

**UNATEGO CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
TENTATIVE  
MONDAY, DECEMBER 3, 2018  
EXEMPT SESSION  
TO DISCUSS CSE RECOMMENDATIONS  
6:30 P.M.  
BOARD OF EDUCATION MEETING  
CALLED TO ORDER  
7:00 P.M.  
UNATEGO MIDDLE/SR HIGH SCHOOL  
ROOM #93**

**1. ROUTINE MATTERS**

- 1.1 Call to order
- 1.2 Roll Call
- 1.3 Exempt Session
- 1.4 Return to Open Session
- 1.5 Roll Call
- 1.6 Pledge
- 1.7 Approve regular board meeting minutes of November 26, 2018
- 1.8 Adopt Agenda

**2. PUBLIC COMMENT**

**3. PRESENTATIONS**

- 3.1 Administrator's Report
- 3.2 Superintendent's Report - Dr. David S. Richards

**4. ADMINISTRATIVE ACTION**

- 4.1 Policy # 5413 Procurement: Uniform Grant Guidance for Federal Awards (first reading)
- 4.2 Policy # 5140 Administration of the Budget (first reading)
- 4.3 Delete Policy # 5330 Budget Transfers (12.3.18 G1)
- 4.4 Budget Calendar (Information Only)
- 4.5 Approve CSE recommendations (12.3.18 G2)
- 4.6 Approve 30 day transportation contract with Rolling V Bus Corporation (12.3.18 G3)
- 4.7 Approve Amy Johnson returning substitute aide for the 2018-2019 school year (12.3.18 UC1)
- 4.8 Appoint Kim Cerar substitute aide/LTA and clerical worker for the 2018-2019 school year (12.3.18 UC2)
- 4.9 Appoint William Ostrander mechanic helper (12.3.18 UC3)
- 4.10 Appoint Amber Birdsall Transportation Dispatcher for the 2018-2019 school year (12.3.18 UC4)

5. PUBLIC COMMENT
6. ROUND TABLE DISCUSSION/QUESTIONS
7. EXECUTIVE SESSION (IF NECESSARY)

*Upon a majority vote of its total membership, taken in open meeting pursuant to a motion identifying the general area of the subject or subjects to be considered, a public body may conduct an executive session for the below enumerated purposes only, provided, however, that no action by formal vote shall be taken to appropriate public moneys:*

- A. matters which may imperil the public safety if disclosed;*
- B. any matter which may disclose the identity of a law enforcement agent or informer;*
- C. information relating to current or future investigation or prosecution of a criminal offense which would imperil effective law enforcement if disclosed;*
- D. discussions regarding proposed, pending or current litigation;*
- E. collective negotiations pursuant to article fourteen of the civil service law;*
- F. the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation;*
- G. the preparation, grading or administration of examination; and*
- H. the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof;*
- I. any matter made confidential by federal or state law.*

8. ADJOURN

**Board Agenda 12.3.18**

**PG: 3**

**4.3**

**12.3.18 G1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby delete Policy # 5330 Budget Transfers (budget transfer language is in Policy #5140 Administration of The Budget upon adoption of #5140).

**4.5**

**12.3.18 G2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve CSE recommendations as presented.

**4.6**

**12.3.18 G3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve a 30 day transportation contract with Rolling V Bus Corporation as presented.

**4.7**

**12.3.18 UC1**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby approve Amy Johnson returning substitute aide for the 2018-2019 school year.

**4.8**

**12.3.18 UC2**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint Kim Cerar substitute aide/LTA and clerical worker for the 2018-2019 school year as presented.

**4.9**

**12.3.18 UC3**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does hereby appoint William Ostrander, mechanic helper, to a 8-week probationary appointment at a rate of \$14.45 per hr. effective date January 1, 2019 as presented.

**4.10**

**12.3.18 UC4**

**RESOLVED:** Upon the recommendation of the Superintendent of Schools that this Board does appoint Amber Birdsall Transportation Dispatcher at a stipend of \$2,000 for the 2018-2019 school year.

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS**

The District will follow all applicable requirements in the Uniform Grant Guidance Code of Federal Rights (2 CFR Part 200) whenever it procures goods or services using federal grant funds awarded through formula and/or discretionary grants, including funds awarded by the United States Department of Education as grants or funds awarded to a pass-through entity, such as the New York State Education Department, for subgrants.

