

AGENDA



PLANNING SESSION OF THE BOARD OF EDUCATION

May 21, 2024

Beach Street Middle School
7:30 p.m.

Submitted by:
Dr. Paul Romanelli
Superintendent of Schools

A G E N D A
PLANNING SESSION OF THE BOARD OF EDUCATION
May 21, 2024

Beach Street Middle School

West Islip, New York

- I. CALL TO ORDER
- II. QUORUM COUNT
- III. MINUTES
 - A) A motion is needed to approve the minutes of the April 16, 2024 Special Meeting
 - B) A motion is needed to approve the minutes of the May 9, 2024 Regular Meeting
- IV. ANNOUNCEMENTS
- V. DISCUSSION
- VI. PERSONNEL
- VII. APPROVAL
 - A. Approval of Surplus
 - 1. Miscellaneous library books ~ Udall Road Middle School
 - 2. Freezer ~ West Islip High School
 - B. Policy Committee (4/11/2024)
 - 1. Second Reading Series 2000 School Board Governance & Operations
 - 2. Second Reading No. 7315 Students and Personal Electronic Devices
 - C. Approval of Hawkins Delafield & Wood, LLP Engagement Letter re: Arbitrage Rebate and Yield Restriction Compliance Services
 - D. Approval of the Eastern Suffolk BOCES Contract for Cooperative Educational Services 2024-2025
 - E. Approval of Resolution (A)
 - 1. BOCES Joint Municipal Cooperative Bidding Program 2024-2025
 - F. Capital Markets Advisors, LLC – Financial Advisory Services Agreement 2024-2025
 - G. Stipulation of Settlement and Release – student A
- VIII. EXECUTIVE SESSION: *The Board will adjourn during the course of the meeting for an Executive Session, at the conclusion of which, the Board will reconvene/act upon any such items as may be necessary prior to discussion of the next agenda item, or adjournment, as the case may be.*
- IX. CLOSING – Adjournment

SPECIAL MEETING OF THE BOARD OF EDUCATION
April 11, 2024 – Beach Street Middle School Media Center

PRESENT: Mr. McCann, Mr. Antoniello, Mr. Bedell, Mrs. Brown, Mrs. Kelly, Mrs. Marks

ABSENT: Mr. Tussie

ADMINISTRATORS: Dr. Romanelli, Mrs. Pellati, Mrs. Morrison, Mr. Cameron

ATTORNEY: None

Meeting was called to order at 8:05 p.m.

Motion was made by Richard Antoniello, seconded by Christina Marks and carried when all Board members present voted in favor to adjourn to executive session at 8:06 p.m. for the purpose of discussing personnel, negotiations and/or litigation.

Meeting reconvened at 8:42 p.m. on motion by Debbie Brown, seconded by Grace Kelly and carried when all Board members present voted in favor.

Meeting adjourned at 8:42 p.m. on motion by Richard Antoniello, seconded by Grace Kelly and carried when all Board members present voted in favor.

Respectfully submitted by,



Mary Hock
District Clerk

All correspondence, reports or related material referred to in these minutes are on file in the District Office.

REGULAR MEETING OF THE BOARD OF EDUCATION
May 9, 2024 – Beach Street Middle School

PRESENT: Mr. Tussie, Mr. McCann, Mr. Antonello, Mr. Bedell, Mrs. Brown, Mrs. Kelly, Mrs. Marks

ABSENT: None

ADMINISTRATORS: Dr. Romanelli, Mrs. Morrison, Mrs. Pellati, Mr. Cameron

ABSENT: None

ATTORNEY: Mr. Vigliotta

Meeting called to order at 7:31 p.m. followed by the Pledge.

ANNOUNCEMENTS

Memorial Day:

Mr. Tussie honored the brave men and women who sacrificed for our country and for their service, courage and dedication. On behalf of the Board of Education, Mr. Tussie expressed his deepest gratitude to all who have served and continue to serve and how their sacrifice will always be remembered.

Teacher Appreciation Week:

On behalf of the Board of Education, Mr. Tussie expressed his gratitude for the incredible work that teachers do every day and for their dedication and commitment to the students.

Dr. Romanelli spoke about Teachers Appreciation Week and how the district wants to express gratitude on behalf of the district to all of the outstanding educators and all the incredible individuals who play vital roles - principals, speech pathologists, school nurses, administrative professionals, school lunch workers and school bus drivers. Dr. Romanelli asked that we honor and celebrate all school heroes with a simple thank you, note of appreciation or small gesture of kindness for all that they do.

Student Representative Report ~ Young Women's Forum

Damiana Beige, founder and President of the first ever Woman's Club spoke about this club run by the students. This women's forum is a student run club organized this year with 75 members. The women have learned about self-defense, woman's health and educating women on endless possibilities. Vice President, Krista Williams, also spoke about having a public speaker from Planned Parenthood, a clothing drive, work force job opportunities and a bake sale that raised \$200.

Mr. Tussie thanked Krista and all the women for all they have done and for being trendsetters. Mr. McCann suggested that the club reach out to WOWI - Women of West Islip, and how it would be great continuity and thanked them for a great job. Dr. Romanelli advised that he and Mrs. Morrison were thankful to be invited to a meeting and were so impressed by their leadership and offered the club their support.

Student Representative Report ~ Belize Trip

A video presentation was presented to the audience on the Belize trip that took place in April. Student, Krista Williams, spoke about how all the students visited a local school and were excited to meet the children. They brought gifts for the kids and the children did the pledge and performed the national anthem. The students also gave the kids school supplies and the whole experience brought much joy to all the students who went on

the trip. Another student, Juliette Keingstein, spoke about how the community has done a great job in opening up these trips for students to go on and how the food was amazing and what a great experience this trip was.

Noah Blumberg spoke about the friendships that came out of the trip and how it was the perfect environment to meet so many new people and what a wonderful experience the trip was. Matthew Corbett spoke about going on the trip with his brother and how it was the most incredible experience he has ever spent anywhere and he will never forget this experience and how proud he was to have done it.

Mr. Tussie thanked everyone for sharing their experiences.

Dr. Romanelli shared how he was impressed with the students and the video and was glad the students had a great time on the trip. Dr. Romanelli thanked Miss Ferruzzi, Ms. Domingo and Mr. Jensen for providing this opportunity to the students.

APPROVAL OF MINUTES:

Motion was made by Peter McCann, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve the minutes of the April 16, 2024 Regular Meeting.

RECOGNITION

District Clerk Retirement – Mary Hock

Dr. Romanelli and the Board of Education extended their heartfelt thank you, congratulations and expressed their sincerest gratitude to Ms. Hock for her exceptional dedication and service to the West Islip UFSD for over 21 years. Ms. Hock's tireless commitment and hard work have undoubtedly left a lasting impact on our community. Her professionalism, kindness and attention to detail have set a standard of excellence that will be remembered for years to come.

Bringing History to Life – Victor Pepitone

Dr. Romanelli and the Board of Education thanked Mr. Pepitone for bringing history to life. Each year Mr. Pepitone sets up a display, brings in military memorabilia from World War I, World War II, Korean War and Vietnam War, prepares a real life museum, and brings history to life for the students.

School Bus Driver Appreciation

The Board of Education and Dr. Romanelli presented all the bus drivers with certificates to celebrate School Bus Driver Appreciation. Dr. Romanelli extended his sincere gratitude to all the bus drivers who ensure safe transportation to the students and thanked them for their commitment and diligence. Mr. McCann also thanked the bus drivers for all they do to help the children of West Islip.

PERSONNEL

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve the following T-1, CL-1, CL-2, CL-3 as listed in the agenda.

TEACHERS

T-1 **LEAVE OF ABSENCE** (unpaid)
(Pursuant to the Family Medical Leave Act of 1993-
12-week continuous medical coverage)
Meghan Schou, Health
Effective April 29, 2024 through June 30, 2024
(High School)

TEACHING ASSISTANTS

TA-1 **RESIGNATION**

Michelle Edgley, World Languages
Effective July 1, 2024
(High School)

CIVIL SERVICE

CL-1 **CHANGE IN TITLE**

Colleen Guimaraes, Senior Office Assistant
Effective May 31, 2024
(District Office; Step 1; change from Office Assistant; replacing Elizabeth Davis {reassigned})

CL-2 **PROBATIONARY APPOINTMENT**

*Matthew Triola, Maintenance Mechanic III
Effective May 13, 2024
(Maintenance; Step 1; replacing Louis Serpico {terminated})

CL-3 **RESIGNATION**

Michael DeBatt, Head Custodian
Effective April 29, 2024
(Bayview)

Jean Dunau, School Nurse
Effective June 27, 2024
(Bridges Academy)

Eva Gonzalez, Senior Account Clerk
Effective May 11, 2024
(District Office)

Michelle Jackala, Cafeteria Aide
Effective May 2, 2024
(Paul J Bellew)

**Conditional pending fingerprinting clearance*

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve the CL-4 CIVIL SERVICE: RETIREMENT:

CL-4 Laurie Farrell Luquer, School Nurse
Effective July 1, 2024
(22 years)

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve the following CL-5 and Other as listed in the agenda:

CL-5 SUBSTITUTE CUSTODIAN (\$16/hr)
Claudia Ventura, effective May 10, 2024

OTHER

REGENTS REVIEW 2023-2024

Biology
Linda Tong

ADULT EDUCATION 2024-2025

Michelle Grover, Secretary (\$3,917/semester)

DRIVER EDUCATION 2024-2025

Lorraine Kolar, Secretary (\$1,410/semester)

ENRICHMENT 2024-2025

Lorraine Kolar, Secretary (\$865/semester)

EXTRA CURRICULAR TREASURER 2024-2025

Shawn Wallace (\$4,869)

EXTENDED SCHOOL YEAR PROGRAM (ESY) 2024-2025

Jeanne Dowling, Administrator (\$12,045)

OTHER,
continued

SUMMER INVESTIGATIONS PROGRAM 2024-2025

Rhonda Pratt, Coordinator (\$5,100)

Teaching Assistants

Nicole Bruckner	Louise Guastella
Jennifer Dolan	Jillian Ruffo

Aides

Janine Allegretto	Linda Daniels	Diane McKeon
Angelina Archer	Kimberly Librizzi	Amanda Neilson
Anne Bello	Abigail Marquardt	Alithea Shono
Ramona Buonadonna		

PERMANENT SUBSTITUTE TEACHER (\$150 per diem)

Christina Bonfiglio, effective August 30, 2024 through June 27, 2025
Jesse Donnarumma, effective August 30, 2024 through June 27, 2025
Shannon Feminella, effective August 30, 2024 through June 27, 2025
Paige Fogarty, effective August 30, 2024 through June 27, 2025
Emily Gillen, effective August 30, 2024 through June 27, 2025
Alexander Giordano, effective August 30, 2024 through June 27, 2025
Olivia Gmelch, effective August 30, 2024 through June 27, 2025
Sierra Koehler, effective August 30, 2024 through June 27, 2025
Helene Mendez, effective August 30, 2024 through June 27, 2025
Joyce Ronayne, effective August 30, 2024 through June 27, 2025
Jordan Slobodow, effective August 30, 2024 through June 27, 2025

CURRICULUM REPORT

Mrs. Morrison informed the audience that a letter was sent via Parent Square to all Pre-K students regarding Kindergarten screening. The screening will take place throughout the month of June during the school day in the Pre-K classrooms. West Islip teachers will screen Pre-K students that attend South Shore Children's Center of West Islip during their school day. A letter was sent out via Parent Square to parents/guardians of all incoming Pre-K students regarding class placement procedures for the 2024-2025 school year.

Mrs. Morrison advised that between this school year and next, building capacity issues will require the district to relocate one Pre-kindergarten classroom per building to South Shore Children's Center of West Islip. For the upcoming school year, Manetuck and P.J. Bellew will each be reduced by one Pre-K classroom. For the 2025-2026 school year, Oquenock and Bayview will be reduced by one Pre-K classroom. Mrs. Morrison spoke about 2024-2025 Pre-K students that have at least one sibling attending their home school for the 2024-2025 school year will be automatically placed at their home school, space permitting. The district anticipates that Oquenock and Bayview will be able to accommodate the placement of all incoming Pre-kindergarten registrants with siblings; and that there will be a sibling lottery for Manetuck and P.J. Bellew siblings. The buildings that have remaining spots available after the sibling lottery will have a lottery for placement into the remaining Pre-kindergarten spots in each building. Lotteries will be live-streamed on May 22, 2024 at 9:00 a.m. and a link to view the lottery will be placed on the district website one day prior to the event. The district anticipates notifying all parents/guardians of their child's Pre-kindergarten placement the week of June 3, 2024

or sooner, if possible. Additional information about the district's Pre-kindergarten program will be provided throughout the summer.

Mrs. Morrison spoke about the Regents exams. The Algebra I Regents will take place on June 4 followed by English Language Arts and Living Environment on June 14, U.S. History and Global History will be on June 18, Earth Science and Chemistry on June 20, Geometry on June 21, Algebra II on June 24 and Physics on June 25.

Celebrate Education will take place on Tuesday, May 21, 2024 at the high school. Events will take place throughout the afternoon and evening that will showcase and celebrate the accomplishments of the 2023-2024 school year. A schedule of events will be shared with parents and guardians by the end of next week. AP/IB testing is underway and will continue through next week.

On May 3, 2024, Beach Street Science Engineering Technology Teacher, Ashley Pope, was awarded the STEM Star Award by the Long Island Stem Education Leadership Association. This award recognizes teachers who provide students with access to high quality learning experiences in STEM.

REPORT OF COMMITTEES:

Policy Committee: James Cameron reported on the meeting that took place on 4/11/24. There was a First Reading on Series 2000 – School Board Governance & Operations and a First Reading on No. 7315 Students and Personal Electronic Devices. Mr. Cameron advised that at the June meeting the committee would be working on the 1000 and 0000 series of the policy manual.

Buildings and Grounds: Peter McCann reported on the meeting held 5/7/24. Items reviewed included substitute custodians being mentored into full time custodians; district finding different places to store furniture and other items; summer camps and activities will be in full force over the summer. Other items reviewed included replacing the roof at Masera, repaving of parking lot, replacing doors, ceiling, and tiles. The Board is also asking for a tour of Masera to see the progress being made. The District Office security vestibule is on schedule for summer/fall and an engineer was hired for the high school masonry crack. The architects are drawing up plans for the high school pool and the project start date is June 2026. The pool will be open for the 2024-2025 school year.

Health & Wellness Committee: Grace Kelly reported on the meeting held 5/8/24. Items reviewed included Financial Report, Health & Wellness scholarships to be awarded on 6/3/2024, the 2024 Glow Run will be November 6, 2024 at 6:30 p.m. at the West Islip High School/Family Connect Night, \$75.00 sponsorships are available, pre-registration will open in September on My School Bucks, rain date is Thursday 11/7/24. A Sounds of Silence 5K/10K Run/Walk will take place on 5/18/24. 2024-2025 Family Connect Nights are being explored and there will be an emphasis on Mental Health for the 2024-2025 school year.

Education Committee: Richard Antoniello reported on the meeting held 5/7/2024. Items reviewed included kindergarten screening, pre-kindergarten class placement procedures for 2024-2025, options for summer school were discussed, ESBOCES and Bay Shore will be an option since the district will not be offering summer school, no results yet for the NYS State testing for Grades 3-8 and refusals were down from last year.

Finance Committee: Christina Marks reported on the meeting held 5/7/2024. Items reviewed included the March treasurer's report; March extra-curricular report; March payroll summary; March financial statements; April claims audit report; April system manager audit trail; payroll certifications; budget transfers; donations; and Health Service contract and bids. Mrs. Pellati advised the committee that RS Abrams, the external auditors, would be on-site May 14 to begin the interim testing for the 2023-2024 year end audit.

Special Education Committee: Debbie Brown reported on the meeting held 5/8/2024. IEPs from the CSE and CPSE recommendations were approved. Mrs. Dowling updated the committee on the continued success of the district's partnership with PM Pediatrics. Families gave positive feedback after their CSE and CPSE meetings. Mrs. Brown congratulated Amelia Zolciak who received the Suffolk Zone Physical Education Leadership Award. The unified basketball team had their second win of the season and received compliments from Deer Park about their sportsmanship and embracing the mission of unified basketball. The last home game is on Wednesday, 5/15, at 5:00 p.m. at the high school. SEPTA will be holding their end of the year party at Horace & Sylvia's in Babylon and tickets are \$40 and can be purchased on the member hub.

FINANCIAL MATTERS:

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve 2023-2024 General Fund budget transfers 4377- 4391 and Capital Fund budget transfers 4383 - 4392.

Motion was made by Peter McCann, seconded by Richard Antonello, and carried when all Board members present voted in favor to Health Services Contract 2023-2024 – Amityville UFSD ~ \$887.35.

Motion was made by Peter McCann, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve donation resolutions re: Gene HAAS Foundation Scholarship - \$8,000.00 and P.S. I Love You Foundation – Bench for High School valued at \$2,500.00

DONATIONS:

WHEREAS, the West Islip Union Free School District is in receipt of \$8,000 from the Gene HAAS Foundation, which has been donated to the West Islip High School to support scholarships and student fees for participating in competitions for our science, technology and engineering students.

WHEREAS, the West Islip Union Free School District is in receipt of a bench valued at approximately \$2,500 from P.S. I Love You Foundation, which has been donated to the West Islip High School.

Motion was made by Peter McCann, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve bids 2024-2025 as listed below:

1. #2402 Madison Avenue Construction Corp.
2. #2403 Asplundh Tree Expert, LLC
3. #2404 Cardinal Control Systems, Inc.
4. #2406 Long Island Geese Control
5. #2407 Tobay Printing Company, Inc.
6. #2408 Winter Bros. Hauling of Long Island, LLC
7. #2409 Sportsman's BSN Sports, Varsity Spirit
8. #2410 Nature Plus Pest Control
9. #2411 Dynasty Elevator Corp.
10. #2413 Fitzgerald's Driving School, Inc.
11. Base Bid #GC – 1 Roof Replacement at the Masera Learning Center

Motion was made by Peter McCann, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve resolution re: Rejection of Bid #2405 – Maintenance and Service of Fire Alarm Systems, the Maintenance and Repair of Security Alarm Systems and Central Station Monitoring of Security and Fire Systems Bid.

RESOLUTION: West Islip Bid #2405 - Maintenance and Service of Fire Alarm Systems, the Maintenance and Repair of Security Alarm Systems and Central Station Monitoring of Security and Fire Systems Bid

BE IT RESOLVED, that upon the recommendation of the Assistant Superintendent of Business and the Director of Buildings and Grounds the West Islip Board of Education hereby reject all bids with regard to **Bid # 2405** Maintenance and Service of Fire Alarm Systems, the Maintenance and Repair of Security Alarm Systems and Central Station Monitoring of Security and Fire Alarms. Extreme price increase (2x price) over the present service contract as well as a need for specifications modification is the basis for this rejection.

