



University at Albany, East Campus
5 University Place – A409
Rensselaer, NY 12144-3427

April 17, 2019

Mr. Frank Macri
Superintendent of Schools
Duanesburg Central School District
133 School Drive
Delanson, New York 12053

Dear Superintendent Macri,

Enclosed is a copy of an Agreement between CASDA and your organization outlining services to be performed by CASDA Faculty, **Rebecca Gardner and Agnes Zellin who will be providing a Poverty Simulation and Classroom Strategies on September 4, 2019.** The Agreement has been signed and initialed by me, CASDA Executive Director, Dr. Michael Piccirillo.

Please review this Agreement, sign/initial/date the copy provided as the tabs indicate and return one (1) fully executed copy to my attention by May 14, 2019. **If you have a specific purchase order number (PO) that your business office wants to assign to this agreement, please forward to my office along with the signed agreement.** Please retain a copy of the signed agreement for your records. If you have any questions regarding the contract, please feel free to contact me at 518-512-5198 x 6222.

We look forward to working with you and your staff.

Sincerely,

Dr. Michael Piccirillo
CASDA Executive Director
E-mail: MPiccirillo@casdany.org
Phone: 518-512-5198 x 6222

April 16th 2011 - TRAVEL CLAIMS ALL

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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Did amount on check equal the Invoice amount? (Mathematical Accuracy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Was Invoice price within approximately 15 % of Purchase Order amount?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Checked for duplicate payments? (previously paid invoice from vendors have been checked to be sure payment is not a duplication).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Were Conference Request forms properly Approved by the Superintendent, properly Documented and summarized?		<input checked="" type="checkbox"/>	N/A
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Were late charges deducted from claims?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Did the invoice date precede the Purchase Order date?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Was there evidence of violation of bid law?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Are all checks properly accounted for?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
12. Were all purchase discounts taken?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
13. Was there evidence of Sales Tax paid?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

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

15. Check Register was found accurate?

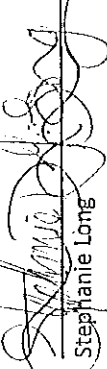
16. Did Requisition accompany a blanket Invoice for non-contractual Items?

Additional comments:

--- No Comments ---

I hereby certify that the schedule of claims, GF Warrant No. A19

Capital Warrant No. _____ Dated 07/16/19 has been audited.


Stephanie Long

Claims Auditor Date 07/16/19



Signature _____
Print Name _____ Substitute Claims Auditor Date _____

Duanesburg Central School District

Check Warrant Report For A - 19: April 16 2019 payments For Dates 4/1/2019 - 4/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35635	04/16/2019	3964	Ace Pest Control					
A 1620.400-10-00				ES	21431256	190480	130.00	130.00
A 1620.400-10-00				HS	21431257	190480	70.00	70.00
							Check Total:	200.00
35636	04/16/2019	2785	Actronic Piano Service					
A 2110.400-10-00				HS piano tuning	702361	190225	98.00	98.00
							Check Total:	98.00
35637	04/16/2019	934	Advanced Therapy P.L.L.C.					
A 2250.400-00-00				Feb 2019 visual	8613	190173	165.00	165.00
							Check Total:	165.00
35638	04/16/2019	6939	All Sports Booster Club					
A 2855.400-10-00				entry fee	Steve Hoard Memorial Invy		130.00	
							Check Total:	130.00
35639	04/16/2019	31	Antonucci's Wholesale					
C 2860.410-00					987954	190266	126.63	126.63
C 2860.410-00					987953	190266	101.65	101.65
							Check Total:	228.28
35640	04/16/2019	933	Benetech, Inc					
TA 20.2				2/28 - 3/28 claims	77287		273.20	
A 1310.400-20-00				April 2019	24163	190124	125.00	125.00
A 9060.804-00-00				April 2019	24202	190123	50.40	50.40
							Check Total:	448.60
35641	04/16/2019	995	Bimbo Foods, Inc./Freihofer					
C 2860.410-00					66405040961	190267	53.73	53.73
C 2860.410-00					66405040962	190267	68.91	68.91
C 2860.410-00					66405040860	190267	38.73	38.73
C 2860.410-00					66405040788	190267	56.10	56.10
C 2860.410-00					66405040877	190267	54.27	54.27
C 2860.410-00					66405040787	190267	76.14	76.14
							Check Total:	347.88
35642	04/16/2019	3480	Booksource					
A 2110.480-10-00					821346	190612	4,112.81	4,121.31

Duanesburg Central School District

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Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
							Check Total:	4,112.81
35643	04/16/2019	6868	BossLaser					
	A 2110.450-10-00				I-9796	190554	494.68	494.68
							Check Total:	494.68
35644	04/16/2019	6980	Charles Bousa					
	A 2855.402-10-00				4/10/19 V Track		106.00	
							Check Total:	106.00
35645	04/16/2019	116	CDW Government, Inc.					
	A 2630.220-00-00			computers	RMV9754	190624	3,777.00	3,777.00
	A 2630.220-00-00			projector/supplies	RMX2010	190624	2,137.75	2,137.75
	A 2630.220-00-00			converters	RMX9713	190624	199.05	199.05
							Check Total:	6,113.80
35646	04/16/2019	3478	Center for Disability Services					
	A 2250.470-00-00				8875516	190142	9,133.20	9,133.20
							Check Total:	9,133.20
35647	04/16/2019	2024	Clara Bacon School					
	FPK 2510.400-30-00			UPK	March 2019	190637	2,750.00	2,750.00
							Check Total:	2,750.00
35647	04/16/2019	2024	**VOID** Clara Bacon School					
	FPK 2510.400-30-00			**VOID** UPK	March 2019	190637	-2,750.00	-2,750.00
							Check Total:	-2,750.00
35648	04/16/2019	2037	Colonie Mechanical					
	A 1620.400-10-00			service work	15549	190006	559.98	559.98
							Check Total:	559.98
35649	04/16/2019	6	County Waste - Clifton Park					
	A 1620.400-10-00			March 2019	14237568	190007	772.22	772.22
	A 5510.400-40-00			March 2019	14237568	190007	77.78	77.78
							Check Total:	850.00
35650	04/16/2019	153	Crown Company Inc, R H					
	A 1620.450-10-00				063291-02	190020	28.49	28.49
							Check Total:	28.49
35651	04/16/2019	1539	Culligan Scotia					
	A 1620.400-10-00			cartridge changes - science room	0855652	190607	195.00	195.00

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							Check Total:	195.00
35652	04/16/2019	1940	Cummins Northeast, Inc.					
A 5510.450-40-00					V9-9383	190054	120.77	120.77
							Check Total:	120.77
35653	04/16/2019	2998	Delta Dental of New York					
TA 20.1				3/21-4/3 2019	BE003340176C		2,849.50	
							Check Total:	2,849.50
35654	04/16/2019	3742	Duanesburg Booster Club					
TE 92				no candidates	refund award money 2019		400.00	
							Check Total:	400.00
35655	04/16/2019	187	Duanesburg Volunteer Ambulance Corps Inc.					
A 5510.400-40-00					18-268086		106.09	
A 5510.400-40-00					18-268074		106.09	
A 5510.400-40-00					18-268291		106.09	
A 5510.400-40-00					18-268073		106.09	
A 5510.400-40-00					18-268085		106.09	
							Check Total:	530.45
35656	04/16/2019	2105	Walter Eaton					
A 2855.402-10-00					4/10/19 V track		106.00	
							Check Total:	106.00
35657	04/16/2019	206	Esperance LP Gas					
A 1621.450-10-00					169497		157.59	
A 1621.450-10-00					169581		61.05	
							Check Total:	218.64
35658	04/16/2019	3660	Expressive Journeys, LLC					
A 2250.400-00-00				music therapy services	March 2019	190149	1,100.00	1,100.00
							Check Total:	1,100.00
35659	04/16/2019	2840	Fastenal Company					
A 1620.450-10-00					NYSCH184020	190032	217.65	217.09
							Check Total:	217.65
35660	04/16/2019	3265	Ferrell Gas					
A 5510.455-40-00					1106156184	190077	800.73	800.73
A 5510.450-40-00					1106045480	190077	785.93	

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A 5510.450-40-00					1105937360	190077	589.29	
							Check Total:	2,175.95
35661	04/16/2019	766	FFCS Track Fund					
A 2855.400-10-00				entry fee	Modified Invy		150.00	
							Check Total:	150.00
35662	04/16/2019	224	Flinn Scientific Inc					
A 2110.450-10-00				lab supplies	2327287	190198	52.30	52.30
							Check Total:	52.30
35663	04/16/2019	6936	FS&S					
A 1621.400-00-00				service work	3798	190246	491.96	491.96
							Check Total:	491.96
35664	04/16/2019	3577	Galea, Lori					
A 2110.450-10-00					ilearn group supplies		31.52	
							Check Total:	31.52
35665	04/16/2019	251	Gillette Creamery					
C 2860.410-00					5041910116	190268	145.80	145.80
C 2860.410-00					5041908703	190268	121.50	121.50
C 2860.410-00					5041908001	190268	145.80	145.80
							Check Total:	413.10
35666	04/16/2019	252	Ginsberg's					
C 2860.410-00					2322393	190269	342.16	342.16
C 2860.410-00					2316924	190269	-31.32	0.00
C 2860.410-00					2322392	190269	250.36	250.36
C 2860.410-00					2325592	190269	257.73	257.73
C 2860.410-00					2325563	190269	242.23	242.23
							Check Total:	1,061.16
35667	04/16/2019	2249	Girvin & Ferlazzo, P.C.					
A 1420.400-00-00				March 2019	137	190131	1,250.00	1,250.00
A 1420.400-00-00				Outside Prof fee	45	190131	1,500.00	1,500.00
							Check Total:	2,750.00
35668	04/16/2019	3261	Global Montello Group Corp.					
A 5510.451-40-00					19153313	190514	2,359.44	2,359.44
A 5510.451-40-00				3/29/19 delivery	19171695	190514	3,702.65	3,702.65

