

AGENDA



BOARD OF EDUCATION

July 2, 2019

West Islip High School
One Lions Path

*Submitted by:
Bernadette M. Burns
Superintendent of Schools*

A G E N D A
REGULAR MEETING OF THE BOARD OF EDUCATION
July 2, 2019

West Islip High School

West Islip, New York

-
- I. **CALL TO ORDER**
- II. **QUORUM COUNT**
- III. **ANNOUNCEMENTS**
- IV. **INVITATION TO PUBLIC** - *The public is invited to speak on any agenda item. Community members will be recognized from the signature cards only. (Name and address required) - This will be limited to 20 minutes in total and will continue only as long as it is conducted in an orderly fashion. Each person or representative of a group will be limited to three minutes.*
- V. **APPROVAL OF MINUTES:** A motion is needed to approve the minutes of the June 25, 2019 Planning Session.
- VI. **RECOGNITION**
- A) New York State Schools Boards Association Board Excellence Award
Annmarie Larosa, Paul Michaluk
- VII. **PERSONNEL**
- VIII. **CURRICULUM UPDATE**
- IX. **REPORT OF BOARD COMMITTEES**
- A) Policy Committee
Annual Review:
- | | |
|----------|--|
| No. 5412 | Purchasing Procedures |
| No. 5421 | Procurement of Goods and Services |
| No. 5610 | Insurance |
| No. 5623 | Use of School Owned Materials and Equipment |
| No. 5683 | Districtwide Safety Committee |
| No. 6150 | Alcohol, Drugs and Other Substances {School Personnel} |
| No. 7320 | Alcohol, Drugs and Other Substances {Students} |
- B) Committee on Special Education/Preschool Special Education Recommendations
re: classification/placement/I.E.P. modifications of students as delineated
- X. **FINANCIAL MATTERS**
- A) Treasurer's Report
- XI. **BUSINESS ITEMS**
- A) Approval of Budget Transfers
- B) Approval of Request for Proposal
1. RFP#420 Commodity Foods Direct Diversion
 2. RFP#425 Paper
 3. RFP#426 Beverages Dispensed by Mechanical Equipment
 4. RFP#427 Frozen
 5. RFP#428 Meat
 6. RFP#429 Non-Student Beverages with Equipment
 7. RFP#431 Bread
 8. RFP#435 Dairy
 9. RFP#436 Coffee and Hot Beverages with Equipment
 10. RFP#439 Bagels
 11. RFP#443 Snacks - Compliant
 12. RFP#444 Grocery
 13. RFP#446 Snacks Non-Compliant
 14. RFP#447 Student Beverages without Equipment
 15. RFP#450 Ice Cream With Equipment
 16. RFP#452 Dishwashing/Cleaning Supplies

XI. BUSINESS ITEMS, continued

- C) Approval of Resolutions
 - 1. Resolution to Bid Jointly on Food Service Commodities, Food and Food Service Supplies for the 2019-2020 school year
 - 2. 2019-2020 Income Eligibility Guidelines for Free and Reduced Prices Meals or Free Milk
 - 3. Breakfast Program Exemption 2019-2020
- D) Approval of Change Order
 - 1. Milcon Construction Corp. → Beach (\$15,000)
- E) Approval of Financial Advisory Services Agreement – Capital Markets Advisors, LLC
- F) Approval of Surplus
 - 1. Miscellaneous books ~ West Islip High School Media Center
 - 2. Miscellaneous IT equipment

XII. PRESIDENT'S REPORT

- A) Approval of Stipulation of Settlement and Release – Student A
- B) Approval of WITA Memorandum of Agreement re: Negotiated Agreement
- C) Approval of Contract of Superintendent of Schools

XIII. SUPERINTENDENT'S REPORT

XIV. NOTICES/REMINDERS

XV. OTHER ITEMS FOR BOARD MEMBERS INFORMATION

XVI. INVITATION TO THE PUBLIC - *The public, at this time, is cordially invited to bring before the Board any questions/concerns. Community members will be recognized from the signature cards only. (Name and address required) ~ 20 minute time limit. Each person or representative of a group will be limited to three minutes.*

XVII. EXECUTIVE SESSION – *After a ten-minute break, the Board of Education will adjourn to discuss personnel, negotiations, and litigation. At the conclusion of Executive Session, the Board will reconvene to public session in the District Office Board Room to consider any items for which a vote is required.*

XVIII. CLOSING - Adjournment

PLANNING SESSION
MEETING OF THE BOARD OF EDUCATION
June 25, 2019 – District Office

AGENDA ITEM V.
MINUTES
RM 7/2/2019

PRESENT: Mr. Gellar, Mr. Antoniello, Mr. Brady, Mr. Maginniss, Mr. Michaluk

ABSENT: Mrs. LaRosa, Mr. O'Connor

ADMINISTRATORS: Mrs. Burns, Mrs. Pellati, Dr. Rullan

ABSENT: None

Meeting was called to order at 7:30 p.m. followed by the Pledge.

APPROVAL OF MINUTES:

Motion was made by Scott Brady seconded by Paul Michaluk and carried when all Board members present voted in favor to approve the minutes of the June 13, 2019 Board of Education Regular Meeting.

PERSONNEL:

Motion was made by Ron Maginniss seconded by Paul Michaluk and carried when all Board members present voted in favor to approve TEACHING: PROBATIONARY APPOINTMENT: Kristen Doherty, Physical Education, effective September 3, 2019 to September 2, 2023 (Beach; Step 1A¹; replacing D. Cain {retired}).

In order to be granted tenure a classroom teacher or building principal shall have received composite or overall annual professional performance review ratings to Education Law §3012-d of either effective or highly effective in at least three of the four preceding years and if a classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.

Motion was made by Ron Maginniss seconded by Paul Michaluk and carried when all Board members present voted in favor to approve CIVIL SERVICE: CHANGE IN TITLE: Kristen Pyes, Security/Receptionist Paraprofessional, effective September 3, 2019 (Manetuck; Step 7; replacing D. Larkin {retired}; change from Cafeteria Aide).

Motion was made by Ron Maginniss seconded by Paul Michaluk and carried when all Board members present voted in favor to approve CIVIL SERVICE: RESIGNATION: Kathleen Keskin, Part Time Food Service Worker, effective June 27, 2019 (High School).

Motion was made by Ron Maginniss seconded by Paul Michaluk and carried when all Board members present voted in favor to approve OTHER: RESIGNATION: Zackary Enoksen, Permanent Substitute Teacher, effective June 28, 2019.

