

**MOUNT SINAI UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA**

THE AGENDA IS SUBJECT TO MODIFICATION UP TO THE START OF THE MEETING

Meeting Date: December 18, 2019
Meeting Place: Middle School
Meeting Time: 8:00 p.m.

TONIGHT'S BOARD MEETING IS BEING VIDEOTAPED

- I. OPENING OF MEETING** – Pledge of Allegiance
- II. SUPERINTENDENT'S REPORT** – Proposed 2020-2021 Budget Calendar for the months of January through April
- III. PRESENTATION** – Columbia Reading Program K-6, Rob Catlin and Elizabeth Hine
- IV. APPROVAL OF MINUTES**

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby accepts the Minutes of the November 20, 2019 Regular meeting as submitted.

- V. 15 MINUTE COMMUNITY QUESTION PERIOD** (Questions must relate to agenda) – Once recognized by the President, please identify yourself before addressing the Board.
- VI. PERSONNEL**

A. RESIGNATION/RETIREMENT

1. Director of Music & Applied Arts – Lawrence Roberts

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby accepts the resignation, for retirement purposes, of Lawrence Roberts, Director of Music and Applied Arts, effective July 1, 2020.

2. Office Assistant – Stacey Tingo

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby accepts the resignation of Stacey Tingo, part-time Office Assistant, effective December 28, 2019.

B. INSTRUCTIONAL APPOINTMENTS

1. Leave Replacement Teacher – Gabriella Conceicao

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointment:

Name of Employee: Gabriella Conceicao
Appointment Date: December 3, 2019 through January 7, 2020
Area: Elementary (Leave Replacement Position)
Compensation: Step 0 – BA

2. Substitute Teachers

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointments:

| <i>Name of Employee</i> | <i>Appointment Date</i> | <i>Area</i> | <i>Compensation</i> |
|-------------------------|-------------------------|--------------------|---------------------|
| Samuel Kaplan | December 17, 2019 | Substitute Teacher | \$111/day |
| Andrew Read | December 17, 2019 | Substitute Teacher | \$111/day |

C. NON-INSTRUCTIONAL APPOINTMENTS

1. Substitute School District Aide

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointment:

Name of Employee: Diane Carneiro
Appointment Date: December 19, 2019
Area: Substitute Aide
Compensation: \$12.50/hr.

3. Softball Coach – Vinnie Ammirato

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointment

Name of Employee: Vinnie Ammirato (replacing Michael Hacker)
Appointment Date: December 19, 2019
Area: 7/8 Softball Coach
Compensation: Step 1

ACTION ITEMS – Educational

Committee on Special Education

Resolved, upon the recommendation of the Superintendent, the Board of Education has no objections to the following Special Education recommendations and approves the authorization for the funds to implement the special education programs and services consistent with such:

| <i>Special Education Committee</i> | <i>Meeting Date</i> |
|------------------------------------|---------------------|
| Preschool | December 4, 2019 |
| Elementary School | November 18, 2019 |
| Elementary School | November 21, 2019 |
| Elementary School | December 5, 2019 |
| Elementary School | December 5, 2019 |
| Middle School | October 29, 2019 |
| Middle School | November 8, 2019 |
| Middle School | November 15, 2019 |
| Middle School | November 19, 2019 |
| Middle School | November 20, 2019 |
| Middle School | November 21, 2019 |
| Middle School | December 2, 2019 |
| High School | November 6, 2019 |
| High School | November 14, 2019 |
| High School | November 15, 2019 |
| High School | November 21, 2019 |
| High School | December 5, 2019 |
| High School | December 6, 2019 |
| High School | December 10, 2019 |
| Out of District | November 8, 2019 |
| Out of District | November 15, 2019 |
| Out of District | November 18, 2019 |
| Out of District | November 21, 2019 |
| Out of District | December 5, 2019 |

VII. ACTION ITEMS – Business

A. Obsolete Equipment

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby declares the following items as obsolete and approves disposal as listed:

| <i>Item</i> | <i>Tag/Serial Number</i> | <i>Location</i> | <i>Disposal</i> |
|-----------------------------|--------------------------|-------------------|-----------------|
| Folding Chair (Brown) | 010702 | Middle School | Discard |
| Set of Wrestling Mats (Red) | | High School | Discard |
| Scotter (yellow) | 008175 | Elementary School | Discard |

B. Donation

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby accepts the donation of a commercial grade 2000 Precor #546 Elliptical Cross Trainer valued at approximately \$2000 from Patricia Larose.

C. Procurement – Uniform Grant Guidance for Federal Awards Policy

Resolved, upon the recommendation of the Superintendent, the Board of Education hereby approves the first reading of the proposed Uniform Grant Guidance for Federal Awards Policy as follows:

PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS

The Mount Sinai will follow all applicable requirements in the Uniform Grant Guidance Code of Federal Rights (2 CFR Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

Uniform Grant Guidance Requirements

Under the Uniform Grant Guidance, the District will among other things:

- a) Use its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance.
- b) Establish and maintain effective internal controls that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process, implemented by the District, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
 1. Effectiveness and efficiency of operations;
 2. Reliability of reporting for internal and external use; and
 3. Compliance with applicable laws and regulations.
- c) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- d) Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal awards.
- e) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- f) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

- g) Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contract or purchase orders.
- h) Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- i) Have procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.
- j) Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contract integrity, compliance with public policy, record of past performance, and financial and technical resources.
- k) Maintain records that sufficiently detail the history of the procurement including, but not limited to:
 - 1. Rationale for the method of procurement;
 - 2. Selection of contract type;
 - 3. Contractor selection or rejection; and
 - 4. The basis for the contract price;
- l) Use time and material contracts, only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
- m) Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance.
- n) Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
- o) Have written procedures for procurement to ensure that all solicitations:
 - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and
 - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.
- p) Ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- q) Use one of the following methods of procurement, which include:
 - 1. Micro-purchases;
 - 2. Small purchase procedures;
 - 3. Sealed bid;
 - 4. Competitive proposals; and
 - 5. Noncompetitive proposals.

- r) Have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- s) Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- t) Include in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- u) Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.
- v) Negotiate profit as a separate element of the price for each contract in which there is not a price competition and in all cases where an analysis is performed.
- w) Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

V. QUESTIONS AND COMMENTS FROM THE COMMUNITY

VI. ADJOURN MEETING