

I. CALL TO ORDER

II. ANNOUNCEMENTS/INFORMATION ITEMS

- ❑ WHS Student Council; WHS PTA; WHS BLT
- ❑ WMS PTA; WMS BLT
- ❑ Elementary PTA; Columbus BLT; Hawthorne BLT
- ❑ Westlake Athletic Club
- ❑ Mount Pleasant Education Foundation

III. REPORTS

- ❑ Energy Education - Mr. Jerry Schulman
- ❑ Board of Education
- ❑ Superintendent of Schools - Dr. Susan Guiney

IV. APPROVAL OF MINUTES

BE IT RESOLVED: That the minutes of the January 15, 2014 monthly Board of Education meeting and the February 10, 2014 Board of Education meeting be approved.

V. OLD BUSINESS

VI. COMMENT ON NEW BUSINESS AGENDA ITEMS

VII. NEW BUSINESS – ACTION ITEMS

The Board President, in accordance with the Board of Education Policy No. 1512, Consent Agenda, will request a single motion to adopt Resolutions A through V as printed on the agenda.

A) APPROVAL – FINANCIAL REPORTS

BE IT RESOLVED: That the Board of Education hereby approves the Treasurer's Report for the month of December 2013.

AND BE IT FURTHER RESOLVED: That the Board of Education accepts the report from the claims auditor on warrant #13 and #14.

B) APPROVAL – MAINTENANCE AGREEMENT, HORIZON SOFTWARE

BE IT RESOLVED: That the Board of Education hereby approves the agreement with Horizon Software International, LLC to provide software maintenance services effective December 1, 2013 – November 30, 2014 at a cost of \$1,217.85.

AND BE IT FURTHER RESOLVED: That the Board President is authorized to sign the agreement on its behalf.

C) APPROVAL – AGREEMENT, TRANSFINDER SOFTWARE

BE IT RESOLVED: That the Board of Education hereby approves the agreement with Transfinder Corporation to provide software technical support and upgrade services effective March 30, 2014 – March 29, 2015 at a cost of \$2,500.00.

D) APPROVAL – SOUTHERN WESTCHESTER BOCES COOPERATIVE BID

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education agrees to participate with other school districts of the Southern Westchester Board of Cooperative Educational Services, Westchester County, New York, adopting this in the joint bidding of:

Art Supplies
General School Supplies
Office Supplies
Fine Paper Supplies
Audio Visual Supplies & Equipment
Custodial Supplies
Trash Liners
Custodial Paper Supplies
Lumber Supplies
Laser & Ink Jet Toners
Microcomputer Hardware
Office & Classroom Furniture
Graphing Calculators

BE IT FURTHER RESOLVED: That this resolution shall remain in effect until June 30, 2015, and

BE IT FURTHER RESOLVED: That it is agreed that the specifications as presented will be used, and that the Mount Pleasant Central School District Board of Education agrees to bid its required amount of said commodities jointly with other participating school districts in Southern Westchester and the Southern Westchester Board of Cooperative Educational Services. The recommendation of the Purchasing Steering Committee will be considered when the Mount Pleasant Board acts on the purchase of said commodities, and

BE IT FURTHER RESOLVED: That the invitation to bid will be advertised by BOCES in the Journal News, in accordance with the provisions of Section 103 of the General Municipal Law.

E) APPROVAL – CPSE AND CSE PLACEMENT RECOMMENDATIONS

BE IT RESOLVED, that the recommendations for placement of students with disabilities as recommended by the Mount Pleasant Central School District's Committee on Special Education and Committee on Preschool Special Education at their meetings listed below are hereby approved. Copies of said recommendations are on file in the office of the District Clerk:

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING – FEBRUARY 12, 2014

CPSE: November 6 – 2013
December 11, 18, 30 – 2013
January 9 - 2014

CSE: December 6, 12, 18, 19, 20 – 2013
January 7, 8, 13, 14, 15, 17, 21, 23 – 2014

F) APPROVAL – VOLUNTARY RECOGNITION OF CLERICAL TITLES

WHEREAS the Mount Pleasant CSEA Clerical Unit II (“Association”) has requested that the Association be voluntarily recognized as the exclusive bargaining representative for the titles of Database Specialist and Receptionist (Spanish Speaking); and

WHEREAS said request by the Association has been discussed by the Board of Education; and

WHEREAS, the Board of Education has determined that there is a community of interest between said titles and the Association;

NOW, THEREFORE BE IT RESOLVED that the Association’s request for voluntary recognition of Database Specialist and Receptionist (Spanish Speaking) is approved effective February 12, 2014; and

BE IT FURTHER RESOLVED, that in accordance with the applicable provisions of the Taylor Law, the parties shall commence negotiations pertaining to the terms and conditions of employment for said titles.

