

Minutes – Business Meeting – Board of Education – New Paltz Central High School – February 15, 2012 – 7:00 PM

CALL MEETING TO ORDER

CALL TO ORDER

Meeting was called to order at 6:04 PM by Patrick Rausch, Board President.

BOARD MEMBERS PRESENT: Stephen Bagley
Barbara Carroll
Kathleen Tobin Flusser
Patrick Rausch
Edgar Rodriguez (arrived at 6:09 PM)
Daniel Torres

QUORUM CHECK

ALSO PRESENT: Maria Rice, Superintendent of Schools
Richard Linden, Assistant Superintendent for Business

EXCUSED: Robert Rich

ROLL CALL The roll was called as reflected above.

ROLL CALL

PLEDGE TO THE FLAG

PLEDGE

EXECUTIVE SESSION

EXECUTIVE SESSION

Motion made by Mr. Torres and seconded by Mr. Bagley that the Board of Education move into Executive Session at 6:04 PM for the purpose of discussing the employment history of particular individuals, discussing matters made exempt by FERPA, discussing contract negotiations (NPESS; NPUT), discussing negotiations with a firm or company, discussing litigation, pending litigation, or settlement discussion, and receiving legal advice from the district’s attorney regarding pending litigation. Motion carried 6 - 0 with 6 members voting.

Out of Executive Session - Motion made by Dr. Rodriguez and seconded by Ms. Carroll that the Board return to Public Session at 6:50 PM. Motion carried 6 - 0 with 6 members voting.

CALL TO ORDER

CALL TO ORDER

The Public Meeting was called to order at 7:03 PM by Patrick Rausch, Board President.

BOARD MEMBERS PRESENT: Stephen Bagley
Barbara Carroll
Kathleen Tobin Flusser
Patrick Rausch
Robert Rich
Edgar Rodriguez
Daniel Torres

QUORUM CHECK

ALSO PRESENT: Maria Rice, Superintendent of Schools
Debora Banner, Assistant Superintendent
Richard Linden, Assistant Superintendent for Business
Jo-Anne Dobbins, Director of Pupil Personnel Services
Barbara Clinton, Principal, New Paltz Central High School
Richard Wiesenthal, Principal, New Paltz Middle School
Jacqueline Sinatra, Principal, Lenape Elementary School
Debra Hogencamp, Principal, Duzine Elementary School
Antonia Woody, Director of Physical Education, Health, Athletics & Health Services
Maureen Ryan, Director of Transportation
Michael Robinson, Director of Food Services
Stephen J. Callahan, Director of Facilities & Operations
Elena Maskell, District Clerk
Ella MacKinnon, Student Representative
Members of the Public and Press

ROLL CALL The roll was called as reflected above.

ROLL CALL

AGENDA CHANGES

AGENDA CHANGES

Motion made by Ms. Carroll and seconded by Mr. Rich to approve the following agenda changes:

ADD Under Board Communication the following two resolutions:

PROPERTY PURCHASE SEQRA RESOLUTION

WHEREAS, the New Paltz Central School District has under consideration the purchase of real property with improvements thereon, consisting of approximately 22.40 acres located at 301 State Route 32 South, New Paltz, New York, for future use/development by the School District (the “Proposed Action”); and

WHEREAS, the Board of Education proposes to proceed with the Proposed Action and wishes to take all actions necessary in connection therewith in order to comply with the State Environmental Quality Review Act (“SEQRA”); and

WHEREAS, the Proposed Action is an Unlisted Action pursuant to SEQRA, 6 NYCRR §617, requiring the completion of a Short Form Environmental Assessment Form; and

WHEREAS, the Short Form Environment Assessment Form has been completed by the District’s Architect, CSArch, and presented to the Board of Education for review and action; and

WHEREAS, the Board of Education believes that it should be designated as Lead Agency for the Proposed Action under SEQRA and that a coordinated review is not necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the New Paltz Central School District hereby declares itself Lead Agency under SEQRA; and

BE IT FURTHER RESOLVED, that after having reviewed the various components and aspects of the Proposed Action and the Short Form Environmental Assessment Form completed by the District’s Architect, the Board hereby determines that such Proposed Action will not have a significant adverse impact on the environment and makes a negative declaration for purposes of the State Environment Quality Review Act.

