

**1. CALL TO ORDER AT 6:02 p.m.**

Presiding: Dr. Michael Cohen, President

Board members present: Ms. Cheng, Mr. DiFilippo, Mr. Feldman, Ms. Frankel,  
Mr. Gershon, Anna Levitan, Ms. Parker

Staff members present: Dr. Rogers, Ms. Bovard

2. Mr. Feldman moved and Ms. Frankel seconded a motion that the Board of Education enter into the monthly Board of Education Meeting.

MOTION CARRIED: (5-0)

3. Mr. Feldman moved and Ms. Cheng seconded a motion that the Board of Education will immediately convene an Executive Session for the purpose of discussing the employment history of a staff member and legal matters.

MOTION CARRIED: (5-0)

Mr. Lafazan arrived at 6:22 p.m.

No official action was taken.

4. Monthly Public Meeting – 8:00 p.m.

Staff members present: Dr. Rogers, Ms. Bovard, Dr. Rufo, Dr. LaMelza,  
Ms. Costa and Ms. Benjamin

5. Pledge of Allegiance to the Flag

**6. APPROVAL OF MINUTES**

**Resolution No. 2-1, Approval of Minutes, Meeting number 1, July 5, 2017**

MOVED BY: Mr. Lafazan

SECONDED BY: Ms. Parker

Mr. Di Filippo requested changes to the July Minutes. The Minutes were amended and have been posted on the District website.

MOTION CARRIED: (9-0)

**7. FINANCIAL REPORTS**

**Resolution No. 2-2, Approval of Treasurer's Report for July, 2017**

MOVED BY: Ms. Frankel

SECONDED BY: Ms. Levitan

MOTION CARRIED (9-0)

**8. REVIEW OF THE MONTHLY REPORT OF THE SUPERINTENDENT**

- Superintendent of Schools Dr. Thomas Rogers welcomed the cast of this year's Summer Stock production, "Willy Wonka Jr." They performed songs from their August 10 and 11 shows. Cast members also had the opportunity to introduce themselves to the Board and others in attendance.
- Coordinator for Educational Services Peggy Grosso updated the Board on the work of the Nutrition Advisory committee, which has resulted in heightened student awareness of food service offerings, the creation of a healthy snack cart and the evolution of the high school breakfast cart. In addition, the district has implemented tastings of the month and is considering more multicultural food offerings at the middle school (at the request of students). Secondary student representatives have met periodically with the committee and food service representatives to provide significant input that has resulted in

these measures and the expansion of fruits and vegetables and other healthy food options, as well as procedure improvements to the overall service.

- Dr. Rogers updated the community on the major facilities projects taking place over the summer, including roof and floor replacement projects at both Baylis and Berry Hill elementary schools. The Baylis roof/flooring project was completed at approximately \$13,000 under budget, however the Berry Hill floor work is about \$13,000 over budget and it was determined that additional reinforcement to the roof of the portable classrooms is necessary. Additionally, a second access is being created at Walt Whitman Elementary School and, in accordance with State Education Department regulations, the use of a temporary heating system may be required in the event the new furnace is not operational by September 15.
- Reporting on recent curriculum writing, Dr. Rogers noted that an eighth-grade math curriculum has been created and changes have been made to the elementary curriculum to better align World Languages with the multisensory phonics, spelling and handwriting “Foundations” program at the kindergarten level.
- Following up a letter to State Education Department Commissioner MaryEllen Elia signed by the Board of Education, Dr. Rogers gave a presentation regarding concerns about the State Geometry exam. Dr. Rogers made the following points:
  - Despite the Geometry exam’s flaws and overall difficulty, Syosset’s Geometry scores have been going up, particularly at the Mastery level, with 42% achieving mastery (Level 5) – an increase of 3.7 percent from last year.
  - Three flawed questions have already been acknowledged by SED (for which students were awarded credit);
  - District research points to an additional flawed question (#11).
  - The confusing nature of these questions may have negatively affected student performance in other areas of the exam, but cannot be quantified;
  - Board members asked Dr. Rogers to explain the impact of the exam on student GPAs, final course grades and diploma acquisition. He replied that any student in Geometry would have already passed the Algebra exam and this would still be eligible for a Regents diploma. However, they would be required to pass the Geometry exam in order to earn an Advanced Regents diploma. Dr. Rogers said that despite the difficulty of the exam, Syosset’s failure rate dropped from 5.8% last year to 5.3% this year.

## **9. CORRESPONDENCE - NONE**

## **10. LEGISLATIVE ITEMS – NONE**

## **11. AUDIENCE TO THE PUBLIC**

- Josie Amoca, Syosset, NY and Chris Ulrich, Syosset, NY: Residents asked about District registration practices and shared their concerns over non-residents enrolling in Syosset schools and asked the Board to consider incorporating more frequent (annual) residency verification procedures. Dr. Rogers referred the residents to the district website, where the presentation of district residency verification procedures that was given at the July Board meeting is posted. President Dr. Michael Cohen reiterated the Board’s direction from July to explore more proactive procedures that comport with law. Trustee Di Filippo reiterated his support for such measures and said he will advocate for them in future policy committee meetings.
- Lauren Miller, Woodbury, NY and Bill Weiner, Jericho, NY: echoed some of the concerns expressed by Board members over how flaws in the Geometry exam would impact a student’s final grade. The concern was expressed that a failed exam would be used to calculate a student GPA even after the student passed the test on a later attempt. Dr. Rogers indicated that he would research this matter. It

was also suggested that the district take the approach of only counting the exam if it improved a student's GPA or adopting the New York City Department of Education policy of not using Regents exams to calculate final grades. Dr. Rogers replied that his understanding of the philosophy behind Syosset's longstanding use of summative exams has been to help students retain the entire course curriculum, rather than treat each unit as a stand-alone class.

## **12. UNFINISHED BUSINESS**

### **13. DISCUSSION ITEMS**

Meeting with Village School Parents/PTA to Discuss Concerns about Mercy First - Dr. Rogers said he is coordinating with the director of Mercy First to attend their next standing meeting with the Nassau County Police to discuss concerns expressed by residents, including the Village Elementary School PTA, regarding disruptive behavior in the neighborhood by some students of the facility. The Board also plans to meet with the Village PTA to discuss how the district can address the matter.

### **14. NEW BUSINESS** - Detailed items are contained in the attachment.

- a. Resolutions under the "a" category relate to appointments, transfers, reassignments, resignations, and retirements.
- b. Resolutions appearing under the "b" category relate to the management of the School District, including School District policies. All policies and proposed policies are available for inspection on the District website.
- c. Resolutions appearing under the "c" category relate to matters that relate to purchasing such as bids received as well as other financial operations of the school district.

### **15. ADJOURNMENT**

The Board of Education Meeting adjourned at 9:22 p.m.

Respectfully submitted,

Francine Benjamin

Meeting No. 2

NEW BUSINESS (a-1)

August 14, 2017

RESOLUTION NO. 2-3  
APPOINTMENTS

APPROVAL OF STAFF CHANGES – CERTIFIED STAFF

1. Name: CAPPELLO, Kimberly
 

Appointment:	Elementary Education Teacher – Probationary*	
Effective Date:	August 29, 2017	
Replacing:	Bridget Perlmutter – Retirement	
Tenure Date:	August 29, 2021	
Salary Placement:	M.A. – Step 3 - \$77,166.	
Education:	Long Island University	M.A. 2009
	Brookville, New York	B.S. 2008
Certification:	Early Childhood Education (Birth-Grade 2)	Sept. 2013
	Initial Reissuance	
	Literacy (Birth-Grade 6)	Feb. 2015
	Initial – Time Extension	
	Childhood Education (Grades 1-6)	Feb. 2015
	Initial – Time Extension	
Experience:	P.S. 362	Sept. 2015 -
	Far Rockaway, New York	June 2917
	Kindergarten Teacher	
	Saddle Rock Elementary School	Sept. 2013 –
	Great Neck, New York	June 2015
	Substitute Teacher	
	Library Teacher – Leave Replacement	Oct. 2014 – Apr. 2015
	Rockville Centre UFSD	Sept. 2011 –
	Rockville Centre, New York	June 2013
	Teacher Assistant	
	Baldwin UFSD	Feb. 2011 –
	Baldwin, New York	June 2011
	Math AIS Teacher	
Assignment:	South Grove Elementary School	



Meeting No. 2                      NEW BUSINESS (a-1)                      August 14, 2017

RESOLUTION NO. 2-3                      APPROVAL OF STAFF CHANGES – CERTIFIED STAFF  
APPOINTMENTS

3.     Name:                      DANIELSEN, Kacie

         Appointment:              Library Media Specialist – Probationary\*

         Effective Date:              August 29, 2017

         Replacing:                      Denise Bento – Reassigned

         Tenure Date:                      August 29, 2021

         Salary Placement:              M.A. – Step 3 - \$77,166.

         Education:                      Long Island University                      M.S.    2013  
   Brookville, New York

   Roger Williams University                      B.A.    2010  
   Bristol, Rhode Island

         Certification:                      Library Media Specialist                      Sept.    2013  
   Initial

         Experience:                      P.S. 89                                      Sept.    2015 –  
   Elmhurst, New York                      June    2017  
   Librarian

   Locust Valley Middle School                      Sept.    2014 –  
   Locust Valley, New York                      June    2015  
   Teaching Assistant  
   Library Aide                                      Dec. 2013 – June 2014

         Assignment:                      South Grove Elementary School

Meeting No. 2

NEW BUSINESS (a-1)

August 14, 2017

RESOLUTION NO. 2-3  
APPOINTMENTS

APPROVAL OF STAFF CHANGES – CERTIFIED STAFF

4. Name: GAGSTETTER, Christopher

Appointment: Health Teacher – Probationary\*

Effective Date: August 29, 2017

Replacing: Shai Fisher – Reassigned

Tenure Date: August 29, 2020

Salary Placement: M.A. – Step 10 - \$100,318.

Education: CUNY Brooklyn College M.S. 2012  
Brooklyn, New York

SUNY Cortland B.S. 2008  
Cortland, New York

Certification: Health Education Sept. 2013  
Professional

Physical Education Sept. 2013  
Professional

Experience: Bard High School Early College Sept. 2008 –  
New York, New York June 2017  
Health/Physical Education Teacher

Assignment: Syosset High School





Meeting No. 2

NEW BUSINESS (a-1)

August 14, 2017

RESOLUTION NO. 2-3  
APPOINTMENTS

APPROVAL OF STAFF CHANGES – CERTIFIED STAFF

6. Name: LANGUMAS, Arisleydi

Appointment: World Language Teacher – Long-term Substitute

Effective Date: August 29, 2017

Replacing: Rafael Duenas – Reassigned

Tenure Date: N/A

Salary Placement: B.A. – Step 1 - \$61,885.

Education: Queens College B.A. 2011  
Flushing, New York

Certification: Spanish 7-12 Sept. 2011  
Initial

Experience: Oyster Bay-East Norwich Central School District Sept. 2015 –  
Oyster Bay, New York June 2017  
Spanish Teacher – Leave Replacement  
Substitute Teacher May 2015 – June 2015

John Adams High School Jan. 2011 –  
Ozone Park, New York June 2011  
Student Teacher

Assignment: Syosset High School



Meeting No. 2

NEW BUSINESS (a-1)

August 14, 2017

RESOLUTION NO. 2-3  
APPOINTMENTS

APPROVAL OF STAFF CHANGES – CERTIFIED STAFF

8. Name: NUNZIATO, Janna

Appointment: Social Studies Teacher – Long-term Substitute

Effective Date: August 29, 2017

Replacing: Brian Mongiori – Reassigned

Tenure Date: N/A

Salary Placement: B.A. – Step 1 - \$61,885.

Education: SUNY at Geneseo B.A. 2016  
Geneseo, New York

Certification: Social Studies 7-12 May 2016  
Initial

Experience: Syosset Central School District May 2017 –  
Syosset, New York June 2017  
Permanent Substitute  
Social Studies Teacher – Long-term Substitute Oct. 2016 – May 2017  
Permanent Substitute Sept. 2016 – Oct. 2016

Naples Junior/Senior High School Fall 2015  
Naples, New York  
Student Teaching

Rush-Henrietta Senior High School Fall 2015  
Henrietta, New York  
Student Teaching

Assignment: H.B. Thompson Middle School

Meeting No. 2

NEW BUSINESS (a-1)

August 14, 2017

RESOLUTION NO. 2-3  
APPOINTMENTS

APPROVAL OF STAFF CHANGES – CERTIFIED STAFF

9. Name: OLIVERI, Jonathan

Appointment: World Language Teacher – Long-term Substitute

Effective Date: August 29, 2017

Replacing: Jessica Schaffer – Childcare Leave

Tenure Date: N/A

Salary Placement: M.A. + 30 – Step 1 - \$78,155.

Education: Stony Brook University M.A.T./B.A. 2013  
Stony Brook, New York

Certification: Spanish 7-12 Jan. 2014  
Initial

Experience: SUNY Albany Aug. 2015 –  
Albany, New York May 2017  
Spanish Teacher

Fishburne Military School Aug. 2014 –  
Waynesboro, Virginia May 2015  
Spanish Teacher

Colegio Villakor Jan. 2014 –  
Alcorcon, Madrid Apr. 2014  
Internship – English Teacher

Assignment: Syosset High School

Meeting No. 2

NEW BUSINESS (a-1)

August 14, 2017

RESOLUTION NO. 2-3  
APPOINTMENTS

APPROVAL OF STAFF CHANGES – CERTIFIED STAFF

10. Name: O'TOOLE, Megan

Appointment: Elementary Education Teacher – Probationary\*

Effective Date: August 29, 2017

Replacing: New Position

Tenure Date: August 29, 2021

Salary Placement: M.A. – Step 3 - \$77,166.

Education: Long Island University M.S. 2010  
Brookville, New York B.S. 2008

Certification: Early Childhood Education (Birth-Grade 2) Pending  
Initial Reissuance

Childhood Education (Grades 1-6) Feb. 2015  
Initial Certificate Time Extension

Students with Disabilities (Grades 1-6) Feb. 2016  
Initial Certificate Time Extension

Experience: Syosset Central School District Sept. 2010 –  
Syosset, New York June 2017  
Tutor  
Elementary Education Teacher – LTS Jan. 2009 – Feb. 2009  
Permanent Substitute Sept. 2008 – Feb. 2009  
Student Teacher Spr. 2008

Assignment: Walt Whitman Elementary School

Meeting No. 2

NEW BUSINESS (a-1)

August 14, 2017

RESOLUTION NO. 2-3  
APPOINTMENTS

APPROVAL OF STAFF CHANGES – CERTIFIED STAFF

11. Name: ROSEN, Robert

Appointment: Technology Teacher – Part-time (.4)

Effective Date: August 29, 2017

Replacing: New Position

Tenure Date: N/A

Salary Placement: B.A. – Step 1 (\$61,884.72 X .4) = \$24,753.88

Education: New York University M.A. 1984  
New York, New York

Queens College B.A. 1978  
Flushing, New York

Certification: Industrial Arts Feb. 1986  
Permanent

Experience: Stuyvesant High School Sept. 1995 –  
New York, New York June 2017  
Technology Teacher

Forest Hills High School Sept. 1983 –  
Forest Hills, New York June 1995  
Technology Teacher

Assignment: Syosset High School

Meeting No. 2 NEW BUSINESS (a-1) August 14, 2017  
 RESOLUTION NO. 2-3 APPROVAL OF STAFF CHANGES – CERTIFIED STAFF  
APPOINTMENTS

12. Name: SEELINGER, Danielle

Appointment: Elementary Education Teacher – Probationary\*

Effective Date: August 29, 2017

Replacing: New Position

Tenure Date: August 29, 2020

Salary Placement: M.A. – Step 2 - \$74,419.

