



Appointment of Officers for 2022-2023 School Year

<u>Appointment of Officers for 2022-2023 School Year</u>		<u>Annual Stipend</u>
1. Clerk	Ms. Joanne Klein	(as per Managerial & Confidential Schedule) +\$8,100
2. Deputy Clerk	Ms. Laura Mercorelli	
3. Treasurer	Mr. Anthony Oliva	(as per Managerial & Confidential Schedule)



(Encl. 8)  
7/12/22

9. Title IX and Section 504 of

Authorization for Excess Fidelity Limits

**WHEREAS**, there are no statutory requirements for excess fidelity limits for Western Suffolk BOCES staff and,

**WHEREAS**,

**THEREFORE, BE IT RESOLVED**, that

(Encl. 10)  
7/12/22

**DESIGNATION OF DEPOSITORIES**

RESOLVED, that the following banks b, that the following bank 02 0 72 62 re WnBT/F2 12 Tf1 0 0 1 331 3se WnBT/F2 12 Tf 0.00001102 0 0gpoBT1 0 0

(Encl. 11)  
7/12/22  
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**INCOME FUNDS**

4210

Non-Instructional/Business  
Operations

All instructions and agreements between Western Suffolk BOCES and its depository banks, custodial banks and trading partners shall be in written form.

Repurchase agreements shall be permissible only with banks and dealers published by the Federal Reserve System. Repurchase agreements shall not exceed a term of more than thirty (30) days. The substitution of securities shall not be permitted.

All repurchase agreements must be entered into subject to a Master Repurchase Agreement.

Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States. In the event of a repurchase agreement, the Treasurer's report to the Board will provide detailed information regarding such investments.

The written contracts, agreements or forms shall be reviewed by counsel prior to implementation.

The independent auditors shall audit the investments and investment proceeds of the Board of Cooperative Educational Services, Western Suffolk BOCES, Second Supervisory District for compliance with the provisions of this investment policy.

Monthly reports of investments shall be submitted to the Board at each monthly meeting.

Within 120 days of the end of the fiscal year, the District Superintendent shall have prepared and submitted to the Board of Cooperative Educational Services an annual investment report.

General Municipal Law Section 39  
Educational Law Section 1604-a and  
1723(a)  
Local Finance Law Section 165

Revised and Adopted 8/29/95

Readopted annually at the Organizational Meeting 1996-2009, 2012

Revised and Adopted 4/3/12

Readopted at the Organizational Meeting 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022



(Encl. 12)

7/12/22

### Designation of Official Newspapers for the Agency

Designation of Official Newspapers for the Agency - Western Suffolk BOCES Board of Education hereby designates Newsday as the official newspaper for the agency for 2022-23. The Board further authorizes the administration to place legal ads in The Beacon and The Long Islander if administration deems it appropriate.

(Encl. 13)

(Encl. 14)  
7/12/22

Authorization for Board President and Chief Operating Officer to Approve Grant Programs

**THEREFORE, BE IT RESOLVED**, authorization for Board President and Chief Operating Officer to sign, as needed, assurances of compliances and applications to receive special state and federally aided program grants for the 2022-2023 school year.

(Encl. 15)  
Organization Meeting

## WESTERN SUFFOLK BOCES

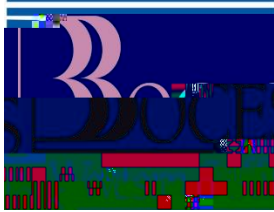
### 2022-23 Petty Cash

<u>Custodian</u>	<u>Initial Amount</u>
Anthony Oliva	\$100.00
Nancy Kelsey	\$100.00
Nancy Wilson	\$100.00
LouAnn Criscuolo	
JEA-DH	\$50.00
JEA-MEL	\$65.00
Taukomas	\$30.00
WT-DH	\$90.00
Brennan	\$50.00
Manor Plains	\$15.00
Total	\$600.00

(Encl. 16)  
7/12/22

**Approval for Board Memberships 2022-23**

1) Nassau-Suffolk School Boards Association	\$ 3,975.
2) New York State School Boards Association	\$13,500.
3) National School Boards Association	\$ 5,000.
NSBA Black Caucus	\$ 75.
NSBA Hispanic Caucus	\$ 75.
4) REFIT (Reform Educational Financing Inequities Today)	\$ 600.
5) The Council of School Superintendents (Cabinet) New York State	\$ 1,273.
6) BOCES Educational Consortium	\$ 1,600.
7) The Council of School Superintendents (Superintendent) NYS	\$ 1,840.
8) NYS Caucus of Black School Board Members, Inc.	\$ 500.



