

**AGENDA**

- I. **Call to Order**
  
- II. **Pledge of Allegiance**
  
- III. **Comments from the Board President**
  
- IV. **Comments from the District Superintendent**
  
- V. **Visitors**
  
- VI. **Executive Staff Reports**  
(Supporting Information)
  - A. Chief Operating Officer
  - B. Associate Superintendent for Educational Services
  - C. Associate Superintendent for Management Services
  - D. Assistant Superintendent for Human Resources
  
- VII. **Unfinished Business**
  - A. **Board Policies – Second Reading and Adoption**  
(Supporting Information - Policies)

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby adopts the following policies:

<b>Policy Number</b>	<b>Policy Title</b>
2310	Freedom of Information
2420	Anti-Harassment in ESBOCES
4270	Acceptance of Gifts, Grants, and Bequests to ESBOCES
4481	Allegations of Financial Improprieties/Fraud or Wrongful Conduct
4511	Facilities Operation, Maintenance, and Inspection
4513	Green Cleaning
4551	Transportation of Students

<b>Policy Number</b>	<b>Policy Title</b>
4552	Idling School Buses and ESBOCES Vehicles on ESBOCES Grounds
6510	Student Health Services
6511	Administering Medication
6560	Harassment Prohibition (Students)

**VIII. Agenda Review**

**IX. Minutes/Financials/Personnel/New Business – Consent Agenda**

A. **RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, has determined that each of the actions being taken through approval of the consent agenda is a Type II action under the State Environmental Quality Review Act (SEQRA) regulations, 6 NYCRR 617.5, which has no significant impact on the environment.”

B. Recommended Acceptance of Regular Board Meeting Minutes  
(Supporting Information)

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby accepts the Minutes of the August 26, 2009 Regular Board Meeting.”

C. Recommended Acceptance of Financial Reports  
(Supporting Information)

The Budget Amendment and Budget Transfers Report for June 2009 and the Budget Summary Report as of June 2009 will be presented to the Board upon completion of our year-end closing activities and independent audit.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby accepts the following financial reports:

- Treasurer’s Report for July 2009
- Receivables Report for July 2009
- Schedule of Bills for July 2009”

D. Recommended Approval of Bids

Extend Bid #008-31: Advertisements

Opening Date: August 16, 2007

Original Term of Contract: September 26, 2007 – September 26, 2008

First Extension of Contract: September 27, 2008 – September 30, 2009

Second Extension of Contract: October 1, 2009 – September 30, 2010

(Supporting Information – Bid Recommendation Memo)

The above-referenced bid for advertisements was originally awarded at the September 26, 2007 Board Meeting to Times/Review Newspapers of Mattituck, NY and Walter F. Cameron Advertising, Inc. of Hauppauge, NY. The current contract expires on September 30, 2009, and the specifications provide for an option to extend the original contract for two additional years, in one-year increments. The service provided by the Times/Review Newspapers and Walter F. Cameron Advertising, Inc. during the initial and extended terms was satisfactory and the vendor agreed to extend the contract at the same prices, under the same terms and conditions, and in accordance with the original bid specifications.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby extends Bid #008-31: Advertisements, for the period October 1, 2009 through September 30, 2010 to Walter F. Cameron Advertising, Inc. of Hauppauge, NY and the Times/Review Newspapers of Mattituck, NY, as indicated above.”

Extend Bid #008-36: Conference Space

Opening Date: August 16, 2007

Original Term of Contract: September 26, 2007 – September 26, 2008

First Extension of Contract: September 27, 2008 – September 30, 2009

Second Extension of Contract: October 1, 2009 – September 30, 2010

(Supporting Information – Bid Recommendation Memo)

The above-referenced bid was originally awarded at the September 26, 2007 Board Meeting to the Radisson MacArthur Hotel of Holtsville, NY, for the purpose of providing conference space for use by ESBOCES staff. The current contract expires on September 30, 2009, and the specifications provide for an option to extend the original contract for two additional years, in one-year increments. Effective October 1, 2008, the Radisson MacArthur Hotel changed its name to the Crowne Plaza Hotel. The service provided by the Crowne Plaza Hotel during the initial and extended terms was satisfactory and the vendor has agreed to extend the contract at the same prices, under the same terms and conditions, and in accordance with the original bid specifications.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby extends the award of Bid #008-36: Conference Space, for the period October 1, 2009 through September 30, 2010 to the Crowne Plaza Hotel of Holtsville, NY, as indicated above.”

Extend Bid #008-44: Apperson Advantage 1200 Test Scoring Scanner

Opening Date: August 16, 2007

Original Term of Contract: September 27, 2007 – September 27, 2008

First Extension of Contract: September 28, 2008 – September 30, 2009

Second Extension of Contract: October 1, 2009 – September 30, 2010

(Supporting Information – Bid Recommendation Memo)

The above-referenced bid for Apperson Advantage 1200 test scoring scanners was originally awarded at the September 27, 2007 Board Meeting to Apperson Print Management Services, Inc. The current contract expires on September 30, 2009, and the specifications provide for an option to extend the original contract for two additional years, in one-year increments. The service provided by Apperson Print Management Services, Inc. during the initial and extended terms was satisfactory. The specifications provide that the vendor may increase prices for items by an amount equal to the current percentage used by the New York State Education Department (NYSED) for school district transportation contract increases, which is usually published in June of each year, not to exceed 4%. The Purchasing Office negotiated with Apperson Print Management Services, Inc. and negotiated a 0% increase.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby extends the award of Bid #008-44: Apperson Advantage 1200 Test Scoring Scanner, for the period October 1, 2009 through September 30, 2010 to Apperson Print Management Services, Inc. of Renton, WA, as indicated above.”