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							Check Total:	6,062.09
35669	04/16/2019	2207	Gorman Brothers, Inc.					
	A 1620.450-10-00			durapatch	10112221	190630	519.90	651.20
	A 1620.450-10-00			haul fee	10112373	190630	142.50	142.50
							Check Total:	662.40
35670	04/16/2019	3295	Gotta Go Portable Restrooms					
	A 1620.400-10-00				3-1108	190003	100.00	100.00
							Check Total:	100.00
35671	04/16/2019	259	Grainger					
	A 1620.450-10-00				9115508310	190022	146.26	146.26
	A 1620.450-10-00				9126787101	190022	53.76	53.76
	A 1620.450-10-00				9126935593	190022	20.46	20.46
							Check Total:	220.48
35672	04/16/2019	7150	Stephen Gram					
	A 2855.402-10-00				4/3/2019 Boys V Baseball		95.00	
							Check Total:	95.00
35673	04/16/2019	4148	Greene County Commercial Bank					
	A 9722.600-00-00			bus bond	5/1/19 pmt	190136	44,900.00	44,900.00
	A 9722.700-00-00			bus bond interest	5/1/19 pmt	190136	5,554.70	5,554.70
							Check Total:	50,454.70
35674	04/16/2019	3797	Hannaford Charge Sales					
	A 2110.450-10-00				8255094529	190196	13.57	13.57
							Check Total:	13.57
35675	04/16/2019	283	Hill & Markes Inc					
	A 1620.450-10-00				2141930-00	190024	344.43	344.43
	A 1621.450-10-00			supplies	2145848-00	190640	1,624.70	1,624.70
	C 2860.450-00				2149131-00	190270	119.14	119.14
							Check Total:	2,088.27
35676	04/16/2019	6727	Hillyard / New York					
	A 1621.400-00-00				700373014	190632	245.00	245.00
	A 1621.400-00-00				603371499	190632	29.25	29.25
							Check Total:	274.25
35677	04/16/2019	1210	Home Depot Credit Services					

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Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
				A 2110.450-10-00	7324211	190602	23.97	23.97
				A 2110.450-10-00	7474456	190602	22.08	22.08
				A 2110.450-10-00	6345043	190602	8.47	8.47
				A 2110.450-10-00	6635030	190602	2.96	2.96
				A 2110.450-10-00	5356187	190602	7.67	7.67
						Check Total:	65.15	
35678	04/16/2019	4363	Honeywell Law Firm PLLC					
				A 1420.400-00-00	3325	190130	180.00	180.00
				A 1420.400-00-00	3324	190130	80.00	80.00
						Check Total:	260.00	
35679	04/16/2019	7052	J.J. Curran & Son, Inc.					
				A 1620.400-10-00	N9003-01	190369	2,808.00	2,808.00
						Check Total:	2,808.00	
35680	04/16/2019	1253	JB Supply					
				A 1620.450-10-00	23176	190025	63.21	63.21
						Check Total:	63.21	
35681	04/16/2019	1538	Johnson Controls Fire Protection LP					
				A 1621.400-00-00	85697379	190370	350.28	350.28
				A 1621.400-00-00	85735130	190370	371.18	371.18
						Check Total:	721.46	
35682	04/16/2019	7147	Dennis Keyser					
				A 5510.400-40-00		fingerpringer	105.25	
						Check Total:	105.25	
35683	04/16/2019	1394	L M Associates Consulting Engineering					
				A 1620.400-10-00	SWPPP inspections	March 2019	101.25	101.25
						Check Total:	101.25	
35684	04/16/2019	762	L. J. Hand Farm Center, Inc.					
				A 5510.450-40-00	192122	190493	11.83	11.83
						Check Total:	11.83	
35685	04/16/2019	348	Leonard Bus Sales					
				A 5510.450-40-00	87878MX1	190058	238.56	238.56
				A 5510.450-40-00	87878M	190058	605.83	605.83
						Check Total:	844.39	

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35686	04/16/2019	361	Lowe's					
A 2110.450-10-00				tech dept	993914	190327	936.24	1,100.00
						Check Total:	936.24	
35687	04/16/2019	6911	Frank Macri					
A 1240.400-20-00				reimbursement	March 2019 mileage		261.00	
						Check Total:	261.00	
35688	04/16/2019	370	MAG Group Business Operations, Inc					
A 1310.400-20-00				March 2019 services	9547	190132	3,677.08	3,677.08
						Check Total:	3,677.08	
35689	04/16/2019	1567	Main-Care Energy					
A 1620.430-10-00					2120761	190447	5,261.71	5,261.71
A 1620.430-10-00					2120911	190447	5,411.50	5,411.50
A 5530.430-40-00					2133305	190076	508.21	508.21
A 5530.430-40-00					2115338	190076	352.61	352.61
						Check Total:	11,534.03	
35690	04/16/2019	6789	MFAC, LLC					
A 2855.450-10-00					INV62109	190586	788.00	691.00
						Check Total:	788.00	
35691	04/16/2019	3448	Mary Neitzel					
A 2250.400-00-00				reimbursement	2/27 - 3/21 2019 mileage		108.23	
						Check Total:	108.23	
35692	04/16/2019	119	**CONTINUED** New York Bus Sales LLC					
						Check Total:	0.00	
35693	04/16/2019	119	New York Bus Sales LLC					
A 5510.450-40-00					1046930	190060	100.80	100.80
A 5510.450-40-00					2007499	190060	28.53	28.53
A 5510.450-40-00					1047482	190060	186.12	186.12
A 5510.450-40-00					1047412	190060	106.15	106.15
A 5510.450-40-00					1047176	190060	133.17	133.17
A 5510.450-40-00					1047177	190060	62.00	62.00
A 5510.450-40-00					1047711	190060	71.44	71.44

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				A 5510.450-40-00		1047709	190060	171.98	171.98
				A 5510.450-40-00		1047710	190060	39.06	39.06
				A 5510.450-40-00		1047712	190060	12.53	12.53
				A 5510.450-40-00		204732	190060	-32.50	0.00
				A 5510.450-40-00		204735	190060	-6.50	0.00
								Check Total:	872.78
35694	04/16/2019	745	Northern Nurseries, Inc.	A 1620.450-10-00		M4011500022044	190635	1,117.71	1,117.71
								Check Total:	1,117.71
35695	04/16/2019	6400	NYSAWWA	A 1620.400-10-00	#1932 April2 training	7427	190532	130.00	130.00
								Check Total:	130.00
35696	04/16/2019	2302	Partners In Safety	A 5510.400-40-00	2019 program fee	2193-2019	190045	1,056.00	1,056.00
								Check Total:	1,056.00
35697	04/16/2019	528	Price Chopper Oper. Co., Inc.	A 2110.450-10-00		02043784	190208	93.46	93.46
								Check Total:	93.46
35698	04/16/2019	535	PTSI, Inc.	A 5510.400-40-00		57098	190047	135.00	135.00
								Check Total:	135.00
35699	04/16/2019	1386	Randall Implement Co., Inc.	A 5510.450-40-00		1033879	190079	289.53	289.53
				A 5510.450-40-00		1033986	190079	56.59	56.59
				A 5510.450-40-00		1034007	190079	12.23	12.23
				A 5510.450-40-00		1033985	190079	51.94	51.94
								Check Total:	410.29
35700	04/16/2019	7137	Robco Specialties	A 1620.450-10-00		23438	190585	851.75	851.75
								Check Total:	851.75
35701	04/16/2019	3237	Ronco Specialized Systems, Inc	A 1620.400-10-00	add line to TC21 master port	18820	190011	600.00	600.00
								Check Total:	600.00

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35702	04/16/2019	6919	RushOrderTees						
F 2110.450-1924					717893	190581	341.80	341.80	
							Check Total:	341.80	
35703	04/16/2019	589	Schenectady Truck & Auto Suppl						
A 5510.450-40-00					345652	190063	45.71	45.71	
A 5510.450-40-00					345449	190063	13.15	13.15	
A 5510.450-40-00					343952	190063	9.11	9.11	
A 5510.450-40-00					343357	190063	60.66	60.66	
A 5510.450-40-00					343429	190063	4.63	4.63	
A 5510.450-40-00					343243	190063	5.30	5.30	
A 5510.450-40-00					343183	190063	9.98	9.98	
A 5510.450-40-00					342123	190063	65.89	65.89	
A 5510.450-40-00					341909	190063	68.44	68.44	
A 5510.450-40-00					344254	190063	3.96	3.96	
							Check Total:	286.83	
35704	04/16/2019	6399	Schuylerville Central School						
A 2855.400-10-00				Schuylerville Classic	entry fee		230.00		
							Check Total:	230.00	
35705	04/16/2019	611	Security Supply Corporation						
A 1620.450-10-00					032107 01	190026	96.73	96.73	
							Check Total:	96.73	
35706	04/16/2019	1990	Sherwin-Williams						
A 1620.450-10-00					1514-3	190027	50.21	50.21	
							Check Total:	50.21	
35707	04/16/2019	639	Staples Contract & Commercial						
A 2110.450-10-00					3407923061	190619	27.00	27.00	
A 2110.450-10-00					testing supplies	3407770759	190605	237.72	236.92
A 2110.450-10-00					3409989468	190644	274.86	274.86	
A 2110.450-10-00					3409989466	190643	19.16	19.16	
A 2810.450-00-00					3409989469	190645	52.12	52.12	
A 2110.450-10-00					3409989467	190643	2.02	2.02	
							Check Total:	612.88	
35708	04/16/2019	4013	Sycaway Creamery Inc.						

Duanesburg Central School District

Check Warrant Report For A - 19: April 16 2019 payments For Dates 4/1/2019 - 4/30/2019



Check #	Check Date	Vendor ID	Vendor Name	Account	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
				C 2860.410-00		938152A	190271	104.51	104.51
				C 2860.410-00		938361A	190271	253.82	253.82
				C 2860.410-00		938150A	190271	93.31	93.31
				C 2860.410-00		937460A	190271	149.31	149.31
				C 2860.410-00		937657A	190271	104.52	104.52
				C 2860.410-00		937655A	190271	194.10	194.10
				C 2860.410-00		937462A	190271	97.06	97.06
				C 2860.410-00		936777A	190271	168.59	168.59
				C 2860.410-00		936779A	190271	123.27	123.27
				C 2860.410-00		936967A	190271	89.92	89.92
				C 2860.410-00		936965A	190271	157.36	157.36
								Check Total:	1,535.77
35709	04/16/2019	3601	Symer, Timothy	A 2855.402-10-00		4/3/19 Boys V Baseball		95.00	
								Check Total:	95.00
35710	04/16/2019	1673	Sysco Food Svcs of Albany	C 2860.410-00		225034259	190272	242.89	242.89
				C 2860.410-00		225034261	190272	325.57	325.57
				C 2860.410-00		225041967	190272	229.04	229.04
				C 2860.410-00		225041966	190272	184.15	184.15
								Check Total:	981.65
35711	04/16/2019	1877	Time Warner of Albany NY	A 5510.450-40-00		598487001032619	190078	35.61	35.61
								Check Total:	35.61
35712	04/16/2019	2256	Topical Review Book Co.	A 2110.450-10-00	science review books	58586	190627	993.00	1,007.50
								Check Total:	993.00
35713	04/16/2019	1921	**CONTINUED** UniFirst Corporation						
								Check Total:	0.00
35714	04/16/2019	1921	UniFirst Corporation	A 1620.450-10-00		0523700937	190029	71.82	71.82
				A 5510.450-40-00		0523700976	190029	11.07	11.07

Duanesburg Central School District



Check Warrant Report For A - 19: April 16 2019 payments For Dates 4/1/2019 - 4/30/2019

Check #	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated	
Account									
					0523697980	190029	11.07	11.07	
					0523694915	190029	71.82	71.82	
					0523688885	190029	71.82	71.82	
					0523685862	190029	71.82	71.82	
					0523697937	190029	71.82	71.82	
					0523703967	190029	99.52	99.52	
					0523691916	190029	56.28	56.28	
					0523694916	190029	56.28	56.28	
					0523697938	190029	56.28	56.28	
					0523700938	190029	56.28	56.28	
							Check Total:	705.88	
35715	04/16/2019	701	Vernier Software & Technology						
				science kits	5326928	190600	206.78	221.00	
							Check Total:	206.78	
35716	04/16/2019	703	Village Treasurer						
				4th Q	B-00002967	190126	1,848.00	1,848.00	
							Check Total:	1,848.00	
35717	04/16/2019	628	WH Tool Distribution, Inc.						
					040419522676	190064	30.50	30.50	
							Check Total:	30.50	
35719	04/16/2019	2024	Whispering Pines Pre-school						
					March 2019	190637	2,750.00	2,750.00	
							Check Total:	2,750.00	

Duanesburg Central School District

Check Warrant Report For A - 19: April 16 2019 payments For Dates 4/1/2019 - 4/30/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
Number of Transactions: 85						Warrant Total:	134,204.23	
						Vendor Portion:	134,204.23	

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 85 in number, in the total amount of \$ 134,204.23. 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.

