

DUANESBURG CENTRAL SCHOOL DISTRICT

TOWN OF DUANESBURG

January 22, 2019

6:30 P.M. in Joe Bena Auditorium

**Mission**

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

**Board Goals**

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

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

**MEETING CALLED TO ORDER** at 6:33 p.m. by President Siano Enders.

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

**SALUTE TO THE FLAG**

**AGENDA CHANGES** – additions and/or deletions

**SUPERINTENDENT’S STATUS REPORT/UPDATE**

- Coach Demasi passed – coached 20+ years w/DCS, 40+ years total, is a great loss, Channel 10 news was here talking with students regarding the coach.
- UPK meeting with Andrea & Martha Frank; 8 slots open in March at Whispering Pines, next year there will be 26 slots with 18 at DCS. Second week in February there will be an open house at Whispering Pines and a night meeting here to discuss the UPK program.
- Duanesburg Day – now posted on Face Book, twitter, school website and in news & notes

**PRINCIPALS’ REPORTS/UPDATES**

- Principal Conover –
- Launched the enrichment program for grades 4, 5 & 6. Students in the high range had to write what working on a team looks like. Each grade team was issued a challenge & it will be completed in 10-12 weeks. Cannot use the internet for information or they will be disqualified.

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- Principal Marvin –
- Coach Demasi would come in early & would talk to any student who walked by
- Regents have started
- The librarian is doing amazing work. Went to a class & brought back robots, goggles & is working with the kids.
- The 2<sup>nd</sup> marking period is ending.
  
- Athletic Director Hardenstine –
- Coach Demasi was very very humble, quiet, gentle, not only influenced runners but to be the men they wanted to be, very intelligent.
- Winter sports are winding down – 1/23 Senior wrestling night, 1/31 WAC bowling, 2/1 Senior girls’ basketball night, 2/4 Senior boys’ basketball night, 2/7 Bowling sectionals
- Zach Lawrence took 1<sup>st</sup> in Eastern States, #1 in section, #1 in state, Charlie Grygas took 2<sup>nd</sup> in Eastern States and is #2 in state. Eastern States had 575 wrestlers from 170 schools

**STUDENT LIAISON REPORT - none**

**PRIVILEGE OF THE FLOOR**

**PRESENTATION/APPROVAL OF BOE MINUTES FOR ACTION:**

Recommendation that the Board of Education approve the minutes of the January 8, 2019 meeting as submitted.

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

In favor: 6  
Opposed: 0  
Abstain: 1

Motion Carried

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

- Audit Committee – Deb Grier (chair), Shayne Mitchell, Teresa Wood-Irvin
- Buildings & Grounds Committee – Kent Sanders (chair), Shayne Mitchell, Jennifer Sexton – upcoming
- Education Committee – Jennifer Sexton (chair), Teresa Wood-Irvin, Deb Grier – 2/12 meeting
- Employee Relations Committee – Camille Siano Enders (chair), Kent Sanders, Deb Grier – 1/22 after board meeting
- Policy Committee – Joshua Menzies (chair), Teresa Wood-Irvin, Shayne Mitchell – met 1/22-working on binder, made changes on 2<sup>nd</sup> draft of sexual harassment policy
- Public Relations Committee – Deb Grier (chair), Jennifer Sexton

**FINANCIAL ITEMS:**

1. Accept Claims Auditor’s Comments on January 4, 2019 report.

General Warrant	# 13	\$356,822.90
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Motion by Board Member Sanders, seconded by Board Member Sexton.

In favor: 7  
Opposed: 0

Motion Carried



**Dates to remember:**

- January 22 – 25-Regents Exams
- February 1 -K-12 report cards posted
- 12 -BOE meeting/budget work session, 6:30 pm, Joe Bena Auditorium
- 18 – 22-Presidents’ Day & winter recess – No School
- 25 -Winter Sports Ceremony, 6:00 pm, Joe Bena Auditorium
- 26 -BOE meeting/budget work session, 6:30 pm, Joe Bena Auditorium

Respectfully submitted

Celeste E Junge  
District Clerk

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Respectfully submitted

Celeste E Junge  
District Clerk



To be approved by Board of Education on February 12, 2019

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

AnnMarie Craig

Ayaka Hisanaga-Probst

Rodney Hubert

Audrey Lalonde

Taylor Litwin

Alyssa Lofaro

Joseph Palladino

Kerith Pott

Sawyer Spohler

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE**

The District is committed to maintaining a discrimination-free work environment. Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace and is one component of the District's commitment to a discrimination-free work environment. The District will provide this policy to all employees in writing. The District will post this policy prominently throughout the District to the extent practicable.

Sexual harassment is a form of employee misconduct, a violation of District policy, and unlawful. Employees of every level who engage in sexual harassment, including supervisory personnel who engage in sexual harassment, who knowingly allow such behavior to continue, or fail to report suspected sexual harassment will be subject to remedial and/or disciplinary action by the District. Sexual harassment may also subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability.

This policy applies to all instances of sexual harassment perpetrated against a "covered person," regardless of immigration status, by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered person" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace.

Sexual harassment in the workplace can occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school grounds, school buses or District vehicles, and at school-sponsored events, programs, or activities, including those that take place at locations off school premises. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school grounds, on personal devices, or during non-work hours.

**What Constitutes Sexual Harassment**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- a) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- b) Such conduct is made either explicitly or implicitly a term or condition of employment; or
- c) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any covered person who feels harassed should report the conduct so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited:

- a) Physical acts of a sexual nature, such as:
  1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
  2. Rape, sexual battery, molestation or attempts to commit these assaults.
- b) Unwanted sexual advances or propositions, such as:

(Continued)

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; and
2. Subtle or obvious pressure for unwelcome sexual activities.
- c) Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- d) Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender, such as:
  1. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  2. Sabotaging an individual's work; and
  3. Bullying, yelling, or name-calling.

**Prohibition of Retaliatory Behavior (Whistle-Blower Protection)**

Unlawful retaliation can be any action that could discourage a covered person from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of a complaint of sexual harassment. Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- b) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- c) Opposed sexual harassment by making a verbal or informal complaint of harassment to a supervisor, building principal, other administrator, or the Civil Rights Compliance Officer (CRCO);
- d) Reported that another employee has been sexually harassed; or
- e) Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

**Reporting Sexual Harassment**

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any covered person who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, building principal, other administrator, or the CRCO. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is posted on the District website, and all covered persons are encouraged to use this complaint form. Persons who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is being submitted on another person's behalf.