Rescind and Re-Award Bid #9-78-0514: Sanitary and Storm Drainage System Maintenance

Opening Date: May 14, 2009

Term of Contract: June 25, 2009 – June 25, 2010 with an option to renew for two additional years, in one-year increments

(Supporting Information – Bid Recommendation Memo and Disclosure Form)

The Purchasing Office previously solicited bids to procure sanitary & storm drainage system maintenance for ESBOCES. Rescue Cesspool and Excavation’s award will be rescinded due to the inability to comply with insurance requirements. This bid will be re-awarded to the next lowest vendor that can provide required insurance, Affordable Cesspool Sewer Service Inc. of Islandia, NY.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby rescinds the above-referenced items for Bid #9-78-0514: Sanitary and Storm Drainage System Maintenance, from Rescue Cesspool and Excavation of Kings Park, NY, and re-awards these items to the next lowest bidder meeting specifications, Affordable Cesspool Sewer Service Inc. of Islandia, NY.”

Award Bid #10-05-0716: Plumbing Supplies

Opening Date: July 16, 2009

Term of Contract: October 1, 2009 - March 30, 2010

(Supporting Information – Bid Recommendation Memo, Award Report, and Disclosure Forms)

The Purchasing Office solicited bids to procure plumbing supplies for various ESBOCES locations. Bid specifications were developed in collaboration with the Career and Technical Education staff. Bids were requested for a total of 418 items. Bid packets were distributed to 20 vendors as a result of advertising and direct solicitation. Seven bids were received. Based on the results received for this bid, the estimated annual expenditure is approximately \$12,000. The Purchasing Office contacted the lowest responsible bidders, ABS Pump Repair, Inc. of Farmingdale, NY; Babylon Plbg Supply, Inc. of Babylon, NY; Best Plumbing Specialties, Inc. of Myersville, MD; Blackman Plumbing Supply of Bohemia, NY; Interline Brands, Inc. d/b/a Sexauer of Scarsdale, NY; Metco Supply Inc. of Leechburg, PA; and Sid Harvey Industries, Inc. of Garden City, NY, to negotiate better prices, and the vendors indicated that the prices were firm. All vendors have provided services to ESBOCES in the past, and their performance has been satisfactory. Of the 418 items bid, no bids were received for 8 items. These items will be purchased from direct quotes from vendors.

Vendor	Number of Items Recommended for Award
ABS Pump Repair, Inc. Farmingdale, NY	1
Babylon Plbg Supply, Inc. Babylon, NY	61
Best Plumbing Specialties, Inc. Myersville, MD	30
Blackman Plumbing Supply Bohemia, NY	103
Interline Brands, Inc. d/b/a Sexauer Scarsdale, NY	144
Metco Supply Inc. Leechburg, PA	3
Sid Harvey Industries, Inc. Garden City, NY	68
No Bids Received	8

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby awards Bid #10-05-0716: Plumbing Supplies, to the lowest responsible bidders meeting specifications, ABS Pump Repair, Inc. of Farmingdale, NY; Babylon Plbg Supply, Inc. of Babylon, NY; Best Plumbing Specialties, Inc. of Myersville, MD; Blackman Plumbing Supply of Bohemia, NY; Interline Brands, Inc. d/b/a Sexauer of Scarsdale, NY; Metco Supply Inc. of Leechburg, PA; and Sid Harvey Industries, Inc. of Garden City, NY, as indicated in the above table and detailed in the supporting documentation.”

Award Bid #10-06-0716: HVAC Supplies

Opening Date: July 16, 2009

Term of Contract: October 1, 2009 – March 31, 2010

(Supporting Information – Bid Recommendation Memo, Award Report, and Disclosure Forms)

The Purchasing Office solicited bids to procure HVAC supplies for various ESBOCES locations. Bid specifications were developed in collaboration with the Career and Technical Education staff. Bids were requested for a total of 594 items. Bid packets were distributed to 13 vendors as a result of advertising and direct solicitation. Four bids were received. Based on the results received for this bid, the estimated annual expenditure is approximately \$12,000. The Purchasing Office contacted the lowest responsible bidders to negotiate better prices, and the vendors indicated that the prices were firm. ABS Pump Repair, Inc. of Farmingville, NY; Blackman Plumbing Supply of Bohemia, NY; Metco Supply, Inc. of Leechburg, PA; and Sid Harvey Industries, Inc. of Garden City, NY, have provided services to ESBOCES in the past, and their performance has been satisfactory. Of the 594 items bid, no bids were received for 112 items. The 112 items where no bids were received will be reviewed and evaluated for usage and descriptions.

Vendor	Number of Items Recommended for Award
ABS Pump Repair, Inc. Farmingville, NY	10
Blackman Plumbing Supply Bohemia, NY	217
Metco Supply, Inc. Leechburg, PA	20
Sid Harvey Industries, Inc. Garden City, NY	235
No bids received	112

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby awards Bid #10-06-0716: HVAC Supplies - to the lowest responsible bidders meeting specifications, ABS Pump Repair, Inc. of Farmingville, NY; Blackman Plumbing Supply of Bohemia, NY; Metco Supply, Inc. of Leechburg, PA; and Sid Harvey Industries, Inc. of Garden City, NY, as indicated in the above table and detailed in the supporting documentation.”