Motion was made by Ron Maginniss seconded by Richard Antoniello and carried when all Board members present voted in favor to approve OTHER: SUBSTITUTE TEACHER (\$130 per diem): Gerald DeMeo, effective September 3, 2019, student teacher; *Kailey Fleischmann, effective September 4, 2019, student teacher; *Gina Giacalone, effective September 3, 2019, student teacher; *Robert Mallimo, effective September 4, 2019, student teacher; *Kylie Walsh, effective September 4, 2019, student teacher.

*Conditional pending fingerprint clearance

Motion was made by Scott Brady seconded by Ron Maginniss and carried when all Board members present voted in favor to approve OTHER: SUBSTITUTE TEACHING ASSISTANT (\$85 per diem): *Gina Giacalone, effective September 3, 2019; *Robert Mallimo, effective September 4, 2019; *Kylie Walsh, effective September 4, 2019.

Motion was made by Ron Maginniss seconded by Richard Antonello and carried when all Board members present voted in favor to approve resolution: donation of scholarship from Jostens Inc. - \$500.00 – WIUFSD.

RESOLUTION/DONATION:

WHEREAS, the West Islip Union Free School District is in receipt of donated funds in the amount of \$500.00 from Jostens Inc., which has been donated in recognition of a deserving graduating student to be selected by the District.

Motion was made by Ron Maginniss seconded by Paul Michaluk and carried when all Board members present voted in favor to approve 2019-2020 Smartweb Consultant Services Contract.

Motion was made by Ron Maginniss seconded by Paul Michaluk and carried when all Board members present voted in favor to approve 2019-2020 R.S. Abrams & Co., LLP Engagement Letter.

Motion was made by Scott Brady seconded by Ron Maginniss and carried when all Board members present voted in favor to approve contracts: Hilary Gomes, Ph.D. 2019-2020 and Wood Services, Inc., 2018-2019.

Motion was made by Ron Maginniss seconded by Paul Michaluk and carried when all Board members present voted in favor to approve all non-represented, confidential and central administrators salary increases, and amendments to contracts as presented.

Mrs. Burns gave an update on the Manetuck principal search. Since the next Regular Meeting is August 15, the Board may need to convene in mid to late July to consider the principal recommendation as well as approve bond bids.

Mrs. Burns advised the Board that all Phase 4 projects and the technology lab project have been approved by the SED. The district has commenced the bidding process. Mrs. Burns informed the Board that the district is able to livestream the high school graduation.

Motion was made by Paul Michaluk seconded by Ron Maginniss and carried when all Board members present voted in favor to adjourn to Executive Session at 7:37 p.m. for the purpose of discussing personnel, negotiations, and/or litigation.

Motion was made by Paul Michaluk seconded by Ron Maginniss and carried when all Board members present voted in favor to adjourn to Super-Executive Session at 8:34 p.m. for the purpose of discussing personnel, negotiations, and/or litigation.

Meeting adjourned at 8:45 p.m. on motion by Ron Maginniss seconded by Paul Michaluk 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.

PERSONNEL:

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

TEACHERS

T-1 PROBATIONARY APPOINTMENT

John Koroneos, Counselor
Effective August 21, 2019 to August 20, 2023
(High School/Elementary Schools; Step 1A⁺; replacing M. Luquer {retired})

In order to be granted tenure a classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law § 3012-d of either effective or highly effective in at least three of the four preceding years and if a classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time.

T-2 REGULAR SUBSTITUTE

Meaghan Johnston, Special Education
Effective September 3, 2019 to December 20, 2019
(Paul J. Bellew; Step 1⁺; replacing M. Umstatter-Sanchez {LoA})

CIVIL SERVICE

CL-1 RETIREMENT

Anne Schmidt, School Administrative Aide
Effective July 26, 2019
(18 years)

CL-2 SUBSTITUTE CUSTODIAN (\$13.00/hr)

Nicholas Panacciulli, effective July 3, 2019

OTHER

MIDDLE SCHOOL SUMMER ACADEMY PROGRAM 2019

Kristen Amoia	Elaine Longo
Pamela Dubler	Theresa Robertson
Elizabeth Kelly	Christopher Salerno

PROFESSIONAL DEVELOPMENT CONSULTANT

Anne Rullan, \$800 per diem
Effective July 3, 2019

SUBJECT: PURCHASING PROCEDURES

The following sets forth the policies and procedures of the West Islip Union Free School District to meet the requirements of General Municipal Law, Section 104-b.

Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interest of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the Board of Education is adopting internal policies and procedures governing all procurement of goods and services which are not required to be made pursuant to competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law. Notwithstanding the foregoing, the District will adhere to the requirements of the General Municipal Law regarding purchasing.

Procedures for determining Whether Procurement are Subject to Bidding

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law will be administered by the purchasing agent and/or the Asst. Supt. for Business, as follows:

In general, the District will not be required to secure alternative proposals or quotations for: 1) emergencies (as defined by General Municipal Law 103 (4)); 2) procurement where there is no possibility of competition (i.e., sole source items); 3) procurement of professional services, which because of confidential nature of the services do not lend themselves to procurement through solicitation; or 4) procurement for purchase contracts below \$500 when solicitations of competition would not be cost-effective. Documentation relating to determination whether procurement are subject to bidding may include board resolutions, memoranda, written quotes, telephone logs, requests for proposals, proposals, contracts and other appropriate forms of documentation.

Statutory Exceptions From These Policies and Procedures

Except for procurement made pursuant to General Municipal Law, Section 103 (3) (through county contracts), Section 103(16) through contracts let by the United States of America or any agency thereof, or any state or political subdivision or district therein or Section 104 (through state contract of the Office of General Services), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), Correction Law, Section 186 (articles manufactured in correctional institutions), Board approved cooperative purchase agreements and purchases made through available cooperative BOCES bids, alternative proposals or quotations for goods and services shall be secured by the Purchasing agent, the Assistant Superintendent for Business or other person designated by the Assistant Superintendent for Business, by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b. all purchase orders will reflect the applicable state, county or BOCES bid reference number.

