

**LINDENHURST BOARD OF EDUCATION
LINDENHURST, NEW YORK**

**McKenna Administration Bldg.
Wednesday, August 26, 2009
7:00 p.m.**

BUSINESS MEETING

AGENDA

- 1. OPENING OF MEETING:**
- 2. EXECUTIVE SESSION:**
- 3. PUBLIC MEETING:** Call to Order, Pledge of Allegiance, Moment of Silent Meditation, Fire Code Announcement
- 4. APPROVAL OF MINUTES:**
- 5. BOARD OF EDUCATION'S REPORT TO THE COMMUNITY**
- 6. SUPERINTENDENT'S REPORT TO THE COMMUNITY**
- 7. PRESENTATIONS:**
- 8. INDIVIDUALS AND DELEGATIONS:**
- 9. TRUSTEE'S REQUEST**

10. SUPERINTENDENT'S RECOMMENDATIONS**a. Recommendation: Board Policy # 6645 - CAPITAL ASSETS ACCOUNTING****First Reading – No Vote to be taken**

A new board policy or revision of current board policy requires two readings.

Recommended Action: Upon a motion made by _____,
seconded by _____, the following proposed policy is offered for a first
reading.

CAPITAL ASSETS ACCOUNTING

The District defines capital assets as non-consumable assets with a normal service life of more than two years. In order to provide for the proper control and conservation of district property, the Superintendent or designee shall maintain inventory records and account for capital expenditures in accordance with the following guidelines:

Inventory Records:

All equipment items costing in excess of \$1500 shall be inventoried.

All equipment costing less than \$1500 shall be inventoried for accountability purposes if requested by the responsible program administrator.

All non-equipment capital assets costing in excess of \$15,000 shall be inventoried.

Capital Expenditure Accounting:

Fixed assets having an estimated useful life of at least two years following the date of acquisition will be capitalized.

Capitalization thresholds will be applied to individual fixed assets rather than groups of fixed assets.

The threshold to be used for fixed assets is \$1500.

Note: Property inventory requirements and capitalization thresholds are different subjects that are commonly confused because of their overlapping terminology.

An inventory is an itemized list for tracking and controlling property.

Capitalization is an accounting treatment whereby an item is recorded as a long-term asset on the balance sheet rather than as a consumable expense of the current period.

The following information must be maintained on the equipment/fixed asset inventory:

Name and description of property

Location of equipment

Serial number and other identification number

Cost of the asset at acquisition

Acquisition date

Donated items will be capitalized at a fair-market value on the date of the donation.

Some assets individually may fall below the capitalization threshold but may be purchased in large quantities by the district. Examples include library books, textbooks and computers. The district may choose to capitalize these assets as groups.

All assets will be depreciated using the straight-line method. Residual value will be considered.

Useful lives will be determined in the year of purchase based on general guidelines obtained from professional organizations and asset's present condition. Depreciation expense will be calculated beginning in the year of acquisition.

(Adoption date: February 4, 2009)

Vote on the motion: Yes:

 No:

 Abstained:

Motion carried/defeated.

b. Recommendation: Board Policy # 6700 - PURCHASING

First Reading – No Vote to be taken

A new board policy or revision of current board policy requires two readings.

Recommended Action: Upon a motion made by _____, seconded by _____, the following proposed policy is offered for a first reading.

PURCHASING

The Board of Education views purchasing as serving the educational program by providing the necessary equipment, supplies and services in the right quantity and quality, in the right place, at the time needed, at the lowest cost to the district. The purchasing process will be performed within budgetary appropriations by the Board appointed Purchasing Agent. The Purchasing Agent has the sole authority for the school district to contract for necessary supplies, equipment and services.

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$10,000 and public work contracts involving an expenditure of more than \$20,000 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.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

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

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

1. under a county contract;
2. under a state contract;
3. of articles manufactured in state correctional institutions; or
4. from agencies for the blind and severely disabled.

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

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and/or diversion of district property is prevented.

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. Purchases will be made through available state contracts of the Office of General Services, county contracts, or agreements entered into by school districts for joint purchasing 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:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. very small procurements [Note: less than \$1,500] when solicitations of competition would not be cost-effective.

The Board authorizes the Superintendent of Schools, with the assistance of the Purchasing Agent and the Assistant Superintendent for Business, to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

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.

The Purchasing Agent shall meet with the Board annually to review the district's procurement procedures including this purchasing policy and regulation.

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.

Ref: Education Law §§305(14); 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a); 2554(7-a)
General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.