The contact person for the New Paltz Central School District is Mr. Richard Linden, Assistant Superintendent.

PROPERTY PURCHASE RESOLUTION

BE IT RESOLVED that the following propositions be placed on the ballot at a Special Meeting of the voters of the New Paltz Central School District, to be conducted between the hours of 12 P.M. and 9 P.M. on the 10th day of April, 2012:

PROPOSITION 1 – CAPITAL RESERVE FUND

Shall the New Paltz Central School District be authorized to expand the purposes of the capital reserve fund established in 2005, known as the “District-wide Construction and Reconstruction Reserve Fund”, to include using such capital reserve funds for the purchase of real property for school district purposes and to change the name of such fund to the “District-wide Construction, Reconstruction and Real Property Purchase Reserve Fund.”

PROPOSITION 2 – PURCHASE OF REAL PROPERTY

Shall the Board of Education of the New Paltz Central School District, Ulster County, New York (the “District”), be authorized to purchase approximately 22.40 acres of land located at 301 State Route 32 South, New Paltz, New York, in said District, also known as 94.2-1-29, together with the buildings and improvements thereon and any appurtenances thereto, and to expend therefore an amount not to exceed \$798,000: (a) if Proposition 1 is approved by the voters, with an amount not to exceed \$798,000 to be expended from the capital reserve fund; and (b) if Proposition 1 is not approved by the voters that a tax is hereby voted in the amount of not to exceed \$798,000 to finance such cost, such tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the aggregate principal amount of not to exceed \$798,000 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.**AND BE IT FURTHER RESOLVED** that the District Clerk is authorized and directed to cause these propositions to be published in the designated newspapers in accordance with law.

ADD to Existing Personnel Agenda Item 14.3 Instructional Leave of Absence, the following names:

Name	Title	Effective Dates
David Thibodeau	Science Teacher	1/28/13 - 6/30/13
Kathryn Flanagan	Director of Guidance	2/27/12 – 6/30/12

ADD New Personnel Agenda Item 14.6 Instructional Leave Replacement Appointment

14.6 Instructional Leave Replacement Appointment Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve the leave replacement appointment of the following instructional employee for the 2011/2012 school year:

Name	Title	Effective Dates	Step/Salary
Stephanie Shoemaker	Director of Guidance	2/27/12 - 6/30/12	\$10,000 prorated annually

(replacing Kathryn Flanagan)

DELETE The following CSE recommendation and student placement: 12652

All in favor with none opposed. Motion carried 7-0.

SPOTLIGHT ON PROGRAM:

Mrs. Clinton, Principal of the High School introduced Mr. Kiernan Bell for the Personal Finance Class. Mr. Bell and several students from his class (Adrienne Hekking and Samantha Levine) gave a presentation on their experiences in taking the class.

RECOGNITION – Barbara Carroll & Patrick Rausch - NEW YORK STATE SCHOOL BOARDS ASSOCIATION

Superintendent Rice gave awards to Ms. Carroll and Mr. Rausch for their participation in New York State School Boards Association developmental activities.

Dr. Rodriguez gave a note of thanks to Ms. Carroll and Mr. Rausch as well. Dr. Rodriguez thanked Ms. Carroll for stepping in and taking the vacant Board of Education seat, and he thanked Mr. Rausch for stepping up as President of the Board of Education while still chairing two committees.

BUDGET PRESENTATION – Superintendent Rice & Assistant Superintendent for Business, Rick Linden gave a presentation on the latest budgetary figures. Superintendent Rice asked if the administration could present a line by line budget at a 3.4% increase at a tax levy limit threshold to the Board of Education at the March 7, 2012 Community Budget Forum.

