, for at least ~~three~~ **two** hours per day if possible ~~(and starting July 1, 2023, at least fifteen hours per week, for at least three hours per day if possible)~~. Elementary students receive at least ~~ten~~ **five** hours per week, for at least ~~two~~ **one** hour per day if possible ~~(and starting July 1, 2023, at least ten hours per week, for at least two hours per day if possible)~~. Students receive credit for their work while on homebound instruction.

The ~~higher~~ minimum hours of instruction listed above may be reduced upon parent/guardian request, supported by documentation by the treating healthcare provider. ~~but may not be lower than the lower minimum hours listed above~~. In such cases, the district must ensure that the student is unable to receive the minimum hours of instruction, must document the reason in the instruction delivery plan described

below, and must review the plan at least once a month to determine when the hours can be increased.

Once approved, the district makes provisions for homebound instruction for all students residing in the district attending public and nonpublic schools in grades Kindergarten to age 21. Homebound instruction may be provided by the district, or by a tutor, who must hold a New York State teaching certificate or ~~and~~ who may be employed by a BOCES. Hospital or institutional instruction may be provided via contract with a school connected with that hospital or institution, or the district where it is located. Homebound instruction may include remote instruction as defined in state regulations [8 NYCRR §100.1\(u\)](#).

The district will establish a written instruction delivery plan, with input obtained and considered from the parent/guardian and, if appropriate, the student. The plan will include at least: the number hours per week and per day of instruction, the method instruction will be delivered, the location of services, and an explanation of how the services will enable the student to maintain academic progress. The district will review the plan as needed based on the needs of the student, or if conditions have changed. The district will maintain a record of the dates, amount, and type of instructional services the student received, including the instructor's name, subjects taught, and location where services were provided.

Homebound instruction will strive to keep the student on pace to rejoin their class and maintain academic progress. The Board recognizes that students who are out of school for extended periods of time are at risk of falling behind academically and/or losing connection to the school community. The Board directs the administration to evaluate periodically whether homebound instruction is effective in keeping students on track to graduate, and if not, to take steps to improve instruction and implement approaches and/or offer services that support the transition back to school.

### Students with Disabilities

**NEW NOTE:** This section reflects the SED guidance document referenced below.

Students with disabilities may request home, hospital or institutional instruction as outlined above. In order for the district to provide a student with a disability with the programs and/or services outlined in their IEP in a home, hospital or institutional setting, the Committee on Special Education must meet and determine that the student's educational placement should be "home and hospital" as defined and described in 8 NYCRR sections 200.1 and 200.6.

Once the district has granted a request for home, hospital or institutional instruction for a student with a disability, the CSE will meet to make the determination of the special education programs and related services the student will receive in the home, hospital or institutional setting, and will indicate that in the student's IEP. Any related services so

provided would be in addition to the minimum hours of instruction required by state regulations.

#### Students Instructed Out of School Due to Suspension

**NEW NOTE:** SED's Formal Opinion of Counsel (No. 243) (10/3/23) indicated that suspended students of compulsory education age who are receiving alternative instruction must receive the same minimum number of daily/weekly hours of instruction as required for students receiving homebound instruction.

Students who have been suspended from school will be provided with alternative instruction, as described in the district's Code of Conduct. Such instruction may be provided in the student's home or other location, including remotely, as determined by the district, balancing the best interests of the student, the safety of district personnel, and the district's resources. The district's homebound instructors may be utilized, if available. Such instruction is not subject to the requirements of state regulations for homebound instruction ([8 NYCRR §100.22](#)) referenced in the rest of this policy. However, students of compulsory education age must receive the same minimum hours of instruction required for homebound instruction outlined above. Any such instruction will be substantially equivalent to the instruction the student would have received in the regular education environment, to be determined by the district on a case-by-case basis. Two hours per day of alternative instruction may be enough for the district to meet its obligations under the [Education Law §3214\(3\)\(e\)](#).

Cross-ref:

5300, Code of Conduct

**NEW NOTE:** We have updated the reference section with the addition of the underlined text.

Ref: Education Law §§1709(24); 4401 et seq.  
8 NYCRR §§100.1(u); 100.22; 175.21; 200.1; 200.6  
*Appeal of Camille S.* 39 EDR 574 (Dec. No. 14,316) (2000)  
*Formal Opinion of Counsel No. 243*, Office of Counsel, NYSED,  
<https://www.counsel.nysed.gov/sites/counsel/files/243.pdf> (10/3/23)  
*Home, Hospital, or Institutional Instruction Frequently Asked Questions*, NYSED  
(Jan. 2023), <https://www.p12.nysed.gov/ssss/sae/AltEd/documents/home-hospital-or-institutional-instruction-faqs.pdf>

Adoption date: August 22, 2019

Revised: February 2, 2023

Revised:



## 6700 PURCHASING

**NEW NOTE:** We have added item E to the “Special Circumstances” section outlining the district’s ability to give a preference for rock salt mined or harvested in the U.S., pursuant to Chapter 72 of the Laws of 2023. Changes to the accompanying regulation are necessary to reflect this, as well as Chapter 58 Part OO of the Laws of 2023 regarding the purchase of certain New York State food and milk products.