**Uniform Grant Guidance Requirements**

Under the Uniform Grant Guidance, the District will, among other things:

- a) Use its own documented procurement procedures which reflect applicable state, local and tribal laws and regulations, provided that the procurements conform to applicable federal law and the standards identified in the Uniform Grant Guidance.
- b) Establish and maintain effective internal controls that provide reasonable assurance that the District is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. Internal controls means a process, implemented by the District, designed to provide reasonable assurance regarding the achievement of objectives in the following categories:
  1. Effectiveness and efficiency of operations;
  2. Reliability of reporting for internal and external use; and
  3. Compliance with applicable laws and regulations.
- c) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- d) Evaluate and monitor the District's compliance with statutes, regulations, and the terms and conditions of federal awards.
- e) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- f) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the District considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- g) Maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(Continued)

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

- h) Maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts.
- i) Have procurement procedures in place to avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase.
- j) Award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to matters such as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- k) Maintain records that sufficiently detail the history of the procurement including, but not limited to:
  - 1. Rationale for the method of procurement;
  - 2. Selection of contract type;
  - 3. Contractor selection or rejection; and
  - 4. The basis for the contract price.
- l) Use time and material contracts, only after a determination that no other contract is suitable and the contract includes a ceiling price that the contractor exceeds at its own risk.
- m) Conduct all procurement transactions in a manner providing full and open competition consistent with the standards of the Uniform Grant Guidance.
- n) Conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference.
- o) Have written procedures for procurement to ensure that all solicitations:
  - 1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured; and
  - 2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids.

(Continued)

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

- p) Ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition.
- q) Use one of the following methods of procurement, which include:
  - 1. Micro-purchases;
  - 2. Small purchase procedures;
  - 3. Sealed bids;
  - 4. Competitive proposals; and
  - 5. Noncompetitive proposals.
- r) Have a written method for conducting technical evaluations of the proposals received and for selecting recipients.
- s) Take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- t) Include in all contracts made by the District the applicable provisions contained in Appendix II of the Uniform Grant Guidance -- Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.
- u) Perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications.
- v) Negotiate profit as a separate element of the price for each contract in which there is not price competition and in all cases where an analysis is performed.
- w) Comply with the non-procurement debarment and suspension standards which prohibit awarding contracts to parties listed on the government-wide exclusions in the System for Award Management (SAM).

**SUBJECT: PROCUREMENT: UNIFORM GRANT GUIDANCE FOR FEDERAL AWARDS  
(Cont'd.)**

NOTE: Refer also to Policies #5410 -- Purchasing: Competitive Bidding and Offering  
#5411 -- Procurement of Goods and Services  
#5570 -- Financial Accountability  
#5670 -- Records Management  
#6110 -- Code of Ethics for Board Members and All  
District Personnel  
#6161 -- Conference/Travel Expense Reimbursement

First Reading: December 3, 2018

Second Reading:

Adopted:

**SUBJECT: ADMINISTRATION OF THE BUDGET**

The Superintendent, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. This includes, but is not limited to:

- a) Acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions.
- b) Providing direction to the District in maintaining those records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board, and other procedures, as are deemed necessary.
- c) Keeping the various operational units informed through periodic reports as to the status of their individual budgets.

Unless otherwise provided by law, no claim against the District will be paid unless such claims have been audited and approved by the Claims Auditor.

**Budget Transfers**

Within monetary limits as established by the Board, the Superintendent and School Business Manager are authorized to transfer funds between and within functional unit appropriations for teachers' salaries and ordinary contingent expenses. Whenever changes are made, they are to be incorporated in the next Board agenda for informational purposes only.

**Statement of the Total Funding Allocation**

When required by law, the District will annually submit, prior to July 1, to the Commissioner of Education and the Director of the Budget a detailed statement of the total funding allocation for each school in the District for the upcoming school budget year. This statement will be in a form developed by the Director of the Budget, in consultation with the Commissioner of Education. This statement will be made publicly available and posted on the District website.

Education Law §§ 1604(35), 1709(20-a), 1711, 1718, 1724, 1950(4)(k), 2508, 2523-2526, 2554(2-a), and 3614  
8 NYCRR §§ 170.12(c) and 170.2(l)

First Reading: December 3, 2018

Second Reading:

Adopted:



# POLICY

2016

5330

Non-Instructional/Business  
Operations

**SUBJECT: BUDGET TRANSFERS**

Within monetary limits as established by the Board, the Superintendent is authorized to transfer funds within the budget. Whenever changes are made, they are to be incorporated in the next Board agenda for information only.

Education Law Section 1718  
8 NYCRR Section 170.2(l)

Adopted: 1/25/16

## 2019-2020 BUDGET CALENDAR FOR UNATEGO CENTRAL SCHOOL DISTRICT

<u>DATE</u>	<u>FUNCTION</u>
<b>Dec 2018-Jan 2019</b>	Supply Requisitions from staff entered on Budget Pro & sent to Principals
<b>January 2019</b>	Meetings w/ Superintendent, Business Manager, Principals, Department Heads to review department budgets
<b>February 25, 2019</b>	Budget workshop with BOE and Budget Committee for 1 hour prior to evening board meeting (6 p.m.), to review 1 <sup>st</sup> half of budget
<b>March 1, 2019</b>	Submit tax levy limit calculation to Office of State Comptroller, Tax & Finance & SED
<b>March 18, 2019</b>	Budget workshop with BOE and Budget Committee for 1 hour prior to evening board meeting (6 p.m.), to review 2 <sup>nd</sup> half of budget
<b>April 1, 2019</b>	Submit legal notice of school budget hearing and budget vote
<b>April 22, 2019</b>	Deadline for submission of petitions for propositions to be placed on ballot  School Board Candidate Nominating Petition due in District Office by 5:00pm  Inform candidates of legal requirement for all candidates for election to Board of Education to file sworn statements of campaign contributions and distribute informational material. First sworn statement to be filed with the District Clerk and Commissioner of Education thirty days prior to vote.
<b>April 24, 2019</b>	BOCES Administrative budget vote
<b>April 26, 2019</b>	Final date for budget adoption by the BOE
<b>April 29, 2019</b>	Property tax report card must be submitted to SED within 24 hours of budget adoption, but no later than April 29, 2019
<b>May 2019</b>	Budget hearings at Unatego Elementary and High School (Date and Time TBA)
<b>May 2019</b>	Budget Notice must be mailed to eligible voters after the budget hearing – no later than six days prior to the vote
<b>May 13, 2019</b>	Annual Budget Hearing
<b>May 15, 2019</b>	Deadline for mailing "Budget Notice"
<b>May 21, 2019</b>	<b>Statewide budget vote and board election</b>