04/16/19 [Signature]
Date Claims Auditor

05/01/19 - GENERAL WARRANT A20

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?	N/A		
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.	N/A		
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?		✓	
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?

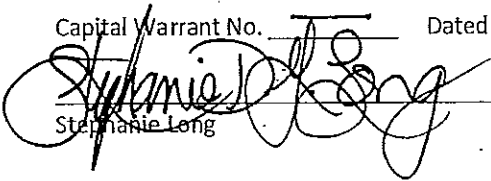
✓

Additional comments:

————— NO COMMENTS —————

I hereby certify that the schedule of claims, GF Warrant No. A20

Capital Warrant No. _____ Dated 05/01/19 has been audited.


Stephanie Long

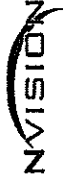
Claims Auditor Date 05/01/19

Signature _____

Print Name _____ Substitute Claims Auditor Date _____

Duanesburg Central School District

Check Warrant Report For A - 20: May 1 2019 Payments For Dates 4/17/2019 - 5/1/2019



Check #	Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35734	A 2250.400-00-00	05/01/2019	934	Advanced Therapy P.L.L.C.	April 2019	8641	190173	8,350.00	8,350.00
	A 2250.400-00-00				Visual/March 2019	8666	190173	440.00	440.00
								Check Total:	8,790.00
								Check Total:	0.00
35736	A 1010.450-50-00	05/01/2019	22	Amazon		67869884689	190626	27.34	27.34
	A 1310.450-20-00					883555646499	190652	39.98	39.98
	A 1620.450-10-00					545639633475	190608	25.98	26.00
	A 1620.450-10-00					459784389865	190604	89.97	89.97
	A 2110.450-10-00					959367949947	190618	35.96	35.96
	A 2110.450-10-00					437876366444		205.81	
	A 2110.450-10-00					465668437566	190634	223.75	235.00
	A 2110.450-10-00					446585936639	190642	58.45	59.72
	A 2110.480-10-00					499666886677	190646	248.60	248.60
	A 2110.480-10-00					875379466385	190641	225.00	225.00
	A 2110.480-10-00					439568948846	190601	247.25	247.25
	A 2250.450-30-00					968454394697	190622	58.00	58.00
	A 2110.450-10-00					777476396566		24.00	
	A 2110.450-10-00					875489854565		10.62	
								Check Total:	1,520.71
35737	A 1621.450-10-00	05/01/2019	2827	Bellevue Builders Supply LLC		5110024	190031	106.00	106.00
	A 1621.450-10-00					5110297	190031	336.20	336.20
	A 1621.450-10-00					5110310	190031	10.96	10.96
	A 1621.450-10-00					5107381	190031	28.62	28.62
	A 1621.450-10-00					5109459	190031	14.72	14.72
								Check Total:	496.50
35738	A 2855.400-10-00	05/01/2019	1149	Berne-Knox-Westerlo CSD	shared services/soccer	1758		2,053.32	
								Check Total:	2,053.32

Duanesburg Central School District

Check Warrant Report For A - 20: May 1 2019 Payments For Dates 4/17/2019 - 5/1/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35739	05/01/2019	1149	Berne-Knox-Westerlo CSD	health & welfare 18/19	1754	190153	647.13	1,300.00
							Check Total:	647.13
35740	05/01/2019	995	Bimbo Foods, Inc./Freihofer	4/15 bread del. ES	66405041046	190267	50.94	50.94
				4/15 bread del. HS	66405041047	190267	30.72	30.72
							Check Total:	81.66
35741	05/01/2019	100	**CONTINUED** Capital Region BOCES					
							Check Total:	0.00
35742	05/01/2019	100	Capital Region BOCES					
A 1010.490-50-00					C0805-19	190159	594.80	594.80
A 1310.490-20-00					C0805-19	190159	2,649.04	2,649.04
A 1345.490-00-00					C0805-19	190159	393.24	393.24
A 1430.490-00-00					C0805-19	190159	1,379.66	1,379.66
A 1480.490-00-00					C0805-19	190159	8,741.58	7,417.91
A 1680.490-00-00					C0805-19	190159	1,927.68	1,927.68
A 2080.490-00-00					C0805-19	190159	726.91	726.91
A 2070.490-00-00					C0805-19	190159	6,750.28	6,750.28
A 2110.490-00-00					C0805-19	190159	14,002.25	14,002.25
A 2250.490-00-00					C0805-19	190159	60,227.06	60,227.06
A 2280.490-00-00					C0805-19	190159	26,001.96	26,001.96
A 2610.490-00-00					C0805-19	190159	2,071.75	2,071.75
A 2630.490-00-00					C0805-19	190159	13,768.88	13,768.88
A 2810.490-00-00					C0805-19	190159	116.25	116.25
A 2820.490-00-00					C0805-19	190159	8,605.00	8,605.00
A 1620.490-00-00					C0805-19	190159	2,378.66	2,378.66
							Check Total:	150,335.00
35743	05/01/2019	115	CDPHP					
A 9060.800-00-00					191020000880	190121	4,141.60	4,141.60
A 9060.800-00-00					191020017051	190121	1,061.55	1,061.55
							Check Total:	5,203.15
35744	05/01/2019	116	CDW Government, Inc.					

Duanesburg Central School District

Check Warrant Report For A - 20: May 1 2019 Payments For Dates 4/17/2019 - 5/1/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 2630.220-00-00					RVC3942	190654	2,676.00	2,676.00
A 2630.220-00-00					RVB4381	190654	1,338.00	1,338.00
					Check Total:		4,014.00	
35745	05/01/2019	3478	Center for Disability Services		8875596	190142	9,133.20	9,133.20
A 2250.470-00-00				April 2019			9,133.20	
35746	05/01/2019	6672	Central Poly Corporation		274525	190649	1,698.00	1,698.00
A 1620.450-10-00				janitorial supplies			1,698.00	
35747	05/01/2019	132	Cobleskill-Richmondville Sod		142433		60.00	
A 1010.400-50-00							60.00	
35748	05/01/2019	2037	Colonie Mechanical		15770	190006	956.08	956.08
A 1620.400-10-00							956.08	
35749	05/01/2019	153	Crown Company Inc, R H		064501	190020	231.20	231.20
A 1620.450-10-00							231.20	
35750	05/01/2019	1940	Cummins Northeast, Inc.		V9-10308	190054	53.70	53.70
A 5510.450-40-00							53.70	
35751	05/01/2019	2998	Delta Dental of New York		BE003358284C		2,428.25	
TA 20.1				4/4 - 4/17 claims			2,428.25	
35752	05/01/2019	2998	Delta Dental of New York		BE003358284A		637.35	
TA 20.1				April 2019			637.35	
35753	05/01/2019	1660	Emcor Services		167-000035	190463	4,463.00	4,463.00
A 1621.400-00-00							4,463.00	
35754	05/01/2019	204	EMPIRE BLUECROSS		000459880E	190119	158,180.49	158,180.49
A 9060.800-00-00				May 2019			158,180.49	

Duanesburg Central School District

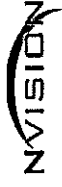
Check Warrant Report For A - 20: May 1 2019 Payments For Dates 4/17/2019 - 5/1/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35755	05/01/2019	3265	Ferrell Gas					
A 5510.455-40-00					1106252936	190077	758.34	758.34
A 5510.455-40-00					1106349534	190077	442.68	442.68
					Check Total:		1,201.02	
35756	05/01/2019	224	Flinn Scientific Inc					
A 2110.450-10-00					2334505	190198	82.55	82.55
					Check Total:		82.55	
35757	05/01/2019	230	Four Winds Hospital					
A 2250.400-00-00				March tutorial svcs			128.00	
					Check Total:		128.00	
35758	05/01/2019	252	Ginsberg's					
C 2860.410-00				food supplies	2328766	190269	419.24	419.24
C 2860.410-00				food supplies	2328767	190269	438.98	438.98
					Check Total:		858.22	
35759	05/01/2019	3261	Global Montello Group Corp.					
A 5510.451-40-00					19198194	190514	2,786.62	2,786.62
					Check Total:		2,786.62	
35760	05/01/2019	259	Grainger					
A 1620.450-10-00					9147376751	190022	43.20	43.20
					Check Total:		43.20	
35761	05/01/2019	283	Hill & Markes Inc					
C 2860.450-00				supplies	2152303-00	190270	107.72	107.72
					Check Total:		107.72	
35762	05/01/2019	931	John Keal Music					
A 2110.400-10-00				repair	1755091	190492	115.00	115.00
A 2110.450-10-00				Tenor Sax	1764301	190639	1,628.00	1,628.00
					Check Total:		1,743.00	
35763	05/01/2019	3161	Rich Lasek					
A 2855.402-10-00				4/10/19 V Baseball			95.00	
					Check Total:		95.00	
35764	05/01/2019	348	Leonard Bus Sales					
A-5510.450-40-00					87878MX2	190058	86.55	86.55