Education: Adelphi University M.A. 2014  
 Garden City, New York

SUNY Cortland B.A. 2012  
 Cortland, New York

Certification: Childhood Education (Grades 1-6) Sept. 2012  
 Initial

Students with Disabilities (Birth-Grade 2) Sept. 2014  
 Initial

Experience: Syosset Central School District Oct. 2016 –  
 Syosset, New York June 2017  
 Elementary Education Teacher – Long-term Substitute  
 Permanent Substitute Sept. 2016 – Oct. 2016  
 Tutor Sept. 2015 – June 2016

Hewitt Elementary School Sept. 2014 –  
 Rockville Centre, New York Oct. 2014  
 Permanent Substitute  
 Teacher’s Assistant Oct. 2014 – June 2015

The Hagedorn Little Village School Sum. 2014  
 Seaford, New York  
 Student Teaching

Levittown UFSD Sept. 2012 –  
 Massapequa UFSD Jan. 2013  
 Per Diem Substitute

Assignment: Willits Elementary School







Meeting No. 2

NEW BUSINESS (a-1)

August 14, 2017

RESOLUTION NO. 2-3

APPROVAL OF STAFF CHANGES –  
DISCONTINUANCE OF SERVICE – RESIGNATION

15. Name: EGGERMANN, Heather

Appointment: Music Education Teacher

Effective Date: August 28, 2017

Reason: Resignation – Personal Reasons

Service was Begun: September 1, 2005

Assignment: Baylis Elementary School

- Meeting No. 2  
RESOLUTION NO. 2-3  
**NON-COMPETITIVE APPOINTMENTS PT**
- NEW BUSINESS (a-1)  
APPROVAL OF STAFF CHANGES – CIVIL SERVICE STAFF CHANGES
- August 14, 2017
- RESIGNATIONS**
1. DATT, Anisha, Student Worker PT, Syosset High School, \$11.21 per hour, effective July 10, 2017.
  2. QUILLEN, Henrietta, Stenographic Secretary, Syosset High School, for Retirement purposes, effective August 31, 2017. Ms. Quillen has been employed by the District for twenty two years.
  3. MONACO, Vincent, Maintainer, Maintenance Department, for Retirement purposes, effective September 29, 2017. Mr. Monaco has been employed by the District for 30 years.
  4. MUSCARELLA, Rosario, IT Specialist I, for personal reasons, effective September 15, 2017.
- COMPETITIVE APPOINTMENTS**
5. SEELEY, Matthew, Head Custodian II, South Woods, appointed from the Nassau County Civil Service Eligibility List #63815, CSEA Custodial Maintenance Salary Schedule, Group I, Step 5, \$72,972, includes credit for prior experience, effective July 24, 2017, probationary period to January 22, 2017, replaces Andrew Grafeld, who retired.
  6. MULLEN-TINELLI, Susan, Clerk Typist, South Grove Annex, appointed from the Nassau County Civil Service Eligibility List #3007, CSEA 200 Day Salary Schedule, Group S, Step 3, \$30,350, includes credit for prior experience, effective August 31, 2017, probationary period to March 1, 2018.
- REVISION**
7. BAUER, Laura, Principal Typist Clerk, Provisional, revised effective date of provisional promotional appointment from June 13, 2017 to August 15, 2017, due to Civil Service certification delays.
- REASSIGNMENT**
8. NIELSEN, Stephen, Groundskeeper, reassigned to Motor Equipment Operator, effective August 15, 2017, probationary period to February 13, 2017, 12 Month Custodial Maintenance Salary Schedule, Group E, Step 14, \$83,989, includes credit for prior experience, replaces Mike Soran, who retired.
- PROVISIONAL COMPETITIVE PROMOTIONS**
9. RZEMIENIEWSKI, Susan, Sr. Typist Clerk, Central Office, provisional promotional appointment to Principal Typist Clerk, pending establishment of Nassau County Civil Service List # 72-554M, effective August 15, 2017, salary of \$60,248, CSEA 12 Month Salary Schedule, Group O, Step 8, includes credit for prior experience. Candidate must pass the test and be reachable on the list to retain this provisional appointment.
  10. SMITH, Maryanne, Sr. Typist Clerk, Business Office, provisional promotional appointment to Principal Typist Clerk, pending establishment of Nassau County Civil Service List # 72-554M, effective August 15, 2017, salary of \$60,248, CSEA 12 Month Salary Schedule, Group O, Step 8, includes credit for prior experience. Candidate must pass the test and be reachable on the list to retain this provisional appointment

Meeting No. 2  
RESOLUTION NO. 2-3

NEW BUSINESS (a-1)  
APPROVAL OF STAFF CHANGES – CIVIL SERVICE STAFF CHANGES

August 14, 2017

**CIVIL SERVICE  
STAFF CHANGES**

**PROVISIONAL  
COMPETITIVE  
PROMOTIONS  
CONTINUED**

11. KARAS, Anastasia, Sr. Typist Clerk, H.B. Thompson MS, provisional promotional appointment to Principal Typist clerk, pending establishment of Nassau County Civil Service List # 72-554M, effective August 15, 2017, salary of \$80,792, CSEA 12 Month Salary Schedule, Group O, Step 14, includes credit for prior experience. Candidate must pass the test and be reachable on the list to retain this provisional appointment.

**COMPETITIVE  
APPOINTMENT**

12. WALKER, Kristen, Occupational Therapist, Berry Hill, appointed from the Nassau County Civil Service Eligibility List # 7288CR, Syosset Therapists Association Salary Schedule, Group LI, Step 8, \$80,929, includes credit for prior experience, effective August 29, 2017, probationary period to February 27, 2017.

MOVED BY: Mr. Gershon

SECONDED BY: Mr. Feldman  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (a- 2)

August 14, 2017

RESOLUTION NO. 2-4

APPROVAL OF REQUEST FOR FAMILY MEDICAL  
LEAVE OF ABSENCE

WHEREAS,

the following staff members have each applied for a family medical leave of absence during the 2017/2018 school year, and

WHEREAS,

the requests are in accordance with contractual provisions and District practice,

BE IT RESOLVED,

that the following requests for leave of absence be approved:

1. Name: LATOUCHE, Elisha  
Appointment: ENL Teacher  
Effective Date: August 29, 2017 through October 31, 2017  
Reason: Family Medical Leave  
Service was Begun: September 1, 2006  
Assignment: Village Elementary School

2. Name: ROBERTI, Lauren  
Appointment: Special Education Teacher  
Effective Date: August 29, 2017 through November 2, 2017  
Reason: Family Medical Leave  
Service was Begun: September 1, 2010  
Assignment: South Grove Elementary School

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (a- 3)

August 14, 2017

RESOLUTION NO. 2-5

APPOINTMENT OF PERMANENT SUBSTITUTE STAFF

RESOLVED,

that the following permanent substitute staff will be employed  
for the 2017/2018 school year.

NAME

EMPLOYEE TYPE

BERRY, Amanda  
CIMLER-PIETROFORTE, Joianne  
CUCCURULLO, Gabrielle  
GOLDBERG, Mallory  
GUETZKOW, Leanne  
HALL, Colin  
JABLOW, Lisa

Permanent Substitute (World Language)  
Permanent Substitute (English)  
Permanent Substitute (Elementary)  
Permanent Substitute (Elementary)  
Permanent Substitute (Elementary)  
Permanent Substitute (Science)  
Permanent Substitute (Physical

Education)

KAMINSKY, Danielle  
KARAGIANNIS, Chrysa  
KAVANAGH, Josephine  
KORN, Thomas  
LA ROCCO, Mary  
MAIELLO, Graceanna  
MARINO, Alyssa  
MC BREARTY, Nicole  
MC KEAN, Ryan

Permanent Substitute (Social Studies)  
Permanent Substitute (English)  
Permanent Substitute (FACS)  
Permanent Substitute (World Language)  
Permanent Substitute (English)  
Permanent Substitute (World Language)  
Permanent Substitute (Guidance)  
Permanent Substitute (ELA)  
Permanent Substitute (Physical

Education)

MC KENNA, Christine  
NEUMAN, Erin  
PASHOFF, Taylor  
PEARSALL, Ryan  
POWERS, Edward  
POWERS, Meghan  
RODEN, Meghan  
SEERY, Jaclyn  
SIMS, Gregory

Permanent Substitute (Social Studies)  
Permanent Substitute (Elementary)  
Permanent Substitute (Elementary)  
Permanent Substitute (Social Studies)  
Permanent Substitute (Elementary)  
Permanent Substitute (Elementary)  
Permanent Substitute (Elementary)  
Permanent Substitute (Elementary)  
Permanent Substitute (Elementary)  
Permanent Substitute (Physical

Education)

SULLO, Nicole  
VENTURA, Carlos  
WELTSCH, Renee  
YACOVONE, Kerri

Permanent Substitute (English)  
Permanent Substitute (Social Studies)  
Permanent Substitute (Elementary)  
Permanent Substitute (Elementary)

MOVED BY: Ms. Levitan

SECONDED BY: Mr. Feldman  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (a- 4)

August 14, 2017

RESOLUTION NO. 2-6

APPOINTMENT OF TUTOR STAFF

RESOLVED, that the following tutor staff will be employed for the 2017/2018 school year.

<u>NAME</u>	<u>EMPLOYEE TYPE</u>
ALIKHAN, Noelle	Tutor
ARRA, Marisa	Tutor
ARRIGOTTI, Jessica	Tutor
ARROYO, Sandra	Tutor
AYDINOGLU, Aylin	Tutor
BARRY, Melissa	Tutor
BARTLEY, Patricia	Tutor
BELLOCCO, Donnamarie	Tutor
BERKOWITZ, Stephanie	Tutor
BERMEL, Brianne	Tutor
BERRY, Barbara	Tutor
BIANCO, Stacy	Tutor
BIENER, David	Tutor
BILELLA-FITZPATRICK, Jane	Tutor
BLOOM, Sheryl	Tutor
BRACHFELD, Dara	Tutor
BRAUN, Sandra	Tutor
BRUCKNER, Jennifer	Tutor
CALABRO, Melissa	Tutor
CARR, Laurie	Tutor
CASTELLANO, Elizabeth	Tutor
CERRATO, Michelle	Tutor
COLLURA, Kerri	Tutor
DAMM, Coreen	Tutor
DAZZO, Maryssa	Tutor
DEBEL, Amanda	Tutor
DERASMO, Ronda	Tutor
DUX, Emily	Tutor
FERRANTELLI, Bianca	Tutor
FINE, Sara	Tutor
FITZSIMMONS, Annmarie	Tutor
FRIED, Stacy	Tutor
GILLMAN, Sharon	Tutor
GOLDSMITH, Daniel	Tutor
GOPAUL, Gillian	Tutor
GRAZIOSI, Rocco	Tutor
GRILL, Lori	Tutor

Meeting No. 2

NEW BUSINESS (a- 4)

August 14, 2017

RESOLUTION NO. 2-6

APPOINTMENT OF TUTOR STAFF (CONTINUED)

<u>NAME</u>	<u>EMPLOYEE TYPE</u>
GRUOSSO, Rosalie	Tutor
GUARASCI, Kristen	Tutor
HAEGELE, Suzanne	Tutor
HEEGE, Jessica	Tutor
HENRY, Kathleen	Tutor
HETTENA, Keri	Tutor
HIRT, Theresa	Tutor
HOLMSTROM, Brittany	Tutor
JAMES, Melissa	Tutor
JANNACE, Angelica	Tutor
JESHIVA, Cara	Tutor
KAMINSKY, Allison	Tutor
KATES, Michelle	Tutor
KATZER, Annmarie	Tutor
KEAVENEY, Margaret	Tutor
KELLY, Susan	Tutor
KHWAJA, Gulnoor	Tutor
KLEIN, Jodi	Tutor
KONATICH, Jenny	Tutor
KOPPELMAN-BERTSCH, Lynn	Tutor
KOSKOL, Nicole	Tutor
LAUCELLA, Trisha	Tutor
LEVY, Lorin	Tutor
LICHTENSTEIN, Traci	Tutor
LIVOTI, Linda	Tutor
LUSTIG, Meredith	Tutor
LUTZ, Jillian	Tutor
LYNN, Michael	Tutor
MANGO, Nicole	Tutor
MARIN, Elisa	Tutor
MARTIN, Michelle	Tutor
MATT, Lois	Tutor
MC GOVERN, Michelle	Tutor
MC KENNA, Denise	Tutor
MELLILO, Michelle	Tutor
MESSINA, Jennifer	Tutor
MILLER, Phyllis	Tutor
MOORE, Suzanne	Tutor
NAPOLITANO, Daniel	Tutor



Meeting No. 2

NEW BUSINESS (a- 4)

August 14, 2017

RESOLUTION NO. 2-6

APPOINTMENT OF TUTOR STAFF (CONTINUED)

<u>NAME</u>	<u>EMPLOYEE TYPE</u>
NILSEN, Vanessa	Tutor
NOONAN, Lisa	Tutor
O'BRIEN, Christine	Tutor
OLIVERI, Gail	Tutor
ORFINGER, Jill	Tutor
ORTIZ, Angela	Tutor
PANICK, Jessica	Tutor
PARADISO, Marci	Tutor
PATTILIO, Tracey	Tutor
PELLICANE, Keith	Tutor
PERSAD-KOURIL, Diane	Tutor
PICCININNI, Denise	Tutor
QUINN, Lynda	Tutor
RAGUZIN, Jessica	Tutor
REPOLE, Carole	Tutor
RESTIVO, Maureen	Tutor
ROSS, Christine	Tutor
SCHULTZ, Debra	Tutor
SILLMAN, Lauren	Tutor
SILVER, Denise	Tutor
SIMONELLI, Brittany	Tutor
SNYDER, Jennifer	Tutor
SOLER, Catherine	Tutor
SVARAL, Jaelyn	Tutor
TALIBON, Janelle	Tutor
TAUBE, Lisa	Tutor
TESORIERO, Maressa	Tutor
TIERNEY, Casey	Tutor
VILLALBA, Danielle	Tutor
WALKER, Carly	Tutor
WANG, Zhen Ming	Tutor
WASHINGTON, Diana	Tutor
WEISSMAN, Aimee	Tutor
WHEELER, Jamie	Tutor
WILSON, Carrie	Tutor
WON, Leslie	Tutor

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Cheng  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (a- 5)

August 14, 2017

RESOLUTION NO. 2-7

APPOINTMENT OF PER DIEM SUBSTITUTE STAFF

RESOLVED,

that the following per diem substitute staff will be employed for the 2017/2018 school year.

<u>NAME</u>	<u>EMPLOYEE TYPE</u>
BENJAMIN, Beth	Per Diem Substitute
BESSO, Elyse	Per Diem Substitute
BHATIA, Niketa	Per Diem Substitute
BUDREWICZ, Debra	Per Diem Substitute
CHAUTIN, Michele	Per Diem Substitute
COHEN, Nanette	Per Diem Substitute
DODD-NUFRIO, Arleen	Per Diem Substitute
DUBIN, Blossom	Per Diem Substitute
ELLERT, Carole	Per Diem Substitute
FENSTER, Julie	Per Diem Substitute
FLUM, Bernette	Per Diem Substitute
GAFFNEY, Patricia	Per Diem Substitute
GREENSPAN, Joan	Per Diem Substitute
HAM, Grace	Per Diem Substitute
HECHT, Ronnie	Per Diem Substitute
HITNER, Elaine	Per Diem Substitute
LEIDER, Alana	Per Diem Substitute
LIPP, Suzanne	Per Diem Substitute
LUKACOVIC, Suzanne	Per Diem Substitute
MASI, Theresa	Per Diem Substitute
MESSER, Theresa	Per Diem Substitute
MITNICK, Todd	Per Diem Substitute
MULBERG, Joanne	Per Diem Substitute
PERLMUTTER, Bridget	Per Diem Substitute
POSILLICO, Carol	Per Diem Substitute
POWERS, Valerie	Per Diem Substitute
ROBINSON, Rachael	Per Diem Substitute
ROSSI, Eileen	Per Diem Substitute
RUBIN, Harriet	Per Diem Substitute
SARDIS, Lauren	Per Diem Substitute
SPIVACK, Sally	Per Diem Substitute
STATFELD, Michelle	Per Diem Substitute
STRISKO, Donna	Per Diem Substitute
TORCIVIA, Melody	Per Diem Substitute

MOVED BY: Mr. Gershon

SECONDED BY: Mr. Feldman  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (a- 6)

August 14, 2017

RESOLUTION NO. 2-8

APPOINTMENT OF TEACHING ASSISTANT SUBSTITUTE STAFF

RESOLVED,

that the following teaching assistant substitute staff will be employed  
for the 2017/2018 school year.