G) APPROVAL – TEACHER AIDE LEAVE OF ABSENCE AND LEAVE REPLACEMENT APPOINTMENT

WHEREAS, by resolution dated December 18, 2013, the Board of Education of the Mount Pleasant Central School District granted Gerald Banner (“Mr. Banner”) a leave of absence from his Teacher Aide position for the period of November 21, 2013 through February 3, 2014 in order for Mr. Banner to be appointed as a long-term substitute in the Special Education (Grades 1-6) tenure area; and

WHEREAS, the District has been advised that it is necessary to fill the aforementioned teaching position for the remainder of the 2013-2014 school year; and

WHEREAS, Mr. Banner has expressed an interest in continuing to serve in the Special Education (Grades 1-6) tenure area; and

WHEREAS, to avoid a disruption in the educational process, the District is desirous of continuing Mr. Banner’s service in said position for the remainder of the 2013-2014 school year; and

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING – FEBRUARY 12, 2014

WHEREAS, in order to effectuate Mr. Banner's continued service in said position, Mr. Banner has requested a leave of absence from his Teacher Aide position for the period of February 4, 2014 through June 30, 2014,

NOW THEREFORE, BE IT RESOLVED, that the Board of Education hereby grants Mr. Banner's request for a leave of absence from his Teacher Aide position for the period of February 4, 2014 through June 30, 2014; and

BE IT FURTHER RESOLVED, that Mr. Banner shall be appointed as a leave replacement in the Special Education (Grades 1-6) tenure area, effective February 4, 2014 through June 30, 2014; and

BE IT FURTHER RESOLVED, that for the period of February 4, 2014 through June 30, 2014, Mr. Banner shall be compensated at \$29,233 (pro-rated).

H) APPROVAL – MODIFICATION TO PART-TIME APPOINTMENT

BE IT RESOLVED: That the part-time appointment for Claire Iannone, previously requested and approved at the July 10, 2013 Board of Education meeting, be modified to .8 effective February 3, 2014 through June 30, 2014.

I) APPROVAL –UNPAID CHILDCARE LEAVE

BE IT RESOLVED: That upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following request for an unpaid child care leave in accordance with the collective bargaining agreement between the Mount Pleasant Teachers Association and the Mount Pleasant Central School District:

Employee #2414

Leave to begin on February 5, 2014

Leave to conclude on June 30, 2014

J) APPROVAL – EXTRA CURRICULAR APPOINTMENTS RESCINDED

BE IT RESOLVED: That the Modified Wrestling appointment for Randy Rodriguez, originally requested and approved at the December 18, 2013 Board of Education meeting and the Girls JV Lacrosse appointment for Howard Weiner, originally requested and approved at the July 10, 2013 Board of Education meeting, are hereby rescinded.

K) APPROVAL – MODIFICATION TO EXTRA CURRICULAR APPOINTMENT

BE IT RESOLVED: That the extra curricular appointment, originally requested and approved at the July 10, 2013 Board of Education meeting for:

<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Boys Varsity Baseball	Mike Paquette	\$6,516

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
 BOARD OF EDUCATION MEETING – FEBRUARY 12, 2014

be modified to:

<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
Boys Varsity Baseball	Mike Paquette	\$3,258 (shared stipend)

L) APPROVAL – EXTRA CURRICULAR APPOINTMENTS, 2013/2014 SCHOOL YEAR (SPRING SPORTS)

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education approves the Superintendent of Schools recommendation to appoint the following individuals to the Extra Curricular appointments for the 2013/2014 school year:

<u>Position</u>	<u>Coach</u>	<u>Stipend</u>
JV Lacrosse (Girls)	Claire Yergeau	\$4,495
JV Lacrosse (Boys)	Hunter Burnard	\$4,495
Modified Lacrosse (Boys)	Mike Genarelli	\$4,068
Varsity Softball	Claudio Barbieri	\$6,516
Modified Softball	Rich Hennessy	\$4,068
Varsity Baseball	Mike Ferrauto	\$3,258(shared stipend)
JV Baseball	Anthony Giuliano/ Stephen Gruber	\$2,247.50 each
Modified Track (Boys)	Barrington Daley	\$4,068
Modified Track (Girls)	Dan Beckley	\$4,068
Modified Wrestling	Jason Birchelbach	\$4,068
JV Wrestling	Randy Rodriguez	\$5,112
Fitness Room Supervisor	Dave Villegas	\$1,704

M) APPROVAL – MENTORING PROGRAM HONORARIUM, 2013/2014 SCHOOL YEAR

BE IT RESOLVED: That as recommended by the Director of Curriculum and Instructional Services and the Superintendent of Schools and in accordance with the agreement between the Mount Pleasant Central School District Board of Education and the Mount Pleasant Teachers Association, the following teacher will be paid a \$500 honorarium (prorated) upon successful completion of the 2013/2014 mentoring program:

<u>Mentor</u>	<u>Teacher Mentored</u>	<u>School</u>
Erika O’Byrne	Tim Raney (Eff.10/7/13-6/30/14)	WMS

N) APPROVAL – MENTORING PROGRAM HONORARIUM, 2013/2014 SCHOOL YEAR

BE IT RESOLVED: That as recommended by the Director of Curriculum and Instructional Services and the Superintendent of Schools and in accordance with the agreement between the Mount Pleasant Central School District Board of Education and the Mount Pleasant Teachers Association, the following teacher will be paid a \$500 honorarium upon successful

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING – FEBRUARY 12, 2014

completion of the 2013/2014 mentoring program:

<u>Mentor</u>	<u>Teacher Mentored</u>	<u>School</u>
Theresa DiLeo	Donna Gelard	WHS

O) APPROVAL – AMENDMENT OF POLICY # 5130 – BUDGET ADOPTION (First Reading)

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education has reviewed and hereby amends Policy # 5130, entitled Budget Adoption as attached. Said Policy will continue to be available for public review until the Board of Education meeting on March 19, 2014.

P) APPROVAL – ADOPTION OF POLICY # 5140 – CONTINGENCY BUDGET (First Reading)

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education has reviewed and hereby adopts Policy # 5140, entitled Contingency Budget as attached. Said Policy will continue to be available for public review until the Board of Education meeting on March 19, 2014.

Q) APPROVAL – AMENDMENT OF POLICY # 5410 – PURCHASING (First Reading)

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education has reviewed and hereby amends Policy #. 5410, entitled Purchasing as attached. Said Policy will continue to be available for public review until the Board of Education meeting on March 19, 2014.

R) APPROVAL – AMENDMENT OF POLICY # 5520 – EXTRACLASSROOM ACTIVITIES FUND (First Reading)

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education has reviewed and hereby amends Policy # 5520, entitled Extraclassroom Activities Fund as attached. Said Policy will continue to be available for public review until the Board of Education meeting on March 19, 2014.

S) APPROVAL – AMENDMENT OF POLICY # 5572 – AUDIT COMMITTEE (First Reading)

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education has reviewed and hereby amends Policy # 5572, entitled Audit Committee as attached. Said Policy will continue to be available for public review until the Board of Education meeting on March 19, 2014.

T) APPROVAL – ADOPTION OF POLICY # 6180 – EMPLOYEE IDENTIFICATION BADGES (First Reading)

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education has reviewed and hereby adopts Policy # 6180, entitled Employee Identification Badges as attached. Said Policy will continue to be available for public review until the Board of Education meeting on March 19, 2014.

U) APPROVAL – RESTORATION OF SCHOOL AID

Whereas, The NYS Deficit Reduction Assessment was originally instituted (in 2009) to reduce the State's \$10 Billion deficit, and

Whereas, For the past three years this reduction has gone under the name Gap Elimination Adjustment (GEA) and has lowered state aid in our area by 16% on average by taking \$586 Million of owed State Aid education monies and re-allocating it to other areas of the State Budget, and

Whereas, This State strategy to "seize" education dollars has happened at the same time that State-imposed financial demands on our school district have continued to grow, common core standards and new high-stakes assessments have been implemented, and the local tax levy has been capped, despite minimal State mandate relief and

Whereas, The NY State Budget now projects a \$2.2 Billion surplus while schools across the state have already cut 10,000 teachers in addition to other personnel, programs & services which support our students,

Therefore, Be It Resolved: That the Board of Education of the Mount Pleasant Central School District demand an end to this grievous wrong by eliminating the GEA deduction from the final State Aid calculation for every school district in NYS. The NYS constitutional right of our children to a "sound basic education" has been seriously compromised for too long. Eliminate the GEA and Restore our School Aid.