PUBLIC COMMENTS

PUBLIC COMMENT

Steven Greenfield	New Paltz
Eric Schwartz	Esopus
Brian Cournoyer	New Paltz
Karen Edelman	New Paltz
Michael Eukowitz	Gardiner
Matthew Elkin	Gardiner
Cathy Sanchez	New Paltz
Natalie Bounia	New Paltz

After public comments, Board Members gave their input on the budget including providing information on class size trends, enrollment trends, staffing and reduction trends, what is contributing to the fact that the district has an 11% rollover budget, keep programs sound going forward, and keeping in mind there may be a bond for health and safety. Administration was given a directive for a tax levy threshold limit of 3.4% plus a prioritized list of options.

Mrs. Rice stated the board will look into streamlining the Board Meetings onto the website.

STUDENT REPRESENTATIVE REPORT

STUDENT REP

Ella MacKinnon gave an update regarding upcoming events in the High School. February is Black History Month. Ms. MacKinnon gave an update on sports, AP government class, and practices for the upcoming high School Musical.

SUPERINTENDENT'S REPORTS & DISCUSSION ITEMS

SUPT REPORT

SUPERINTENDENT'S COMMENTS

Superintendent Rice congratulated Charleton Tsai who advanced to Finalist standing in the National Merit Scholarships Program by demonstrating distinguished performance and a high potential for future academic accomplishment. Mrs. Rice also congratulated winter teams who earned the NYS Scholar/Athlete team awards. This award is given to teams with the required number of athletes having a combined GPA of 90% or higher during their season. The teams were: Varsity boys and girls Nordic ski teams, varsity gymnastics, varsity boys swimming, and varsity girls basketball.

Superintendent Rice also noted that the district began a computer shut-down/power-down practice a couple of years ago in an effort to conserve energy. Maria C. Rice stated this practice has recently been interrupted due to a transition to a new management software program which is part of our AMERECSCO energy performance project. Mrs. Rice noted the district anticipates the transition to be completed during the February break.

Superintendent Rice reminded community members that animals and pets of any kind are prohibited for health and safety reasons in school buildings and district property. There are exceptions included in this Board Policy, but the intent is to stop animal feces where our students play.

SUPERINTENDENT'S REPORTS

APPR UPDATE

Mrs. Rice gave an update on the progress of the APPR unfunded mandated State program.

BOARD COMMUNICATIONS**BOARD COMMUNICATION****LAND ACQUISITION**

Mr. Rausch presented information on a possible land acquisition. Mrs. Rice gave a presentation on property located on 301 State Route 32 South in new Paltz. Mrs. Rice stated this is a great opportunity, and time is of the essence to purchase this property. This would give the district more parking, direct access to Route 32, more field space, and flexibility in the future, which ensures the district, will have options needed to make financially sound long-term facilities planning decisions. Mrs. Rice stated the purchase of the land could be from the Capital Reserve fund, which can only be used for capital expenses. If voters do not approve the monies for a purchase, it could go to the tax levy \$58,000 per year of 0.17% on the tax levy. This option would affect educational programs and the operating budget. Mrs. Rice noted that the Capital Reserve Fund established in 2005 needs to be expanded to include the purchase of real property for school districts. Mrs. Rice explained the two propositions that would be put to a vote.

Motion made by Mr. Torres and seconded by Ms. Carroll to approve the following resolution:

PROPERTY PURCHASE SEQRA RESOLUTION

WHEREAS, the New Paltz Central School District has under consideration the purchase of real property with improvements thereon, consisting of approximately 22.40 acres located at 301 State Route 32 South, New Paltz, New York, for future use/development by the School District (the "Proposed Action"); and

WHEREAS, the Board of Education proposes to proceed with the Proposed Action and wishes to take all actions necessary in connection therewith in order to comply with the State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, the Proposed Action is an Unlisted Action pursuant to SEQRA, 6 NYCRR §617, requiring the completion of a Short Form Environmental Assessment Form; and