Motion was made by Peter McCann, seconded by Richard Antonello, and carried when all Board members present voted in favor to approve resolution re: Rejection of Bid #2412 – Athletic Equipment Reconditioning.

RESOLUTION: West Islip Bid #2412 – Athletic Equipment Reconditioning

BE IT RESOLVED, that upon the recommendation of the Assistant Superintendent of Business and the Director of Athletics the West Islip Board of Education hereby reject all bids with regard to **Bid # 2412** Athletic Equipment Reconditioning. After careful competitive price evaluation of the bid results of the West Islip Athletic Reconditioning bid (#2412) vs the BOCES Athletic Equipment/Uniform Reconditioning, Recertifying, Repair and Cleaning bid (#2021-600-0811) it has been determined pricing is more favorable to the district using the BOCES bid. Better pricing from the BOCES bid is the basis of rejection.

PRESIDENT'S REPORT

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Broker Services Agreement re: Brown & Brown of Garden City, Inc.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Enrollment Agreement re: Brown & Brown of Garden City, Inc.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Memorandum of Agreement re: Local 237 Clerical – Summer hours.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve re: Local 237 Operations – Summer hours.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve WITA Lease Agreement 6/1/24 - 5/31/25.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve BOCES Multi-Year Service Agreement – Fiber WAN Services (Project #WI-FWAN-050124-2024-2029) - 7/1/2024 to 6/30/2029.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve Stipulation of Settlement and Release – Student A.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to approve re: the Board of Education approves the recommendations of the Special Education Committee of students as listed in the District's backup and authorizes the District to arrange for appropriate services.

Resolution

Be it resolved, that the Board of Education of the West Islip UFSD approves the recommendations of the Special Education Committee of students as listed in the District's backup and authorizes the District to arrange for appropriate services.

SUPERINTENDENT'S REPORT:

Dr. Romanelli spoke about his cabinet and all the wonderful things they accomplish on a daily basis. He gave a shout out to Mrs. Pellati who had a very challenging budget this year and was impressed with her long-term vision and attention to detail and always prioritizing the students in every decision that she makes. Dr. Romanelli thanked Mrs. Morrison who chairs so many committees from Profile of a Graduate to cell phones as well as curriculum at the elementary and secondary level. Mrs. Morrison has a massive job, comes in, and tackles it every day. Dr. Romanelli is so appreciative of her.

Dr. Romanelli spoke about attending a meeting at A+ Technologies with Mr. McAleavey along with several other Superintendents. At the meeting, they asked how many districts are in compliance with the Work Place Violence Mandate and West Islip was one of the only districts in compliance thanks to Mr. Cameron's initiative regarding this. Mr. Cameron has put the human in Human Resources by making connections and being out there in the buildings and Dr. Romanelli expressed how appreciative he is of his hard work.

Dr. Romanelli also spoke about Dr. Patrick Kiley-Rendon who is part of the central administration team. Dr. Kiley-Rendon and Dr. Romanelli were able to go to the Google Headquarters in New York City to meet about Artificial Intelligence and the connection to education. They were able to see what goes on day to day and see the new technologies that they are coming out with. What Dr. Romanelli and Dr. Kiley-Rendon took out of the visit is to create a statement on artificial intelligence in education for West Islip. Mrs. Morrison, Dr. Kiley-Rendon and Dr. Romanelli will work on this with the Tech Committee in the district and talking about how they see AI in the world of education. The district wants to be in front of this and do a real tour of classrooms that are implementing AI already and how we plan to in the future. Dr. Romanelli would love to have the Board and administrators, teachers, politicians and community members see what is going on in the district. He is very proud of what the district has in place and our infrastructure from the visit to Google.

Mr. Tussie thanked Dr. Romanelli for everything he does and for forming a great team. He thanked the cabinet members for everything they do and for how they make the Board of Education's job so much easier and why the Board has been successful.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to adjourn to Executive Session at 8:23 p.m. for the purpose of discussing personnel, negotiations, and/or litigation.

Meeting reconvened at 8:51 p.m. on motion by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor.

Meeting adjourned at 8:51 p.m. on motion by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor.

Motion was made by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor to adjourn to Super-Executive Session at 8:52 p.m. for the purpose of discussing personnel, negotiations, and/or litigation.

Meeting reconvened at 9:14 p.m. on motion by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor.

Meeting adjourned at 9:14 p.m. on motion by Peter McCann, seconded by Richard Antonello and carried when all Board members present voted in favor.

Respectfully submitted,



Mary Hock
District Clerk

All correspondence, reports or related materials referred to in these minutes are on file in the District Office.

DRAFT

PERSONNEL

Consider recommendations of the Superintendent of Schools on the following items:

TEACHERS

- T-1** **LEAVE OF ABSENCE** (unpaid)
- Shanan Mauro, Health
 Effective August 30, 2024 through November 7, 2024
 (Beach, Paul J Bellew and Bayview)
- T-2** **CHILD-REARING LEAVE OF ABSENCE** (unpaid)
- Elizabeth Daddi, World Languages
 Effective August 30, 2024 through June 30, 2025
 (High School)
- T-3** **RESIGNATION**
- Amanda Felix-Milks, Special Education
 Effective July 1, 2024
 (Oquenock)

CIVIL SERVICE

- CL-1** **PROBATIONARY APPOINTMENT**
- Elizabeth Hughes, School Nurse
 Effective August 30, 2024
 (Bridges Academy; Step 2; replacing Jean Dunau {resigned})
- CL-2** **RESIGNATION**
- Khaleda Gousuzzaman, Part-Time Food Service Worker
 Effective May 16, 2024
 (Udall)
- Su Jordan, Health Aide
 Effective May 28, 2024
 (Udall)

OTHER

AMENDED ENRICHMENT INSTRUCTORS SPRING 2024 effective March 2, 2024
(change in rate from \$400 per session to \$408 per session for instructors shown below)

- Danielle Dischley (Got Science I & II)
Justin DeMaio (LEGOS 1 & 2)
Matilda Duthie (Cooking in Italy I & II)
Michelle Edgley (Soak and Scrub 1 & 2)
Katie Keller (Coding 1 & 2)
Ashley Caputo (Let's Get Artsy! 1 & 2)

OTHER, continued

ENRICHMENT INSTRUCTORS SUMMER 2024 (\$408 per session)

Grace Delaney, (Baking Fun with Krispies I & II)
Danielle Dischley (Got Science I & II)
Pamela Gaffney (Coding I & II)
Kimberly Kennedy (LEGOS I & II)
Sophia Stokkeland (Watercolor Adventures I & II)
Joyce Ronayne (Sunsational Summer No-Bake Treats I & II)
Bobby Watts (Piano session I) and (Guitar session II)

SUBSTITUTE TEACHER (\$130 per diem)

*Dalton Cozzetti, effective May 22, 2024

**Conditional pending fingerprinting clearance*



Lauren Lay
Director of Secondary ELA, ENL & Library Med
West Islip School District
One Lion's Path
West Islip, New York 11795
(631)504-5846

AGENDA ITEM VII.
APPROVAL A. 1)
SM 5/21/2024

TO: Elisa Pellati
FROM: Lauren Lay
DATE: May 2024
RE: Udall Library -Weeding

I am requesting the surplus of weeded books in the library collection from the Udall Road Middle School Library. These materials are in poor condition or are no longer relevant.

Total Copies Weeded: 157

If you have any questions or concerns, please do not hesitate to contact me.

Cc: Denise Lamattina

WI

WEST ISLIP UNION FREE SCHOOL DISTRICT

100 Sherman Avenue • West Islip, NY 11795
TEL: 631.930.1510 FAX: 631.893.3223

Food Services Department
Melanie Steinwies
Director of Food Services

MEMORANDUM

TO: Elisa Pellati
FROM : Melanie Steinweis
DATE: 5/17/2024
RE: Excess of old equipment

Please see the below list of equipment that I would like to submit for excess.

Thank you,

Equipment	Asset Tag Number	Location	Reason for Excess
2-Door Reach-in Freezer	N/A	West Islip High School	Nonfunctional (broken)

West Islip

2000

- () Required
- (X) Local
- (X) Notice

BOARD OPERATIONAL GOALS

The Board of Education, as a legally constituted body of elected representatives, bears the responsibility of setting policy for the school district. The Board acts in accordance with authority and responsibility vested in it by federal and state laws, rules, and regulations on behalf of the district's citizens.

In order to ensure that its educational programs provide all students with a high-quality education, the Board will review and adopt goals on a regular basis. The Board hereby establishes as its goals:

I. GOVERNANCE

OBJECTIVES:

- Update policies and protocols as required by law and Commissioner's Regulations;
- Provide first-year Board trustees with mentorship, including information and training related to the business, finance and advocacy functions of the school district;
- Create a fiscally responsible and efficient budget that maintains and enhances the integrity of all programs in a manner that is sensitive to the financial constraints of stakeholders;
- Respond to school safety and security-related matters as prescribed by federal, state and local requirements;
- to employ a Superintendent of Schools capable of ensuring that the district maintains its position as an outstanding school system, and that school personnel carry out the policies of the Board with energy and dedication;
- to provide leadership in order that goals and objectives of the district, as set forth by the Board, can be effectively carried out. Board action should be confined to policy-making, planning and appraisal with the Board delegating authority to the Superintendent for the implementation of policies; and
- to evaluate the Board's performance in relation to these goals, and to establish and clarify policies based upon the results of such evaluation.

II. COMMUNITY

OBJECTIVES:

- Partner with community groups and stakeholders to support and enhance school programs;
- Utilize the District website, Facebook page and other social media to celebrate the accomplishments of students and staff;
- Continue to promote equity, diversity, and inclusiveness in the school environment by offering learning experiences and activities that embrace all students and foster respect and compassion for all; and
- Host Parent Academy events to educate the community on programs and supports available throughout the district.

III. INSTRUCTIONAL PROGRAM

OBJECTIVES:

- Provide ongoing professional development in the area of (1) foundational literacy acquisition, with a focus on structured, explicit and multi-sensory methods; and (2) identification of students who may benefit from this approach;

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West Islip

- Review curriculum and programs (K-12) to ensure a rigorous academic environment focused on developing the skills, knowledge, habits and attitudes that students need to be successful in their future;
- Embed strategies within our instructional program to help students develop proactive methods for supporting their own mental health and wellness;
- Expand standards-based grading practices at our elementary schools to best provide feedback about learning and academic progress;
- Continue to strengthen our Tier 1 instructional practices to help students achieve optimal learning outcomes;
- Explore alternatives to the traditional assessment model by incorporating performance based opportunities for students to demonstrate mastery of their learning;
- Further develop our West Islip Profile of a Graduate by defining each of the attributes and the instructional implications at each grade level;
- Utilize data to guide instructional decisions and help all students reach their anticipated growth targets; and
- Incorporate relevant and meaningful learning experiences at the local and global level through industry partnerships, skill based programs and experiential travel opportunities.

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IV FACILITIES

Objectives:

- Evaluate district needs and identify priority items to fund through the District's reserves; and
- Continue to focus on and implement school safety measures that meet all recommended security standards.

V. TECHNOLOGY

Objectives:

- Implement the District's technology plan to ensure a strategic vision, goals and actions that support student achievement and engagement through the seamless integration of technology into teaching and learning;
- Provide access to relevant and rigorous professional development to ensure educators and leaders are proficient in the integration of learning technologies; and
- Provide learning opportunities for parents in the use of district technology and applications.

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Adoption date:

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SCHOOL BOARD LEGAL STATUS

The Board of Education is a seven-member Board elected by district residents. Each member of the Board serves for three years. The terms of office of Board members shall not all expire in the same year. Three members are elected in years whose number designations (i.e. 1986) are divisible by 3; two members are elected in other years.

Board members are responsible for school district management and policy-making.

The legal status of the Board is that of a corporate body established pursuant to the laws of New York State. Any liability of the district is a liability of the Board of Education as a corporation and not that of the members of the Board as individuals.

Members of the Board of Education have legal authority for the conduct of the district schools only when acting as a body in a properly convened session. Board members acting as individuals have no authority over personnel or school affairs. This defense and indemnification is subject to the definitions, limitations, qualifications, terms, conditions and intent of Section 18 of the Public Officers Law.

The Board will not be bound in any way by any individual's statement or action unless the Board, through an adopted policy or by a majority vote of Board membership, has delegated this authority to the individual member.

The Board is entrusted with the responsibility of developing policies under which the district is managed. In addition, the Board has all the powers and duties stated in the Education Law and other applicable New York State law.

Complete and final authority on all district educational matters, except as restricted by law, will be vested in the Board.

Ref: Education Law §§1604; 1604-a; 1701; 1702; 1703; 1708; 1709; 1710
 1804(1); 2101(2); 2105
 Section 18 of the Public Officers Law

Adoption date:

- Required
- Local
- Notice

SCHOOL BOARD ELECTIONS

The elections of members of the Board of Education shall be held on the third Tuesday in May, unless due to a conflict with religious observance, the Board requests that the Commissioner approve changing the election date to the second Tuesday in May. The request is due to the Commissioner by March 1st. The polls shall be open for those hours designated by the district. The following items shall be voted upon:

1. the annual budget,
2. any vacancies on the Board of Education, and
3. any special propositions that have been properly presented.

Candidates for office shall be nominated by a petition directed to the district clerk which is signed by at least twenty-five (25) qualified voters of the district or by two (2) percent of the number of voters in the previous annual election, whichever is greater.

Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Electioneering includes the display or distribution of any banner, poster, placard, button, or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.

Cross-ref: 1050, Annual Election and Budget Vote
1500, Public Use of School Facilities

Ref: Education Law §§2002; 2012; 2014; 2018; 2018-a; 2019-a; 2031; 2031-a; 2035
Appeal of Giuliano, 37 EDR 572 (1998)
Appeal of Fitzpatrick, 30 EDR 124 (1990)
Appeal of Heidbrink, 29 EDR 192 (1989)
Appeal of Gasparini, 23 EDR 25 (1983)

Adoption date:

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- Required
- Local
- Notice

CANDIDATES AND CAMPAIGNING

Nominations

Candidates for the office of member of the Board of Education shall be nominated by petition. Such petition shall be directed to the District Clerk, shall contain the signatures and addresses of at least 25 qualified voters of the district or two percent of the voters who voted in the previous election, whichever is greater, and shall state the name and residence of the candidate. Each petition shall be filed with the District Clerk not later than 30 days preceding the Annual Meeting and Election at which the candidates so nominated are to be elected.

The District Clerk will supervise the procedure used to establish the order of names on the ballot. The Board may reject nominations if the candidate is ineligible or has declared an unwillingness to serve.

Reporting Expenditures

If a candidate's campaign expenditures exceed \$500, the candidate must file a sworn statement with both the district clerk and the Commissioner of Education itemizing their expenditures and contributions received. The statement must list the amounts of all money or other valuable things paid, given, expended or promised by the candidate, or incurred for or on the candidate's behalf with his or her approval.

A candidate who spends \$500 or less is only required to file a sworn statement with the district clerk indicating this to be the case. No other campaign expenditure statement is required.

No person(s) shall make expenditures on behalf of a candidate without their approval, unless said person has filed a sworn statement with the District Clerk and the Commissioner of Education stating that the candidate did not approve such expenditure. The expenditure must be limited to \$25 and is not included in calculating the \$500 candidate expenditure.

An initial statement must be filed at least 30 days before the election, a second statement must be filed on or before the fifth (5th) day preceding the election and a final statement must be filed within 20 days after the election.

Electioneering

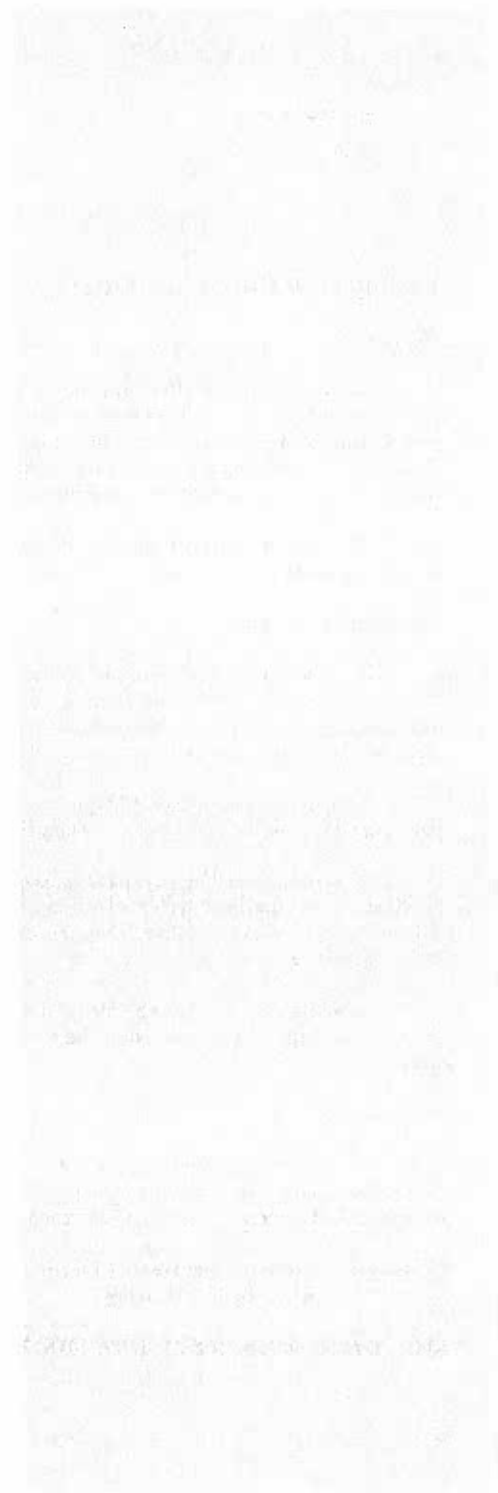
Electioneering during the hours of any vote is prohibited within the polling place or within 100 feet of any such polling place. Electioneering includes the display or distribution of any banner, poster, placard, button, or flyer, on behalf of or in opposition to any candidate or issue to be voted upon.

Cross-ref: 1050, Annual District Election and Budget Vote
6120, Budget Hearing

Ref: Education Law §§1528; 1529; 2018; 2031-a

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Adoption date:



- Required
- Local
- Notice

VOTING PROCEDURES

Eligibility to Vote

A person shall be entitled to vote in any school district election and in all matters placed upon the official ballot, if such person is:

1. a citizen of the United States;
2. at least 18 years of age;
3. a resident within the school district for a period of 30 days next preceding the meeting or election at which such person offers to vote;
4. qualified to register or is registered to vote in accord with section 5-106 of the Election Law which excludes:
 - a. convicted felons sentenced to a period of imprisonment for such felony;
 - b. felons convicted in a Federal Court, of a felony, crime, or offense which would constitute a felony in New York State, and who was sentenced to a period of imprisonment for such felony;
 - c. felons convicted in another state for a crime of offense which would constitute a felony in New York, and who were sentenced to a period of imprisonment for such felony;
 - d. persons adjudged incompetent by a court

The above provisions shall not apply if the individual is not sentenced to death or imprisonment or if the imprisonment is suspended.