# Board Policy

4310  
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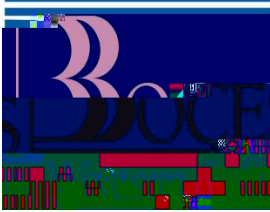
Second Supervisory District of Suffolk County  
507 Deer Park Road  
Huntington Station, New York 11746

## Purchasing

**Purchasing Objectives:** *The Board approves and supports the following objectives governing all purchases to be made using Agency resources:*

1. The Purchasing procedures and decisions shall be made in compliance with all existing, applicable laws and regulations of New York State, including New York State General Municipal Law and the Regulations of Commissioner of Education.
2. The requirements for procurements using Federal awards are contained in the Uniform Guidance as follows:
  - a. - 2 CFR Part 200, Subparts A-F (Uniform Administrative Requirements, Cost Principles and Accounting Requirements) for organizations receiving Federal awards to establish and maintain effective internal controls when procuring goods and services needed to carry out such Federal awards. WSBOCES shall comply with all legislation, Federal awarding agency regulations, and the terms and conditions of the award for such Federal grants. WSBOCES will procure such items related to Federal grants subject to NYS General Municipal Law, Uniform Guidance Requirements for Federal grants, and all applicable legislation related to Uniform Guidance.
3. Purchases should be consistent with the educational or programmatic needs of the Agency, both as to quality and timeliness.
4. Purchases should be made at the lowest prices and/or the best value consistent with the objectives above. To the extent practical, competition should be utilized in an effort to achieve the lowest prices and/or the best value. **General Municipal Law §103 permits the award of purchase contracts on the basis of best value.**
5. Purchasing practices shall include adequate internal controls.
6. Purchasing will be centralized in the Business Office under the general supervision of the Purchasing Agent and Assistant Purchasing Agent appointed by the Board of Education at the annual organization meeting.
7. The Purchasing Agent shall be Lorraine Hein and the Assistant Purchasing Agent shall be Mary Bradley, or such other persons designated by the Chief Financial Officer.
8. The Chief Financial Officer shall develop and disseminate appropriate regulations and procedures to assure compliance with the purchasing objectives above.
9. The Chief Financial Officer may make reasonable exceptions to regulations where necessary to assure the health and safety of staff or students, the safety and integrity of BOCES facilities, or when vendor availability or other circumstances may delay or result in unnecessary administrative costs.

Adopted 7/10/2018  
Amended: 7/12/2022



Second Supervisory District of Suffolk County  
507 Deer Park Road  
Huntington Station, New York 11746

<b>4Policy</b>	4310 Purchasing
<b>Regulation(s)</b>	4310R.1 Purchasing Rules & Regulations
<b>Department</b>	Purchasing Office

## Purchasing Rules & Regulations

### **Purpose:**

#### **Procurement of Goods and Services**

Procurement of goods and services that are not required by law to be procured pursuant to competitive bidding must be procured in a manner 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 or to a responsive and responsible offeror on the basis of "best value" ("competitive offering"), instead of to the lowest responsible bidder; and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these goals, the following regulations govern all procurements of goods and services.

### **Rules:**

#### ***Purchases or Contracts Subject to Competitive Bidding***

All purchase contracts for materials, equipment, or supplies and all public works contracts (material and labor) involving an annual expenditure in excess of the established bidding limits in General Municipal Law shall be awarded on the basis of public advertising and competitive bidding and a contract (if any) awarded to the lowest responsible bidder or to a responsive and responsible offeror on the basis of "best value" ("competitive offering"), instead of to the lowest responsible bidder or as may otherwise be defined under GML §103.

For this purpose, the term "purchase contract" includes contracts for service work, but excludes contracts necessary for the completion of a public works contract covered by prevailing wage provisions of article 8 of the Labor Law. The term "public works contract" applies to those items or projects involving labor or both material and labor. Included in this category is construction, paving, printing, repair contracts, etc. "Best value" is defined for this purpose as a basis for awarding contracts "to the offeror which optimizes quality, cost and efficiency, among responsive and responsible offerors" or as may otherwise be defined under GML §103 or State Finance Law §163(1)(j).