SUBJECT: PURCHASING PROCEDURES, continued

Methods of Competition to be Used for Non-Bid Procurement

In general, as determined by the Purchasing Agent and/or the Assistant Superintendent for Business, the District will require the following methods of competition be used and the sources of documentation maintained when soliciting nonbid (open market) procurement for purchase contracts: 1) For purchases under \$1,001 no quotation shall be required. 2) For purchases between \$1,001 and \$5,000, a minimum of two verbal and/or written quotations must be solicited. 3) For purchases between \$5,000 and \$10,000, a minimum of three written quotations shall be solicited. 4) For purchases greater than \$10,000, the District will comply with the bidding requirements set forth in General Municipal Law Section 103.

When soliciting for public works contracts, the District will require that 1) For public works contracts below the District-established bidding threshold of \$20,000 for repairs occurring on an irregular basis which may include, but not be limited to, electrical, plumbing, carpentry, boiler, fencing, field maintenance, etc., verbal and/or written quotations will be solicited and reviewed annually by the Director of Facilities. 2) For public works contracts of \$20,000 or more, the District will comply with the bidding requirements set forth in General Municipal Law Section 103.

The Superintendent of Schools, with the assistance of the Purchasing Agent shall be responsible for the establishment and implementation of the procedures on standard forms for use in purchasing and related activities in the District. These procedures shall comply with all applicable laws and regulations of the State and Commissioner of Education. Documentation relating to methods of competition may include board resolutions, memoranda, written quotes, telephone logs, requests for proposals, proposals, contracts and other appropriate forms of documentation.

For purchases that are governed by the competitive bidding requirements of General Municipal Law, Section 103 and for purchases that are below the statutory threshold, the District may make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment, and supplies, through the use of a contract let by the United States of America or any agency thereof, any state or any other political subdivision or district therein if such contract was let to the lowest responsible bidder or on the basis of best value in a manner consistent with the General Municipal Law and made available for use by other governmental entities.

Awards to Other Than Lowest Responsible Dollar Offerer

As determined by the purchasing agent and/or the Assistant Superintendent for Business the District will provide justification and documentation of any contract awarded to a vendor other than the lowest bidder, setting forth the reasons why such award is in the best interests of the District. Documentation relating to awards to other than the lowest offer may include board resolutions, memoranda, written quotes, telephone logs, requests for proposals, proposals, contracts and other appropriate forms of documentation. This documentation otherwise furthers the purpose of Section 104-B of the General Municipal Law. Factors supporting award to other than the lowest offer may include: 1) an inability to provide items as specified and awarded in previous bids; 2) an inability to deliver materials or services in a timely fashion; 3) substitution of alternative items without informing a District; 4) varying from prescribed procedures and/or specifications for the performance of the service or contract without the expressed permission of the contracting District; 5) products which do not meet the District standards as determined through its own evaluation procedures; 6) failure or difficulty in providing proper insurance certificates or performance bond, where required or specified; 7) use of vendors or subcontractors that provide inferior products or services; 8) failure to provide adequate references, where required; and 9) failure to provide samples of alternate bid terms, when requested.

SUBJECT: PURCHASING PROCEDURES, continued

Awards on the Basis of Best Value

Purchases may also be made on the basis of best value in accordance with the General Municipal Law. The best value standard may only be used for purchase contracts, which includes contracts for service work, but excludes any purchase contracts necessary for the completion of a public works contract pursuant to Article Eight of the Labor Law. When awarding contracts under the best value standard, the district must consider the overall combination of quality, price, and other elements of the required commodity or service that in total are optimal relative to the needs of the district. Use of the best value standard must rely, wherever possible, on objective and quantifiable analysis. The best value standard may identify as a quantitative factor whether offerors are small businesses or certified minority- or women-owned business enterprises as defined in New York Executive Law § 310. Use of the best value standard for the procurement of goods and services requires approval from the Board of Education. The Board must also approve the factors to be considered when awarding contracts under this standard.

Input from Officers

Comments concerning the policies and procedures shall be solicited from administrators and/or officers of the school district herein involved in the procurement process prior to the enactment of the policies and procedures, and will be solicited from time to time thereafter.

Annual Review

The Board of education shall annually review these policies and procedures. The Purchasing Agent shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

Unintentional Failure to Comply

The unintentional failure to fully comply with the provisions of Section 104-b of the General Municipal Law or the District policy regarding procurement shall not be grounds to void action taken or give rise to a cause of action against the District of any officer or employee of the district.

LegalReferences: *General Municipal Law 103; 109-a; 800 et seq, 104-b State Finance Law,
Section 175-b, Correction Law, Section 186*

SUBJECT: PROCUREMENT OF GOODS AND SERVICES

The Board of Education recognizes its responsibility to ensure the development of procedures for the procurement of goods and services not required by law to be made pursuant to competitive bidding requirements. These goods and services must be procured in a manner so as to:

- a) Assure the prudent and economical use of public moneys in the best interest of the taxpayer;
- b) Facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances; and
- c) Guard against favoritism, improvidence, extravagance, fraud and corruption.

These procedures shall contain, at a minimum, provisions which:

- a) Prescribe a process for determining whether a procurement of goods and services is subject to competitive bidding and if it is not, documenting the basis for such determination;
- b) With certain exceptions (purchases pursuant to General Municipal Law, Section 186; State Finance Law, Sections 175-a and 175-b; State Correction Law, Section 184; or those circumstances or types of procurements set forth in (f) of this section), provide that alternative proposals or quotations for goods and services shall be secured by use of written request for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of Section 104-b of General Municipal Law;
- c) Set forth when each method of procurement will be utilized;
- d) Require adequate documentation of actions taken with each method of procurement;
- e) Require justification and documentation of any contract awarded to other than the lowest responsible dollar offer, stating the reasons; and
- f) Set forth any circumstances when, or the types of procurement for which, the solicitation of alternative proposals or quotations will not be in the best interest of the District.

Any unintentional failure to fully comply with these provisions shall not be grounds to void action taken or give rise to a cause of action against the District or any District employee.

The Board of Education shall solicit comments concerning the District's policies and procedures from those employees involved in the procurement process. All policies and procedures regarding the procurement of goods and services shall be reviewed annually by the Board.

SUBJECT: INSURANCE

The objective of the Board of Education is to obtain the best possible insurance at the lowest possible cost, and to seek advice periodically from an Insurance Appraisal Service to determine that adequate coverage is being provided regarding fire, boiler, general liability, bus and student accident insurance.

The Board shall carry insurance to protect the District's real and personal property against loss or damage. This property shall include school buildings, the contents of such buildings, school grounds and automobiles.

The Board may also purchase liability insurance to pay damages assessed against Board members and District employees acting in the discharge of their respective duties, within the scope of their employment and/or under the direction of the Board.