# Unatego Central School District

Unatego, NY 13825

To: Dr. Richards

From: Patti Loker, School Business Manager

*PAL*

Date: November 28, 2018

Re: 30 day contract with Rolling V

Attached is a 30 day contract for Rolling V, for one of our special education runs.

We will be doing an RFP for the remainder of the year, with an option to extend it for a year, if needed.

I recommend that the Board of Education approve the contract.

471601

(SED CODE)

The State Education Department  
Transportation Unit, Room 475 EBA  
Albany, New York 12234

C \_\_\_\_\_  
Contract Number  
(SED will fill in)

TRANSPORTATION CONTRACT

(Do not use for Addendums or Extensions - See Note on Reverse)

Patti Loker <small>Contact Person</small>		
Unatego Central School District <small>School District/BOCES</small>		
2641 State Hwy 7, PO Box 483 <small>Street or P.O. Box</small>		
Otego	NY	13825
<small>City</small>	<small>State</small>	<small>Zip Code</small>

Tele (607) 988-5038  
Fax (607) 988-1039

Check if applicable:

- Special Education Pupils - Transportation required as a related service.
- Contract will begin part way through the school year and cost \$20,000 or less.
- One-month emergency contract -31 Calendar Days.
- Contract for bus maintenance only.
- District will supply contractor with fuel.

Specifications include:

- Provision for attendants, escorts or monitors.
- Clause for increasing or decreasing service.

This AGREEMENT made this 28<sup>th</sup> day of November 2018 by and between

Unatego Central School District, County of Otsego, N.Y.  
(Name of School District or BOCES)

party of the first part and Rolling V Bus Corporation, party of the second part.  
(Contractor)

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation for children of said district for the period of service to begin

November 28, 2018 and to end December 28, 2018.  
Month Day Year Month Day Year

NOW, THEREFORE, the said party of the first part hereby agrees to pay to the said party of the second part the sum of \$ \_\_\_\_\_ or \$ 395.00/trip if on a per-bus, per-diem, per-mile or  
(If lump sum contract) (Unit Cost)

other unit cost basis for providing such transportation on a suitable conveyance.

Total Anticipated Annual Cost \$ \$7900.

If awarded through a request for proposals, date of request of such proposals \_\_\_\_\_ (see note on reverse)

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

\_\_\_\_\_  
(Signature of Trustee or President of Board of Education)

Unatego CSD, PO Box 483, Otego NY 13825  
(Party of the First Part) (Post Office Address)

\_\_\_\_\_  
(Signature of Contractor)

Rolling V Bus Corp. PO Box 110, South Fallsburg NY 12779  
(Party of the Second Part) (Post Office Address)

**COMPLIANCE CERTIFICATION.** I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education law and Section 156.12 of Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3625(1) of the Education Law.

Approval Date: \_\_\_\_\_  
(Date of Superintendent's Approval)

Filed by: \_\_\_\_\_  
(Signature of Superintendent or Designee)

**SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT. RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS.**

To: Dr. Richards, Superintendent

From: Julie Lambiaso, HS Principal



Date: November 27, 2018

Re: Substitute Appointment

I am recommend that we add Kim Cerar to the sub list to substitute for: aide, LTA and clerical. Kim was previously employed as an aide in the high school and did a great job.

UNATEGO CENTRAL SCHOOL  
NEW EMPLOYEE APPOINTMENT FORM

NAME: William Ostrander

POSITION: Mechanic helper

REPLACES: Vacant

EFFECTIVE DATE: January 1 2019

EDUCATION LEVEL: \_\_\_\_\_

YEARS OF EXPERIENCE: \_\_\_\_\_

SALARY: STEP \_\_\_\_\_ LEVEL \_\_\_\_\_ \$ \_\_\_\_\_

CERTIFICATION: \_\_\_\_\_

COLLEGE: \_\_\_\_\_

REFERENCES CONTACTED:

1. \_\_\_\_\_

2. \_\_\_\_\_

COMMENTS: Bill has been covering this as a  
sub for the several months

Brian Trask  
ADMINISTRATOR SIGNATURE

11/29/2018  
DATE