

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

**McKenna Administration Bldg.  
Wednesday, September 9, 2009  
8:00 p.m.**

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**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**  
**July 7, 2009 Re Organization Meeting**
- 5. BOARD OF EDUCATION'S REPORT TO THE COMMUNITY**
- 6. SUPERINTENDENT'S REPORT TO THE COMMUNITY**
- 7. INDIVIDUALS AND DELEGATIONS:**

**8. TRUSTEE’S REQUEST**

**a. Recommendation: APPOINTMENT OF VOTING DELEGATE AND ALTERNATE TO THE NYSSBA’S ANNUAL CONVENTION ON OCTOBER 15-18, 2009 IN NYC – EDWARD J. MURPHY JR.**

Recommended Action: Upon a motion made by \_\_\_\_\_,  
Seconded by \_\_\_\_\_, the following resolution is offered:

RESOLVED that the Board of Education appoint \_\_\_\_\_ to act as the voting delegate and \_\_\_\_\_, to be the alternate to represent the Lindenhurst School District at the New York State School Boards Association’s Annual Convention in New York City on October 15-18, 2009.

Vote on the motion:           Yes:  
  No:  
  Abstained:

Motion carried/defeated.

**9. SUPERINTENDENT'S RECOMMENDATIONS**

**a. Recommendation: Board Policy # 6645 - CAPITAL ASSETS ACCOUNTING**

**Second Reading – 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 second 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****Second Reading – 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 second  
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



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

**Second Reading –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 second 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		
<b>Purchase Contracts up to \$10,000</b>						
Under \$1,500	X					
\$1,500 - \$2,500		X				
\$2,501 - \$10,000			X			
<b>Public Work Contracts Up To \$20,000</b>						
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.

**d. Recommendation: MEMORANDUM OF 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, approves the Memorandum of Agreement between Teachers' Association of Lindenhurst and the Lindenhurst School District and authorized the Board President to sign same.

Note: See enclosed

Vote on the motion:           Yes:  
  No:  
  Abstained:

Motion carried/defeated.

**e. Recommendation: FUND BALANCE**

Recommended Action: Upon a motion made by \_\_\_\_\_,  
Seconded by \_\_\_\_\_, the following resolution is offered

**BE IT RESOLVED** that the Board of Education, upon the recommendation of the Superintendent, pursuant to General Municipal Law 6-r and Education Law 3651, designates the 2008-2009 excess fund balance in the amount of \$1,200,000 to be applied to the Reserve for Workers' Compensation Fund.

**BE IT RESOLVED** that the Board of Education, upon the recommendation of the Superintendent, pursuant to General Municipal Law 6-r and Education Law 3651, designates the 2008-2009 excess fund balance in the amount of \$250,000 to be applied to the Reserve for Employee Benefits Accrued Liability Fund.

**BE IT RESOLVED** that the Board of Education, upon the recommendation of the Superintendent, pursuant to General Municipal Law 6-r and Education Law 3651, designates the 2008-2009 excess fund balance in the amount of \$11,690 to be applied to the Reserve for Unemployment Insurance Fund.

**BE IT RESOLVED** that the Board of Education, upon the recommendation of the Superintendent, pursuant to General Municipal Law 6-r and Education Law 3651, designates the 2008-2009 excess fund balance in the amount of \$2,000,000 to be applied to the Reserve for Retirement Contribution Fund.

Vote on the motion:           Yes:  
  No:  
  Abstained:

Motion carried/defeated.

**f. Recommendation: NOTICE OF CLAIM**

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,  
authorizes the settlement of the attached notice of claim.

Note: See enclosed

Vote on the motion:           Yes:  
  No:  
  Abstained:

Motion carried/defeated.

**g. Recommendation: EMPLOYEE ANNUAL 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 annual agreement for the 2009-10 school year.

Note: See enclosed

Vote on the motion:           Yes:  
  No:  
  Abstained:

Motion carried/defeated.

**h. Recommendation: OMNI RENEWAL 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, approves the Renewal Services Agreement (“Agreement”) with OMNI Financial Group for the third party administration of the District’s 403(b) annuity plan for the 2009-10 school year, which Agreement supersedes and nullifies any prior agreement for the same services and hereby authorizes the Superintendent of Schools to execute the Agreement.

Note: See enclosed

Vote on the motion:           Yes:  
  No:  
  Abstained:

Motion carried/defeated.

**i. Recommendation: OBSOLETE EQUIPMENT**

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 disposal of the following obsolete equipment:

**Kellum**                   1 Heat Cart, Crown X H-339 – UA-8 Lind # 2912

**High School**           Various books; VenConnmigo Level 1 & 2 – Holt Reinhard

Note: See enclosed

Vote on the motion:           Yes:  
  No:  
  Abstained:

Motion carried/defeated.

**10. SCHEDULES**

Schedule	A-1	No. 5	Personnel, Instructional Resignations & Terminations
Schedule	A-2	No. 3	Personnel, Instructional-Leave of Absence
Schedule	A-3	No. 14	Personnel, Instructional Appointments
Schedule	A-3	No. 15	Personnel, Instructional Appointments
Schedule	A-3	No. 16	Personnel, Instructional Appointments
Schedule	AS-1	No. 2	Substitute Personnel Instructional-Resignations & Terminations
Schedule	AS-3	No. 4	Substitute Personnel Appointments
Schedule	B-1	PT. 3	Non-Instructional Personnel Resignations or Terminations
Schedule	B-2	PT. 1	Non-Instructional Personnel – Leave of Absence
Schedule	B-3	No. 4	Non-Instructional Personnel Appointments
Schedule	B-3	PT. 3	Non-Instructional Appointments – Part Time
Schedule	B-3	No. S-4	Non-Instructional Appointments- Substitute Personnel
Schedule	D	No. 12	Pupil Personnel Services

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

a. Purchase Order Log F # 4

Covering P.O. No. 101151 dated 8/14/09/09 thru P.O. 101305 dated 8/27/09

**14. DATES TO REMEMBER**

**Wednesday      Sept. 16      7:00 p.m.      Board of Education Workshop  
@ McKenna Administration Bldg.**

**Wednesday      Sept. 23      7:00 p.m.      Board of Education Community Forum  
@ West Gates Elementary School**

**15. EXECUTIVE SESSION**