Duanesburg Central School District

Check Warrant Report For A - 20: May 1 2019 Payments For Dates 4/17/2019 - 5/1/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35765	05/01/2019	6911	Frank Macri				86.55	
A 1240.450-20-00								
				reimbursement/vistaprint	DCS Note cards		54.99	
Check Total:							54.99	
35766	05/01/2019	1567	Main-Care Energy					
A 5530.430-40-00								
					2149271	190076	325.84	325.84
Check Total:							325.84	
35767	05/01/2019	406	MVP Health Care, Inc.					
A 9060.800-00-00								
				May 2019	000011829312	190120	5,435.76	5,435.76
Check Total:							5,435.76	
35768	05/01/2019	119	New York Bus Sales LLC					
A 5510.450-40-00								
					1048012	190060	213.71	213.71
A 5510.450-40-00								
					1048279	190060	51.36	51.36
A 5510.450-40-00								
					1048280	190060	36.64	36.64
A 5510.450-40-00								
					112233	190060	2,817.76	2,817.76
Check Total:							3,119.47	
35769	05/01/2019	1168	Prestige Services Inc.					
A 5510.400-40-00								
				water delivery	1872300	190073	39.75	39.75
Check Total:							39.75	
35770	05/01/2019	528	Price Chopper Oper. Co., Inc.					
A 2110.450-10-00								
					02044013	190208	90.60	90.60
A 2110.450-10-00								
					02044260	190208	136.10	136.10
Check Total:							226.70	
35771	05/01/2019	1713	Bob Rieth					
A 2855.402-10-00								
				4/11/19 Baseball			95.00	
Check Total:							95.00	
35772	05/01/2019	582	Schalmont CSD					
A 2250.470-00-00								
				Tuition 9/18 - 1/19	1439	190147	8,737.00	8,737.00
Check Total:							8,737.00	
35773	05/01/2019	589	Schenectady Truck & Auto Suppl					
A 5510.450-40-00								
					347825	190063	17.82	17.82
A 5510.450-40-00								
					347673	190063	78.28	78.28
Check Total:							96.10	

Duanesburg Central School District

Check Warrant Report For A - 20: May 1 2019 Payments For Dates 4/17/2019 - 5/1/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
35774	05/01/2019	590	Schindler Elevator Corporation					
A 1620.400-10-00				4th Q contract installment	8105057132	190012	430.59	430.59
						Check Total:	430.59	
35775	05/01/2019	592	Schoharie Central School					
A 1240.400-20-00				4/17/19 Superintendent's Meeting			21.13	
						Check Total:	21.13	
35776	05/01/2019	602	School Specialty Inc.					
A 2110.450-10-00					208122688437	190653	225.54	225.54
						Check Total:	225.54	
35777	05/01/2019	609	Scott's Printing Co					
A 2110.450-10-00				Award invitations	10872	190293	138.80	138.80
						Check Total:	138.80	
35778	05/01/2019	1990	Sherwin-Williams					
A 1620.450-10-00					9220-9	190027	52.21	52.21
A 1620.450-10-00					9800-8	190027	324.85	324.85
A 1620.450-10-00					9839-6	190027	359.60	359.60
						Check Total:	736.66	
35779	05/01/2019	639	Staples Contract & Commercial					
A 2110.450-10-00					3410740520	190656	37.63	37.63
A 2110.450-10-00				correct item/addl chg	3411232295	190660	151.00	96.40
						Check Total:	188.63	
35780	05/01/2019	3857	Sun Life & Health Insurance Co					
A 9070.800-00-00					May 2019	190122	232.96	232.96
						Check Total:	232.96	
35781	05/01/2019	4013	Sycaway Creamery Inc.					
C 2860.410-00				milk del 4/11 HS	938363A	190271	209.04	209.04
						Check Total:	209.04	
35782	05/01/2019	1673	Sysco Food Svcs of Albany					
C 2860.410-00				food supplies	225049935	190272	484.79	484.79
C 2860.410-00				food supplies	225049937	190272	562.73	562.73
						Check Total:	1,047.52	
35783	05/01/2019	243	The Daily Gazette Co., Inc					
A 1010.400-50-00					2373482	190171	52.44	52.44

Duanesburg Central School District

Check Warrant Report For A - 20: May 1 2019 Payments For Dates 4/17/2019 - 5/1/2019



Check #	Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
	A 1480.400-00-00					2371727	190171	161.88	161.88
	A 1010.400-50-00					2372918	190171	447.56	447.56
	A 1480.400-00-00					2372918	190171	262.94	
Check Total:								924.82	
35784	A 5510.400-40-00	05/01/2019	1683	Transfinder	annual tech support/license	36390	190085	2,500.00	2,500.00
Check Total:								2,500.00	
35785	A 1620.450-10-00	05/01/2019	1921	UniFirst Corporation		0523709933	190029	117.62	117.62
	A 5510.450-40-00					0523706974	190029	11.07	11.07
	A 1620.450-10-00					0523703966	190029	117.62	117.62
	A 1620.450-10-00					0523670740	190029	56.28	56.28
	A 1620.450-10-00					0523685863	190029	56.28	56.28
	A 1620.450-10-00					0523706937	190029	53.30	53.30
Check Total:								412.17	
35786	A 2855.402-10-00	05/01/2019	755	Van Alstyne, R. H.		4/10/19 V Baseball		95.00	
Check Total:								95.00	
35787	A 1240.400-20-00	05/01/2019	700	Verizon Wireless		9827873619	190135	53.08	53.08
	A 2110.400-10-00					9827873619	190135	56.38	56.38
	A 5510.400-40-00					9827873619	190135	88.70	88.70
	A 1310.400-20-00					9827873619	190135	76.23	0.00
Check Total:								274.39	
35788	A 2250.470-00-00	05/01/2019	725	Wildwood Programs Inc.	April 2019	22108	190144	5,484.20	5,484.20
Check Total:								5,484.20	
35789	A 1621.450-10-00	05/01/2019	731	Wolberg Electric		2062559	190035	146.60	146.60
	A 1621.450-10-00					2053551	190035	57.30	57.30
	A 1621.450-10-00					2051366	190035	19.70	19.70
Check Total:								223.60	
35790		05/01/2019	732	Wolfe					

Duanesburg Central School District

Check Warrant Report For A - 20: May 1 2019 Payments For Dates 4/17/2019 - 5/1/2019



Check # Account	Check Date	Vendor ID	Vendor Name	Explanation	Invoice Number	PO Number	Check Amount	Liquidated
A 1621.450-10-00					172055	190036	99.85	99.85
A 1621.450-10-00					172087	190036	7.95	7.95
Check Total:							107.80	
Warrant Total:							389,498.08	
Vendor Portion:							389,498.08	

Number of Transactions: 57

Certification of Warrant

To, The District Treasurer: I hereby certify that I have verified the above claims, 57 in number, in the total amount of \$ 107.80. 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.

05/01/19 _____
Date
Stephanie D. [Signature]
Claims Auditor

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made in duplicate this 17th day of April 2019, by and between **Duanesburg Central School District** as trustee(s) (Board of Education) of **Duanesburg Central School District**, Town of Duanesburg, County of **Schenectady**, New York, party of the first part, and **RENSELAER CITY SCHOOL DISTRICT** Board of Education, et al., county of Rensselaer, party of the second part.

WITNESSETH, That whereas party of the first part has been duly empowered by the provisions of section 912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending non-public schools in Rensselaer City School District, City of Rensselaer, et, al., County of Rensselaer, New York to begin on September 2018 and end on June 2019.

Now therefore, the said party of the first part hereby agrees to pay the party of the second part the sum of **\$1750.44** for health and welfare services to be provided under section 912 to approximately **3 Children** residing in said school district, Town of Duanesburg, New York and attending non-public schools in said **RENSELAER CITY SCHOOL DISTRICT**, City of Rensselaer, County of Rensselaer, New York.

And the party of the second part hereby agrees with the party of the first part as follows:

1. That the health and welfare services provided under section 912 shall consist of the following:

Physician Service, Nurse Services, School Psychological Services and School Speech Correctionist Services

Such services may include, but are not limited to all services performed by a physician, nurse, school psychologist, or school speech correctionist; vision and hearing test; and the administration of health screening tests; and maintenance of cumulative health records and the administration of emergency care programs of ill or injured pupils.

2. The party of the second part will also furnish the following equipment to be used in providing such services if requested by the authorities in charge of the non-public school:

Supplies and equipment for use by physician, school nurse, psychologist and speech correctionist (i.e. scales, vision and hearing testing device, health record forms, first-aid supplies, and all other readily transportable equipment and supplies pertaining to delivery of services).


It is totally agreed by and between the parties hereto that the services agreed to be supplied under this contract shall not include any teaching services.

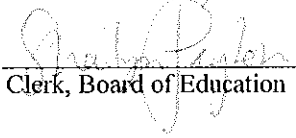
It is mutually agreed that this contract shall not become valid and binding upon either party thereto until the same shall be approved by the district superintendent of schools.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year above written.

President Board of Education	(Party of the First Part)	Address
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Clerk of the Board of Education	(Party of the First Part)	Address
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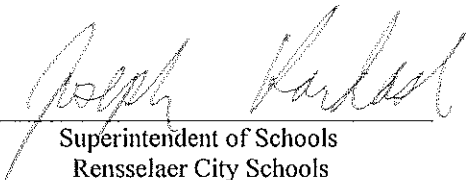
	John Mooney	
President Board of Education	Rensselaer City School District. 25 Van Rensselaer Drive.	Rensselaer, NY

	Shailyn Payton	
Clerk, Board of Education	Rensselaer City School District. 25 Van Rensselaer Drive.	Rensselaer, NY

APPROVAL OF SUPERINTENDENT

I have examined the above contract and hereby approve the same.

DATE: April, 17, 2019



Superintendent of Schools
Rensselaer City Schools

**Rensselaer City School District
Justification for 2018-2019 Health Services Rate**

Instructional Staff		
Speech Pathologist	1.0 F.T.E. positions + benefits*	\$ 70,932.34
Psychologist	2.0 F.T.E. positions + benefits*	\$ 214,490.28
Social Worker	1.0 F.T.E. positions + benefits*	\$ 94,150.08
Director, Pupil Personnel	0.35 F.T.E. positions + benefits*	\$ 42,554.57
Support Staff		
Nurse	3.5 F.T.E. positions + benefits*	\$ 192,444.20
Clerical	.4 F.T.E. positions + benefits*	\$ 20,960.42
Contracted Physician Supplies and Equipment Speech Contract		
		\$ 10,400.00
		\$ 3,500.00
		<u>\$ 63,000.00</u>
	TOTAL	\$ 712,431.89

Enrollment		
Public	1040	RCSD, excluding Prek
Private	181	Doane Stuart, excluding Prek & Exchange Students
Total	<u>1221</u>	
Total Expenditures	\$ 712,431.89	
Total Enrollment	<u>1,221.00</u>	
Total Expenditures/ Total Enrollment	\$ 583.48	Based on 1/04/2019 enrollment

*Fringe Benefits: Retirement, FICA/Medicare, Workers Compensation, Unemployment, Health & Prescription Insurances

CONTRACT FOR HEALTH AND WELFARE SERVICES

THIS AGREEMENT made in duplicate this third day of April 2019 by and between the Board of Education of the Duanesburg Central School District, Village of Delanson, Town of Duanesburg, County of Schenectady, New York party of the first part, and the Board of Education of the SCHENECTADY CITY SCHOOL DISTRICT, City of Schenectady, County of Schenectady, New York, party of the second part.

WITNESSETH, That whereas party of the first part has been duly empowered by the provisions of section 912 of the Education Law to enter into a contract for the purpose of providing health and welfare services for children residing in said school district and attending nonpublic schools in the Schenectady City School District, City of Schenectady, County of Schenectady, New York, to begin on September 6, 2018 and to end June 26, 2019.