Reject Bid #10-7-0813R: Welding Supplies

Opening Date: August 13, 2009

(Supporting Information – Bid Recommendation Memo)

The Purchasing Office solicited bids to procure welding supplies for various ESBOCES locations. Bid specifications were developed in collaboration with the Career and Technical Education staff. Bids were requested for a total of 170

items. Bid packets were distributed to two vendors as a result of advertising and direct solicitation. No bids were received. Since there were no bidders on this second attempt to bid, the Purchasing Office will make purchases from direct quotes.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby rejects Bid #10-7-0813R: Welding Supplies.”

Award Bid #10-18-0813: Aircraft Rental and Instruction

Opening Date: August 13, 2009

Term of Contract: October 1, 2009 – September 30, 2010 with an option to renew for two additional years, in one-year increments.

(Supporting Information – Bid Recommendation Memo and Disclosure Form)

The Purchasing Office solicited bids for aircraft rental and instruction at the Brookhaven Calabro Airport in Shirley, NY. Bid specifications were developed in collaboration with the Career and Technical Education staff. Bid packets were distributed to four vendors as a result of advertising and direct solicitation. One bid was received. Since there was a sole bidder, the Purchasing Office contacted the three vendors who did not submit a bid. All of the vendors indicated that they do not rent aircraft. Based on the results received for this bid, the estimated annual expenditure is approximately \$356,000. The Purchasing Office contacted the sole bidder, Mid-Island Air Service, Inc, to negotiate better prices, and the vendor indicated that the prices were firm. Mid-Island Air Service, Inc. has provided services to ESBOCES in the past, and its performance has been satisfactory.

Vendor	First Year Program Three (3) Students Per Team	Hourly Rate 2009-10	Fuel Price/Gallon as of 8/1/09*
Mid-Island Air Service, Inc. – Ronkonkoma, NY	Flight Operation Services based on 284 Total Flight Operation hours (Average 8 Gallons Fuel/Hour) - Aircraft and Instructor Only	\$136.60	\$4.06
	Ground Instruction Services based on 28 hours total ground instruction	\$48.35	n/a
	Rate if hourly requirement exceeds Total Flight Operation hours	\$136.60	\$4.06
	Rate if hourly requirement is less than Total Flight Operation hours	\$136.60	\$4.06

Vendor	Second Year Program	Hourly Rate 2009-10	Fuel Price/Gallon as of 8/1/09*
Mid-Island Air Service, Inc. – Ronkonkoma, NY	Dual flight operations services - Estimated Total Flight Operation hours – 1330 (Average 6 Gallons Fuel/Hour) - Aircraft & Instructor Only	\$127.15	\$4.06

Vendor	Second Year Program	Hourly Rate 2009-10	Fuel Price/Gallon as of 8/1/09*
	Solo flight operations services (Estimated Total Flight Operation hours – 760) - Aircraft Only	\$78.80	\$4.06
	Ground Instruction services based on 700 hours of ground instruction	\$48.35	n/a
	Dual flight operations services exceeding established number of program hours – Aircraft & Instructor Only	\$127.15	\$4.06
	Solo flight operations services exceeding established number of program hours – Aircraft Only	\$78.80	\$4.06
	Dual flight operations services -Estimated Total Flight Operation hours – 1330 (Average 6 Gallons Fuel/Hour) - Aircraft & Instructor Only	\$127.15	\$4.06

\*The fuel price will increase/decrease monthly based upon the fuel price provided to the vendor from Avgas Supplier and shall be \$.675/gallon above the vendor's invoiced price from its supplier.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby awards Bid #10-18-0813: Aircraft Rental and Instruction, to the sole bidder meeting specifications, Mid-Island Air Service, Inc., Ronkonkoma, NY, as indicated in the above table.”

Reject Bid #10-20-0820: Uniforms

Opening Date: August 27, 2009

(Supporting Information – Bid Recommendation Memo)

The Purchasing Office solicited bids for uniforms for ESBOCES employees. Bid specifications were developed in collaboration with the Operations and Maintenance staff. Bids were requested for a total of 190 items. Bid packets were distributed to 49 vendors as a result of advertising and direct solicitation. Two bids were received. One vendor did not supply samples, which is deemed a material deviation from the specifications of the bid, leaving a sole bidder. Since there was a sole bidder, the Purchasing Office contacted several other vendors who did not submit a bid. They indicated that they would submit a bid if a new bid packet is issued.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby rejects Bid #10-20-0820: Uniforms.”

Reject Bid #10-21-0820: Sale of Surplus Vehicles

Opening Date: August 20, 2009

(Supporting Information – Bid Recommendation Memo)

The Purchasing Office solicited bids for the sale of surplus vehicles. Bid specifications were developed in collaboration with the Central Support Services staff. Bids were requested for a total of two items. Bid packets were distributed to four vendors as a result of advertising and direct solicitation. No bids were received. Since this is the second time the Purchasing Office solicited bids for these items.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby rejects Bid #10-21-0820: Sale of Surplus Vehicles, and the vehicles will be disposed of in accordance with Board Policy.”

Award/Extend/Reject Cooperative Bids

(Supporting Information – Bid Recommendation Memos, Award Reports, and Disclosure Forms)

As the lead agency for the Cooperative Bidding Program, all program bids require ESBOCES Board approval.