V) APPROVAL- CONSENT AGENDA

BE IT RESOLVED: That the attached Consent Agenda 13/14, P-9, Professional Personnel Appointments are hereby approved. All appointments are contingent on fingerprint clearance through the New York State Education Department

AND

BE IT RESOLVED: That the attached Consent Agenda 13/14, C-9, Civil Service personnel is hereby approved. All appointments are contingent on fingerprint clearance through the New York State Education Department.

VIII. OPPORTUNITY FOR PUBLIC COMMENTS TO BOARD OF EDUCATION

IX. ADJOURNMENT: (It is anticipated the Board of Education will enter into executive session to discuss contract negotiations.)

DRAFT

SCHEDULE 13/14, P-9 PROFESSIONAL PERSONNEL APPOINTMENTS

PROBATIONARY APPOINTMENT

Christina Andromidas
Tenure Area: Mathematics
Assigned To: Westlake Middle School
Certification: Initial Extension Annotation in Mathematics 5-6 Extension
Initial Certification in Mathematics 7-12
Effective: February 10, 2014 – February 9, 2017
Salary Placement: B.A. Step 1: \$25,166.45 (pro-rated)

PERMANENT SUBSTITUTE APPOINTMENT, 2013/2014 SCHOOL YEAR

Tom Lyons, Westlake Middle School
Effective: February 10, 2014 – June 30, 2014
Salary: \$100/Day

LONG-TERM SUBSTITUTE

Stephanie Russo, Biology
Assigned To: Westlake High School
Certification: Initial Certification in Biology 7-12
Effective: February 7, 2014 – May 16, 2014
Salary Placement: M.A. Step 1: \$298.30 Daily Rate

DETENTION CENTER – WESTLAKE HIGH SCHOOL, 2013/2014 SCHOOL YEAR

SEMESTER 2

Mark Mammola
Claudia Papazian-Moravec
Lauren Russo
Patty Ryan

Hours: Not to exceed a total of 10 hours per person for Semester 2

Salary: Paid in accordance with the Mount Pleasant Central School District Teachers Association agreement.

SUBSTITUTE FOR DETENTION CENTER – WESTLAKE HIGH SCHOOL, 2013/2014 SCHOOL YEAR

SEMESTER 2

Deborah DeNoia

Hours: Not to exceed a total of 5 hours for Semester 2

Salary: Paid in accordance with the Mount Pleasant Central School District Teachers Association agreement.

LUNCH DUTY – WESTLAKE HIGH SCHOOL, 2013/2014 SCHOOL YEAR

SEMESTER 2

Frank Chiera
Nick Romeo
Jennifer Avella
Tara Dennehy
Lisa Alterio
Francesca Imbesi
Greg Bobro
Matt Dachik
Vincent Iovane
Marissa Ranellone
Theresa DiLeo
Joanne Massi

Stipend: Paid in accordance with the Mount Pleasant Central School District Teachers Association agreement.

LUNCH DUTY – WESTLAKE MIDDLE SCHOOL, 2013/2014 SCHOOL YEAR

Tom Lyons
Effective: January 2, 2014 – February 7, 2014

Stipend: Lunch Duty will be paid in accordance with the Mount Pleasant Central School District Teachers Association agreement

**OVERNIGHT CHAPERONE APPOINTMENTS: WESTLAKE MIDDLE SCHOOL
WASHINGTON TRIP (MARCH 24-26, 2014)**

Robert Hendrickson
Courtney Angle
Brian Conroy
Chris D'Ippolito
Tom Hall
Rich Hennessy
John Messemer
Miquel Mowbray
Tina Nicodemo
Tim Raney
Gina Ruggiero
Bill Schiavone
Bret Sowka
Allison Treacy
Rose Zeitchick

