

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING – MARCH 19, 2014

**I. CALL TO ORDER**

**II. ANNOUNCEMENTS/INFORMATION ITEMS**

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

**III. REPORTS**

- ❑ Energy Education
- ❑ Board of Education
- ❑ Superintendent of Schools – Instructional Budget Presentation

**IV. APPROVAL of MINUTES**

BE IT RESOLVED: That the minutes of the February 12, 2014 monthly Board of Education meeting and the March 12, 2014 Board of Education meeting be approved.

**V. OLD BUSINESS**

**VI. COMMENT ON NEW BUSINESS AGENDA ITEMS**

**VII. NEW BUSINESS – ACTION ITEMS**

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

**A) ACCEPTANCE – RESIGNATION**

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education hereby accepts the resignation of:

Amanda DeSalvo, Teacher Aide, Columbus Elementary School  
Effective: February 14, 2014

**B) ACCEPTANCE – RESIGNATION**

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education hereby accepts the resignation of:

Jillian Paladino, Permanent Substitute, Columbus Elementary School  
Effective: February 12, 2014

**C) ACCEPTANCE – RESIGNATION**

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education hereby accepts the resignation of:

Stephen Gruber, Teacher Aide, Westlake Middle School  
Effective: March 7, 2014

**D) ACCEPTANCE – RESIGNATION**

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education hereby accepts the resignation of:

Suzanne Amoruso, Teacher Aide, Columbus Elementary School  
Effective: February 28, 2014

**E) ACCEPTANCE – DONATION**

BE IT RESOLVED: That the Board of Education hereby accepts a \$2,952.62 donation from the Elementary PTA for Hawthorne Elementary School.

The Board extends sincere appreciation to the Elementary PTA for their continued support and commitment to the Mount Pleasant school community.

**F) ACCEPTANCE – STUDENT ACTIVITY FUND REPORT**

BE IT RESOLVED: That the Board of Education hereby approves the Student Activity Fund Report for the following quarter:

October 2013 – December 2013

**G) APPROVAL – FINANCIAL REPORTS**

BE IT RESOLVED: That the Board of Education hereby approves the Treasurer's Report for the month of January 2014.

AND BE IT FURTHER RESOLVED: That the Board of Education accepts the report from the claims auditor on warrant # 15.

**H) APPROVAL – SERVICE PROVIDER, CHANGE OF COMPANY NAME**

BE IT RESOLVED: That the agreement with the refuse, waste, and recycling service provider, City Carting & Recycling shall be amended to reflect that the company will change its business name as of January 1, 2014 to CRP Sanitation, Inc. The terms and conditions of the service agreement remain in effect.

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**I) APPROVAL – HEALTH SERVICES 2013/2014**

BE IT RESOLVED: That the Board of Education hereby approves the following health and welfare services contracts for the 2013-14 school year:

Bedford Central School District: 5 students @ \$983.87 for a total of \$4,919.35

Eastchester Union Free School District: 2 students @ \$1,001.93 for a total of \$2,003.86

Greenburgh Central School District: 19 students @ \$865.66 for a total of \$16,447.54

Harrison Central School District: 1 student @ \$1,058.84

Irvington Union Free School District: 1 student @ \$1,089.87

Katonah-Lewisboro Union Free School District: 1 student @ \$1,103.00

Somers Central School District: 4 students @ \$1,004.35 for a total of \$4,017.40

BE IT FURTHER RESOLVED: That the President of the Board of Education is authorized to sign the contract on its behalf.