All insurance policies, along with an inventory of the contents of the building, should be kept in a fireproof depository or with the appropriate insurance agent for safekeeping and referral purposes. The Superintendent shall review the District's insurance program annually and make recommendations to the Board if more suitable coverage is required.

Public Officers Law Section 18
General Municipal Law Sections 6-n and 52
Education Law Sections 1709(8) and (26) and
(34-b), 3023, 3028, and 3811

SUBJECT: USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

Except when used in connection with or when rented under provisions of Education Law Section 414, school-owned materials or equipment may be used by District employees and/or students for school related purposes only. Private and/or personal use of school-owned materials and equipment is strictly prohibited.

The Board of Education permits the use of district-owned materials and equipment (e.g., laptop computers, cell phones, audio-visual equipment, etc.) by Board members, officers, and employees of the district when such material and equipment is needed for district-related purposes.

The Board will permit school materials and equipment to be loaned to staff members when such use is directly or peripherally related to their employment and loaned to students when the material and equipment is to be used in connection with their studies or extracurricular activities.

The Superintendent of Schools, in consultation with the School Business Official, shall establish regulations governing the loan and use of such equipment. Such regulations must address:

- The individuals who may properly authorize the use of such material and/or equipment;
- The lack of authority of the borrower to use such material or equipment for private, non-business purposes;
- The responsibilities of the borrower for proper use, care and maintenance;
- That, regardless of condition or other factors, all loaned equipment must be returned to the district. No item may be sold to or purchased by the borrower unless such equipment has been returned to the district for evaluation and, if necessary, disposal in accordance with district policy and procedures.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was loaned, to whom it was loaned, and the date of expected and actual return.

Individuals borrowing district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

The following departments shall maintain records of all equipment that is loaned for long-term use (e.g., school year, term of office, etc.) and shall review such list yearly.

- Buildings and Grounds: cell phones and pagers
- Audio Visual Coordinator: audio-visual equipment
- Director of Technology: laptop computers, iPads, Chromebooks

Administrative regulations will be developed to assure the lender's responsibility for, and return of, all such materials and equipment.

Education Law Section 414

SUBJECT: DISTRICTWIDE SAFETY COMMITTEE

There will be a Districtwide Safety Committee consisting of the Superintendent, assistant superintendents, the Director of Buildings and Grounds, the Security Director, and various administrative and other staff and stakeholders as needed.

Powers and Duties of the Districtwide Safety Committee

The committee will meet periodically to review safety and health hazard reports by employees, accident reports, workers' compensation claims, reports and recommendations of safety and health inspectors, and other matters the committee director places on the agenda. The committee will report its findings and recommendations to the Superintendent of Schools.

Safety Director: Powers and Duties

The Assistant Superintendent for Business will chair the Districtwide Safety Committee, maintain its records and author its reports to the Superintendent of Schools. He or she, in cooperation with the Director of Buildings and Grounds, will develop procedures for the regular inspection and maintenance of District buildings, equipment and grounds. They must arrange for the elimination of known hazards if such can be done through regular maintenance procedures or without extraordinary cost or disruption; they should immediately report all other known hazards to the Superintendent.

Complaints and State Inspectors

The Director of Buildings and Grounds will be District's representative, and will receive all complaints and accompany all state inspectors under the State Occupational Safety and Health Act and similar programs.

The committee will visit each facility for a visual safety inspection annually.

SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (SCHOOL PERSONNEL)

The Board of Education, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff members the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, shall set a positive example for students.

The Board, therefore, prohibits the consumption, sharing and/or selling, use and/or possession of illegal drugs, counterfeit and designer drugs or alcoholic beverages in the workplace, or when the effects of such drugs may impair an employee's job performance. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Information about any drug and alcohol counseling and/or rehabilitation programs shall be made available to employees. Data will also include the range of penalties (consistent with local, state and federal law), up to and including termination of employment and referral for prosecution that will be imposed on employees who have transgressed the terms of this policy.

Additionally, confidentiality shall be insured as required by state and federal law.

The Superintendent shall biennially review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Education Law Sections 913, 1711(5)(e), and 3020-a
Civil Service Law Section 75
Drug-Free Schools and Communities Act
Amendment of 1989
(Public Law 101-226)
20 United States Code (U.S.C.) Section 3171 et seq.

SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (STUDENTS)

The Board of Education recognizes that the misuse of drugs and/or alcohol is a serious problem with legal, physical, emotional and social implications for the entire community. Therefore, the consumption, sharing and/or selling, use and/or possession of alcoholic beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs is prohibited at any school-sponsored event or on school property at all times. The inappropriate use of prescription and over-the-counter drugs shall also be disallowed. Persons shall be banned from entering school grounds or school-sponsored events when exhibiting behavioral, personal or physical characteristics indicative of having used or consumed alcohol or other substances.

Through the collaborative efforts of staff, students, parents/guardians and the community as a whole, a certifiable comprehensive program shall be developed addressing alcohol and other substances to include the following elements:

Primary Prevention

Preventing or delaying alcohol and other substance use/abuse by students shall be the major focus of a comprehensive K-12 program in which proactive measures of prevention and early intervention are emphasized. This program shall include:

- a) A sequential K-12 curriculum that will be developed and incorporated into the total educational process. This curriculum shall be concerned with education and prevention in all areas of alcohol and other substances uses/abuse;
- b) Training school personnel and parents/guardians to reinforce the components of the policy through in-service and community education programs with up-to-date factual information and materials.
- c) An effort to provide positive alternatives to alcohol and other substances use/abuse through the promotion of drug/alcohol-free special events, service projects and extracurricular activities that will develop a positive peer influence.

Intervention

School-based intervention services shall be made available to all students, grades K-12, and provided by prevention professionals who are appropriately trained in this area. The purpose of intervention is to eliminate any existing use/abuse of alcohol and other substances and to identify students considered to be at risk for use/abuse. Intervention programming shall include:

- a) Counseling of students in groups and as individuals on alcohol and other substance use/abuse. Counselors shall be appropriately trained and skilled school staff assigned for this purpose.
- b) Referring students to community or other outside agencies when their use/abuse of alcohol and other substances requires additional counseling or treatment. Referral is a key link in school and community efforts and the process is basic to the dissemination of information regarding available counseling and health services;
- c) Providing a supportive school environment designed to continue the recovery process for students returning from treatment. A re-entry program may include continuing student and/or family counseling and emphasizing positive alternatives to alcohol and other substance use/abuse.
- d) Developing a parent network to serve as a support group and provide a vehicle of communication for parent education;
- e) Ensuring confidentiality as required by state and federal law.