WHEREAS, the Short Form Environment Assessment Form has been completed by the District's Architect, CSArch, and presented to the Board of Education for review and action; and

WHEREAS, the Board of Education believes that it should be designated as Lead Agency for the Proposed Action under SEQRA and that a coordinated review is not necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the New Paltz Central School District hereby declares itself Lead Agency under SEQRA; and

BE IT FURTHER RESOLVED, that after having reviewed the various components and aspects of the Proposed Action and the Short Form Environmental Assessment Form completed by the District's Architect, the Board hereby determines that such Proposed Action will not have a significant adverse impact on the environment and makes a negative declaration for purposes of the State Environment Quality Review Act.

The contact person for the New Paltz Central School District is Mr. Richard Linden, Assistant Superintendent.

All in favor with none opposed. Motion carried 7-0.

Motion made by Ms. Carroll and seconded by Mr. Torres to approve the following resolution:

PROPERTY PURCHASE RESOLUTION

BE IT RESOLVED that the following propositions be placed on the ballot at a Special Meeting of the voters of the New Paltz Central School District, to be conducted between the hours of 12 P.M. and 9 P.M. on the 10th day of April, 2012:

PROPOSITION 1 – CAPITAL RESERVE FUND

Shall the New Paltz Central School District be authorized to expand the purposes of the capital reserve fund established in 2005, known as the "District-wide Construction and Reconstruction Reserve Fund", to include using such capital reserve funds for the purchase of real property for school district purposes and to change the name of such fund to the "District-wide Construction, Reconstruction and Real Property Purchase Reserve Fund."

PROPOSITION 2 – PURCHASE OF REAL PROPERTY

Shall the Board of Education of the New Paltz Central School District, Ulster County, New York (the "District"), be authorized to purchase approximately 22.40 acres of land located at 301 State Route 32 South, New Paltz, New York, in said District, also known as 94.2-1-29, together with the buildings and improvements thereon and any appurtenances thereto, and to expend therefore an amount not to exceed \$798,000: (a) if Proposition 1 is approved by the voters, with an amount not to exceed \$798,000 to be expended from the capital reserve fund; and (b) if Proposition 1 is not approved by the voters that a tax is hereby voted in the amount of not to exceed \$798,000 to finance such cost, such tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the aggregate principal amount of not to exceed \$798,000 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.

AND BE IT FURTHER RESOLVED that the District Clerk is authorized and directed to cause these propositions to be published in the designated newspapers in accordance with law.

All in favor with none opposed. Motion carried 7-0.

BOE MEETING CALENDAR FOR 2012-2013

The comprehensive Board of Education calendar including committee meetings was discussed. The Board agreed to leave August 1, 2012 on the calendar as a possible retreat date, and to remove the November 28, 2012 Board of Education Meeting due to back-to-back meetings.

EXTEND VOTING HOURS

After discussion about extending the voting hours, it was decided to keep them at the current voting hours. Ms. Carroll reminded the community the purpose of the absentee ballots was to allow those with a schedule that conflicts with the current voting hours to still have the ability to vote.

SCHOOL DISTRICT CONSOLIDATION STUDY

Mrs. Rice stated that the district was asked to take part in a study of consolidation between our district and Highland. The Board of Education agreed to do that provided it did not cost more than \$2,500. Mrs. Rice noted at that time we believed other districts in the surrounding area would also take part in this study. However, no other school district has agreed to take part in this study. Mr. Rausch asked to have this discussion put back on the agenda to see if Members were still interested knowing that all other surrounding districts are not interested in taking part in this study. Discussion ensued. It was decided to withdrawal the original offer to take part in this study, and not go forward with the district consolidation study.