Now, therefore, the said party of the first part hereby agrees to pay the party of the second part of the sum of \$1,371.43 per pupil for health and welfare services to be provided under section 912 of approximately 3 child(ren) residing in said Duanesburg Central District and attending nonpublic schools in said Schenectady City School District, City of Schenectady, County of Schenectady, New York.

And the party of the second part hereby agrees with the party of the first part as follows:

1. That the health and welfare services provided under Section 912 shall consist of the following:

- Physician Services
- Nurse Services
- School Psychological Services
- School Speech Correctionist Services

Such services may include, but are not limited to all services performed by a physician, dentist, dental hygienist, nurse, school psychologist, school social worker, occupational therapists or school speech correctionist, and may also include dental prophylaxis, vision and hearing test, the taking of medical histories and the administration of health screen tests, the maintenance of cumulative health records and the administration of emergency care programs for ill or injured pupils.

2. The party of the second part will also furnish the following equipment to be used in providing such services if requested by the authorities in charge of the nonpublic school:

Supplies and equipment for use by physician, school nurse, psychologist, occupational therapists, and speech corrections (i.e., scales, supplies, and all other readily transportable equipment and supplies pertaining to delivery of services).

It is expressly agreed by and between the parties hereto that the services agreed to be supplied under this contract shall not include any teaching service.

It is mutually agreed that this contract shall not become valid and binding upon either party hereto until the same shall be approved by the district superintendent of schools.

IN WITNESS WHEREOF, the parties have hereunto set their hands the day and year above written.

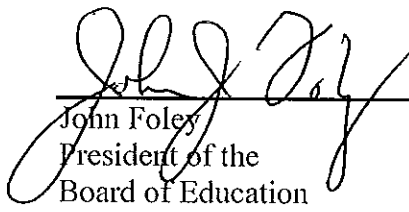
Duanesburg
Central School District 133 School Drive
Delanson, NY 12053

Trustee or President
Of Board of Education (Party of the
First Part) Post Office Address

Duanesburg
Central School District 133 School Drive
Delanson, NY 12053

Trustee or Clerk of
Board of Education (Party of the
First Part) Post Office Address

Schenectady City
School District 108 Education Dr.
Schenectady, NY 12303



John Foley
President of the
Board of Education

(Party of the
Second Part) Post Office Address

Schenectady City
School District 108 Education Dr.
Schenectady, NY 12303

Martha Morris
Martha Morris
Clerk of the
Board of Education

(Party of the
Second Part) Post Office Address

SCHENECTADY CITY SCHOOL DISTRICT
CITY OF SCHENECTADY
COUNTY OF SCHENECTADY
SCHENECTADY, NEW YORK

SCHENECTADY CITY SCHOOL DISTRICT

108 EDUCATION DRIVE

SCHENECTADY, NEW YORK 12303

2018-19

1	School Registered Nurses Salaries	FTE	22.85	\$1,058,786.15
	Fringe Benefits			\$509,783.51
2	Nurse Manager Salary	FTE	1.00	\$70,766.77
	Fringe Benefits			\$36,882.00
3	Contracted Physician Services			\$90,000.00
4	Speech Salaries	FTE	23.00	\$1,763,998.60
	Fringe Benefits			\$597,957.73
5	Occupational Therapists Salaries	FTE	3.60	\$217,883.40
	Fringe Benefits			\$80,581.99
6	Assistant Directors of Pupil Personnel	FTE	0.20	\$35,802.00
	Fringe Benefits			\$35,687.72
7	District Director of Pupil Personnel	FTE	0.20	\$22,731.08
	Fringe Benefits			\$19,085.91
8	Secretarial – SE/DSFS	FTE	0.50	\$26,280.50
	Fringe Benefits			\$20,626.70
9	Behavior Specialist	FTE	6.58	\$427,383.13
	Fringe Benefits			\$194,867.55
10	Psychologists	FTE	24.00	\$1,705,888.40
	Fringe Benefits			\$560,733.20
11	Social Workers Salaries	FTE	47.90	\$3,550,423.24
	Fringe Benefits			\$1,205,000.50
12	Supplies			\$29,344.41
13	Equipment			\$0.00
14	Contractual Expenses			\$890,113.28

Total Expenses	\$13,150,607.75
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February 2019 Enrollment:	Public in District	9253
	Non Public in District	<u>336</u>
		9589

Computation of Per Pupil Cost:	$\frac{\$13,150,607.75}{9,589} = \$1,371.43$
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SUBJECT: PURCHASING

The District's purchasing activities will be part of the responsibilities of the Business Office, under the general supervision of the Purchasing Agent designated by the Board of Education. The purchasing process should enhance school operations and educational programs through the procurement of goods and services deemed necessary to meet District needs.

Competitive Bids and Quotations

Except as otherwise provided by law, all contracts for public work involving an expenditure of more than \$35,000 and all purchase contracts involving an expenditure of more than \$20,000 will be awarded by the District to the lowest responsible bidder furnishing the required security after advertisement for sealed bids. However, the District may, in its discretion, award purchase contracts on the basis of "best value" to a responsive and responsible bidder or offerer, provided the Board has authorized this action by rule, regulation, or resolution adopted at a public meeting.

No bid or offer will be accepted that does not conform to specifications furnished unless those specifications are waived by Board action. The District may, in its discretion, reject all bids or offers and readvertise for new bids or offers in a manner consistent with New York State law.

All contracts requiring public advertising and competitive bidding or offering will be awarded by resolution of the Board.

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

Standardization

Upon the adoption of a standardization resolution by a vote of at least 3/5 of all Board members, purchase contracts for a particular type or kind of equipment, materials, or supplies of more than \$20,000 may be awarded by the Board to the lowest responsible bidder or offerer furnishing the required security after advertisement for sealed bids in the manner provided in law. This resolution must state that, for reasons of efficiency or economy, there is a need for standardization and must contain a full explanation of those reasons. Upon the adoption of a valid standardization resolution, the District may provide in its specifications for a particular make or brand to the exclusion of others.

(Continued)

SUBJECT: PURCHASING (Cont'd.)**Best Value**

Effective January 27, 2012, General Municipal Law (GML) Section 103 was amended to permit a school district or BOCES to award purchase contracts in excess of twenty thousand dollars (\$20,000) on the basis of "best value", rather than on the basis of the lowest responsible bid. The Board of Education must adopt a resolution at a public meeting authorizing the award of bids based on "best value." The Board of Education may also approve "best value" bid award recommendations on an individual bid basis at a scheduled public meeting. A best value award is one that optimizes quality, cost and efficiency, typically applies to complex services and technology contracts and is quantifiable whenever possible.

"Piggybacking" Law - Exception to Competitive Bidding

The District may, in its discretion, purchase certain goods and services (apparatus, materials, equipment, and supplies) at costs beyond the above-referenced thresholds through the use of contracts let by the United States or any agency thereof, any state, and any county, political subdivision, or district of any state.

This method of procurement is permitted on contracts issued by other governmental entities, provided that the original contract:

- a) Has been let by the United States or any agency thereof, any state (including New York State) or any other political subdivision or district;
- b) Was made available for use by other governmental entities and agreeable with the contract holder; and
- c) Was let in a manner that constitutes competitive bidding consistent with New York State law, or was awarded on the basis of best value, and is not in conflict with other New York State laws.

Geographic Preference in Procuring Local Agricultural Products

Schools participating in Child Nutrition Programs such as the National School Lunch Program, School Breakfast Program and/or Special Milk Program are encouraged to purchase unprocessed locally grown and locally raised agricultural products. A School District may apply an optional geographic preference in the procurement of such products by defining the local area where this option will be applied. The intent of this preference is to supply wholesome unprocessed agricultural products that are fresh and delivered close to the source.

A geographic preference established for a specific area adds additional points or credits to bids received in response to a solicitation, but does not provide a set-aside for bidders located in a specific area, nor does it preclude a bidder from outside a specified geographic area from competing for and possibly being awarded a specific contract.

(Continued)

SUBJECT: PURCHASING(Cont'd.)**Computer Software Purchases**

Software programs designated for use by students in conjunction with computers of the District shall meet the following criteria:

- a) A computer program which a student is required to use as a learning aid in a particular class; and
- b) Any content-based instructional materials in an electronic format that are aligned with State Standards which are accessed or delivered through the internet and based on a subscription model. Such electronic format materials may include a variety of media assets and learning tools including video, audio, images, teacher guides, and student access capabilities as such terms are defined in Commissioner's Regulations.

Environmentally Sensitive Cleaning and Maintenance Products

In accordance with Commissioner's Regulations, State Finance Law and Education Law, effective with the 2006-2007 school year, the District shall follow guidelines, specifications and sample lists when purchasing cleaning and maintenance products for use in its facilities. Such facilities include any building or facility used for instructional purposes and the surrounding grounds or other sites used for playgrounds, athletics or other instruction.

Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The District shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the District can procure these products on a competitive basis.

The District shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

Apparel and Sports Equipment Purchases*Competitive Bidding Purchases**

The Board of Education will only accept bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel or sports equipment, is not a "responsible bidder" shall be based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or

(Continued)

SUBJECT: PURCHASING (Cont'd.)

- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Non-Competitive Bidding Purchases

The Board's internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is not required to be made pursuant to competitive bidding requirements, shall prohibit the purchase of apparel or sports equipment, from any vendor based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Annual Review

Comments concerning the District's bidding and purchasing policies and procedures will be solicited from those District employees involved in the procurement process from time to time.

The Board will annually review its bidding and purchasing policies and procedures. The School Business Official will be responsible for conducting an annual review of such policies and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

General Municipal Law Articles 5-A and 18
State Finance Law §§ 162, 163, and 163-b

NOTE: Refer also to Policies #5411 -- Procurement of Goods and Services
#5412 -- Alternative Formats for Instructional Materials

Review – Mar. 26, 2019

Adoption Date – April 9, 2019

SUBJECT: PURCHASING

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(Continued)

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This method of procurement is permitted on contracts issued by other governmental entities, provided that the original contract:

- a) Has been let by the United States or any agency thereof, any state (including New York State) or any other political subdivision or district;
- b) Was made available for use by other governmental entities and agreeable with the contract holder; and
- c) Was let in a manner that constitutes competitive bidding consistent with New York State law, or was awarded on the basis of best value, and is not in conflict with other New York State laws.

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A geographic preference established for a specific area adds additional points or credits to bids received in response to a solicitation, but does not provide a set-aside for bidders located in a specific area, nor does it preclude a bidder from outside a specified geographic area from competing for and possibly being awarded a specific contract.