Challenges to voters believed unqualified to vote may be undertaken pursuant to Education Law provisions. Challenges may be received by the District Clerk or an individual designated by the Board of Education. Each annual or special election or meeting shall have a presiding chairman appointed by the Board. Such chairman shall have the responsibility of properly handling any challenges to the qualification of any voter.

Voting

Voting machines shall be used for recording the votes on all elections, budget votes, and votes on special propositions. The only exception to the use of voting machines shall be a situation where the machines are unavailable due to mechanical failure or state or local law prohibiting their use. If this should arise, paper ballots will be used.

Each voting machine shall have at least three election inspectors appointed by the Board in attendance during all voting hours. It shall be the duty of the District Clerk and assistant clerk or clerks to keep a poll list containing the name and legal residence of each person before such person is permitted to vote.

Commented [MW1]: Ed. Law 2607.

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Election inspectors shall not advise or induce such voter to vote on any proposition or candidate, and if the election inspector were to learn how the individual voted, the election inspector shall never reveal the vote(s) recorded to any other person at any time.

Write-in ballot slots are required. Ballots containing the names of nominated candidates will be provided by the Board. There will be as many write-in slots as there are vacancies at the time of election.

The writing in of a name in the blank space so provided, will sufficiently indicate a vote. The district cannot require a voter to place any other mark beside the name of a write-in candidate.

Absentee Ballots

The Board provides for the use of absentee ballots for voting. Such ballots shall be available for the election of members of the Board of Education, the adoption of the school district budget, and on questions and propositions submitted to the voters of the district. The application must be received by the District Clerk at least seven days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered. The application must be completed and returned, and the individual must verify therein that he/she meets all voting requirements, and explain the reason for his/her inability to appear in person to vote.

In particular, the individual must explain that he/she will be unable to appear to vote in person on the day of the school district election because:

1. he/she will be unable to appear personally at the polling place on such day because of illness or physical disability or duties related to the primary care of one or more individuals who are ill or physically disabled;
2. an inmate or patient of a veteran's administration hospital;
3. he/she will be absent from their county of residence on such day; or
4. he/she will be detained in jail awaiting action by a grand jury; awaiting trial; or is confined in prison after conviction for an offense other than a felony.

The district shall request registration lists from the Board of Elections for those voters whose registration record has been marked "permanently disabled" and shall automatically mail absentee ballots to such voters in advance of each district vote or election.

Early Mail Ballots

The Board provides for the use of early mail ballots for voting. Such ballots shall be available for the election of members of the Board of Education, the adoption of the school district budget, and on questions and propositions submitted to the voters of the district. The application must be received by the District Clerk at least seven days prior to the election, if the ballot is to be mailed to the voter; or the application must be received by the day before the election, if the ballot is to be personally delivered. The application must be completed and returned, and the individual must verify therein that he/she meets all voting requirements.

Ref: Education Law §§2012; 2014; 2015; 2018; 2018-a; 2018-b; 2018-c; 2018-e; 2019; 2019-a; 2020; 2025; 2032(2)(e); 2035; 2037; 2603; 2607; 2610; 2613
Election Law §§3-224; 5-106; 5-612; 5-400
Matter of Rodriguez, 31 EDR 471 (1992)

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Matter of Gresty, 31 EDR 90 (1991)

Matter of Ferro, 25 EDR 175 (1985)

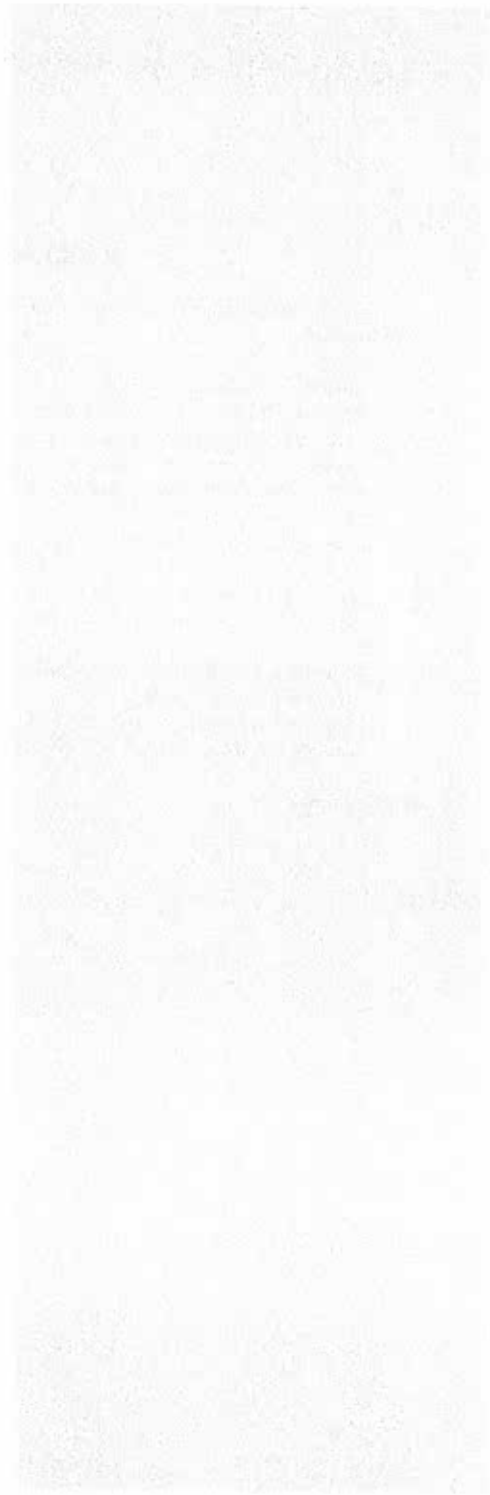
Matter of Manno and Maloney, 23 EDR 172 (1983)

Matter of Yost, 21 EDR 140 (1981)

Matter of Alpert and Helmer, 20 EDR 281 (1980)

Matter of Reigler and Barton, 16 EDR 256 (1977)

Adoption date:



- () Required
- () Local
- (X) Notice

BOARD MEMBER QUALIFICATIONS

The qualifications of a member of the West Islip Union Free School District Board of Education are that the individual:

1. must be able to read and write;
2. must be a qualified voter of the district; that is, a citizen of the United States, at least 18 years of age or older, and not adjudged to be an incompetent;
(Note: a convicted felon is barred from running for a seat on a board of education if his or her maximum prison sentence has not expired or if he or she has not been pardoned or discharged from parole)
3. must be and have been a resident of the school district for at least one year prior to election;
4. may not have been removed from any school district office within the preceding year;
5. may not reside with another member of the same school board as a member of the same family;
6. may not be a current employee of the school district; and
7. may not simultaneously hold another incompatible public office.

Ref: Education Law §§2102; 2103; 2502(7)
Election Law §5-106(2)-(4), (6)
Rosentock v. Scaringe, 40 N.Y.2d 563 (1976)
Matter of Schoch, 21 EDR 300 (1981)

Adoption date:

- Required
- Local
- Notice

BOARD MEMBER RESIGNATION AND REMOVAL FROM OFFICE

Resignation

A member of the Board of Education may resign his/her office by filing his/her resignation with the District Clerk. The resignation shall become effective on the date specified, if no date is specified, the resignation will become effective immediately upon delivery to the District Clerk. In no event shall the effective date be more than 30 days after its proper filing.

Removal from Office

A member of the Board of Education may be removed from office for willful violation or neglect of duty, or for willfully disobeying any decision, order or regulation of the Commissioner of Education. Notice of the charge and an opportunity for defense shall be provided. Official misconduct may be grounds for removal by the Board after a hearing.

A vacancy on the Board may also be declared if it is clearly established that a member has failed to attend three consecutive meetings without a good and valid excuse or if a member has changed his/her legal residence from that of the school district.

A Board member who has been removed from office is ineligible to be appointed or be elected to any office in the District for one year from the date of removal.

Filling Vacancies

The Board of Education has the power to fill any vacancy, by a majority vote, which may occur on the Board by reason of death, resignation, removal from office or from the school district, or refusal to serve, of any member or officer of the Board. The person so appointed in the place of any such member of the Board shall hold his/her office until the next regular school district election. The unexpired term of the office will then be filled by election.

The Board shall have the power to call a special school district election for the purpose of filling the unexpired term of office of a member of the Board.

**Ref: Education Law §§306; 1709; 2103; 2109, 2111, 2113
Public Officers Law §31**

Adoption date:

- Required
- Local
- Notice

SCHOOL DISTRICT OFFICER AND EMPLOYEE CODE OF ETHICS

The Board of Education is committed to avoiding any situation in which the existence of conflicting interests of any Board member, officer or employee may call into question the integrity of the management or operation of the District. The Board recognizes that sound, ethical standards of conduct serve to increase the effectiveness of district officers and staff as educators and public employees in the community. Adherence to a code of ethics promotes public confidence in the schools and furthers the attainment of district goals.

The Board also recognizes its obligation to adopt a code of ethics setting forth the standards of conduct required of all Board members, district officers and employees under the provisions of the General Municipal Law. Therefore, every Board member, officer and employee of the district, whether paid or unpaid, shall adhere to the following code of ethics.

The District Clerk will be responsible for ensuring that all Board Members sign a statement acknowledging the "Code of Ethics" at the Annual Organizational Meeting.

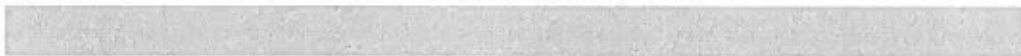
Statutory Conflicts of Interest

It is a conflict of interest for a Board member, officer or employee to benefit personally from contracts made in their official capacity.

- "Officer" is an officer of the School District whether elected or appointed, whether paid or unpaid.
- "Employee" is any persons directly employed and compensated by the School District.
 "Contract" is defined broadly to include any claim or demand against the district or account or agreement with the district, whether expressed or implied, which exceeds the sum of \$750.00 in any fiscal year. An "interest" is defined as a direct or indirect benefit that runs to the employee as a result of a contract with the district.

No Board member, officer or employee shall have an "interest" (i.e., receive a direct or indirect benefit as the result of a contract with the district) in:

1. a firm, partnership or association in which he/she is a member or employee;
2. a corporation in which he/she is an officer, director or employee;
3. a corporation in which he/she, directly or indirectly, owns or controls 5% or more of the stock;
4. a contract between the district and his/her spouse, minor child or dependents, except for an employment contract between the school district, a spouse, minor child or dependent of a Board member authorized by §800(3) of the General Municipal Law or §3016 of the Education Law.



1. Gifts: A Board member, officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could

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reasonably be inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

However, the Board welcomes and encourages the writing of letters or notes expressing gratitude or appreciation to staff members. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. **Confidential information:** A Board member, officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest. Confidential information, as used in this Section 2, includes but is not limited to (1) matters discussed in a properly convened executive session; (2) any information marked as confidential; and (3) any information that is considered confidential by law. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law. Additionally, disclosure of such information is not prohibited where it is warranted to appropriate law enforcement entities for investigation and possible action, or where a board member is compelled to reveal the information in a court case.
3. **Representation before the Board or District:** A Board member, officer or employee shall not receive or enter into any agreement, expressed or implied, for compensation for services to be rendered in relation to any matter before the school district.
4. **Disclosure of interest in matters before the Board:** A Board member, officer or employee of the district, whether paid or unpaid, must publicly disclose the nature and extent of any interest they or their spouse have, will have or later acquire in any actual or proposed contract, purchase agreement, lease agreement or other agreement involving the school district (including oral agreements), to the governing body and his/her immediate supervisor (where applicable) even if it is not a prohibited interest under applicable law. Such disclosure must be in writing and made part of the official record of the school district. Disclosure is not required in the case of an interest that is exempted under Section 803(2) of the General Municipal Law. The term "interest" means a pecuniary or material benefit accruing to an officer or employee.
5. **Investments in conflict with official duties:** A Board member, officer or employee shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties. Subject to the exceptions to the conflict of interest law described in Section 802 of the General Municipal Law (see 2160-E.1).
6. **Private employment:** A Board member, officer or employee shall not engage in, solicit, negotiate for or promise to accept private employment when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
7. **Future employment:** A Board member, officer or employee shall not, after the termination of service or employment with the district, appear before the Board in relation to any action, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration.
8. **Involvement with Charitable Organizations:** A Board member, officer or employee may be involved as a volunteer, officer or employee in a charitable organization which has a relationship with the district. If a Board member is a board member, officer or employee of the charitable organization the Board member must disclose such relationship in writing to the district, and the Board member must recuse himself or herself from any discussions or votes relating to the charitable organization which may come before the

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Board. When participating in the activities of the charitable organization, the Board member, officer or employee shall not disclose any confidential information learned in the course of his or her official duties or use such information to further personal interests.

Additionally, the Board member, officer or employee shall not make representations on behalf of the district unless specifically authorized to do so by the Board.

9. Procurements with Federal Funds: The District complies with the requirements of the federal Uniform Grant Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

No District employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, spouse, partner, or an organization which employs or is about to employ any of those parties has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or subcontractors. Violations of this policy are subject to disciplinary action.

Each employee, board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Treasurer. The Treasurer shall disclose in writing any potential conflict of interest to NYSED or other applicable pass-through-entity or the Federal awarding agency. The Treasurer shall also disclose in writing to NYSED or other applicable pass-through-entity in a timely manner all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Treasurer shall fully address any such violations promptly and notify the Board accordingly.

Distribution of Code of Ethics

The Superintendent of Schools shall cause a copy of this Code of Ethics to be distributed to every member of the Board, every officer and employee of the school district. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his or her office or employment. In addition, the Superintendent shall ensure that a copy of Article 18 of the General Municipal Law shall be kept posted in each public building under the district's jurisdiction in a place conspicuous to the district's officers and employees.

Penalties

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of the Board's code of ethics and its accompanying regulation may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

- Ref:** General Municipal Law §§800-808
Opn. St. Comp. 2008-01
Appeal of Rivers, 60 EDR Dec. No 17,989 (2021)
Application of the Board of Education, 57 EDR Dec. No. 17,147 (2017)
Application of Nett and Raby, 45 EDR 259 (2005)
2 CFR Part 200, Subpart B

Adoption date:

- Required
- Local
- Notice

BOARD ORGANIZATIONAL MEETING

The Board of Education recognizes its obligation to hold an annual organizational meeting. The purpose of the organizational meeting is to elect officers of the Board and make the proper appointments and designations of other district employees for the proper management of the school district during the school year.

The Board will hold its annual organizational meeting on the first Tuesday in July. If that day is a legal holiday, the Board will hold the meeting on the first Wednesday in July. The Board may alternately hold the meeting on a date during the first 15 days in July that is not a legal holiday. The Board will choose this date by resolution at a Board meeting before July.

The previous Board President or the District Clerk shall call the meeting to order, and shall preside until the election of a new president. The order of business to be conducted at the organizational meeting shall include items required or implied by state law and/or regulation. The Board may also conduct general district business, including properly entering into executive session, if necessary, at the end of the meeting before adjourning.

I. Oath of Office

The School Attorney, or any officer authorized to administer the oath, *insert title of official, typically the District Clerk* shall administer and countersign the oath of office to newly-elected Board members. The oath shall conform to Article XIII-1 of the New York State Constitution, and Section 10 of the Public Officers Law. No new Board member shall be permitted to vote until he/she has taken the oath of office.

II. Election of Board Officers

The Board shall elect a president ~~and vice president~~ for the ensuing ~~year, and year and~~ administer the oath of office to him/her. The Board may, in its discretion, elect a vice president for the ensuing year and shall have the oath of office administered to him/her. A majority of all members of the Board shall be necessary for a valid election.

III. Appointment of District Officers

The Board shall appoint and the Board President administer the oath of office to the following district officers:

- o District Clerk
- o District Treasurer
- o Deputy Treasurer
- o Claims Auditor

IV. Appointment of Other Positions

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The Board shall appoint and establish the stipend (if any) for the following positions *(include only those that are appropriate for the district)*:

- | | |
|---|--|
| Chief/School Physicians | School Attorney |
| Attendance Officer | Insurance Carrier |
| Internal Auditor | Records Access Officer |
| External Auditor | Records Management Officer |
| Audit Committee | Data Protection Officer |
| Title IX/Section 504 Hearing Officer(s) | Treasurer(s) of Student Activity Account |
| Purchasing Agent | Deputy Purchasing Agent |
| Dignity Act Coordinator(s) | McKinney/Vento Liaison |
| Committee on Special Education (CSE) | |
| Committee on Preschool Special Education (CPSE) | |

V. Bonding of Personnel

The Board may bond the following personnel handling district funds:

- ~~Tax Collector~~
- ~~District Treasurer~~
- ~~Treasurer of Student Activity Account~~
- ~~Claims Auditor~~
- ~~Deputy Treasurer~~
- Other officers and designees as required by law, or as deemed appropriate by the Board.

Commented [MW2]: Please confirm these are the only individuals the Board wishes to bond.

The Board may, in each instance, specify the amount of the bond it intends to obtain. The Board may include any of the above officers in a blanket undertaking, pursuant to law and Commissioner's Regulations, rather than bond individuals.

VI. Designations

The Board shall designate/approve:

- Official depositories for district funds
- Official district newspapers
- The day and time of regular meetings
- The day and time of West Islip High School Commencement Exercises
- The rate for mileage reimbursement
- The calendar for the upcoming school year
- The prices for school meals
- Tuition rates for non-resident students
- Travel and meal expense reimbursement limits

The Board shall also adopt the rotational list of impartial hearing officers for the district as provided by the State Education Department.

VII. Authorizations:

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- a. of person to certify payrolls;
- b. of contracts for student services (such as health, cafeteria), and tuition contracts, when necessary;
- c. of attendance at conferences, conventions, workshops, etc., with designated expenses;
- d. to establish petty cash funds (and to set amount of such funds);
- e. to designate authorized signatures on checks;
- f. of Board and district memberships in professional organizations;
- g. to offer school district employee and officer indemnification under Public Officer's Law §18;
- h. of positions entitled to use district-owned cell phones and credit cards;
- i. of Board representative(s) for appointing Impartial Hearing Officers; and
- j. of Superintendent of Schools to approve budget transfers, and the monetary limits of such transfers.

The Board shall review its policies on Investments (5220) and Purchasing (5410,5412), and the Student Code of Conduct (5300) , and Parental Involvement (3251) annually, as required by law. The Board shall also review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, shall review its policy on Attendance (7110).