Any person who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

**Supervisory Responsibilities**

All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the CRCO. In the event the CRCO is the alleged harasser, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity, or to the Superintendent.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors, building principals, and other administrators will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, building principals, and other administrators will also be subject to discipline for engaging in any retaliation.

**Investigating Complaints**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process, as outlined below, and in accordance with any applicable collective bargaining agreements to protect their rights to a fair and impartial investigation.

The District will not tolerate retaliation against anyone who files complaints, supports another's complaint, or participates in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- a) Upon receipt of a complaint, the CRCO will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. In the event that the CRCO is the alleged harasser, the complaint will be directed to another CRCO or District designee for investigation.
- b) If a complaint is verbal, encourage the individual to complete the complaint form, which is available on the District website, in writing. If he or she refuses, prepare a complaint form based on the verbal reporting.
- c) If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- d) Request and review all relevant documents, including all electronic communications.

(Continued)

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- e) Interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
- f) Create written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
  - 2. A list of names of those interviewed, along with a detailed summary of their statements;
  - 3. A timeline of events;
  - 4. A summary of prior relevant incidents, reported or unreported; and
  - 5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- g) Keep the written documentation and associated documents in a secure and confidential location.
- h) Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- i) Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.

**Annual Training**

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- b) Examples of conduct that would constitute unlawful sexual harassment;

(Continued)

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

**Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the District's internal process, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may seek the legal advice of an attorney.

In addition to those outlined below, individuals may have additional legal protections.

**State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects covered persons, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file with DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the District does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

Individuals do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

(Continued)



**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

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**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.  
29 CFR § 1604.11(a)  
34 CFR Subtitle B, Chapter I  
Civil Service Law § 75-B  
Executive Law Article 15  
Labor Law § 201-g

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District  
#6122 -- Employee Grievances  
#7551 -- Sexual Harassment of Students

1<sup>st</sup> reading and review: 2/12/19  
2<sup>nd</sup> reading and review:  
Adoption Date:



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## Complaint Form for Reporting Sexual Harassment

New York State Labor Law requires all employers to adopt a sexual harassment prevention policy that includes a complaint form for targets to report alleged incidents of sexual harassment. This form is intended to be used by both students and employees.

If you believe that you have been subjected to sexual harassment, you are encouraged to complete this form to the best of your ability and submit it to the Building Principal or the Title IX Coordinator, Jeff Rivenburg in the District Office at 133 School Drive, Delanson, NY. You will not be retaliated against for filing a complaint.

If you are more comfortable reporting verbally or in another manner, the district should complete this form, provide you with a copy and follow its sexual harassment prevention policy by investigating the claims as outlined at the end of this form. For additional resources, visit: <https://www.ny.gov/programs/combating-sexual-harassment-workplace>

### **YOUR INFORMATION** (for all persons making a complaint)

Your Name: \_\_\_\_\_

Name of student (for parents/guardians): \_\_\_\_\_

Home Address: \_\_\_\_\_

Home or Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

School (for students): \_\_\_\_\_

Grade/Class (for students): \_\_\_\_\_

Work Address (for employees): \_\_\_\_\_

Work Phone (for parents/guardians/employees): \_\_\_\_\_

Job Title (for employees): \_\_\_\_\_

Preferred Communication Method (please select one):

phone

email

mail

in person

**SUPERVISOR INFORMATION (for employees)**

Immediate Supervisor's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Address: \_\_\_\_\_

**COMPLAINT INFORMATION (for all persons making a complaint)**

1. Your complaint of Sexual Harassment is made against:

Name: \_\_\_\_\_

Job Title (if an employee): \_\_\_\_\_

Grade/Class (if a student): \_\_\_\_\_

School Address/Work Location (if known): \_\_\_\_\_

Phone (if known): \_\_\_\_\_

Relationship to you (please circle one below):

For employees – Supervisor / Subordinate / Co-Worker / Student / Other: \_\_\_\_\_

For students – Teacher / Other staff member / Other Student / Other: \_\_\_\_\_

*(Please use additional sheets of paper if the complaint is against multiple people.)*

2. Please describe what happened and how it is affecting you and your work or education. Please use additional sheets of paper if necessary and attach any relevant documents or evidence.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Date(s) and location(s) sexual harassment occurred:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is the sexual harassment continuing? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Please list the name and contact information (if known) of any witnesses or individuals who may have information related to your complaint:

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*The following question is optional, but may help the district's investigation.*

5. Have you previously complained about or provided information (verbal or written) about sexual harassment or related incidents to the district? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, when and to whom did you complain or provide information?

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If you have retained legal counsel and would like us to work with them, please provide their contact information.

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Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

29 JAN 2017 - GENERAL WARRANT A14

DUANESBURG CENTRAL SCHOOL DISTRICT  
CLAIMS AUDITOR CHECKLIST

	<u>YES</u>	<u>NO</u>	<u>COMMENTS</u>
1. Were authorized signatures noted for the Receiving Copy of Packing Slip and the Purchase copy?	✓		
2. Did amount on check equal the Invoice amount? (Mathematical Accuracy)	✓		
3. Was Invoice price within approximately 15 % of Purchase Order amount?	✓		
4. Checked for duplicate payments? (previously paid invoice from vendors have been checked to be sure payment is not a duplication).	✓		
5. Were Conference Request forms properly Approved by the Superintendent, properly Documented and summarized?	✓		
6. Were Receipts evident for travel, hotel, and meals? Vouchers for travel must contain purpose of travel, dates and points of travel, and approved rate.	✓		
7. Were vouchers properly Itemized? Vouchers for personal service, such as chaperones, referees; etc. must contain purpose, date of service, length of service, and approved rate.	✓		
8. Were late charges deducted from claims?	✓		
9. Did the invoice date precede the Purchase Order date?	✓		- See comments
10. Was there evidence of violation of bid law?		✓	
11. Are all checks properly accounted for?	✓		
12. Were all purchase discounts taken?	✓		
13. Was there evidence of Sales Tax paid?		✓	

14. Did Petty Cash Report have receipts Attached there to?

N/A

15. Check Register was found accurate?

✓

16. Did Requisition accompany a blanket Invoice for non-contractual Items?

✓

Additional comments:

For check 35200 (Hobby Registration) the invoice was dated 12/07/18 and the PC was dated 01/15/19.

For check 35211 (L&J Hand Farm Center) the invoices were dated 12/14 and 12/17/18 and PC was created 12/18/18.

I hereby certify that the schedule of claims, GF Warrant No. A14

Capital Warrant No. \_\_\_\_\_ Dated 1/29/19 has been audited.