(Continued)

SUBJECT: PURCHASING(Cont'd.)**Computer Software Purchases**

Software programs designated for use by students in conjunction with computers of the District shall meet the following criteria:

- a) A computer program which a student is required to use as a learning aid in a particular class; and
- b) Any content-based instructional materials in an electronic format that are aligned with State Standards which are accessed or delivered through the internet and based on a subscription model. Such electronic format materials may include a variety of media assets and learning tools including video, audio, images, teacher guides, and student access capabilities as such terms are defined in Commissioner's Regulations.

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Environmentally sensitive cleaning and maintenance products are those which minimize adverse impacts on health and the environment. Such products reduce as much as possible exposures of children and school staff to potentially harmful chemicals and substances used in the cleaning and maintenance of school facilities. The District shall identify and procure environmentally sensitive cleaning and maintenance products which are available in the form, function and utility generally used. Coordinated procurement of such products as specified by the Office of General Services (OGS) may be done through central state purchasing contracts to ensure that the District can procure these products on a competitive basis.

The District shall notify their personnel of the availability of such guidelines, specifications and sample product lists.

Apparel and Sports Equipment Purchases*Competitive Bidding Purchases**

The Board of Education will only accept bids from "responsible bidders." A determination that a bidder on a contract for the purchase of apparel or sports equipment, is not a "responsible bidder" shall be based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or

(Continued)

SUBJECT: PURCHASING (Cont'd.)

- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Non-Competitive Bidding Purchases

For any organization affiliated with the district, it is recommended that they execute due diligence in bids by following labor standards when purchasing apparel or merchandise to be utilized within the District. The Board's internal policies and procedures governing procurement of apparel or sports equipment, where such procurement is not required to be made pursuant to competitive bidding requirements, shall prohibit the purchase of apparel or sports equipment, from any vendor based upon either or both of the following considerations:

- a) The labor standards applicable to the manufacture of the apparel or sports equipment including, but not limited to, employee compensation, working conditions, employee rights to form unions, and the use of child labor; or
- b) The bidder's failure to provide information sufficient for the Board of Education to determine the labor standards applicable to the manufacture of the apparel or sports equipment.

Annual Review

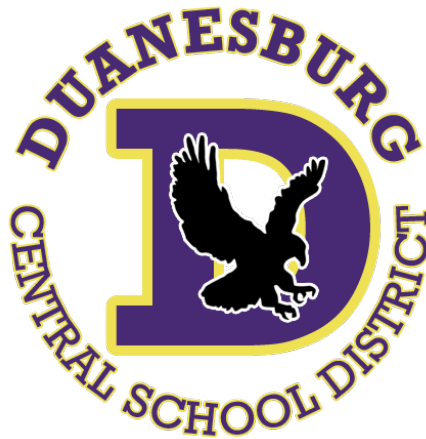
Comments concerning the District's bidding and purchasing policies and procedures will be solicited from those District employees involved in the procurement process from time to time.

The Board will annually review its bidding and purchasing policies and procedures. The School Business Official will be responsible for conducting an annual review of such policies and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

General Municipal Law Articles 5-A and 18
State Finance Law §§ 162, 163, and 163-b

NOTE: Refer also to Policies #5411 -- Procurement of Goods and Services
#5412 -- Alternative Formats for Instructional Materials

Review – Mar. 26, 2019
2nd Review – May 7, 2019



Duanesburg Central School District
2019- 2020 School Year
Board of Education Meetings

Board of Education Meetings – 6:30 pm/Joe Bena Auditorium unless noted otherwise
Please notice that BOE Meetings will begin at 6:30 pm

All Agenda items **All Agenda items**

BOE/Cabinet Meetings

Need all info by: **Need supporting** **Mail out Packets:**
documents by 3 PM
on:

<u>July 2 – Reorganization & Regular BOE</u>	<u>6/24/19</u>	<u>6/26/19</u>	<u>6/28/19</u>
<u>August 13</u>	<u>8/5/19</u>	<u>8/7/19</u>	<u>8/9/19</u>
<u>September 10</u>	<u>8/30/19</u>	<u>9/4/19</u>	<u>9/6/19</u>
<u>September 24</u>	<u>9/16/19</u>	<u>9/18/19</u>	<u>9/20/19</u>
<u>October 8</u>	<u>9/30/19</u>	<u>10/2/19</u>	<u>10/4/19</u>
<u>October 22</u>	<u>10/11/19</u>	<u>10/16/19</u>	<u>10/18/19</u>
<u>November 12</u>	<u>11/1/19</u>	<u>11/5/19</u>	<u>11/7/19</u>
<u>December 10</u>	<u>12/2/19</u>	<u>12/4/19</u>	<u>12/6/19</u>
<u>January 14</u>	<u>1/6/20</u>	<u>1/8/20</u>	<u>1/10/20</u>
<u>January 28</u>	<u>1/17/20</u>	<u>1/22/20</u>	<u>1/24/20</u>
<u>February 11 – Budget Work</u>	<u>2/3/20</u>	<u>2/5/20</u>	<u>2/7/20</u>
<u>February 25 – Budget Work</u>	<u>2/10/20</u>	<u>2/12/20</u>	<u>2/14/20</u>
<u>March 10 – Budget Work</u>	<u>3/2/20</u>	<u>3/4/20</u>	<u>3/6/20</u>
<u>March 24 – Comm. Budget Pres.</u>	<u>3/16/20</u>	<u>3/18/20</u>	<u>3/20/20</u>
<u>April 7 – Comm. Budget Pres.</u>	<u>3/30/20</u>	<u>4/1/20</u>	<u>4/3/20</u>
<u>April 22 – BOCES ADMINISTRATIVE BUDGET/MEMBER ELECTION VOTE</u>			
<u>May 5 – Public Budget Hearing</u>	<u>4/27/20</u>	<u>4/29/20</u>	<u>5/1/20</u>
<u>May 12 – Meet The Candidates/7:00 pm hosted by DCPTA in Joe Bena Auditorium</u>			
<u>May 19 – Budget Vote 1:00 to 9:00 pm/Elementary School Entry area - no Cabinet Meeting today</u>			
<u>brief BOE Meeting after polls close to accept budget vote/BOE election results</u>			
<u>June 9</u>	<u>6/1/20</u>	<u>6/3/20</u>	<u>6/5/20</u>

Agreement made this 7th day of May, 2019 by and between the Capital Area School Development Association (CASDA), with a principal business address University at Albany, East Campus, 5 University Place - A409 Rensselaer, NY 12144-3427, hereinafter referred to as the "CONSULTANT," and the **Duanesburg Central School District with principal business address, 133 School Drive, Delanson, NY 12053**, hereinafter referred to as the "CLIENT." The Consultant and the Client may hereinafter be collectively referred to as the "PARTIES."

1. CONSULTANT'S RESPONSIBILITIES. Consultant shall perform, or cause to be performed, the SCOPE OF WORK described in Appendix A for the Client, all such services and work being the responsibility of the consultant and those within the Consultant's employ. Consultant work products shall be delivered to the client pursuant to the terms described in the SCOPE OF WORK. Subject to that limitation, consultant is free to devote its attention to the WORK as it sees fit and is not required to perform the WORK during particular hours or on particular days. Nor is Consultant required to provide all of its services or work on the Client premises, unless otherwise provided. Unless otherwise provided in the scope of work, Consultant shall provide the equipment, supplies, personnel and other resources required to complete the WORK.

2. Non-solicitation: During the term of this Agreement and for a period of one year thereafter, the Client will not solicit, employ or contract directly or indirectly with any CASDA employee who provides services to the Client pursuant to this Agreement, for the same or substantially similar services.

3. FEES AND CHARGES. It is understood by and between the parties that the above described work will be completed. Consultant's fee (Appendix B) shall be all-inclusive and shall not be subject to modification based on the number of hours devoted to, or expenses incurred by, the Consultant or employees or subcontractors on the project. Such fee may be modified due to a change in the scope of work in Appendix A through the written mutual consent of the parties.

4. INDEPENDENT CONTRACTOR. Consultant agrees to provide such services and work to the Client as an independent contractor. It is mutually agreed that for purposes of providing these services and WORK, employees or subcontractors of the Consultant are not employees of the Client and shall not represent themselves as such in performing services or WORK pursuant to this Agreement. Consultant agrees that employees or subcontractors are not entitled to: participation in any benefit plan provided to the employees of the Client; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right and/or privilege available to the employees of the Client. Consultant further agrees that it is not entitled to any compensation for services or work rendered pursuant to this Agreement, except as expressly provided in the SCHEDULE OF FEES AND CHARGES in Appendix B.

5. EMPLOYEES AND SUBCONTRACTORS. Consultant agrees that it is responsible for the reporting of any taxable payment made to employees or subcontractors pursuant to this Agreement. The Consultant will provide its employees or subcontractors with separate Internal Revenue Service forms as required by law. To the extent employees or subcontractors are subject to the employment, income limitations, reporting requirements or other provisions of the New York State Retirement and Social Security Law, Consultant agrees to fully comply with such limitations.

6. PAYMENT. Payment for the services and WORK provided pursuant to this Agreement is dependent upon the satisfactory completion of the WORK, faithful compliance with the terms and conditions of the Agreement between Consultant and the Client, and acceptance of the WORK by the Client. It is understood that acceptance of the WORK cannot unreasonably be

withheld and is dependent upon cooperation by both Parties to work in a collaborative fashion. Payment by the Client to the Consultant shall be made pursuant to Appendix B of this Agreement. The Consultant agrees to submit to the Client an itemized invoice and requisite documentation describing, with particularity, the WORK performed pursuant to this Agreement. Payment will be made to the Consultant by the Client within 30 days of receipt of the invoice.

7. GOVERNING LAW. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of New York.

8. EXECUTORY CLAUSE. The Client shall have no liability under this Agreement to the Consultant or to anyone else beyond funds appropriated and available for this Agreement.

9. TERM. The term of this Agreement shall begin on **July 1, 2019 and extend through and include September 4, 2019.**

10. TERMINATION. This Agreement will terminate upon submission by the Consultant of a final WORK product satisfactory to the Client. The Client reserves the right to terminate this Agreement, giving a minimum of thirty (30) days' notice, upon failure of Consultant to meet the terms and conditions set forth herein or upon a finding of violation of applicable laws, rules, or regulations by Consultant. The Consultant will be paid for services rendered to the date of termination by the Client. The Client will pay for services rendered within thirty (30) days from the final billing by the Consultant.

In witness thereof, the Parties affix their signatures.

Dr. Michael Piccirillo. (CASDA)

Executive Director

Mr. Frank Macri

Superintendent of Schools

Appendix A

SCOPE OF WORK

The Parties agree to the following SCOPE OF WORK to be performed by the Consultant on behalf of the Client: **Duanesburg Central School District**

Scope of Work

This proposal includes providing a **Poverty Simulation (3 hours) and Classroom Strategies (2 hours)** by the Capital Area School Development Association from July 1, 2019 through and including September 4, 2019. The primary faculty contact for CASDA will be Rebecca Gardner and Agnes Zellin and from the Duanesburg Central School District, Mr. Frank Macri, Superintendent of Schools. The Scope of Work for this contract is attached.