Cross-ref: 2270, School Attorney
2220, Board Officers
2230, Appointed Board Officials
2310, Regular Meetings
5100, Attendance
5252, Student Activities Funds Management
5300, Code of Conduct
6240, Investments
6650, Claims Auditor
6680, Internal Audit Function
6690, Audit Committee
6700, Purchasing
6741, Contracting for Professional Services

Ref: New York State Constitution, Article XIII, §1
General Municipal Law §103(2) (official newspapers)
Public Officers Law §§10; 13; 30
Education Law §§305(31) (designated educational official); 1701 (meeting to elect president, may elect vice president); 1707 (date of meeting); 1720(2) (bonding of personnel); 1904 (central high school districts in Nassau county); 2130 (appoint clerk, bonded treasurer and bonded tax collector); 2502(9) (City of Albany), (9-a) (City of Rensselaer); 2504 (small city meeting during the first week of July, day and time of regular meetings); 2527 (bonding officials in small city school districts); 2553(9) (City of Rochester), (10) (City of Buffalo); 2563 (large city meetings)
8 NYCRR §§104.1 (requirement to review attendance data); 170.2 (bonding of tax collector, treasurer, claims auditor); 170.12 (bonding of claims auditor); 172.5 (bonding of extra classroom activity treasurer)

Adoption date:

- () Required
- (X) Local
- (X) Notice

BOARD OFFICERS

The President of the Board of Education shall be elected by members of the Board at the annual organization meeting in July. The Board, in its discretion, may elect a vice president for the ensuing year at the annual organization meeting.

Duties of the President of the Board

The duties of the President of the Board shall be as follows:

1. to preside at all meetings;
2. to call special meetings he/she considers necessary or on request of one member of the Board;
3. to appoint committees with the advice of fellow Board members;
4. to act as an ex-officio member of all committees;
5. to execute all documents on behalf of the Board;
6. to perform the usual and ordinary duties of the office.
7. consult with the Superintendent in planning the Board's agenda;
8. confer with the Superintendent on crucial matters that may occur between Board meetings;
9. be public spokesperson for all Board-related matters at all times except as this responsibility is specifically delegated to others;
- 6-10. Have the right, as other Board members have, to offer resolutions, discuss questions and to vote.

Duties of the Vice-President

The Vice-President shall assume all the duties of the President in his/her absence or by reason of his/her disability. Should a vacancy occur in the role of president, the vice-president shall act as president until a new president is elected.

Ref: New York State Constitution, Article 13 §2
Local Finance Law §2.00(5)(e)
Education Law §§1709; 2105(6); 2502; 2504; 2553; 2563; 2590-b

Adoption date:

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Commented [3]: Any interest to add to these lists. This is from our old policy.

In addition the President will:

Consult with the Superintendent in planning the Board's agenda;

Confer with the Superintendent on crucial matters that may occur between Board meetings;

Be public spokesperson for all Board-related matters at all times except as this responsibility is specifically delegated to others;

Have the right, as other Board members have, to offer resolutions, discuss questions and to vote.

Commented [MW4R3]: The list from the previous policy may be included in addition to the list herein.

Commented [5]: The Board of Education may, in its discretion, elect one of its members Vice President who shall have the power to exercise the duties of the President in case of the absence or disability of the President. In case of vacancy in the office of the President, the Vice President shall act as President until a President is elected.

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APPOINTED BOARD OFFICIALS

NOTE: This policy is offered as a replacement to the previously adopted policy 1331, Duties of the District Clerk and 1332 Duties of the School District Treasurer.

District Clerk

The Board of Education shall annually appoint a District Clerk. The District Clerk shall:

1. keep **and preserve** an accurate record of the proceedings of the Board of Education and shall submit a copy of the proceedings to each Board member and the Superintendent of Schools;
2. file all correspondence and records relating to matters of the school district, involving the Board;
3. prepare and arrange publication of legal notices;
- 3.4. **provide notice of the time and place of all special and annual district meetings, including meetings which have been adjourned;**
- 4.5. attend all public meetings of the Board (Regular and Special) as well as public hearings of the Board and, when requested:
6. perform duties pertaining to the preparation for, and conduct of district elections, budget votes, and special district referendum elections;
7. **provide notice to every person elected or appointed to office of his/her appointment or election and report the names and addresses of such officers to the Town Clerk;**
8. **keep and preserve all records, books and papers belonging to the Office of the Clerk;**
- 5.9. **notify the County Treasurer of the name and address of any individual(s) elected to the office of treasurer and district collector;**
- 6.10. in the absence of both the President and Vice-President of the Board at a duly constituted meeting, determine the member with the longest tenure on the Board, in alphabetical order, and that member shall then assume all the usual duties of the President until either the President or Vice-President is in attendance;
- 7.11. **administer the Oath of Office for all Board members and school district officers;** and
- 8.12. perform any other work requested of him/her by the Board or the Superintendent.

Commented [MW6]: The District has the School Attorney perform this function.

District Treasurer

The Board of Education shall also annually appoint a District Treasurer. The District Treasurer shall:

1. act as custodian of all monies belonging to the district;
2. receive all monies belonging to the district and issue receipt for same;
3. deposit monies received in banks designated by the Board;
4. be bonded in such sum as shall be required before entering into the duties of the office;
5. pay out district monies on written order of officials of the Board; **and**
6. give detailed accounts of monies received and disbursed;

Commented [7]: Items 7-13 were brought over from the previously adopted policy and should be reviewed carefully to ensure it reflects the current practice of the district and intent of the Board.

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7. ~~during the annual meeting, the treasurer shall render a full account of all monies received by him/her and from what source, and when received, and all disbursements made by him and to whom and the dates of such disbursements, and the balance of moneys remaining;~~
8. ~~provide periodic and annual District financial reports;~~
- 6-9. maintain the bond and investment ledger;
- 7-10. reconcile all bank balances and conduct trial balances on all accounts;
- 8-11. develop a monthly outstanding check list for audit purposes;
- 9-12. arrange for short-term loans to meet operating expenses when tax moneys are not available and for construction work prior to the sale of bonds;
- 10-13. coordinate cafeteria reimbursement claims each month;
- 11-14. file and prepare all financial reports including annual school budget to state, tax budget to town, tax levy to state; and
- 12-15. file and prepare all financial reports in conjunction with the Assistant Superintendent for Business including annual school budget, tax levy and other required financial reports to the State, tax budget reports to the Town and miscellaneous required reports (Moody's and others).

Ref: Education Law §§2121; 2122; 2130
8 NYCRR §§170.1 (duties of treasurer); 170.2 (bonding of tax collector, treasurer, claims auditor)

Adoption date:

Commented [MGVB]: Please review with the Business Office to ensure the accuracy of this list.

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COMMITTEES OF THE BOARD

The Board will generally serve as a committee-of-the-whole. However, the following standing committees shall be formed at the Annual Organizational Meeting.

- 1. Buildings and Grounds
- 2. Finance
- 3. Health & Wellness Alliance
- 4. Special Education
- 5. Policy
- 6. Education
- 7. Audit
- 8. Safety

Appointments to the established standing committees will be made by the President after each member has had an opportunity to express his preferences. Whenever possible, Board members' seniority should be considered when making these standing committee appointments. When standing committees are approved, each Board member will accept at least one standing committee.

The function of each committee shall be one of investigation and recommendation. Committees cannot make legal decisions for the Board.

A Central Office administrator and the Board of Education President will be assigned ex-officio members of each standing committee. However, if the Board of Education President acting as an ex-officio member constitutes a fourth member, he or she shall not be a voting member of that committee.

The Board of Education shall establish liaisons in the following areas:

- 1. New York State School Boards Association Legislative Network
- 2. Nassau-Suffolk School Boards Association
- 3. Committee on Special Education
- 4. PTA Council Liaison
- 5. School Board/Student Liaison
- 6. Health and Wellness

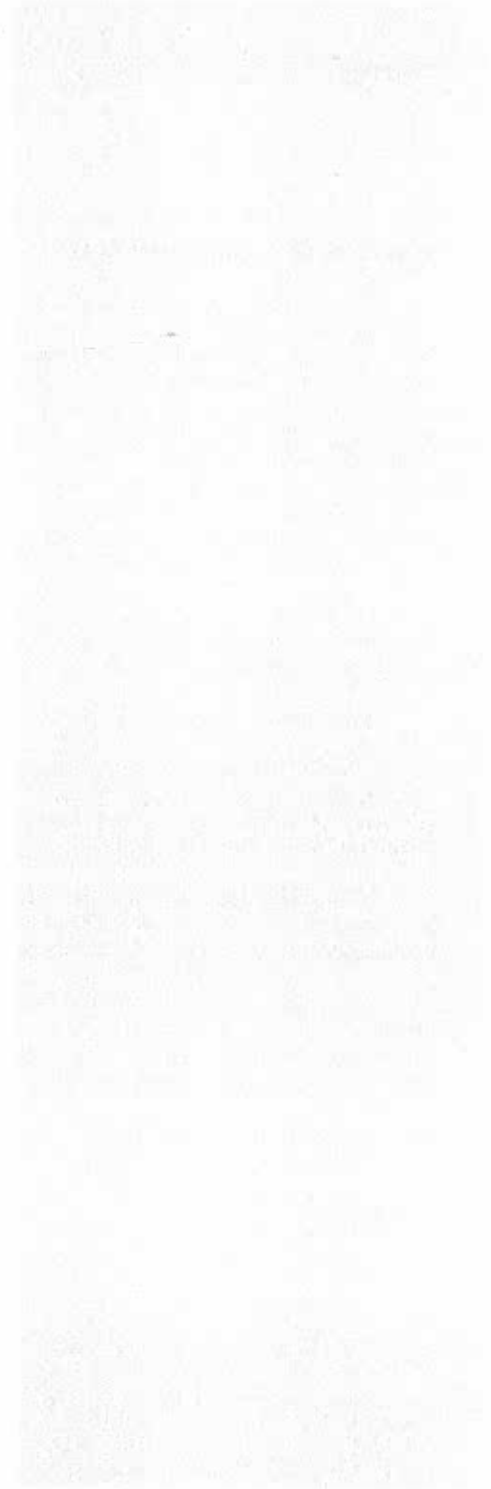
Visitation Committees

The Board of Education shall visit every school at least once annually, and report on their conditions at the next regular meeting of the Board.

Ref: Education Law § 1708

Adoption date:

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CITIZENS ADVISORY COMMITTEES

The Board of Education recognizes that it can beneficially utilize the talents, resources, and interests available among district residents and district employees, to assist in developing the programs needed for the maintenance of a quality educational program in the schools of the district. To that end, the Board shall, at its discretion and in accordance with state law and regulation, appoint Citizens Advisory Committees, whose membership shall consist, of ~~representative~~ residents of the district and/or district employees, to meet with the Board to provide advice and reaction about important matters before the Board which may have special significance for the community.

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Each citizens committee organized by the Board shall be appointed and discharged by official Board resolutions. Resolutions appointing such committees shall state specifically the scope of the work of the committee. The term of advisory committee members will be limited to one year.

The Board will instruct each advisory committee as to the length of time each member is being asked to serve and the service the Board wishes the committee to render, as well as the extent and limitations of the committee's responsibilities.

Appointments to Citizens Advisory Committees ~~shall will~~ be on the basis of interest, experience, expertise, and concern. Only district residents and district employees may be appointed to Citizens Advisory Committees. No one shall be appointed as a representative of a specific group or area, unless it is the express purpose of the Board to have all areas of the community represented, in which case the Board will, in its discretion, appoint representative members of every such group or area. The Board shall make every effort to form a committee that is representative of the entire community.

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Committees shall report all suggestions and recommendations to the Board and Superintendent of Schools prior to public release. Recommendations of advisory committees will be based on research and fact. Their recommendations will be channeled to the Board through the Superintendent.

The Board may accept, reject, or return committee recommendations for further study. Any action stemming from committee reports is the responsibility of the Board. Publicity, or the release of information, concerning committee findings shall be the responsibility and the prerogative of the Board. Advisory committees shall be discontinued upon completion of their assignment(s).

Ref: 8 NYCRR §135.3(b)(2), (c)(2)
Education Law §§4402.4601

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SCHOOL ATTORNEY

The Board of Education shall retain legal counsel, who shall be appointed at the Annual Organizational Meeting of the Board of Education. This legal counsel will represent the Board of Education, and shall report directly to the Board. The attorney shall have applicable legal expertise to represent the interests of the school district.

Any attorney working for the Board as legal counsel must be admitted to the bar of New York State and duly licensed to practice law in New York State. Other qualifications, such as years of experience representing school districts in the area of education law, shall be outlined in the Request for Proposal.

The written agreement with the attorney and/or law firm shall describe, at a minimum, the cost (e.g., hourly rates, retainer agreement), services provided, representation (e.g., in hearings, courts, investigations, negotiations), and level of participation at Board meetings

The status of the retainer agreement and costs will be monitored by the Superintendent or his or her designee.

The Attorney and/or law firm will be the legal advisor to the Board. In that capacity, the legal counsel's duties may include, but not be limited to, the following:

1. to advise the Board with respect to all legal matters relating to the district, including, but not limited to, interpretation of the Education Law of the State of New York, and all other statutes, rules or regulations affecting the district;
2. to be easily accessible to the Board and the Superintendent of Schools (and, at the discretion of the Superintendent, to his/her administrative staff), with respect to legal matters arising out of the day-to-day administration of the district. ~~(optional language:~~ This includes being available for Board meetings at the Board's request);
3. to review and to represent the district in the preparation of contracts, as requested by the district (other than the contract for school attorney services);
4. to advise and assist in matters of litigation pursuant to the retainer agreement;
5. ~~may ask to~~ review ~~and advise with respect to~~ the legality of policies or regulations to be considered for adoption by the Board;
6. to review and advise with respect to any legal papers served upon the district to commence legal action; and
7. to recommend the retainment of special counsel as he or she may deem necessary in the circumstances, subject to the approval of the Board. Retaining additional legal counsel shall be subject to the process outlined in Board policy. The school attorney and/or firm will report any censure, suspension, or disbarment to the Board.

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Cross-ref: 2210, Board Organizational Meeting
2410, Policy Development, Adoption, Implementation and Review

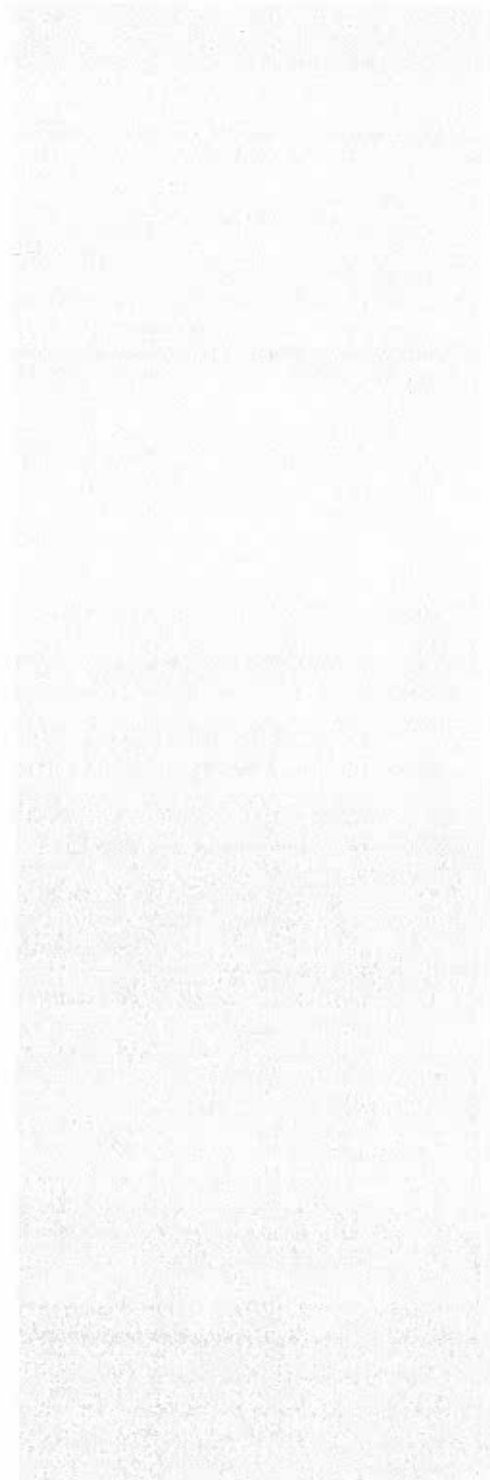
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6700, Purchasing

6741, Contracting for Professional Services

Adoption date:



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REGULAR MEETINGS

NOTE: This policy is offered as a standalone policy with elements from previously adopted policy 1510, Board Meetings being used as appropriate. This version is offered for consideration of the Board.

In order to perform its duties in an open and public manner, and in accordance with state law, the Board of Education will hold regular business meetings once a month.

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The time, dates and place of regular Board of Education meetings will be established at the annual organizational meeting. In the event that the day appointed for a regular meeting falls on a legal holiday, the meeting will be rescheduled. All regular Board meetings are open to the public. The district will make all reasonable efforts to ensure that the meeting facility provides barrier-free access to the physically handicapped and accommodates all members of the public who wish to attend.

The district will comply with applicable notice requirements (see policy 15302340). Videoconferencing of Board meetings is addressed in policy 23251512.

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In addition to the members of the Board, the following individuals will regularly attend the business meetings of the Board: *include titles such as the* Superintendent of Schools, the Assistant Superintendent for Curriculum and Instruction, the Assistant Superintendent for Human Resources, and the Assistant Superintendent for Business and Operations, and other specified personnel as deemed necessary.

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Cross-ref: 2210, Board Organizational Meeting
2325, Videoconferencing of Board Meetings
2340, Notice of Meetings
2360, Minutes

Ref: Public Officer's Law §§102; 103; 104

Adoption date:

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- Local
- Notice

VIDEOCONFERENCING OF BOARD MEETINGS

NOTE: Chapter 56 of the Laws of 2022 amended the Open Meetings Law, revising the requirements for meeting via videoconference by adding new section 103-a. This section is effective July 1, 2024 (unless it is extended or made permanent in the future). Until August 14, 2022 (when the current pandemic-related virtual meeting authority expires), boards can continue to meet remotely without permitting in-person public access, but must permit the public to view or listen to the meeting, and must record and later transcribe the meeting. The amended law also provides that during a declared emergency, boards may meet virtually without the need for in-person access.

To allow Board members to participate via videoconferencing under extraordinary circumstances pursuant to §103-a, Boards must adopt a resolution after holding a public hearing and must maintain an official website. Note that the Board's resolution can be applicable to the Board and its committees or subcommittees, or may specify that each committee or subcommittee may make its own determination. The law also requires the establishment and posting of written procedures governing participation by videoconferencing. Such procedures, which could take the form of this policy, or a separate document attached to it, should be tailored to your district's process.

The NYS Committee on Open Government has issued guidance on this topic: https://opengovernment.ny.gov/system/files/documents/2022/05/chapter_56_of_the_laws_of_2022_guidance_document_05_20_22.pdf. Based on this guidance, it is our understanding that, whether or not the Board adopts a resolution to allow videoconferencing under extraordinary circumstances, Board members can participate via videoconferencing as was permitted by the Open Meetings Law prior to the enactment of §103-a, i.e., where all locations, including those where Board members participate by videoconference, must be open to members of the public.

This policy is new for consideration of the Board.