Disciplinary Measures

Disciplinary measures for students consuming, sharing and/or selling, using and/or possessing alcoholic beverages, illegal drugs, counterfeit and designer drugs, or paraphernalia for the use of such drugs shall be outlined in the District's Code of Conduct.

SUBJECT: ALCOHOL, DRUGS AND OTHER SUBSTANCES (STUDENTS), *continued*

Staff Development

There shall be ongoing training of District staff about the components of an effective alcohol and other substances program. Training shall include, but not be limited to, District policies and regulations and the staff's role in implementing such policies, and regulations. Teachers shall be trained to implement the District's K-12 alcohol and other substance prevention curricula; intervention staff shall be suitably trained to carry out appropriate services.

Implementation, Dissemination and Monitoring

It shall be the responsibility of the Superintendent to implement the alcohol and other substances Board policy by collaboration with school personnel, students, parents/guardians and the community-at-large.

Additionally, copies of Board policy shall be disseminated to District staff, parents/guardians and community members. The Superintendent shall biennially review the drug and alcohol abuse prevention program to determine its effectiveness and support appropriate modifications, as needed.

Drug-Free Schools and Communities Act
Amendment of 1989 (Public Law 101-226)
20 United States Code (U.S.C) Section 3171 et seq.

INTEROFFICE MEMO

DATE: 6/18/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – COMMODITY FOODS DIRECT DIVERSION

Item: Commodity Foods Direct Diversion (RFP #420 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday January 4, 2019
Fund to be Charged: Cafeteria
Bid Opening: January 30, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 42
Bidding 21

RECCOMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Commodity Foods Direct Diversion in the following dollar amount:

H. Schrier	\$ 50,814.03
J KINGS	\$ 37,873.88
JTM Food Group	\$ 13,191.41
Michael Foods, Inc.	\$ 9,659.99
Nardon Bros. baking Co.	\$ 17,399.04
Rich Products Corp.	\$ 15,743.80
Tyson	\$ 3,361.50
Total	\$148,043.64

INTEROFFICE MEMO

DATE: 6/18/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – PAPER, DISPOSABLES & CLEANING SUPPLIES

Item: Paper (RFP #425 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 10, 2019
Fund to be Charged: Cafeteria
Bid Opening: May 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 7
Bidding 4

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Paper, Disposables and Cleaning Supplies in the following dollar amounts:

Appco Paper & Plastics Corp.	\$14,815.29
H. Schrier & Co.	\$ 3,405.10
J & F Supplies	\$ 1,979.50
Mivila Foods	\$ 2,063.45
Total	\$22,263.34

INTEROFFICE MEMO

DATE: 6/24/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E.PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS - BEVERAGES DISPENSED BY MECHANICAL EQUIPMENT

Item: Beverages Dispensed by Mechanical Equipment
(RFP #426 07/01/19 to 06/30/20)

Publication: Nassau/Suffolk Newsday April 10, 2019

Fund to be Charged: Cafeteria

Bid Opening: May 10, 2019

Place of Opening: Massapequa UFSD

Number of Companies Bidding: Invited to Bid 15
Bidding 10

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Kristine Kearney, Director of Food Services resulting in the award of contracts to provide Beverages dispensed by Mechanical Equipment items in the following dollar amounts:

H. Schrier & Co.: \$128.00

INTEROFFICE MEMO

DATE: 6/18/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – FROZEN

Item: Frozen (RFP #427 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 10, 2019
Fund to be Charged: Cafeteria
Bid Opening: May 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 22
Bidding 7

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Frozen items in the following dollar amounts:

Ace Endico	\$ 5,987.82
H. Schrier & Co.	\$10,615.78
J KINGS	\$10,452.00
Mivila Foods	\$ 5,132.87
Total	\$32,148.88

INTEROFFICE MEMO

DATE: 6/18/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, K. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS - MEAT

Item: Meat (RFP #428 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 10, 2019
Fund to Be Charged: Cafeteria
Bid Opening: May 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 7
Bidding 6

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Meat in the following dollar amount:

Island Wholesale Meats & Foods	\$3,134.30
Meadow Provisions	\$ 320.40
J KINGS	\$3,097.80
Total	\$6,552.50

INTEROFFICE MEMO

DATE: 6/24/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E.PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – NON-STUDENT BEVERAGES WITH EQUIPMENT

Item: Non-Student Beverages with Equipment
(RFP #429 07/01/19 to 06/30/20)

Publication: Nassau/Suffolk Newsday April 10, 2019

Fund to be Charged: Cafeteria

Bid Opening: May 10, 2019

Place of Opening: Massapequa UFSD

Number of Companies Bidding:

Invited to Bid	15
Bidding	10

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Kristine Kearney, Director of Food Services resulting in the award of contracts to provide Non-Student Beverages with Equipment items in the following dollar amounts:

Liberty Coca Cola Beverages: \$93.60

INTEROFFICE MEMO

DATE: 6/20/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, C KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – BREAD

Item: Bread (RFP #431 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 10, 2019
Fund to Be Charged: Cafeteria
Bid Opening: May 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 6
Bidding 1

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Kristine Kearney, Director of Food Services resulting in the award of contracts to provide Bread in the following dollar amounts:

Modern Italian Bakery	\$10,788.00
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INTEROFFICE MEMO

DATE: 6/18/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS - DAIRY

Item: Dairy (RFP #435 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 10, 2019
Fund to be Charged: Cafeteria
Bid Opening: May 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 13
Bidding 5

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Dairy in the following dollar amounts:

Ace Endico	\$2,508.38
H. Schrier & Co.	\$3,678.00
Mivila Foods	\$ 58.75
Totsl	\$6,245.13

INTEROFFICE MEMO

DATE: 6/24/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E.PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – COFFEE & HOT BEVERAGES WITH EQUIPMENT

Item: Coffee & Hot Beverages with Equipment
(RFP #436 07/01/19 to 06/30/20)

Publication: Nassau/Suffolk Newsday April 10, 2019

Fund to be Charged: Cafeteria

Bid Opening: May 10, 2019

Place of Opening: Massapequa UFSD

Number of Companies Bidding: Invited to Bid 15
Bidding 10

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Kristine Kearney, Director of Food Services resulting in the award of contracts to provide Coffee & Hot Beverages with Equipment items in the following dollar amounts:

Colonial Coffee Co.: \$691.20

INTEROFFICE MEMO

DATE: 6/20/2019
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – BAGELS

Item: Bagels (RFP #439 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 10, 2019
Fund to be Charged: Cafeteria
Bid Opening: May 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 10
Bidding 1

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Bagels in the following dollar amounts:

Modern Italian Bakery	\$3,747.00
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INTEROFFICE MEMO

DATE: 6/20/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – SNACKS - COMPLIANT

Item: Snacks - Compliant (RFP #443 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 10, 2019
Fund to be Charged: Cafeteria
Bid Opening: May 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 6
Bidding 5

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Snacks - Compliant items in the following dollar amounts:

H. Schrier & Co.	\$ 3,498.00
J KINGS	\$20,571.05
Jaybee Distributors	\$16,928.65
Mivila Foods	\$37,133.94
Total	\$78,131.64

INTEROFFICE MEMO

DATE: 6/18/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, K. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – GROCERY

Item: Grocery (RFP #444 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 3, 2018
Fund to be Charged: Cafeteria
Bid Opening: April 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 22
Bidding 6

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Grocery items in the following dollar amounts:

Ace Endico	\$ 3,493.06
H. Schrier & Co.	\$ 5,659.76
J KINGS	\$ 1,053.75
Jaybee Distributors	\$ 863.69
Mivila Foods	\$ 8,492.11
Total	\$19,562.36

INTEROFFICE MEMO

DATE: 6/20/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – SNACKS NON-COMPLIANT

Item: Snacks Non-Compliant (RFP # 446 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 10, 2019
Fund to be Charged: Cafeteria
Bid Opening: May 10, 2019
Place Of Opening: Massapequa UFSD
Number Of Companies Bidding: Invited to Bid 6
Bidding 5

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Snacks Non-Compliant items in the following dollar amounts:

Big Geysar	\$209.99
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INTEROFFICE MEMO

DATE: 6/24/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E.PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – STUDENT BEVERAGES WITHOUT EQUIPMENT

Item: Student Beverages without Equipment
(RFP #447 07/01/19 to 06/30/20)

Publication: Nassau/Suffolk Newsday April 10, 2019

Fund to be Charged: Cafeteria

Bid Opening: May 10, 2019

Place of Opening: Massapequa UFSD

Number of Companies Bidding: Invited to Bid 15
Bidding 10

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Kristine Kearney, Director of Food Services resulting in the award of contracts to provide Student Beverages without Equipment items in the following dollar amounts:

Big Geyser:	\$21,969.78
J KINGS:	\$ 9,403.81
Jaybee Distributors:	\$13,995.36
Snapple Distributors, Inc:	\$ 3,584.88
Total:	\$48,953.83

INTEROFFICE MEMO

DATE: 6/18/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – ICE CREAM WITH EQUIPMENT

Item: Ice Cream With Equipment (RFP # 450 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 10, 2019
Fund to be Charged: Cafeteria
Bid Opening: May 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 13
Bidding 1

RECOMMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Ice Cream with Equipment in the following dollar amounts:

American Classic Ice Cream	\$22,100.00
Total	\$22,100.00

INTEROFFICE MEMO

DATE: 6/18/19
TO: BERNADETTE BURNS, SUPERINTENDENT OF SCHOOLS
CC: E. PELLATI, C. KEARNEY
FROM: ROB NOCELLA, PURCHASING AGENT
RE: SEALED BIDS – DISHWASHING/CLEANING SUPPLIES

Item: Dishwashing/Cleaning Supplies (RFP #452 07/01/19 to 06/30/20)
Publication: Nassau/Suffolk Newsday April 24, 2019
Fund to be Charged: Cafeteria
Bid Opening: May 10, 2019
Place of Opening: Massapequa UFSD
Number of Companies Bidding: Invited to Bid 5
Bidding 3

RECCOMENDATION:

That the Board of Education accepts the findings of the Long Island School Food Nutrition Directors' Association Cooperative Bid Committee and Christine Kearney, Director of Food Services resulting in the award of contracts to provide Dishwashing Supplies in the following dollar amounts:

Ecolab	\$512.00
Total	\$512.00

RESOLUTION OF BOARD OF EDUCATION

WHEREAS, It is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2019-20 school year.

WHEREAS, WIUFSD , is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and,

WHEREAS, WIUFSD , wishes to appoint a committee to assume the responsibility for drafting of specification, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, that the BOARD OF EDUCATION of WIUFSD , hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above, and,

BE IT FURTHER RESOLVED, that WIUFSD's Board of Education authorized the above-mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities, and,

BE IT FURTHER RESOLVED, that WIUFSD's Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

BE IT FURTHER RESOLVED, that WIUFSD's Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

DATE: _____

AUTHORIZED
SIGNATURE: _____

TITLE: President of the Board of Education

SCHOOL DISTRICT: West Islip Union Free School District (WIUFSD)

RESOLVED, that the West Islip Union Free School District shall adopt the 2019-2020 Income Eligibility Guidelines for Free and Reduced Price Meals:

**2019-2020 INCOME ELIGIBILITY GUIDELINES
FOR FREE AND REDUCED PRICE MEALS OR FREE MILK**

Free Eligibility Scale						Reduced Price Eligibility Scale					
Free Lunch, Breakfast, Milk						Reduced Price Lunch, Breakfast					
Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly	Household Size	Annual	Monthly	Twice per Month	Every Two Weeks	Weekly
1	\$ 16,237	\$ 1,354	\$ 677	\$ 625	\$ 313	1	\$ 23,107	\$ 1,926	\$ 963	\$ 889	\$ 445
2	\$ 21,983	\$ 1,832	\$ 916	\$ 846	\$ 423	2	\$ 31,284	\$ 2,607	\$ 1,304	\$ 1,204	\$ 602
3	\$ 27,729	\$ 2,311	\$ 1,156	\$ 1,067	\$ 534	3	\$ 39,461	\$ 3,289	\$ 1,645	\$ 1,518	\$ 759
4	\$ 33,475	\$ 2,790	\$ 1,395	\$ 1,288	\$ 644	4	\$ 47,638	\$ 3,970	\$ 1,985	\$ 1,833	\$ 917
5	\$ 39,221	\$ 3,269	\$ 1,635	\$ 1,509	\$ 755	5	\$ 55,815	\$ 4,652	\$ 2,326	\$ 2,147	\$ 1,074
6	\$ 44,967	\$ 3,748	\$ 1,874	\$ 1,730	\$ 865	6	\$ 63,992	\$ 5,333	\$ 2,667	\$ 2,462	\$ 1,231
7	\$ 50,713	\$ 4,227	\$ 2,114	\$ 1,951	\$ 976	7	\$ 72,169	\$ 6,015	\$ 3,008	\$ 2,776	\$ 1,388
8	\$ 56,459	\$ 4,705	\$ 2,353	\$ 2,172	\$ 1,086	8	\$ 80,346	\$ 6,696	\$ 3,348	\$ 3,091	\$ 1,546
Each Add'l person add	\$ 5,746	\$ 479	\$ 240	\$ 221	\$ 111	Each Add'l person add	\$ 8,177	\$ 682	\$ 341	\$ 315	\$ 158