**RECOMMENDED MOTION:** “WHEREAS, the Board of Cooperative Educational Services, First Supervisory District of Suffolk County (hereinafter “ESBOCES”), acts as the lead agency for participants in the Joint Municipal Cooperative Bidding Program (hereinafter the “Program”) organized pursuant to General Municipal Law §119-0 and Education Law §1950; and

WHEREAS, ESBOCES has been delegated the responsibility for awarding program bids on behalf of certain participants as evidenced by ESBOCES possession of a duly adopted resolution by each of their governing boards; and

WHEREAS, ESBOCES has solicited, duly received, and opened Bid #2009-002-0818: Fine & Recycled Paper (October 1, 2009 – March 31, 2010 with an option to renew for two additional years in six-month increments); Bid #2009-004-0317: Arts & Crafts Supplies (May 1, 2009 – April 30, 2010 with an option to renew for two additional years in one-year periods); Bid #2009-018-0811: Automatic Temperature Control Service & Repair (September 23, 2009 – September 30, 2010 with an option to renew for two additional years in six-month increments); Bid #2009-101-0825: Stationery Supplies, Furniture & Equipment (October 14, 2009 – April 30, 2010 with an option to renew for two additional years in six month increments); and Bid #2009-600-0827: Athletic/Academic Supply and Equipment Reconditioning (October 2, 2009 – October 31, 2010 with an option to renew for two additional years in one-year increments) pursuant to the terms of the Program; and

WHEREAS, ESBOCES has analyzed and determined the lowest responsible bidders for the above-referenced bids;

BE IT RESOLVED, that on behalf of those Program Participants, ESBOCES awards Bid #2009-002-0818: Fine and Recycled Paper (October 1, 2009 – March 31, 2010 with an option to renew for two additional years in six-month increments) - to the vendors indicated below and described in detail in the supporting information.

Vendor	Number of Items Recommended for Award Zone 1	Number of Items Recommended for Award Zone 2	Number of Items Recommended for Award Zone 3	Number of Items Recommended for Award Zone 4
Central Lewmar LLC Newark, NJ	0	0	3	0
Graphic Paper Inc. Central Islip, NY	0	0	5	5
Paper Mart Hanover, NJ	85	84	79	81
RIS Paper Co. Uniontown OH	30	31	28	29
The Office Connection Hauppauge, NY	2	2	2	2
Ultimate Toner Source Dix Hills, NY	0	0	0	0
No bids rec'd/no award	5	5	5	5

BE IT FURTHER RESOLVED, that on behalf of those Program Participants, ESBOCES rescinds and re-awards Bid #2009-004-0317 for Arts & Crafts Supplies (May 1, 2009 – April 30, 2010 with an option to renew for two additional years in one-year periods), to the vendors indicated below and described in detail in the supporting information.

Vendor	Item Recommended for Rescission	Vendor	Item Recommended for Award
Island School & Arts Supply Inc. Medford, NY	Item #254 DOZ Crayola #52-038FNeon large 8-Color Box - \$2.09 = \$25.08/doz	Pyramid School Products – Tampa, FL	Item #254 DOZ Crayola #52-038FNeon large 8-Color Box \$8.40 doz
Island School & Arts Supply Inc. Medford, NY	Item # 999 Pkg Paint, Water color crayola 08 8 half pans/bx 12 bx/pag – \$1.99 = \$23.88	TRIARCO ARTS & CRAFTS, LLC – Plymouth, MN	Item # 999 Pkg Paint, Water color crayola 08 8 half pans/bx 12 bx/pag – \$21.36

BE IT FURTHER RESOLVED, that on behalf of those Program Participants, ESBOCES rejects Bid #2009-018-0811: Automatic Temperature Control Service & Repair (September 23, 2009 – September 30, 2010 with an option to renew for two additional years in six-month increments).

BE IT FURTHER RESOLVED, that on behalf of those Program Participants, ESBOCES awards Bid #2009-101-0825: Stationery Supplies, Furniture &

Equipment (October 14, 2009 – April 30, 2010 with an option to renew for two additional years in six-month increments), to the vendors indicated below and described in detail in the supporting information.

Vendor	Number of Items Recommended for Award
Esco Stationery Co. Inc. New York, NY	9
Office Depot, Inc. New York, NY	2
One Mind at a Time Miami, FL	0
Sunset Office Supply Co. Long Island City, NY	0
The Ray Block Stationery Co. Floral Park, NY	2
United Supply Corp. Brooklyn, NY	0

BE IT FURTHER RESOLVED, that on behalf of those Program Participants, ESBOCES awards Bid #2009-600-0827: Athletic/Academic Supply and Equipment Reconditioning (October 2, 2009 – October 31, 2010 with an option to renew for two additional years in one-year increments), to the vendor indicated below and described in detail in the supporting information.

Vendor	Number of Items Recommended for Award
Riddell Elyria, Ohio	644
Schutt Reconditioning Easton, PA	0

E. Recommended Approval of Grants and Specially Funded Projects  
(Supporting Information)

These grants and specially funded projects have been reviewed programmatically by the Office of Planning and Program Improvement and fiscally by the Department of Business Services.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the acceptance of new grants and grant adjustments as indicated in the last column of the following table:

<b>2009-10 Grants – Fiscal Approval</b>	<b>Division/ Office</b>	<b>2009-10 Total Budget</b>	<b>2009-10 Previous Budget</b>	<b>2009-10 New Budget/ Increase</b>
<b>Previous 2009-10 Total</b>				\$ 378,100
Employment Preparation Education (EPE) 7/1/09-6/30/10	Educational Services	\$2,707,563		2,707,563
Workforce Investment Act (WIA) Title II Project #2338-10-1018 7/1/09-6/30/10	Educational Services	415,165		415,165
School Library System (SLS) Operating Aid Project #0365-10-0036 7/1/09-6/30/10	Educational Services	198,390		198,390
WIA ESOL/Civics Project #0040-10-1010 7/1/09-6/30/10	Educational Services	42,370		42,370
Carl D. Perkins Career And Technical Education Act for Incarcerated Youth Project #8030-10-0008 7/1/09-6/30/10 Period Covered 7/1/07-6/30/13 Project Years	Educational Services	40,000		40,000
<b>2009-10 Total To Date</b>				<b>\$3,781,588”</b>