Commented [9]: Requesting Legal Input and guidance

Commented [MW10R9]: This policy is legally sufficient, however, in lieu of adopting the new policy, the District may elect to maintain its current Videoconferencing Policy. Should the District elect to maintain its current policy, language may be added, as included below, regarding members who are considered disabled and thus unable to attend an in-person meeting. This language is permissive and is not required to be adopted by the District.

Commented [JC11R9]: I agree that we should use the previously adopted policy as this was done recently.

I. Videoconferencing – Locations Open to the Public

Members of the Board of Education may attend Board meetings by videoconference, if their location is open to the public, and appropriate public notice has been given as outlined in policy 2340, Notice of Meetings. Such members may participate in all aspects of the meeting, including establishing a quorum, discussions, and voting. Board members participating via videoconference must disclose the total number of people in attendance at that location. To promote the highest degree of confidentiality during executive session, such Board members must sign an affidavit that the only people, if any, present in the room during the executive session were authorized to be there.

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The District will make all reasonable efforts to ensure that the facility of the primary meeting site provides barrier-free access to the physically handicapped, and accommodates all members of the public who wish to attend. Sites where a member participates via videoconference which are open to the public are not required to comply with these conditions.

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Pursuant to Board resolution # _____, dated _____, Board members are permitted to participate in meetings via videoconferencing under extraordinary circumstances, in accordance with state law and this policy. [Optional language: That resolution is attached to this policy as an exhibit.] Extraordinary circumstances include: disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the members' physical attendance at the meeting.

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NOTE: The first sentence of the paragraph below reflects a requirement of the law. The second sentence reflects clarifying guidance from the Committee on Open Government.

To utilize videoconferencing under extraordinary circumstances, a quorum of Board members must be present in the same physical location(s) where the public can attend the meeting. Board members videoconferencing under extraordinary circumstances can participate in meeting discussions and voting, and their locations are not required to be open to the public, but they do not count towards a quorum unless their locations are open to the public.

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However, the Board permits board members who have a disability that renders them unable to participate in-person in any location where the public can attend, to count toward fulfilling a quorum, as long as the district maintains at least one physical location where the public can attend the meeting. For purposes of this paragraph, disability is as defined in Executive Law §202: (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques, (b) a record of such an impairment, or (c) a condition regarded by others as such an impairment.

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The in-person quorum requirement will not apply in the event of a declared state disaster emergency or local state of emergency, if the district determines that such emergency would affect or impair the district's ability to hold an in-person meeting.

- Commented [MW12]: The Open Meetings Law was amended in 2023 to allow a public body to allow for attendance for members who are considered disabled and thus unable to attend an in-person meeting. This language is permissive and is not required to be adopted by the District.
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NOTE: The following paragraph does not reflect a requirement of §103-a, but is suggested to effectuate the law as part of the Board's written procedures, consistent with COOG guidance and model procedures. The law does not include a deadline for requests, but videoconferencing must be included in the notice of meetings. Your Board may wish to include other elements it finds necessary.

To participate via videoconference under extraordinary circumstances, Board members must notify the Superintendent, District Clerk, or designee, as soon as the need arises, stating the extraordinary circumstance, no later than four business days prior to the meeting, in order to give proper notice to the public. The district will also notify the Board officers. If extraordinary circumstances arise within four business days prior to the meeting, the district will update its public notice as soon as practicable. If the district cannot update its public notice, the district may reschedule its meeting. Such notification may be made by any means (e.g., phone, electronically, in writing or in person), but the Board member should receive confirmation, so they know the request was received and approved.

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NOTE: The following paragraph does not reflect a requirement of §103-a, but is suggested to effectuate the law.

If more than one Board member wishes to participate in the same meeting by videoconferencing under extraordinary circumstances, the district will consider the need for a quorum at locations where the public may attend. The district may reschedule meetings if appropriate.

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~~The district will give public notice of meetings using videoconferencing under extraordinary circumstances pursuant to policy 2340).~~

~~**NOTE: The district's written procedures governing videoconferencing under extraordinary circumstances must be posted on the district's website.**~~

~~This policy, or the district's written procedures for videoconferencing under extraordinary circumstances if a separate document, will be posted on the district website.~~

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~~Except for properly convened executive sessions, all Board members (i.e., those attending both in-person and via videoconferencing) must be able to be heard, seen and identified (e.g., their first and last name shown) during the meeting, including all motions, proposals, resolutions or any other matter formally discussed or voted upon.~~

~~**NOTE: Opinion #5575 of the Committee on Open Government (issued prior to the enactment of §103-a) advised that Board members participating via videoconference, as their locations were required to be open to the public, could be required to sign an affidavit regarding those present during executive sessions. Under §103-a, remote locations are not required to be open to the public. The Board may still wish to address confidentiality of information discussed during executive session. If the Board wishes to require Board members to sign an affidavit as described in the first paragraph of this policy, we urge you to consult with your attorney.**~~

~~All meetings that are broadcast or utilize videoconference technology will utilize technology that permits access by members of the public with disabilities, consistent with the Americans with Disabilities Act, as amended.~~

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~~For all meetings involving videoconferencing under extraordinary circumstances, the District will provide members of the public the opportunity to view the meeting via video and participate in public comment via videoconference in real time where public comment is authorized, to the same extent as in-person comment.~~

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~~Minutes of meetings involving videoconferencing under extraordinary circumstances will include which members participated remotely.~~

~~All meetings where videoconferencing under extraordinary circumstances is used will be recorded, except those portions held in executive session. Recordings will be posted or linked on the District website within five business days of the meeting and remain posted or linked for at least five years after the meeting. Recordings will be transcribed upon request.~~

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- ~~**Cross-ref:**~~
- ~~1230, Public Comment at Board Meetings~~
 - ~~2310, Regular Board Meetings~~
 - ~~2320, Special Board Meetings~~
 - ~~2340, Notice of Meetings~~
 - ~~2360, Minutes~~

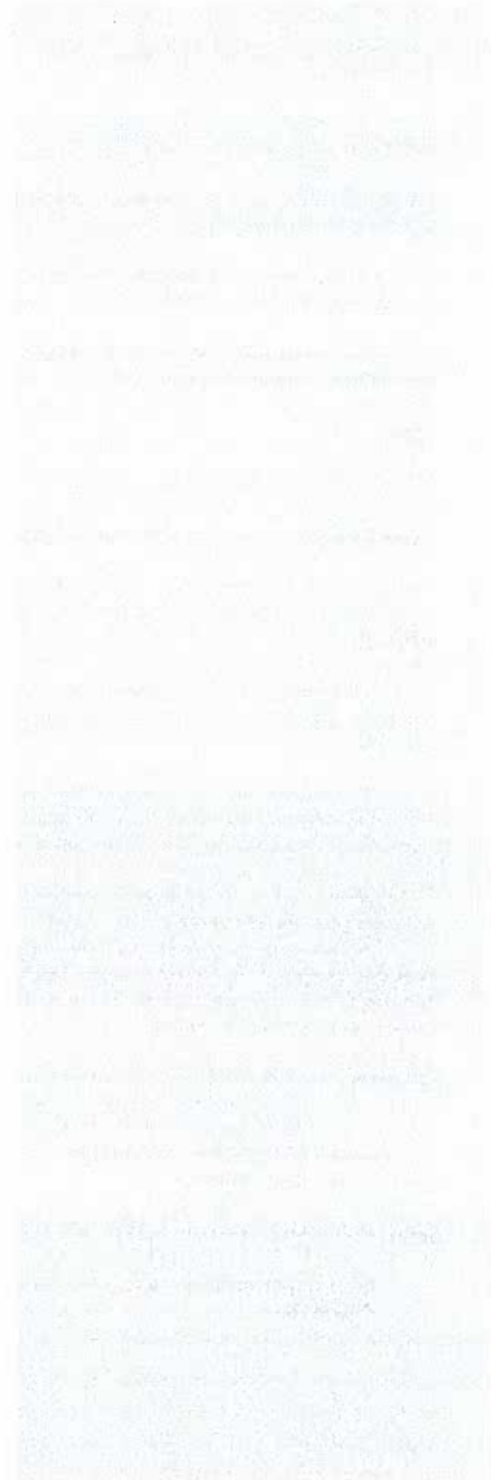
~~**Ref:** Public Officer's Law §§102, 103, 103-a, 104~~

~~NYS Department of State, Committee on Open Government, Advisory Opinion OML-AO #5575 (3/6/2018)~~

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“Questions and Answers, Chapter 56 of the Laws of 2022,” NYS Committee on Open Government,
<https://opengovernment.ny.gov/system/files/documents/2022/05/chapter-56-of-the-laws-of-2022-guidance-document-05-20-22.pdf>

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- (X) Notice

EXECUTIVE SESSIONS

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The Board of Education may hold executive sessions at which only the members of the Board or persons invited by the Board may be present. However, the executive session is only available for the purpose of discussion, and except as the law allows, formal action must be taken in an open session.

Executive sessions can be requested by any member of the Board or the Superintendent of Schools.

A Board member must make a motion during an open meeting to convene ~~to an~~ executive session. Upon a majority vote of its members, the Board may convene ~~to an~~ executive session at a place which the Board President or said members may designate within the district to discuss the subjects enumerated below. Matters which may be considered in executive session are:

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1. matters which will imperil the public safety if disclosed;
2. any matter which may disclose the identity of a law enforcement agent or informer;
3. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;
4. discussions regarding proposed, pending or current litigation;
5. collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law);
6. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;
7. the preparation, grading or administration of examinations; and
8. the proposed acquisition, sale, or lease of real property or the proposed acquisition of securities, or sale or exchange of securities, but only when publicity would substantially affect the value thereof.

The motion to go into executive session must be detailed enough to allow the public to understand the topic the Board will be discussing, without disclosing specifics. Discussion in executive session will be limited to the topic(s) identified in the motion.

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A Board may not take action in executive session except to vote on disciplinary charges against a tenured teacher.

Individual Board members, acting on their own, cannot disclose matters discussed in a properly convened executive session. However, the Board, acting as a whole, may decide to disclose such information where disclosure is not prohibited under the law. Additionally, disclosure of such information is not prohibited where it is warranted to appropriate law enforcement entities for investigation and possible action, or where a board member is compelled to reveal the information in a court case.

Minutes will be taken at executive sessions of any action that is taken by a formal vote and should consist of a record or summary of the final determination of such action and the date and vote thereon, provided, however, that such summary need not include any matter which is not required to be made public by the Freedom of

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Information Law. Minutes taken shall be available to the public within one week from the date of the executive session.

Cross-ref: 2160, Code of Ethics

Ref: Education Law §1708 (3)
Public Officers Law §§100 et seq.
Appeal of Rivers, 60 EDR Dec. No 17,989 (2021)
Application of the Board of Education, 57 EDR Dec. No. 17,147 (2017)
Application of Nett and Raby, 45 EDR 259 (2005)
Formal Opinion of Counsel No. 239, 16 EDR 457 (1976)

Adoption date:

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NOTICE OF MEETINGS

For all regular and scheduled special meetings of the Board of Education, the District Clerk will give adequate notice to all members and to the community, including posting notice of the time and place of meetings on the District website. ~~Notice will be given or electronically transmitted public notice to the extent practicable to the news media and shall be conspicuously posted in one or more designated public locations at a reasonable time prior thereto.~~

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If a meeting is scheduled at least a week in advance, notice will be given or electronically transmitted to the public and news media at least 72 hours prior to the meeting. ~~Said notice will be conspicuously posted in one or more designated public locations, including the district's website.~~ A special meeting may be called upon 24-hour notice to Board members.

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~~When a meeting is scheduled less than a week in advance the Board will provide or electronically transmit public notice to the extent practicable. Said notice will be conspicuously posted in one or more designated public locations, including the district's website.~~

If videoconferencing is used to conduct a meeting where remote locations are open to the public, the public notice for the meeting will indicate that videoconferencing will be used, specify the location(s) for the meeting, and state that the public may attend at any of the locations.

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If videoconferencing under extraordinary circumstances is used to conduct a meeting, the public notice for the meeting will include that that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available, and identify the physical location for the meeting where the public can attend.

If a meeting will be streamed live over the internet, notice will indicate the internet address of the website streaming the meeting.

Cross-ref: 2325, Videoconferencing of Board Meetings

Ref: Open Meetings Law, Public Officers Law §§103-a; 104
Education Law §§1606; 1708; 2504; 2563

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- (X) Notice

AGENDA PREPARATION AND DISSEMINATION

The Superintendent prepares the agenda to review with the Board President for each Board meeting according to the order of business, to facilitate orderly and efficient meetings, and to allow Board members sufficient preparation time.

Items of business may be suggested by any Board member, District employee, parent, student, or other member of the public, and must relate directly to District business. The inclusion of items suggested by District employees, parents, students, or other members of the public is at the discretion of the Superintendent, subject to the approval of the Board President.

Persons suggesting items of business must submit the item to the Superintendent at least ten (10) days prior to a regular meeting and two (2) days prior to a special meeting. Items will not be added to the agenda later than these time periods, unless the item is of an emergency nature and authorized by the Superintendent in consultation with the Board President.

The agenda will specify whether the item is an action item, a consent item, a discussion item or an information item.

Availability of Agenda and Supporting Materials

The agenda and any supporting materials will be distributed to board members no later than the Friday before a regularly scheduled meeting to permit careful consideration of items of business. The agenda and supporting material to be discussed at the board meeting that is permissible to be released to the public, will be posted on the district's website, and made available upon request to the District Clerk, to the extent practicable, twenty-four hours before the meeting. In addition, the agenda will be released in advance of the meeting.

Any proposed resolution, law, rule, regulation, policy or any amendment thereto, that is scheduled to be the subject of discussion by the Board during an open meeting shall be made available, unless not otherwise subject to disclosure, upon request, to the extent practicable, at least 24 hours prior to the meeting during which the records will be discussed and shall be posted on the website to the extent practicable at least 24 hours prior to the meeting.

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The District Clerk is responsible for ensuring that the agenda is available to the public and the media.

Cross-ref: 2350, Board Meeting Procedures

Ref: Public Officers Law §103(e)

Adoption date:

- () Required
- (X) Local
- (X) Notice

BOARD MEETING PROCEDURES

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be as follows:

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1. Call to order, roll call, Pledge of Allegiance to the flag;
2. Board procedures;
3. Public participation; (Items on the agenda)
4. Approval of minutes;
5. Superintendent's reports;
6. Action items;
7. Reports;
8. Discussion time;
9. Board communications and concerns;
10. Public Participation; (Items not on the agenda)
11. Adjournment.

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority and voting for the proposed change in the regular order of business.

Commented [MW14]: The policy should reflect how the Agenda is written. The agenda may be updated to reflect the order set forth herein or the policy may be updated to reflect the order followed in the District's agenda(s).

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Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

Adoption date:

- Required
- Local
- Notice

QUORUM

A majority of the members of the Board of Education will constitute a quorum for the transaction of the business of a regular meeting. If there are fewer than ~~four (4)~~ **four** members of the Board present at a regular meeting, a time for the new meeting will be set by the members present and such meeting will be deemed a regular meeting.

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Notice of rescheduled meetings will be given to absent ~~members pursuant to Policy 2340, Notice of Meetings members.~~

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Final action on any resolution shall be valid only upon vote of the majority of the total membership of the Board.

Cross-ref: Gen. Constr. Law §41
Opn. Of Counsel #70, 1 Educ. Dep't Rep 770 (1952)

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Adoption date:

West Islip

2352

Required
 Local
 Notice

RULES OF ORDER

Robert's Rules of Order Newly Revised will be adhered to in conducting a meeting of the Board of Education, except as otherwise required by law.

Adoption date:

- () Required
- () Local
- (X) Notice

MINUTES

The Board of Education believes that open and accurate communication regarding its internal operations enhances the District's public relations program and provides a record of the District's progress towards its annual goals. Therefore, the Board will maintain a complete and accurate set of minutes of each meeting, in accordance with law.

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The minutes will constitute the official record of proceedings of the Board and will be open to public inspection and posted on the district website within one week of executive sessions and within two weeks of all other meetings. Minutes which have not been approved by the Board within this time frame will be marked, "DRAFT." A draft of the minutes of each meeting will be forwarded to each member of the Board not later than the time the agenda for the next meeting is disseminated.

The District Clerk will be responsible for taking the minutes and will present the draft minutes to the Board President within seven (7) business days of the meeting. The minutes will conform to an established format.

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All motions, proposals, resolutions, and any other matters formally voted upon by the Board will be recorded in Board minutes. In recording such votes, the names of the Board members will be called in alphabetical order, and the record will indicate the final vote of each Board member.

If a Board member is not present at the opening of a meeting, the subsequent arrival time of such member will be indicated in the minutes. The minutes of any meeting involving videoconferencing under extraordinary circumstances will include which Board members participated remotely.

Unabridged video or audio recordings, or unabridged written transcripts, can be used as minutes and made available to the public as such.

**Ref: Open Meetings Law, Public Officers Law §§103-a; 106
 Freedom of Information Law, Public Officers Law §§84 et seq.
 Education Law §2121**

Adoption date:

- () Required
- (X) Local
- (X) Notice

POLICY DEVELOPMENT, ADOPTION, IMPLEMENTATION AND REVIEW

The Board of Education is responsible for adopting and assessing the effectiveness of the written policies by which the District is governed. The Board recognizes that written policies are essential to district governance in that they:

- Govern effectively and efficiently across time, situations, and individuals.
- Provide the foundation and guidance for administrative action.
- Publicize the federal, state, and local rules that govern the district.
- Help to evaluate progress by including measurable outcomes.

Development

The Board is committed to developing written policies which:

- Clearly define the District's goals and objectives and reflect the Board's vision.
- Define roles and responsibilities and identify who is responsible for what.
- Provide the Superintendent and district staff with clear guidance regarding expected district administration.
- Allow for flexibility that is needed for day-to-day operations; and/or
- Include measurable outcomes.

Any member of the Board, district staff, students, parents, district taxpayers or other member of the public may identify policy issues. Such issues shall be identified to the Superintendent of Schools or Assistant Superintendent for Human Resources. The Assistant Superintendent for Human Resources shall be responsible for submitting policy issues to the Board for consideration and for keeping a record of all policy initiatives submitted to the Board.

Before acting on any proposed policy, the Board will assemble the relevant facts, receive recommendations from individuals and groups who will be affected by the policy, and discuss, debate and decide on the substance of the policy in open meeting. The Policy Committee shall be responsible for identifying the individuals and/or groups who will be affected by the policy. In addition the Policy Committee shall seek input from those affected individuals and/or groups.

The Assistant Superintendent for Human Resources ~~in collaboration with the School Attorney~~ shall be responsible for preparing a written draft of all proposed policies. When reviewing the contents of a proposed policy, the Board will consider whether the proposed policy:

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Commented [MW15]: This is addressed below under "Adoption."

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West Islip

- Is within the scope of the Board's authority.
- Is consistent with state and federal law and the state and federal Constitutions.
- Supports the district's goals and objectives.
- Reflects good practice (e.g., educational, personnel, business, etc.).
- Is reasonable and not arbitrary or discriminatory.
- Adequately covers the subject.
- Is consistent with the Board's existing policies.
- Can be administered in a practical, cost effective manner.