COMMITTEE REPORTS

FACILITIES COMMITTEE – Patrick Rausch gave a PowerPoint presentation regarding the district summary of priority of Health & Safety Capital needs. A district summary was presented totaling over \$12 million dollars. Mr. Rausch stated the Committee feels this amount is too high, and they wish to challenge the architects to come back with some lower numbers and to go through the list in order to determine the absolute necessity items. Mr. Rausch stated they are discussing slowing down with the plans in order to make sure the process is done correctly and the plan that is being built is a sound plan.

Mr. Rausch noted there will be a Special Meeting of the Board of Education on March 14, 2012 at 7:00 PM in the High School.

SURVEY UPDATE

Ms. Tobin Flusser noted that 1,681 surveys have been received. Ms. Tobin Flusser stated all of the final numbers and information will be presented on March 14, 2012. Ms. Tobin Flusser stated she received a lot of questions regarding why demographic questions were asked. She said this shows how representative the survey is from the community. Demography is used to assure correct representatives are allocated in the surveys and the data is interpreted correctly through demographics. Ms. Tobin Flusser stated the Board will use the survey as a guide to communicate with the public and inform the community regarding any decisions that are made going forward.

LEGISLATIVE ACTION ADVISORY COMMITTEE –Mr. Torres stated there is a Mandate Relief Council Meeting in the Hudson Valley on February 27, 2012. More information can be obtained by visiting the mandate relief council website. Mr. Torres stated there is a section on the website about putting grievances on mandates. Mr. Torres asked if the Board was interested in passing a resolution regarding mandates so they could be discussed during the Mandate Relief Council Meetings. Discussion ensued. It was decided to revisit this topic again at a later date.

MINUTES OF MEETING

MINUTES

Motion made by Mr. Torres and seconded by Ms. Carroll that the Board of Education approve the following resolution: **BE IT RESOLVED** that the New Paltz Central Schools Board of Education accept the minutes of the Regular Business Meeting of February 1, 2012 as amended. Motion carried 7 - 0 with 7 members voting. Ms. Tobin Flusser, Mr. Rausch and Mr. Rich abstained due to their absence at the meeting. The amendment to the minutes consisted of changing the word “absent” to “excused” with regards to Members who could not attend the February 2, 2012 meeting.

FINANCIAL REPORTS

FINANCIAL REPORTS

Motion made by Mr. Torres and seconded by Ms. Carroll that the Treasurer’s Report for January 2012 and Budget Transfer Schedule #7 be approved. Motion carried 7 – 0 with 7 members voting.

PERSONNEL (CONSENT AGENDA)

PERSONNEL

Motion made by Mr. Rich and seconded by Ms. Carroll that the Board of Education approve the following personnel (consent agenda) resolutions 14.1 through 14.6:

14.1 Instructional Appointment - Substitutes

Recommendation that the New Paltz Central Schools Board of Education upon the recommendation of Maria C. Rice, Superintendent, does hereby appoint the following substitute teachers with remuneration as per rates established at the July 6, 2011 Organizational Meeting.

Name	Effective Dates
Alexander Vignogna	2/16/12 - 6/30/12
Jillian McGahan	2/16/12 - 6/30/12
Carolyn Fulton	2/16/12 - 6/30/12
Kenneth Lewis	2/09/12 - 6/30/12
Heidi Senor	2/10/12 - 6/30/12

14.2 Instructional Leave of Absence Extension

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve to extend the unpaid leave of absence for the following instructional employee:

Name	Title	Effective Dates
Camille Vining	Special Education Teacher	2/6/12 - 2/7/12

14.3 Instructional Leave of Absences

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve an unpaid leave of absences for the following instructional employees:

Name	Title	Effective Dates
Camille Vining	Special Education Teacher	2/10/12 - 3/10/12
David Thibodeau	Science Teacher	1/28/13 - 6/30/13
Kathryn Flanagan	Director of Guidance	2/27/12 - 6/30/12

14.4 Non-Instructional Appointments

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby appoint the following:

Name	Title	Effective Date	Salary	Hours
Lynea McKnight	Sub. Custodial Worker	2/7/2012	\$11.00/hr	as needed
Lynette Salma	Food Service Helper	2/16/2012	\$12.00/hr	4 hrs per day

14.5 Settlement Agreement Resolution

Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve the following: BE IT RESOLVED that the Board hereby approves and authorizes the Superintendent of Schools to execute a settlement agreement dated February 9, 2012 between the District and Employee No. 1676 as presented to the Board at this meeting; and BE IT FURTHER RESOLVED that said Agreement shall be incorporated by reference within the minutes of this meeting.