F. Recommended Approval of Personnel Report  
(Supporting Information)

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the actions contained within the following Personnel Report:

1. Leaves of Absence
  - (a) Certificated
  - (b) Civil Service
  
2. Resignations
  - (a) Certificated
  - (b) Civil Service
  
3. Terminations
  - (a) Certificated (None)
  - (b) Civil Service

4. Change of Status
  - (a) Certificated
  - (b) Civil Service
5. Probationary Appointments
  - (a) Certificated
  - (b) Civil Service
6. Appointments
  - (a) Certificated
  - (b) Civil Service
7. Tenure Appointments
  - (a) Certificated
8. Permanent Status
  - (b) Civil Service
9. Special Appointments
  - (a) Summer Programs
  - (b) Per Diem Substitutes & Hourly/Per Diem Workers
  - (c) Additional Assignments
  - (d) Casual Employees
  - (e) Adult Education”

### **New Business**

#### G. **Recommended Approval of Professional Services Contracts**

The following Professional Services Contracts have been reviewed and are recommended for approval by the Cabinet member responsible for the division/office seeking the services.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the following professional services contracts:

<b>2009-10 School Year</b>					
<b>Consultant</b>	<b>Division/ Office</b>	<b>Service</b>	<b>Dates</b>	<b>Amount</b>	<b>Expenses</b>
Gonzalez, Dr. Evelyn	Educational Services	Conduct bilingual psychological and educational evaluations, social histories, interpretation/ translation services for BOCES students and component district students	9/1/09-6/30/10	\$375/bilingual educational evaluation, \$575/bilingual psychological evaluation, \$150/social history report, and \$60/page/hour, not to exceed \$25,000	none
Grillo, Deborah	State Networks	Create professional development materials and tools for Regional and Literacy Coaches to supplement on-site and regional work; technical assistance for NYS Reading Resource Center website on dissemination of reading research, best practices, and links	9/30/09-6/30/10	\$400/day, not to exceed \$20,000	none
Lessings	Educational Services	Catering for teachers and administrators at the Bourne Mansion of St. John's University at the Oakdale Campus for grade 3-8 regional scoring	7/1/09-6/30/10	\$11.95/person, not to exceed \$80,000	none

2009-10 School Year					
Consultant	Division/ Office	Service	Dates	Amount	Expenses
McKay Consulting, LLC	Educational Services	Staff development for school districts relating to Danielson's Framework for Teachers, district's APPR Model, and curriculum mapping	10/7/09-6/30/10	\$2,500/day, not to exceed \$20,000	none
Project WISE @ SUNY Stony Brook	Educational Services	Program pairing outstanding science students with active scientists from SUNY Stony Brook for advice and mentoring	9/9/09-6/30/10	\$997/student, not to exceed \$64,805	none
Staff Development Workshops, Inc.	Educational Services	Staff development training on readers workshop for teachers in the East Williston School District	10/7/09-6/30/10	\$1,200/day, not to exceed \$24,000	none
Zinzi, JoEllen	Educational Services	Deliver and set up FM and Infrared auditory enhancement equipment, fit auditory devices on students, train students on a one-to-one basis to use and maintain auditory equipment, provide in-service training for teachers	9/1/09-6/30/10	\$62/hr., not to exceed \$30,000	none"

H. Recommended Acceptance of Professional Services Contracts

Item #61 of the Organization Meeting minutes, as approved on July 15, 2009, authorizes the Purchasing Agent to execute contracts "for the purchase or lease of goods and/or services for amounts up to \$20,000 per vendor, per year, where competitive bidding is not required and where the budget contains adequate

appropriations to cover such obligations; and a report concerning the contracts and/or agreements shall be made at the next Board Meeting after execution of such contracts and/or agreements.” A report of the contracts and/or agreements that were approved by the Purchasing Agent follows.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby accepts the following report of professional services contracts that were approved by the Purchasing Agent:

<b>2009-10 School Year</b>					
<b>Consultant</b>	<b>Division/ Office</b>	<b>Service</b>	<b>Dates</b>	<b>Amount</b>	<b>Expenses</b>
ABCD Consulting, Inc.	Educational Services	Staff development on current issues in education	9/2/09-6/30/10	\$800/day or \$450/half-day, not to exceed \$19,650	none
Blue Water Communications Group LLC	Management Services	Completion of activities related to the CISCO/ Ironport implementation project at the Bayport-Blue Point UFSD	9/1/09-12/31/09	\$120/hr., not to exceed \$9,600	none
Educational Design LLC d/b/a The 2 Sisters	Educational Services	Literacy learning and motivation research designed to develop, support, accelerate, and motivate students to be engaged in reading for long periods of time	12/1/09	\$5,000/day, not to exceed \$5,000	not to exceed \$175/ lodging and \$1,500/ travel