Western Suffolk BOCES shall comply with the requirements of NYS GML §103-g which prohibits, with few exceptions, competitive bidding contracts with entities that invest significantly in the Iranian energy sector (§165-A State Finance Law).

Western Suffolk BOCES authorizes the receipt of sealed bids for purchase contracts in electronic format, pursuant to the provisions of General Municipal Law §103(1) which addresses proper documentation, authentication, security, and confidentiality of electronic bids.

Procurement of goods and services for Western Suffolk BOCES is subject to competitive bidding based upon the following:

1. The aggregate cost to the Western Suffolk BOCES of an item or commodities (custodial supplies, audio-visual equipment, etc.) is considered for purchases in a fiscal year.
2. The following are also subject to competitive bidding and other legal requirements:
  - Lease/rental of personal property (§1725 of NYS Education Law);
  - "Lease Purchasing" agreement for instructional equipment (§1725-A of NYS Education Law);and
  - "Installment Purchase" of equipment, machinery and apparatus (§109-b of NYS General Municipal Law) \*Note – See addendum Executive Bulletin, March 1989; and Cooperative Bid Arrangements (§119-0 of NYS General Municipal Law) must be in accordance with §103 of the NYS General Municipal Law.

Procurement of Goods and Services using Best Value Method of Procurement in accordance with §103 of the NYS General Municipal Law.

3. Purchase of Standardized Equipment and Material Standardization (§103 of NYS General Municipal Law) makes it possible for a governing board to standardize a particular type of material or equipment. This does not eliminate the necessity to conform to the competitive bidding requirement. The only exception is that there is no longer a need for the inclusion of the term "or equivalent" after make or model.
4. Transportation contracts and cafeteria contracts covered by "NYS Education Law" are subject to same dollar limits as "Purchase Contracts" under §103 of NYS General Municipal Law (§305, Subdivision 14, NYS Education Law).

Western Suffolk BOCES may elect to bid items even though they fall below the bid limit.

**Purchases or Contracts Not Subject to Competitive Bidding Requirements and/or Below Bid Limits (amounts below refer to estimated total annual purchases within a single category)**

Competitive bidding is not required by law for the following and the suggested documentation to support this determination is indicated:

1. For purchases under \$2,500 – one quotation shall be required;
2. For purchases between \$2,501 and \$4,999,999 - a minimum of three (3) fax, e-mail, or informal written quotations must be solicited and attached to the purchase requisition and the following must be provided:
  - A. The name, address, and telephone number of the vendor;
  - B. The name of the contact person at the company, and
  - C. The item(s) to be purchased, specifying quantity, brand name, and model number.
3. For purchases from \$5,000,000 up to the bid limits established under General Municipal Law- a minimum of three (3) formal written, e-mail or fax quotations shall be solicited for each such purchase and attached to the purchase requisition;
4. "Emergency purchase" – in the case of a public emergency arising out of an accident or other unforeseen occurrence or condition whereby circumstances affecting public buildings, public property, the life, health, safety or property of the inhabitants of a political subdivision require immediate action which cannot await competitive bidding or competitive offering, contracts may be let by the board and/or appropriate officers designated herein. (§103(4) of NYS General Municipal Law);
5. For public works purchases from \$5,000,000 through \$35,000, a minimum of three (3) formal written, email, or fax quotations shall be solicited for each such purchase and attached to the purchase requisition;
6. Purchases from Government Contracts:  
State Contracts, County Contracts, Municipal and Cooperative Agreements, BOCES Cooperative Purchasing Agreements, Corcraft (New York Prison System), Industries for the Blind, or Industries for the Disabled may be used whenever feasible for purchases that are not required to be bid. The





Agreements for Subscriptions, Software Licenses and/or Professional Service Contracts (4310P.4)  
Apple iPad Applications (4310P.5)  
Signing Authority (4310P.6)  
Sample Materials for vendors (4310P.7)  
Petty Cash Fund (4310P.8)  
Refreshments for Meetings Regulation (4310R.2)

**References:**

Board Policy 4310 – Purchasing  
Board Policy 4440 – Cash in School Buildings and Petty Cash Funds  
Comprehensive Iran Sanctions, Accountability, and Divestment Act of 2010 (Public Law 111-195)  
Federal Acquisition Regulation 8.405-1 and 8.405-

(Encl. 18)  
7/12/2



