

AGENDA



**Glen Cove Board of Education
Board of Education
BOE MEETING
Wednesday, June 5, 2024, 7:00 pm - 9:00 pm
Glen Cove High School**

Via Livestream: www.glencoveschools.org

I. Opening Ceremony

- A. Salute to Flag
- B. Roll Call

II. Approval of Minutes of the Board of Education Meeting

Minutes of May 22, 2024 - Presented by District Clerk

III. Committee Reports

No Reports

IV. Superintendent Report

- A. Updates
 - 1. First in Math Recognition
 - 2. Tenure and Retirement Recognition
 - 3. Student Recognition
 - 4. Special Education Highlights

V. Student Board Member Report

VI. Public Participation

This section gives opportunity to residents who wish to raise a question or make a brief statement on agenda items.

VII. Instructional Report

- A. Committee on Special Education
- B. Committee on Preschool Special Education

VIII. Business Affairs

- A. Finance
 - No Reports
- B. Operations
 - 1. Continuation of Agreement for Collection of Taxes.
 - 2. Donation - Art Books and Supplies

3. Excess Fund Transfers

IX. Personnel

A. Certified

1. Appointment of Probationary Teacher
2. Abolition of Position
3. Appointment of Fall Coaches
4. Appointment of Regents Review Class Teacher (High School)
5. Request for Leave of Absence
6. Rescission of Appointments
7. Resignation

B. Classified

1. Appointment of Security Guard
2. Appointment of School Monitors
3. Requests for Leave of Absence
4. Retirement
5. Resignations

X. Unfinished Business

XI. New Business

Policy #6700 and #6700-E - First Reading

XII. Board Comments

XIII. Public Participation

This section gives opportunity to residents who wish to raise a question or make a brief statement on matters including, but limited to, agenda items.

XIV. Executive Session (if necessary)

XV. Adjournment

VII. Instructional Report

A. Committee on Special Education

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the recommendations of the Committee on Special Education for Initial Placement Programs/Services for cases listed as per the attached from meetings and approves the authorization of funds to implement the special education programs and services.

Regular Meeting – Board of Education – June 5, 2024

VII. Instructional Report

B. Committee on Preschool Special Education

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the recommendations of the Committee on Preschool Special Education for Initial Placement Programs/Services for cases listed as per the attached from meetings.

Regular Meeting – Board of Education – June 5, 2024

VIII. **Business Affairs**

B. Operations

1. Continuation of Agreement for Collection of Taxes

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the continuation of agreement between the Board of Education and the City of Glen Cove for the collection of taxes on real estate for the 2024 – 2025 school year as levied by the Board of Education for school district purposes.

Regular Meeting – Board of Education – June 5, 2024

VIII. **Business Affairs**

B. Operations

2. Donation

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education accepts, with gratitude, the donation of a box of art books and various art supplies from Mimi Burnham to the Glen Cove School District's Fine and Performing Arts Department as outlined in the attached letter.

VIII. **Business Affairs**

B. Operations

3. Excess Fund Transfers

RESOLVED, on the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of excess fund balance from the 2023 – 2024 fiscal year:

- To Unemployment Insurance Payment Reserve Fund in an amount not to exceed \$100,000
- To Worker’s Compensation Reserve Fund in an amount not to exceed \$750,000
- To Tax Certiorari Reserve Fund in an amount not to exceed \$4,500,000
- To Employee Benefit Accrued Liability Fund in an amount not to exceed \$1,500,000
- To Retirement Contribution Reserve Fund in an amount not to exceed \$1,000,000
- To Retirement Contribution Reserve Sub-Fund not to exceed 2% of the 2023 – 2024 salaries
- To the Facilities Improvement Reserve not to exceed \$3,500,000
- To the Facilities, Security and Technology Improvement Program 2024 not to exceed 5,000,000

Book Policy Manual
Section 6000 Fiscal Management
Title PURCHASING
Code 6700
Status Active
Adopted July 6, 2022

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;
6. to procure goods or services using federal grant funds as required per the Uniform Grant Guidance (2 CFR Part 200).

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.

Where permitted by law, purchases may 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 will 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;
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 offeror of best value, which optimizes quality, cost and efficiency.

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.

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.

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 authorizes 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.

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.

A bid bond may be required if considered advisable.

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.

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

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

Apparel and Sports Equipment Purchases

The Board requires that information on labor standards be considered in purchasing apparel. The Board authorizes and requires the School Business Official to make a determination that a bidder on a contract for the purchase of apparel is not a responsible bidder where competitive bidding is required based upon either:

1. The labor standards applicable to the manufacture of the apparel including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; and/or
2. The bidder's failure to provide information sufficient for the Board to determine the labor standards applicable to the manufacture of the apparel.

The Board requires the School Business Official to apply the above criteria to apparel purchases which are not required to be competitively bid. The district will maintain justification and documentation of any determination that an apparel bidder or vendor is disqualified for these reasons.

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, employee of the school district or agent 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

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; 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

Adoption date: July 6, 2022

Book: Policy Manual
 Section: 6000 Fiscal Management
 Title: PURCHASING EXHIBIT
 Code: 6700-E
 Status: Active
 Adopted: July 6, 2022

Methods of Competition to be Used for Non-Bid Procurements

	Catalog or Price Sheet	Verbal Quotes	Written Quotes	Other
Purchase Contracts up to \$20,000				
Under \$1,000 \$500 - \$1,000	2			
\$1,000 - \$5,000 \$1,001-\$5,000		2	2	
\$5,001 - \$20,000			3	
Public Work Contracts Up To \$35,000				
Under \$2,000	-	-	-	-
\$2,001 - \$15,000		2	2	
\$15,001 - \$35,000			3	
Emergencies				x
Professional Services				x
Second-Hand Equipment from Other Governments				x
Certain Food & Milk Purchases				x
Sole Source (for example, patented or monopoly item)				x

Explanations of Other Methods of Competition to Be Used For Non-Bid Procurements

Emergencies: Informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Professional Services: See policy 6741.

Second-Hand Equipment from Federal and State Governments: Section 103(6) of the General Municipal Law provides a statutory exception to the competitive bidding requirement by permitting the purchase of surplus and second-hand supplies, materials or equipment without competitive bidding from the federal or state governments or from any other political subdivision or public benefit corporation with the state.

Certain Food and Milk Purchases: Section 103(a) and (10) of the General Municipal Law provides a statutory exception to the competitive bidding requirement by permitting a Board of Education to separately purchase eggs, livestock, fish and dairy products (including milk), juice, grains and species of fresh fruits and vegetables directly from producers, growers or certain processors without bidding.

Sole Source: Section 103 of the General Municipal Law provides a statutory exception to the competitive bidding requirement in limited situations where there is only one possible source from which to procure goods or services required in the public interest (such as in the case of certain patented goods or services or public utility services).

Adoption date: July 6, 2022