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the general supervision of the Purchasing Agent designated by the Board.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Suppliers whose place of business is situated within the district may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors.

### Special Circumstances

#### Piggybacking”

Where permitted by law, purchases will be made through available cooperative BOCES bids, or by "piggybacking" onto contracts of the United States or agencies thereof or the federal General Services Administration (GSA), the New York State Office of General Services (OGS), departments or agencies of New York State, any New York State county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of the district or will result in cost savings to the district. In addition, the district can also make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

It is the district's responsibility to review each "piggybacking" contract corresponding to a proposed purchase, upon the advice of counsel as necessary, to determine whether the original contract does not conflict with state law or regulation, and meets the following requirements:

1. The contract must have been let by the United States, or any agency thereof, any state, or any other political subdivision or district therein;
2. The contract must have been made available for use by other governmental entities; including New York State local governments; and,
3. The contract must have been let to the lowest responsible bidder or on the basis of best value, in a manner consistent with [General Municipal Law §103](#). Those main elements are: (a) public solicitation of bids or offers; (b) secure or confidential bids or offers; (c) use of a common standard for bidders or offers to compete fairly; and (d) awarded to the lowest responsible bidder, or responsible offer or of best value, which optimizes quality, cost and efficiency.

["Piggybacking" onto the contract of other governmental agencies is permitted where the original contract is in conformance with the goals of this section.](#)

### Instructional Materials in Alternative Formats

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

The Board is also aware of the need to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance. In accordance with law, regulation and guidelines set forth by the Office of General Services (OGS), the district will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities whenever feasible. Cleansers purchased must, first and foremost, be effective so that the district may continue to purchase non-green products as necessary. Environmentally sensitive cleaning and maintenance products will be procured in accordance with standard purchasing procedures as outlined in this policy and regulation.

### E-Rate and other Federal Discounts

In order to ensure that the district avails itself of advantageous purchasing opportunities, the Board authorizes the Purchasing Agent to represent the district in applying for federal programs designed to discount prices for goods and services. Specifically, the Purchasing Agent will abide by the rules and regulations associated with applying for telecommunications service discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board. As with all purchasing activity, appropriate documentation of the application and purchase through any federal program will be maintained by the business office.

**NEW NOTE:** The district could state that it will give a preference to suppliers of American Salt, instead of it being an option. More details reflecting the provisions of General Municipal Law §104-d are in the accompanying regulation.

### American Salt Preference

The district may give a preference to suppliers of American rock salt or sodium chloride, pursuant to the requirements of General Municipal Law §104-d.

### Competitive Bidding

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](#). Other exceptions to competitive bidding are outlined below.

In addition, the Board grants the authority to the Superintendent to authorize the receipt of sealed bids for purchase contracts in electronic format, pursuant to the provisions of [General Municipal Law §103](#)(1) which addresses proper documentation, authentication, security, and confidentiality of electronic bids. Electronic bid submission will be explained through the public notice for bids.

The district shall comply with the requirements of [General Municipal Law §103-g](#), which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector, as outlined in the accompanying regulation.

### Exceptions to Competitive Bidding

Competitive bidding, even if the dollar value of the purchase meets the threshold established above, is not required in the following circumstances:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items);
3. professional services that require special skill or training (see policy 6741 for guidance on purchasing professional services);
4. purchases such as surplus or second-hand items from governmental entities, certain food and milk items, or goods and services from municipal hospitals; or
5. where the district is purchasing through (or is "piggybacking" onto) the contract of another governmental entity, where the original contract complies with the requirements of New York State law for competitive bidding.

### Purchasing when Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

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 offer 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](#).

#### General Purchasing Provisions

The Superintendent of Schools, with the assistance of the Purchasing Agent, shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in [Article 18 of the General Municipal Law](#).

Comments will be solicited from those administrators involved in the procurement process before enactment of the district's policies regarding purchasing and from time to time thereafter. The policies must then be adopted by Board resolution. All district policies regarding the procurement processes will be reviewed by the Board at least annually.

The unintentional failure to fully comply with the provisions of [section 104-b of the General Municipal Law](#) or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

#### Cross-ref:

6710, Purchasing Authority  
6741, Contracting for Professional Services

NEW NOTE: We have added the citation to General Municipal Law §104-d.

Ref:

Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010  
([Public Law 111-195](#))  
[Education Law §§305](#)(14); [409-i](#); [1604](#)(29-a); [1709](#)(4-a), (9), (14), (22); [2503](#)(7-a);  
[2554](#)(7-a)  
[General Municipal Law §§102](#); [103](#); [103-g](#); [104](#); [104-b](#); [104d](#); [109-a](#); [800](#) *et seq.*  
[State Finance Law §§97-g](#)(3), (4), (5); [163](#); [163-b](#); [165-a](#)  
[County Law §408-a](#)(2)  
[8 NYCRR Part 114](#)

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Revised:

**Seneca Falls Central School District**