Stephanie Long  
Stephanie Long

Claims Auditor Date 29 JAN 2019

Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Substitute Claims Auditor Date \_\_\_\_\_



Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35010	01/11/2019	4115	**VOID** Superior Press					
A 1310.450-20-00				**VOID** laser checks	3897627	190477	-344.55	-500.00
							<b>Check Total:</b>	<b>-344.55</b>
35130	01/14/2019	4115	Superior Press					
A 1310.450-20-00				laser checks	3897627	190477	344.55	500.00
							<b>Check Total:</b>	<b>344.55</b>
35143	01/29/2019	3964	Ace Pest Control					
A 1620.400-10-00					11895, 14179	190480	140.00	140.00
							<b>Check Total:</b>	<b>140.00</b>
35144	01/29/2019	934	Advanced Therapy P.L.L.C.					
A 2250.400-00-00				January 2019	8286	190173	8,350.00	8,350.00
A 2250.400-00-00				Nov 2018 visual svcs	8311	190173	330.00	330.00
A 2250.400-00-00				Dec 2018 visual svc	8324	190173	220.00	220.00
							<b>Check Total:</b>	<b>8,900.00</b>
35145	01/29/2019	22	**CONTINUED** Amazon					
							<b>Check Total:</b>	<b>0.00</b>
35146	01/29/2019	22	Amazon					
A 2110.450-10-00				tech supplies	673575947466	190500	5.87	5.87
A 2110.450-10-00				whiteboard	578683356548	190511	114.61	115.00
A 2110.450-10-00					455798934974	190333	82.95	82.95
A 2110.450-10-00				adjustable lecterns	795749879987	190498	708.36	783.32
A 2110.480-10-00				books	787739539357	190497	599.25	599.25
A 2110.480-10-00				books	967685745765	190495	1,198.50	1,198.50
A 2610.450-10-00				books	448897565749	190264	77.11	77.11
A 2630.460-00-00				audio book	458685569876	190499	62.89	62.89
F 2110.450-1917					489736387449	190486	40.85	40.85
A 2110.450-10-00					833435467334	190500	59.98	59.98
A 2110.450-10-00					736974738883	190333	7.03	7.03
F 2110.450-1917					438359479459	190486	314.09	314.09
A 2110.450-10-00					737935674388	190333	8.98	8.98
A 2110.450-10-00					993889849397	190333	171.51	125.80
							<b>Check Total:</b>	<b>3,451.98</b>



# Duanesburg Central School District

## Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35147	01/29/2019	4173	Andrea Amorosi					
			A 2855.400-10-00		12/18/18 ticket sales		50.00	
							<b>Check Total:</b>	<b>50.00</b>
35148	01/29/2019	31	Antonucci's Wholesale					
			C 2860.410-00		970716	190266	92.79	92.79
			C 2860.410-00		970718	190266	182.80	182.80
							<b>Check Total:</b>	<b>275.59</b>
35149	01/29/2019	3822	Armitstead, William					
			A 2855.402-10-00	Girls Mod Basketball	1/12/19		86.00	
							<b>Check Total:</b>	<b>86.00</b>
35150	01/29/2019	3569	Baldwin II, Bradley					
			A 2855.402-10-00	Boys JV Basketball	1/12/19		77.50	
							<b>Check Total:</b>	<b>77.50</b>
35151	01/29/2019	2827	Bellevue Builders Supply LLC					
			A 1621.450-10-00		5077386	190031	128.78	128.78
			A 1621.450-10-00		5084147	190031	57.54	57.54
							<b>Check Total:</b>	<b>186.32</b>
35152	01/29/2019	933	Benetech, Inc					
			TA 20.2	1130 - 12/28 claims	76871		1,113.38	
			A 1310.400-20-00	Jan 2019 Participation fees	23198	190124	125.00	125.00
			A 9060.804-00-00	Jan 2019 flex fee	23267	190123	50.40	50.40
							<b>Check Total:</b>	<b>1,288.78</b>
35153	01/29/2019	2557	Michael Berrios					
			A 2855.402-10-00	Wrestling - V/JV/Mod	1/3/19		230.00	
							<b>Check Total:</b>	<b>230.00</b>
35154	01/29/2019	995	Bimbo Foods, Inc./Freihofer					
			C 2860.410-00		66405040003	190267	46.11	46.11
			C 2860.410-00		66405040001	190267	61.80	61.80
			C 2860.410-00		66405039921	190267	56.64	56.64
			C 2860.410-00		66405039838	190267	52.56	52.56
			C 2860.410-00		66405039837	190267	57.12	57.12
			C 2860.410-00		66405039922	190267	36.60	36.60

# Duanes Central School District



## Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							<b>Check Total:</b>	<b>310.83</b>
35155	01/29/2019	1255	Cagnina, Sr., Frank					
A 2855.402-10-00				Boys JV Basketball	1/11/19		77.50	
							<b>Check Total:</b>	<b>77.50</b>
35156	01/29/2019	7117	Thomas Canty					
A 2855.402-10-00				Boys JV Basketball	1/12/19		77.50	
							<b>Check Total:</b>	<b>77.50</b>
35157	01/29/2019	1589	Capital District Beginning, Inc					
FE 2250.400				2305.00	1/8/19	190375	2,305.00	2,305.00
FG 2250.400				941.00	1/8/19	190375	941.00	941.00
							<b>Check Total:</b>	<b>3,246.00</b>
35158	01/29/2019	7025	Capital District YMCA					
A 2855.400-10-00				Pool - Aug - Nov 2018	041057082	190155	4,200.00	4,200.00
							<b>Check Total:</b>	<b>4,200.00</b>
35159	01/29/2019	100	**CONTINUED** Capital Region BOCES					
							<b>Check Total:</b>	<b>0.00</b>
35160	01/29/2019	100	Capital Region BOCES					
A 1310.490-20-00					C0599-19	190159	2,649.06	2,649.06
A 1345.490-00-00					C0599-19	190159	393.26	393.26
A 1430.490-00-00					C0599-19	190159	1,379.67	1,379.67
A 1480.490-00-00					C0599-19	190159	6,182.59	6,182.59
A 1680.490-00-00					C0599-19	190159	2,039.24	2,039.24
A 2060.490-00-00					C0599-19	190159	726.92	726.92
A 2070.490-00-00					C0599-19	190159	6,950.30	6,950.30
A 2110.490-00-00					C0599-19	190159	10,144.78	10,144.78
A 2250.490-00-00					C0599-19	190159	62,103.58	62,103.58
A 2280.490-00-00					C0599-19	190159	26,001.97	26,001.97
A 2610.490-00-00					C0599-19	190159	2,103.42	2,103.42
A 2630.490-00-00					C0599-19	190159	13,302.04	13,302.04
A 2810.490-00-00					C0599-19	190159	116.25	116.25
A 1620.490-00-00					C0599-19	190159	2,378.66	2,378.66
A 1010.490-50-00					C0599-19	190159	594.81	0.00