SNAP/TANF/FDPIR Households: Households that currently include children who receive the Supplemental Nutrition Assistance Program (SNAP) but who are not found during the Direct Certification Matching Process (DCMP), or households that currently receive Temporary Assistance to Needy Families (TANF), or the Food Distribution Program on Indian Reservations (FDPIR) must complete an application listing the child's name, a valid SNAP, TANF, or FDPIR case number and the signature of an adult household member. Eligibility for free meal benefits based on participation in SNAP, TANF or FDPIR is extended to all children in the household. When known to the School Food Authority, households will be notified of their children's eligibility for free meals based on their participation in the SNAP, TANF or the FDPIR programs. No application is necessary if the household was notified by the SFA their children have been directly certified. If the household is not sure if their children have been directly certified, the household should contact the school.

Other Source Categorical Eligibility: When known to the School Food Authority, households will be notified of any child's eligibility for free meals based on the individual child's designation as Other Source Categorically Eligible, as defined by law. Children are determined Other Source Categorically Eligible if they are Homeless, Migrant, Runaway, A foster child, or Enrolled in Head Start or an eligible pre-kindergarten program.

If children or households receive benefits under Assistance Programs or Other Source Categorical Eligible Programs and are not listed on the notice of eligibility and are not notified by the School Food Authority of their free meal benefits, the parent or guardian should contact the school or should submit an income application.

Other Households: Households with income the same or below the amounts listed above for family size may be eligible for and are urged to apply for free and/or reduced price meals (or free milk). They may do so by completing the application sent home with the letter to parents. One application for all children in the household should be submitted. Additional copies are available at the principal's office in each school. Applications may be submitted any time during the school year to Christine Kearney, MS, RD, Director of Food Services. Please contact Christine Kearney at 631-930-1510 with any questions regarding the application process.

Households notified of their children's eligibility must contact the School Food Authority if they choose to decline the free meal benefits. Households may apply for benefits at any time throughout the school year. Children of parents/guardians who become unemployed or experience a financial hardship mid-year may become eligible for free and reduced price meals or free milk at any point during the school year.

For up to 30 operating days into the new school year (or until a new eligibility determination is made, whichever comes first) an individual child's free or reduced price eligibility status from the previous year will continue within the same SFA. When the carryover period ends, unless the household is notified that their children are directly certified or the household submits an application that is approved, the children's meals must be claimed at the paid rate. Though encouraged to do so, the SFA is not required to send a reminder or a notice of expired eligibility.

The information provided on the application will be confidential and will be used for determining eligibility. The names and eligibility status of participants may also be used for the allocation of funds to federal education programs such as Title I and National Assessment of Educational Progress (NAEP), State health or State education programs, provided the State agency or local education agency administers the programs, and for federal, State or local means-tested nutrition programs with eligibility standards comparable to the NSLP. Eligibility information may also be released to programs authorized under the National School Lunch Act (NSLA) or the Child Nutrition Act (CNA). The release of information to any program or entity not specifically authorized by the NSLA will require a written consent statement from the parent or guardian.

The School Food Authority does, however, have the right to verify at any time during the school year the information on the application. If a parent does not give the school this information, the child/children will no longer be able to receive free or reduced price meals (free milk).

Foster children are eligible for free meal benefits. A separate application for a foster child is no longer necessary. Foster children may be listed on the application as a member of the family where they reside. Applications must include the foster child's name and personal use income.

Under the provisions of the policy, the designated official will review applications and determine eligibility. If a parent is dissatisfied with the ruling of the designated official, he/she may make a request either orally or in writing for a hearing to appeal the decision. Elisa Pellati, CPA, Assistant Superintendent for Business whose address is West Islip Public Schools, Michael & Christine Freyer Administration Building, 100 Sherman Ave., West Islip, N.Y. 11795 has been designated as the Hearing Official. Hearing procedures are outlined in the policy. However, prior to initiating the hearing procedure, the parent or School Food Authority may request a conference to provide an opportunity for the parent and official to discuss the situation, present information, and obtain an explanation of the data submitted in the application or the decisions rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing.

Only complete applications can be approved. This includes complete and accurate information regarding: the SNAP, TANF, or FDIPIR case number; the names of all household members; on an income application, the last four digits of the social security number of the person who signs the form or an indication that the adult does not have one, and the amount and source of income received by each household member. In addition, the parent or guardian must sign the application form, certifying the information is true and correct.

Beginning July 1, 2019, students in New York State that are approved for reduced price meals will receive breakfast and lunch meals at no charge.

Nondiscrimination Statement: This explains what to do if you believe you have been treated unfairly.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

RESOLVED, that the West Islip UFSD shall request an exemption from implementing a school breakfast program in the below listed schools for the 2019-2020 school year. This request is based on documentation indicating a lack of need for such a program on account of previously demonstrated poor average daily participation as well as low participation projections:

BAYVIEW ELEMENTARY SCHOOL
BEACH STREET MIDDLE SCHOOL
MANETUCK ELEMENTARY SCHOOL
OQUENOCK ELEMENTARY SCHOOL
PAUL J. BELLEW ELEMENTARY SCHOOL
UDALL ROAD MIDDLE SCHOOL

June, 2019

CHANGE ORDER

AIA DOCUMENT G701

OWNER
 ARCHITECT
 CONTRACTOR
 FIELD
 OTHER

AGENDA ITEM XI. D)
 BUSINESS ITEMS
 RM 7/2/2019

SED No. 58-05-09-03-0-C-
 Project Manager, Bruce Jesiolowski

PROJECT: West Islip UFSD
 (name, address) Phase 3 Bond Work at
 Beach St. Middle School

