

Duanesburg Central School District 2019-2020 School Year

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019

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27	28	29	30	31		

November 2019

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3	4	5	6	7	8	9
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December 2019

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22	23	24	25	26	27	28
29	30	31				

January 2020

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26	27	28	29	30	31	

February 2020

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March 2020

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020

S	M	T	W	T	F	S
			1	2	3	4
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12	13	14	15	16	17	18
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26	27	28	29	30		

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Interim Reports Posted ...

10/11/19, 12/20/19, 3/13/20, 5/22/20

Report Cards Posted ...

11/15/19, 1/31/20, 4/9/20, 6/26/20

of School Day/Month

Sept. 18	April 16
Oct. 21	May 20
Nov. 16	June 20
Dec. 15	
Jan. 19	Student Days 181
Feb. 15	Conf. Days + 5
March 21	TOTAL 186



DCS Eagles

Open House Dates ...

9/19/19 — JRSR HS

9/26/19 — K - 6

6:00 PM

Duanesburg Elementary School
165 Chadwick Road
Delanson, NY 12053
Phone 518-895-2580 Fax 518-895-2957

Duanesburg JR/SR High School
163 School Drive
Delanson, NY 12053
Phone 518-895-3000 Fax 518-895-9971

Duanesburg Central School District
Central Office
133 School Drive
Delanson, NY 12053
Phone 518-895-2279 Fax 518-895-2626

Transportation Department
9225 Duanesburg Road
Delanson, NY 12053
Phone 518-895-2511 Fax 518-895-5489

Web Site www.duanesburg.org

Adopted by the BOE:

Schedule of Events 2019 - 2020

Sept. 2 - Labor Day - no school
Sept. 3 & 4 - Staff Dev. Day - no students
Sept. 5 - Classes Begin - Grades 1-12
Sept. 5 - Kindergarten Orientation
Oct. 11 - Emergency Release Drill
Oct. 14 - Columbus Day - no school
Oct. 15 - Staff Dev. Day - no students
Nov. 11 - Veteran's Day - no school
Nov. 21 - K-12 Parent/Teacher Conf. Evening, 6:00 to 8:30 pm

Nov. 22 - Staff Dev. Day - no students
Nov. 27 - 29 - Thanksgiving Recess
Dec. 23 - Jan. 3 - Holiday Recess
Jan. 6 - Classes Resume
Jan. 20 - Martin Luther King, Jr. Day - no school
Jan. 21-24 - Regents Examinations
Feb. 17-21 - Winter Recess
March 20 - Staff Development Day - no students
April 10-17 - Spring Recess

May 19 - Half Day K - 12
May 25 - Memorial Day - no school
June 2 - Regents Examinations
June 16 - Last day of classes - Grades 7 - 12
June 17- 25 - Regents Examinations
June 25 - Half Day - K-6
June 26 - Half Day - K-6, last day of classes for staff
June 26 - Class of 2019 Graduation - 6 PM, Auditorium

- ~ No School/Holiday
- ~ Supt. Conf. Day/Staff Dev. - No Students
- ~ Regents Examinations
- ◇ ~ First Day of Classes
- ◇ ~ Half Day K-6
- ⊗ ~ Half Day - K - 12
- ♥ ~ K-12 Parent/Teacher Evening Conferences

March 26, 2019
Memorandum of Agreement
Between
the Duanesburg Central School District
and
the Duanesburg Education Support Association

WHEREAS, the Duanesburg Education Support Association ("DESA") represents certain support staff personnel employed by the Duanesburg Central School District ("District"); and

WHEREAS, the District and DESA are parties to a collective bargaining agreement for a term from July 1, 2018 to June 30, 2020 (the "Agreement"), which sets forth pay for the support staff personnel represented by DESA; and

WHEREAS, the District and DESA have agreed to a change in pay for bus drivers;

NOW THEREFORE, it is agreed as follows:

1. Effective July 1, 2019, Article XXII, subsection L, Bus Driver Pay shall be revised to provide as follows:

The pay for substitute drivers pay will be \$17.50 per hour.