# Duanesburg Central School District

Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							<b>Check Total:</b>	<b>137,066.55</b>
35161	01/29/2019	1886	Cardiac Life					
	A 2815.450-10-00			pediatric electrodes	110635	190513	90.80	90.80
							<b>Check Total:</b>	<b>90.80</b>
35162	01/29/2019	115	CDPHP					
	A 9060.800-00-00			Feb 2019	190130016562	190121	1,061.55	1,061.55
	A 9060.800-00-00			Feb 2019	190130000859	190121	4,141.60	4,141.60
							<b>Check Total:</b>	<b>5,203.15</b>
35163	01/29/2019	116	CDW Government, Inc.					
	A 2630.220-00-00				QRZ6572	190530	1,159.14	1,159.14
	A 2630.450-00-00				QRZ6572	190530	1,803.63	1,803.63
	A 2630.450-00-00				QSJ5982	190530	11.58	11.58
	A 2630.450-00-00				QSS5618	190530	262.00	263.76
							<b>Check Total:</b>	<b>3,236.35</b>
35164	01/29/2019	3478	Center for Disability Services					
	A 2250.470-00-00			adjusted 16/17 rate	8861057	190142	2,341.00	2,341.00
	FI 2253.471			adjusted 16/17 rate	8860978	190142	427.00	427.00
	A 2250.470-00-00			December 2018 tuition	8809480	190142	9,133.20	9,133.20
	A 2250.470-00-00			January 2019 tuition	8809552	190142	9,133.20	9,133.20
							<b>Check Total:</b>	<b>21,034.40</b>
35165	01/29/2019	7095	Clio Publishing					
	A 2110.450-10-00			review books	03-54141	190487	427.35	427.35
							<b>Check Total:</b>	<b>427.35</b>
35166	01/29/2019	2037	Colonie Mechanical					
	A 1620.400-10-00			refrigerator parts/repair	14162	190006	537.58	537.58
	A 1620.400-10-00			ES Freezer repair	14401	190006	1,008.42	1,008.42
							<b>Check Total:</b>	<b>1,546.00</b>
35167	01/29/2019	2546	Colonie Wrestling Booster Club					
	A 2855.400-10-00						200.00	
							<b>Check Total:</b>	<b>200.00</b>
35168	01/29/2019	3979	Comalli Group Inc					
	A 1620.400-10-00			cable work - ES Gym	69348		472.20	
							<b>Check Total:</b>	<b>472.20</b>



Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35169	01/29/2019	6	County Waste - Clifton Park					
A 1620.400-10-00					13830135	190007	772.22	772.22
A 5510.400-40-00					13830135	190007	77.78	77.78
<b>Check Total:</b>							<b>850.00</b>	
35170	01/29/2019	4077	Crossroads Center For Children					
A 2250.470-00-00				December 2018 tuition	2018-12-287	190143	3,505.30	3,505.30
<b>Check Total:</b>							<b>3,505.30</b>	
35171	01/29/2019	153	Crown Company Inc, R H					
A 1620.450-10-00					062488	190020	1,615.68	1,615.68
A 5510.450-40-00				pump	062510	190080	42.91	42.91
A 1620.450-10-00					062494	190020	222.52	222.52
A 1620.450-10-00					062956	190020	388.08	388.08
A 1620.450-10-00					062955	190020	388.08	388.08
A 1620.450-10-00					062722	190020	337.85	337.85
<b>Check Total:</b>							<b>2,995.12</b>	
35172	01/29/2019	7013	Danforth					
A 1620.450-10-00				filters	INV007537	180754	1,067.34	1,000.00
<b>Check Total:</b>							<b>1,067.34</b>	
35173	01/29/2019	2998	Delta Dental of New York					
TA 20.1					BE003201867C		774.25	
TA 20.1				1/10-1/23 2019	BE003240100C		2,856.50	
<b>Check Total:</b>							<b>3,630.75</b>	
35174	01/29/2019	2998	Delta Dental of New York					
TA 20.1				Jan 2019	BE003240100A		643.42	
<b>Check Total:</b>							<b>643.42</b>	
35175	01/29/2019	3900	DePaula Chevrolet Inc.					
A 5510.450-40-00					762852	190158	16.46	16.46
A 5510.450-40-00					762325	190158	60.14	60.14
A 5510.450-40-00					762219	190158	57.22	57.22
<b>Check Total:</b>							<b>133.82</b>	
35176	01/29/2019	6882	Dornbush, Eric					
A 2855.400-10-00				scoreboard Jv & V	1/4/19		60.00	
A 2855.400-10-00				scoreboard & shotclock	12/21 & 12/22		60.00	

# Duanesburg Central School District

Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Account	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
				A 2855.400-10-00	4 games	1/11 - 1/12 score/clock		120.00	
				A 2855.400-10-00		1/16-1/18 score/clock		120.00	
				A 2855.400-10-00	scoreboard/shotclock	1/22/19		60.00	
								<b>Check Total:</b>	<b>420.00</b>
35177	01/29/2019	186	Duanesburg Auto Care						
				A 5510.400-40-00	inspection	11904	190038	21.00	21.00
								<b>Check Total:</b>	<b>21.00</b>
35178	01/29/2019	1660	Emcor Services						
				A 1620.400-10-00	HS Nurse's Office heater	161-000015	190008	2,489.00	2,489.00
								<b>Check Total:</b>	<b>2,489.00</b>
35179	01/29/2019	204	EMPIRE BLUECROSS						
				A 9060.800-00-00	Feb 2019	000448709E	190119	159,187.75	159,187.75
								<b>Check Total:</b>	<b>159,187.75</b>
35180	01/29/2019	2840	Fastenal Company						
				A 1620.450-10-00		NYSCH183026	190032	1,235.39	1,235.39
				A 1621.450-10-00		NYSCH183111	190032	1,117.18	500.00
								<b>Check Total:</b>	<b>2,352.57</b>
35181	01/29/2019	7104	Brad Fichthorn						
				A 2855.402-10-00	Girls Mod Basketball	1/5/19		86.00	
				A 2855.402-10-00	Girls JV Basketball	1/16/19		77.50	
								<b>Check Total:</b>	<b>163.50</b>
35182	01/29/2019	2881	Field, Steve						
				A 2855.402-10-00	Boys V Basketball	1/11/19		102.00	
								<b>Check Total:</b>	<b>102.00</b>
35183	01/29/2019	2593	Flynn, Jack						
				A 2855.402-10-00	Boys JV Basketball	12/18/18		102.00	
								<b>Check Total:</b>	<b>102.00</b>
35184	01/29/2019	1705	Steven E. Foland						
				A 2855.402-10-00	Girls V Basketball	1/16/19		102.00	
								<b>Check Total:</b>	<b>102.00</b>
35185	01/29/2019	227	Follett School Solutions, Inc						
				A 2610.460-10-00	HS Library	386216	190509	2,611.34	2,611.34