NAME

EMPLOYEE TYPE

AGNESE, Karen	Teaching Assistant Substitute
ALTAMURA, Karen	Teaching Assistant Substitute
BACALOCOSTANTIS, Francine	Teaching Assistant Substitute
BARRETTI, Maria	Teaching Assistant Substitute
BESSO, Elyse	Teaching Assistant Substitute
BOYCE, Elisa	Teaching Assistant Substitute
BRANNIGAN, Maureen	Teaching Assistant Substitute
BREMEN, Alice	Teaching Assistant Substitute
BROCK, Margaret	Teaching Assistant Substitute
BURKE, Diane	Teaching Assistant Substitute
CALAMIA, Rosanna	Teaching Assistant Substitute
CATTAN, Rosa	Teaching Assistant Substitute
CHRISTOFAKIS, Stella	Teaching Assistant Substitute
COHAN, Donna	Teaching Assistant Substitute
COLLERAN, Mariann	Teaching Assistant Substitute
CONCANNON, Gloria	Teaching Assistant Substitute
CONNELL, Mary	Teaching Assistant Substitute
CORNETT, Cathy	Teaching Assistant Substitute
CRESPO, Adrienne	Teaching Assistant Substitute
D'AGOSTINO-RUSSOTTO, Roseanne	Teaching Assistant Substitute
D'AMATO, Janine	Teaching Assistant Substitute
DEFRANCO, Jeanne	Teaching Assistant Substitute
DELEWIN, Evelyn	Teaching Assistant Substitute
DEPOL, Andrea	Teaching Assistant Substitute
DONNELLY, Amy	Teaching Assistant Substitute
DUFFY, Joann	Teaching Assistant Substitute
FASSINO, Gina	Teaching Assistant Substitute
FOSSO, Maria	Teaching Assistant Substitute
FOX, Jennifer	Teaching Assistant Substitute
FROBEY, Terri Ann	Teaching Assistant Substitute
GERBERT, Virginia	Teaching Assistant Substitute
GIANNONE, Laura	Teaching Assistant Substitute
GIETZ, James	Teaching Assistant Substitute
GIRARDI, Nancy	Teaching Assistant Substitute
GOLDMAN, Linda	Teaching Assistant Substitute
GOLDSTEIN, Patricia	Teaching Assistant Substitute
GRACEFFA, Karen	Teaching Assistant Substitute

Meeting No. 2  
RESOLUTION NO. 2-8

NEW BUSINESS (a- 6)

August 14, 2017

APPOINTMENT OF TEACHING ASSISTANT SUBSTITUTE STAFF  
(CONTINUED)

NAME

EMPLOYEE TYPE

GRASSO, Jacqueline	Teaching Assistant Substitute
GUGUMUCK, Ronda	Teaching Assistant Substitute
HARRISON, Roseann	Teaching Assistant Substitute
HARTWIG, Catherine	Teaching Assistant Substitute
JANSON, Deborah	Teaching Assistant Substitute
JOHNSON, Jean	Teaching Assistant Substitute
KARIMZADA, Fariba	Teaching Assistant Substitute
KMIOTEK, Bonnie	Teaching Assistant Substitute
KUCZEK, Denise	Teaching Assistant Substitute
LA SCALA, Adrienne	Teaching Assistant Substitute
LABARTINO, Nancy	Teaching Assistant Substitute
LACKNER, Lisa	Teaching Assistant Substitute
LAMIA, Angela	Teaching Assistant Substitute
LAMONTE, Virginia	Teaching Assistant Substitute
LEHR, Lucia	Teaching Assistant Substitute
LEO, Maria	Teaching Assistant Substitute
LIEBL, Catherine	Teaching Assistant Substitute
LIPP, Suzanne	Teaching Assistant Substitute
LLEWELLYN, Richard	Teaching Assistant Substitute
LOBODY, Marie	Teaching Assistant Substitute
LOGIUDICE, Maryann	Teaching Assistant Substitute
LUBARSKY, Pamela	Teaching Assistant Substitute
LUKACOVIC, Suzanne	Teaching Assistant Substitute
MARICH, Laura	Teaching Assistant Substitute
MAURO, Patricia	Teaching Assistant Substitute
MEYER, Muriel	Teaching Assistant Substitute
MEYEROFF, Carol	Teaching Assistant Substitute
MEZZAPESA, Marie	Teaching Assistant Substitute
MILLER, Susan	Teaching Assistant Substitute
MINSKY, Laurie	Teaching Assistant Substitute
MIRABITO, Pasqualina	Teaching Assistant Substitute
MONZILLO, Joann	Teaching Assistant Substitute
MULBERG, Joanne	Teaching Assistant Substitute
MULHERN, Dorothy	Teaching Assistant Substitute
MULLEN-TINELLI, Susan	Teaching Assistant Substitute
O'BAYLEY, Tina	Teaching Assistant Substitute
O'ROURKE, Diane	Teaching Assistant Substitute
OBEIDAT, Raida	Teaching Assistant Substitute
PALOPOLI, Frank	Teaching Assistant Substitute
PAPA, Camille	Teaching Assistant Substitute

Meeting No. 2

NEW BUSINESS (a- 6)

August 14, 2017

RESOLUTION NO. 2-8

APPOINTMENT OF TEACHING ASSISTANT SUBSTITUTE STAFF  
(CONTINUED)

<u>NAME</u>	<u>EMPLOYEE TYPE</u>
PRICE, Anna	Teaching Assistant Substitute
REGINA, Margaret	Teaching Assistant Substitute
REYNOLDS-PELCHUCK, Debbie	Teaching Assistant Substitute
ROCILLO, Leonard	Teaching Assistant Substitute
ROGOFF, Lana	Teaching Assistant Substitute
ROSA, Karen	Teaching Assistant Substitute
ROTHAR, Arline	Teaching Assistant Substitute
RUSSO, Mary	Teaching Assistant Substitute
RUSTAMI, Afifa	Teaching Assistant Substitute
SACCO, Christina	Teaching Assistant Substitute
SARWARI, Farida	Teaching Assistant Substitute
SCHENKER, Laurie	Teaching Assistant Substitute
SGARAGLIO, Margaret	Teaching Assistant Substitute
SHAIR, Shahira	Teaching Assistant Substitute
SIMONIAN, Soci	Teaching Assistant Substitute
SOPCHAK, Joanne	Teaching Assistant Substitute
THOMAS, Constandina	Teaching Assistant Substitute
TRAMONTANA, Josephine	Teaching Assistant Substitute
TULIPANO, Elizabeth	Teaching Assistant Substitute
TUOHY, Mary	Teaching Assistant Substitute
TURANO, Catherine	Teaching Assistant Substitute
VARRONE, Carrie	Teaching Assistant Substitute
VELOTTI, Lisa	Teaching Assistant Substitute
WALSH, Nicholas	Teaching Assistant Substitute
WARGA, Karen	Teaching Assistant Substitute
WEINTRAUB, Marcia	Teaching Assistant Substitute
WHITE, Linda	Teaching Assistant Substitute
YACAVONE, Stephanie	Teaching Assistant Substitute
YOUNG, Stephanie	Teaching Assistant Substitute
ZAGER, Nancy	Teaching Assistant Substitute

MOVED BY: Ms. Parker

SECONDED BY: Mr. Di Filippo  
MOTION CARRIED: (9-0)

Meeting No. 2                                      NEW BUSINESS (a- 7)                                      August 14, 2017

RESOLUTION NO. 2-9                                      COACHING RECOMMENDATIONS – FALL 2017

RESOLVED,                                      that the following coaching recommendations for the Fall  
 2017 athletic season be approved:

<u>SPORT</u>	<u>STAFF MEMBER</u>	<u>YR.</u>	<u>STEP</u>	<u>PTS.</u>	<u>STIPEND 2017/2018</u>
<b><u>VARSITY AND JV - HIGH SCHOOL</u></b>					
CC, V Girls	SCHUMACHER, Doug	30	1.3	155	\$8868.
CC, 9 <sup>th</sup> Grade	*PISANI, Nicole	04	1.1	132	\$6390.
VB, Boys V Asst.	TAGLIA, Joe	03	1.1	135	\$6535.
VB, Boys JV	HAUSER, Elizabeth	01	1.0	135	\$5941.
FB, JV Asst.	*CIANO, Jack	10	1.3	146	\$8353.
CC, V Boys	CAFIERO, Rich	15	1.3	155	\$8868.

**MIDDLE SCHOOL – HBT AND SW**

TENNIS, Girls SW	HOLTZMAN, Scott	02	1.0	63	\$2772.
------------------	-----------------	----	-----	----	---------

**DELETE:**

TENNIS, Girls SW	SILVERMAN, Gary	02	1.0	63	\$2772.
FB, V Asst.	PICCIRILLO, Thomas	02	1.0	132	\$6390.

MOVED BY: Ms. Levitan

SECONDED BY: Mr. Gershon  
 MOTION CARRIED: (9-0)

\*Not employed by Syosset



Meeting No. 2

NEW BUSINESS (a - 9)

August 14, 2017

RESOLUTION NO. 2-11

APPOINTMENT OF POOL STAFF (REVISED)

RESOLVED,

that the following pool staff will be employed for the  
2017/2018 school year.

NAME

EMPLOYEE TYPE

MORRITT, Thomas

Instructor

MOVED BY: Mr. Feldman

SECONDED BY: Ms. Levitan  
MOTION CARRIED: (9-0)



Meeting No. 2

NEW BUSINESS (a - 10)

August 14, 2017

RESOLUTION NO. 2-12

ANNUAL STAFF APPOINTMENTS – 2017/2018 (REVISED)

<u>POSITION</u>	<u>2016/2017</u>	<u>2017/2018</u>
PER DIEM SUBSTITUTES		
Non-Consecutive Services		
Per Diem	\$120.00	\$130.00/day
SUPER SUBS		
Per Diem	\$120.00	\$120.00/day
PER DIEM SUBSTITUTE		
Per Diem School Nurse	\$110.00/day	\$25.00/hr
TEACHING ASSISTANT SUB	\$90.00	\$90.00/day
\$15.00/hr		
PER DIEM TEACHER AIDE (LPN)		\$20.00/hr

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (a - 11)

August 14, 2017

RESOLUTION NO. 2-13

MEDICAL EXAMINATION OF SCHOOL DISTRICT EMPLOYEE

RESOLVED,

pursuant to Education Law Section 913, that a school district employee, whose identity is known to the Board of Education, is hereby directed to submit to a medical examination in order to determine the physical status of said employee in the performance of his/her duties.

MOVED BY: Mr. Gershon

SECONDED BY: Mr. Feldman

MOTION CARRIED: (9-0)

Meeting No. 2                      NEW BUSINESS (a - 12)                      August 14,  
2017

RESOLUTION NO. 2-14      MEDICAL EXAMINATION OF SCHOOL DISTRICT  
EMPLOYEE

RESOLVED,                      pursuant to Education Law Section 913, that a school district  
employee, whose identity is known to the Board of Education, is  
hereby directed to submit to a medical examination in order to  
determine the physical status of said employee in the  
performance of his/her duties.

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Cheng  
MOTION CARRIED: (9-0)

Meeting No. 2

New Business (b-1)

August 14, 2017

**RESOLUTION NO. 2-15 COMMITTEE ON SPECIAL EDUCATION MINUTES**

WHEREAS, the Committee on Special Education and Sub-CSE is responsible for identification and education of children with disabilities, and

WHEREAS, the Board of Education has received and reviewed the minutes of the CSE and Sub-CSE minus the names of the students, and

WHEREAS, the Board of Education may request the CSE and Sub-CSE to reconsider any of these recommendations, therefore be it,

RESOLVED, the Board of Education has reviewed and approves of said minutes and will arrange for the implementation of the submitted CSE records:

**COMMITTEE ON SPECIAL EDUCATION MEETINGS**

June 8, 12, 13, 14, 16, 19, 21; July 12

**SUB-COMMITTEES ON SPECIAL EDUCATION MEETINGS**

Syosset High School – June 8, 14

Berry Hill Elementary – March 7

Out of District – June 9, 23

**COMMITTEE ON SPECIAL EDUCATION ANNUAL REVIEW MEETINGS**

March 7, 15, 17, 22; April 6, 7; May 1, 10; June 1, 5, 13, 20

**SUB-COMMITTEES ON SPECIAL EDUCATION ANNUAL REVIEW MEETINGS**

Syosset High School – March 16, 17, 20, 22, 23, 28, 29, 30, 31; April 3, 4, 6, 19, 20, 21, 24, 26, 27;

May 2, 4, 5, 9, 10, 12, 16, 18, 22, 23, 24, 25; June 1, 6, 12, 15, 21

H.B. Thompson Middle School – March 17, 31; April 3; May 2

South Woods Middle School – March 20

Baylis Elementary – May 22

Robbins Lane Elementary – March 22; April 3, 4, 7, 20; June 13

South Grove Elementary – March 27; April 6, 7, 20; May 5, 23; June 5

Village Elementary – May 5

Willits Elementary – May 16; June 15, 16

Out of District – May 31

Parentally Placed – March 14; June 1

MOVED BY: Ms. Levitan

SECONDED BY: Mr. Gershon

MOTION CARRIED: (9-0)

Meeting No. 2

New Business (b-2)

August 14, 2017

RESOLUTION NO. 2-16 COMMITTEE ON PRESCHOOL SPECIAL EDUCATION

WHEREAS, The Committee on Preschool Special Education is now directly responsible to the Board of Education for its findings under Chapter 243, and

WHEREAS, the Board of Education must arrange for all special placements for services for Children of the Syosset Central School District, and

WHEREAS, each member of the Board of Education has received a copy of said recommendations, minus the names of the children presented, for their information, now, therefore be it

RESOLVED, that the Board of Education hereby resolves to arrange for the recommendations of the Committee on Preschool Special Education meeting of:

June 19, 2017

July 11, 2017

July 18, 2017

MOVED BY: Ms. Parker

SECONDED BY: Mr. Di Filippo

MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (b -3)

August 14, 2017

RESOLUTION NO. 2-17

ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR)  
FOR 2016-2017

RESOLVED,  
the

that the Board of Education authorizes the Superintendent and  
Board of Education President to execute the 2016-17 APPR  
Implementation Certification Form as required by Education

Law

§3012-d and Subpart 30-3 of the Rules of the Board of Regents.

MOVED BY: Mr. Feldman

SECONDED BY: Ms. Levitan  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (b - 4)

August 14, 2017

RESOLUTION NO. 2-18

POLICY AMENDMENTS

WHEREAS:

the Board of Education has reviewed with District Administration the administration of Policy 4526 (Acceptable Use Policy), Policy 6240 (Investments), Policy 6700 (Purchasing) policy and has determined that said policies require revision;

WHEREAS,

the Board of Education wishes to adopt the following revised policies: Policy 4526 (Acceptable Use Policy), Policy 6240 (Investments), Policy 6700 (Purchasing) policy and implement the changes contained therein effective immediately; and

NOW, THEREFORE,  
BE IT RESOLVED,

that the Board of Education hereby suspends Policy 4526 (Acceptable Use Policy), Policy 6240 (Investments), Policy 6700 (Purchasing) policy; and

BE IT FURTHER  
RESOLVED,

that the Board of Education hereby adopts Revised Policy 4526 (Acceptable Use Policy), Policy 6240 (Investments), Policy 6700 (Purchasing) policy, effective immediately.

MOVED BY:

SECONDED BY:

The policies are attached and available on the District website.

MOVED BY: Ms. Parker

SECONDED BY: Ms. Cheng  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (b- 5)

August 14, 2017

Resolution No. 2-19 APPOINTMENT OF MEDICAL DIRECTOR FOR THE PUBLIC  
ACCESS DEFIBRILLATOR PROGRAM 2017-18

RESOLVED, that Ronald Marino MD be appointed on an annual basis to provide  
services as Medical Director for the Defibrillator Program for the  
Syosset Central School District, Syosset, New York, effective August  
14, 2017 through June 30, 2018, pursuant to Public Health Law 3000-B.