**J) APPROVAL – CPSE AND CSE PLACEMENT RECOMMENDATIONS**

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

CPSE: January 9, 15, 30, 31 – 2014

CSE: January 6, 8, 13, 23, 24, 31 – 2014  
February 7, 11, 19 - 2014

**K) APPROVAL – TUITION REIMBURSEMENT, 2013/2014 SCHOOL YEAR**

BE IT RESOLVED: That as recommended by the Superintendent of Schools and in accordance with the Agreement between the Mount Pleasant Central School District Board of Education and the Mount Pleasant Teachers Association, the tuition reimbursement request listed below is hereby approved:

Tom Hall, Westlake Middle School  
Course Title: Ecology in Context – Teaching Stream Phenology  
School: SUNY New Paltz  
Total Cost: \$1,233 Approved: \$616.50

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And further:

BE IT RESOLVED: That upon completion of the approved course, the recipient shall submit a report to the Superintendent of Schools describing how this course has advanced his pedagogical practices and how it will benefit both our students and our curriculum.

**L) APPROVAL – TUITION REIMBURSEMENT, 2013/2014 SCHOOL YEAR**

BE IT RESOLVED: That as recommended by the Superintendent of Schools and in accordance with the Agreement between the Mount Pleasant Central School District Board of Education and the Mount Pleasant Teachers Association, the tuition reimbursement request listed below is hereby approved:

Susan Cowles-Dumitru, Westlake Middle School  
Course Title: Dissertation Advisement  
School: Columbia University Teacher's College  
Total Cost: \$4,032 Approved: \$1,000

And further:

BE IT RESOLVED: That upon completion of the approved course, the recipient shall submit a report to the Superintendent of Schools describing how this course has advanced her pedagogical practices and how it will benefit both our students and our curriculum.

**M) APPROVAL – EXTRA CURRICULAR APPOINTMENTS RESCINDED**

BE IT RESOLVED: That the JV Baseball appointments for Stephen Gruber and Anthony Giuliano, originally requested and approved at the February 12, 2014 Board of Education meeting and the Boys/Girls Varsity Assistant Track appointment for Devon White, originally requested and approved at the July 10, 2013 Board of Education meeting, are hereby rescinded.

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

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

<b><u>Position</u></b>	<b><u>Coach</u></b>	<b><u>Stipend</u></b>
JV Softball	Vanessa Nastri	\$4,495
JV Baseball	William Davis	\$4,495

**O) APPROVAL – OVERNIGHT CHAPERONE APPOINTMENT RESCINDED**

BE IT RESOLVED: That the overnight chaperone appointment for Rose Zeitchick, originally requested and approved at the February 12, 2014 Board of Education meeting, is hereby rescinded.

**P) APPROVAL - MODIFICATION TO HEALTH AIDE APPOINTMENT**

BE IT RESOLVED: That the health aide appointment for Kathy Neal, originally requested and approved at the July 10, 2013 Board of Education meeting, be modified to 25 hours per week effective March 3, 2014.

**Q) APPROVAL – SCHOOL MONITOR LEAVE OF ABSENCE AND TEMPORARY TEACHER AIDE APPOINTMENT**

**WHEREAS**, Georgia Xenikakis (“Ms. Xenikakis”) is a School Monitor in the District; and

**WHEREAS**, the District has a need to fill a temporary position as a Teacher Aide for the period of February 27, 2014 through June 30, 2014; and

**WHEREAS**, Ms. Xenikakis has expressed an interest in being appointed to the aforementioned position; and

**WHEREAS**, to avoid a disruption in the educational process, the District is desirous of appointing Ms. Xenikakis to such position; and

**WHEREAS**, in order to effectuate the aforementioned appointment, Ms. Xenikakis has requested a leave of absence from her School Monitor position for the period of February 27, 2014 through June 30, 2014,

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Education hereby grants Ms. Xenikakis’ request for a leave of absence from her School Monitor position for the period of February 27, 2014 through June 30, 2014; and

**BE IT FURTHER RESOLVED**, that Ms. Xenikakis shall be appointed temporarily as a Teacher Aide, commencing on February 27, 2014 and ending on June 30, 2014; and

**BE IT FURTHER RESOLVED**, that for the period of February 27, 2014 through June 30, 2014, Ms. Xenikakis shall be compensated at an hourly rate in accordance with Step 6 of the collective bargaining agreement between the Mount Pleasant School Related Employees Association and the Board of Education.