Appendix B

SCHEDULE OF FEES AND CHARGES

The Parties agree to the following SCHEDULE OF FEES AND CHARGES to be paid by the Client to the Consultant upon satisfactory completion of the WORK by the Consultant:

Client will pay Consultant a fee of **Five Thousand Two Hundred Forty Dollars and Zero Cents, (\$5,240.00)** for a CASDA delivered workshop as identified per scope of work in Appendix A.

Payments for services by the Consultant will be paid once services are completed. The CASDA faculty will provide a billing statement to the Client for services rendered per their work logs associated with this contract.

[See item 6 of the Agreement for particulars regarding invoicing and payment.]

Any additional fees required regarding additional scope of work during the term of this Agreement shall be subject to prior written approval by the Parties and shall become an addendum to this Agreement, duly signed by both Parties.

MP for CASDA

FM for Duanesburg CSD



University at Albany, East Campus
5 University Place – A409
Rensselaer, NY 12144-3427

April 17, 2019

Mr. Frank Macri
Superintendent of Schools
Duanesburg Central School District
133 School Drive
Delanson, New York 12053

Dear Superintendent Macri,

Enclosed is a copy of an Agreement between CASDA and your organization outlining services to be performed by CASDA Faculty, **Rebecca Gardner and Agnes Zellin who will be providing a Poverty Simulation and Classroom Strategies on September 4, 2019.** The Agreement has been signed and initialed by me, CASDA Executive Director, Dr. Michael Piccirillo.

Please review this Agreement, sign/initial/date the copy provided as the tabs indicate and return one (1) fully executed copy to my attention by May 14, 2019. **If you have a specific purchase order number (PO) that your business office wants to assign to this agreement, please forward to my office along with the signed agreement.** Please retain a copy of the signed agreement for your records. If you have any questions regarding the contract, please feel free to contact me at 518-512-5198 x 6222.

We look forward to working with you and your staff.

Sincerely,

Dr. Michael Piccirillo
CASDA Executive Director
E-mail: MPiccirillo@casdany.org
Phone: 518-512-5198 x 6222

**MEMORANDUM OF AGREEMENT
BETWEEN
DUANESBURG CENTRAL SCHOOL DISTRICT
AND
DUANESBURG TEACHERS' ASSOCIATION**

The Superintendent of the Duanesburg Central School District ("District") and the Duanesburg Teachers' Association ("Association") hereby enter into the following memorandum of agreement. The parties understand and agree that the terms of this memorandum of agreement shall not be effective unless and until they are approved by the Board of Education of the District.

The parties hereby agree to add the following position to the list of Extra Curricular Activities enumerated in Article X (A), Miscellaneous Activities, of the collective bargaining agreement, effective July 1, 2019.

Robotics \$1,618 stipend per year

The parties further agree to add this position to the next contract that is negotiated. The inclusion of this position in the contract, does not guarantee on-going funding and it is understood that the Board may, in any year, choose not to fund or fill this position.

Frank Macri, Superintendent
Duanesburg Central School

Christopher Danapilis, DTA President

Date _____

Date _____

BE IT RESOLVED, that the Board of Education of the Duanesburg Central School District, upon the recommendation of the Superintendent of Schools, does hereby appoint _____ to the position of Health and Welfare Coordinator, effective December 1, 2015. Ms. _____ shall be paid per a stipend of \$1,500 for the term December 1, 2015 to June 30, 2016.

**DUANESBURG CENTRAL SCHOOL DISTRICT
PURCHASING REGULATIONS**

5410-R

The following sets forth the procedures for the procurement of goods and services by the Duaneburg School District.

I. Definitions

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment.

Public Work Contract: a contract involving services, labor or construction.

II. General Municipal Law

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

III. Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The District will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the District will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The District will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.
4. The District may award purchase contracts on the basis of “best value” as defined in State Finance Law 163.

1st Reading – Oct. 23, 2012
2nd Reading – Nov. 13, 2012
Resolution – Dec. 11, 2012
Review – Mar. 26, 2019

B. Contract Combined Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the District, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether the professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids: Awarding Contracts

The purchasing agent, or designee, with a second person to verify, will be authorized to open and record bids. Contracts will be awarded to the lowest responsible bidder (as recommended by the purchasing agent), who has furnished the required security after responding to an advertisement for sealed bids.

D. Documentation of Competitive Bids

The District will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract. Proper written documentation will also be required when a contract is not awarded to the vendor submitting the lowest quote, setting forth the reasons therefore. A quote which exceeds the bid limit will be awarded only when such award is in the best interests of the District and otherwise furthers the purposes of Section 104b of the General Municipal Law. The district will provide justification and documentation of any such contract awarded.

E. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, Section 1725 of the Education Law requires that the District will be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation: The District will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the School Attorney for review.

IV. Exceptions to Competitive Bidding Requirements

The District will not be subject to competitive bidding requirements when the Board, in its discretion, determines that one of the following situations exists:

1. Emergency situations where:
 - a. The situation arises out of an accident or unforeseen occurrence or condition;
 - b. A District building, property, or the life, health or safety of an individual on District property is affected; or

c. The situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible costs, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation: The District will maintain records of verbal (or written) quotes;

V. Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the District through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. Alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Methods of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. For example, with regard to insurance, the District will maintain documentation that will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required. "Requests for Proposals" (RFPs), documented in the same manner as described herein, may also be used;
3. Requests for Proposals: the District will contact a number of professionals (engineers, architects and accounts) and request that they submit written proposals. The RFPs may include negotiations on a fair and equal basis. The RFPs and evaluation of such proposals will consider price plus other factors such as:
 - a. The special knowledge or expertise of the professional or consultant service;
 - b. The quality of the service to be provided;
 - c. The staffing of the service; and
 - d. The suitability for the District's needs.

The District may first locate prospective qualified firms by:

- a. Advertising in trade journals;
- b. Checking listings of professionals; or
- c. Making inquiries of other districts or other appropriate sources.

The District will then prepare a well-planned RFP which will contain critical details of the engagement, including the methods which it will use in selecting the service.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurements, Documentation to be Maintained.

The District will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurements in the most cost-effective manner possible:

1. Purchase Contracts up to \$20,000
Under \$2,500; One verbal quote
\$2,500 - \$5,000; Two written quotes
\$5,000 - \$19,999; Three written quotes

2. Public Work Contracts up to \$35,000
Under \$2,500; One verbal quote
\$2,500 - \$5,000; Two written quotes
\$5,000 - \$34,999; Three written quotes

3. Emergencies: Verbal quotes
Documentation will include notations of verbal quotes.

4. Leases of Personal Property: Written quotes
Documentation will include written quotes, cost-benefit analysis of leasing versus purchasing, etc. The District will note that the contract is a true lease and not an installment purchase contract.

VI. Quotes Not Required When Competitive Bidding Not Required

The District will not be required to secure alternative proposals or quotations for those procurements:

1. Under a County contract;
2. Under a State contract;
3. Of articles manufactured in State correctional institutions; or
4. From agencies for the blind and severely disabled.

In addition, the District will not be required to secure such alternative proposals or quotations for:

1. Emergencies where time is a crucial factor;
2. Procurements for which there is no possibility of competition (sole source items);
3. Procurements of professional services, which, because of the confidential nature of the services, do not lend themselves to procurement through solicitation; or
4. Very small procurements when solicitations of competition would not be cost-effective.

Jodi Marvin

7:26 AM (5 hours ago)

to me, Rebecca, Laura

Celeste,
Could you please add these to the BOE agenda for May.
Thanks

On Fri, Apr 5, 2019 at 12:52 PM Laura Hopkins <lhopkins@duanesburg.org> wrote:

Elements of literature course 1

0-03-074193-0

80 copies

In poor condition and has not been used in years

Elements of literature course 6

0-03-07419-8

18 copies

Not used in years

The Chosen by Chaim Potok

0-449-21344-7

77 copies

Has not been taught in over 10 years

Basic English Revisited a student handbook

9605312-1-1

15 copies

Outdated

The Call of the Wild and White Fang by Jack London

0-553-21005-x

48 copies

Rough shape and not taught

Time Enough for Drums by Ann Rinaldi

0-8167-1269-7

71 copies

Not taught

Ironweed by William Kennedy

0-1400.7020 6

15 copies

Not taught

The Martian Child by David Gerold

978-0-7653-5976-6

27 copies

Not taught since Film and Lit has not been offered in 10 years

Lost Horizon by James Hilton

0-671- 42243-x

7 copies

Not taught

Go Ask Alice by Anonymous

0-380-00523-9

56 copies

Not taught

The Adventure of Ulysses by Bernard Evslin

0-590-11801-3

7 copies

poor condition, bindings not together

The Chocolate War by Robert Cormier

0-440-94459-7

43 copies

Dirty and not taught

The Greek Gods by Evslin, Evslin and Hoopes

0-590-33456-5

114 copies

Terrible conditions, some without covers

A Day No Pigs Would Die by Robert Newton Peck

0-440-92083-3

23 copies

Not taught

SUBJECT: NON-RESIDENT STUDENTS

Non-resident families who wish to enroll students in the District must submit a request in writing to the Superintendent. The Superintendent will review these requests and make recommendations regarding non-resident student admission to the Board. The Board has final authority to approve or deny these requests.

Non-resident student enrollment requests will only be considered where:

- a) There is sufficient space to accommodate the non-resident student;
- b) No increase in the size of faculty or staff will be necessary; and
- c) Admittance will not result in the establishment of a new class or section.

In making determinations regarding the admittance of non-resident students, the District will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, self-identified or perceived sex, gender expression and gender identity (including gender fluidity and trans* identity), age, disability, or other legally protected category.

In the event a non-resident student is permitted to attend the District's schools, his or her attendance will be subject to the following conditions:

- a) Parents or guardians must work out transfer conditions with the home school district or provide their own transportation;
- b) All rules and regulations in effect for District students will be applicable to non-district students; and
- c) Tuition may be charged to families of non-resident students in accordance with formulas approved by the State Education Department.

Future Students

Students whose families have signed a contract to buy or build a residence in the District may be enrolled for the semester in which they expect to become residents. Non-resident tuition will be charged, payable in advance, with an adjustment to be made when the family becomes a resident in the District.

(Continued)

SUBJECT: NON-RESIDENT STUDENTS (Cont'd.)

Former Residents

Students who are not District residents will be permitted to attend the District's schools without payment of tuition in the following limited circumstances:

- a) Students of any grade who move from the District during the school year may be given permission to finish the semester in which the move occurs.
- b) Students who move from the District after completion of the first semester of the year preceding their anticipated graduation year may be given permission to remain in the District until graduation.

Foreign Exchange Students

Foreign students participating in a recognized Student Exchange Program may attend District schools without payment of tuition.

Reservation of Claims

Should a material misstatement of fact be made and relied upon by any administrator or the Board in admitting a non-resident student without tuition, the Board will be entitled to recover the cost of instruction for the time the student was not authorized to attend a school in the District from the person who made the misstatement or from the student's parent or person in parental relation.

