

***SUBJECT: PURCHASING: COMPETITIVE BIDDING AND OFFERING***

Except as otherwise provided by law, all contracts for public work involving an expenditure of more than thirty-five thousand dollars (\$35,000) and all purchase contracts involving an expenditure of more than twenty thousand dollars (\$20,000) shall 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 of Education has authorized such action by rule, regulation or resolution adopted at a public meeting.

No bid or offer shall be accepted that does not conform to specifications furnished unless 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 School District shall have an interest in any contract entered into by the School District.

## **Standardization**

Upon the adoption of a standardization resolution by a vote of at least three-fifths (3/5) of all Board members, purchase contracts for a particular type or kind of equipment, materials or supplies of more than twenty thousand dollars (\$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. Such 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.

## **"Piggybacking" 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:

# POLICY

2014

5410

2 of 2

Non-Instructional/Business  
Operations

- 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 therein;
- 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.

## 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 of Education 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.

All Contracts and purchase orders for the purchase, acquisition, or use of services, products, goods, or materials procured with federal awards including CRRSA ESSER II and GEER II, ARP-ESSER, and ARP-ESSER State Reserves, the LEA will give preference, to the greatest extent practicable, to services, products, goods, or materials produced in the U.S.A.

General Municipal Law, Articles 5-A and 18  
State Finance Law Sections 162, 163 and 163-b  
Regulatory Authority 2 CFR 200.322(a).

Adopted: 8/9/04  
Revised: 08/24/2009  
Revised: 04/07/2014  
Revised: 00/00/2024

**SUBJECT: PROCUREMENT OF GOODS AND SERVICES****Purchasing Authority**

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 Agent is authorized to enter into cooperative bidding and cooperative purchasing arrangements to meet the various needs of the District. No contracts for goods and services shall be made by individuals or organizations in the school that involve expenditures without first securing approval for such contract from the Purchasing Agent.

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

**Purchasing Process**

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 will 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, 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 General Municipal Law Section 104-b;
- 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;

(Continued)

# POLICY

2014

5411  
2 of 2

Non-Instructional/Business  
Operations

## **SUBJECT: PROCUREMENT OF GOODS AND SERVICES (Cont'd.)**

- 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; and
- g) Identify the individual or individuals responsible for purchasing and their respective titles. Such information shall be updated biennially.

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 District will develop administrative regulations to establish procedures for the procurement of goods and services.

All Contracts and purchase orders for the purchase, acquisition, or use of services, products, goods, or materials procured with federal awards including CRRSA ESSER II and GEER II, ARP-ESSER, and ARP-ESSER State Reserves, the LEA will give preference, to the greatest extent practicable, to services, products, goods, or materials produced in the U.S.A.

Education Law Sections 1604, 1709, 1950, 2503, 2554 and 3602  
General Municipal Law Articles 5-A and 18  
General Municipal Law Section 119-o  
Regulatory Authority 2 CFR 200.322(a).

Adoption Date: 04/07/2014  
Revised: 00/00/2024

**SUBJECT: ~~PROGRAMS AND PROJECTS FUNDED BY TITLE I~~**

## **Parental Involvement**

~~The Board of Education recognizes the rights of parent/guardians to be fully informed of all information relevant to their children who participate in programs and projects funded by Title I. The District shall ensure parental involvement in these programs and projects by:~~

- ~~a) Providing such support for parental involvement activities as required by law;~~
- ~~b) Convening an annual meeting to which all parents/guardians of participating children shall be invited;~~
- ~~c) Providing parents/guardians with reports on their children's progress;~~
- ~~d) Providing opportunities for regular meetings of parents/guardians.~~

~~In addition to the above, the District shall, jointly and in agreement with parents of students receiving Title I services, establish expectations for parent involvement in Title I programs in accordance with Section 1118(a) of the Elementary and Secondary Education Act. Similarly, each Title I school within the District shall establish building level school/parent involvement policies in accordance with Section 1118(b). Such school/parent policies shall include, where applicable, school-parent compacts outlining how parents, the entire school staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help students achieve the state's high standards.~~

## **Procedures for Filing Complaints/Appeals**

~~Upon request the District will disseminate, free of charge to parents of children in Title I programs, and to appropriate private school officials or representatives, adequate information regarding the District's written complaint procedures for resolving issues of violation(s) of a Federal statute or regulation that applies to Title I, Part A programs.~~

~~Title I of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001  
20 United States Code (USC) Sections 6318 and 6321  
34 Code of Federal Regulations (CFR) Parts 74.86 and 97.99, and 200~~

## **FAMILY ENGAGEMENT POLICY**

The Board of Education encourages participation of parents in all aspects of their child's education. In order to facilitate family engagement, the District will:

1. Involved parents and family members in jointly developing the local school district plan pursuant as required by the Every Student Succeeds Act and the development of support and improvement plans in accordance with the law.
2. Provide coordination, technical assistance, and other support necessary to assist and build the capacity of all the District's schools in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.
3. Coordinate and integrate parents and family engagement strategies under this policy with other State, Federal and local programs, including pre-school programs and conduct other activities, such as parent resource centers that encourage and support parental participation in education with oriented community services, to the extent feasible and appropriate under state and federal law.
4. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying the following:
  - a. Barriers to greater participation by parents in activities with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy or are of any racial or ethnic minority background.
  - b. The needs to parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.
  - c. Strategies to support successful school and family interactions.
5. Use the findings of such evaluation listed in paragraph 4 to design evidence based strategies for more effective parental involvement and to revise, if necessary, the parent and family engagement policies.
6. Involve parents in the activities of the schools which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members of students to represent the needs of the population served by such the District agency for the purposes of developing, revising and reviewing the parent and family engagement policy.

## Instruction

7. Distribute this policy to parents and families of students by placing the policy on the District's website, including the policy in District's handbooks, and sending the policy to parents and families annually.

The Board of Education hereby directs each building principal of a Title 1 school to ensure that a building level family engagement plan is generated with the participation of that building's parents and families. In addition to those goals stated above, each such building level plan will describe the details for the following possible strategies:

1. Shall providing assistance to parents of children served by the school in understanding such topics as the challenging State academic standards, State and local academic assessments, and how to monitor a child's progress and work with educators to improve the achievement of their children.

2. Shall providing materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology (including education about the harms of copyright piracy), as appropriate to foster parental and family involvement.

3. Shall educate teachers, specialized instructional support personnel, principals and other school leaders, and other staff with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and build ties between parents and the school.

4. Shall coordinate and integrate parent involvement programs and activities with other Federal, State and local programs including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children.

5. Shall ensure that information related to school and parent programs, meetings and other activities is sent to the parents of participating children in a format and in a language the parent can understand.

6. May involve parents and families in the development of training for teachers, principals and other educators to improve the effectiveness of such training.

7. May provide necessary literacy training from funds received under Title 1 if the local educational agency has exhausted all other reasonably available sources of funding for such training.

8. May pay reasonable and necessary expenses associated with local parental involvement activities, including transportation and child care costs, to enable parents to participate in school related meetings and trainings.

Adopted: 8/9/04

Revised: 02/12/07

Revised: 00/00/2024