<b>2009-10 School Year</b>					
<b>Consultant</b>	<b>Division/ Office</b>	<b>Service</b>	<b>Dates</b>	<b>Amount</b>	<b>Expenses</b>
Grant, Alice	Educational Services	Training workshops for teachers and administrators on the use of various best teaching practices within the Social Studies content area	9/2/09-6/30/10	\$850/day, not to exceed \$16,150	not to exceed \$2,850 (travel)
Heinemann	Educational Services	Keynote speaker at ESBOCES Annual Literacy and Learning Institute	3/20/10	\$4,000/day, not to exceed \$4,000	not to exceed \$175/lodging and \$950/travel
High Cotton Computer Services	Management Services	Updates and enhancements for the Regional Transportation financial system	7/1/09-6/30/10	\$85/hr., not to exceed \$19,900	none
Human Connections Institute, Inc.	Educational Services	Annual ROTC Student Leadership Training workshops	9/1/09-6/30/10	\$4,925/day, not to exceed \$14,775	none
Machosky, Claire	Educational Services	Training workshops for teachers and administrators on the use of various best teaching practices	8/24/09-6/30/10	\$150/hr., not to exceed \$18,000	none
McKay Consulting, LLC	Educational Services	Training for professional staff relating to Danielson's Framework for Teachers, APPR Model and curriculum mapping training	8/31/09-6/30/10	\$2,500/day, not to exceed \$17,500	none
Murdock, Barbara	Educational Services	Professional development for advanced Access database training	7/22/09-6/30/10	\$100/hr., not to exceed \$3,500	none

2009-10 School Year					
Consultant	Division/ Office	Service	Dates	Amount	Expenses
Oper, Brian	Management Services	Finance Manager training and support on all modules; design and implement strategic plan for Finance Manager support and call tracking	9/1/09-9/1/10	\$50/hr., not to exceed \$15,000	none
Osterman, Dr. Karen F.	Human Resources	Review and update findings and recommendations in the Richard Mandel report dated January 16, 2003 for the ESBOCES Leadership Team	9/1/09-12/31/09	\$1,000/day, not to exceed \$3,000	none
Staff Development Associates	Educational Services	Training workshop for teachers and administrators on the use of various instructional and administrative practices	8/24/09-6/30/10	\$1,400/day or \$1,000/half-day, not to exceed \$12,600	not to exceed \$1,575/lodging and \$4,500/travel"

I. Recommended Approval to Declare Property as Surplus and Authorize Disposal (Supporting Information – Listing of Property)

The Capital Asset Management Department has submitted a list of property, which it has determined to be obsolete/outdated technology, broken/irreparable, excess inventory, or have minimal or no value. These items have been offered agency-wide and are not needed by any of our divisions or programs. These items are from various programs and have no known immediate or foreseeable use by ESBOCES.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby declares the property on the listing included in the supporting information as surplus and authorizes the disposal of the property in accordance with Board policy.”

- J. Recommended Approval of Board Committee Chairs and Memberships for the 2009-10 School Year  
(Supporting Information – Guidelines)

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the chairs and membership of each of the three Board Committees for the 2009-10 school year.”

- K. Recommended Attendance of Students and Staff to the Metropolitan Museum, Rockefeller Center, and Trump Towers

Recommendation is made to approve the attendance of 84 students and 8 staff members from the Fashion Merchandising and Design and Visual Communications classes at the Brookhaven Technical Center to visit the Metropolitan Museum, Rockefeller Center, and Trump Towers located in New York City, New York on Friday, October 16, 2009.

Utilizing a history unit, the students will be able to view the history of fashion and gain inspiration for garment and visual communication design.

The only cost to the agency is approximately \$2,227.94 for transportation.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the attendance of students and staff from the Fashion Merchandising and Design and Visual Communications classes at the Brookhaven Technical Center to visit the Metropolitan Museum, Rockefeller Center, and Trump Towers on Friday, October 16, 2009.”

- L. Recommended Attendance of Cadets and Chaperones at a Drill Meet at the SUNY Maritime College

Recommendation is made to approve the William Floyd NJROTC field trip request for Saturday, October 17, 2009. The 45 cadets and 5 chaperones will leave William Floyd High School at 6:00 a.m. and will attend a drill meet at the SUNY Maritime College in Bronx, NY. The bus will return back to William Floyd High School at approximately 6:00 p.m. This meet is part of the naval curriculum requirements for all cadets in Regional Area Four.

The total cost to the agency is \$ 1,483.38.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the attendance of 45 William Floyd NJROTC students and 5 chaperones to attend a field trip to SUNY Maritime College on Saturday, October 17, 2009.”

M. Recommended Approval of the Attendance of Students and Advisors to the SkillsUSA Fall Leadership Conference

Recommendation is made to approve the attendance of students and advisors at the SkillsUSA Fall Leadership Conference scheduled for Sunday, November 1, 2009 through Tuesday, November 3, 2009 at the Holiday Inn Conference Center Syracuse/Liverpool located in Liverpool, New York. A maximum of 24 students (6 each from each CTE/SCE site) will attend along with four chaperones, one overnight security/chaperone, one advisor, and one bus driver. The four sites participating in this event are the Brookhaven Technical Center (BTC), the Edward J. Milliken Technical Center (MTC), the Islip Career Center (ICC), and the Harry B. Ward Technical and Academic Center (WTAC).