The base pay for bus drivers will be \$17.00 per hour.

All bus drivers earning \$13.30 per hour or less will be increased to \$17.00 per hour.

All bus drivers with 3-10 years or less seniority with the District, earning more than \$13.30 per hour during the 2018-19 school year, will receive a raise of \$3.70 per hour, for the 2019-20 school year.

All bus drivers with 11-20 years seniority with the District, earning more than \$13.30 per hour during the 2018-19 school year, will receive a raise of \$1.85 per hour, for the 2019-20 school year.

All bus drivers with 21 years or more seniority with the District, earning more than \$13.30 per hour during the 2018-19 school year, will receive a 3% raise for the 2019-20 school year.

2. All other provisions of the Agreement shall remain unchanged.

3. This agreement is subject to the approval of the Board of Education.

FOR THE DISTRICT

FOR DESA

RESOLUTION

BE IT RESOLVED that the Board of Education of the Duanesburg Central School District hereby approves the agreement by and between the District and the Duanesburg Education Support Association, dated March 26, 2019, authorizes the Superintendent to execute the agreement and authorizes payment contained therein.

To be approved by Board of Education on March 26, 2019

Substitute Teachers through BOCES Substitute Service – These people have been screened by BOCES Substitute Service:

Emma Alteri

Tracy Coulson

**DUANESBURG CENTRAL SCHOOL DISTRICT
PURCHASING REGULATIONS**

5410-R

The following sets forth the procedures for the procurement of goods and services by the Duaneburg School District.

I. Definitions

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment.

Public Work Contract: a contract involving services, labor or construction.

II. General Municipal Law

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

III. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The District will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the District will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The District will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.
4. The District may award purchase contracts on the basis of “best value” as defined in State Finance Law 163.

1st Reading – Oct. 23, 2012
2nd Reading – Nov. 13, 2012
Resolution – Dec. 11, 2012
Review – Mar. 26, 2019

B. Contract Combined Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the District, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids: Awarding Contracts

The purchasing agent, or designee, with a second person to verify, will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder (as recommended by the purchasing agent), who has furnished the required security after responding to an advertisement for sealed bids.

D. Documentation of Competitive Bids

The District will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract. Proper written documentation will also be required when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore. A quote which exceeds the bid limit will be awarded only when such award is in the best interests of the District and otherwise furthers the purposes of Section 104b of the General Municipal Law. The district will provide justification and documentation of any such contract awarded.

E. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, Section 1725 of the Education Law requires that the District will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation: The District will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the School Attorney for review.

IV. Exceptions to Competitive Bidding Requirements

The District will not be subject to competitive bidding requirements when the Board, in its discretion, determines that one of the following situations exists:

1. Emergency situations where:
 - a. The situation arises out of an accident or unforeseen occurrence or condition;
 - b. A District building, property, or the life, health or safety of an individual on District property is affected; or

c. The situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The District will maintain records of verbal (or written) quotes;

V. Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Methods of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. For example, with regard to insurance, the District will maintain documentation that will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required. "Requests for Proposals" (RFPs), documented in the same manner as described herein, may also be used;
3. Requests for Proposals: the District will contact a number of professionals (engineers, architects and accounts) and request that they submit written proposals. The RFPs may include negotiations on a fair and equal basis. The RFPs and evaluation of such proposals will consider price plus other factors such as:
 - a. The special knowledge or expertise of the professional or consultant service;
 - b. The quality of the service to be provided;
 - c. The staffing of the service; and
 - d. The suitability for the District's needs.

The District may first locate prospective qualified firms by:

- a. Advertising in trade journals;
- b. Checking listings of professionals; or
- c. Making inquiries of other districts or other appropriate sources.

The District will then prepare a well-planned RFP which will contain critical details of the engagement, including the methods which it will use in selecting the service.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurements, Documentation to be Maintained.

The District will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000
Under \$2,500; One verbal quote
\$2,500 - \$5,000; Two written quotes
\$5,000 - \$19,999; Three written quotes

2. Public Work Contracts up to \$35,000
Under \$2,500; One verbal quote
\$2,500 - \$5,000; Two written quotes
\$5,000 - \$34,999; Three written quotes

3. Emergencies: Verbal quotes
Documentation will include notations of verbal quotes.

4. Leases of Personal Property: Written quotes
Documentation will include written quotes, cost-benefit analysis of leasing versus purchasing, etc. The District will note that the contract is a true lease and not an installment purchase contract.

VI. Quotes Not Required When Competitive Bidding Not Required

The District will not be required to secure alternative proposals or quotations for those procurements:

1. Under a County contract;
2. Under a State contract;
3. Of articles manufactured in State correctional institutions; or
4. From agencies for the blind and severely disabled.

In addition, the District will not be required to secure such alternative proposals or quotations for:

1. Emergencies where time is a crucial factor;
2. Procurements for which there is no possibility of competition (sole source items);
3. Procurements of professional services, which, because of the confidential nature of the services, do not lend themselves to procurement through solicitation; or
4. Very small procurements when solicitations of competition would not be cost-effective.

Items for BOE approval for auction:

March 26, 2019 meeting

- 2 – 24” stainless sinks w/faucet
- 11 – metal halide bulbs, misc. sizes
- 1 – therapy bed, 5x6
- 9 – red chair student desks
- 1 – 24” drum
- 1 – blue metal globe
- 3 – wood doors
- 2 – light trees
- 1 – dust collector from shop classroom
- 4 – 3x5 desks
- 1 - copy machine
- 12 - foam chairs
- 1 – welder miller
- 1 – sound snake, 100’
- 1 – 6’ box blade
- 1 – elliptical exercise machine
- 1 – sound control table

From Aanen Aanensen (Maintenance)

**** Anticipated Executive Session in high school room 123 following Regular Board meeting with no action anticipated being taken after. ****

DUANESBURG CENTRAL SCHOOL DISTRICT

TOWN OF DUANESBURG

March 12, 2019 **Board Meeting and Budget Work Session** 6:30 P.M. in Joe Bena Auditorium

Mission

We endeavor to provide students of every ability with the support, dedication and quality instruction they need as they strive for personal excellence and work to fulfill the dreams and aspirations they have for their future.

Board Goals

1. To provide opportunities to improve overall student success by both recognizing and developing student achievement in all areas.
2. Maintain and improve the district’s fiscal stability, delivering excellent educational results at a cost commensurate with the community's economic condition.
3. Continually evaluate, maintain and improve facilities that address the current and future needs of our district and provide students, employees and community members with an inviting, safe, efficient and modern infrastructure.
4. Expand methods to improve communication with parents and community members using multiple methods to promote proactive, interactive and meaningful two-way communication, including the use of the 21st century technologies.
5. Foster meaningful relationships with all stakeholders.
6. Continue to support the school district culture of a safe, welcoming and inclusive climate with a strong emphasis on effective strategies that support all students.

ROLL CALL: Pres. Camille Siano Enders VP Deb Grier Kent Sanders
 Jennifer Sexton Shayne Mitchell Joshua Menzies - absent Teresa Wood-Irvin

MEETING CALLED TO ORDER at 6:31 p.m. by President Siano Enders.

Also Present: Superintendent Macri, Business Official Rivenburg, Principal Conover, Principal Marvin, Athletic Director Hardenstine - absent

SALUTE TO THE FLAG

AGENDA CHANGES – additions and/or deletions

PRESENTATION – ~~Librarians book report~~ **N/A**

SUPERINTENDENT’S STATUS REPORT/UPDATE

- Budget presentation
- Regents/Chancellor speaking about SPED – needs equity with students
- Duaneburg Day group met. It will be a packed event with art, music, food, alpacas, FD, legislators, boy & girl scouts, will put out info about board members
- Will meet with grade 5-7 teachers for the new academy/vision/goals in April 2019; will develop & focus on program
- Bus program – principals are reviewing bus tapes weekly, the Peaceful Bus program & PBIS will combine and work together

- Bus drivers met, reviewed the MOU & are ok with it.
- The Wellness fair/substance abuse night had a small turnout. On 3/5/19, NYS mandated someone must be in charge of substance abuse issues...both of our counselors will be involved.
- Penny was out, however, advised the bowling team had WAC all-stars for both boys & girls, wrestling had WAC all-stars, Zach Lawrence place 2nd in sectionals, boys' basketball had WAC all-stars on the second team, girls' basketball had all-stars on the 1st & 2nd teams.

PRINCIPALS' REPORTS/UPDATES

- Principal Conover
 - The 4th grade enrichment group did their egg drop, 5th & 6th grades are coming along. Supervised recess is being discussed. Every class would have 30 minutes/day, teachers would work during this time on curriculum. This would be good for kids & they need to have recess.
- Principal Marvin
 - Safety issues are being discussed. There were table top exercises during the staff meeting with emergency response teams/drills.
 - Safety bus drills to be done in May for faculty as we know what to do for kids, however, staff needs to be addressed.
 - Teachers felt additional training on drug & alcohol abuse is needed. The sheriff's dept. will come back & do a Narcan training.
 - NYS troopers were here Monday & had a See Something Say Something program.
 - Students have safety/security concerns/questions too.
 - Chrome books – don't have some sites blocked, parents need to monitor internet use.
 - Some programs will be blocked: Twitter, snapchat, Instagram, Facebook.

STUDENT LIAISON REPORT

PRIVILEGE OF THE FLOOR

PRESENTATION/APPROVAL OF BOE MINUTES FOR ACTION:

Recommendation that the Board of Education approve the minutes of the February 26, 2019 meeting as submitted.

Motion by Board Member Mitchell, seconded by VP Grier.

In favor: 6

Opposed: 0

Absent: 1

Motion Carried

NEW BUSINESS: BOE STANDING COMMITTEE REPORT – (2018-19 MEMBERS)

Audit Committee – Deb Grier (chair), Shayne Mitchell, Teresa Wood-Irvin

Buildings & Grounds Committee – Kent Sanders (chair), Shayne Mitchell, Jennifer Sexton

Education Committee – Jennifer Sexton (chair), Teresa Wood-Irvin, Deb Grier

Employee Relations Committee – Camille Siano Enders (chair), Kent Sanders, Deb Grier

Policy Committee – Joshua Menzies (chair), Teresa Wood-Irvin, Shayne Mitchell – met on 3/4 to work on the manual – up to 4000 section

Public Relations Committee – Deb Grier (chair), Jennifer Sexton

BOARD ITEM: Budget Work Session

FINANCIAL ITEMS:

1. Accept Claims Auditor’s Comments on February 27, 2019 reports.

General Warrant	# 16	\$ 248,725.89
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Motion by Board Member Sanders, seconded by Board Member Mitchell.

In favor: 6

Opposed: 0

Absent: 1

Motion Carried

2. Approve Contract for Health and Welfare Services with Scotia-Glenville.

Recommendation that the Board of Education approve the contract between Scotia-Glenville Central School and Duaneburg CSD for the 2018-2019 school year as recommended by the business official.

Motion by VP Grier, seconded by Board Member Sexton.

In favor: 6

Opposed: 0

Absent: 1

Motion Carried

3. Approve Solar Energy Project Resolution.

RESOLUTION PURSUANT TO RPTL SEC. 487

WHEREAS, the District received notice on behalf of Eden Renewables (Eden) of Eden’s intent to develop solar projects on a property within the District identified as the Oak Hill Solar 1 Project and the Oak Hill Solar 2 Project, both located at 13590 Duaneburg Rd, Delanson, NY, SBL #74.00-2-5.

BE IT RESOLVED that the District will require Eden and/or the owner of the property to enter into a payment in lieu of taxes (PILOT) agreement with the District pursuant to the provisions of the New York Real Property Tax Law Section 487 in connection with the construction of a solar project on the property.

BE IT FURTHER RESOLVED that the Board authorizes Frank Macri, Superintendent of Schools, to advise Eden or its legal representative that the District will require Eden Renewables and/or the owner of the properties to enter into a PILOT agreement with the District pursuant to the provisions of the New York Real Property Tax Law Section 487 in connection with the construction of a solar project on the property and ratifies any action already taken by Superintendent Macri in that regard.

Motion by VP Grier, seconded by Board Member Sexton.

In favor: 6

Opposed: 0

Absent: 1

Motion Carried

- 4. Approve UPK Contracts with Whispering Pine Preschool for School Years 2018-19 and 19-20.

Recommendation that the Duanesburg Board of Education approve the contracts between Whispering Pines Preschool and Duanesburg CSD for the 2018-19 and 2019-20 school years as recommended by the superintendent and business official. These contracts shall not be binding on the parties until authorized and signed by each party’s respective representatives.

Motion by Board Member Wood-Irvin, seconded by Board Member Mitchell.

In favor: 5
 Opposed: 0
 Absent: 1
 Abstain: 1

Motion Carried

- 5. Approve Contract for Health and Welfare Services with South Colonie CSD.

Recommendation that the Board of Education approve the contract between South Colonie Central School and Duanesburg CSD for the 2018-2019 school year as recommended by the business official.

Motion by Board Member Sanders, seconded by Board Member Sexton.

In favor: 6
 Opposed: 0
 Absent: 1

Motion Carried

PERSONNEL ITEMS:

- 1. Approve Appointments.

Recommendation that the Duanesburg Board of Education approve the following appointments as recommended by the superintendent. All appointments are pending fingerprint clearance. All appointments are “employees at will” and the appointment at this time does not guarantee employment for the entire school term/year.

BOCES Substitute List

Motion by Board Member Sexton, seconded by Board Member Mitchell.

In favor: 5
 Opposed: 0
 Absent: 1
 Abstain: 1

Motion Carried

- 2. Approve Substitute Appointment.

BE IT RESOLVED that the Board of Education hereby approves the appointment of Claire Martuscello as a long-term substitute to cover the maternity leave of absence of teacher, Jaclyn Wild, guidance counselor, effective in March 1, 2019. No term of employment is conferred by this resolution of appointment and Ms. Martuscello’s employment may be terminated at any time.

Motion by VP Grier, seconded by Board Member Sexton.

In favor: 6

Opposed: 0

Absent: 1

Motion Carried

OTHER ITEMS:

- 1. Approve Policy.

Recommendation that the Board of Education approve the following policy as recommended by the superintendent:

Policy 6121 – Sexual Harassment in the Workplace with signature form

Motion by Board Member Sexton, seconded by Board Member Mitchell.

In favor: 5

Opposed: 1

Absent: 1

Motion Carried

- 2. Approve CSE minutes.

Recommendation that the Duaneburg Board of Education approve the CSE minutes of November 29, 2018, February 26, March 1 and 4, 2019 meetings as submitted.

Motion by Board Member Sanders, seconded by Board Member Wood-Irvin.

In favor: 6

Opposed: 0

Absent: 1

Motion Carried

DISCUSSION:

Tuition

~~Status of athletics athletic report regarding mergers~~ Rescheduled for 3/26/19

Motion by VP Grier, seconded by Board Member Sexton to enter into executive session to discuss employment and staffing of employees of the district.

Recess of regular meeting at 8:00 p.m.

ADDENDUM TO March 12, 2019 BOE Meeting
DUANESBURG CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

FINANCIAL ITEM

6. Approve Proposal for Lawn Restoration Services.

Recommendation that the Duanesburg Board of Education approve the proposal made by Paul G. Carr & Associates to serve as project designer and owner’s representative to assist in restoring the lawn at the Jr/Sr High School as recommended by the superintendent and business official.

Motion by VP Grier, seconded by Board Member Sanders.

In favor: 6

Opposed: 0

Absent: 1

Motion Carried pending clarification of item #7

7. Approve Bid for SmartSchools & eRate Project.

Recommendation that the Duanesburg Board of Education award the bid from Core BTS to complete the SmartSchools and eRate funded project for technology infrastructure purchase and installation for a total of \$209,875.62 as recommended by the business official.

Motion by Board Member Wood-Irvin, seconded by Board Member Sanders.

In favor: 6

Opposed: 0

Absent: 1

Motion Carried

Dates to remember:

- March 15 -K-12 Interim Reports Posted
- 19 -ES Musical, Joe Bena Auditorium, 6:30 pm
- 20 -ES Musical, Joe Bena Auditorium, 6:30 pm
- 21 -ES Science Fair
- All-County Music Festival
- 22 -Staff Development Day – No Students
- 23 -All-County Music Festival
- 26 - BOE Meeting & Budget Work Session, Joe Bena Auditorium, 6:30 pm

INTO ANTICIPATED EXECUTIVE SESSION at 8:00 p.m.

OUT OF EXECUTIVE SESSION at 8:40 p.m.

Motion by Board Member Sanders, seconded by Board Member Sexton.

In favor: 6

Opposed: 0

Absent: 1

Motion Carried

Meeting adjourned at 8:40 pm.

Motion by VP Grier, seconded by Board Member Sanders

In favor: 6

Opposed: 0

Absent: 1

Motion Carried

Respectfully submitted,

Celeste E Junge
District Clerk

DUANESBURG VOLUNTEER AMBULANCE CORPS, INC.

130 Cole Road ~ Post Office Box 130
Delanson, New York 12053-0130
www.DuanesburgAmbulance.org

518.895.2200 Non-Emergency
518.895.2800 Business Fax
www.fb.me/DuanesburgAmbulance

Advancing Emergency Medical Services in the Town of Duanesburg

RECEIVED
3/20/19

16 March 2019

Mr. Frank Macri
Superintendent of Schools
Duanesburg Central Schools
133 School Drive
Delanson, New York 12053

Re: Round Table Donation

Mr. Macri:

The membership of the Duanesburg Volunteer Ambulance Corps recently purchased a new set of round tables for our community room for rental clients, our fundraising dinners and special events. With that in mind while demonstrating our continued dedication to community service, the Corps wishes to donate the tables being replaced (most are 8-10 years of age six-foot banquet rounds).

If the Duanesburg Central School wishes to accept these tables, it is our hope that the School will send a pick-up truck and staff member to retrieve them from our building at a mutually agreeable date and time.

Please feel free to contact me directly with any questions.

Regards,

Dianne Grant

Dianne Grant
Chair
Board of Directors

12 tables

\$100 new

\$25 used / \$300.00

Peter L. Brodie, Captain, DVAC.Captain@gmail.com, 518.881.6348

Dianne Grant, Chair, Board of Directors, DVAC.Chair@gmail.com, 518.378.5006

Scott Perillo, President, DVAC.President@gmail.com, 518.852.0999

SUBJECT: PURCHASING

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Purchasing Agent designated by the Board of Education. The purchasing process should enhance school operations and educational programs through the procurement of goods and services deemed necessary to meet District needs.

Competitive Bids and Quotations

Except as otherwise provided by law, all contracts for public work involving an expenditure of more than \$35,000 and all purchase contracts involving an expenditure of more than \$20,000 will be awarded by the District to the lowest responsible bidder furnishing the required security after advertisement for sealed bids. However, the District may, in its discretion, award purchase contracts on the basis of "best value" to a responsive and responsible bidder or offerer, provided the Board has authorized this action by rule, regulation, or resolution adopted at a public meeting.

No bid or offer will be accepted that does not conform to specifications furnished unless those specifications are waived by Board action. The District may, in its discretion, reject all bids or offers and readvertise for new bids or offers in a manner consistent with New York State law.

All contracts requiring public advertising and competitive bidding or offering will be awarded by resolution of the Board.

Except as authorized by law, no Board member or employee of the District will have an interest in any contract entered into by the District.

Standardization

Upon the adoption of a standardization resolution by a vote of at least 3/5 of all Board members, purchase contracts for a particular type or kind of equipment, materials, or supplies of more than \$20,000 may be awarded by the Board to the lowest responsible bidder or offerer furnishing the required security after advertisement for sealed bids in the manner provided in law. This resolution must state that, for reasons of efficiency or economy, there is a need for standardization and must contain a full explanation of those reasons. Upon the adoption of a valid standardization resolution, the District may provide in its specifications for a particular make or brand to the exclusion of others.

(Continued)

SUBJECT: PURCHASING (Cont'd.)**Best Value**

Effective January 27, 2012, General Municipal Law (GML) Section 103 was amended to permit a school district or BOCES to award purchase contracts in excess of twenty thousand dollars (\$20,000) on the basis of "best value", rather than on the basis of the lowest responsible bid. The Board of Education must adopt a resolution at a public meeting authorizing the award of bids based on "best value." The Board of Education may also approve "best value" bid award recommendations on an individual bid basis at a scheduled public meeting. A best value award is one that optimizes quality, cost and efficiency, typically applies to complex services and technology contracts and is quantifiable whenever possible.

"Piggybacking" Law - Exception to Competitive Bidding

The District may, in its discretion, purchase certain goods and services (apparatus, materials, equipment, and supplies) at costs beyond the above-referenced thresholds through the use of contracts let by the United States or any agency thereof, any state, and any county, political subdivision, or district of any state.

This method of procurement is permitted on contracts issued by other governmental entities, provided that the original contract:

- a) Has been let by the United States or any agency thereof, any state (including New York State) or any other political subdivision or district;
- b) Was made available for use by other governmental entities and agreeable with the contract holder; and
- c) Was let in a manner that constitutes competitive bidding consistent with New York State law, or was awarded on the basis of best value, and is not in conflict with other New York State laws.

Geographic Preference in Procuring Local Agricultural Products

Schools participating in Child Nutrition Programs such as the National School Lunch Program, School Breakfast Program and/or Special Milk Program are encouraged to purchase unprocessed locally grown and locally raised agricultural products. A School District may apply an optional geographic preference in the procurement of such products by defining the local area where this option will be applied. The intent of this preference is to supply wholesome unprocessed agricultural products that are fresh and delivered close to the source.

A geographic preference established for a specific area adds additional points or credits to bids received in response to a solicitation, but does not provide a set-aside for bidders located in a specific area, nor does it preclude a bidder from outside a specified geographic area from competing for and possibly being awarded a specific contract.

(Continued)

SUBJECT: PURCHASING(Cont'd.)**Computer Software Purchases**

Software programs designated for use by students in conjunction with computers of the District shall meet the following criteria:

- a) A computer program which a student is required to use as a learning aid in a particular class; and
- b) Any content-based instructional materials in an electronic format that are aligned with State Standards which are accessed or delivered through the internet and based on a subscription model. Such electronic format materials may include a variety of media assets and learning tools including video, audio, images, teacher guides, and student access capabilities as such terms are defined in Commissioner's Regulations.

Environmentally Sensitive Cleaning and Maintenance Products

In accordance with Commissioner's Regulations, State Finance Law and Education Law, effective with the 2006-2007 school year, the District shall follow guidelines, specifications and sample lists when purchasing cleaning and maintenance products for use in its facilities. Such facilities include any building or facility used for instructional purposes and the surrounding grounds or other sites used for playgrounds, athletics or other instruction.

Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The District shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the District can procure these products on a competitive basis.

The District shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

Apparel and Sports Equipment Purchases*Competitive Bidding Purchases**

The Board of Education will only accept bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel or sports equipment, is not a "responsible bidder" shall be based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or

(Continued)

SUBJECT: PURCHASING (Cont'd.)

- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Non-Competitive Bidding Purchases

The Board's internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is not required to be made pursuant to competitive bidding requirements, shall prohibit the purchase of apparel or sports equipment, from any vendor based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Annual Review

Comments concerning the District's bidding and purchasing policies and procedures will be solicited from those District employees involved in the procurement process from time to time.

The Board will annually review its bidding and purchasing policies and procedures. The School Business Official will be responsible for conducting an annual review of such policies and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

General Municipal Law Articles 5-A and 18
State Finance Law §§ 162, 163, and 163-b

NOTE: Refer also to Policies #5411 -- Procurement of Goods and Services
#5412 -- Alternative Formats for Instructional Materials

Review – Mar. 26, 2019

Adoption Date