(Adoption date: February 4, 2009)

Vote on the motion: Yes:

No:

Abstained:

Motion carried/defeated.

c. Recommendation: Board Policy # 6700 E.1 – PURCHASING EXHIBIT

First Reading – No Vote to be taken

A new board policy or revision of current board policy requires two readings.

Recommended Action: Upon a motion made by _____,
seconded by _____, the following proposed policy is offered for a first reading.

PURCHASING EXHIBIT

Methods Of Competition To Be Used For Non-Bid Procurements

	Verbal Quotes		Written Quotes		RFP*	Other
	0	3	3	More Than 3		
Purchase Contracts up to \$10,000						
Under \$1,500	X					
\$1,500 - \$2,500		X				
\$2,501 - \$10,000			X			
Public Work Contracts Up To \$20,000						
Under \$2,500	X					
\$2,501 - \$5,000		X				
\$5,001 - \$10,000			X			
\$10,001 - \$20,000				X		
Emergencies						X
Insurance				X		
Professional Services					X	
Leases of Personal Property						X
Second-Hand Equipment from Other Governments						X
Certain Food & Milk Purchases						X
Sole Source (For example, patented or monopoly item)						X

*RFP: Request for Proposal (Adoption date: February 4, 2009)

Vote on the motion: Yes:
 No:
 Abstained:

Motion carried/defeated.

e. Recommendation: BANK ACCOUNT

Recommended Action: Upon a motion made by _____,
seconded by _____, the following resolution is offered

RESOLVED that the Board of Education, upon the recommendation of the Superintendent,
that the following bank be hereby designated as an official depositor during the 2009-10 school
year:

Suffolk Federal Credit Union – 361 Horseblock Road, Medford, NY 11763

Note: See enclosed

Vote on the motion: Yes:
 No:
 Abstained:

Motion carried/defeated.

f. Recommendation: GRANT DISBURSEMENT AGREEMENT

Recommended Action: Upon a motion made by _____,
seconded by _____, the following resolution is offered

RESOLVED that the Board of Education, upon the recommendation of the Superintendent
approve the attached Grant Disbursement Agreement with the Dormitory Authority of the State of
New York.

Note: See enclosed

Vote on the motion: Yes:
 No:
 Abstained:

Motion carried/defeated.

g. Recommendation: BUDGET TRANSFERS

Recommended Action: Upon a motion made by _____,
seconded by _____, the following resolution is offered

RESOLVED that the Board of Education, upon the recommendation of the Superintendent
approve the attached Budget Transfers totaling \$1,431,475.67

Note: See enclosed

Vote on the motion: Yes:
 No:
 Abstained:

Motion carried/defeated.

11. SCHEDULES

Schedule	A-1	No. 3	Personnel, Instructional Resignations & Terminations
Schedule	A-1	No. 3-S	Athletic Supervision
Schedule	A-1	No. 4 C	Coaching Assignments
Schedule	A-2	No. 2	Personnel, Instructional – Leave of Absence
Schedule	A-3	No. 10	Personnel, Instructional Appointments
Schedule	A-3	No. 11	Personnel, Instructional Appointments
Schedule	A-3	No. 12	Personnel, Instructional Appointments
Schedule	AS-1	No. 1	Substitute Personnel Instructional – Resignations Terminations
Schedule	AS-3	No. 3	Substitute Personnel Appointments
Schedule	B-1	No. 2	Non-Instructional Personnel Resignations/Terminations
Schedule	B-1	PT. 2	Non-Instructional Personnel Resignations/Terminations
Schedule	B-3	PT. 2	Non-Instructional Appointments – Part Time
Schedule	B-3	No. S-3	Non-Instructional Appointments – Substitute Personnel
Schedule	D	No. 11	Pupil Personnel Services
Schedule	G	No. 3	Approval of Bids
Schedule	OA/C	No. 6	Personnel, Instructional Extra- Curricular Activities Senior High
Schedule	OA/C	No. 7	Outside Agencies/Consultants

12. UNFINISHED BUSINESS**13. NEW BUSINESS****14. SUPERINTENDENT'S REPORTS**

- a. Purchase Order Log F # 3
Covering P.O. No. 101150 dated 8/13/09 thru P.O. 101017 dated 7/31/09
- b. Budget Transfers Under \$5,000.

15. DATES TO REMEMBER

Tues. – Wed.	Sept. 1, 2	6:30 p.m.	Board of Education Building Inspections
Wednesday	Sept. 9	7:00 p.m.	Board of Education Business Meeting @ McKenna Administration Bldg.
Wednesday	Sept. 23	7:00 p.m.	Board of Education Community Forum @ West Gates Elementary School

16. EXECUTIVE SESSION