Tuition Fees

Non-resident students, when accepted, where applicable will be charged tuition fees computed according to a formula established by the Commissioner of Education and approved by the Board annually. The Board will also establish a tuition rate for students with handicapping conditions, through a formula provided by the Education Department, to be charged to any other school district for such services that may be provided for such non-resident pupils by the district.

Tuition of individual non-resident students will be computed in advance at the time of enrollment. Methods of payment (e.g., monthly, quarterly, by semester) may be arranged in the District Office and approved by the Superintendent. Non-resident student status is contingent upon timely payment of tuition fees as established by the Board.

Legal Residence

Parents who maintain more than one residence, but whose legal residence for the purposes of voting or filing income tax is within the District, are eligible to send their children to District schools. However, school tax payments of non-residents who own assessable property in the District will be deducted from any tuition charges levied against the non-resident.

(Continued)

Adherence to District Policies

All non-resident students shall be subject to the same rules governing student attendance, student conduct, and student discipline as resident students and shall be required to comply with those same rules. Any violations of school rules, including, but not limited to, excessive tardiness, truancy or other infractions that would result in the in school or out of school suspension of a resident student from school, may constitute a basis for a non-resident student's immediate dismissal.

A non-resident student dismissed for disciplinary reasons or nonattendance pursuant to this policy shall not be readmitted under this policy.

Education Law §§ 1709(13) and 3202
8 NYCRR § 174.2

NOTE: Refer also to Policies #7130 -- Entitlement to Attend -- Age and Residency
#7131 -- Education of Students in Temporary Housing

1st Reading & Review: May 7, 2019
Adoption Date

To be approved by Board of Education on May 7, 2019

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

Joaquin Bernal

Danielle Clements

Neil Epstein

Zachary Ferrara

Stephanie Giesselmann

Kelly Hamilton

Joseph O'Connor

Lenorah Pierce

Melissa Roggio

Samuel Veglia

Sarah Wolcott

***Videoconferencing will be used at Westin Irving Convention Center, 400 West Las Colinas Blvd, Irving, TX 75039 – lobby, for the board meeting. The public may attend at either location.**

DUANESBURG CENTRAL SCHOOL DISTRICT

TOWN OF DUANESBURG

April 9, 2019 **Board Meeting and Budget Adoption** 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 - **absent** Teresa Wood-Irvin

MEETING CALLED TO ORDER at 6:30 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

PRESENTATION - none

SUPERINTENDENT’S STATUS REPORT/UPDATE

- ❖ Duanesburg Day was great & can be built on every year; shout out to Hank D, Chris D, Mike G & Debbie for their time & input. It was a full 4 hours. Students sang the national anthem & alma mater.
- ❖ School climate survey will be open from 5/6 – 5/17. The opt-out form is going out. 1 Call Now used to send email about the survey.
- ❖ In News & Notes – budget info update
- ❖ Looking at dual enrollment regarding college fees with college classes in the high school – all community colleges/SUNY will be discussed in regards to payments

- ❖ TRS fund reserve can be set up
- ❖ In this year's state budget-there is authorization for mid-year reductions – can reduce local assistance mid-year if governor feels it's needed, any state organization is affected
- ❖ Building condition survey is not needed now, usually done every 5 years, however, we're in a good position.

PRINCIPALS' REPORTS/UPDATES

Principal Marvin

- ❖ ELA tests returned, 7 kids in the HS & 10 in the ES refused
- ❖ College caravan was a huge success

Principal Conover

- ❖ ELA tests returned, 10 kids refused to take tests

Athletic Director Hardenstine

- ❖ Spring sports started last week, the track is still frozen, the ball fields are wet & a few games have been postponed.
- ❖ Sports committee had a meeting & discussed how to instill school pride, communication regarding summer issues – could use 1 Call Now
- ❖ Homecoming – move in-school activities back to December, week before Christmas. Will continue events after school, senior nite, PBIS.
- ❖ Will work on advisement on mergers & creation of teams, safety protocols for after school events.
- ❖ Next meeting May 7th.

PRIVILEGE OF THE FLOOR

PRESENTATION/APPROVAL OF BOE MINUTES FOR ACTION:

Recommendation that the Board of Education approve the minutes of the March 26, 2019 meeting as submitted.

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

In favor: 6

Opposed: 0

Absent: 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

Education Committee – Jennifer Sexton (chair), Teresa Wood-Irvin, Deb Grier

Employee Relations Committee – Camille Siano Enders (chair), Kent Sanders, Deb Grier

Policy Committee – Joshua Menzies (chair), Teresa Wood-Irvin, Shayne Mitchell

Public Relations Committee – Deb Grier (chair), Jennifer Sexton

BOARD ITEM: Budget discussion and recap

FINANCIAL ITEMS:

1. Adopt 2019-2020 Budget and 2019-2020 Property Tax Report Card.

Recommended that the Duanesburg Board of Education adopt the 2019-2020 School Year Budget in the amount of \$17,365,000, adopt the 2019-2020 Property Tax Report Card and to levy the necessary *0%* tax therefore as recommended by the superintendent and the business official.

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

In favor: 6
Opposed: 0
Absent: 1

Motion Carried as amended to include *0%* in resolution.

2. Accept Claims Auditor’s Comments on March 26, 2019 reports.

General Warrant # 18 \$ 430,460.98

Motion by Board Member Sanders, seconded by Board Member Wood-Irvin.

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

3. Approve Contract for Health and Welfare Services with Berne-Knox-Westerlo CSD.

Recommendation that the Board of Education approve the health and welfare services contract between Berne-Knox-Westerlo Central School and Duanesburg CSD for the 2018-2019 school year as recommended by the business official.

Motion by Board Member Mitchell, seconded by Board member Sanders.

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

4. Approve Shared Services Agreement with Schalmont Central School.

Recommendation that the Board of Education approve the shared services agreement between Schalmont Central School and Duanesburg CSD for the 2018-2019 school year as recommended by the business official.

Motion by Board Member Wood-Irvin, seconded by Board Member Sexton.

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

5. Accept Financial Reports.

Recommendation that the Duanesburg Board of Education accept the Appropriation Status, ECA (ending 2/28/19), Revenue Status and Treasurer’s reports as provided by the treasurer and recommended by the business official.

Motion by Board Member Mitchell, seconded by Board Member Sanders

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

6. Award Bid for External Audit Services.

Recommendation that the Duanesburg Board of Education award the following bid as recommended by the business official:

External Audit Services Raymond G Preusser, CPA, PC

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

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

7. Approve Online Auction Contract.

Recommendation that the Duanesburg Board of Education approve the agreement between Collar City Auctions Realty & Management, Inc. and Duanesburg CSD for auction services for sale of board approved surplus items. The effective date of the contract is April 1, 2019 – March 31, 2022.

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

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

PERSONNEL ITEMS:

1. Approve Appointments.

Recommendation that the Duanesburg Board of Education approve the following appointments as recommended by the superintendent and athletic director. All appointments are pending fingerprint clearance. All appointments are “employees at will” and the appointment at this time does not guarantee employment for the entire school term/season/year.

BOCES Substitute List

Dennis Kenney Volunteer Softball Coach -Pending fingerprint clearance, completion of coaching certificates and certification clearance

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

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

OTHER ITEMS:

1. Approve CSE minutes.

Recommendation that the Duaneburg Board of Education approve the CSE minutes of March 18, 19, 21, 27, & 29 2019 meetings as submitted.

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

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

2. Approve Disposal of Obsolete Books.

Recommendation that the Duaneburg Board of Education approve the disposal of obsolete books:

Lists provided by high school English teacher and Library/school media specialists as recommended by the high school principal.

Motion by Board Member Sexton, seconded by Board Member Mitchell.

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

DISCUSSION:

Board Member Joshua Menzies submitted letter of resignation to Superintendent Macri and Board President Siano Enders, Tuesday, April 9, 2019, 4:43 p.m.

Meeting adjourned at 7:32 pm.

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

In favor: 6
Opposed: 0
Absent: 1

Motion Carried

ADDENDUM #1 TO April 9, 2019 BOE Meeting
DUANESBURG CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING

PERSONNEL ITEM:

2. Approve Appointments.

Recommendation that the Duanesburg Board of Education approve the following appointments as recommended by the superintendent. All appointments are pending fingerprint clearance. All appointments are “employees at will” and the appointment at this time does not guarantee employment for the entire school term/year.

Ryan Fink Full-time Bus driver effective April 10, 2019
Rachel Pistana-Farnum Full-time Bus driver effective April 10, 2019

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

In favor: 5

Opposed: 0

Absent: 1

Abstain: 1 (Wood-Irvin)

Motion Carried

Dates to remember:

- April 11 Bus Drill
- 12 Bus Drill, rain date
- K-12 Report cards posted
- All-Star Music Festival
- 13 All-Star Music Festival
- 17 Family Literacy night, 5:30 pm, ES Library
- UPK meeting, 6:00 pm, ES cafeteria
- 6th grade Transition night, 6:00-8:00 pm
- 19 Good Friday, Spring Recess, No School
- 22-26 Spring Recess, No School
- May 1-3 NYS Math Testing
- 7 BOE Meeting & public budget hearing, 6:30 pm, Joe Bena Auditorium

Respectfully submitted,

Celeste E Junge
District Clerk

DUANESBURG CENTRAL SCHOOL DISTRICT

TOWN OF DUANESBURG

April 17, 2019

Special BOCES Meeting of the Board of Education

6:00 p.m. in District Office Parking Lot

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 – absent	Kent Sanders - absent
	Jennifer Sexton	Shayne Mitchell	Joshua Menzies - absent
			Teresa Wood-Irvin

MEETING CALLED TO ORDER at 6:20 p.m. by President Siano Enders.

FINANCIAL ITEMS:

1. Approve BOCES Administrative Budget.

BE IT RESOLVED that the Duanesburg Board of Education authorizes the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga counties be authorized to expend the sums set forth in the Administrative Budget document in the total amount of \$11,909,690 during the school year 2019-20 and to raise such sum by assessments to component school districts, non-component school districts, other BOCES and other sources as required by law.

Motion by Board Member Mitchell, seconded by Board Member Sexton.

In favor: 4
 Opposed: 0
 Absent: 3

Motion Carried

2. BOCES Board of Education Members Vote, vote for four.

Recommendation that the Duanesburg Board of Education cast one vote each for Board Candidates: Kevin Kutzscher, Heather Soroka, Rose Surman and Matthew Tedeschi for the Capital Region BOCES Board.

Motion by Board Member Wood-Irvin, seconded by Board Member Sexton.

In favor: 4

Opposed: 0

Absent: 3

Motion Carried

Meeting adjourned at 6:25 pm.

Motion by Board Member Mitchell, seconded by Board Member Sexton

In favor: 4

Opposed: 0

Absent: 3

Motion Carried

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Celeste E Junge
District Clerk