**R) APPROVAL – REQUEST FOR FMLA**

BE IT RESOLVED: That upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the following FMLA request in

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accordance with the Mount Pleasant Central School District Board of Education Policy No. 6551. Said request was reviewed by the Board of Education in executive session:

**Employee #2249**

Leave to begin on February 12, 2014

Leave to conclude on April 3, 2014

**S) APPROVAL –UNPAID CHILDCARE LEAVE**

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

**Employee #2249**

Leave to begin on April 4, 2014

Leave to conclude on May 22, 2014

**T) APPROVAL – ADOPTION OF AMENDED POLICY # 5130 – BUDGET ADOPTION  
(Second Reading)**

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

**U) APPROVAL – ADOPTION OF POLICY # 5140 – CONTINGENCY BUDGET  
(Second Reading)**

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education votes to adopt Policy # 5140, entitled Contingency Budget, as attached. This policy has been moved, discussed and voted on affirmatively at the February 12, 2014 Board of Education meeting. In accordance with the Mount Pleasant Central School District Policy # 1410, this is the second (2<sup>nd</sup>) reading of the resolution adopting said policy.

**V) APPROVAL – ADOPTION OF AMENDED POLICY # 5410 – PURCHASING  
(Second Reading)**

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education votes to adopt amended Policy # 5410, entitled Purchasing, as attached. This policy has been moved, discussed and voted on affirmatively at the February 12, 2014 Board of Education meeting. In accordance with the Mount Pleasant Central School District Policy # 1410, this is the second (2<sup>nd</sup>) reading of the resolution adopting said policy.

**W) APPROVAL – ADOPTION OF AMENDED POLICY # 5520 – EXTRACLASSROOM ACTIVITIES FUND (Second Reading)**

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education votes to adopt amended Policy # 5520, entitled Extraclassroom Activities Fund, as attached. This policy has been moved, discussed and voted on affirmatively at the February 12, 2014 Board of Education meeting. In accordance with the Mount Pleasant Central School District Policy # 1410, this is the second (2<sup>nd</sup>) reading of the resolution adopting said policy.

**X) APPROVAL – ADOPTION OF AMENDED POLICY # 5572 – AUDIT COMMITTEE (Second Reading)**

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education votes to adopt amended Policy # 5572, entitled Audit Committee, as attached. This policy has been moved, discussed and voted on affirmatively at the February 12, 2014 Board of Education meeting. In accordance with the Mount Pleasant Central School District Policy # 1410, this is the second (2<sup>nd</sup>) reading of the resolution adopting said policy.

**Y) APPROVAL – ADOPTION OF POLICY # 6180 – EMPLOYEE IDENTIFICATION BADGES (Second Reading)**

BE IT RESOLVED: That the Mount Pleasant Central School District Board of Education votes to adopt Policy # 6180, entitled, Employee Identification Badges, as attached. This policy has been moved, discussed and voted on affirmatively at the February 12, 2014 Board of Education meeting. In accordance with the Mount Pleasant Central School District Policy # 1410, this is the second (2<sup>nd</sup>) reading of the resolution adopting said policy.

**Z) APPROVAL – PROFESSIONAL PERSONNEL AND CIVIL SERVICE PERSONNEL APPOINTMENTS**

BE IT RESOLVED: That the attached 13/14, P-10, Professional Personnel Appointments are hereby approved. All appointments are contingent on fingerprint clearance through the New York State Education Department

AND

BE IT RESOLVED: That the attached 13/14, C-10, Civil Service Personnel Appointments are hereby approved. All appointments are contingent on fingerprint clearance through the New York State Education Department.

**VIII. OPPORTUNITY FOR PUBLIC COMMENTS TO BOARD OF EDUCATION**

**IX. ADJOURNMENT:** (It is anticipated the Board of Education will enter into executive session to discuss the employment history of specific individuals and collective bargaining matters.)

