

**MOUNT SINAI BOARD OF EDUCATION  
MOUNT SINAI UNION FREE SCHOOL DISTRICT  
Mount Sinai, New York 11766**

Date: December 18, 2019  
Kind of Meeting: Regular Meeting  
Members Present: Mr. Robert Sweeney, President; Mr. Stephen Koepper, Vice President; Ms. AnneMarie Henninger, Mr. Edward Law, Ms. Lisa Pfeffer, Mr. Peter Van Middlelem  
Members Absent: Mr. Robert Pignatello  
Others Present: Mr. Gordon Brosdal, Superintendent; Ms. Linda Jensen, Assistant Superintendent for Business; Ms. Maureen Poerio, District Clerk

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Mr. Sweeney called the meeting to order at 6:30 p.m. after the salute to the flag. **Opening of Meeting**

Ms. Henninger moved, seconded by Mr. Pignatello, to convene to Executive Session at 6:30 p.m. to discuss a particular personnel matter. **Executive Session**

**MOTION CARRIED UNANIMOUSLY (7-0)**

Mr. Van Middlelem moved, seconded by Mr. Koepper, to adjourn Executive Session at 7:55 p.m. **Adjourn Executive Session**

**MOTION CARRIED UNANIMOUSLY (7-0)**

*(Mr. Pignatello left the meeting at 7:55 p.m.)*

Mr. Sweeney called the Regular meeting to order at 8:00 p.m. after the salute to the flag. Mr. Sweeney reminded the audience that public comments must not include student and staff names, be free from disparaging remarks, and shall be limited to two minutes. **Regular Meeting**

Mr. Brosdal explained the budget development process whereby each month (January-April) he will present specific budget areas and the associated costs. The Board of Education will determine a final budget expenditure amount in late April. **Superintendent's Report**

Elementary Principal Rob Catlin and Acting Middle School Principal Elizabeth Hine presented K-6 curriculum updates in the areas of reading, writing and math. Specifically discussed were how assessment programs such as AIMSWeb and Fountas and Pinnell are used to measure student growth in reading. Presently the District uses the Columbia reading and writing programs and in January 2020 will pilot a new math program. **K-6 Curriculum Updates**

Mr. Koepper moved, seconded by Mr. Law, that upon the recommendation of the Superintendent, the Board of Education hereby accepts the Minutes of the November 20, 2019 **Minutes**

Regular meeting as submitted.

**MOTION CARRIED UNANIMOUSLY (6-0)**

Questions and comments from the audience were addressed by the Board and Superintendent.

**Agenda Items**

**PERSONNEL**

Mr. Law moved, seconded by Mr. Van Middlelem, that 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.

**Retirement  
Lawrence  
Roberts**

**MOTION CARRIED UNANIMOUSLY (6-0)**

Mr. Law moved, seconded by Mr. Van Middlelem, that 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.

**Resignation  
Stacey Tingo**

**MOTION CARRIED UNANIMOUSLY (6-0)**

Ms. Pfeffer moved, seconded by Mr. Koepper, that upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointment:

**Leave  
Replacement**

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

**Gabriella  
Conceicao**

**MOTION CARRIED UNANIMOUSLY (6-0)**

Ms. Pfeffer moved, seconded by Mr. Law, that upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointments:

**Substitute  
Teachers**

<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

**MOTION CARRIED UNANIMOUSLY (6-0)**

Ms. Henninger moved, seconded by Mr. Van Middlelem, that upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointment:

**School  
District  
Aide**

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

**MOTION CARRIED UNANIMOUSLY (6-0)**

Ms. Henninger moved, seconded by Mr. Koepper, that upon the recommendation of the Superintendent, the Board of Education hereby approves the following appointment:

**Softball  
Coach**

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

**MOTION CARRIED UNANIMOUSLY (6-0)**

**ACTION ITEMS**

Mr. Van Middlelem moved, seconded by Mr. Law, that 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:

**Committee  
on Special  
Education**

<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

**MOTION CARRIED UNANIMOUSLY (6-0)**

Mr. Keopper moved, seconded by Mr. Law, that upon the recommendation of the Superintendent, the Board of Education hereby declares the following items as obsolete and approves disposal as listed:

**Obsolete Equipment**

<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

**MOTION CARRIED UNANIMOUSLY (6-0)**

Mr. Law moved, seconded by Mr. Van Middlelem, that 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.

**Donation**

**MOTION CARRIED UNANIMOUSLY (6-0)**

Ms. Pfeffer moved, seconded by Mr. Van Middlelem, that 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 Policy**

**PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS**

The Mount Sinai will follow all applicable requirements in the Uniform Grant Guidance Code of Federal Rules (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).

**MOTION CARRIED UNANIMOUSLY (6-0)**

Questions and comments from the community were addressed by the Board of Education and Superintendent.

**Community  
Discussion**

Mr. Law moved, seconded by Mr. Van Middlelem, to adjourn the meeting at 9:20 p.m.

**Adjourn  
Meeting**

**MOTION CARRIED UNANIMOUSLY (6-0)**

**Respectfully submitted,**

**Maureen Poerio  
District Clerk**