Duanes Central School District



Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							<b>Check Total:</b>	<b>2,611.34</b>
35186	01/29/2019	2273	Geraghty, Sean					
	A 2855.402-10-00			Boys V Basketball	1/11/19		102.00	
							<b>Check Total:</b>	<b>102.00</b>
35187	01/29/2019	251	Gillette Creamery					
	C 2860.410-00				5041901713	190268	121.50	121.50
	C 2860.410-00				5041901004	190268	145.80	145.80
							<b>Check Total:</b>	<b>267.30</b>
35188	01/29/2019	252	Ginsberg's					
	C 2860.410-00				2289598	190269	548.18	548.18
	C 2860.410-00				2289599	190269	488.28	488.28
							<b>Check Total:</b>	<b>1,036.46</b>
35189	01/29/2019	2249	Girvin & Ferlazzo, P.C.					
	A 1420.400-00-00			Dec 2018	134	190131	1,250.00	1,250.00
	A 2250.400-00-00			Dec 2018	84	190131	17.00	17.00
							<b>Check Total:</b>	<b>1,267.00</b>
35190	01/29/2019	3581	Global Equipment Company					
	A 2110.450-10-00			shelving	113711498	190518	269.80	269.80
							<b>Check Total:</b>	<b>269.80</b>
35191	01/29/2019	3261	Global Montello Group Corp.					
	A 5510.451-40-00			unleaded	19006245	190514	1,734.98	1,734.98
	A 5510.451-40-00				19043097	190514	2,088.93	2,088.93
							<b>Check Total:</b>	<b>3,823.91</b>
35191	01/29/2019	3261	**VOID** Global Montello Group Corp.					
	A 5510.451-40-00			**VOID** unleaded	19006245	190514	-1,734.98	-1,734.98
	A 5510.451-40-00			**VOID**	19043097	190514	-2,088.93	-2,088.93
							<b>Check Total:</b>	<b>-3,823.91</b>
35192	01/29/2019	7113	James Googas					
	A 2855.402-10-00			Boys V Basketball	12/22/18		102.00	
							<b>Check Total:</b>	<b>102.00</b>
35193	01/29/2019	259	Grainger					
	A 1620.450-10-00				9059825316	190022	17.37	17.37
	A 5510.450-40-00				9057262462	190056	138.22	138.22



Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 2855.402-10-00				Girls Mod Basketball	1/5/19		86.00	
A 2855.402-10-00				Girls V Basketball	12/21/18		102.00	
A 2855.402-10-00				Girls V Basketball	1/16/19		102.00	
							<b>Check Total:</b>	<b>290.00</b>
35203	01/29/2019	1253	JB Supply					
A 1620.450-10-00				enzyme digester	22767	190025	334.62	334.62
							<b>Check Total:</b>	<b>334.62</b>
35204	01/29/2019	263	Mary Jewell					
A 1964.400-00-00				lost tax pmt/penalty	reimbursement		248.05	
							<b>Check Total:</b>	<b>248.05</b>
35205	01/29/2019	931	John Keal Music					
A 2110.400-10-00				instrument repairs	M1720125	190492	595.00	595.00
							<b>Check Total:</b>	<b>595.00</b>
35206	01/29/2019	7111	Robert John					
A 2855.402-10-00				Boys Mod Basketball	12/22/18		134.00	
							<b>Check Total:</b>	<b>134.00</b>
35207	01/29/2019	333	John W. Kilian					
A 2855.402-10-00				Boys V Basketball	1/12/19		102.00	
							<b>Check Total:</b>	<b>102.00</b>
35208	01/29/2019	1322	Lori Kuhl					
A 2855.400-10-00					12/5/18 ticket taker		50.00	
A 2855.400-10-00					1/3 & 1/4 ticket taker		75.00	
A 2855.400-10-00					1/11-1/12 ticket sales		100.00	
A 2855.400-10-00					1/18/19 Ticket sales		50.00	
A 2855.400-10-00				tickets	1/25/19		25.00	
							<b>Check Total:</b>	<b>300.00</b>
35209	01/29/2019	7107	L & M TV Appliances, LLC					
A 2110.450-10-00				washer/dryer - FCS	19149	190507	1,413.00	1,413.00
							<b>Check Total:</b>	<b>1,413.00</b>
35210	01/29/2019	1394	L M Associates Consulting Engineering					
A 1620.400-10-00					December 2018 inspections	190510	54.00	54.00



# Duanesburg Central School District

Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							<b>Check Total:</b>	<b>54.00</b>
35211	01/29/2019	762	L. J. Hand Farm Center, Inc.					
	A 5510.450-40-00				147939	190493	21.95	21.95
	A 5510.450-40-00				147984	190493	113.38	113.38
							<b>Check Total:</b>	<b>135.33</b>
35212	01/29/2019	7090	LearnWell					
	A 2250.400-00-00			tutoring	INV20840	190476	84.00	84.00
	A 2250.400-00-00			tutoring	INV21558	190476	168.00	168.00
							<b>Check Total:</b>	<b>252.00</b>
35213	01/29/2019	6911	Frank Macri					
	A 1240.400-20-00				December 2018 mileage		33.14	
							<b>Check Total:</b>	<b>33.14</b>
35214	01/29/2019	2752	magna5					
	A 1620.420-10-00				5113685	190134	1,254.85	1,254.85
							<b>Check Total:</b>	<b>1,254.85</b>
35215	01/29/2019	1567	Main-Care Energy					
	A 1620.430-10-00				2027732, 111630	190447	4,087.20	4,087.20
	A 1620.430-10-00				1997296, 111630	190447	4,930.80	4,930.80
	A 1620.430-10-00				2011087, 111630	190447	5,741.25	5,741.25
	A 5510.451-40-00			bal on last delivery	1976514, 107299		40.91	
	A 5530.430-40-00			heating oil 1/3/19	1997546, 111630	190076	480.94	480.94
	A 5530.430-40-00			heating oil	20150000, 111630	190076	548.17	548.17
	A 1620.430-10-00				2034116, 111630	190447	6,130.80	6,130.80
	A 1620.430-10-00				2011232, 111630	190447	3,387.12	3,387.12
	A 1620.430-10-00				1995803, 111630	190447	4,870.22	4,870.22
							<b>Check Total:</b>	<b>30,217.41</b>
35216	01/29/2019	3246	McGraw-Hill School Education Holdings, LLC					
	A 2110.450-10-00			teacher ed	1063574350	190506	121.89	121.89
	A 2110.480-10-00			textbooks	1063574350	190506	1,833.76	1,733.76
							<b>Check Total:</b>	<b>1,955.65</b>
35217	01/29/2019	3997	McMaster Carr					
	A 1621.450-10-00			exhaust fan	83890534	190528	888.88	812.00



Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							<b>Check Total:</b>	<b>888.88</b>
35218	01/29/2019	406	MVP Health Care, Inc.					
	A 9060.800-00-00			Feb 2019	000011433433	190120	5,435.76	5,435.76
							<b>Check Total:</b>	<b>5,435.76</b>
35219	01/29/2019	2344	My Shopper					
	A 1620.400-10-00			ad	0264	190172	61.50	61.50
	A 5510.400-40-00			driver ad	0265	190172	61.50	61.50
	A 5510.400-40-00			job fair	0514	190172	246.00	246.00
	A 5510.400-40-00			driver ad	0516	190172	61.50	61.50
	A 5510.400-40-00			driver ad	0733	190172	61.50	61.50
	A 5510.400-40-00			driver ad	0953	190172	61.50	61.50
	A 5510.400-40-00			driver ad	1179	190172	61.50	61.50
							<b>Check Total:</b>	<b>615.00</b>
35220	01/29/2019	6903	Christopher Natoli					
	A 2855.402-10-00			Girls Mod Basketball	1/12/19		86.00	
							<b>Check Total:</b>	<b>86.00</b>
35221	01/29/2019	119	New York Bus Sales LLC					
	A 5510.450-40-00				1044364	190060	168.48	168.48
	A 5510.450-40-00				1044577	190060	49.16	49.16
	A 5510.450-40-00				2006820	190060	39.32	39.32
	A 5510.450-40-00				2006732	190060	23.14	23.14
	A 5510.450-40-00				1000017	190060	43.29	43.29
	A 5510.450-40-00				3012772	190060	280.00	280.00
	A 5510.450-40-00				1044809	190060	236.70	236.70
	A 5510.450-40-00				1044780	190060	113.16	113.16
	A 5510.450-40-00				204608	190060	-65.00	0.00
							<b>Check Total:</b>	<b>888.25</b>
35222	01/29/2019	7116	Charles Nicholson					
	A 2855.402-10-00			JV Basketball	1/11/19		77.50	
							<b>Check Total:</b>	<b>77.50</b>
35223	01/29/2019	465	NYS Unemployment Ins					
	A 9050.800-00-00			4th Q 2018	04-633156		3,135.00	
							<b>Check Total:</b>	<b>3,135.00</b>

# Duanesburg Central School District



## Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35224	01/29/2019	460	NYSPHSAA, Inc					
	A 2855.450-10-00			rule books	i0484	190296	65.80	67.80
							<b>Check Total:</b>	<b>65.80</b>
35225	01/29/2019	469	NYSSMA Manual					
	A 2110.450-10-00			manuals	NM321963	190516	120.00	120.00
							<b>Check Total:</b>	<b>120.00</b>
35226	01/29/2019	2302	Partners In Safety					
	A 5510.400-40-00				65820	190045	83.00	83.00
							<b>Check Total:</b>	<b>83.00</b>
35227	01/29/2019	6891	Pendleton Signs					
	A 1620.450-10-00			parking area signs	2707	190162	332.25	332.25
							<b>Check Total:</b>	<b>332.25</b>
35228	01/29/2019	501	Perfection Learning					
	A 2110.450-10-00			Global Hs. review bks	15011	190494	38.40	38.40
							<b>Check Total:</b>	<b>38.40</b>
35229	01/29/2019	1950	Kevin Perrotte					
	A 2855.402-10-00			Boys V Basketball	1/4/19		102.00	
							<b>Check Total:</b>	<b>102.00</b>
35230	01/29/2019	3681	Precision Upstate LLC					
	A 1621.450-10-00			weatherstripping	53652C	190453	180.00	180.00
							<b>Check Total:</b>	<b>180.00</b>
35231	01/29/2019	7059	Presentation Concepts Corp. (PPC)					
	A 2110.400-10-00			projector/controls	4488	190382	5,136.00	5,136.00
							<b>Check Total:</b>	<b>5,136.00</b>
35232	01/29/2019	1168	Prestige Services Inc.					
	A 5510.400-40-00				1825762	190073	32.50	32.50
							<b>Check Total:</b>	<b>32.50</b>
35233	01/29/2019	528	Price Chopper Oper. Co., Inc.					
	A 2110.450-10-00				02041179	190208	106.47	106.47
	A 2110.450-10-00				02041536	190208	51.77	51.77
	A 2110.450-10-00				02041758	190208	1.50	1.50
							<b>Check Total:</b>	<b>159.74</b>
35234	01/29/2019	1386	Randall Implement Co., Inc.					

# Duanesque Central School District



## Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 1620.200-10-00				kubota rotary sweeper	14240	190412	4,000.00	4,000.00
							<b>Check Total:</b>	<b>4,000.00</b>
35235	01/29/2019	938	Ricoh USA, Inc.					
A 2110.450-10-00				staples	1078945622	190204	205.48	205.48
							<b>Check Total:</b>	<b>205.48</b>
35236	01/29/2019	284	River Valley Radio, Inc.					
A 5510.400-40-00				portable radio	20684	190048	168.80	168.80
							<b>Check Total:</b>	<b>168.80</b>
35237	01/29/2019	2721	Rost, Donna					
A 5510.400-40-00				presenter 19-A work	job fair		68.75	
							<b>Check Total:</b>	<b>68.75</b>
35238	01/29/2019	4103	Matt Ryan					
A 2855.402-10-00				Modified Basketball	12/22/18		134.00	
							<b>Check Total:</b>	<b>134.00</b>
35239	01/29/2019	589	**CONTINUED** Schenectady Truck & Auto Suppl					
							<b>Check Total:</b>	<b>0.00</b>
35240	01/29/2019	589	Schenectady Truck & Auto Suppl					
A 5510.450-40-00					332850	190063	32.25	32.25
A 5510.450-40-00					332463	190063	59.94	59.94
A 5510.450-40-00					332487	190063	46.22	46.22
A 5510.450-40-00					332296	190063	46.79	46.79
A 5510.450-40-00					331226	190063	18.80	18.80
A 5510.450-40-00					331018	190063	179.99	179.99
A 5510.450-40-00					330072	190063	78.28	78.28
A 5510.450-40-00					329845	190063	93.96	93.96
A 5510.450-40-00					329369	190063	193.92	193.92
A 5510.450-40-00					328823	190063	33.51	33.51
A 5510.450-40-00					328930	190063	561.70	561.70
A 5510.450-40-00					326387	190063	-26.12	0.00
A 5510.450-40-00					330120	190063	-144.00	0.00
							<b>Check Total:</b>	<b>1,175.24</b>
35241	01/29/2019	7086	Schenevus CSD					