**SCHEDULE 13/14, P-10 PROFESSIONAL PERSONNEL APPOINTMENTS**

**LONG-TERM SUBSTITUTE**

Danielle Anjades, Special Education  
Assigned To: Columbus Elementary School  
Certification: Initial Certification in Students with Disabilities (Gr 1-6)  
Effective: February 12, 2014 – May 22, 2014  
Salary Placement: M.A. Step 1: \$298.30 Daily Rate

**HOMEBOUND TUTORING – 2013/2014 SCHOOL YEAR**

Allison Treacy  
Courtney Angle  
Mimi Beyer  
Tom Hall

Effective: February 25, 2014 – May 16, 2014  
Hours: Not to exceed 2 hours per person per week

Salary will be paid in accordance with the Mount Pleasant Central School District Teachers Association agreement.

**PERMANENT SUBSTITUTE APPOINTMENTS, 2013/2014 SCHOOL YEAR**

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

William Davis, Districtwide  
Effective: March 10, 2014 – June 30, 2014  
Salary: \$100/Day

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

Virginia Campbell  
Anna DelDuca

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

Christina Andromidas  
Effective: February 10, 2014 – June 30, 2014

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

**SCHEDULE 13/14, C-10 CIVIL SERVICE APPOINTMENTS**

**CSEA CUSTODIAL – PROBATIONARY APPOINTMENT**

William Fernandez

Civil Service Title: Maintenance Mechanic (Buildings)

Beginning of Probationary Period: March 18, 2014

Expiration of Probationary Period: March 17, 2015

Salary Placement: Column E, Step 2: \$15,274.90 (pro-rated)

**TEACHER AIDE APPOINTMENTS, 2013/2014 SCHOOL YEAR**

Samantha Bocek

Assigned To: Columbus Elementary School

Effective: February 24, 2014

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

Tina Marrone

Assigned To: Columbus Elementary School

Effective: February 24, 2014

Salary: \$17.81 per Step 3 of the Teacher Aide Salary Schedule

Matthew Mariani

Assigned To: Westlake Middle School

Effective: March 10, 2014

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

**ATHLETIC CLEARANCE HOURS FOR SPRING SPORTS, 2013/2014 SCHOOL YEAR**

Mary Jane Au, Registered Professional Nurse

Assigned To: Westlake High School

Hours: Not to exceed 12

Salary: \$35.11/hour

Dawn McQuade-McCarrick, Registered Professional Nurse

Assigned To: Westlake Middle School

Hours: Not to exceed 12

Salary: \$38.26/hour

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**HOURLY APPOINTMENTS**

Melissa Hansen, Teacher Aide

Assigned To: WMS Extra Curricular Activities

Effective: February 10, 2014 – June 30, 2014

Hours: Not to exceed 40

Salary: \$16.35/hour

Cindy Woods, Registered Professional Nurse

Assigned To: Elementary Math Club, Columbus Elementary School

Effective: January 23, 2014 – April 25, 2014

Hours: Not to exceed 7

Salary: \$38.26/hour

Dineen DeVito, Registered Professional Nurse

Assigned To: Substitute for Elementary Math Club, Columbus Elementary School

Effective: January 23, 2014 – April 25, 2014

Hours: Not to exceed 5

Salary: \$29.48/hour

**POLICY**

Non-Instructional/  
Business Operations

**SUBJECT: BUDGET ADOPTION**

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

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

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

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

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

Adopted: 2/27/08  
Amended:

**POLICY**

Non- Instructional/  
Business Operations

**SUBJECT: CONTINGENCY BUDGET**

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

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

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

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

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

Adoption Date:

**POLICY**

Non-Instructional/Business  
Operations

**SUBJECT: PURCHASING**

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

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

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

Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, except for procurements:

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

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

- a) To effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
- b) To obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;

(Continued)