MOVED BY: Mr. Feldman

SECONDED BY: Mr. Gershon  
MOTION CARRIED: (9-0)



Meeting No. 2

NEW BUSINESS (c-1)

August 14, 2017

Resolution No. ESTABLISHMENT OF SCHOOL AND PUBLIC LIBRARY TAX  
LEVIES FOR THE SYOSSET CENTRAL SCHOOL DISTRICT 2017-  
18

WHEREAS, the 2017-18 School District budget in the amount of \$223,702,174 has  
been approved, and the budget for the Public Library of the district in  
the amount of \$7,130,485 has been approved, now therefore be it

RESOLVED, that the school tax levy for school purposes for the Syosset Central  
School District be set at \$191,622,402 plus an additional sum of  
\$6,997,485 for the budget of the Public Library of the district, for a  
grand total of \$198,619,887.

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (c-1)

August 14, 2017

Resolution No. 2-20 ESTABLISHMENT OF SCHOOL AND PUBLIC LIBRARY TAX  
LEVIES FOR THE SYOSSET CENTRAL SCHOOL DISTRICT 2017-  
18

WHEREAS, the 2017-18 School District budget in the amount of \$223,702,174 has been approved, and the budget for the Public Library of the district in the amount of \$7,130,485 has been approved, now therefore be it

RESOLVED, that the school tax levy for school purposes for the Syosset Central School District be set at \$191,622,402 plus an additional sum of \$6,997,485 for the budget of the Public Library of the district, for a grand total of \$198,619,887.

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

Meeting No. 2                      NEW BUSINESS (c-2)    August 14, 2017

Resolution No. 2-21    AUTHORIZATION FOR CONTRACT WITH NASSAU BOCES FOR SERVICES FOR THE 2017-18 SCHOOL YEAR AND FINAL AUTHORIZATION FOR THE 2016-17 SCHOOL YEAR

WHEREAS,                      the Syosset Central School District is a unit of Nassau County BOCES, obligated to pay administrative fees and vote on its Trustees and administrative budget, and

WHEREAS,                      the district may cost effectively participate in its instructional and administrative programs at the District's request, as well as cross contract with Eastern Suffolk BOCES and Western Suffolk BOCES with the permission of Nassau BOCES when Nassau BOCES does not provide a similar service, therefore be it

RESOLVED,                      that the President of the Board of Education is authorized to sign contracts with Nassau BOCES and that in his absence or unavailability the District Clerk, as the Board's designee, is authorized to sign contracts for Nassau BOCES and that the Superintendent of Schools is authorized to sign cross contracts with Eastern Suffolk BOCES and Western Suffolk BOCES for the 2017-18 and 2016-17 school year, therefore be it further

RESOLVED,                      that contracts be issued for appropriate amounts, as budgeted within the General Fund allocation or transferred for those purposes.

MOVED BY: Ms. Levitan

SECONDED BY: Mr. Feldman  
MOTION CARRIED: (9-0)

Meeting No. 2                      NEW BUSINESS (c-3)    August 14, 2017

Resolution No. 2-22    AUTHORIZATION FOR SPECIAL EDUCATION AND/OR  
   NURSING  
   CONTRACTS

WHEREAS,                      the Syosset Central School District wishes to initiate and/or continue contracts with service providers for essential instructional and supplemental special education and/or nursing services, according to students' IEPs, and that affect the ongoing operations of the district as per the attachment, and

WHEREAS,                      all vendors have been evaluated and all services were carefully selected based upon student needs, continuity of service, financial and logistical considerations, therefore be it

RESOLVED,                      that the President of the Board of Education is authorized to sign contracts with the various vendors and that in his absence of unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business, as the Board's designee, is authorized to sign contracts, therefore be it further

RESOLVED,                      that purchase orders for contracts for the 2017-18 school year be issued for amounts approximating the proposed costs listed. Final determination of certain costs is made by the State and is subject to change. Resources for the above are within the General or Special Aid Fund.

MOVED BY: Ms. Parker

SECONDED BY: Mr. Di Filippo  
MOTION CARRIED: (9-0)

Meeting No. 2

(c-3) Resolution No. 2-22 AUTHORIZATION FOR SPECIAL EDUCATION AND/OR NURSING CONTRACTS

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Apex Therapeutic Services	SY 2017-18 Academic Tutoring	\$45.00 ph
Apex Therapeutic Services	SY 2017-18 Occupational Therapy Occupational Therapy Evaluation Physical Therapy Physical Therapy Evaluation Speech Lang. Pathologist Speech Lang. Pathologist/Bilingual Behavioral Training Comprehensive Psychiatric Parent Training Special Education Teacher Bilingual Social History Bilingual Education Evaluation ABA Services	\$80.00 per ½ hr session \$175.00 per session \$80.00 per ½ hr session \$175.00 per session \$195.00 early intervention \$120.00 per session \$110.00 per session \$325.00 ph \$110.00 ph \$120.00 ph \$48.00 ph \$325.00 per evaluation \$100.00 ph
Apex Therapeutic Services	SY 2017-18 Registered Nurse Licensed Practical Nurse	\$50.00 ph \$40.00 ph
Center for Developmental Disabilities	SY 2017-18 Services provided based on student's IEP and/or Accommodation Plan	Tuition Rate set by State Education Department
Clinical Staffing Resources	SY 2017-18 Registered Nurse (RN) Licensed Practical Nurse (LPN) Certified Nursing Assistant (CAN)	\$52.00 ph \$45.00 ph \$23.00 ph
Island Better Hearing & Optical Center	SY 2017-18 Audiological Evaluations/Consultations/Ordering & Dispensing of Personal FM Systems/Training Audiological Evaluation Tympanometry Only Central Auditory Processing Eval. Hearing Aid Evaluation Hearing Aid Check FM Evaluation/Check Consultative Services Ear mold Fees	\$150.00 \$75.00 \$650.00 \$150.00 \$75.00 \$150.00 \$150.00/ph – 1 hr min \$75.00

Meeting No. 2

(c-3) Resolution No. 2-22 AUTHORIZATION FOR SPECIAL EDUCATION AND/OR NURSING  
 CONTRACTS

VENDOR	DESCRIPTION	AMOUNT
Julia Dyckman d/b/a Andrus Children Center	SY 2017-18 Services provided based on student's IEP and/or 504 Accommodation Plan	Tuition Rate set by State Education Department
Mill Neck Interpreter Service	SY 2017-18 Sign Language Interpretation Services-2 hr min Daily Assignments F/T Students Assignments as needed before 7PM Assignments as needed after 7PM School Play & Graduations Emergency Appearance Special Assignments less 24 hr notice-1st 2 hrs →original rates After Hours Service – in addition to Emergency Appearance fee	\$68.00 ph \$75.00 ph \$78.00 ph \$100.00 ph \$100.00 ph \$100.00 ph \$100.00 ph
New York Therapy Placement Services Inc.	SY 2017-18 ELEMENTARY Speech/OT/PT/RR  SECONDARY Speech/OT/PT/RR  Psychologic Evaluation Annual/Triennial Evaluation Screen/PT/OT/SP Social History Educational Parent Training/SW Sec Parent Training/SW Private	\$43.00 per ½ hr Ind. ID \$50.00 per ½ hr Ind. OOD \$28.00 per ½ hr Student ID \$30.00 per ½ hr Student OOD  \$45.00 per ½ hr Ind. ID \$53.00 per ½ hr Ind. OOD \$29.00 per ½ hr Student ID \$30.00 per ½ hr Student OOD \$625.00/Bi \$800.00 \$175.00/Bi \$325.00 \$42.00/Bi \$90.00-per ½ hr \$100.00/Bi \$220.00 \$200.00/Bi \$300.00 \$90.00 ph \$90.00 ph

Meeting No. 2

(c-3) Resolution No. 2-22 AUTHORIZATION FOR SPECIAL EDUCATION AND/OR NURSING  
 CONTRACTS

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Positive Behavior Support Consulting & Psychological Resources PC	SY 2017-18	
	Functional Analysis	\$135.00 ph
	Behavior Consulting	\$135.00 ph
	Counseling	\$135.00 ph
	Parent Training	\$135.00 ph
	Supt. Plan Development	\$135.00 ph
	Consult Teacher Services	\$135.00 ph
	Transition Planning	\$135.00 ph
	Special Ed Itinerant	\$135.00 ph
	Direct Support dlvd by Supplementary Staff (DSSS)	\$90.00 ph
Vocational Services	\$90.00 ph	
St. James Tutoring	SY 2017-18 Academic Tutoring Services	\$49.00 ph
United Cerebral Palsy Association Nassau County	SY 2017-18 Services provided based on student's IEP and/or Accommodation Plan	Tuition Rate set by State Education Department
Brookville Center for Children's Services, Inc.	SY 2017-18 Services provided based on student's IEP and/or 504 Accommodation Plan	Tuition Rate set by State Education Department
Blue Sea Educational Consulting, Inc.	SY 2017-18	
	OT 1:1	\$40.00 per ½ hr
	OT Group	\$80.00 per ½ hr
	OT Home/Pvt School 1:1	\$60.00 per ½ hr
	Speech 1:1	\$40.00 per ½ hr
	Speech Group	\$80.00 per ½ hr
	Spch Home/Pvt School 1:1	\$60.00 per ½ hr
	PT	\$50.00 per ½ hr
	PT Home/Pvt School 1:1	\$70.00 per ½ hr
	Behavioral Intervention-Para	\$30.00 ph
	Behavioral Intervention-Para 2:1	\$50.00 ph
	Parent Training	\$100.00 ph
	Social Work:1:1 Home Pvt School	\$90.00 ph
	Social Work Group	\$125.00 ph
	Social History	\$125.00 ph
	Psychology-Mono/Bilingual Eval	\$250.00/\$450.00
Psychological-Mono/Bi Psycho Ed Evaluation	\$400.00/\$500.00	
School Psychologist	\$150.00 ph/\$750.00 p day	

Meeting No. 2

(c-3) Resolution No. 2-22 AUTHORIZATION FOR SPECIAL EDUCATION AND/OR NURSING  
 CONTRACTS

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Blue Sea Educational Consulting, Inc.	SY 2017-18 Home Instru/Tutor Gen. Ed. Home Instru/Tutor Sp. Ed. Pvt. School/OOD Sp. Ed. Home/School Cert. Reading Specialist	\$50.00 ph \$75.00 ph \$80.00 ph \$100.00 ph
South Oaks Hospital	SY 2017-18 Level II Assessment/Vocational Evaluation Level III Assessments Consulting Service/BCBA Service Job Coaching Services Life Skills Coach Monthly Supervision Fee	\$500.00 per evaluation \$66.50 ph – min 8 hr \$225.00 ph \$36.50 ph \$66.50 ph \$500.00
Karin Burkhard, M.D.	SY 2017-18 Psychiatric Evaluations Per evaluation w/written report PH for other consultation services	\$950.00 \$375.00
Developmental Disabilities Institute	SY 2017-18 Triennial Evaluation Physical Therapy Occupational Therapy Speech/Language Therapy 1:1 Aide if mandated by student IEP – Rate set by NYSED	\$500.00 per evaluation \$250.00 per evaluation \$250.00 per evaluation \$250.00 per evaluation \$102.48 per day est.
Mill Neck Manor School for the Deaf	SY 2017-18 Services provided based on student's IEP and/or 504 Accommodation Plan	Tuition Rate set by State Education Department
ABASkills LLC	SY 2017-18 Parent Training	\$125.00 ph
Education Inc.	SY 2017-18 Academic Tutoring Administrative & Prep Time	\$55.00 ph \$18.00 ph



Meeting No. 2

(c-3) Resolution No. 2-22 AUTHORIZATION FOR SPECIAL EDUCATION AND/OR NURSING  
 CONTRACTS

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
FKS Speech Language Pathology Services LLC d/b/a Millennium Children's Therapy	SY 2017-18 Speech/OT/PT Per ½ hr per individual Per ¾ hr per individual Per hr per individual Per ½ hr per group session/student Per ¾ hr per group session/student Per hr per group session/student	\$55.00 \$80.00 \$100.00 \$35.00 \$52.50 \$70.00
Commack UFSD	SY 2016-17 District of Location	Tuition Rate set by State Education Department
Gayle E. Kligman Therapeutic Resources	SY 2017-18 Services provided based on student's IEP and/or 504 Accommodation Plan	See Appendix "A"
Abilities Inc. at the Viscardi Center	SY 2017-18 Adaptive Driver's Education Car min 5-one hr lessons Van min 5-one hr lessons Evaluation	\$95.00 per lesson \$170.00 per lesson \$485.00 per lesson
Abilities Inc. d/b/a Kornreich Technology Center	SY 2017-18 Assistive Technology Evaluations Written Justification Report Evaluation/Direct Hours Ancillary/Indirect Hours Travel	\$300.00 per report \$185.00 ph \$175.00 ph \$60.00 ph
Connetquot CSD	SY 2017-18 District of Residence	Tuition Rate set by State Education Department

Meeting No. 2

(c-3) Resolution No. 2-22 AUTHORIZATION FOR SPECIAL EDUCATION AND/OR NURSING  
 CONTRACTS

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
	Health & Welfare Services 2015-2016	Not to Exceed Per Student
Hauppauge UFSD		\$946.59
Garden City UFSD		\$896.72
Great Neck Public Schools		\$916.67
Westbury UFSD		\$783.68
Huntington UFSD		\$536.49
Jericho UFSD		\$1,055.23
Hicksville UFSD		\$647.74
Uniondale UFSD		\$593.43
Hempstead UFSD		\$786.00
Smithtown Central SD		\$842.62
	Health & Welfare Services 2016-2017	Not to Exceed Per Student
South Huntington UFSD		\$808.84
Garden City UFSD		\$913.41
Westbury UFSD		\$719.81
Great Neck Public Schools		\$1,051.81
Hempstead Public Schools		\$586.85
Hicksville Public Schools		\$690.27
Uniondale UFSD		\$686.15
Huntington UFSD		\$546.95
New Hyde Park/Garden City Park		\$922.54
Plainview/Old Bethpage UFSD		\$851.00
Port Washington UFSD		\$861.77
Smithtown UFSD		\$856.85

Meeting No. 2            NEW BUSINESS (c-4)

August 14, 2017

Resolution No. 2-23    AUTHORIZATION FOR SERVICE CONTRACTS

WHEREAS,                the Syosset Central School District wishes to initiate and/or continue service contracts with vendors for essential services that affect the ongoing operations of the district as per the attachment, therefore be it

RESOLVED,             that the President of the Board of Education is authorized to sign contracts with the various vendors and that in his absence of unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business, as the Board's designee, is authorized to sign contracts, therefore be it further

RESOLVED,             that purchase orders for contracts for the 2017-18 school year be issued to the vendors on the attached list. Resources for the above are within the General Fund.

MOVED BY: Mr. Feldman

SECONDED BY: Ms. Levitan  
MOTION CARRIED: 8-0

ABSTAIN: Mr. Lafazan

Meeting No. 2

(c-4) Resolution No. 2-23 AUTHORIZATION FOR SERVICE CONTRACTS

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
Dover Gourmet Corp.	Beverage/snack vending Annual Commission net sales SY 2017-18	35.5%
Heartland Payment Systems, LLC	SY 2017-18 - extension Merchant account  POS Software Maintenance & Cafeteria License	No cost to district  \$1,292.50/est.
Massapequa UFSD	Use of facilities 8/23/17 – 11/30/17	\$10,000.00
MySchoolMeals.com	SY 2017-18 Subscription Renewal	\$.79 per monthly transaction \$2.00 per parent account
Scope Education Services	SY 2017-18 Before and After School Child Care Program	No cost to district
Lawrence F. Spirn, Esq.	SY 2017-18 Hearing Officer	\$250.00 ph
Ross Haber and Associates LLC	Contract Extension Demographic Study	\$500.00
TEDx	SY 2017-18 SHS	Subject to the negotiation of a written agreement between the district and entity (TEDx)

Meeting No. 2

NEW BUSINESS (c-5)

August 14, 2017

Resolution No. 2-24 AWARD OF NASSAU COUNTY DIRECTOR OF SCHOOL  
FACILITIES PURCHASING CONSORTIUM COOPERATIVE BIDS  
2017-18

Bids for the Nassau County Director of School Facilities Purchasing Consortium Cooperative Bids as listed on the attached sheet for 2017-18 have been duly mailed and received.

Tabulation of bids and Summary of Bidders is on file in the Facilities office.