The total cost of the trip to be paid for by ESBOCES funding is broken down as follows:

<b>Coach Bus</b>		<b>\$4,468.20</b>
<b>Lodging/Meals/Registration</b>		<b>\$9,710.00</b>
<b>BTC</b>	6 students @ \$275	\$1,650
	1 chaperone @ \$275	\$275
	1 administrator @ \$275	\$275
	1 overnight security chaperone @ \$275	\$275
	Registration for 9 people @ \$30/person	\$270
<b>SUB-TOTAL</b>		<b>\$2,745</b>
<b>ICC</b>	6 students @ \$275	\$1,650
	1 chaperone @ 275	\$275
	Registration for 7 people @ \$30/person	\$210
<b>SUB-TOTAL</b>		<b>\$2,135</b>
<b>MTC</b>	6 students @ \$275	\$1,650
	1 chaperone @ \$275	\$275
	Registration for 7 people @ \$30/person	\$210
<b>SUB-TOTAL</b>		<b>\$2,135</b>
<b>WTAC</b>	6 students @ \$275	\$1,650
	1 chaperone @ \$275	\$275
	Registration for 7 people @ \$30/person	\$210
<b>SUB-TOTAL</b>		<b>\$2,135</b>
<b>Bus Driver</b>	1 driver @ \$365 (lodging)	\$365
	\$65/day for 3 days (meals)	\$195
	<b>SUB-TOTAL</b>	<b>\$ 560</b>
<b>Cost of meals not included in package (6 people @ \$55/person)</b>		<b>\$330</b>
-	Breakfast (Sunday, November 1)	\$15
-	Lunch (Sunday, November 1)	\$20
-	Lunch (Tuesday, November 3)	\$20
Mileage Reimbursement		<b>\$110.55</b>
Chaperones, administrator and overnight security chaperone mileage (round trip to/from home/BOCES site) 201 miles @ \$.55/mile = \$110.55		
<b>TOTAL COST</b>		<b>\$14,618.75</b>

**RECOMMENDED MOTION:** "BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby

approves the attendance of students and advisors from the Brookhaven Technical Center, the Edward J. Milliken Technical Center, the Islip Career Center, and the Harry B. Ward Technical and Academic Center at the SkillsUSA Fall Leadership Conference scheduled for November 1-3, 2009 in Liverpool, New York. There will be 24 students and 6 adults in attendance. “

N. Recommended Approval of the Attendance of Students and Advisors to the Audio Engineering Society Convention

Recommendation is made to approve the attendance of 35 students and 4 staff members from the Audio Production class at the Harry B. Ward Technical and Academic Center to attend the Audio Engineering Society Convention being held at the Jacob Javits Center located at 655 West 34<sup>th</sup> Street in New York City on Friday, October 9, 2009.

This convention occurs every two years for manufacturers that create the tools used in the audio production field. The students will be able to view cutting-edge technologies in both hardware and software and will be able to view demonstrations highlighting the newest in software development.

The only cost to the agency is approximately \$1,060.40 for transportation.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the attendance of students and staff from the Audio Production class at the Harry B. Ward Technical and Academic Center to attend the Audio Engineering Society Convention at the Jacob Javits Center in New York City on Friday, October 9, 2009.”

O. Recommended Approval of a Proposal with Xerox Corporation

This is a proposal for a four-year purchase-option plan of a Xerox WC7346 Digital Copier/Printer/Scanner for use in the Adult Education Department at the Edward J. Milliken Technical Center. This equipment is being purchased through New York State Contract #PC-59472 that provides for a zero-interest purchase option plan. The estimated cost is \$17,394.24 for equipment costs and 7,000 copies per month and additional copies at \$.0084. All color copies billed at \$.089. This is a replacement for an existing machine. The monthly cost is changing from \$464.80 for 15,000 copies per month to \$362.38 for 7,000 copies.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Xerox WC7346 Digital Copier/Printer/Scanner for use in the Adult Education Department at Edward J. Milliken Technical Center in the estimated amount of \$17,394.24.”

P. Recommended Approval of a Proposal with Xerox Corporation

This is a proposal for a four-year purchase-option plan of a Xerox WC7346 Digital Copier/Printer/Scanner for use in the District Superintendent's Office. This equipment is being purchased through the New York State Contract #PC-59472 that provides for zero-interest purchase option plan. The estimated cost is \$9,569.76 for equipment. All black and white copies billed at \$.0084 and all color copies billed at \$.089. This is a replacement for an existing machine.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Xerox WC7346 Digital Copier/Printer/Scanner for use in the District Superintendent's Office in the estimated amount of \$9,569.76.”

Q. Recommended Approval of a Proposal with Xerox Corporation

This is a proposal for a four-year purchase-option plan of a Xerox WC7665P for use in the Adult Education Department at the Brookhaven Technical Center. This equipment is being purchased through New York State Contract #PC-59472 that provides for a zero-interest purchase option plan. The estimated cost is \$27,681.60 for equipment and 20,000 copies per month; additional copies at \$.006. All color copies billed at \$.089. This is a replacement for an existing machine. The monthly cost is changing from \$640.67 for 25,000 copies per month to \$576.70 for 20,000 copies.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Xerox WC7665P for use in the Adult Education Department at Brookhaven Technical Center in the estimated amount of \$27,681.60.”

R. Recommended Acceptance of Donations  
(Supporting Information – Listing of Property)

The Capital Asset Management Department has submitted the following list of donations, which it has assessed for educational value, health and safety standards, and compatibility with current facilities, and has determined that the donations will enhance our educational programs.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby accepts the following donations:

<b>Donor Name, Town &amp; State</b>	<b>Division/Office</b>	<b>Items</b>
Erin Carlstrom Feed the Children PO Box 36 Oklahoma City, OK 73101-0036	State Networks	240 backpacks filled with school supplies for students in grades K-12, 240 baggies of ready-to-eat food, 100 children’s books”

- S. Recommended Approval of a Memorandum of Agreement with the Suffolk County Department of Social Services  
(Supporting Information – Memorandum of Agreement)

This Memorandum of Agreement will allow ESBOCES to access the files of the Suffolk County Department of Social Services to identify children who qualify for Temporary Assistance to Needy Families (TANF) and the Food Stamp Programs.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Memorandum of Agreement with the Suffolk County Department of Social Services.”