14.6 Instructional Leave Replacement Appointment Recommendation - that the New Paltz Central Schools Board of Education, upon the recommendation of Maria C. Rice, Superintendent of Schools, does hereby approve the leave replacement appointment of the following instructional employee for the 2011/2012 school year:

Name	Title	Effective Dates	Step/Salary
Stephanie Shoemaker	Director of Guidance	2/27/12 - 6/30/12	\$10,000 prorated annually

(replacing Kathryn Flanagan)

MOTION carried 7 - 0 with 7 members voting.

Motion made by Ms. Tobin Flusser and seconded by Mr. Torres to approve the following Old Business Agenda items 15.1 and 15.2:

OLD BUSINESS

OLD BUSINESS

15.1 Second Reading and Approval to Policy 5410 Purchasing
SUBJECT: PURCHASING

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Purchasing Agent designated by the Board of Education. The purchasing process should enhance school operations and educational programs through the procurement of goods and services deemed necessary to meet District needs.

Purchasing Guidelines

- a) The Purchasing Agent shall be responsible for developing and administering the purchasing program.
- b) The purchasing procedures employed shall comply with all applicable laws and regulations of the State.
- c) The Purchasing Agent shall procure supplies and equipment, as needed, at the best possible prices and maintain adequate records to show that this was done.
- d) Purchase contracts for materials, equipment and supplies involving an estimated annual expenditure of over ~~ten~~ twenty- thousand dollars (\$~~100~~20,000) and public works contracts involving over ~~twenty~~ twenty thirty-five thousand dollars (\$~~2035~~000) shall be awarded only after public advertisement, soliciting formal bids (Section 103, General Municipal Law). The Purchasing Agent shall be authorized to open and record bids.
- e) Opportunity shall be provided to all responsible suppliers to do business with the District. To this end, the Purchasing Agent shall develop and maintain lists of potential bidders for the various types of materials, equipment and supplies. Such lists shall be used in the development of a mailing list for distribution of specifications and invitations to bid. Any supplier may be included on the list, upon request.
- f) When soliciting bids, a statement of "General Conditions" shall be included with all specifications submitted to suppliers. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment and supplies.
- g) All contracts which require public advertising and competitive bidding shall be awarded as provided by law and the rules and regulations of the Board. Recommendations for awarding contracts shall be submitted by the Purchasing Agent.
- h) When formal ~~bidding~~ bidding procedures are not required by law, the following regulations shall apply:

<u>Dollar Limit</u>	<u>Materials, Equipment, Supplies Procedures</u>
\$1 - \$ 36 <u>000</u>	At the discretion of the Purchasing Agent.
\$ 36 <u>001</u> - \$ 510 <u>000</u>	Documented telephone quotes from at least three (3) separate vendors, if available
\$ 510 <u>001</u> - \$ 919 <u>999</u>	Formal written quotes from at least three (3) separate vendors, if available.

Quotes will be awarded to the lowest responsible and responsive bidder (as determined by the Purchasing Agent.) Proper written documentation, acceptable to the Purchasing Agent, must be given if the required number of quotes cannot be accommodated.

<u>Dollar Limit</u>	<u>Public Works Projects/Contracts/Procedures</u>
\$1 - \$ 712 <u>000</u>	At the discretion of the Purchasing Agent
\$ 712 <u>001</u> - \$ 1934 <u>999</u>	Formal written quotes from at least three (3) separate vendors, if available.