BID RESULTS: Nassau County Director of School Facilities Purchasing Consortium  
Cooperative Bid 2017-18.

WHEREAS, the Board of Education of the Syosset Central School District desires to participate in a Cooperative Bidding Program, for the purchase of commodities and services, and be it

RESOLVED, that the Board of Education award the cooperative bids for the Nassau County Director of School Facilities Purchasing Consortium Cooperative Bid 2017-18 to the lowest responsible bidders listed on the attached sheets. Funds for the above are within the General Fund budget allocation for the 2017-18 school year.

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Cheng  
MOTION CARRIED: (9-0)

Meeting No. 2

(c-5) Resolution No. 2-24

AWARD OF NASSAU COUNTY DIRECTOR OF SCHOOL  
 FACILITIES PURCHASING CONSORTIUM COOPERATIVE BIDS 2017-  
 18

<b>SERVICES</b>	<b>SCHOOL DISTRICT</b>	<b>AWARDED VENDOR</b>
Boiler/Burner Service and Repair	Seaford UFSD	Bain Mechanical
Cafeteria/Kitchen Equipment Repair Services	Hicksville Public Schools	Summit Restaurant Repairs Inc.
Custodial Equipment Purchase, Service & Repair	Bethpage School District	Cleaning Systems, Knight Marketing, American Paper, I. Janvey & Sons, Strauss Paper, Ocean Janitorial
General Electrical Repair and Maintenance	Hewlett-Woodmere UFSD	East Wind
General Electrical Supplies	Hewlett-Woodmere UFSD	Gallant & Wein, AG Electrical Supply, Cooper Electric, Spero Lighting East, Aetna Electric
Emergency Generator Service & Repair	Jericho UFSD	Alternate Power Solutions
Fence and Install Repair	Seaford UFSD	The Landtek Group
Ground Equipment Repair	Rockville Centre UFSD	Chief Equipment, Malvese Equipment Co., Storr Tractor Co., Partsway, Inc., LI Power East
Irrigation Installation & Service	Mineola UFSD	Sipala Irrigation Services Inc.
Locksmith Services	Oceanside UFSD	Suffolk Lock & Security Professionals, Inc.
Lumber Masonry & Building Supplies	Jericho UFSD	Feldman Lumber, Pioneer Building Materials, Steven Supply Co, Inc.
General Painting/Repairs and Maintenance	Wantagh SD	RJ Painting Inc.
General Plumbing and Backflow Testing and Repair	Port Washington UFSD	JPC Plumbing & Heating Inc.
Plumbing Supply	Port Washington UFSD	Apple Specialties Inc., C&L Plumbing Supply
Running Track, Tennis Court & Playground Resurfacing	Uniondale UFSD	Landtek Group
Scoreboard Gym Equipment contract-sales, repair, installation	Plainedge SD	Young Equipment Sales Inc.
Storage Container Lease & Purchase	Jericho UFSD	Cassone Leasing Inc.
Swimming Pool Repair	Uniondale UFSD	Landtek Group
Venetian Blinds & Shades, Repair/Replacement & Stage Curtains Restoration	Valley Stream UFSD	Acme Window Treatments & Master Carrier Window Treatments Inc., Capco Shades Inc.,

c-6 and c-8 were taken together.

Meeting No. 2

NEW BUSINESS (c-6)

August 14, 2017

Resolution No. 2-25 AUTHORIZATION FOR CONTRACT

WHEREAS, the Board of Education of the Syosset Central School District has Board Policy 6700 and its accompanying resolution, which permits the Board of Education to enter into contracts through cooperative purchasing; and

WHEREAS, the Syosset Central School District wishes to utilize a contract through National Intergovernmental Purchasing Alliance (“National IPA”) for the purchase of Information Technology products; and

WHEREAS, National IPA let Contract #130733 between CDWG and the City of Tucson, Arizona for the purchase of Information Technology products; and

WHEREAS, Contract #130733 authorizes municipalities, like Syosset Central School District, to purchase Information Technology products pursuant to the contract.

WHEREAS, said contract is in compliance with Board of Education Policy 6700 and its accompanying resolution, and New York State General Municipal Law §103(16). Now therefore, be it

RESOLVED, that the Board of Education of the Syosset Central School District authorizes the Syosset Central School District’s participation in the National Intergovernmental Alliance Company (National IPA) Purchasing Program for the 2017-2018 school year, and now therefore, be it further

RESOLVED, that the Board of Education of the Syosset Central School District authorizes the Syosset Central School District’s use of National IPA Contract #130733 between CDWG and the City of Tucson, Arizona to purchase Information Technology products; and now therefore, be it further

RESOLVED, that the Board of Education authorizes Dr. Patricia Rufo, Assistant Superintendent for Business or the Purchasing Agent to issue a purchase order through National IPA in accordance with National IPA Contract #130733 between CDWG and the City of Tucson, Arizona.

Meeting No. 2

NEW BUSINESS (c-7)

August 14, 2017

Resolution No. 2-25 AUTHORIZATION FOR CONTRACT

WHEREAS, the Board of Education of the Syosset Central School District has Board Policy 6700 and its accompanying resolution, which permits the Board of Board of Education to enter into contracts through cooperative purchasing; and

WHEREAS, the Syosset Central School District wishes to utilize a contract through governmental Purchasing Alliance (“National IPA”) for the purchase of Maintenance, Repair and Operational Supplies; and

WHEREAS, National IPA let Contract #141003 between Grainger and the City of Tucson, Arizona for the purchase of Maintenance, Repair, and Operational Supplies; and

WHEREAS, Contract #141003 authorizes municipalities, like Syosset Central School District, to purchase Maintenance, Repair, and Operational Supplies pursuant to the contract.

WHEREAS, said contract is in compliance with Board of Education Policy 6700 and its accompanying resolution, and New York State General Municipal Law §103(16). Now therefore be it,

RESOLVED, that the Board of Education authorizes the Syosset Central School District’s participation in the National Intergovernmental Alliance Company (National IPA) Purchasing Program for the 2017-2018 school year; and

RESOLVED, that the Board of Education of the Syosset Central School District authorizes the Syosset Central School District’s use of National IPA Contract #141003 between Grainger and the City of Tucson, Arizona to purchase Maintenance, Repair, and Operational Supplies; and now therefore, be it further

RESOLVED, that the Board of Education authorizes Dr. Patricia Rufo, Assistant Superintendent for Business or the Purchasing Agent to issue a purchase order through National IPA in accordance with National IPA Contract #141003 between Grainger and the City of Tucson, Arizona.



Meeting No. 2

NEW BUSINESS (c-8)

August 14, 2017

Resolution No. 2-25 AUTHORIZATION FOR CONTRACT

WHEREAS, the Board of Education of the Syosset Central School District has Board Policy 6700 and its accompanying resolution, which permits the Board of Education to enter into contracts through cooperative purchasing; and

WHEREAS, the Syosset Central School District wishes to utilize a contract through National Intergovernmental Purchasing Alliance (“National IPA”) for the purchase of Janitorial and Sanitation Products, Supplies and Related Services; and

WHEREAS, National IPA let Contract #151148 between Network Services Company and the City of Tucson, Arizona for the purchase of Janitorial and Sanitation Products, Supplies and Related Services; and

WHEREAS, Contract #151148 authorizes municipalities, like Syosset Central School District, to purchase Janitorial and Sanitation Products, Supplies and Related Services pursuant to the contract.

WHEREAS, said contract is in compliance with Board of Education Policy 6700 and its accompanying resolution, and New York State General Municipal Law §103(16). Now therefore, be it

RESOLVED, that the Board of Education authorizes the Syosset Central School District’s participation in the National Intergovernmental Alliance Company (National IPA) Purchasing Program for the 2017-2018 school year, and now therefore, be it further

RESOLVED, that the Board of Education of the Syosset Central School District authorizes the Syosset Central School District’s use of National IPA Contract #151148 between Network Services Company and the City of Tucson, Arizona to purchase Janitorial and Sanitation Products, Supplies and Related Services; and now therefore, be it further

RESOLVED, that the Board of Education authorizes Dr. Patricia Rufo, Assistant Superintendent for Business or the Purchasing Agent to issue a purchase order through National IPA in accordance with National IPA Contract #151148 between Network Services Company and the City of Tucson, Arizona.

MOVED BY: Mr. Feldman

SECONDED BY: Mr. Gershon  
MOTION CARRIED: (9-0)

c-9 through c-12 were taken together.

Meeting No. 2

NEW BUSINESS (c-9)

August 14, 2017

Resolution No. 2-26 AUTHORIZATION FOR CONTRACT

WHEREAS, the Board of Education of the Syosset Central School District has Board Policy 6700 and its accompanying resolution, which permits the Board of Education to enter into contracts through cooperative purchasing; and

WHEREAS, the Syosset Central School District wishes to utilize a contract through U.S. Communities for the purchase of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services; and

WHEREAS, U.S. Communities let Contract #SV-15-0028 between VIRCO and San Diego Unified School District for the purchase of Education, Classroom, Miscellaneous Support Furniture and Related Products and Services; and

WHEREAS, Contract #SV-15-0028 authorizes municipalities, like Syosset Central School District, to purchase Education, Classroom, Miscellaneous Support Furniture and Related Products and Services pursuant to the contract.

WHEREAS, said contract is in compliance with Board of Education Policy 6700 and its Accompanying resolution, and New York State General Municipal Law §103(16). Now therefore, be it

RESOLVED, that the Board of Education authorizes the Syosset Central School District's participation in the U.S. Communities Purchasing Program for the 2017-2018 school year; and now therefore, be it

RESOLVED, that the Board of Education of the Syosset Central School District Authorizes the Syosset Central School District's use of U.S. Communities Contract #SV-15-0028 between VIRCO and San Diego Unified School District to purchase Education, Classroom, Miscellaneous Support Furniture and Related Products and Services; and now therefore, be it Further

RESOLVED, that the Board of Education authorizes Dr. Patricia Rufo, Assistant Superintendent for Business or the Purchasing Agent to issue a Purchase order through U.S. Communities in accordance with U.S. Communities Contract #SV-15-0028 VIRCO and San Diego Unified School District.

Meeting No. 2

NEW BUSINESS (c-10)

August 14, 2017

Resolution No. 2-26 AUTHORIZATION FOR CONTRACT

- WHEREAS, the Board of Education of the Syosset Central School District has Board Policy 6700 and its accompanying resolution, which permits the Board of Education to enter into contracts through cooperative purchasing; and
- WHEREAS, the Syosset Central School District wishes to utilize a contract through U.S. Communities for the purchase of Playground and Outdoor Fitness Equipment, Site Accessories, Surfacing and Related Products and Services, and
- WHEREAS, U.S. Communities let Contract #2017001134 between GameTime and City of Charlotte, North Carolina for the purchase of Playground and Outdoor Fitness Equipment, Site Accessories, Surfacing and Related Products and Services; and
- WHEREAS, Contract #2017001134 authorizes municipalities, like Syosset Central School District, to purchase Playground and Outdoor Fitness Equipment, Site Accessories, Surfacing and Related Products and Services pursuant to the contract.
- WHEREAS, said contract is in compliance with Board of Education Policy 6700 and its accompanying resolution, and New York State General Municipal Law §103(16). Now therefore, be it
- RESOLVED, that the Board of Education authorizes the Syosset Central School District's participation in the U.S. Communities Purchasing Program for the 2017-2018 school year; and now therefore, be it further
- RESOLVED, that the Board of Education of the Syosset Central School District authorizes the Syosset Central School District's use of U.S. Communities Contract #2017001134 between GameTime and City of Charlotte, North Carolina for the purchase of Playground and Outdoor Fitness Equipment, Site Accessories, Surfacing and Related Products and Services; and now therefore, be it further
- RESOLVED, that the Board of Education authorizes Dr. Patricia Rufo, Assistant Superintendent for Business or the Purchasing Agent to issue a purchase order through U.S. Communities in accordance with U.S. Communities #2017001134 between GameTime and City of Charlotte, North Carolina.

Meeting No. 2

NEW BUSINESS (c-11)

August 14, 2017

Resolution No. 2-26 AUTHORIZATION FOR CONTRACT

WHEREAS, the Board of Education of the Syosset Central School District has Board Policy 6700 and its accompanying resolution, which permits the Board of Education to enter into contracts through cooperative purchasing; and

WHEREAS, the Syosset Central School District wishes to utilize a contract through U.S. Communities for the purchase of Equipment Rental Services; and

WHEREAS, U.S. Communities let Contract #31172 between Herc Rental and the North Carolina State University for the purchase of Equipment Rental Services; and

WHEREAS, Contract #31172 authorizes municipalities, like Syosset Central School District, to purchase Equipment Rental Services pursuant to the contract.

WHEREAS, said contract is in compliance with Board of Education Policy 6700 and its Accompanying resolution, and New York State General Municipal Law §103(16). Now therefore, be it

RESOLVED, that the Board of Education authorizes the Syosset Central School District's participation in the U.S. Communities Purchasing Program for the 2017-2018 school year; and now therefore, be it further

RESOLVED, that the Board of Education of the Syosset Central School District authorizes the Syosset Central School District's use of U.S. Communities Contract #31172 between Herc Rental and the North Carolina State University to purchase Equipment Rental Services; and now therefore, be it further

RESOLVED, that the Board of Education authorizes Dr. Patricia Rufo, Assistant Superintendent for Business or the Purchasing Agent to issue a purchase order through U.S. Communities in accordance with U.S. Communities Contract #31172 between Herc Rental and the North Carolina State University.

Meeting No. 2

NEW BUSINESS (c-12)

August 14, 2017

Resolution No. 2-26 AUTHORIZATION FOR CONTRACT

WHEREAS, the Board of Education of the Syosset Central School District has Board Policy 6700 and its accompanying resolution, which permits the Board of Education to enter into contracts through cooperative purchasing; and

WHEREAS, the Syosset Central Syosset District wishes to utilize a contract through U.S. Communities for the purchase of Multifunction Devices/Managed Print Services; and

WHEREAS, U.S. Communities let Contract #440003732 between Ricoh and Fairfax County, Virginia for the purchase of Multifunction Devices/Managed Print Services; and

WHEREAS, Contract #4400003732 authorizes municipalities, like Syosset Central School District to purchase Multifunction Devices/Managed Print Services pursuant to the contract.

WHEREAS, said contract is in compliance with Board of Education Policy 6700 and its accompanying resolution, and New York State General Municipal Law §103(16). Now therefore, be it

RESOLVED, that the Board of Education authorizes the Syosset Central School District's participation in the U.S. Communities Purchasing Program for the 2017-2018 school year; and now therefore, be it further

RESOLVED, that the Board of Education of the Syosset Central School District authorizes the Syosset Central School District's use of U.S. Communities Contract #4400003732 between Ricoh and Fairfax County, Virginia for the purchase of Multifunction Devices/Managed Print Services; and now therefore, be it further

RESOLVED, that the Board of Education authorizes Dr. Patricia Rufo, Assistant Superintendent for Business or the Purchasing Agent to issue a purchase order through U.S. Communities in accordance with U.S. Communities Contract #4400003732 between Ricoh and Fairfax County, Virginia.

MOVED BY: Mr. Di Filippo

SECONDED BY: Ms. Parker  
MOTION CARRIED: (9-0)

C-13 and C-14 were taken together.

Meeting No. 2

NEW BUSINESS (c-13)

August 14, 2017

Resolution No. 2-27 AUTHORIZATION FOR CHANGE ORDER #F-01 MILBURN FLOORING MILLS, INC., J. IRVING BAYLIS ELEMENTARY SCHOOL

WHEREAS, on June 12, 2017, the Syosset Central School District (“District”) awarded a contract to Milburn Flooring Mills, Inc. (“Milburn”) for flooring replacement work at Baylis Elementary School in the amount of \$202,000.00 (SED No. 28-05-02-06-0-012-021) (“Baylis Contract”);

WHEREAS, the District’s Architect, H2M Architects + Engineers, and Construction Manager, School Construction consultants, Inc., recommend a Deduct Change Order in the amount of \$13,035.75 for the removal of abatement and vinyl composition tile work. Now therefore be it,

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves Deduct Change Order #F-01 for Baylis Contract thereby reducing the contract sum for this project by the amount of \$13,035.75; and be it further

RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute Change Order #F-01 on behalf of the Board of Education, and that in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business shall be authorized to sign such Change Order.