Alternate Chaperones

Kathy Ilardi
Bill Keogh

DRAFT

SCHEDULE 13/14, C-9 CIVIL SERVICE APPOINTMENTS

TEACHER AIDE APPOINTMENT, 2013/2014 SCHOOL YEAR

Janina Aloï

Assigned To: Columbus Elementary School

Effective: January 17, 2014

Salary: \$16.35 per Step 1 of the Teacher Aide Salary Schedule

DRAFT

POLICY

Non-Instructional/
Business Operations

SUBJECT: BUDGET ADOPTION

The Board of Education shall review the recommended budget of the Superintendent of Schools and shall seek public input and feedback regarding the recommended budget including, but not limited to, holding a public budget hearing not less than seven (7) nor more than fourteen (14) days prior to the Annual District Meeting and Election at which the budget vote is to occur. The Board may modify the recommended budget of the Superintendent prior to its submission to District voters. Final authorization of the proposed budget is dependent upon voter approval unless a contingency budget is adopted by the Board.

In the event the original proposed budget is not approved at the Annual District Meeting and Election, the Board may resubmit the original proposed budget or a revised budget for voter approval, or individual propositions may be placed before District voters, at a special meeting held on the third Tuesday of June. If the voters fail to approve the second budget submittal, or budget proposition(s), or if the Board elects not to put the proposed budget to a public vote a second time, the Board must adopt a contingency budget with a tax levy that is no greater than the prior year's levy.

The School District budget for any school year, or any part of such budget, or any proposition(s) involving the expenditure of money for that school year, shall not be submitted for a vote of the qualified District voters more than twice.

The School District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District.

Education Law Sections 1608, 1716, 1804(4), 1906(1), 2002(1), 2003(1), 2004(1), 2007(3)(b), 2022, 2023,
2023-a and 2601-a
8 NYCRR Sections 100.2(bb), 170.8 and 170.9

Adopted: 2/27/08
Amended:

POLICY

Non- Instructional/
Business Operations

SUBJECT: CONTINGENCY BUDGET

The School District budget for any school year or any part of such budget, or any proposition involving the expenditure of money for such school year, shall not be submitted for a vote of the qualified voters of the District more than twice in any school year.

If the original proposed budget is not approved by District voters at the Annual District Meeting and Election, the Board has the option of either resubmitting the original or revised budget for voter approval at a special meeting held at a later date; or the Board may, at that point, adopt a contingency budget. If the Board decides to submit either the original or a revised budget to the voters for a second time, and the voters do not approve the second budget submittal, the Board must adopt a contingency budget and the tax levy cannot exceed the total tax levy of the prior year (0% levy growth).

The administrative component of the contingency budget shall not comprise a greater percentage of the contingency budget exclusive of the capital component than the lesser of:

- a) The percentage the administrative component had comprised in the prior year budget exclusive of the capital component; or
- b) The percentage the administrative component had comprised in the last proposed defeated budget exclusive of the capital component.

Education Law Sections 2002, 2023, 2023-a, 2024 and 2601-a

Adoption Date:

POLICY

Non-Instructional/Business
Operations

SUBJECT: PURCHASING

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 all purchasing, whenever possible, and pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding the maximum level allowed by law and public work contracts involving an expenditure of more than the maximum level allowed by law will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. 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. Purchases of the same commodity cannot be artificially divided for the purpose of avoiding the threshold.

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 service 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 for procurements:

- a) Under a County contract and under a BOCES contract;
- b) Under a State contract;
- c) Of articles manufactured in State correctional institutions; or
- d) From agencies for the blind and severely disabled.

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

- a) To effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
- b) 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 cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;

(Continued)

POLICY

Non-Instructional/Business
Operations

SUBJECT: PURCHASING (Cont'd.)

- c) 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.
- d) To maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
- e) 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. A statement of "general conditions", as approved by the Board, shall be included with all specifications submitted to suppliers for their bids. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment and supplies. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts whenever such purchases are in the best interests of 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.

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.

The Purchasing Agent will not be required to secure alternative proposals or quotations for:

- a) Emergencies where time is a crucial factor;
- b) Procurements for which there is no possibility of competition (sole source items); or
- c) Very small procurements when solicitations of competition would not be cost-effective.

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.

(Continued)

POLICY

Non-Instructional/Business
Operations

SUBJECT: PURCHASING (Cont'd.)

