

# Farmingdale Union Free School District

50 Van Cott Avenue  
Farmingdale NY, 11735

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*THE GOAL OF THE FARMINGDALE PUBLIC SCHOOLS IS TO ESTABLISH OURSELVES AS A HIGH ACHIEVING SCHOOL DISTRICT AS EVIDENCED BY HIGH LEVELS OF STUDENT PERFORMANCE IN ALL AREAS.*

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Board of Education Regular Meeting  
July 12, 2017

## **PUBLIC MEETING, 8:00 P.M.**

Howitt East Cafeteria

The Board of Education is interested in encouraging all members of the public to share their ideas, comments and questions. Public participation opportunities will be available at the beginning and end of this meeting and, as stated in board policy, no person shall speak for more than three minutes and each period of public participation shall be limited to 30 minutes. If you have any questions or concerns regarding matters on the Agenda, it may be important for you to utilize the first public participation opportunity as the Board will act on those items immediately. Charges, complaints or challenges should follow procedures listed under Policies 1400, 1410 and/or 1440, which are included on the materials table. Thank you for your anticipated courtesy and cooperation. The agenda follows:

IN THE EVENT OF FIRE AND/OR IF YOU HEAR THE FIRE BELL, YOU MUST LEAVE THE BUILDING. PLEASE USE THE NEAREST EXIT, WHICH IS TO YOUR RIGHT IN THE BACK OF THIS ROOM.

### **Call to Order**

### **Pledge of Allegiance**

### **Superintendent's Update**

### **Old Business**

### **Public Participation**

#### **Board of Education Minutes**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to approve the minutes of

1. Minutes of Jun 7, 2017 Regular Meeting
2. Minutes of Jun 22, 2017 Special Meeting

## **Board Correspondence**

## **Board Committee Reports**

### **Consideration of Consent Agenda:**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ that the Consent Agenda consisting of Items I (a-g), II (a-c), and III (a-b) be approved as a whole with action recorded separately.

## **I. Business Report**

### **a. Acceptance for File of Financial Reports**

1. Acceptance of Claims Auditor Report - May 2017
2. Acceptance of Treasurer's Report - May 2017
3. Acceptance of Revenue and Expenditure Report - May 2017
4. Acceptance of Extracurricular Report - May 2017

### **b. Approval of Award of Bids**

1. Approval of Award of Bid to the Southeast Nassau Transportation Cooperative (SENTCO) for Special Education Students for Summer 2017
2. Award of Bid to the Southeast Nassau Transportation Cooperative (SENTCO) for Transportation for Special Education and Parochial School Students for the 2017-2018 School Year
3. Approval of Cooperative Bid - Educational Data System for Office Supplies for the 2017/18 School Year
4. Approval of Cooperative Bid - Long Island School Nutrition Directors' Association for the 2017/18 School Year
5. Authorization to Award Bids Based on Best Value for the 2017/18 School Year

### **c. Approval of Contracts and Agreements**

1. Approval of a Nursing Affiliation Agreement with SUNY Farmingdale State College for 2017-2018
2. Approval of TUTORING FOR LIFE Home Tutoring Contract 2017-2018
3. Approval of Syosset Home Tutoring Home Tutoring Contract
4. Approval of The Omni Group Renewal Services Agreement for 2017/18
5. Approval of Standard Form of Agreement with School Construction Consultants for Construction Management Consulting Services for the 2017/18 School Year
6. Approval of Agreement with Aquarius Capital Solutions Group, LLC for Actuarial Services for the 2017/18 School Year
7. Approval of U.S. Communities Agreement with Home Depot for the 2017/18 School Year
8. Approval of Health & Welfare Services Agreement for Resident Students Attending Non Public Schools Outside of the District for the 2016/17 School Year (Manhasset)
9. Approval of Agreement with Adobe Sign for Electronic Signature Software for the 2017/18 School Year
10. Approval of Agreement with PeachJar, Inc. for Flyer Management System for the 2017/18 School Year
11. Approval of Hofstra Memorandum of Understanding Regarding Hofstra Student Observers and Student Teachers for 2017-2018

12. Approval of MTI Production Contract & Addendum
  13. Approval of Consultants Services Contract with Lea Mercantini Leibowitz
  14. Approval of One Year Extension for Transportation Contracts for Southeast Nassau Transportation Cooperative (SENTCO)
- d. Approval of Variance of Board Policy 1500 for Farmingdale Care for the 2017/18 School Year
  - e. Approval of Variance of Board Policy 1500 for Farmingdale Youth Council for the 2017/18 School Year
  - f. Approval of Declaration of Obsolete Equipment - July 2017
  - g. Approval of Transfer of Funds - July 2017

## **II. Items for Action**

- a. Approval of Expenses Related to District Meetings, Events, Staff Development and Designated Awards Ceremonies at the Discretion of the Superintendent for 2017-2018
- b. Approval of Declaration of Obsolete Textbooks and Library Books
- c. Recertification of Standard Work Days for Appointed Officials

## **III. Superintendent's Report**

- a. Personnel Items -- Instructional
- b. Personnel Items -- Non-Instructional

## **IV. Items for Discussion and Action**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ to accept and approve

1. Request for Exemption to the Mandated School Zone #1
2. Authorization to Increase the School Lunch Prices and School Breakfast Prices at Farmingdale High School, Howitt Middle School and all Elementary Schools Effective September 1, 2017
3. Authorize General Fund Reserves for the Period Ending June 30, 2017

## **Public Participation**

## **Adjournment**

  
\_\_\_\_\_  
Mary E. Rogers, District Clerk

## SCHOOL ATTENDANCE AREAS REGULATION

### *Assignment of Students to Buildings*

The Board of Education has established geographic elementary school attendance zones as shown on official maps of the district. These school attendance zones are designated by letter or number as listed below. Each student shall attend that school assigned as the receiving school for the zone in which he/she resides. The official district map shall be kept on file in the Transportation Office where it may be examined by district residents.

### *Attendance Zones:*

Students grades K-5 residing in Zones:

- a. L, M, N, P, Q, R, S, and 3 shall attend the Albany Avenue School.
- b. A, B, C, D, E, F, G, H (north of the Southern State Parkway), and J shall attend the Saltzman East Memorial School.
- c. T, 1, 2, 5, 6, 7 (north of Fulton Street), 8, and 9, shall attend the Northside School.
- d. 4, 7 (south of Fulton Street), U, V, W, X, Y, Z, K, and H (south of the Southern State Parkway), shall attend the Woodward Parkway School.

### *Exceptions*

An exception to the above policy concerns the assignment of students with disabilities, as determined within the discretion of the District, Committee on Special Education and/or 504 Committee. In addition, the sibling(s) of a student with a disability may attend school outside his/her attendance zone, in the same school building as his/her disabled sibling with transportation, through the completion of all grades regularly offered at that school building, even if his/her disabled sibling has already graduated at the election of the parent or guardian.

The Board also recognizes that exceptions may be made in the following limited circumstances, as determined solely within the discretion of the District:

- a. In those cases where a shift in schools would be required by reason of a demonstrated personal and/or family hardship, the Board offers this avenue of appeal. In each instance of alleged hardship, the parent shall seek relief, via written application, submitted through the Superintendent to the Board. The application shall list specific reason for the hardship claim. Exception to the mandated zone assignment in this instance shall be only by approval of the Board.
- b. In those cases where a shift of schools is warranted for physical, mental or emotional reasons, the Superintendent, or his/her designee, may effect, upon proof of need, said transfer with notification to the Board. Said proof of need shall be in the form of a certificate from a psychiatrist or psychologist, or physician with input from and review by corresponding district personnel.
- c. When a family moves from one attendance zone to another zone within the district, the child shall be permitted, upon request to the Superintendent or his/her designee, to finish the school year. In such a case, transportation may be provided on the basis of availability. When existing transportation is not available, transportation shall become the responsibility of the parent. The objective of such a waiver is to permit students to complete the school year at "their" school; however, all conditions under the waiver shall cease at the conclusion of the school year.
- d. In those cases where a shift in schools is necessary due to homelessness as determined within the discretion of the District.

The Board shall not consider transfer requests which are based solely upon the preferential, selective judgment of the parent.

Ref: Education Law §§ 1709; 2045; 3606

Cross-Ref: 5151, Homeless Children

a\*d

Adoption date: July 5, 1995; Revised: February 1, 2017

## SCHOOL ATTENDANCE AREAS

The assignment of students to buildings is a matter completely within the discretion of the Board of Education. Therefore, in order to provide for proper housing, planning and administration of staff and students, the Board has established geographic elementary school attendance zones. Each student shall attend that school assigned as the receiving school for the zone in which he/she resides. The Board shall not consider transfer requests which are based solely upon the preferential, selective judgment of the parent. This policy will not apply to designated homeless students who opt for attendance in Farmingdale.

a\*d

Adoption date: July 5, 1995

**Board of Education**  
50 Van Cott Ave  
Farmingdale, NY 11735

Meeting: 07/12/17 08:00 PM  
Department: Assistant Superintendent of Business  
Category: Action Item  
Prepared By: Ro Fullam  
Initiator: Paul Defendini  
Sponsors:  
DOC ID: 4232

**SCHEDULED**

**CONSENT ITEM (ID # 4232)**

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**Authorization to Increase the School Lunch Prices and  
School Breakfast Prices at Farmingdale High School, Howitt  
Middle School and all Elementary Schools Effective  
September 1, 2017**

RESOLVED, that the Farmingdale Union Free School District Board of Education authorize a \$0.05 increase to the School Lunch Prices and a \$0.25 increase to the School Breakfast Prices effective September 1, 2017, as outlined on the attachment.

<b>Farmingdale School District</b>		
<b>School Lunch Prices</b>		
	<b>Current Prices</b>	<b>Prices Effective September 1, 2017</b>
Farmingdale High School	\$2.35	\$2.40
Howitt Middle School	\$2.10	\$2.15
Albany Avenue Elementary School	\$2.10	\$2.15
Northside Elementary School	\$2.10	\$2.15
Saltzman East Memorial Elementary School	\$2.10	\$2.15
Woodward Parkway Elementary School	\$2.10	\$2.15
<b>Farmingdale School District</b>		
<b>School Breakfast Prices</b>		
	<b>Current Prices</b>	<b>Prices Effective September 1, 2017</b>
Farmingdale High School	\$1.00	\$1.25
Howitt Middle School	\$1.00	\$1.25
Albany Avenue Elementary School	\$1.00	\$1.25
Northside Elementary School	\$1.00	\$1.25
Saltzman East Memorial Elementary School	\$1.00	\$1.25
Woodward Parkway Elementary School	\$1.00	\$1.25

Attachment: School Lunch & School Breakfast Price Increases - July 12, 2017 (4232 : Authorization to Increase Prices for School Lunch &

**Board of Education**  
50 Van Cott Ave  
Farmingdale, NY 11735

Meeting: 07/12/17 08:00 PM  
Department: Assistant Superintendent of Business  
Category: Action Item  
Prepared By: Ro Fullam  
Initiator: Paul Defendini  
Sponsors:  
DOC ID: 4223

**SCHEDULED**

**CONSENT ITEM (ID # 4223)**

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## **Authorize General Fund Reserves for the Period Ending June 30, 2017**

RESOLVED, that upon the recommendation of the Superintendent, the attached reserves are authorized for the period ending June 30, 2017 by the Farmingdale Union Free School District Board of Education in accordance with General Municipal Law and Education Law.



**Farmingdale School District  
General Fund Reserves - Period Ending June 30, 2017**

	<b>G.M.L. or Ed. Law Section</b>	<b>* Maximum Not-to-Exceed</b>
Workers' Compensation Reserve Fund	G.M.L. 6-J	\$255,000
Employee Benefit Accrued Liability Reserve Fund	G.M.L. 6-P	\$2,500,000
Retirement Contribution Reserve Fund	G.M.L. 6-R	\$5,000,000
Unemployment Insurance Payment Reserve Fund	G.M.L. 6-M	\$610,000
Insurance Reserve Fund	G.M.L. 6-N	\$405,000
Capital Reserve Fund	Ed. Law 3651	**\$20,000,000

\* To be adjusted for interest allocation.

\*\* The remaining balance permitted under Education Law 3651 to be allocated to the capital reserve as of June 30, 2016 is \$3,736,021.

**FARMINGDALE UNION FREE SCHOOL DISTRICT  
FUND BALANCE AND RESERVES PLAN  
UPDATED JUNE 2017**

**Workers' Compensation Reserve Fund**

*Creation* – This reserve was created on June 30, 1982 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

*Purpose* – The purpose of this reserve fund is to pay for workers' compensation benefits and other expenses authorized by Article 2 of the Workers' Compensation Law, and for payment of expenses of administering this self-insurance program.

*Funding Methods* – This reserve was funded through fund balance over the course of several years.

*Use of Reserve* – The district plans to utilize the funds in this reserve to offset the costs associated with claims from when it was self-insured. A referendum is not required to expend moneys from this reserve.

*Monitoring of Reserve* – This reserve is monitored by the Assistant Superintendent for Business.

*Funding Level* – The current funding level has been deemed adequate to cover any and all costs that could result from when the district was self-funded. If at the end of any fiscal year, moneys in the fund exceed the amounts required to be paid for compensation, benefits and expenses, plus any additional amount required to pay all pending claims, the Board of Education, within 60 days of the close of such fiscal year, may elect to transfer all or part of the excess amount to certain other funds, or may apply all or part of the excess to the budget appropriation of the next succeeding fiscal year. Subsequent to being self-insured, money remaining in the fund may be transferred to certain other reserve funds, but only to the extent moneys in the fund exceed an amount sufficient to pay all authorized expenditures, both accrued and contingent.

**6/30/16 Actual Balance: \$252,051, including interest**

**6/30/17 Maximum Not-to-Exceed Value: \$255,000, to be adjusted for interest allocation**

**Employee Benefit Accrued Liability Reserve Fund**

*Creation* – This reserve was created on June 30, 2003 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

*Purpose* – This reserve is for the cash payment of the monetary value of accumulated or accrued and unused sick leave, holiday leave, vacation leave, time allowance granted in lieu of overtime compensation and other forms of payment for accrued leave time and benefits due an employee upon termination for the employee's service with the district.

*Funding Methods* – This reserve was funded through fund balance over the course of several years.

*Use of Reserve* – This reserve is used to pay for accumulated leave upon an employee's retirement. Referendum is not required to expend moneys from this reserve.

*Monitoring of Reserve* – This reserve is monitored by the Assistant Superintendent for Business.

*Funding Level* – This reserve should be funded at 100% of the accrued liability for unused accumulated leave time. As of the fiscal year ended June 30, 2016, this reserve was fully funded.

**6/30/16 Actual Balance: \$5,060,879, including interest**

**6/30/17 Maximum Not-to-Exceed Value: \$2,500,000, to be adjusted for interest allocation**

### Retirement Contribution Reserve Fund

*Creation* – This reserve was created on June 30, 2006 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

*Purpose* – This reserve is used to pay for district expenses to the NYS Employees' Retirement System (ERS) only. Payments to the NYS Teachers' Retirement System (TRS) are not allowed from this reserve.

*Funding Methods* – This reserve was funded through fund balance over the course of several years.

*Use of Reserve* – The district may use this reserve to offset costs to the district portion of NYS ERS contributions. Beginning with the 2013-14 budget, increases in district required contributions are planned to be funded by The Reserve for Retirement Contributions. A portion of the funds may be transferred to another reserve fund established pursuant to section 3651 of the Education Law following a public hearing conducted in the manner set forth in the law. A referendum is not required to expend moneys from this reserve.

*Monitoring of Reserve* – This reserve is monitored by the Assistant Superintendent for Business.

*Funding Level* – General Municipal Law does not limit the funding level of this reserve.

**6/30/16 Actual Balance: \$5,994,046, including interest, which is sufficient to pay for approximately 2 years of employer ERS expense**

**6/30/17 Maximum Not-to-Exceed Value: \$5,000,000, to be adjusted for interest allocation**

### Unemployment Insurance Payment Reserve Fund

*Creation* – This reserve was created on June 30, 1981 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

*Purpose* – This reserve is used to reimburse the State for payments made to claimants where the district uses the benefit reimbursement method.

*Funding Methods* – This reserve was funded through fund balance over the course of several years.

*Use of Reserve* – This reserve is used to offset unemployment expenses paid by the district.

*Monitoring of Reserve* – This reserve is monitored by the Assistant Superintendent for Business.

*Funding Level* – This reserve was adequately funded at three and half times the actual 2011-12 year end expense.

**6/30/16 Actual Balance: \$607,456, including interest**

**6/30/17 Maximum Not-to-Exceed Value: \$610,000, to be adjusted for interest**

### Insurance Reserve Fund

**Creation** – This reserve was created on June 30, 2006 via Board of Education resolution. This reserve is considered *Restricted* fund balance.

**Purpose** – The purpose of this reserve is to fund certain uninsured losses, claims, actions, or judgments for which the local government is authorized or required to purchase or maintain insurance, with a number of exceptions. It may also be used to pay for expert or professional services in connection with the investigation, adjustment, or settlement of claims, actions, or judgments.

**Funding Methods** – This reserve was funded through fund balance over the course of several years. Future funding of this reserve is not planned at this time.

**Use of Reserve** – This reserve would be used to pay any allowable claims, as described in the purpose for this reserve.

**Monitoring of Reserve** – This reserve is monitored by the Assistant Superintendent for Business.

**Funding Level** – The current funding level of this reserve was established in connection with the outstanding law suits the district was engaged in over faulty building construction.

**6/30/16 Actual Balance: \$403,195, including interest**

**6/30/17 Maximum Not-to-Exceed Value: \$405,000, to be adjusted for interest allocation**

### Capital Reserve Fund

**Creation** – This reserve was originally created on May 19, 2009 via voter approval. A new reserve was established via voter approval on May 19, 2015. This reserve is considered *Restricted* fund balance.

**Purpose** – This reserve may be used to finance all or part of the cost of construction, reconstruction, or acquisition of capital improvements and/or acquisition of equipment.

**Funding Methods** – Voter approval is required to establish and fund this reserve. In accordance with the approved proposition, this reserve is funded from fund balance.

**Use of Reserve** – This reserve is used to fund various district capital improvements. Use of this reserve requires voter approval.

**Monitoring of Reserve** – This reserve is monitored by the Assistant Superintendent for Business.

**Funding Level** – As stated in the approved proposition, this reserve was created with a maximum limit of \$20,000,000. Accumulation of funds into this reserve must cease at either \$20,000,000 or 10 years, whichever comes first, inclusive of interest.

**6/30/16 Actual Balance: \$14,802,630, including interest**

**6/30/17 Maximum Not-to-Exceed Value: \$20,000,000**

**Note:** Funds spent from this reserve cannot be replenished. As of 6/30/16, \$3,736,021 may be reserved before reaching the voter approved maximum of \$20,000,000.

**Reserve Fund for Payment of Bonded Indebtedness**

*Creation* – This reserve was created on June 30, 2010, via Board of Education resolution. This reserve is considered *Restricted* fund balance.

*Purpose* – This reserve is used to record and apply the amount of premium the district received due to the refinancing of bonds. This amount is amortized over the life of the new bonds and used to offset taxes in equal installments each year.

*Funding Methods* – Funded from the proceeds on premiums received as a result of bond refinancing.

*Use of Reserve* – A journal entry is done each year in conjunction with the closing of the books to properly draw down on this reserve.

*Monitoring of Reserve* – The reserve is monitored by the Assistant Superintendent for Business and the School Business Administrator.

*Funding Level* – Limited to premiums received on bond refinancing.

**6/30/16 Actual Balance: \$831,550**

**6/30/17 Projected Balance: \$665,240**

**Note:** This reserve will no longer be utilized for any newly refinanced bonds beginning in the 2012-2013 fiscal year due to the implementation of GASB No. 64 - *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position*. The existing balance will continue to be utilized for bonds refinanced prior to June 30, 2012.

**Unassigned Fund Balance**

*Creation* – Retention of these funds are allowed by law.

*Purpose* – These funds are unrestricted and may be used for any valid purpose.

*Funding Methods* – This reserve is funded through prior year fund balance only.

*Use of Funds* – It is recommended that these funds not be used except for an emergency, unanticipated expense, or revenue shortfall, that cannot be handled either in the budget or with other available reserves.

*Monitoring of Balance* – These funds are monitored by the Assistant Superintendent for Business.

*Funding Level* – The maximum legal limit is 4% of the next fiscal year budget.

**6/30/16 Actual Balance: \$6,355,235**

**6/30/17 Projected Balance: \$6,491,973**

**Assigned Fund Balance - Appropriated for Subsequent Years**

*Creation* – These funds are actually fund balance that have been set aside for a particular purpose, namely to reduce the tax levy required to support an ensuing years budget.

*Purpose* – These funds are set aside and returned to the community by lowering the required tax levy to support the district's budget.

*Funding Methods* – These funds are fund balance that is assigned for a particular purpose.

*Use of Funds* – It is recommended that the practice of returning these funds continue each year, as budgets permit. In the future, tighter budgets may restrict the amount of excess available to be returned in a subsequent year.

*Monitoring of Balance* – The balance and use of these funds are monitored by the Assistant Superintendent for Business.

*Funding Level* – Over time, a planned amount of assigned fund balance will continue to be used to offset taxes.

6/30/16 Use of Funds for 2016/17 school year: \$5,500,000

6/30/17 Use of Funds for 2017/18 school year: \$5,500,000