Meeting No. 2

NEW BUSINESS (c-14)

August 14, 2017

Resolution No. 2-27 AUTHORIZATION FOR CHANGE ORDER #F-01 MILBURN FLOORING MILLS, INC., BERRY HILL ELEMENTARY SCHOOL

WHEREAS, on June 12, 2017, the Syosset Central School District (“District”) awarded a contract to Milburn Flooring Mills, Inc. (“Milburn”) for flooring replacement work at Berry Hill Elementary School in the amount of \$78,435.00 (SED No. 28-05-02-06-0-005-018) (“Berry Hill Contract”);

WHEREAS, the District’s Architect, H2M Architects + Engineers, and Construction Manager, School Construction consultants, Inc., recommend modification to the existing Berry Hill Contract for Change Order #F-01 in the amount of \$13,002.25 for additional abatement and vinyl composition work. Now therefore be it,

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves Change Order #F-01 for Berry Hill Contract in the amount of \$13,002.25; and be it further

RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute Change Order #F-01 on behalf of the Board of Education, and that in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business shall be authorized to sign such Change Order.

MOVED BY: Ms. Levitan

SECONDED BY: Mr. Feldman  
MOTION CARRIED: (9-0)

Meeting No. 2

NEW BUSINESS (c-15)

August 14, 2017

Resolution No. 2-28 DISPOSAL OF BROKEN, SURPLUS AND/OR OBSOLETE  
EQUIPMENT AND BOOKS

WHEREAS, equipment and books have been determined to be broken, surplus and/or obsolete, and

WHEREAS, it is in the best interest of the School District to dispose of such broken, surplus and/or obsolete equipment and/or books, be it

RESOLVED, that such broken, surplus and/or obsolete equipment and books will be disposed of in a manner that serves the best interest of the Syosset Central School District, be it further

RESOLVED, that the Superintendent of Schools, or his designee is hereby authorized to proceed with the disposal of surplus, broken and/or obsolete equipment, supplies and books.

MOVED BY: Ms. Parker

SECONDED BY: Mr. Di Filippo  
MOTION CARRIED: (9-0)





Meeting No. 2

NEW BUSINESS (c-18)

August 14, 2017

Resolution No. 2-30 EMERGENCY RESOLUTION

WHEREAS, on or about May 15, 2017, the District's architects inspected the central heating system at the Walt Whitman Elementary School and determined that the existing system is failing, and

WHEREAS, the District's architects advised it that the condition required immediate action to preserve the health, safety and welfare of the students and staff in the building and to preserve the building, and

WHEREAS, in June 12, 2017, the board adopted a resolution declaring the condition to be an emergency and authorized the remediation of said condition at a cost not to exceed \$540,642, and

WHEREAS, the emergency work is being completed but may not be operational prior to September 15, 2017, and

WHEREAS, the District is required by regulation to provide heat to the building on September 15, 2017 and as a result may require the use of temporary heat while the emergency work is completed, now therefore be it

RESOLVED, that the Board of Education authorizes the expenditure of an additional \$70,000 in connection with the remediation work being performed at Walt Whitman Elementary School as an ordinary contingent expense for the purpose of providing temporary heat to the Walt Whitman Elementary School in the event same is required.

MOVED BY: Ms. Parker

SECONDED BY: Ms. Cheng  
MOTION CARRIED: (9-0)

Meeting No. 2  
2017

NEW BUSINESS (c-19)

August 14,

Resolution No. 2-31 AUTHORIZATION FOR CHANGE ORDER #1 W.B.  
CONTRACTING CORP., BERRY HILL ELEMENTARY SCHOOL

WHEREAS, on June 12, 2017, the Syosset Central School District (“District”) awarded a contract to W.B. Contracting Corp., for Partial Roofing, Flooring & Masonry Replacement work at Berry Hill Elementary School in the amount of \$1,011,000.00 (SED No. 28-05-02-06-0-005-018) (“Berry Hill Contract”);

WHEREAS, the District’s Architect, H2M Architects + Engineers, and Construction Manager, School Construction consultants, Inc., recommend modification to the existing Berry Hill Contract for Change Order #1 in the amount of \$150,986.80 to perform emergency structural modifications within portable classrooms A-1, 18 & 19. Now therefore be it,

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves Change Order #1 for Berry Hill Contract in the amount of \$150,986.80; and be it further

RESOLVED, that the Board of Education hereby authorizes the President of the Board of Education to execute Change Order #1 on behalf of the Board of Education, and that in his absence or unavailability, Dr. Patricia Rufo, Assistant Superintendent for Business shall be authorized to sign such Change Order.

MOVED BY: Mr. Feldman

SECONDED BY: Ms. Levitan  
MOTION CARRIED: (9-0)

# SYOSSET CENTRAL SCHOOL DISTRICT

## ACCEPTABLE USE POLICY

Policy 4526

---

### Scope

The School District's Acceptable Use Policy applies to all authorized users (Board of Education, employees and students) who access the School District's network or equipment using district-owned or personally-owned equipment, including wireless devices.

When an individual uses or accesses the School District's computer hardware (including but not limited to desktop computers, tablets, laptops and printers for example Chromebooks), computer software/applications, computer systems and/or computer networks (including the internet), telephone equipment, cellular phones/watches and/or facsimile machines (hereinafter the "School District's computer resources") provided by the School District, he/she assumes certain responsibilities and obligations. Access to the School District's computers, computer systems and/or computer networks is subject to federal, state and local law, as well as Board of Education policy.

### Purpose

1. The School District's computer resources are provided to support the educational and administrative activities of the School District and should be used for those purposes. Use is a privilege, not a right. Incidental personal use of the School District's computer resources must not interfere with the School District community member's performance, the School District community's ability to use the resources for professional and academic purposes nor violate other School District policies or standards of professional behavior.
2. Use should always be legal, ethical and consistent with the School District's policies on honesty and integrity and its general standards for community behavior.

### Authorized Use

1. Authorized users include members of the Board of Education, administrators, supervisors, faculty, staff, students, parent/guardian and any other person who has been granted access to the School District's computer resources. Unauthorized use is strictly prohibited. By utilizing the School District's computer resources or personally-owned equipment, the user consents to the School District's exercise of its authority and rights as set forth in this Policy with respect to the School District's computer resources, as well as with respect to any information or communication stored or transmitted over the School District's computer resources.
2. Faculty, staff members, and students (where applicable) may be provided with e-mail accounts and Internet access.

# SYOSSET CENTRAL SCHOOL DISTRICT

## ACCEPTABLE USE POLICY

Policy 4526

---

3. Whenever a user ceases being a member of the School District community or if such user is assigned a new position and/or responsibilities, use of the School District's computer resources for which he or she is not authorized in his or her new position or circumstances shall cease and property returned. When a School District employee separates from service from the School District, access to all School District accounts and email is disabled.
4. All School District business being conducted electronically must be performed with a School District account or service. Employees should not use private email accounts. Email used for School District purposes may be subject to FOIL. There is no expectation of privacy when utilizing School District email.

### Privacy Expectations

1. The School District's computer resources, including all telephone and data lines, are the property of the School District. The School District reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the School District's network and it may be required by law to allow third parties to do so. Electronic data, e.g., may become evidence in legal proceedings. In addition, others may inadvertently view messages or data as a result of routine systems maintenance and monitoring or misdelivery.
2. Users must recognize that there is no guarantee of privacy associated with their use of School District computer resources. Users should not expect that e-mail, voice mail or other information created with or maintained in the School District's computer resources (including the use of Google Drive or a similar application and even those marked "personal" or "confidential") are private, confidential or secure.

### Responsible Use

1. All users must not act in ways that invade the privacy of others, are unethical or fail to comply with all legal restrictions regarding the use of electronic data. All users must also recognize and not violate the intellectual property rights of others.
2. All users must maintain the confidentiality of student information in compliance with federal and state law including, but not limited to, FERPA, HIPAA and Education Law, section 2-d.
3. Disclosing and/or gossiping (including but not limited to via e-mail, voice mail, Internet instant messaging, social media, chat rooms or on other types of Web pages) about confidential or proprietary information related to the School

District is prohibited.

4. All users must refrain from acts that waste School District computer resources or prevent others from using them. Users will not access, modify or delete others' files or system settings without express permission. Tampering of any kind is strictly forbidden. Deliberate attempts to tamper with, circumvent filtering or access, or degrade the performance of the School District's computer resources or to deprive authorized users of access to or use of such resources are prohibited.
5. Students may not send broadcast e-mail or broadcast voice mail.
6. Users are responsible for both the content and possible effects of their messages on the network. Prohibited activity includes, but is not limited to, creating or propagating viruses, material in any form (text, sound, pictures or video) that reflects adversely on the School District, "chain letters" (which proffer incentives to relay them to others), inappropriate messages (including discriminatory, bullying or harassing material), and billable services.
7. Official email communications must be professional, ethical and meet the standards of other School District publications bearing in mind that the writer is acting as a representative of the School District and in furtherance of the School District's educational mission.
8. Users are prohibited from using personal links and addresses such as blogs, YouTube videos, etc. in School District email unless used in the furtherance of business of the School District as part of the curriculum of the School District.
9. The School District recognizes the value of teacher and professional staff inquiry, investigation and communication using new technology tools to enhance student learning experiences. The School District also realizes its obligations to teach responsible and safe use of these new technologies. Social media, including social networking sites, have great potential to connect people around the globe and enhance communication. Therefore, the Board of Education encourages the use of social media tools and the exploration of new and emerging technologies to supplement the range of educational services.

For purposes of this Policy, the definition of **public social media networks or Social Networking Sites (SNS)** are defined to include: websites, Web logs (blogs), wikis, social networks, online forums, virtual worlds, video sites and any other social media generally available to the School District community which do not fall within the District's electronic technology network (e.g., Facebook, MySpace, Twitter, LinkedIn, Flickr, Vine, Instagram, SnapChat, blog sites, etc.). Employees are required to maintain the highest levels of professionalism when communicating in their professional capacity as educators. Employees have a

# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

---

The Board of Education authorizes an investment program for the School District. Investments are viewed as a critical ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other School District revenues for the support of the education program of the school system. It is the policy of the School District to diversify its deposits and investments by financial institutions, by investment instrument, and by maturity scheduling.

The objectives of the School District's investment program are to safeguard the School District's funds and to minimize risk, so that investments mature when cash is required to finance operations, and so that a competitive rate of return is achieved.

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the School District to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

The Board of Education's responsibility for administration for the investment program is delegated to the Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

The School District authorizes the Assistant Superintendent for Business to manage all activities associated with the investment program in such manner as to accomplish all the objectives and intents of this policy. These responsibilities will also include annual review and assessment of the School District's investment program, and filing a report with his/her recommendations annually with the Board. Such report shall address any relevant recommendations of the independent auditor. The Assistant Superintendent for Business is further authorized to execute in the name of the Board any and all documents relating to the investment program in a timely manner as well as to utilize reputable consultants regarding investment decisions when necessary. A monthly progress report of investments will be given to the Board. Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged and shall be made in accordance with this policy.

# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

---

The School District's investment program will be administered in such a way as to assure:

1. That all participants exercise good judgment and care in the management of the School District's investments; act responsibly as custodians of the public trust; and refuse to participate in any transaction that might impair the public's confidence in the School District;
2. The continual process of temporary investing of all fund balances and moneys available to the School District for investment purposes;
3. The maintenance of a yearly cash flow chart, revised following each transaction, that will provide data to assist proper planning and decision making regarding amount, duration, and type of investments for the School District;
4. The School District may use any of the following investment instruments when investing district funds as listed in section 11 of the General Municipal Law:
  - Special time deposit accounts or certificates of deposit;
  - Obligations of the United States of America (e.g., U.S. Treasury Bills and Notes);
  - Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
  - Obligations of the State of New York;
  - Obligations of other municipalities issued pursuant to Local Finance Law sections 24.00 (Tax Anticipation Notes) or 25.00 (Revenue Anticipation Notes), with the approval of the State Comptroller;
  - Obligations of this local government (the School District), but only with any moneys in reserve funds established pursuant to General Municipal Law sections 6-d, 6-j, 6-l, 6-m, 6-n, 6-p, and 6-r; and
  - By participation in cooperative investment programs with other authorized governmental entities pursuant to Article 5-G of the General Municipal Law, where such a program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46.
5. Collateralizing of Deposits: In accordance with the provisions of General Municipal Law, all deposits of the district, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:
  1. By a pledge of "eligible securities" with an aggregate "market value" or provided by General Municipal Law, § 10, equal to the aggregate amount of deposits from the categories designated herein.
  2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140 percent of the aggregate amount of



# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

---

- deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
  5. The utilization of an open competition system of bids and/or quotes to obtain maximum yield possible on all investments from both in-district and out-of-district financial institutions; such institutions and depository banks are designated annually by the Board at the annual reorganization meeting;
  6. All financial institutions where School District funds are deposited provide a statement to the School District of their collateral in the form of a list of the securities pledged at market value; periodically the Treasurer shall physically inspect the collateral; and
  7. All moneys collected by any officer or employee of the government to transfer those funds to the Treasurer within five (5) days for deposit, or within the time period specified in law, whichever is shorter.
  8. The Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.
  9. That all School District investments are in compliance with the law.

### **Designation of Depositories**

At the annual organizational meeting or through board resolution at Board of Education Meetings throughout the year the Board of Education will approve the bank and trust companies to be authorized for the deposit of monies up to the maximum amounts of one hundred fifty million dollars (\$150,000,000).

### **Collateralizing of Deposits**

In accordance with the provisions of section 10 of the General Municipal Law, all deposits of the School District, including certificates of deposit and special time deposits, in excess the amount insured under the provisions of the Federal Deposit Insurance Act, of shall be secured by a pledge of "eligible securities" with an aggregate "market value" as provided by

# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

---

Section 10 of the General Municipal Law, equal to the aggregate amount of deposits from the permitted investments listed above.

### **Safeguarding and Collateralization**

Eligible securities used for collateralizing deposits shall be held by a third party bank or trust company subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure the School District's deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the School District to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the School District, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the School District or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or an agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the School District a perfected interest in the securities.

All investment obligations shall be payable or redeemable at the option of the School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the School District within two years of the date of purchase.

### **Authorized Financial Institutions and Dealers**

The School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions and dealers approved for investment purposes can establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the School District conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report or Condition (Call Report) at the request of the School District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Treasurer is responsible for

# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

---

evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodian. Such listing shall be evaluated at least annually.

### **Purchase of Investments**

The Treasurer is authorized to contract for the purchase of investments:

- a) Directly, including through a repurchase agreement, from an authorized trading partner.
- b) By participating in a cooperative investment program with another authorized government entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the School Board.
- c) By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the School Board.

All purchased obligations, unless registered or inscribed in the name of the School District, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in section 10 of the General Municipal Law.

The custodian agreement shall provide that securities held by the bank or trust company, as an agent of and custodian for, the School District, will be kept separate and apart from the general assets of the custodian bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

### **Repurchase Agreements**

Repurchase agreements are authorized subject to the following restrictions:

- a) All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

# SYOSSET CENTRAL SCHOOL DISTRICT

## INVESTMENTS

Policy 6240

---

- b) Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.
- c) Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- d) No substitutions of securities will be allowed.
- e) The custodian shall be a party other than the trading partner.

The Superintendent of Schools or his/her designee, shall develop administrative procedures for the purpose of managing School District investments in accordance with this policy.