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.

Best Value

Effective January 27, 2012, General Municipal Law (GML) Section 103 was amended to permit a school district or BOCES to award purchase contracts in excess of twenty thousand dollars (\$20,000) on the basis of "best value", rather than on the basis of the lowest responsible bid. The Board of Education must adopt a resolution at a public meeting authorizing the award of bids based on "best value." The Board of Education may also approve "best value" bid award recommendations on an individual bid basis at a scheduled public meeting. A best value award is one that optimizes quality, cost and efficiency, typically applies to complex services and technology contracts and is quantifiable whenever possible.

"Piggybacking" Law - Exception to Competitive Bidding

On August 1, 2012, General Municipal Law (GML) Section 103 was amended to allow school districts to purchase certain goods and services (apparatus, materials, equipment and supplies) through the use of contracts let by the United States or any agency thereof, any state, and any county, political subdivision or district of any state. The amendment authorizes school districts and BOCES to "piggyback" on contracts let by outside governmental agencies in a manner that constitutes competitive bidding "consistent with state law."

This "piggybacking" is permitted on contracts issued by other governmental entities, provided that the original contract:

- a) Has been let by the United States or any agency thereof, any state (including New York State) or any other political subdivision or district therein;
- b) Was made available for use by other governmental entities and agreeable with the contract holder; and
- c) Was let in a manner that constitutes competitive bidding consistent with New York State law and is not in conflict with other New York State laws.

(Continued)

POLICY

Non-Instructional/Business
Operations

SUBJECT: PURCHASING (Cont'd.)

The "piggybacking" amendment and the "best value" amendment may not be combined to authorize a municipality to "piggyback" onto a cooperative contract which was awarded on the basis of "best value." In other words, while a school district or BOCES may authorize the award of contracts on the basis of "best value", it may not "piggyback" onto a purchasing contract awarded by another agency on the basis of "best value."

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.

Alternative Formats for Instructional Materials

Preference in the purchase of instructional materials will be given to vendors who agree to provide materials in a usable alternative format (i.e., any medium or format, other than a traditional print textbook, for presentation of instructional materials that is needed as an accommodation for each student with a disability, including students requiring Section 504 Accommodation Plans, enrolled in the School District). Alternative formats include, but are not limited to, Braille, large print, open and closed captioned, audio, or an electronic file in an approved format as defined in Commissioner's Regulations.

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.p12.nysed.gov/specialed/aim/>

(Continued)

POLICY

Non-Instructional/
Business Operations

SUBJECT: PURCHASING (Cont'd.)

Computer Software Purchases

Software programs designated for use by students in conjunction with computers of the District shall meet the following criteria:

- a) A computer program which a student is required to use as a learning aid in a particular class; and
- b) Any content-based instructional materials in an electronic format that are aligned with State Standards which are accessed or delivered through the internet and based on a subscription model. Such electronic format materials may include a variety of media assets and learning tools including video, audio, images, teacher guides, and student access capabilities as such terms are defined in Commissioner's Regulations.

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.

Education Law Sections 305(14), 1709(9)(14)(22)
General Municipal Law Sections 102, 103, 104-b, 109-a;
800 et seq.

Adopted: 2/27/08
Amended: 1/19/11

2013 5520

POLICY

Non-Instructional/Business
Operations

SUBJECT: EXTRACLASSROOM ACTIVITY FUND

An extraclassroom activity fund shall be established for activities conducted by students whose financial support is raised other than by taxation or through charges of the Board of Education.

All extraclassroom activities shall be approved by the Board of Education. The Building Principal shall maintain an up to date register of all extraclassroom activities that are approved or discontinued. Each extraclassroom activity shall have a faculty advisor appointed by the Building Principal. A Central Treasurer and a Faculty Auditor shall oversee all financial aspects of extraclassroom activities. The annual District audit will include all extraclassroom activity funds.

All extraclassroom activity funds shall be handled in accordance with the financial procedures illustrated by Finance Pamphlet No. 2, the Safeguarding, Accounting and Auditing of Extraclassroom Activity Funds, 2008, published by the New York State Education Department. All commitments and contracts shall be the sole responsibility of the extraclassroom activity club giving rise to the transaction, regardless of a change in advisors, membership or officers.