# Duanesburg Central School District

## Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 2855.400-10-00				basketball tournament	003-19A	190468	300.00	300.00
							<b>Check Total:</b>	<b>300.00</b>
35242	01/29/2019	7110	Robert E. Schmit III					
A 2855.402-10-00				V Basketball	12/18/18		102.00	
							<b>Check Total:</b>	<b>102.00</b>
35243	01/29/2019	600	School Nurse Supply, Inc.					
A 2815.450-10-00				vision card	0719049-IN	190512	35.10	35.10
							<b>Check Total:</b>	<b>35.10</b>
35244	01/29/2019	602	School Specialty Inc.					
A 2110.450-10-00				supplies	208122203116	190501	124.10	124.10
							<b>Check Total:</b>	<b>124.10</b>
35245	01/29/2019	609	Scott's Printing Co					
A 2110.450-10-00				hall passes	10804	190515	46.50	46.50
							<b>Check Total:</b>	<b>46.50</b>
35246	01/29/2019	7068	Sebco Books					
A 2610.460-10-00				books	194107	190421	81.65	81.65
							<b>Check Total:</b>	<b>81.65</b>
35247	01/29/2019	611	Security Supply Corporation					
A 1620.450-10-00					02614501	190026	286.68	286.68
							<b>Check Total:</b>	<b>286.68</b>
35248	01/29/2019	7112	Eric Selin					
A 2855.402-10-00				Wrestling	12/20/18		100.00	
							<b>Check Total:</b>	<b>100.00</b>
35249	01/29/2019	7043	Sprague Operating Resources, LLC					
A 5510.454-40-00					19030460	190071	735.41	735.41
							<b>Check Total:</b>	<b>735.41</b>
35250	01/29/2019	1935	Stants Capital Supply, LLC					
A 1620.450-10-00				parts	596	190028	219.74	219.74
							<b>Check Total:</b>	<b>219.74</b>
35251	01/29/2019	639	Staples Contract & Commercial					
A 2110.450-10-00				supplies	3399359999	190489	147.16	147.16
A 2110.450-10-00					3401858118	190524	479.97	479.97
A 5510.450-40-00					3399768681	190072	41.38	41.38



Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 5510.450-40-00					3400754408	190072	4.60	4.60
							<b>Check Total:</b>	<b>673.11</b>
35252	01/29/2019	4201	Daniel Stevens					
A 2855.402-10-00				Boys JV Basketball	1/4/19		77.50	
							<b>Check Total:</b>	<b>77.50</b>
35253	01/29/2019	3340	Stoutner, Keith					
A 2855.402-10-00				Girls V Basketball	12/21/18		102.00	
							<b>Check Total:</b>	<b>102.00</b>
35254	01/29/2019	3857	Sun Life & Health Insurance Co					
A 9070.800-00-00					Feb 2019	190122	232.96	232.96
							<b>Check Total:</b>	<b>232.96</b>
35255	01/29/2019	613	SupplyWorks					
A 1620.450-10-00				plumbing supplies	469899892	190496	1,216.14	1,216.14
							<b>Check Total:</b>	<b>1,216.14</b>
35256	01/29/2019	4013	Sycaway Creamery Inc.					
C 2860.410-00					930742A	190271	130.35	130.35
C 2860.410-00					930564A	190271	125.68	125.68
C 2860.410-00					930566A	190271	96.11	96.11
C 2860.410-00					930740A	190271	236.57	236.57
C 2860.410-00					929949A	190271	125.68	125.68
C 2860.410-00					929947A	190271	162.65	162.65
C 2860.410-00					930124A	190271	258.74	258.74
C 2860.410-00					930126A	190271	140.47	140.47
C 2860.410-00					928879A	190271	180.74	180.74
C 2860.410-00					928881A	190271	143.84	143.84
							<b>Check Total:</b>	<b>1,600.83</b>
35257	01/29/2019	2980	Synthesis					
A 1620.400-10-00				5 yr plan	23107		3,184.00	
A 1620.400-10-00				5 yr plan	23177		1,592.00	
A 1620.400-10-00				cap proj - May 2018	23252		13,599.28	
A 1620.400-10-00				cap proj chg orders	23254		24,569.70	
A 1620.400-10-00				Jan/Feb 2018	23207		23,815.00	
A 1620.400-10-00				Feb-May 2018	23523		25,520.00	

# Duanesburg Central School District

## Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 1620.400-10-00				May-June2018	23272		3,592.50	
							<b>Check Total:</b>	<b>95,872.48</b>
35258	01/29/2019	1673	Sysco Food Svcs of Albany					
C 2860.410-00					125936019	190272	624.86	624.86
C 2860.410-00					125936017	190272	734.35	734.35
							<b>Check Total:</b>	<b>1,359.21</b>
35259	01/29/2019	656	T & T Body King, Inc.					
A 5510.450-40-00				parts	40592	190467	225.42	225.42
A 5510.450-40-00				gear box	40531	190467	1,445.30	1,445.30
							<b>Check Total:</b>	<b>1,670.72</b>
35260	01/29/2019	677	Town Of Duanesburg					
A 1620.422-00-00				sewer charges	000171	190137	60,000.00	60,000.00
A 5530.422-40-00				sewer charges	000171	190137	6,577.63	6,577.63
A 1620.422-00-00				sewer charges	000172	190137	181.40	0.00
							<b>Check Total:</b>	<b>66,759.03</b>
35261	01/29/2019	7105	TSI Incorporated					
A 1620.450-10-00				Q-Trak	91060636	190504	3,240.36	3,285.00
							<b>Check Total:</b>	<b>3,240.36</b>
35262	01/29/2019	1203	Lawrence Turski					
A 2855.402-10-00				Boys V Basketball	1/12/19		102.00	
							<b>Check Total:</b>	<b>102.00</b>
35263	01/29/2019	1921	UniFirst Corporation					
A 1620.450-10-00					0523658516	190029	51.52	51.52
A 1620.450-10-00					0523661612	190029	51.52	51.52
A 1620.450-10-00					0523664663	190029	51.52	51.52
A 1620.450-10-00					0523661611	190029	66.09	66.09
A 1620.450-10-00					0523664662	190029	66.09	66.09
A 1620.450-10-00					0523667694	190029	66.09	66.09
A 5510.450-40-00					0523643101	190029	8.77	8.77
A 5510.450-40-00					0523649222	190029	8.77	8.77
A 5510.450-40-00					0523655408	190029	8.77	8.77
A 5510.450-40-00					0523661652	190029	8.77	8.77
A 5510.450-40-00					0523664701	190029	8.77	8.77



Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							<b>Check Total:</b>	<b>396.68</b>
35264	01/29/2019	700	Verizon Wireless					
	A 1240.400-20-00				9821961273	190135	53.20	53.20
	A 1310.400-20-00				9821961273	190135	76.27	16.54
	A 2110.400-10-00				9821961273	190135	55.42	55.42
	A 5510.400-40-00				9821961273	190135	88.84	88.84
							<b>Check Total:</b>	<b>273.73</b>
35265	01/29/2019	7115	Christopher Weber					
	A 2855.402-10-00			Boys JV Basketball	1/4/19		77.50	
							<b>Check Total:</b>	<b>77.50</b>
35266	01/29/2019	725	Wildwood Programs Inc.					
	A 2250.470-00-00			Jan 2019 tuition	20417	190144	5,340.51	5,340.51
							<b>Check Total:</b>	<b>5,340.51</b>
35267	01/29/2019	731	Wolberg Electric					
	A 1621.450-10-00			LED lights	2024691	190035	1,737.50	1,737.50
	A 1621.450-10-00				2029282	190035	173.75	173.75
	A 1621.450-10-00				2028198	190035	177.10	177.10
							<b>Check Total:</b>	<b>2,088.35</b>
35268	01/29/2019	1712	Dale Wotherspoon					
	A 2855.402-10-00			Boys V Basketball	1/4/19		102.00	
							<b>Check Total:</b>	<b>102.00</b>
35269	01/29/2019	3103	Zink, Tyler					
	A 2855.402-10-00			V Basketball	12/22/18		102.00	
							<b>Check Total:</b>	<b>102.00</b>



# Duanesburg Central School District

Check Warrant Report For A - 14: January 29 2019 Payments For Dates 1/1/2019 - 1/31/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 130						Warrant Total:	631,762.83	
						Vendor Portion:	631,762.83	

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 130 in number, in the total amount of \$631,762.83. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

29 JAN 2019 \_\_\_\_\_  
Date Claims Auditor

## DUANESBURG SCHOOL DISTRICT

ISBN	Qty	Title	Publisher	
9780021523962	1	All Together-Geography Gr 1 Macmillan 2009	MacMillan McGraw Hill	2009
9780021523979	1	All Together-History Gr 1 Macmillan 2009	MacMillan McGraw Hill	2009
9780076639236	1	Algebra 1 - National Edition	Glencoe	2014
9780078236945	1	Life Science Glencoe 2002	Glencoe	2002
9780078263262	1	Glencoe Health 2004	Glencoe	2004
9780078465703	1	Buen Viaje Level 1 Glencoe 2005	Glencoe	2005
9780078603518	1	Como Te Va B (Blue)	Glencoe	2004
9780078610998	1	Teen Health Course 3	Glencoe	2005
9780078807213	1	Physics Principles and Problems NY Ed	Glencoe	0
9780131317376	1	World Masterpieces In Literature Penguin Edition Prentice Hall 2005	Prentice Hall	2007
9780131804371	1	Literature Timeless Voices The British Tradition Prentice Hall 2004	Prentice Hall	2007
9780131901230	1	Physical Science Science Explorer 2005	Prentice Hall	2005
9780133652413	1	America: History Of Our Nation Vol.1	Prentice Hall	2009
9780133652420	1	America: History Of Our Nation Vol.2	Prentice Hall	2009
9780135001523	1	Connexiones (AP Spanish)	Prentice Hall	2009
9780205686100	1	(1 of 4 In Bundle) Literature: An Introduction To Fiction, Poetry, Drama, and Writing	Prentice Hall	0
9780328306909	1	Scott Foresman Science Gr 1 NY Ed	Scott Foresman	2008
9780393264586	1	Essentials of Economics	Peoples Education	0
9780521004343	1	Cambridge Latin Course 1 (Softcover) 2001	Cambridge University Press	2001
9780538736596	1	Precalculus With Limits Cengage 2011	Holt McDougal	0
9780547258577	1	Avancemos Level 1 NY Ed.	Holt McDougal	2010
9780547875835	1	Math In Focus Singapore Math Gr 2B Text	Houghton Mifflin Harcourt	0
9780618048243	1	Federico Garcia Lorca	Holt McDougal	2001
9780618633425	1	Abriendo Puertas Lenguaje	Holt McDougal	2006
9780618958252	1	Calculus An Applied Approach 8th Ed	Holt McDougal	0
9780669467734	1	Write Source 2000 Handbook	Houghton Mifflin Harcourt Supplements	0
9780805367775	1	Biology Campbell 7th Ed Nasta Binding	Prentice Hall	2004
9781439048474	1	Algebra and Trigonometry	Holt McDougal	0



Celeste Junge <cjunge@duanesburg.org>

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## Capital Region BOCES Non-Public Textbooks Obsolete/Damaged Book Disposal

1 message

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Mark English <mark.english@neric.org>  
To: "cjunge@duanesburg.org" <cjunge@duanesburg.org>  
Cc: "lkuhl@duanesburg.org" <lkuhl@duanesburg.org>

Wed, Jan 16, 2019 at 9:58 AM

I am attaching the annual listing of your district owned obsolete/damaged books and request permission to dispose of them. Please get back to me as soon as you can. I would like to have approval from all of our districts by April 1st. Let me know if you have any questions.

Thank you.

Mark English  
Assistant Coordinator - Non Public Textbooks  
Capital Region BOCES  
6 British American Blvd, Suite 102  
Latham, NY 12110  
(518)464-5121

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