This policy will be annually reviewed by the Board and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Cross-ref:

Ref: Education Law §1709  
General Municipal Law §§10, 11, 119-o

Adoption date: August 14, 2017

# SYOSSET CENTRAL SCHOOL DISTRICT

## ACCEPTABLE USE POLICY

Policy 4526

---

- responsibility to address inappropriate behavior or activity on these networks, including compliance with all applicable District Policies and Regulations.
10. The signature portion of the user's email may not include external links or graphics that are unrelated to the content of the email.
  11. Altering electronic communications to hide the identity of the sender or impersonate another person is illegal, considered forgery and is prohibited.
  12. Users will abide by all copyright, trademarks, patent and other laws governing intellectual property. No software may be installed, copied or used on School District equipment except as permitted by law and approved by the Information Technology Manager or his/her designee in accordance with the procedures established for use of software/hardware with the School District's computer resources. All software license provisions must be strictly adhered to.
  13. Students are not permitted to record classroom instruction without the express permission of the teacher.
  14. The School District fully supports the experimental educational and business use of digital resources including, but not limited to, software, third party applications, websites, web-based programs and/or any applications/resources which require a login/password and has an Information Technology Manager to support this purpose. Since the installation of digital resources, other than district-owned and district-tested digital resources could damage the School District's computer resources, compromise student data/privacy and/or interfere with others' use, digital resources downloaded from the Internet or obtained elsewhere must be approved by the Information Technology Manager or his/her designee. Digital resources may not be installed onto any district-owned or district-leased computer unless in compliance with the Board of Education's policies concerning purchasing and computer resources. Once digital resources have been approved by information Technology Manager, installation will be scheduled and performed.

### **Inappropriate Materials**

1. The School District prohibits faculty, staff and students from developing, maintaining, and transmitting pornography in any form at school, including, but not limited to, magazines, posters, videos, electronic files or other electronic materials.
2. Accessing the School District's network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene, or which constitute sexting or cyberbullying or are

otherwise inconsistent with the values and general standards for community behavior of the School District is prohibited. The School District will respond to complaints of harassing or discriminatory use of the School District's computer resources in accordance with Policy 0100 (Equal Opportunity), Policy 0110 (Sexual Harassment) and/or Policy 0115 (Dignity for All Students Act). These provisions are not intended to prohibit an authorized user from carrying out his or her assigned educational, employment or administrative function.

### **Use of Personal Electronic Devices/School District Issued Devices**

The Board of Education authorizes use of personal electronic device(s) and/or school district issued devices to access the internet using the School District's computer resources for educational purposes. Individuals connecting to the internet using the School District's computer resources are required to comply with the School District's Internet Safety Policy, as well as the provisions of this policy and regulation. Failure to abide by this policy and regulation will result in disciplinary action including, but not limited to, revocation of access to the School District's computer resources.

"Personal electronic devices" or "School District issued devices" include, but are not limited to, personal laptops, smart phones, portable storage media, all recording devices, all Internet connected devices and handheld devices such as Chromebooks, iPods and iPads and include student owned and school district issued devices. With classroom teacher approval, students may use their own devices to access the Internet for educational purposes. The School District reserves the right to monitor, inspect, and/or confiscate personal electronic devices when administration has reasonable suspicion that a violation of school policy has occurred.

The School District maintains a "public" wireless network, a "private" wireless network, an "instructional" wireless network and a "hard wired" network. The "hard wired" and "private" wireless networks are limited only to district-owned and managed devices. Any attempt to connect a personal electronic device to either of these networks will be considered a violation of this policy. The "public" wireless network is the sole network that students and faculty may connect to using their personal electronic devices. The School District reserves the right to alter or disable access to the "public" wireless network as it deems necessary without prior notification.

Personal electronic devices that have the ability to offer wireless access to other devices must not be used to provide that functionality to others in any School District building. The ability to connect personal electronic devices to the School District wireless network is a privilege and not a right. When personal electronic devices are used in School District facilities or on the School District wireless network, the School District reserves the right to:

1. make determinations on whether specific uses of the personal electronic device is consistent with this policy;

# SYOSSET CENTRAL SCHOOL DISTRICT

## ACCEPTABLE USE POLICY

Policy 4526

---

2. log internet use and monitor storage disk space utilized by such users; and
3. remove or restrict the user's access to the internet and suspend the right to use the personal electronic device in School District facilities at any time if it is determined that the user is engaged in unauthorized activity or in violation of Board of Education policy.

In addition, when staff members choose to use their own personal electronic devices to perform job-related functions, the following will apply:

1. The School District may choose to maintain a list of approved mobile devices and related software applications and utilities. The School District reserves the right to deny any staff member permission to utilize a personal electronic device within the boundaries of the School District. The Superintendent of Schools or his/her designee reserves the right to make these decisions in his/her discretion.
2. Personal electronic devices connected to the internet using the School District's computer resources and/or wireless network must have updated and secure operating systems and proper forms of anti-virus and anti-malware protection. Staff must not make any attempt to connect devices that are not properly secured.
3. The cost to acquire all personal electronic devices is the responsibility of the staff member. Services that include a financial cost to the School District, such as phone options or other "apps" are not allowed. The School District does not agree to pay such charges and staff who desire these options must assume all costs incurred for such charges.
4. Personal electronic devices are not covered by the School District's insurance if lost, stolen or damaged. Loss or damage to any personal electronic device is solely the responsibility of the staff member. If lost or stolen, the loss should be reported immediately to the Information Technology Manager or his/her designee so that appropriate action can be taken to minimize any possible risk to the School District's computer system and the School District.
5. Staff members shall remain responsible for the maintenance of personal electronic devices, including maintenance to conform to School District standards. Staff members also assume all responsibility for problem resolution, as well as the use and maintenance of functional, up-to-date anti-virus and anti-malware software and any other protections deemed necessary by the Information Technology Manager or his/her designee.
6. Staff must also meet any expectations of continuity in formatting of files, etc. when making changes to documents for work purposes (i.e., do not change the format of a file so that the original file is unusable on School District-owned hardware/software).

# SYOSSET CENTRAL SCHOOL DISTRICT

## ACCEPTABLE USE POLICY

Policy 4526

---

7. All personal electronic devices used with the School District's computer resources are subject to review by the Information Technology Manager or his/her designee, or individuals/entities designated by the Superintendent of Schools, if there is reason to suspect that the personal electronic device is causing a problem to the School District's computer resources.
8. The use of personal electronic devices in the course of a staff member's professional responsibilities may result in the equipment and/or certain data maintained on it being subject to review, production and/or disclosure (i.e., in response to a FOIL request, discovery demand or subpoena). Staff members are required to submit any such information or equipment, when requested.
9. Staff members using a mobile device, personal or District-owned, are responsible for compliance with all security protocols normally used in the management of School District data on conventional storage infrastructure are also applied on that mobile device. All School District-defined processes for storing, accessing and backing up data must be used on any device used to access the School District's computer system.

Further, the School District will not be liable for the loss, damage, theft, or misuse of any personal electronic device(s) brought to school. The School District will bear no responsibility nor provide technical support, troubleshooting, or repair of electronic devices owned by anyone other than the School District. Students and staff are responsible for understanding and inquiring about the use of technology prior to engaging in such use.

The person to whom the School District has issued an electronic device will be liable for the loss, damage, theft, or misuse of said electronic device(s) issued by the School District. In addition, a student or staff member will be responsible for the full replacement cost of the device if the loaned device is lost, damaged, stolen or misused.

### **Confidentiality and Privacy Rights**

Individuals must take all reasonable precautions to prevent unauthorized access to accounts or data by others, both inside and outside the School District. Individuals will not leave any devices unattended with confidential information visible. All devices are required to be locked down when an individual steps away from the device, and settings enabled to freeze and lock after a set period of inactivity.

Data files and electronic storage areas shall remain School District property, subject to School District control and inspection. The Information Technology Manager or his/her designee may access all such files and communications without prior notice to ensure system integrity and that users are complying with requirements of this policy.



### Security

1. Each user is responsible for the security and integrity of information stored on his or her computer or voice mail system. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others. The School District, at its sole discretion, reserves the right to bypass such passwords and to access, view or monitor its systems and all of their contents. By accessing the district's system, the individual consents to the School District's right to do so.
2. Removing School District computer resources from the School District's facilities and/or relocating School District computer resources (not including portable technology devices) requires prior authorization from the Information Technology Manager or his/her designee.
3. Unless approved by the Information Technology Manager or his/her designee, modem use is prohibited on computers that are directly connected to the School District network. Personal network appliances may not be connected to the School District network and may be confiscated.
4. Storage of copyrighted materials such as music, video and games is prohibited.
5. Users may not attempt to circumvent or subvert the security provisions of any other system. Without authorization from the Information Technology Manager or his/her designee, no one may attach a server to or provide server services on the School District network.

### The Internet at the School District

1. There are risks involved with using the Internet. To protect personal safety, Internet users should not give out personal information to others on website, chat rooms or other systems. The School District cannot guarantee that users will not encounter text, pictures or references that are objectionable. Responsible attitudes and appropriate behavior are essential in using this resource. As with e-mail, information that a user places on the Internet is akin to sending a postcard rather than a sealed letter. Its contents may be accessed by system administrators in this School District and elsewhere.
2. Users must be aware that some material circulating on the Internet is copyrighted and subject to all copyright laws. Materials taken from the Internet must be properly cited.
3. Users must be aware that some material circulating on the Internet is illegally distributed. Users must never use the School District's system to download

illegally distributed material.

4. Users are cautioned not to open e-mail attachments or download any files from unknown sources in order to avoid damaging School District computers and bringing destructive viruses into the School District's system. Anything questionable should be reported immediately to the Information Technology Manager or his/her designee.
5. With permission, students, faculty and staff may create or modify web pages on the School District web servers. To ensure the integrity of these sites, users must abide by the School District's web practices. It is the user's responsibility to update and maintain all links and content, keeping in mind the Inappropriate Materials section and the copyright requirements.

### **School District Limitation of Liability**

The School District does not warrant in any manner, express or implied, that the functions or the services provided by or through the School District system will be error-free or without defect. The School District shall not bear any liability for any damage suffered by users including, but not limited to, loss of data or interruption of service. Similarly, the School District shall not bear any liability for financial obligations that arise out of the unauthorized or illegal use of the system.

Users of the School District's computer resources, including internet use, do so at their own risk. Each user is responsible for verifying the integrity and authenticity of the information that is used and provided. Further, even though the School District may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of the Board of Education and School District policy and regulations.

### **Policy Enforcement and Sanctions**

1. All members of the School District community are expected to assist in the enforcement of this policy. Persons in violation of this policy are subject to a full range of sanctions, including, but not limited to, the loss of computer, telephone or network access privileges, disciplinary action, monetary damages and/or dismissal/termination from the School District. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the School District may initiate or assist in the prosecution of any such violations to the full extent of the law.
2. Any suspected violation of this policy should be reported immediately to the Information Technology Manager, as well as to the Principal (if the suspected violator is a student), or the Deputy Superintendent of Schools (if the suspected violator is a faculty or staff member).

### **Additional Policies and Guidelines for Use of School District Computer Resources**

Use of the School District's computer resources in the School District must comply with the following:

1. Cyberbullying, and sexting using sexually explicit, graphic, threatening or obscene language or images, or otherwise using language or images inconsistent with the values and general standards for community behavior of the School District are prohibited.
2. Anyone leaving such inappropriate messages on voice mail may face disciplinary action.
3. Anyone receiving a threatening message should record/save the message and report the incident to the Principal. The Information Technology Manager or his/her designee will attempt to trace the message and report the results to the Principal and the Deputy Superintendent of Schools.
4. Use of voice mailboxes for commercial purposes or advertising is not permitted.
5. Use of security codes is required in order to guarantee privacy for mailbox users.
6. Override permission codes are held by the Principals and the Library/Media Specialists in each school.

### **Wireless Policy and Guidelines**

Cellular phones, pagers and walkie-talkies are provided to selected members of the School District by the Facilities Department. Wireless devices including, but not limited to, Chromebooks, iPhones, iPod Touches, iPads and notebook computers are provided to staff members and/or students of the School District by the Information Technology Manager or his/her designee. The Facilities Department maintains the inventory for all these devices, auditing of wireless use by the staff, and efficient and effective resolution of billing and service-related issues. The use of wireless technology has been identified by the School District as useful in maintaining communications among the School District community and School District personnel in emergency situations or situations where immediate access to an employee is necessary. The use of such wireless technology is subject to the requirements of the School District's technology and telecommunications practices. By using wireless devices provided by the School District, the individual consents to the School District's exercise of its authority and rights as set out in this policy.

### Cellular Phone Use

#### Purpose

All district-issued cellular phones shall be used for the purpose of supporting the School District's education and business objectives. This policy is intended to facilitate effective School District operations relating to cellular phone usage, encourage the responsible use of district-provided cellular phones, provide guidelines for appropriate cellular phone use, and help manage cellular phone usage costs.

#### Authorized Users

A list of those employees to whom cellular phones will be given for school business purposes shall be maintained by the Director of Facilities and reviewed annually by the Board of Education. This list shall also state with specificity, for each employee, the basis for the issuance of a School District cellular phone.

#### Acceptable Use Guidelines

1. Cellular phones shall be used only for necessary phone calls in furtherance of school business purposes. Charges or fees for personal cellular phone calls shall be reimbursed by the employee to the School District.
2. The School District shall monitor whether employee cellular phone use or expenses are unreasonable, excessive, personal, unauthorized, or unwarranted.
3. School District cellular phones shall not be used for the purpose of illegal transactions, harassment, obscene or offensive behavior, or other violations of School District policies or law.
4. Cellular phone service contract rights and equipment shall be the property of the School District, and any applicable determinations or changes as to them shall be made by the Business Office.
5. Employees shall have no expectation of privacy in the use of School District cellular phones. All cellular phone bills for district-issued phones are the property of the School District and will be used as appropriate to investigate the personal use of district-issued cellular phones.
6. School District cellular phones are valuable and should be handled with due care. If loss, theft, or damage to a School District cellular phone results from the known negligence of the employee to whom such phone is assigned, the employee will be required to reimburse the School District for the repair or purchase of replacement equipment.
7. Upon request, district-issued cellular phones shall be returned to the appropriate School District official.
8. The School District may discontinue cellular phone privileges at any time.

# SYOSSET CENTRAL SCHOOL DISTRICT

## ACCEPTABLE USE POLICY

Policy 4526

---

The Superintendent of Schools or his/her designee shall conduct regular cost-benefit analyses to determine whether the current cellular phone usage is advantageous to the School District, as well as whether cellular phone service plans should be changed in order to reduce costs and maximize the benefit to the School District.

### Policy on Wireless Device/Radio Use

The School District insists that all employees act responsibly in their jobs so as not to endanger the lives of themselves or others. No telephone communication, business or personal, is so necessary or urgent that it cannot be postponed or interrupted until such time as the involved person can participate in the phone call without compromising safety. Safe driving is always the first responsibility. The School District actively discourages the use of hand-held cellular phones, and other wireless communication devices, while driving cars, trucks and golf carts both on and off campus, during School District work time or on School District business.

Further, employees should not dial, text, email or otherwise violate the law related to the use of electronic devices while driving on School District business. If an employee must engage in any of the above activities, he or she must pull over to a safe location off the roadway and out of traffic, stop and park the vehicle before doing so. Stopping in a roadway breakdown lane is by its very nature dangerous and therefore is not considered a safe location by the School District.

The School District acknowledges that members of the school administration, members of the facilities department and computer services and athletic trainers often use two-way radios and radio-telephones in the School District in the performance of their daily duties. In addition, the use of wireless devices by building administration and security guards are both prevalent and necessary. These employees are reminded to use these devices in such a manner so as not to compromise safety.

The failure to comply with this policy may result in the loss of privileges/access to the School District's computer resources and possible disciplinary action consistent with law or the applicable collective bargaining agreement.

Cross Ref:     0100    Equal Opportunity  
                  0110    Sexual Harassment  
                  0115    Dignity for All Students Act  
                  4526.1 Internet Safety  
                  5300    Code of Conduct  
                  8630    Computer Resources and Data Management  
                  8635    Information Security Breach

Adoption Date: August 14, 2017

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

Policy 6700

---

The function of purchasing is to serve the educational program by providing the necessary supplies, equipment and related services. It shall be the goal of the Board of Education to focus on the educational welfare of the students, in conjunction with seeking maximum value for each dollar expended. In pursuit of this goal, the Board of Education shall purchase competitively, without prejudice, all goods and services necessary to support the educational and auxiliary departments of the School District.

The Board of Education designates Gail Knoph as the Purchasing Agent for the School District. The Purchasing Agent, under the general supervision of the Assistant Superintendent for Business, will be responsible for administering all purchasing activities and ensuring the quality and quantity of purchases made by the School District. All purchases shall be made through the purchase order process administered by the Purchasing Agent or his/her designee.