Adoption

Once a proposed policy has been drafted, it shall be placed on the Board's agenda for a first reading, giving all persons interested in it an opportunity to express their views. The Board will not take any official action on any policy on first reading, unless a majority of the Board decides that it is necessary to do so.

— If the draft policy is acceptable or if it is not acted upon out of necessity after the first reading, the draft policy will be placed on the Board's agenda for a second reading, at which time the Board will officially act.

The Superintendent **and/or their designee** shall consult with the school attorney, as necessary, prior to the adoption or revision of any policy.

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Implementation

The Superintendent **and/or their designee** shall be responsible for implementing all policies adopted by the Board. This responsibility shall include: promulgating any necessary administrative regulations, ensuring that the policy is included in the board policy manual, and publicizing the policy as necessary to ensure that persons affected by the policy are aware of it. At a minimum, a copy of any new or revised policy shall be distributed to the people and/or groups being affected.

The board policy manual shall be kept in the district office and made available to the public upon request. A copy of the board policy manual shall also be kept in each school building and any other location specified by the Board.

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Review

The Superintendent **and/or their designee** shall be responsible for informing the Board of any policies that are out-of-date or in need of revision. In addition, the Board will review the policy manual on a regular, periodic basis and update it as necessary to ensure that the policies are consistent with board goals and district practices.

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Ref: Education Law §§1604; 1709; 1804 (powers and duties of board of education)

Adoption date:

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NEW BOARD MEMBER ORIENTATION

The Board of Education and the administrative staff shall assist each new Board member-elect to become familiar with and to understand the Board's functions, policies and procedures, and the school district's operation before taking office. Each Board member-elect shall, as soon as possible,

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1. be given selected materials covering the function of the Board and the school district, including (a) policy manual, (b) copies of key reports prepared during the previous year by school Board committees and/or the administration, (c) the *School Law* handbook prepared by the New York State School Boards Association, (d) access to minutes of Board meetings of the previous year, (e) latest financial report of the district, (f) copies of pertinent materials developed by the New York State School Boards Association, (g) materials pertinent to the Open Meetings Law, the Freedom of Information Law, and FERPA, The Sunshine Laws, an Association publication which discusses the Open Meetings Law, the Freedom of Information Law, and the Family Educational Rights and Privacy Act (FERPA - "Buckley Amendment") regarding access to student records and Fiscal Management, an Association publication which presents an overview of school district budgets and other fiscal information which board members need to know, and (h) any other materials which may be deemed helpful and informative;
2. be invited to attend all Board meetings and functions;
3. be invited to meet with the Superintendent of Schools and other administrative personnel to discuss the services that they perform for the school Board and the school district; and
4. be invited and encouraged to attend the New York State School Boards Association's workshop for New School Board Members.

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BOARD MEMBER TRAINING
State-Mandated Training

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Members of the Board of Education elected or appointed for a term beginning on or after July 1, 2005, shall, within the first year of their term, complete a minimum of six hours of training on the fiscal oversight, accountability and fiduciary responsibilities of a school board member.

Additionally, Board members elected or appointed for a first term beginning on or after July 1, 2011, shall, within the first year of his or her term, complete a training course to acquaint him or her with the powers, functions and duties of boards of education, as well as the powers and duties of other governing and administrative authorities affecting public education.

These mandatory trainings may be taken together as a single course or separately.

Each member shall demonstrate compliance with these requirements by filing with the District Clerk a certificate of completion of such course issued by the provider. Actual and necessary expenses incurred in complying with this requirement shall be a charge against the school district.

Cross-ref: 2510, New Board Member Orientation
2521, School Board Conferences, Conventions, and Workshops
6830, Expense Reimbursement

Ref: Education Law §2102-a

Adoption date:

- () Required
- (X) Local
- () Notice

SCHOOL BOARD CONFERENCES, CONVENTIONS, WORKSHOPS

The Board believes that continuing in-service training and development are important for its members. The Board, therefore, encourages the participation of all members at appropriate school board conferences, conventions and workshops which are believed to be of benefit to the School District. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes the following guidelines:

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1. The Superintendent of Schools will compile, maintain, and distribute to each Board member a calendar listing school Board conferences, conventions, and workshops, to help the Board decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
2. Funds for participation at such conferences, conventions, workshops and the like will be budgeted for on an annual basis. When funds are limited, the Board will designate which members are to participate at a given meeting.
3. The Board will reimburse conference attendees (Board members) for reasonable and necessary expenses not paid for directly by the District (travel, hotel, meals, registration).
4. When any Board member attends a conference, convention, or workshop, the member will be requested to share information, recommendations, and materials acquired at the meeting.

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Cross-ref: 6830, Expense Reimbursement

Adoption date:

Required
 Local
 Notice

STUDENTS AND PERSONAL ELECTRONIC DEVICES

The Board of Education recognizes that personal electronic devices have educational value when utilized appropriately, and with supervision, in the classroom environment. Such devices include but are not limited to smartphones, smartwatches, air pods, tablets, e-readers, calculators, voice recorders, digital cameras and music listening devices. This policy applies to all electronic devices that can record, take pictures, transmit communication, etc.,

The Board acknowledges that cellular phones and other electronic devices can be utilized for educational purposes when done so under the supervision of teacher/staff member; however, the unauthorized display and/or use of such devices can cause disruption to the educational process and the safety of district stakeholders.

Therefore, the expectation is that the cell phone policies established by the district for the elementary schools, middle schools and high school be adhered to at all times.

At no time is the videotaping or voice recording of individuals (students, teachers, administrators, staff) permitted without their express knowledge and permission.

The district is not responsible for stolen, lost or damaged personal electronic devices.

In emergency situations, exceptions to the prohibition of the use of cellular phones and other electronic devices may be granted by teachers or administrators as necessary.

Misuse of an electronic device will result in consequences outlined in the District's Code of Conduct. Furthermore, actions by students on their personal electronic devices may constitute a violation of the law. In such cases, the District will cooperate with law enforcement officials as appropriate.

Cellular Telephones and Testing

In order to ensure the integrity of testing, in accordance with State guidelines, students are not allowed to bring cell phones or other electronic devices into classrooms or other exam locations during testing, including State assessments.

Test proctors, monitors and school officials shall have the right to collect cell phones and other prohibited electronic devices prior to the start of the test and to hold them for the duration of the testing period. Admission to the test will be prohibited to any student who has a cell phone or other electronic device in their possession and does not relinquish it.

Students with individualized education plans (IEPs), 504 Plans, or documentation from a medical practitioner that specifically requires the use of an electronic device may do so as specified.

Included with this Policy are guidelines for the use of cell phones in each school setting. Parents and students should familiarize themselves with the policies and guidelines established for each school. The District will communicate policy expectations to parents and/or guardians prior to the start of each school year. The District has established the following guidelines:

- Elementary (K-5): cell phones are not permitted.
- Middle School (6-8): cell phones are not permitted.
- High School (9-12): cell phones are permitted on a limited basis; as delineated in the High School Cell Phone Policy.

Please refer to the policies (elementary school, middle school and high school), included below, for the applicable guidelines and use policies.

Cross-ref: 4526, Computer Use in Instruction
5300, Code of Conduct

Ref: *Price v. New York City Board of Education*, 16 Misc.3d 543 (1st Dept. 2007).

Adoption date:

Students & Electronic Devices Policy

Elementary (K-5)

**For the purpose of this policy, the following electronic devices are included with cell phones: air pods, smart watches and other electronic devices that can record, take pictures, transmit communication, etc.*

Cell phones (including smart watches and other electronic devices that can record, take pictures, transmit communication, etc.) are not permitted at the K-5 level.

The first time that a cell phone (including smart watches and other electronic devices that can record, take pictures, transmit communication, etc.) is heard, seen or utilized by an elementary school student during the school day it will be removed from them, secured in the main office and returned to the student at the end of the school day. Every incident thereafter will require that a parent/guardian be notified to pick the device up from the main office during school hours.

Please refer to the District's Students and Personal Electronic Devices Policy (Policy # 7315) for specific guidelines.

Internal Note: If a student has a device concealed in their backpack for before/after school communication purposes with parents/guardians, we will not "look" for it; nor seek to make an issue of it.

Students & Electronic Devices Policy

Middle School (6-8)

**For the purpose of this policy, the following electronic devices are included with cell phones: air pods, smart watches and other electronic devices that can record, take pictures, transmit communication, etc.*

Cell phones (including smart watches and other electronic devices that can record, take pictures, transmit communication, etc.) are not permitted at the middle school level.

The first time that a cell phone (including smart watches and other electronic devices that can record, take pictures, transmit communication, etc.) is heard, seen or utilized by a middle school student during the school day it will be removed from them, secured in the main office and returned to the student at the end of the school day. Every incident thereafter will require that a parent/guardian be notified to pick the device up from the main office during school hours.

Please refer to the District's Students and Personal Electronic Devices Policy (Policy # 7315) for specific guidelines.

Internal Note: If a student has a device concealed in their locker for before/after school communication purposes with parents/guardians, we will not "look" for it; nor seek to make an issue of it.

Students & Electronic Devices Policy

High School (9-12)

**For the purpose of this policy, the following electronic devices are included with cell phones: air pods, smart watches and other electronic devices that can record, take pictures, transmit communication, etc.*

I. Zones for Cell Phone Usage:

Red	Locker Rooms, Bathrooms, Testing Room	At no time is an electronic device permitted to be visible and/or in use.
Yellow	Classrooms & Instructional Spaces <i>*Taking pictures, videos, recordings, etc. of teachers, staff and students without their permission is strictly prohibited and will be immediately addressed as per P. 17, Section VIII h. of the District Code of Conduct.</i>	Permitted at the discretion and oversight of the classroom teacher for purposeful learning experiences.
Green	Cafeteria, Hallways <i>*Taking pictures, videos, recordings, etc. of teachers, staff and students without their permission is strictly prohibited and will be immediately addressed as per P. 17, Section VIII h. of the District Code of Conduct.</i>	*Appropriate use permitted <i>Appropriate use is defined as responsible and non-disruptive use of an electronic device.</i>

- Zone signs will be created and displayed throughout the building.
- The zone signs will be clearly visible and state appropriate use expectations (if applicable).

II. Overall Implementation Procedures:

Every classroom will have a designated cell phone “housing” station.

The “housing” station will:

- a.) be located in the area of the classroom where students gather for emergency situations
- b.) be clearly visible
- c.) have individual, clearly numbered spaces for each student’s cell phone

Every student will be assigned a numbered space within the “housing” station
Upon entering a classroom, every student is responsible for depositing their cell phone in the assigned space of the “housing” station.
Cell phones will remain in the “housing” station throughout the duration of every class period; unless explicitly directed otherwise by the classroom teacher for instructional purposes.
Students are NOT permitted to remove their cell phone from the classroom when leaving to utilize the bathroom.
Upon entering a locker room area, students must secure their cell phones in a backpack, pocket or another location where it cannot be accessed.
Teachers can utilize “housing” stations currently “working” in their classrooms or utilize the one provided by the district. Note: For accountability purposes, the “housing” station must contain individually numbered “spots” for each student’s cell phone.

III. Timeline

This Policy will take effect September 3, 2024. Prior to the start of each school year, parents and/or guardians will receive a reminder as to the policy and its guidelines. The District will place zone signs throughout the building. The District reserves the right to update the zone areas and zone guidelines, as needed.

IV. Necessary Supplies/Materials

- 1.) Cell phone housing stations for every 9-12 classroom.
- 2.) Professional signs clearly displayed throughout the building denoting green, yellow and red zones that define expectations for each area.

V. Green Zone Appropriate Use:

- Respectful and responsible use of devices
- Refrain from posting to any social media platforms
- No sound (air pods or similar devices may be utilized in green zones)
- Viewing of appropriate content which does not violate the District’s Code of Conduct

HAWKINS DELAFIELD & WOOD LLP
200 SW MARKET STREET, SUITE 360, PORTLAND, OR 97201
(503)402-1320 | HAWKINS.COM

May 10, 2024

Ms. Elisa Pellati
Assistant Superintendent for Business
West Islip Union Free School District
The Michael & Christine Freyer Building
100 Sherman Avenue
West Islip, New York 11795

Re: Arbitrage Rebate and Yield Restriction Compliance Services

Dear Ms. Pellati:

This letter sets forth the terms and conditions of the engagement of Hawkins Delafield & Wood LLP ("Hawkins") by the West Islip Union Free School District (the "District") to provide legal advice regarding arbitrage rebate and yield restriction compliance with respect to any bond or note issue of the District as determined by the Assistant Superintendent (each, an "Obligation"). The advice involves applying applicable tax rules contained in Section 148(f) of the Internal Revenue Code of 1986 (the "Code") and regulations of the United States Department of the Treasury (the "Regulations"). In providing such advice, Hawkins may render, as appropriate, some or all of the services listed under Scope of Services set forth in Exhibit A hereto. It is understood that such services do not include those under Services Not Provided. Excluded services may be provided by Hawkins at the request of the District pursuant to a separate fee arrangement.

The District will undertake to provide or cause to be provided to Hawkins such data and information as requested by Hawkins from time to time to enable Hawkins to render advice prior to each date on which calculations are to be performed (each, a "Calculation Date") with respect to arbitrage rebate and yield restriction compliance. The District will notify Hawkins of any early redemption or refunding of any of the bonds of the Obligation, and of any derivative products such as swaps or hedges that relate to an Obligation within 15 days of the relevant transaction date. Hawkins will not disclose to any third party person any data or information provided to Hawkins or developed pursuant to this engagement without the prior written consent of the District.

The fees payable to Hawkins for providing rebate advice for an Obligation are due and payable in the amounts and at the times as set forth on the fee schedule in Exhibit B hereto. Hawkins will begin gathering and cataloguing of necessary documentation, initial review of documents, and setting up of new transactions on Hawkins' accounting, records, and arbitrage rebate database systems upon receipt of this signed engagement letter.

The District or Hawkins may terminate this engagement by written notice to the other party, such termination to be effective immediately; provided that, if the District terminates this engagement other than as of the date of delivery of any rebate or yield restriction calculation and opinion with respect to a Calculation Date, the District shall pay a termination fee as determined by both parties, but not in excess of the fee that would be payable for services actually performed with respect to the next succeeding Calculation Date. Hawkins may not assign its rights and bond/note issues under this engagement, whether in whole or in part, without the prior written consent of the District.

The District waives any and all conflicts of interest that may have arisen or may arise hereafter from this engagement or from any attorney client relationship Hawkins may have had, may have currently, or may have in the future, with other parties involved in some manner with an obligation or the District.

If this engagement letter is agreeable to you, please arrange to have an authorized officer sign a copy for the Corporation's record and E-mail one signed copy to Takashi Iwata, FAS Managing Director, at tiwata@hawkins.com.

Very truly yours,

Hawkins Delafield & Wood LLP

By: 
Jennifer Cordova
Tax Partner

Accepted this ____ day of _____, 2024:

West Islip Union Free School District

By: _____

Title: _____

SCOPE OF SERVICES

Transaction Set-Up

- Consult with the client regarding the nature of the bond/note program and the appropriate source information necessary to prepare the rebate and yield restriction calculations. Discuss and address any concerns and questions of the client.
- Review documents for any special elections and eligibility for any spending exceptions. Determine Bond Year and relevant IRS filing dates. Consult with the client regarding Bond Year selection if no selection was made at closing.

Arbitrage Compliance Report

- Review documents with respect to each Obligation including, but not limited to, the Tax Certificate, IRS filings, portions of the Official Statement, the Verification Report (if any), and any documents relating to hedge transactions, investments, derivative products, and defeasances.
- Review and analyze debt service, original issue discount or premium, sources and uses of funds, and arbitrage yield by preparing schedules from source information such as the dated date, issue date, maturity dates, interest payment dates, coupons, redemption dates, initial public offering prices (or yields), and the flow of funds. Determine whether any yield adjustments resulting from "deep discount bonds" or "premium bonds" are required.
- Review and analyze the portfolio of investments in which gross proceeds of each obligation are invested and reinvested, including the amount and type of investment (e.g., U.S. Treasury securities, bank certificates and deposits, guaranteed investment contracts, repurchase agreements, or other instruments), the purchase and sale dates, the purchase and sale prices, the coupon rates, the maturity dates, the interest payment dates, the investment earnings, and the funds and accounts in which such investments are held.
- Review and analyze whenever necessary the fair market price or present value of investments when the same are allocated to or de-allocated from each obligation.
- Review and analyze, using the future value methodology prescribed by the tax regulations, the amount of rebate liability with respect to each obligation once each year as of the end of each bond year and as of the final maturity or redemption of such obligation, taking into accounts all credits and debits required or permitted by the tax regulations.
- Review and analyze if any gross proceeds of each obligation are subject to yield restriction. Calculate the amount of all applicable yield restriction liability.
- Prepare and provide to the client a detailed Arbitrage Rebate and Yield Restriction Compliance Report (which also contains the Hawkins tax opinion as described below) with respect to each obligation as to the amount of rebate and yield restriction liability and summarizing the assumptions and results of the arbitrage rebate and yield restriction calculations, with all relevant calculation schedules and input information attached thereto.
- Assist the client in determining its record-keeping, accounting and allocation methodologies and related areas that may better assist in complying with the arbitrage rebate and yield restriction requirements and reduce administrative burden.
- Prepare and provide to the client detailed instructions with respect to each obligation as to the filing of the IRS Form 8038-T with the Internal Revenue Service or, at the direction of the client, make such filing on behalf of the client.

- Deliver to the client a tax opinion of the firm that the rebate and yield restriction calculations comply with federal tax law.
- Assist the client in the event of an audit, examination, or inquiry made by the Internal Revenue Service, or any other federal or state governmental or regulatory bodies regarding the calculation of the rebate amount. Such assistance is limited to the furnishing of rebate and yield restriction information and calculations, the explanation of the methodology and assumptions used in determining the rebate amount, and related technical and numerical matters that are non-legal in scope.

Transferred Proceeds Calculations

- Analyze and advise as to the transferred proceeds of each obligation, if any, using the applicable regulations.
- Advise as to whether any alternate transferred proceeds rules may be available to the client and identify whether any potential benefits may arise from its application.

Commingled Funds Calculations

- Identify any accounts that contain gross proceeds of each obligation as well as other proceeds of the issuer.
- Analyze the nature of the commingled investments and determine the available allocation methodologies for uncommingling such funds.
- Advise as to an allocation methodology which is practical and provides the client with the optimal rebate and yield restriction result.

All of the above services will be rendered or performed diligently to permit the client to make all deadlines for the filing of necessary forms with, and the submission of any check for payment of the rebatable arbitrage amount to, the Internal Revenue Service. All such tasks are for the sole purpose of calculating arbitrage rebate and yield restriction liabilities and any penalty in lieu of rebate.

It is understood that Hawkins will be entitled to rely entirely on information provided by the client or on behalf of the client, including by the trustee or any agents and assigns, without independent verification.