- T. Recommended Approval of a License Agreement with St. John’s University – Oakdale Campus  
(Supporting Information – License Agreement)

This License Agreement will allow ESBOCES to utilize the facility for New York State Assessment Scoring for the 2009-2010 instructional year at a cost not to exceed \$35,000.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the License Agreement with St. John’s University for the 2009-2010 instructional year.”

- U. Recommended Approval of a Leasehold Space Agreement with the East Islip School District  
(Supporting Information – Leasehold Space Agreement)

This Leasehold Space Agreement provides for the use of two classrooms at Garipey Elementary School in the East Islip School District for a one-year period commencing September 1, 2009, at an annual rent of \$8,503 per classroom, totaling \$17,006. This Leasehold Space Agreement was developed by a committee of the supervisory district and ESBOCES representatives, fulfills the NYSED Special Education Space Requirement Plan, and is in the best interest of the supervisory district.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Leasehold Space Agreement with the East Islip School District for the use of two classrooms at Garipey Elementary School for a one-year period commencing September 1, 2009.”

- V. Recommended Approval of a Leasehold Space Agreement with the Hauppauge School District  
(Supporting Information – Leasehold Space Agreement)

This Leasehold Space Agreement provides for the use of three classrooms at the Hauppauge High School in the Hauppauge School District for a one-year period commencing September 1, 2009, at an annual rent of \$8,503 per classroom, totaling \$25,509. This Leasehold Space Agreement was developed by a committee of the supervisory district and ESBOCES representatives, fulfills the NYSED Special Education Space Requirement Plan, and is in the best interest of the supervisory district.

**RECOMMENDED MOTION:** “BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Leasehold Space Agreement with the Hauppauge School District for the use of three classrooms at the Hauppauge High School for a one-year period commencing September 1, 2009.”

- W. Recommended Approval of a Multi-Year Service Agreement – Project #BRE-04-082409-2009-2014 for the Brentwood Union Free School District  
(Supporting Information – Agreement)

This is a five-year, multi-year service agreement for installment purchase of two (2) copier/printers and one (1) color scanner by the Brentwood Union Free School District. This equipment is being leased through Technology Acquisition Services within the Regional Information Center. The estimated cost for the project is \$287,813.50 and consists of \$257,750 for equipment, software, and services and \$30,813.50 for project coordination. This project does not require third party financing.

**RECOMMENDED MOTION:** "BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Multi-Year Service Agreement – Project #BRE-04-082409-2009-2014 - for the Brentwood Union Free School District for the installment purchase of two (2) copier/printers and one (1) color scanner in the estimated amount of \$287,813.50 .”

- X. Recommended Approval of a Multi-Year Service Agreement – Project #SC-42-081309-2009-2014 for the South Country Central School District  
(Supporting Information – Agreement)

This is a five-year, multi-year service agreement for the installment purchase of eleven (11) Xerox network copiers/printers by the South Country Central School District. This equipment is being leased through Technology Acquisition Services within the Regional Information Center. The estimated cost for the project is \$613,887.23 and consists of \$546,735.98 for equipment and service and \$67,151.25 for project coordination fees. This project does not require third party financing.

**RECOMMENDED MOTION:** "BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Multi-Year Service Agreement – Project # SC-42-081309-2009-2014 – for the South Country Central School District for the installment purchase of eleven (11) Xerox network copiers/printers in the estimated amount of \$613,887.23 ."

- Y. Recommended Approval of a Multi-Year Service Agreement – Project #CI-07-082009-2009-2014 for the Central Islip Union Free School District  
(Supporting Information – Agreement)

This is a five-year, multi-year service agreement for the installment purchase of ten (10) network printers by the Central Islip Union Free School District. This equipment is being leased through Technology Acquisition Services within the Regional Information Center. The estimated cost for the project is \$783,773.50 and consists of \$695,267.95 for equipment and services and \$88,505.55 for project coordination fees. This project does not require third-party financing.

**RECOMMENDED MOTION:** "BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby approves the Multi-Year Service Agreement – Project #CI-07-082009-2009-2014 - for the Central Islip Union Free School District for the installment purchase of ten (10) network printers in the estimated amount of \$783,773.50 ."

- Z. Recommended Acceptance of the ESBOCES 2009-2010 Strategic Plan "Yesterday, Today, Tomorrow"  
(Supporting Information - ESBOCES Strategic Plan 2009-2010 "Final Draft" provided under separate cover)

Recommendation is made to accept the ESBOCES 2009-2010 Strategic Plan "Yesterday, Today, Tomorrow" as submitted by the Eastern Suffolk BOCES Strategic Planning Council. The council, which is comprised of internal and external agency stakeholders, met on August 12, 2009 to review the Strategic Plan prior to submission to the Board.

**RECOMMENDED MOTION:** "BE IT RESOLVED, that the Board of Cooperative Educational Services, First Supervisory District of Suffolk County, hereby accepts the ESBOCES 2009-2010 Strategic Plan 'Yesterday, Today, Tomorrow'."

- X. Presentations and Reports to the Board – Strategic Plan

- XI. Board Commentary

- XII. Adjournment