Whenever other than the lowest quote is awarded, there must be written documentation of the reason(s) for the award and why it is in the best interests of the District and otherwise furthers the purpose of Section 104-b, General Municipal Law.

Under no circumstances can a quote that exceeds the bid limit be awarded.
- i) It shall be the policy of the New Paltz Central School District that the following items, at the discretion of the Purchasing Agent, may be purchased or contracted without the need for RFP's, bids or quotes:
 1. Textbooks
 2. Library Books
 3. Reference Books
 4. Other educational materials where the item to be purchased is based on the curriculum rather than financial parameters
 5. Services required by an IEP or 504 Plan
 6. Educational Professional Development including Conferences
 7. Consultants used by the Board of Education. The Board of Education may use RFP's if warranted.
 8. Parts needed for a repair while the repair is in progress. This is limited to \$1,000 per repair.
- j) Purchases should be made through available Cooperative BOCES bids, state contracts of the Office of General Services or under county contract pursuant to Section 409-a of the County Law, whenever such purchases are in the best interests of the School District.
- k) The Purchasing Agent shall issue purchase orders after first determining that unencumbered balances of budgetary appropriations are adequate to cover such obligations.

- l) No official or employee shall have an interest in any contract entered into by the School District, as provided in Article 18 of the General Municipal law.
- m) Emergencies - An exception to this policy will exist in cases of emergencies such as those recognized pursuant to Section 103(4) of the General Municipal Law. Where competitive bidding is otherwise required, the procedures of Section 103(5) of the General Municipal Law shall be applied. In all other emergency cases, the Purchasing Agent shall be required to exercise their best judgment to secure the materials and/or services which are necessary.
- n) Sweatshop-Free Purchasing: It is the goal of the Board of Education to avoid purchasing materials produced in sweatshops. When purchasing apparel, efforts shall be made to assure such apparel was manufactured or supplied by employers who comply with the basic legal requirements that govern the production of clothing as defined by the New York State Department of Labor, and the New York State Department of Labor garment industry Registration Database shall be consulted to determine whether the contractor is registered.

8 New York Code of Rules and Regulations (NYCRR) Section 170.2

Request for Proposal Process for the Independent Auditor

In accordance with law, no audit engagement shall be for a term longer than five (5) consecutive years. The District may, however, permit an independent auditor engaged under an existing contract for such services to submit a proposal for such services in response to a request for competitive proposals or be awarded a contract to provide such services under a request for proposal process.

Procurement of Goods and Services

The Board of Education recognizes its responsibility to ensure the development of 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:

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

These procedures shall contain, at a minimum, provisions which:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and if it is not, documenting the basis for such determination;
- b) With certain exceptions (purchases pursuant to General Municipal Law, Article 5-A; State Finance Law, Section 162; State Correction Law, Section 184; or those circumstances or types of procurements set forth in (f) of this section), provide that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of Section 104-b of General Municipal Law;
- c) Set forth when each method of procurement will be utilized;
- d) Require adequate documentation of actions taken with each method of procurement;
- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons;
- f) Set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the District; and
- g) Identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.

Any unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

The Board of Education shall solicit comments concerning the District's policies and procedures from those employees involved in the procurement process. All policies and procedures regarding the procurement of goods and services shall be reviewed annually by the Board.

Adopted: 7/16/08

Revised: 11/17/10

15.2 Second Reading and Approval to Policy 5510 Accounting of Funds

SUBJECT: ACCOUNTING OF FUNDS

Accounting and reporting procedures shall be developed to facilitate analysis and evaluation of the District's financial status and fixed assets. The District will use the Uniform System of Accounts for School Districts.

Books and records of the District shall be maintained in accordance with statutory requirements.

Provision shall be made for the adequate storage, security, and disposition of all financial and inventory records.

Depositories of Funds

The School District funds shall be deposited only in depositories duly designated by the Board of Education at the Annual Organizational Meeting or as thereafter added/deleted. The designated depositories are required to collateralize all deposits fully.