Services Not Provided

It is understood that none of the services listed above are intended to constitute an audit of the client's operations, financial policy, or investment policy. It is further understood that Hawkins will not be engaged, and Hawkins will not be obligated, to perform any of the following:

- Independently determine whether there were "prohibited payments," "imputed receipts" or other similar payments or receipts within the meaning of the tax regulations.
- Represent or furnish legal advice to the client in the event of an audit, examination, or inquiry made by the Internal Revenue Service or any other federal or state governmental or regulatory bodies with respect to any aspect of any obligation or the program financed by the proceeds of any obligation, other than those technical and numerical matters that are covered in the Scope of Services above.
- Consider any information furnished to Hawkins pursuant to a rebate engagement for any purpose other than determining the rebate, yield restriction or penalty liability on each obligation.
- Update any report or opinion delivered by Hawkins because of events occurring, changes in the regulations, or data or information received subsequent to the date of delivery of such report or opinion.

FEE SCHEDULE

Base Fees (per obligation)	Fee Amount
Basic Arbitrage Compliance Report Fee: The report includes a summary of results, our legal opinion, summaries of assumptions and methodologies, detailed schedules, and, if necessary, a Form 8038-T with instructions for submission to the IRS. Each report covers a period of up to one year. Reports will be provided in PDF (electronic file format).	\$1,500
Extended Computation Periods Fee: This fee reflects the incremental time and effort required for preparing rebate and yield restriction analyses covering periods in excess of 12 months.	\$500/per year

Additional Fees, if any	Fee Amount
Legal Advice to Extraordinary Items: The foregoing fee schedule does not include the time and effort required in providing legal advice or counsel with respect to extraordinary items not included in our standard scope of services (e.g., legal representation of the issuer or client in the event of an IRS audit, IRS examination, IRS inquiry, IRS refund and etc.). For these items, we are typically compensated at our customary hourly rates for FAS members, partners, associates and other staff or under such other arrangement as may be reached with the client. In no event will any such additional services be rendered unless expressly requested and approved by the client.	Negotiated separately

**EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772**

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2024 by and between the EASTERN SUFFOLK BOCES, party of the first part, and WEST ISLIP UFSD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2024-25 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Cost Basis				
001.100	Administration	0.0000	0.0000	Actual Usage	477,493.00	477,493.00	0.00	477,493.00	
002.100	Rental of Facilities	0.0000	0.0000	Actual Usage	186,634.00	186,634.00	0.00	186,634.00	
101.100	Career and Technical Education	46.0000	15,500.0000	Per Student	0.00	713,000.00	0.00	713,000.00	
103.110	Special Career Education 12-1-1	8.0000	27,100.0000	Annual	0.00	216,800.00	0.00	216,800.00	
103.111	Special Career Education 12-1-1	3.0000	54,200.0000	Annual	0.00	162,600.00	0.00	162,600.00	
103.170	SCE Individual Aide Full Day	3.0000	61,357.0000	Annual	0.00	184,071.00	0.00	184,071.00	
103.235	Related Svc - Occ Therapy (Ind)	1.0000	5,623.6000	Sess/Stud/Wk/Yr	0.00	5,623.60	0.00	5,623.60	
103.260	Related Svc - Speech/Lang Imp (Grp)	2.0000	2,790.4000	Sess/Stud/Wk/Yr	0.00	5,580.80	0.00	5,580.80	
103.279	SCE Individual Aide Half-Day	2.0000	30,679.0000	Annual	0.00	61,358.00	0.00	61,358.00	
103.365	Eval. Psych-Ed/Reeval.	2.0000	784.0700	Per Evaluation	0.00	1,568.14	0.00	1,568.14	
103.446	SCE-Social History Evaluation	1.0000	388.8200	Per Evaluation	0.00	388.82	0.00	388.82	
103.520	Related Svc - Counseling (Ind)	2.0000	5,623.6000	Sess/Stud/Wk/Yr	0.00	11,247.20	0.00	11,247.20	
202.100	Special Education 12-1-1 Full Day	2.0000	57,135.0000	Per Student	0.00	114,270.00	0.00	114,270.00	
202.110	Special Education 12-1-1 Half Day	2.0000	35,424.0000	Per Student	0.00	70,848.00	0.00	70,848.00	
202.205	Counseling Individual	4.0000	5,623.6000	Sess/Stud/Wk/Yr	0.00	22,494.40	0.00	22,494.40	
202.210	Counseling Group	2.0000	2,790.4000	Sess/Stud/Wk/Yr	0.00	5,580.80	0.00	5,580.80	
202.277	Class. Aide Shared 12-1-1 +2 FD	2.0000	13,635.0000	Per Student	0.00	27,270.00	0.00	27,270.00	
202.400	Transition Service Pgm. Full Day	1.0000	57,135.0000	Per Student	0.00	57,135.00	0.00	57,135.00	
203.290	Autism/Behav. Consult/Training	6.0000	279.6100	Per Hour	0.00	1,677.66	0.00	1,677.66	
205.100	Special Education 8-1-1 Full Day	18.0000	70,728.0000	Per Student	0.00	1,273,104.00	0.00	1,273,104.00	
205.110	Special Education 8-1-1 Half Day	1.0000	43,851.0000	Per Student	0.00	43,851.00	0.00	43,851.00	
205.125	8-2-1 Classroom Teacher Shared FD	2.0000	28,020.0000	Per Student	0.00	56,040.00	0.00	56,040.00	
205.205	Counseling Individual	12.0000	5,623.6000	Sess/Stud/Wk/Yr	0.00	67,483.20	0.00	67,483.20	

AGENDA ITEM VII.
APPROVAL D.
SM 5/21/2024

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES
WEST ISLIP UFSD

School Year 2024-25

		Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis					
205.210	Counseling Group	6.0000	2,790.4000	Sess/Stud/Wk/Yr	0.00	16,742.40	0.00	16,742.40	
205.235	Occupational Therapy Individual	19.0000	5,623.6000	Sess/Stud/Wk/Yr	0.00	106,848.40	0.00	106,848.40	
205.245	Physical Therapy Individual	9.0000	5,623.6000	Sess/Stud/Wk/Yr	0.00	50,612.40	0.00	50,612.40	
205.255	Speech Individual	40.0000	5,623.6000	Sess/Stud/Wk/Yr	0.00	224,944.00	0.00	224,944.00	
205.260	Speech Group	15.0000	2,790.4000	Sess/Stud/Wk/Yr	0.00	41,856.00	0.00	41,856.00	
205.265	Vision Individual	2.0000	5,623.6000	Sess/Stud/Wk/Yr	0.00	11,247.20	0.00	11,247.20	
205.275	Individual Aide Full Day	6.0000	61,357.0000	Per Year	0.00	368,142.00	0.00	368,142.00	
205.277	Class. Aide Shared 8-1-1+2 FD	3.0000	17,530.0000	Per Student	0.00	52,590.00	0.00	52,590.00	
205.278	Class. Aide Shared 8-1-1+3 FD	3.0000	26,296.0000	Per Student	0.00	78,888.00	0.00	78,888.00	
205.280	Individual Aide Shared	0.0000	0.0000	Actual Usage	29,915.58	29,915.58	0.00	29,915.58	
205.281	Class. Aide Shared 8-1-1+4 FD	3.0000	35,061.0000	Per Student	0.00	105,183.00	0.00	105,183.00	
205.295	Home Applied Behavioral Analysis	100.0000	204.7800	Per Hour	0.00	20,478.00	0.00	20,478.00	
205.297	Parent Training	10.0000	204.7800	Per Hour	0.00	2,047.80	0.00	2,047.80	
205.345	Physical Therapy Evaluation	1.0000	784.0700	Per Evaluation	0.00	784.07	0.00	784.07	
205.422	Vision Consult	10.0000	140.5900	Per Session	0.00	1,405.90	0.00	1,405.90	
205.426	Physical Therapy Consult	20.0000	140.5900	Per Session	0.00	2,811.80	0.00	2,811.80	
205.428	Speech Consult	140.0000	140.5900	Per Session	0.00	19,682.60	0.00	19,682.60	
205.434	Occupational Therapy Consult	30.0000	140.5900	Per Session	0.00	4,217.70	0.00	4,217.70	
205.450	Medical Screening / Physical	1.0000	261.3400	Per Screening	0.00	261.34	0.00	261.34	
260.490	BOCES Center Option 3 - Western	0.0000	0.0000	Cross Contract	209,632.32	209,632.32	0.00	209,632.32	
313.100	Vision / Mobility Itinerant	10.0000	6,892.0000	Sess/Stud/Wk/Yr	0.00	68,920.00	0.00	68,920.00	
313.390	Vision Evaluation Itinerant	1.0000	1,070.6100	Per Evaluation	0.00	1,070.61	0.00	1,070.61	
313.422	Vision Consult Itinerant	50.0000	172.3000	Per Session	0.00	8,615.00	0.00	8,615.00	
313.436	Orientation & Mobility Consult Itin	20.0000	172.3000	Per Session	0.00	3,446.00	0.00	3,446.00	
317.100	Hearing Individual Itinerant	2.0000	6,738.8000	Sess/Stud/Wk/Yr	0.00	13,477.60	0.00	13,477.60	
317.125	Hearing Consult Itinerant	14.0000	168.4700	30 Min/Session	0.00	2,358.58	0.00	2,358.58	
317.396	Hearing Evaluation Itinerant	1.0000	1,070.6100	Per Evaluation	0.00	1,070.61	0.00	1,070.61	
405.100	Exploratory Enrichment-Coord. Fee	0.0000	0.0000	Actual Usage	2,906.00	2,906.00	0.00	2,906.00	
405.110	Exploratory Enrichment Programs	0.0000	0.0000	Actual Usage	17,094.00	17,094.00	0.00	17,094.00	
438.110	Outreach Non-classified Students	1.0000	70,728.0000	Per Student	0.00	70,728.00	0.00	70,728.00	

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES
WEST ISLIP UFSD
School Year 2024-25

Program/Serial No. Service		Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
Quantity/Share	Unit Cost	Cost Basis	Unit Cost	Cost Basis	Fixed Cost	Contract	To Date	Contract	
4.0000	1,991.7000	Per Week			0.00	7,966.80	0.00	7,966.80	
0.0000	0.0000	Actual Usage			2,906.00	2,906.00	0.00	2,906.00	
0.0000	0.0000	Actual Usage			17,094.00	17,094.00	0.00	17,094.00	
0.0000	0.0000	Actual Usage			23,000.00	23,000.00	0.00	23,000.00	
1.0000	809.0000	Annual			0.00	809.00	0.00	809.00	
0.0000	0.0000	Actual Usage			1,838.85	1,838.85	0.00	1,838.85	
0.0000	0.0000	Actual Usage			1,207.50	1,207.50	0.00	1,207.50	
0.0000	0.0000	Actual Usage			791.52	791.52	0.00	791.52	
0.0000	0.0000	Actual Usage			1,150.00	1,150.00	0.00	1,150.00	
0.0000	0.0000	Actual Usage			575.00	575.00	0.00	575.00	
0.0000	2,687.9500	Per District			2,687.95	2,687.95	0.00	2,687.95	
0.0000	0.0000	Actual Usage			10,876.00	10,876.00	0.00	10,876.00	
0.0000	0.0000	Actual Usage			10,351.32	10,351.32	0.00	10,351.32	
0.0000	0.0000	Actual Usage			39,984.12	39,984.12	0.00	39,984.12	
0.0000	0.0000	Actual Usage			3,509.00	3,509.00	0.00	3,509.00	
0.0000	0.0000	Actual Usage			8,581.72	8,581.72	0.00	8,581.72	
0.0000	0.0000	Actual Usage			23,426.52	23,426.52	0.00	23,426.52	
0.0000	0.0000	Actual Usage			11,390.65	11,390.65	0.00	11,390.65	
0.0000	0.0000	Actual Usage			1,708.60	1,708.60	0.00	1,708.60	
3.0000	1,363.5800	Per Evaluation			0.00	4,090.74	0.00	4,090.74	

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EASTERN SUFFOLK BOCES
WEST ISLIP UFSD
School Year 2024-25

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Unit				
516.210	Lib. Svc/Media-Virtual Ref. Collect	0.0000	10.7500	Per Student		32,583.25	0.00	32,583.25	
516.210.109	Virtual Ref. Collect 3-12 Online	0.0000	0.0000	Actual Usage		19,818.25	0.00	19,818.25	
516.220	Library Services - Supp. Databases								
516.300	Library Svc/Media Part. (50% disc)	0.0000	1,342.9500	Per District		1,342.95	0.00	1,342.95	
516.300.130	Lib/Med 2001-5000 stud. (50% disc)								
531.100	NYS Curriculum & Assessment Svc	1.0000	8,159.0000	Service		8,159.00	0.00	8,159.00	
531.100.110	NYS Curr/Assess Svc 1,000+ Studen								
531.200	MLP/Frontline	0.0000	0.0000	Actual Usage		14,386.91	0.00	14,386.91	
531.200.120	MLP/Frontline - PDMS	1.0000	0.0000	Actual Usage		8,461.98	0.00	8,461.98	
531.200.150	MLP /Frontline EEM (OASYS) Users	0.0000	0.0000	Actual Usage		10,450.00	0.00	10,450.00	
531.300	Customized Staff Development	0.0000	0.0000	Actual Usage		2,090.00	0.00	2,090.00	
531.310	Customized Staff Dev. (Coord. Fee)	0.0000	0.0000	Actual Usage		11,693.00	0.00	11,693.00	
531.315	Professional Development Workshops	0.0000	0.0000	Actual Usage		16,741.90	0.00	16,741.90	
531.440	Staff Development-Public Relations	0.0000	0.0000	Actual Usage		219.60	0.00	219.60	
531.530	NYSAA Grades 3-HS Training for CBT	0.0000	0.0000	Actual Usage		430.00	0.00	430.00	
531.636	Sub-Reimburse-NYSAA Workshops	0.0000	0.0000	Actual Usage		43.00	0.00	43.00	
531.637	SubReimburs NYSAAWkpsCoordFee	0.0000	0.0000	Actual Usage					
532.100	Model Schools	1.0000	8,988.0000	Annual		8,988.00	0.00	8,988.00	
532.100.120	Model Schools > 2001 students	0.0000	0.0000	Actual Usage		1,200.00	0.00	1,200.00	
532.160	Model Schools Workshops	1.0000	1,077.0000	Per Day		1,077.00	0.00	1,077.00	
532.200	Model Schools - On-Site Staff Devel	0.0000	0.0000	Actual Usage		8,512.66	0.00	8,512.66	
532.205	Model Schools/514 Instruct Acq Fee								
550.490	School/Curriculum Plan - Western	0.0000	0.0000	Cross Contract		1,600.00	0.00	1,600.00	
557.490	Hearing & Vision Itinerant - Nassau	0.0000	0.0000	Cross Contract		11,807.52	0.00	11,807.52	
569.490	School/Curriculum Improve - Putnam	0.0000	0.0000	Cross Contract		3,400.00	0.00	3,400.00	
590.490	Common Set of Learning - Western	0.0000	0.0000	Cross Contract		20,500.00	0.00	20,500.00	

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EASTERN SUFFOLK BOCES
WEST ISLIP UFSD
School Year 2024-25

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Unit				
601.150	Admin One-Time Tech. Acq.	0.0000	0.0000	Actual Usage	0.00	31,100.30	0.00	31,100.30	
601.150.150	Google Workspace	0.0000	0.0000	Actual Usage	0.00	6,625.58	0.00	6,625.58	
601.150.160	JAMF Holdings								
601.170	Multi-yr Network Printer Contracts	0.0000	0.0000	Actual Usage	0.00	198,443.92	0.00	198,443.92	
601.170.160	Xerox	0.0000	0.0000	Actual Usage	0.00	6,950.00	0.00	6,950.00	
601.200	Web Services - Public Relations								
601.220	NYS Required Reporting	3.945.0000	6.1700	Per Student	0.00	24,340.65	0.00	24,340.65	
601.220.200	NYS Req. Report per stud-PS/PK-12	3.945.0000	0.7000	Per Student	0.00	2,761.50	0.00	2,761.50	
601.220.300	NYS Required Reporting								
601.227	Classlink	0.0000	0.0000	Actual Usage	0.00	17,586.80	0.00	17,586.80	
601.227.100	Classlink	0.0000	0.0000	Actual Usage	0.00	92,433.00	0.00	92,433.00	
601.380	Fiber WAN in District								
601.410	Election Management Systems	0.0000	0.0000	Actual Usage	0.00	4,985.77	0.00	4,985.77	
601.410.220	BOLD/Library/Bond Vote/Revote 2.0	0.0000	0.0000	Actual Usage	0.00	19,263.40	0.00	19,263.40	
601.410.310	BOLD/Other Services 3.0								
601.415	Cafeteria Systems POS	0.0000	0.0000	Actual Usage	0.00	6,520.50	0.00	6,520.50	
601.415.155	Cafeteria Systems Licensing-Mosai	14.0000	728.0000	Per Line	0.00	0.00	0.00	0.00	
601.415.156	Mosaic Support 0-19 Lines								
601.440	Emergency and Notification Systems	0.0000	0.0000	Actual Usage	0.00	19,138.45	0.00	19,138.45	
601.440.220	ParentSquare								
601.450	Document Imaging/ Scanning Services	1.0000	6,929.0000	Annual	0.00	6,929.00	0.00	6,929.00	
601.450.326	Filebound Hosting <500k Images/Do	1.0000	884.0000	Annual	0.00	884.00	0.00	884.00	
601.450.327	Filebound Sftwr Main Sprt <500K								
601.455	nVision	1.0000	16,275.0000	Annual	0.00	16,275.00	0.00	16,275.00	
601.455.160	nVision Lvl B BOCES Sup 4000-7000	0.0000	0.0000	Actual Usage	0.00	37,303.50	0.00	37,303.50	
601.455.230	nVision Software Annual License	195.0000	3.9300	Per Form	0.00	766.35	0.00	766.35	
601.455.240	nVision W2/1099 Production								
601.470	Administrative District Platforms	0.0000	0.0000	Actual Usage	0.00	25,668.00	0.00	25,668.00	
601.470.110	ScholarChip - Annual License Fee	0.0000	0.0000	Actual Usage	0.00	20,336.38	0.00	20,336.38	
601.470.300	Forecast5 - Annual License Fee	0.0000	0.0000	Actual Usage	0.00	17,480.00	0.00	17,480.00	
601.470.400	Hudl-Annual License Fee								

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EASTERN SUFFOLK BOCES School Year 2024-25
WEST ISLIP UFSD