Proper books will be kept and all moneys deposited in appropriate accounts as set up by the Board of Education. These accounts shall be subject to audit. All transactions involving extraclassroom funds shall be on a cash basis and no accounts shall remain unpaid at the end of the school year. Funds shall be invested in accordance with the Board of Education's Fiscal Management Policy on the "Investment of District Funds".

The extraclassroom activities of the District are not included in the exemption granted to the School District from New York State sales tax. Without exception, clubs and activities are prohibited from using the school's tax exemption. The Central Treasurer shall be responsible for filing the periodic sales tax returns for the extraclassroom activity funds.

Funds of discontinued extraclassroom activities, those inactive for one (1) year and of graduating classes shall revert to the account of the general student organization or student council and shall be expended in accordance with the organization's constitution.

The Building Principals, with approval of the Superintendent of Schools, shall set up procedures for receipt and payment from the extraclassroom activity fund in their respective schools.

8 NYCRR Part 172

NOTE: Refer also to Policy #5620 -- Inventories and Accounting of Fixed Assets
Adopted: 2/27/08
Amended:

POLICY

Non-Instructional/Business
Operations

SUBJECT: AUDIT COMMITTEE

An Audit Committee has been established by Board resolution. The Audit Committee may consist of:

- a) The Board of Education as a whole;
- b) A subcommittee of the Board of Education; or
- c) An Advisory Committee that may include, or be composed entirely of persons other than Board members if, in the opinion of the Board, such membership is advisable to provide accounting and auditing expertise.

Persons other than Board members who serve on the advisory committee shall be independent and shall not:

1. Be employed by the District;
2. Be an individual who within the last two (2) years provided, or currently provides, services or goods to the District;
3. Be the owner of or have a direct and material interest in a company providing goods or services to the District; or
4. Be a close or immediate family member of an employee, officer, or contractor providing services to the District. A "close family member" is defined as a parent, sibling or nondependent child; an "immediate family member" is a spouse, spouse equivalent, or dependent (whether or not related).

The Audit Committee shall consist of at least three (3) members who should collectively possess knowledge in accounting, auditing, financial reporting, and School District finances. They shall serve without compensation, but shall be reimbursed for any actual and necessary expenditure incurred in relation to attendance at meetings. Employees of the District are prohibited from serving on the Audit Committee. Members of the Audit Committee shall be deemed School District Officers, but shall not be required to be residents of the School District.

The role of the Audit Committee shall be advisory unless the Audit Committee consists of at least a quorum of Board members, and any recommendations it provides to the Board shall not substitute for any required review and acceptance by the Board of Education.

The Audit Committee shall develop and submit to the Board for approval a formal, written charter which includes, but is not limited to, provisions regarding the committee's purpose, mission, duties, responsibilities and membership requirements.

(Continued)

POLICY

Non-Instructional/Business
Operations

SUBJECT: AUDIT COMMITTEE (Cont'd.)

The Audit Committee shall hold regularly scheduled meetings and report to the Board on the activities of the Committee on an as needed basis, but not less than annually. The report will address or include at a minimum:

- a) The activities of the Audit Committee;
- b) A summary of the minutes of the meeting;
- c) Significant findings brought to the attention of the Audit Committee;
- d) Any indications of suspected fraud, waste, or abuse;
- e) Significant internal control findings; and
- f) Activities of the internal audit function.

The responsibilities of the Audit Committee include the following:

- a) Provide recommendations regarding the appointment of the External (Independent) Auditor for the District;
- b) Meet with the External (Independent) Auditor prior to commencement of the audit;
- c) Review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
- d) Receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents;
- e) Make a recommendation to the Board on accepting the annual audit report; and
- f) Discuss and analyze every corrective action plan developed by the School District in response to any audit and assist the Board in its implementation.

Corrective Action Plan

Within ninety (90) days of receipt of the report or management letter, the Superintendent shall prepare a corrective action plan approved by the Board in response to any findings contained in:

(Continued)

POLICY

Non-Instructional/
Business Operations

SUBJECT: AUDIT COMMITTEE (Cont'd.)

- a) The annual external audit report or management letter;
- b) A final audit report issued by the District's internal auditor;
- c) A final report issued by the State Comptroller;
- d) A final audit report issued by the State Education Department; or
- e) A final audit report issued by the United States or an office, agency or department thereof.