Use Of Surplus Funds

The Board of Education must, by law, apply all surplus funds to the reduction of the next fiscal year's tax levy.

"Surplus funds" are defined as unappropriated fund balance in excess of ~~2%~~ 4% of the ensuing years budget.

The annual budget may include a planned balance amount equal to the estimated expenses for the first 120 days of the next fiscal year. Any planned balance must be approved by the voters in the District. The Board must apply all surplus funds in excess of that amount to the reduction of the following year's tax levy.

The School Business Official should be responsible for calculating the surplus each year and making the appropriate reduction, if any, in the ensuing year's tax levy. The tax warrant must state the amount of surplus funds in the custody of the Board and contain a representation that "except as authorized or required by law, such unexpended surplus funds have been applied in determining the amount of the school tax levy."

Education Law Sections 2021(21) and 2116-a
Real Property Tax Law, Section 1318 (1)
General Municipal Law Section 800

Adopted: 7/16/08

All in favor with none opposed. Motion carried 7-0.

NEW BUSINESS

NEW BUSINESS

Motion made by Mr. Torres and seconded by Mr. Bagley that the Board of Education approve the following News Business Agenda Items 16.1 and 16.2:

16.1 Request for Approval of Committee on Special Education Recommendations and Student Placements

Recommendation - that the following resolution be approved: BE IT RESOLVED, that the Board of Education of the New Paltz Central School District approve the Committee on Special Education (CSE) and Committee on Pre-School Special Education (CPSE) recommendations and student placements: 12170, 12394, 10349, 10706, 11372, 11319, 11426, 10966, 10734, 12622, 11127, 10735, 11081, 11053, 10880, 10953, 12472, 12721, 12722, 9317, 1677, 1688, 11252, 12715, 9176, 10037, 8963, 10804, 9537, 12723, 1798, 9127, 12337, 10861, 12629, 8127, 10966, 10979, 10403, 11334, 11468, 10949, 12621, 10958, 12524, 10628, 10881, 11256, 11036, 11050, 10349.

16.2 Request for Approval to Place Proposition on Ballot at the Annual Meeting on May 15, 2012 Approving Purchase of Vehicles

Recommendation – that the following resolution be approved:

BE IT RESOLVED that the following proposition be placed on the ballot at the Annual Meeting of the qualified voters of the New Paltz Central School District, to be conducted on May 15, 2012:

Shall the Board of Education of the New Paltz Central School District, Ulster County, New York, be authorized to purchase one 65-passenger or larger school bus at a cost of \$114,000, for a maximum estimated cost of \$114,000; and one 35-passenger or smaller school bus at a cost of \$76,000, for an estimated maximum cost of \$76,000; five 20-passenger or smaller school buses at a cost of \$48,000 each, for a maximum estimated cost of \$240,000; and one utility truck at a cost of \$60,000, for a maximum estimated cost of \$60,000; for an aggregate maximum estimated cost of \$490,000; and that the sum of \$490,000, or so much thereof as may be necessary, shall be raised by the levy of a tax upon the taxable property of said School District and collected in annual installments, as provided by Section 416 of the Education Law, and, in anticipation of such tax, obligations of the District shall be issued.

AND BE IT FURTHER RESOLVED, that the School District Clerk is hereby authorized and directed to publish this proposition in the Legal Notice of Annual Meeting, Election and Vote in the designated newspapers.

All in favor with none opposed. Motion carried 7-0.

OTHER DISCUSSION

OTHER DISCUSSION

PUBLIC COMMENTS

PUBLIC COMMENT

Michael Eukowitz

Gardiner

ADJOURN

ADJOURN

With no need for a second Executive Session, a motion was made by Mr. Torres and seconded by Mr. Bagley that the Board adjourn at 10:37 PM. Motion carried 7 - 0 with 7 members voting.

Respectfully submitted,

Elena Rae Maskell
District Clerk