Program/Serial No.		Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
Quantity/Share	Unit Cost	Cost Basis	Unit Cost	Actual Usage	Fixed Cost	Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	19,072.04	19,072.04	19,072.04	0.00	19,072.04	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	11,852.19	11,852.19	11,852.19	0.00	11,852.19	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	17,250.00	17,250.00	17,250.00	0.00	17,250.00	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	7,647.50	7,647.50	7,647.50	0.00	7,647.50	
601.475 Facilities Management Systems										
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	2,909.02	2,909.02	2,909.02	0.00	2,909.02	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	7,924.26	7,924.26	7,924.26	0.00	7,924.26	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	11,295.86	11,295.86	11,295.86	0.00	11,295.86	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	7,055.62	7,055.62	7,055.62	0.00	7,055.62	
601.480 Data Protection Officer Support										
1.0000	19,071.0000	Annual			0.00	0.00	19,071.00	0.00	19,071.00	
601.610 Infinite Campus										
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	50,854.40	50,854.40	50,854.40	0.00	50,854.40	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	1,300.00	1,300.00	1,300.00	0.00	1,300.00	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	16,850.28	16,850.28	16,850.28	0.00	16,850.28	
3,712.0000	9.5200	Per Student			0.00	0.00	35,338.24	0.00	35,338.24	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	9,500.00	9,500.00	9,500.00	0.00	9,500.00	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	7,424.00	7,424.00	7,424.00	0.00	7,424.00	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	8,352.00	8,352.00	8,352.00	0.00	8,352.00	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	8,908.80	8,908.80	8,908.80	0.00	8,908.80	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	13,600.00	13,600.00	13,600.00	0.00	13,600.00	
601.810 aimsweb										
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	2,838.90	2,838.90	2,838.90	0.00	2,838.90	
20.0000	1.3000	Per Student			0.00	0.00	26.00	0.00	26.00	
2,800.0000	6.7500	Per Student			0.00	0.00	18,900.00	0.00	18,900.00	
601.870 LAS Links										
60.0000	40.0500	Per Student			0.00	0.00	2,403.00	0.00	2,403.00	
0.0000	0.0000	Actual Usage			360.45	360.45	360.45	0.00	360.45	
601.880 Renaissance Learning										
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	798.40	798.40	798.40	0.00	798.40	
2.0000	450.0000	90 Minutes			0.00	0.00	900.00	0.00	900.00	
0.0000	0.0000	Actual Usage	0.0000	Actual Usage	3,092.00	3,092.00	3,092.00	0.00	3,092.00	

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WEST ISLIP UFSD

School Year 2024-25

Program/ Serial No.	Service	Basis for Current Contract				Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Unit				
601.885	Panorama	0.0000		0.0000 Actual Usage	0.0000	16,500.00	0.00	16,500.00	
601.885.210	Panorama Student Success	0.0000		0.0000 Actual Usage	0.0000	3,300.00	0.00	3,300.00	
601.885.800	Coordination Fee	0.0000		0.0000 Actual Usage	0.0000	5,500.00	0.00	5,500.00	
601.885.900	Panorama-Other								
601.990	Test Scanning and Reporting	0.0000		0.0000 Actual Usage	0.0000	76.49	0.00	76.49	
601.990.100	Score Report Set-up Fee	723.0000		0.8200 Per Test	0.00	592.86	0.00	592.86	
601.990.102	Score Report (ELA) Vendor	630.0000		0.8200 Per Test	0.00	516.60	0.00	516.60	
601.990.103	Score Report (Math) Vendor	0.0000		0.0000 Actual Usage	0.00	493.92	0.00	493.92	
601.990.104	Score Report Postage/Shipping	47.0000		0.8200 Per Test	0.00	38.54	0.00	38.54	
601.990.108	Score Report (NYSESLAT) Vendor	1,625.0000		5.5900 Per Test	0.00	9,083.75	0.00	9,083.75	
601.990.160	Test Scan/Rpt NYS ELA Grades 3-8	1,625.0000		5.5900 Per Test	0.00	9,083.75	0.00	9,083.75	
601.990.170	Test Scan/Rpt NYS Math Grades 3-8	268.0000		5.5900 Per Test	0.00	1,498.12	0.00	1,498.12	
601.990.180	Test Scan/Rpt NYS Science	38.0000		7.1400 Per Test	0.00	271.32	0.00	271.32	
601.990.220	Test Scanning and Reporting NYSITE	50.0000		10.7000 Per Test	0.00	535.00	0.00	535.00	
601.990.300	Test Scan/Rpt NYSESLAT	51.0000		5.5900 Per Test	0.00	285.09	0.00	285.09	
601.990.312	NYSAA Exam	6,087.0000		3.4000 Per Test	0.00	20,695.80	0.00	20,695.80	
601.990.320	Test Scan/Rpt Regents All Exams	1.0000		1,591.4900 Per Year	0.00	1,591.49	0.00	1,591.49	
601.990.327	Regents Data Loading Service	1.0000		2,121.9900 Per Year	0.00	2,121.99	0.00	2,121.99	
601.990.329	AP Adv Data Loading Service								
604.130	Transportation- Coach & Field Trips	0.0000		0.0000 Actual Usage	0.0000	15,000.00	0.00	15,000.00	
609.300	Communications Consulting/PR	0.0000		0.0000 Actual Usage	0.0000	36,570.50	0.00	36,570.50	
612.110	Cooperative Bidding	1.0000		10,829.0000 Per Year	0.00	10,829.00	0.00	10,829.00	
612.110.110	Coop Bidding Grp A (2900+ sdnt)	863.0000		42.2500 Per Employee	0.00	36,039.25	0.00	36,039.25	
617.100	Employee Assistance Program	0.0000		0.0000 Actual Usage	0.0000	36,394.00	0.00	36,394.00	
618.110	Health & Safety Consultant	1.0000		3,570.0000 Service	0.00	3,570.00	0.00	3,570.00	
618.120	Health/Safety Basic Svc Base Price	7.0000		548.0000 Per Building	0.00	3,836.00	0.00	3,836.00	
618.130	Health/Safety Basic Svc # bldgs	150.0000		102.9300 Per Student	0.00	15,439.50	0.00	15,439.50	
623.110	Nonpublic Textbk Distr - Admin Fee								

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772

Contract for Cooperative Educational Services

EASTERN SUFFOLK BOCES	School Year 2024-25
WEST ISLIP UFSD	

Program/ Serial No.	Services	Basis for Current Contract				Initial Contract	Adjustments To Date	Current Contract
		Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost			
623.120	Nonpublic Txtbk Dist. -Textbook Fee	150.0000	188.5800	Per Student Est	0.00	28,287.00	0.00	28,287.00
628.100	Substitute Service							
628.100.100	Basic Level Startup Fee 1Time Onl	1.0000	2,080.0000	One Time Fee	0.00	2,080.00	0.00	2,080.00
628.100.200	Basic Level Fee - Per User	700.0000	40.4500	Per User	0.00	28,315.00	0.00	28,315.00
644.110	Intellipath - Line Charges (ESB)	1.032.0000	1.4400	Per Line	0.00	1,486.08	0.00	1,486.08
644.150	Verizon Phone Charges	0.0000	0.0000	Actual Usage	37,085.63	37,085.63	0.00	37,085.63
652.490	Cooperative Bidding - Nassau	0.0000	0.0000	Cross Contract	944.00	944.00	0.00	944.00
662.490	Coordination of Ins Mgmt - Questar	0.0000	0.0000	Cross Contract	8,008.00	8,008.00	0.00	8,008.00
665.490	State Aid & Financial Plan-Questar	0.0000	0.0000	Cross Contract	3,585.00	3,585.00	0.00	3,585.00
667.490	Admin Computer Svcs- Capital	0.0000	0.0000	Cross Contract	44,438.00	44,438.00	0.00	44,438.00
669.490	Planning: Mgmt - Putnam	0.0000	0.0000	Cross Contract	5,161.00	5,161.00	0.00	5,161.00
676.490	GASB 75 Planning & Val - Capital	0.0000	0.0000	Cross Contract	10,215.94	10,215.94	0.00	10,215.94
690.490	Regional Recruitment - Putnam	0.0000	0.0000	Cross Contract	7,325.00	7,325.00	0.00	7,325.00
695.490	Coordination of Insurance - Western	0.0000	0.0000	Cross Contract	6,120.00	6,120.00	0.00	6,120.00

EASTERN SUFFOLK BOCES
201 SUNRISE HIGHWAY
PATCHOGUE, NY 11772


EASTERN SUFFOLK BOCES WEST ISLIP UFSD	School Year 2024-25
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Summary:
Total of Service Costs - All Funds:
Capital Costs:
Adm. & Clerical Costs:
Total Contract Costs:

6,261,840.52 (Except 001/002)
 186,634.00 (CoSer 002)
 477,493.00 (CoSer 001)
 6,925,967.52

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:
 10 Times per year

This contract shall not be valid or binding until it is approved by the Commissioner of Education. IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

 Signature, President and/or Clerk, BOCES	EASTERN SUFFOLK BOCES (Party of the First Part)	201 SUNRISE HIGHWAY, PATCHOGUE, NY, 11772- (Post Office Address)
Signature, President and/or Clerk, Board of Education (As Authorized)	WEST ISLIP UFSD (Party of the Second Part)	100 SHERMAN AVE, WEST ISLIP, NY, 11795 (Post Office Address)

SCHOOL YEAR 2024-2025

RESOLUTION (A)

JOINT MUNICIPAL COOPERATIVE BIDDING PROGRAM

WHEREAS, various educational and municipal corporations located within the State of New York desire to bid jointly for generally needed services and standardized supply and equipment items; and

WHEREAS, the _____, an educational/municipal corporation (hereinafter the "Participant") is desirous of selectively participating with other educational and/or municipal corporations in the State of New York in joint bidding in the areas mentioned above pursuant to General Municipal Law § 119-o and Education Law Section 1950; and

WHEREAS, the Participant is a municipality within the meaning of General Municipal Law § 119-n and is eligible to participate in the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter Eastern Suffolk BOCES) Joint Municipal Cooperative Bidding Program (hereinafter the "Program") in the areas mentioned above; and

WHEREAS, the Participant acknowledges receipt of the Program description inclusive of Eastern Suffolk BOCES' standard bid packet and the general conditions relating to said Program; and

WHEREAS, with respect to all activities conducted by the Program, the Participant wishes to delegate to Eastern Suffolk BOCES the responsibility for drafting of bid specifications, advertising for bids, accepting and opening bids, evaluating bids, awarding via Eastern Suffolk BOCES Board approval, and reporting the results to the Participant.

BE IT RESOLVED that the Participant hereby appoints Eastern Suffolk BOCES to represent it and to act as the lead agent in all matters related to the Program as described above; and

BE IT FURTHER RESOLVED that the Participant hereby authorizes Eastern Suffolk BOCES to place all legal advertisements for any required cooperative bidding in Newsday, which is designated as the official newspaper for the Program; and

BE IT FURTHER RESOLVED that a Participant Meeting shall be held annually consisting of a representative from each Program Participant. Notice of the meeting shall be given to each representative at least five (5) days prior to such meeting; and

BE IT FURTHER RESOLVED that an Advisory Committee will be formed consisting of five to ten representatives of Program Participants for a term of three (3) years as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that this Agreement with the Participant shall be for a term of one (1) year as authorized by General Municipal Law §119-o.2.j.

BE IT FURTHER RESOLVED that the Participant agrees to pay Eastern Suffolk BOCES an annual fee as determined annually by Eastern Suffolk BOCES to act as the lead agent for the Program.

Dated Approved:

Name of Educational or Municipal Corporation

Signature of Official

Printed Name of Official

Title

Contact Person - Name

Title

E-Mail Address

FINANCIAL ADVISORY SERVICES AGREEMENT

This Agreement has been entered into this _____ day of _____, 2024 by and between the West Islip Union Free School District (the "District") and Capital Markets Advisors, LLC ("CMA") a limited liability company created under the laws of the State of New York and having its principal place of business at 11 Grace Avenue, Suite 308, Great Neck, New York 11021.

Section 1 Financial Advisory Services

CMA will provide the following services in connection with tax anticipation note, serial bond and bond anticipation note financings (the "Issue") undertaken by the District during the term of this Agreement.

- 1.01 Discuss a plan of financing which will include CMA's analysis and recommendations to the District regarding structuring alternatives, marketing, method of sale, call provisions, credit ratings, credit enhancement, term, federal tax implications and such other matters which the District and CMA agree should be included in the plan of financing.
- 1.02 Make presentations to the Board of Education and members of the public, at the Board's request, concerning the debt issuance process, the credit rating process, or related topics.
- 1.03 Prepare or assist in the preparation of financing documents, as required by the District, including but not limited to: official statement, notice of sale and bid sheet, cash flow statement, request for a credit rating, request for municipal bond insurance, DTC Letter of Representations, debt statement and pre-sale or post-sale analysis, if requested.
- 1.04 Upon the request of the District, CMA will assist the District in the selection of other service providers necessary to conduct each Issue including but not limited to bond counsel, rating agencies, bond insurers, underwriters, trustee and financial printer, if appropriate.
- 1.05 Prepare and maintain a financing schedule, cost of issue budget, list of participants and take such other actions requested by the District to efficiently manage each Issue.
- 1.06 Participate in the sale of the debt, confirm net or true interest cost calculation and verify underwriter's compensation.
- 1.07 Assist the District with the delivery of proceeds of each Issue, payment of issuance costs and other matters related to closing each Issue.
- 1.08 Assist with the closing of the Issue and verify receipt of Issue proceeds.
- 1.09 Provide Continuing Disclosure as required by the US Securities & Exchange Commission.

Section 2 Compensation

- 2.01 For CMA's performance of services on behalf of the District as described in Section 1 hereof, CMA's fees, some of which are contingent on an issue closing or its size, will be as follows:
 - For bond issues: a base fee of \$8,650 plus \$0.82 per each \$1,000 of bonds issued;
 - For note issues: \$6,800
 - For special projects including state aid assistance: hourly at \$200
 - For Continuing Disclosure: annual fee of \$2,700 inclusive of all required Event Notices.

Capital Markets Advisors, LLC

Independent Financial Advisors

- For refunding bond issues: a base fee of \$17,500 plus \$1.05 per \$1,000 of bonds issued
- 2.02 The District will pay normal issuance costs such as printing, postage, photocopying, overnight delivery and fees to Bond Counsel, Rating Agency and other associated expenses.
- 2.03 Payment of CMA's compensation is due within 30 days of receipt of CMA's invoice.

Section 3 Term of Agreement

The term of this Agreement shall be from the date hereof to June 30, 2025.

Section 4 Responsibilities of Parties

CMA does not assume the responsibilities of the District, or the responsibilities of the other professionals and vendors representing the District, in the provision of services and the preparation of financing documents for financings under this agreement. CMA accepts the relationship of trust and confidence established between it and the District. CMA agrees to furnish its best skill and judgment in the performance of its services in the most expeditious and economical manner consistent with the interests of the District. Information obtained by the CMA, either through its own efforts or provided by the District, included in the financing documents, or otherwise provided to the District, is by reason of experience and professional judgment, believed to be accurate; however, such information is not guaranteed by the CMA. However, nothing in this paragraph shall relieve CMA from liability due to gross negligence or want of due diligence in the performance of its services.

Section 5 Required Regulatory Disclosure

Conflicts of Interest Disclosure

CMA is an MSRB Registered Municipal Advisor that conducts all municipal advisory activities subject to the fiduciary standards of conduct. MSRB Rule G-42 requires that municipal advisors disclose to their clients any actual or potential material conflict of interest, including certain categories of potential conflicts of interest identified in Rule G-42, if applicable. If no such material conflicts of interest are known to exist, municipal advisors are required to provide a written statement to that effect.

To the best of CMA's knowledge and belief, neither CMA nor any associated person has any material undisclosed conflict of interest.

- CMA has no financial interest in, nor does CMA receive any undisclosed compensation from, any firm or person that CMA may use in providing any advice, service, or product to or on behalf of any CMA client.
- CMA does not pay contracted MSRB registered solicitors or other MSRB registered municipal advisors directly or indirectly in order to obtain or retain an engagement to perform municipal advisory services for any municipal entity.
- CMA does not receive any payments from a third party to enlist CMA's recommendation of services, municipal securities transactions, or any municipal financial product or service.
- CMA does not have any fee-splitting arrangements with any provider of investments or services to any municipal entity.
- A municipal advisor, including CMA, that is compensated via a contingency fee agreement, has a material conflict of interest arising from compensation for municipal advisory activities performed that are contingent on the size or closing of such transaction for which it is providing advice. This potential conflict of interest exists if CMA should fail to get paid for its work on a transaction in

Capital Markets Advisors, LLC

Independent Financial Advisors

the event that transaction does not close. Contingency fee agreements are not uncommon or illegal, but the inherent, material conflict of interest that results from such an agreement must be disclosed to the client.

- CMA services a wide variety of other clients that may from time to time have interests that could have a direct or indirect impact on the interests of other municipal clients. These other clients may, from time to time and depending on specific circumstances, have competing interests, such as accessing the market with the most advantageous timing. In acting in the interests of its various clients, CMA could potentially face a conflict of interest arising from these competing client interests. However, none of these other engagements or relationships would impair CMA's ability to fulfill its regulatory duties to its municipal clients.
- There are no other actual conflicts of interest that could reasonably be anticipated to impair CMA's ability to provide advice to any municipal entity in accordance with the standard of fiduciary conduct.

Information Regarding Legal Events and Disciplinary History Disclosure

MSRB Rule G-42 requires that municipal advisors provide to their clients certain disclosures of legal or disciplinary events material to the client's evaluation of the municipal advisor or the integrity of the municipal advisor's management or advisory personnel.

- CMA and two of its Associated Persons are currently subject to a legal event that could be material to a client's evaluation of the Firm.
- CMA's Form MA and Form MA-Is for each of the Firm's Associated Persons are posted in the Edgar Database located on the U.S. Securities and Exchange Commission's website (www.sec.gov).
- CMA has made a material legal event disclosures on its Form MA and two Form MA-I's filed with the U.S. Securities and Exchange Commission.

Future Supplemental Disclosures

As required by MSRB Rule G-42, these disclosures may be supplemented or amended, from time to time as needed, to reflect changed circumstances resulting in new conflicts of interest or changes in the conflicts of interest described, or to provide information with regard to any legal or disciplinary events. CMA will provide its municipal clients with any supplement or amendment as it becomes available throughout the terms of each agreement or contract.

Section 6 Binding Effect

All agreements and covenants contained herein are severable and in the event any of them shall be held to be invalid by any competent court, this agreement shall be interpreted as if such invalid agreements or covenants were not contained herein, and the remaining provisions of this agreement shall remain in full force and effect. Each party hereto represents and warrants that this agreement has been duly authorized and executed by it and constitutes its valid and binding agreement and any governmental approvals necessary for the performance of this agreement have been obtained.

Section 7 Governing Law

This Agreement shall be construed in accordance with the laws of the State of New York.

Capital Markets Advisors, LLC

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Section 8 Modification

This Agreement contains the entire agreement of the parties. It may be amended in whole or in part from time to time in writing by mutual consent of the parties.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first set forth on the first page hereof.

Capital Markets Advisors, LLC

Richard Tortora

Richard R. Tortora
President & Principal

West Islip Union Free School District

By: _____

Name: _____

Title: _____