CHANGE ORDER NUMBER: 2
 DATE: May 29, 2019

TO CONTRACTOR: Milcon Construction Corp.
 (name, address) 142 Dale Street
 West Babylon, NY 11704

ARCHITECT'S PROJECT NO.: 16-380b
 CONTRACT DATE: April 20, 2018
 CONTRACT FOR: Roof Replacement @
 Beach St. MS (GC-4)

The Contract is changed as follows:

Provide all labor, materials and equipment for the following:

- Owner Request. District requests a credit for water damage to the gymnasium flooring due to a roof leak which the Owner has to pay to have repaired. Deduct..... (\$15,000.00)
- Total Deduct Cost (\$15,000.00)**

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (~~Guaranteed Maximum Price~~) was \$ 1,263,300.00
 Net change by previously authorized Change Orders..... \$ (35,625.42)
 The (Contract Sum) (~~Guaranteed Maximum Price~~) prior to this Change Order was..... \$ 1,227,674.58
 The (Contract Sum) (~~Guaranteed Maximum Price~~) will (~~increase~~) (~~decrease~~)
 (~~unchanged~~) by this Change Order in the amount of..... \$ (15,000.00)
 The new (Contract Sum) (~~Guaranteed Maximum Price~~) including this Change Order will be..... \$ 1,212,674.58
 The Contract Time will be (~~increased~~) (~~decreased~~) (~~unchanged~~) by zero (0) days.
 The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

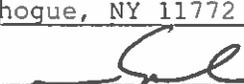
NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

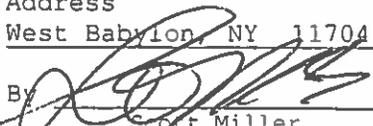
BBS ARCHITECTS, LANDSCAPE ARCHITECTS & ENGINEERS, PC

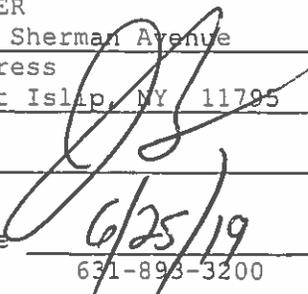
Burton Behrendt & Smith, PC
 ARCHITECT
 244 E. Main Street
 Address
 Patchogue, NY 11772

Milcon Construction Corp.
 CONTRACTOR
 142 Dale Street
 Address
 West Babylon, NY 11704

West Islip UFSD
 OWNER
 100 Sherman Avenue
 Address
 West Islip, NY 11795

By 
 Lawrence Salvesen, AIA, LEED AP
 Date 6.4.19
 (631) 475-0349

By 
 Scott Miller
 Date 6/10/19
 631-756-9530

By 
 Date 6/25/19
 631-893-3200

Capital Markets Advisors, LLC

Independent Financial Advisors

FINANCIAL ADVISORY SERVICES AGREEMENT

This Agreement has been entered into this _____ day of _____, 2019 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 Sections 1.01 through 1.09 hereof, CMA's fees will be as follows:
 - For bond issues: a base fee of \$8,200 plus \$0.75 per each \$1,000 of bonds issued;
 - For note issues: \$6,200
 - For Continuing Disclosure: annual fee of \$2,600 inclusive of all required Event Notices.
 - For refunding bond issues: a fee to be negotiated based on the par amount of the issue, the number of series of (i) bonds being refunded and (ii) refunding bonds

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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 for one (1) year from the date hereof.

Section 4 Disclosure

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

Municipal Securities Rulemaking Board ("MSRB") Rule G-10 requires that municipal advisors, including CMA, provide to their clients the following information:

(i) CMA is registered as an independent municipal advisor with the MSRB (Registration No. K0489) and the US Securities and Exchange Commission ("SEC") (Registration No. 867-00807); (ii) CMA is subject to the regulations and rules on municipal advisory activities established by the SEC and MSRB; (iii) the website for the MSRB is www.msrb.org and the website for the SEC is www.sec.gov and (iv) in addition to having educational materials about the municipal securities market, the MSRB website has a municipal advisory client brochure that describes the protections that may be provided by the MSRB rules and how to file a complaint with the appropriate regulatory authority.

MSRB Rule G-42 requires that municipal advisors, including CMA, inform their clients as to any conflicts of interest that may exist that could impact the client. To the best of our knowledge and belief, neither CMA nor any registered associated person has any material undisclosed conflict of interest that would impact CMA's ability to service the District.

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

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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.

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

West Islip Union Free School District

Richard Tortora

By: _____

Richard R. Tortora
President & Principal

Name: _____

Title: _____

WEST ISLIP PUBLIC SCHOOLS
LIBRARY MEDIA CENTERS

MEMORANDUM

To: Elisa Pellati
From: Karen Appollo
Date: May 6, 2019
Re: Items for Surplus

West Islip High School Library Media Center

Surplus Books

Total # of Books	Reason
1,174	Damaged/Obsolete (Of the total # of books, 1,049 are at least 12 years old and beyond.)

INTEROFFICE MEMORANDUM

TO: ELISA PELLATI, ASSISTANT SUPT. FOR BUSINESS

FROM: REANNA FULTON, DIRECTOR OF TECHNOLOGY

SUBJECT: SURPLUS EQUIPMENT

DATE: JUNE 28, 2019

CC: BERNADETTE BURNS, SUPT. OF SCHOOLS
AMIT PATHAK, NETWORK CONSULTANT

I am requesting to surplus the following end of life or use IT/AV equipment for disposal:

Location	Model	Serial
DO	HP 6535b lap top	CNU924B2BY
DO	HP CPU	2UA2111TW7
DO	HP CPU	2UA2111TW9
HS	LA20006 monitor	CNUC249QRRS
HS	HP CPU	2UA3030SYB
DO	HP1750 monitor	CDN81100T3
WIHS	Volume Case Bubble II (quantity 241)	N/A
Beach	HP Chromebook 11 G6 EE	5CD8284V8Z
Udall	HP Chromebook 11 G6 EE	5CD8283D07
WIHS	SB680-M2-059181- Mobile	SB680-M2-059181
WIHS	Smart projector	B012DF28J0307
DO	Ipad mini 1	F4KKMR5WF193
DO	AVA iPad Case	N/a
DO	26 Belkin Chromebook Cases	N/a
DO	1 Vol Case	N/a
DO	4 Maroo case	N/a