The Purchasing Agent is authorized to issue purchase orders without prior approval of the Board of Education when formal bidding procedures are not required by law and budget appropriations are adequate to cover such obligations.

The Purchasing Agent, in conjunction with the building principal or his/her designee or department head, shall be responsible for preparing all bid specifications and a statement of general bidding conditions to be included in every notice or invitation to bid. No contracts for goods or services made by individuals or organizations in the School District without the approval of the Board of Education shall be enforceable.

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. In determining the necessity for competitive bidding, the aggregate (total combined District-wide) cost of a commodity estimated to be purchased in a fiscal year must be considered. 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 Purchasing Agent is authorized to conduct bid openings. In the event the Purchasing Agent is not available, the Superintendent of Schools or his/her designee shall conduct the bid opening. All contracts which require public advertising and competitive bidding shall be awarded by resolution of the Board of Education. Written recommendations for the award of all such contracts shall be submitted to the Assistant Superintendent for Business. When purchases or annual anticipated purchases for items or categories of items reach statute-specified amounts, bid specifications shall be developed and bids taken as required by statute. Purchases shall not be manipulated to avoid taking bids as required by statute.

Goods and services which are not required by law to be procured by the School 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,

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

## Policy 6700

---

and to guard against favoritism, improvidence, extravagance, fraud and corruption and shall be made in accordance with the Board of Education's purchasing regulation.

The Board of Education shall award bids or approve contracts with third parties. When it is in the best interests of the School District, contracts for purchases of materials, supplies or equipment (except printed material), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of General Municipal Law, section 103 and State Finance Law, section 163. When the School District determines to award a purchase contract on the basis of "best value," the bid specifications shall identify the criteria and rating system to be utilized in making a "best value" determination. The purchasing agent shall maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

The School District, may, when permitted by law and applicable contract terms, utilize contracts let by the United States of America, any agency thereof, any state or any other county or political subdivision or district therein if such contract was let in a manner consistent with New York State law and made available for use by the School District.

Contracts and agreements for capital projects and professional services not governed by sections 103 and 104 of General Municipal Law, between the School District and contractors shall be approved by resolution of the Board of Education and shall be signed by the Board of Education President and/or the Superintendent of Schools, Deputy Superintendent or Assistant Superintendent for Business, on behalf of the Board of Education.

No Board of Education member, officer or employee of the School District shall have an interest in any contract entered into by the Board of Education or the School District, as provided in Article 18 of the General Municipal Law.

All School District policies regarding the procurement processes will be reviewed by the Board of Education at least annually. Comments regarding the purchasing process shall be solicited from appropriate School District personnel involved in the procurement process as is deemed necessary. New regulations and procedures must then be adopted by Board of Education resolution.

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

Ref: Education Law §§305(14); 409-i; 1604(29-a); 1709(4-a)(9)(14)(22);  
General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.;  
State Finance Law 163-b

Adoption Date: August 14, 2017

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

## Regulation 6700-R

---

The Board of Education recognizes its responsibility to develop procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services must be procured in a manner so as to:

- 1) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;
- 2) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- 3) Guard against favoritism, improvidence, extravagance, fraud and corruption.

The following sets forth the procedures for the procurement of goods and services by the School District:

### *I. Definitions*

**Purchase Contract:** a contract involving the acquisition of commodities, materials, supplies or equipment.

**Public Work Contract:** a contract involving services, labor or construction.

### *II. General Municipal 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. Similar procurement to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

If in excess of bid limits, the following is also subject to General Municipal Law 103:

- Lease/rental of personal property (Section 1725 of Education Law);  
All leases and rental agreements shall be approved by the Board of Education.
- "Lease Purchasing" agreement for instructional equipment (Section 1725-A of Education Law);
- "Installment Purchase" of equipment, machinery and apparatus (Section 109-B of General Municipal Law);
- Cooperative Bid Arrangements (Section 119-0 of General Municipal Law);
- Standardization (Section 103 of General Municipal Law); and
- Transportation contracts and cafeteria contracts covered by "Education Law" are subject to same limits as "Purchase Contracts" under Section 103 of General Municipal Law 9 Section 305, Subdivision 14, Education Law.



### *III. Competitive Bidding Required*

#### *A. Method of Determining Whether Procurement is Subject to Competitive Bidding*

1. The School District will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the School District will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The School District will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.

#### *B. Contract Combining Professional Services and Purchase*

In the event that a contract combines the provision of professional services and a purchase, the School District, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

#### *C. Opening and Recording Bids; Awarding Contracts*

The Purchasing Agent or designee will be authorized to open and record bids and to commit the School District to a purchase. Appropriate School District administrators shall be consulted in making purchasing recommendations to the Purchasing Agent and to the Board of Education for bid award recommendations. Contracts will be awarded to the lowest responsible bidder, who has furnished the required security after responding to an advertisement for sealed bids.

When it is in the best interests of the School District, contracts for purchases or materials, supplies or equipment (except printed materials), may be awarded to a responsive and responsible bidder on the basis of "best value" in accordance with the requirements of General Municipal Law, section 103 and State Finance Law, section 163. When the School District determines to award a purchase contract on the basis of "best value," the bid specifications shall identify the criteria and rating system to be utilized in making a "best value" determination. The purchasing agent shall maintain documentation reflecting said criteria and rating system, as well as the evaluation of each bidder's bid in connection with same.

Opportunity shall be provided to all responsible suppliers to do business with the School District. The School District will give a preference in the purchase of instructional material to those vendors who agree to provide such materials in alternative formats for students with disabilities.

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

## Regulation 6700-R

---

### D. *Documentation of Competitive Bids*

The School District shall maintain written documentation which shall include, but not be limited to, the method in which it determined whether the procurement is a purchase or a public work contract, Board of Education resolutions, memoranda, written quotes, telephone logs, Requests for Proposals (RFP's), proposals, contracts, references, original bids and all related data including documentation when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefor.

### IV. *Quotes When Competitive Bidding Not Required*

Goods and services which are not required by law to be procured by the School District through competitive bidding will be procured in a prudent and economical manner use of public monies in the best interests of the taxpayers.

The Purchasing Agent shall handle routine purchasing and shall have authorization to purchase supplies, equipment and services, not subject to the New York State bid law consistent with all appropriate provisions of law and as described in the Purchasing Policy. The Purchasing Agent, in cooperation with appropriate administrators, shall have authorization to purchase equipment, furniture, supplies and services not subject to the New York State bid law.

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below. The School District will provide justification and documentation of any such contract awarded. The School District will also provide and document any contract awarded to a vendor other than the lowest dollar offeror.

### A. *Methods of Documentation*

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative. Quotations must be documented by the ordering department and maintained by the Purchasing Agent;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted and name of contact. Written quotations must be documented by the ordering department and maintained by the Purchasing Agent;

Quotations from prospective bidders who are unable to supply the required goods or service and offer a "No Quote" response to a request, or are unresponsive to a request for a quote, are to be counted toward compliance with this requirement. The Purchasing Agent may initiate the formal sealed bid process for any product or service, based on market conditions, an awareness of competitive advantage or an

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

## Regulation 6700-R

---

anticipated increase in cumulative purchased totals for a given commodity or class or materials;

3. Requests for Proposals (RFP): The School District will prepare an RFP which will contain critical details of the goods/services, procurement, including the methods which it will use in selecting the service. The School District will consider the following factors in developing its RFP:
  - the special knowledge or expertise of the professional or consultant service;
  - the quality of the service to be provided;
  - the staffing of the service; and
  - the suitability for the School District's needs.

The School District may locate prospective qualified firms by:

- advertising in trade journals;
- checking listings of professionals; and/or
- making inquiries of other districts or other appropriate sources.

4. Procurement of Professional Services:

The School District may engage the services of professionals without seeking alternative proposals. The individual or company should be chosen based on accountability, reliability, responsibility, skill, education and training, judgment, integrity, and moral worth. These qualifications are not necessarily found in the individual or company that offers the lowest price and the nature of these services are such that they do not readily lend themselves to competitive procurement procedures.

B. *Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurement; Documentation to be Maintained*

The School District will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurement in the most cost-effective manner possible:

1. ***District-Wide Purchase Contracts below \$20,000 (including service contracts for work not covered by Article 8 of the Labor Law)***
  - a. **\$1 to \$1,000:** No quotes required. Documentation must be attached to Purchase Order. Notwithstanding the foregoing, the Purchasing Agent may require quotations in his/her discretion.
  - b. **\$1,001 to \$5,000:** Three written quotes. Documentation must be attached to Purchase Order. Notwithstanding the foregoing, the Purchasing Agent may use verbal quotes where, in his/her discretion, there is insufficient time to procure written quotes.

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

## Regulation 6700-R

---

c. **\$5,001 to \$20,000:** A minimum of three written quotes. Documentation must be attached to Purchase Order.

**Any purchases over \$20,000.00 require a formally advertised bid in accordance with General Municipal Law.**

2. *District-Wide Public Works Contract below \$35,000*

Limits below are total cost of similar services to be performed during the entire fiscal year.

a. **\$1 to \$1,000:** No quotes required. Documentation must be attached to Purchase Order. Notwithstanding the foregoing, the Purchasing Agent may solicit quotations in his/her discretion.

b. **\$1,001 to \$5,000:** Three written quotes. Documentation must be attached to Purchase Order. Notwithstanding the foregoing, the Purchasing Agent may use verbal quotes where, in his/her discretion, there is insufficient time to solicit written quotes.

c. **\$5,001 to \$35,000:** A minimum of three written quotes. Documentation must be attached to Purchase Order.

Payment to vendors will not be processed without certified payroll.

**Any public works contract over \$35,000 requires a formally advertised bid in accordance with General Municipal Law.**

C. *Purchases/Public Works: Methods of Competition for Procurements Specifically Exempted from Competitive Bidding Requirements:*

Competitive bidding, as set forth in General Municipal Law, section 103, is not required where procurements are made in the following situations. The School District will not be required to secure alternative proposals or quotations for these procurements. However, documentation from the vendors supplying said goods/services, as indicated, will be maintained by the School District:

1. in emergency situations where:
  - a. the situation arises out of an accident or unforeseen occurrence or condition;
  - b. a School District building, property, or the life, health, or safety of an individual on School District property is affected; or
  - c. the situation requires immediate action which cannot await competitive bidding.

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

## Regulation 6700-R

---

The Board of Education may pass a resolution which shall declare an emergency prior to the purchase, if feasible. However, when the Board of Education passes such a resolution that an emergency situation exists, the School District will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

When it is not feasible to obtain a resolution passed by the Board of Education prior to the purchase, the Superintendent of Schools or his/her designee must be notified that an emergency situation exists. Approval to make necessary purchases must be obtained from the Superintendent of Schools or his/her designee. He/she will be responsible for notifying the Board of Education of the emergency situation.

Documentation: A memorandum may be filed with a copy of the purchase order attached which will explain how the purchase meets the criteria for an emergency exception. The School District shall maintain records of verbal (or written) quotes. Documentation must be attached to the purchase order showing that proper notifications were made and approvals were obtained.

2. when the School District purchases surplus or second-hand supplies, materials or equipment from the federal or state governments or from any other political subdivision or public benefit corporation within the state.

Documentation: The School District will maintain market price comparisons (verbal or written quotes) and the name of the government entity.

3. when the School District purchases goods, supplies and services from municipal hospitals under joint contracts and arrangements entered into pursuant to section 2803-a of the Public Health Law.

Documentation: The School District will maintain the legal authorization, Board of Education authorization and market price comparisons.

4. when there is only one possible source from which to procure goods or services required in the public interest.

Documentation: The School District will maintain written documentation of the unique benefits of the item or service purchased; that no other item or service provides substantially equivalent or similar benefits; and there is no possibility of competition for the procurement of the good or service. Such documentation shall be attached to the purchase order.

5. when the School District purchases goods, supplies and services from New York State Office of General Services.

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

## Regulation 6700-R

---

Documentation: The School District will maintain written documentation of the New York State Office of General Services contract award, including the OGS award number and date.

6. when the School District procures goods/services pursuant to the County contract for which the School District is eligible for participation.

Documentation: The School District will maintain written documentation from the County concerning the terms of use and scope of said contract.

7. when the School District procures goods/ services pursuant to participation in a cooperative bidding consortium.

Cooperative purchasing will be promoted with other school districts, Board of Cooperative Educational Services and Government Entities whenever feasible. The School District shall participate in such bids when opportunities arise that will have cost-effective results. Participation in Cooperative Bidding Consortia must be pre-authorized by resolution of the Board of Education.

Documentation: The School District will maintain the contract number and name of governmental agency. The School District will maintain legal authorization and Board of Education authorization for the procurement.

8. when the School District procures goods/ services pursuant to a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision therein.

Documentation: The School District will maintain the contact number and name of governmental agency.

9. when the School District procures goods manufactured in state correctional institutions, Industries for the Blind of NYS, and NYS Industries for the Disabled.

Documentation: The School District will maintain contract number and name of governmental agency;

10. when the School District procures professional services or services requiring special or technical skills, training, or expertise, such as: legal and medical services; property appraisals; engineers and architects; and investment management. The Board of Education may solicit requests for proposals if it is in the best interest of the School District.

Documentation: The School District will maintain quotes, proposals and all related data.

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

## Regulation 6700-R

---

11. when the School District purchases food items exempt from bidding as indicated under General Municipal Law section 103(9).

Documentation: The School District will maintain documentation consistent with section 114.3 and 114.4 of the Regulations of the Commissioner of Education.

12. when the School District purchases insurance, as there is an obligation to the taxpayer to adopt insurance practices that will obtain the best coverage for the lowest cost.

Documentation: quotes and proposals and all related data.

13. when the School District purchases from monopolies. Competitive bidding is not required where object of the contract is controlled by a monopoly, such as in the case of natural gas and electric utilities.

Documentation: The School District will maintain the name of the agency and the cost associated with the procurement.

14. when the School District contracts for state-mandated operations that require certifications of contracts, such as inspection of underground gas tanks.

Documentation: The School District will maintain all contracts and related data.

15. when the School District purchases information technology and telecommunications hardware, software and professional services through cooperative purchasing permissible pursuant to federal general services administration information technology schedule seventy or any successor schedule.

Documentation: The School District will maintain legal authorization and Board of Education authorization for the procurement.

In all cases, the Board of Education may elect to solicit proposals, if it is deemed in the best interest of the School District.

### ***V. Procurement from Other than the "Lowest Responsible Dollar Offeror"***

Bids shall be awarded to the lowest responsible bidder whose product or service meets or exceeds specifications. The School 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 School District and otherwise furthers the purposes of section 104-b of the General Municipal Law.

# SYOSSET CENTRAL SCHOOL DISTRICT

## PURCHASING

## Regulation 6700-R

---

### *VI. Internal Control*

The Board of Education authorizes the Assistant Superintendent for Business to establish and maintain an internal control structure so that, to the best of his/her ability, that the School District's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and School District policies and regulations, and recorded properly in the financial records of the School District.

All School District regulations regarding the procurement processes will be reviewed by the Board of Education at least annually.

### *VII. Standardization*

The Board of Education may standardize by resolution on a particular type of material or equipment. Standardization restricts a purchase to a specific model or type of equipment or supply. For example, to limit the purchase of trucks to a specific manufacturer or model on the basis of past performance. The resolution, shall state that for reasons of efficiency and/or economy there is a need for standardization. There shall be a full explanation supporting the action.

The adoption of such a resolution does not eliminate the necessity for conformance to the competitive bidding requirements.

### *XIV. Purchase Orders*

The Purchasing Agent shall be authorized to issue pre-numbered or computer generated purchase orders for all goods and services for which an appropriation has been made in the budget. Purchase orders will be issued after completion of the competitive procurement process and award of the contract by the Board of Education, when applicable. Bid proposals, specifications and/or contracts must be attached to the purchase orders.

Purchase orders must reflect all information relevant to the purchase including the address for delivery. All goods delivered and received must be delivered to a building in the School District and accepted by an authorized School District employee who will certify that the goods were received in good condition before payment is approved.

Adoption Date: August 14, 2017

Ref: General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.  
State Finance Law § 163  
8 NYCRR §§114.3; 114.4; 170.2