**POLICY**

Non-Instructional/Business  
Operations

**SUBJECT: PURCHASING (Cont'd.)**

- c) To ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the District.
- d) To maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
- e) To ensure, through the use of proper internal controls, that loss and/or diversion of District property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the School District. Suppliers whose place of business is situated within the District may be given preferential consideration only when bids or quotations on an item or service are identical as to price, quality and other factors. A statement of "general conditions", as approved by the Board, shall be included with all specifications submitted to suppliers for their bids. These general conditions shall be incorporated in all contracts awarded for the purchase of materials, equipment and supplies. Purchases will be made through available cooperative BOCES bids, state contracts of the Office of General Services or county contracts whenever such purchases are in the best interests of the District. In addition, the District will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

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

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

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

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

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

(Continued)

**POLICY**

Non-Instructional/Business  
Operations

**SUBJECT: PURCHASING (Cont'd.)**

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

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

**Best Value**

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

**"Piggybacking" Law - Exception to Competitive Bidding**

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

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

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

(Continued)

**POLICY**

Non-Instructional/Business  
Operations

**SUBJECT: PURCHASING (Cont'd.)**

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

**Request for Proposal Process for the Independent Auditor**

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

**Alternative Formats for Instructional Materials**

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

As required by federal law and New York State Regulations, the District has adopted the National Instructional Materials Accessibility Standard (NIMAS) to ensure that curriculum materials are available in a usable alternative format for students with disabilities. Each school district has the option of participating in the National Instructional Materials Access Center (NIMAC). Whether a district does or does not participate in NIMAC, the district will be responsible to ensure that each student who requires instructional materials in an alternate format will receive it in a timely manner and in a format that meets NIMAS standards. The New York State Education Department (NYSED) recommends that school districts choose to participate in NIMAC, because this national effort to centralize the distribution of instructional materials in alternate formats will help guarantee timely provision of such materials to students.

For school districts, Boards of Cooperative Educational Services (BOCES), State-operated schools, State-supported schools and approved private schools that choose to participate in NIMAC, **contracts with publishers executed on and after December 3, 2006** for textbooks and other printed core materials *must* include a provision that requires the publisher to produce NIMAS files and send them to the NIMAC (this will not add any cost to the contract).

For more information regarding NIMAC including model contract language, Steps for Coordinating with NIMAC and an IDEA Part B Assurances Application, see website: <http://www.p12.nysed.gov/specialed/aim/>

(Continued)

**POLICY**

Non-Instructional/  
Business Operations

**SUBJECT: PURCHASING (Cont'd.)**

**Computer Software Purchases**

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

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

**Environmentally Sensitive Cleaning and Maintenance Products**

In accordance with Commissioner's Regulations, State Finance Law and Education Law, effective with the 2006-2007 school year, the District shall follow guidelines, specifications and sample lists when purchasing cleaning and maintenance products for use in its facilities. Such facilities include any building or facility used for instructional purposes and the surrounding grounds or other sites used for playgrounds, athletics or other instruction.

Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The District shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the District can procure these products on a competitive basis.

The District shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

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

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

MOUNT PLEASANT CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING – MARCH 19, 2014

2014 5520

**POLICY**

Non-Instructional/Business  
Operations

**SUBJECT: EXTRACLASSROOM ACTIVITY FUND**

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

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

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

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

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

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

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

8 NYCRR Part 172

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

**POLICY**

Non-Instructional/Business  
Operations

**SUBJECT: AUDIT COMMITTEE**

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

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

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

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

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

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

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

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**POLICY**

Non-Instructional/Business  
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**SUBJECT: AUDIT COMMITTEE (Cont'd.)**

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

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

The responsibilities of the Audit Committee include the following:

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

**Corrective Action Plan**

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

(Continued)

**POLICY**

Non-Instructional/  
Business Operations

**SUBJECT: AUDIT COMMITTEE (Cont'd.)**

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

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

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

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

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

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

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

Amended:

## **POLICY**

Personnel

### **SUBJECT: EMPLOYEE IDENTIFICATION BADGES**

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

#### **Employees, Temporary Staff, Student Interns/Teachers and Contractors**

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

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

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

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

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

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

POLICY

Personnel

**SUBJECT: EMPLOYEE IDENTIFICATION BADGES**

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

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

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

**Visitors**

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

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

Adopted: