

LONG BEACH PUBLIC SCHOOLS
Long Beach, New York

March 25, 2008

Ladies and Gentlemen:

The Long Beach Board of Education is the authorized state agency responsible for setting educational policy in the district. It consists of five trustees, each serving a three-year term. Board members pay school taxes at the regular rate and receive no salary or other financial compensation.

All meetings, except executive sessions, are held before the public. Members of the public may address the Board of Education on any specific agenda item during special time reserved for that purpose prior to Board discussion and action. The public may also address the Board of Education on any matter of concern at a second public session after the Board of Education completes agenda action items. Visitors should not address the board in public relative to questions or comments regarding specific staff members or specific students. Such concerns should be brought to the attention of appropriate staff or to board members by telephone, in writing, or by scheduling a personal meeting, as appropriate to the circumstances.

Visitors' comments will be limited to five (5) minutes for each agenda item upon which comment is made. Visitors are precluded from speaking on any agenda item more than once during each meeting.

Sincerely,

Your Board of Education

**BOARD OF EDUCATION
Long Beach Public Schools
Regular Board Meeting – March 25, 2008
Long Beach Middle School Cafeteria**

AGENDA

PUBLIC SESSION 8:00 P.M.

- I. Pledge of Allegiance and Opening Remarks – Board President
- II. Report of Superintendent of Schools
- III. Questions and Comments from the Public - Items on Tonight's Agenda Only
- IV. Board of Education Comments
- V. Proclamation of March 28-31, 2008 as Underage Drinking Prevention Weekend
- VI. Presentations of the Superintendent:
 - 1. Presentation and Approval of Proposal for Point of Sale System 3-8
 - 2. Second Reading of Proposed Policy #6615: Investment Policy 9-14
 - 3. Adoption of Proposed Policy No. 1120: School District Records..... 15
 - 4. Approval of Contract..... 16-22
 - 5. Approval of SEQRA Resolution..... 1-2
 - 6. Approval of Construction of Storage Shed by Little League..... 23
 - 7. Use of Schools 24-32
- VII. Adoption of the Proposed Budget for the Long Beach Public Schools for the 2008-09 School Year
- VIII. Questions and Comments from the Public
- IX. Announcements:
 - 1. Long Beach Classroom Teachers' Association
 - 2. Administrative, Supervisory and PPS Group
 - 3. LBPS Group C Employees Association
 - 4. Parent/Teacher Association
 - 5. Student Organization
- X. Board of Education - Additional New/Old Business, if any
- XI. Adjournment

1. APPROVAL OF PROPOSAL FOR POINT OF SALE SYSTEM

BE IT RESOLVED THAT, upon the recommendation of the Superintendent of Schools, the Board of Education approves the award of the proposal for the Point of Sale System to Lunch Byte Systems, as included in the materials accompanying the agenda dated March 25, 2008.

2. SECOND READING OF PROPOSED POLICY #6615: INVESTMENT POLICY

3. ADOPTION OF PROPOSED POLICY #1120: SCHOOL DISTRICT RECORDS

4. APPROVAL OF CONTRACT

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the tuition agreement with the Island Park Union Free School District as included in the materials accompanying the agenda dated March 25, 2008.

5. APPROVAL OF SEQRA RESOLUTION

WHEREAS, the Board of Education of the Long Beach City School District desires to embark upon the following capital improvement projects and reconstruction projects:

1. Lindell Masonry Restoration (Full)
2. CNG Pumping Station at the Transportation Center
3. 2007/08 Capital Projects which include:
 - o Lido Gymnasium Roof Replacement (and interior bleachers, divider screen)
 - o Long Beach HS Elevator refurbishment and concrete stabilization
 - o East Elementary School storm water piping repairs and roof repairs
 - o West School masonry repairs and handicap entry ramp

WHEREAS, said capital improvement projects are subject to classification under the State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, routine activities such as renovations to, or expansions of, existing public school facilities by less than 10,000 square feet are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5(8)); and

5. APPROVAL OF SEQRA RESOLUTION (continued)

WHEREAS, the SEQR Regulations declare Type II actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

WHEREAS, the Board of Education, as the only involved agency, has examined all information related to the capital improvement projects listed in the attachment hereto and has determined that said capital improvement projects are classified as a Type II action pursuant to Section 617.5(8) of the SEQR Regulations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

BE IT FURTHER RESOLVED, that the Board of Education hereby declares that the capital improvement projects listed in the attachment hereto are Type II actions, which require no further review under SEQR; and

BE IT FURTHER RESOLVED, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of said projects from the New York State Education Department.

6. APPROVAL OF CONSTRUCTION OF STORAGE SHED BY LITTLE LEAGUE

BE IT RESOLVED that, upon the recommendation of the Superintendent of Schools, the Board of Education approves the construction of a storage shed by the Long Beach Little League. The shed will be constructed in accordance with all local Building Codes and be contingent upon the District's approval of the Little League's construction plans and specifications.

7. USE OF SCHOOLS

BE IT RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the use of schools as attached.

Proposal
Point of Sale System

Whereas, the legal notice advertisement was placed in the official paper of the District on February 07, 2008, 7 vendors were mailed proposal documents, and proposals were opened at a public meeting on February 27, 2008, the following vendors submitted proposals:

Lunch Byte Systems	\$66,790.00
Rediker Software, Inc	Incomplete Proposal
PCS Systems, Inc	\$74,148.39

Based upon a review of the proposals, be it resolved that the award be made to the lowest responsible bidder as noted below:

Lunch Byte Systems

Proposals were reviewed and recommended by:

Kevin J. Hannon, Jr.
Gregory Lustberg

INVESTMENT POLICY

SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- to conform with all applicable federal, state and other legal requirements (legal);
- to adequately safeguard principal (safety);
- to provide sufficient liquidity to meet all operating requirements (liquidity); and
- to obtain a reasonable rate of return (yield).

DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Assistant Superintendent for Business and/or District Treasurer who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Long Beach City School District to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudent discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

DIVERSIFICATION

It is the policy of the Long Beach City School District to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

INTERNAL CONTROLS

It is the policy of the Long Beach City School District for all moneys collected by any officer or employee of the government to transfer those funds to the Assistant Superintendent for Business and/or District Treasurer within 5 business days of receipt, or within the time period specified in law, whichever is shorter.

The Assistant Superintendent for Business and/or District Treasurer is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of moneys up to the maximum amounts are established annually by the Board of Education at its organizational meeting within the first ten days of each fiscal year. The list may be amended by Board of Education resolution during the year.

COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law, §10, all deposits of the Long Beach City School District, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

- By a pledge of "eligible securities" with an aggregate "market value" as provided by GML §10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
- By an eligible "irrevocable letter of credit" issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three

highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.

- By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by the depository and/or a third party bank or trust company subject to security and custodial agreements. We require deposits to be collateralized at no less than 102%.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Long Beach City School District or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

PERMITTED INVESTMENTS

As authorized by General Municipal Law, §11, the Long Beach City School District authorizes the Assistant Superintendent for Business and/or District Treasurer to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York
- Obligations issued pursuant to LFL §24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Long Beach City School District
- Certificates of Participation (COPs) issued pursuant to GML §109-b.
- Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML §6-c, 6-d, 6-e, 6-f, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.
- All investment obligations shall be payable or redeemable at the option of the Long Beach City School District within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Long Beach City School District within two years of the date of purchase.

AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Long Beach City School District shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Long Beach City School District. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Assistant Superintendent for Business and/or District Treasurer is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

PURCHASE OF INVESTMENTS

The Assistant Superintendent for Business and/or District Treasurer is authorized to contract for the purchase of investments:

- Directly, including through a repurchase agreement, from an authorized trading partner.
- By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-4-6, and the specific program has been authorized by the governing board.
- By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Long Beach City School District by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law, §10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions:

- All repurchase agreements must be entered into subject to a Master Repurchase Agreement
- Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

- Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

APPENDIX A

Schedule of Eligible Securities

- Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- Obligations issued by states (other than the State a New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.

General Municipal Law §§10, 11, 39

First reading: February 12, 2008

SCHOOL DISTRICT RECORDS

It is the policy of the Board of Education to inform members of the public about the administration and operation of the public schools in accordance with the Freedom of Information Law of the State of New York.

The Superintendent of Schools shall develop regulations ensuring compliance with the Freedom of Information Law and setting forth the procedures to be followed to obtain access to district records, and submit such regulations to the Board for approval. The Superintendent shall designate, with Board approval, a Records Access and Records Management Officer, pursuant to law.

Retention and Destruction of Records

The Board hereby adopts the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, which contains the legal minimum retention periods for district records. In accordance with Article 57-A, the district will dispose of only those records described in the schedule after they have met the minimum retention periods set forth in the schedule. The district will dispose of only those records that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond the established legal minimum periods.

The Superintendent will establish procedures in the event that the school district is served with legal papers. The Superintendent will communicate with applicable parties, including the school attorney and the records management official, to ensure that, when appropriate, a litigation-hold is properly implemented. The litigation-hold is intended to prevent the destruction or disposal of records that may need to be produced as part of discovery. It is the intention of the Board of Education to comply with applicable rules and regulations regarding the production of necessary documents, data, files, etc. The Board directs the Superintendent to institute such procedures to implement this policy.

Cross-ref: 8630, Computer Resources and Data Management
Ref: Public Officers Law §84 *et seq.* (Freedom of Information Law)
Education Law §2116
Arts and Cultural Affairs Law §57.11
Local Government Records Law, Article 57-A
Federal Rules of Civil Procedure, 16, 26
8 NYCRR Part 185 (Appendix I)
First Reading: January 8, 2008
Second Reading: February 12, 2008

APPLICATION FOR USE OF SCHOOL FACILITIES

APPLICATION FOR USE OF SCHOOL FACILITIES

<u>Organization</u>	<u>Purpose</u>	<u>Facility Requested</u>	<u>Date Requested</u>
St. Mary of the Isle Church	Soccer games	Lido Fields 13 and 14	Sundays, 4/13/08 through 9/21/08, from 2:00 pm – 6:00 pm
Long Beach Chamber of Commerce	Awards Ceremony for Reflections Winners	Lindell School Auditorium	Monday, 3/31/08, 6:30 pm – 10:00 pm
Long Beach Girls Lacrosse – PAL & USGYLL	Practice and games	Middle School Fields 11 and 12	Mondays through Fridays, 3/1/08 – 6/15/08 from 5:00 pm – 8:00 pm; Saturdays and Sundays, 3/1/08 – 6/15/08 from 8:00 am – 5:00 pm
City of Long Beach Recreation Dept.	Summer Playground Program	East Gym and Cafeteria	6/30/08 through 8/22/08, Monday through Friday, 8:00 am – 2:00 pm
City of Long Beach Recreation Dept.	Summer Playground Program (as part of Lido summer playground program)	Middle School Gym & Auditorium	Mondays through Fridays, 6/30/08 – 8/22/08 from 8:00 am – 2:00 pm
City of Long Beach Recreation Dept.	Summer Playground Program	Lido Gym, Cafeteria and Fields 13 and 14	Mondays through Fridays, 6/30/08 – 8/22/08 from 8:00 am – 2:00 pm