The Audit Committee will assist the Superintendent in developing the corrective action plan. The corrective action plan must be filed with the State Education Department, and if appropriate, must include the expected date(s) of implementation. To the extent practicable, implementation of the corrective action plan should begin no later than the end of the next fiscal year.

Additional responsibilities of the Audit Committee include: assisting in the oversight of the Internal Audit Function including, but not limited to, providing recommendations regarding the appointment of the Internal Auditor; reviewing significant findings and recommendations of the Internal Auditor; monitoring the School District's implementation of such recommendations; and participating in the evaluation of the performance of the Internal Audit Function.

The Audit Committee may conduct an Executive Session pursuant to Public Officers Law Section 105 pertaining to the following matters:

- a) To meet with the External (Independent) Auditor prior to commencement of the audit;
- b) To review and discuss with the External (Independent) Auditor any risk assessment of the District's fiscal operations developed as part of the Auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable; and
- c) To receive and review the draft annual audit report and accompanying draft management letter and, working directly with the External (Independent) Auditor, assist the Board of Education in interpreting such documents;

Any Board member who is not a member of the Audit Committee may be allowed to attend an Audit Committee Meeting, including an executive session of the Audit Committee, if authorized by a Board resolution. However, if such Board member's attendance results in a meeting of a quorum of the full Board, any action taken by formal vote may constitute official Board action.

Education Law Sections 2116-c, and 3811-3813
Public Officers Law Sections 105(b), 105(c) and 105(d)
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(d)
Adopted: 2/27/08

Amended:

POLICY

Personnel

SUBJECT: EMPLOYEE IDENTIFICATION BADGES

The Mount Pleasant Central School District is committed to providing a safe and secure environment for our students and employees. The identification badge serves the dual purpose of allowing access to secured areas as well as readily identifying school district employees and other authorized personnel. In addition, the identification badges will provide measured protection against unauthorized personnel and intruders from entering district buildings.

Employees, Temporary Staff, Student Interns/Teachers and Contractors

Identification badges will be issued by the Office of Human Resources to all existing and new full-time and part-time employees. The badges will include the employee's name and photograph and will allow access to the employee's assigned building. Badges shall be worn during the school day and when advising or chaperoning school-sponsored activities.

Leave Replacements, Long-Term Substitutes and Permanent Substitutes will be issued an ID badge by the Office of Human Resources with photograph and access to assigned building.

All substitute employees (i.e., per-diem substitute teachers, substitute teacher aides, substitute school monitors, per-diem clerical substitutes and per-diem substitute nurses) will receive an ID badge which identifies them as "Substitute" with no photograph or access to buildings. The badge must be obtained from the Main Office upon arrival to their designated work location and must be returned at the end of the school day.

Student interns and student teachers will receive an ID badge which designates them as "Intern", but will have no photograph or access to buildings. The badge must be returned to the Main Office upon completion of the internship/student teaching assignment with Mt. Pleasant.

Contractors who work with students on a daily basis (i.e., physical and occupational therapists) will receive an ID badge which designates them as "Contractor" and includes their name and photograph, but no access to buildings. ID Badges for food service employees will be designated with the name of the food service provider.

Contractors who report to any of our facilities on an occasional basis will sign in and receive a visitor sticker.

POLICY

Personnel

SUBJECT: EMPLOYEE IDENTIFICATION BADGES

Coaches will receive access to the appropriate buildings Monday through Friday as per the district's developed time zones. A schedule of athletic events will be forwarded to the Senior Custodian in advance, and a custodian will be available by contract to make the building accessible to coaches for Saturday events.

In the event that an employee's identification badge is lost or stolen, one replacement will be provided by Human Resources free of charge. Any additional replacements will be assessed a fee of \$15. Lost or stolen cards should be reported to Human Resources immediately so the old card can be inactivated.

The ID badge is the property of the school district and may only be used by the individual to whom it was issued. Employees may not loan their ID badge to anyone for any reason. All employee identification badges will be collected and secured annually with end of year materials. Upon separation from employment, employees are required to return the ID badge to Human Resources.

Visitors

Visitors, including approved volunteers and vendors, will receive a visitor sticker after signing in and gaining permission to be on the premises during school hours. The badge must be worn in a highly visible manner while in district buildings.

Administrative guidelines shall be developed to implement the terms of this policy.

Adopted: