

*Unofficial* Minutes of the Board of Education

Date: **Wednesday, December 18, 2019 Regular Meeting**

Place: HS Library

Board Members Present: Dennis Carlson, Richard Drain, Kevin Bennett, Lynda Lowin, Carre Doyle

Also present: Kyle Bower, Superintendent of Schools, Nancy Clark, District Clerk,  
Theresa Stopka, Treasurer, Tad Rounds, High School Principal, Joe Koehler,  
Elementary Principal, Joni Makowiec, District Curriculum Coordinator/Director of  
Student Intervention Services, Alan Carpenter, Jeff Martello

**I. Call to Order and Approve Agenda**

APPROVE AGENDA

President Carlson called the meeting to order at 6:01 p.m.  
He asked if there were additions /changes to the agenda.  
There were:

Unanimously Approved

**V. Correspondence/ Board Information**

Add:

3. Notification of BOCES Annual Legislative Event – February 6, 2020

**XI. Personnel Report**

C. Appointments

Add:

4. Karol Palmer, substitute TA, for the 2019-2020 school year.
5. Kari Tobias, substitute TA, for the 2019-2020 school year.

On motion by Carre Doyle, seconded by Lynda Lowin:

RESOLVED: That the agenda for this meeting be approved.

**II. Pledge of Allegiance**

**III. Staff Recognition**

None

**IV. Welcome of Visitors and/or Guests**

**V. Correspondence/Board Information**

1. Thank you notes for scholarships – Matthew Cole, Natalie Lowin
2. NYSDOT – Notification of Construction of New Sidewalk on HCS property
3. Notification of BOCES Annual Legislative Event – February 6, 2020

**VI. Approve Minutes of the Regular Meeting of November 20, 2019 and Public Hearing of December 12, 2019** APPROVE MINUTES

Unanimously approved

On motion by Richard Drain, seconded by Kevin Bennett:

RESOLVED: That the Board of Education of Hammondsport Central School District approves the minutes of the Regular Meeting of November 20, 2019 and Public Hearing of December 12, 2019

**VII. Reports**

1. Dan Conley, Fall Sports Summary (written only)
2. Joe Koehler, Elementary Principal
3. Tad Rounds, High School Principal
4. Joni Makowiec, District Curriculum Coordinator/Director of Student Intervention Services

The Board took a brief recess at 6:54pm.  
The Board reconvened at 7:00pm.

5. Kyle Bower, Superintendent

**VIII. Financial Items**

A. Reports

1. Treasurer's Report for November 2019

ACCEPT  
TREASURER'S  
REPORTS

On motion by Lynda Lowin, seconded by Kevin Bennett:

RESOLVED: That the Board of Education of Hammondsport Central School hereby accepts the Treasurer's Report for November 2019.

Unanimously approved

2. Trustees reviewed the Budget Status Report for November
3. Trustees reviewed the Warrant Report for November

4. Cafeteria Report for November
5. Trustees reviewed the Extracurricular Report for November

**IX. Old Business**  
None

**X. New Business**

1. Approve Resolution to Authorize Filing of Return Tax Claims

APPROVE RESOLUTION  
TO AUTHORIZE FILING  
OF RETURN TAX  
CLAIMS

On motion Kevin Bennett, seconded by Carre Doyle;

RESOLVED: That the Board of Education of Hammondspport Central School hereby approves the Resolution to Authorize Filing of Return Tax Claims

Unanimously Approved

2. Approve Resolution to Authorize Appropriate/Expend Monies from the 2016 Repair Reserve Fund for repairs to the District's wastewater treatment facilities

APPROVE RESOLUTION  
TO AUTHORIZE  
APPROPRIATE/EXPEND  
MONIES FROM THE 2016  
REPAIR RESERVE FUND  
FOR REPAIRS TO THE  
DISTRICT'S  
WASTEWATER  
TREATMENT  
FACILITIES

On motion by Lynda Lowin, seconded by Richard Drain;

RESOLVED: That the Board of Education of Hammondspport Central School hereby approves the Resolution to Authorize Appropriate/Expend Monies from the 2016 Repair Reserve Fund for repairs to the District's wastewater treatment facilities

Unanimously Approved

3. Approve Hardship and Eligibility amendments to the Hammondspport Central School District 403(b) Retirement Plan

APPROVE HARDSHIP  
AND ELIGIBILITY  
AMENDMENTS TO THE  
HAMMONDSPORT  
CENTRAL SCHOOL  
DISTRICT 403(B)  
RETIREMENT PLAN

On motion by Kevin Bennett, seconded by Carre Doyle;

RESOLVED: That the Board of Education of Hammondspport Central School hereby approves the Hardship and Eligibility amendments to the Hammondspport Central School District 403(b) Retirement Plan

Unanimously Approved



**XII. Public Comment**

None

**XIII. CSE/CPSE Recommendations**

CSE/CPSE  
RECOMMENDATIONS

On motion by Richard Drain; seconded by Kevin Bennett;

Unanimously Approved

RESOLVED: That the Board of Education of Hammondsport Central School hereby approves the following CSE/CPSE Recommendations:

000029034, 000019060, 000023017, 000024011, 000024024,  
000021029, 000024004, 000027032, 000025072, 060470010,  
060470010, 000023007, 000031032, 000027053, 000020001,  
000026006, 000033023

**XIV. Board Topics for Next Meeting**

1. Follow-up to January 15, 2020 Workshop with Bradford CSD BOE on combining athletics
2. Carre Doyle – Communications update

**XV. Meetings/Dates**

December 23<sup>rd</sup>-January 3<sup>rd</sup> – Christmas break  
 January 6, 2020 – BOE Workshop, 6:00pm  
 January 15, 2020 – BOE Workshop, 5:00pm, Regular BOE Meeting, 6:00pm  
 January 20, 2020 – MLK Day (no school)

**XVI. Adjourn**

ADJOURN

On motion by Kevin Bennett, seconded by Richard Drain:

Unanimously Approved

RESOLVED: That the Board of Education of Hammondsport Central School District hereby adjourns this meeting. Time 8:21p.m.

By: \_\_\_\_\_

Nancy R. Clark  
District Clerk

*Unofficial* Minutes of the Board of Education

Date: **Monday, January 6, 2020 Workshop**

Place: HS Library

Board Members Present: Dennis Carlson, Richard Drain, Kevin Bennett, Lynda Lowin, and Carre Doyle

Also present: Kyle Bower, Superintendent of Schools, Nancy Clark, District Clerk, Tad Rounds,  
High School Principal

**I. Call to Order**

President Carlson called the meeting to order at 6:00pm.

**II. Pledge of Allegiance**

**III. Welcome of Visitors and/or Guests**

**IV. Board Discussion**

1. Combining sports teams with Bradford Central School

**VII. Adjourn**

On motion by Carre Doyle; seconded by Kevin Bennett;

ADJOURN

RESOLVED: That the Board of Education of Hammondsport Central School hereby adjourns this meeting. Time 7:14 p.m.

Unanimously Approved

By: \_\_\_\_\_  
Nancy R. Clark  
District Clerk

# HAMMONDSPORT CENTRAL SCHOOL

## TREASURER'S REPORT

For period 12/1/2019 to 12/31/2019

### GENERAL FUND

		<b>BEGINNING BALANCE:</b>	<b><u>\$7,949,815.23</u></b>	<b><u>\$7,949,815.23</u></b>
<b>RECEIPTS</b>	STATE AID ACCOUNT		\$325,777.87	
	TAX ACCOUNT		0.00	
	TRUST AND AGENCY FUND		\$371.52	
	SPECIAL AID FUND		\$6,799.42	
	SCHOOL LUNCH FUND		\$304.01	
	NYS DEPARTMENT OF HEALTH		\$10,609.72	
	PAYROLL ACCOUNT		\$2.75	
	T5IETSWORTH		\$13,905.00	
	VERIZON WIRELESS		\$6,600.00	
	HORNELL CITY SCHOOL DISTRICT		\$2,455.50	
	MISCELLANEOUS		\$85.00	
	INTEREST		\$7,009.51	
	<b>TOTAL RECEIPTS:</b>		<b><u>\$373,920.30</u></b>	<b><u>\$373,920.30</u></b>
<b>DISBURSEMENTS</b>	GROSS PAYROLL		\$523,336.60	
	WARRANTS		\$455,021.67	
	TRUST AND AGENCY FUND		\$0.00	
	SCHOOL LUNCH FUND		\$25,964.49	
	SPECIAL AID FUND		\$76,330.14	
	FIVE STAR BANK		\$320.00	
	DEPOSITORY TRUST COMPANY		\$100,616.87	
	NEW YORK STATE ERS		\$158,037.00	
	CHECKS RETURNED FOR NOT SUFFICIENT FUNDS		\$0.00	
	<b>TOTAL DISBURSEMENTS:</b>		<b><u>\$1,339,626.77</u></b>	<b><u>(\$1,339,626.77)</u></b>
	FIVE STAR/GENERAL FUND CHECKING		\$952,434.20	
	FIVE STAR/TAX ACCOUNT		\$0.00	
	FIVE STAR/STATE AID ACCOUNT		\$3.66	
	FIVE STAR/GENERAL FUND INVESTMENT		\$6,031,670.90	
	<b>ENDING BALANCE:</b>		<b><u>\$6,984,108.76</u></b>	<b><u>\$6,984,108.76</u></b>

**HAMMONDSPORT CENTRAL SCHOOL**

**TREASURER'S REPORT**

For period 12/1/2019 to 12/31/2019

<b>SCHOOL LUNCH FUND</b>
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	<b>BEGINNING BALANCE:</b>	<u>\$52,607.09</u>	<u>\$52,607.09</u>
<b>RECEIPTS</b>	NYS COMPTROLLER/GENERAL FUND	\$22,893.00	
	BREAKFAST/LUNCH/SNACK BAR REVENUE	\$1,274.95	
	PAYFORIT.COM	\$30.00	
	GENERAL FUND	\$3,071.49	
	TRUST AND AGENCY	\$0.00	
	MISCELLANEOUS	\$0.00	
	INTEREST	\$2.16	
	<b>TOTAL RECEIPTS:</b>	<u>\$27,271.60</u>	<u>\$27,271.60</u>
<b>DISBURSEMENTS</b>	GROSS PAYROLL	\$9,712.12	
	WARRANTS	\$15,677.94	
	FIVE STAR/GENERAL FUND	\$304.01	
	FIVE STAR/TRUST AND AGENCY	\$0.00	
	CHECKS RETURNED FOR NOT SUFFICIENT FUNDS	\$0.00	
	<b>TOTAL DISBURSEMENTS:</b>	<u>\$25,694.07</u>	<u>(\$25,694.07)</u>
	FIVE STAR/SCHOOL LUNCH FUND ACCOUNT	\$54,184.62	
	<b>ENDING BALANCE:</b>	<u>\$54,184.62</u>	<u>\$54,184.62</u>



HAMMONDSPORT CENTRAL SCHOOL

TREASURER'S REPORT

For period 12/1/2019 to 12/31/2019

**SPECIAL AID FUND**

	BEGINNING BALANCE:	<u>\$83,100.73</u>	<u>\$83,100.73</u>
RECEIPTS	NYS COMPTROLLER/GENERAL FUND	\$37,936.00	
	FIVE STAR/GENERAL FUND	\$38,394.14	
	MISCELLANEOUS	\$0.00	
	INTEREST	\$3.37	
	TOTAL RECEIPTS:	<u>\$76,333.51</u>	<u>\$76,333.51</u>
DISBURSEMENTS	GROSS PAYROLL	\$110,279.04	
	WARRANT	\$12,640.48	
	FIVE STAR/GENERAL FUND	\$6,799.42	
	CHECKS RETURNED FOR NOT SUFFICIENT FUNDS	\$0.00	
	TOTAL DISBURSEMENTS:	<u>\$129,718.94</u>	<u>(\$129,718.94)</u>
	FIVE STAR/SPECIAL AID FUND	\$29,715.30	
	ENDING BALANCE:	<u>\$29,715.30</u>	<u>\$29,715.30</u>

# HAMMONDSPORT CENTRAL SCHOOL

## TREASURER'S REPORT

For period 12/1/2019 to 12/31/2019

### TRUST AND AGENCY FUND

	BEGINNING BALANCE:	<u>\$344,564.06</u>	<u>\$344,564.06</u>
<b>RECEIPTS</b>	GROSS PAYROLL (GF, SCHL, SP AID)	\$643,327.76	
	HEALTH INSURANCE RECOVERIES-EMPLOYEE RETIREES, COBRA	\$10,856.98	
	FIVE STAR/GENERAL FUND	\$0.00	
	FIVE STAR/SIRRINE SCHOLARSHIP FUND	\$1,000.00	
	FIVE STAR/TAYLOR SCHOLARSHIP FUND	\$15,250.00	
	MISCELLANEOUS	\$16.00	
	INTEREST PAYROLL ACCOUNT	\$2.12	
	INTEREST TRUST AND AGENCY FUND	\$23.59	
	TOTAL RECEIPTS:	<u>\$670,476.45</u>	<u>\$670,476.45</u>
<b>DISBURSEMENTS</b>	NET PAYROLL (WARRANT)	\$21,017.48	
	NET PAYROLL (ACH DEPOSITS)	\$385,184.21	
	PAYROLL TAXES	\$180,326.45	
	WARRANT	\$46,301.26	
	NYS EMPLOYEE RETIREMENT SYSTEMS	\$1,514.60	
	HEALTH ECONOMICS	\$13,020.60	
	FIVE STAR/GENERAL FUND	\$374.27	
	FIVE STAR/HCS ATTENDANCE AWARD	\$77.00	
	CHECKS RETURNED FOR NOT SUFFICIENT FUNDS	\$0.00	
	TOTAL DISBURSEMENTS:	<u>\$647,815.87</u>	<u>(\$647,815.87)</u>
	FIVE STAR/TRUST AND AGENCY	\$367,222.52	
	FIVE STAR/PAYROLL ACCOUNT	\$2.12	
	ENDING BALANCE:	<u>\$367,224.64</u>	<u>\$367,224.64</u>

HAMMONDSPORT CENTRAL SCHOOL

TREASURER'S REPORT

For period 12/1/2019 to 12/31/2019

**CAPITAL FUND**

	BEGINNING BALANCE:	<u>\$1,661,320.36</u>	<u>\$1,661,320.36</u>
RECEIPTS	FIVE STAR/CAPITAL 2017 INVESTMENT ACCT	\$0.00	
	FIVE STAR/GENERAL FUND	\$0.00	
	INTEREST CAPITAL FUND ACCOUNT	\$0.00	
	INTEREST CAPITAL OUTLAY ACCOUNT	\$4.93	
	INTEREST CAPITAL PROJECT 2017 ACCOUNT	\$145.98	
	INTEREST CAPITAL PROJ 2017 INVESTMENT	\$0.00	
	TOTAL RECEIPTS:	<u>\$150.91</u>	<u>\$150.91</u>
DISBURSEMENTS	WARRANT (CAPITAL FUND ACCOUNT)	\$0.00	
	WARRANT (CAPITAL OUTLAY ACCOUNT)	\$0.00	
	WARRANT (CAPITAL PROJECT 2017 ACCOUNT)	\$336,308.16	
	TRANSFER TO FIVE STAR/GENERAL FUND	\$0.00	
	TRANSFER TO FIVE STAR/DEBT SERVICE	\$0.00	
	TOTAL DISBURSEMENTS:	<u>\$336,308.16</u>	<u>(\$336,308.16)</u>
	FIVE STAR/CAPITAL FUND ACCOUNT	\$0.00	
	FIVE STAR/CAPITAL OUTLAY ACCOUNT	\$100,013.64	
	FIVE STAR/CAPITAL 2017 PROJECT ACCOUNT	\$1,225,149.47	
	FIVE STAR/CAPITAL 2017 PROJ INVESTMENT	\$0.00	
	ENDING BALANCE:	<u>\$1,325,163.11</u>	<u>\$1,325,163.11</u>

**HAMMONDSPORT CENTRAL SCHOOL**

**TREASURER'S REPORT**

For period 12/1/2019 to 12/31/2019

<b>OTHER DISTRICT OWNED ACCOUNTS</b>
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<b>RESERVES</b>	FIVE STAR/UNEMPLOYMENT RESERVE	\$0.00	
	FIVE STAR/ERS RESERVE	\$0.00	
	FIVE STAR/EBALR RESERVE	\$0.00	
	FIVE STAR/WORKERS COMP RESERVE	\$0.00	
	FIVE STAR/CAPITAL TRANSPORTATION RES	\$0.00	
	FIVE STAR/DEBT SERVICE RESERVE	\$0.00	
	FIVE STAR/CAPITAL TECHNOLOGY RESERVE	\$0.00	
	FIVE STAR/CAPITAL RESERVE (2014)	\$0.00	
	FIVE STAR/REPAIR RESERVE (2016)	\$0.00	
	FIVE STAR/TRS RESERVE (2019)	\$0.00	
	FIVE STAR/REPAIR RESERVE	\$0.00	
	<b>TOTAL RESERVE FUNDS</b>	<b><u>\$0.00</u></b>	<b><u>\$0.00</u></b>
<b>SCHOLARSHIPS</b>	FIVE STAR/LAWRENCE SCHOLARSHIP	\$31,487.69	
	FIVE STAR/KEELER SCHOLARSHIP	\$37,055.68	
	FIVE STAR/PARA SCHOLARSHIP	\$2,215.49	
	FIVE STAR/SIRRINE SCHOLARSHIP	\$22,254.86	
	FIVE STAR/MCCANN SCHOLARSHIP	\$889.02	
	FIVE STAR/WAGNER SCHOLARSHIP	\$2,430.60	
	FIVE STAR/TAYLOR SCHOLARSHIP	\$90,186.82	
	FIVE STAR/SCHROEDER-BETHKE SCHOLARSHIP	\$2,263.53	
	FIVE STAR/WAMBOLD SCHOLARSHIP	\$759.02	
	FIVE STAR/2018 SCHOLARSHIP	\$793.00	
	<b>TOTAL SCHOLARSHIP FUNDS</b>	<b><u>\$190,335.71</u></b>	<b><u>\$190,335.71</u></b>
<b>INVESTMENTS</b>	FIVE STAR/MINNERLY INVESTMENT	\$33,215.82	
	FIVE STAR MCCANN INVESTMENT	\$26,890.37	
	FIVE STAR/HS ATTENDANCE AWARD	\$132.71	
	FIVE STAR/UNEMPLOYMENT RES INVESTMENT	\$65,363.37	
	FIVE STAR/ERS RES INVESTMENT	\$618,030.59	
	FIVE STAR/EBALR RES INVESTMENT	\$821,000.07	
	FIVE STAR/WORKERS COMP RES INVESTMENT	\$131,458.64	
	FIVE STAR/TRANSP RES INVESTMENT	\$204,047.10	
	FIVE STAR/DEBT SERVICE RES INVESTMENT	\$17,184.05	
	FIVE STAR/TECHNOLOGY RES INVESTMENT	\$332,599.04	
	FIVE STAR/CAPITAL 2014 PROJECT RES INV	\$27,084.31	
	FIVE STAR/REPAIR 2016 RES INVESTMENT	\$302,499.70	
	FIVE STAR/TRS 2019 RES INVESTMENT	\$85,537.02	
	FIVE STAR/DEBT SERVICE FUND INVESTMENT	\$186,020.02	
	FIVE STAR/BOOKS IN HOMES	\$140.01	
	<b>TOTAL INVESTMENT FUNDS:</b>	<b><u>\$2,851,202.82</u></b>	<b><u>\$2,851,202.82</u></b>
	<b>TOTAL RESERVES, SCHOLARSHIPS &amp; INVESTMENTS:</b>	<b><u>\$3,041,538.53</u></b>	<b><u>\$3,041,538.53</u></b>

HAMMONDSPOORT CENTRAL SCHOOL  
TREASURER'S REPORT

For period 12/1/2019 to 12/31/2019

**CERTIFICATION**

This is to certify that I have received these balances

Nancy Clark  
DISTRICT CLERK

1/3/20  
DATE

This is to certify that the cash balances are in agreement with the applicable bank statements as reconciled and noted

[Signature]  
SUPERINTENDENT

1/3/2020  
DATE

This is to certify that the cash balances are in agreement with the applicable bank statements as reconciled and noted

[Signature]  
DISTRICT TREASURER

1/3/2020  
DATE

## GST BOCES PROPOSED 2020-2021 COST METHODOLOGY

GST COSER NUMBER	STATE ACTIVITY CODE	PROGRAM DESCRIPTION	PROPOSED COST METHODOLOGY	AID STATUS
001	1000	Central Administration	2 Years Prior RWADA (2018-2019)	BOCES Aid
002	1900	Capital/Rental	2 Years Prior RWADA (2018-2019)	BOCES Aid - Current Year
101	3000	Career & Technical Education	Percentage of Total Averaged Enrollment from 2018-2019 Fiscal Year	BOCES Aid
203	4220	Special Class: S/P Ratio 1:12:1 (Academic Delay, ACCESS/EOP Transition Program and Project Search)	Actual FTE of Enrollment	Excess Cost Aid
204	4240	Special Class: S/P Ratio 1:12 + (3:1)	Actual FTE of Enrollment	Excess Cost Aid
205	4210	Special Class: S/P Ratio 1:15	Actual FTE of Enrollment	Excess Cost Aid
209	4235	Special Class: S/P Ratio 1:8:1 (Emotionally Disabled)	Actual FTE of Enrollment	Excess Cost Aid
216	4230	Special Class: S/P Ratio 1:6:1 (Day Treatment, Emotionally Disabled, Autism, Multiply Disabled)	Actual FTE of Enrollment	Excess Cost Aid
300	5830	Itinerant - Library Media Specialist	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid
301	5510	Itinerant - Music	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid
303	5320	Itinerant - Art	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid
304	4620	Itinerant - Visually Impaired		
		A) Visually Impaired - Instructional	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
		B) Visually Impaired - Instructional Support	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
305	6716	Itinerant - Physical Therapy	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
307	5200	Itinerant - English as a Second Language	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
308	5420	Itinerant - Physical Education	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid for Regular Ed Students and Excess Cost Aid for Students with Disabilities
309	5130	Itinerant - Speech Improvement	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid
310	4650	Itinerant - Speech Impaired	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
312	6810	Itinerant - School Psychologist	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid for Regular Ed Students and Excess Cost Aid for Students with Disabilities

## GST BOCES PROPOSED 2020-2021 COST METHODOLOGY

GST COSER NUMBER	STATE ACTIVITY CODE	PROGRAM DESCRIPTION	PROPOSED COST METHODOLOGY	AID STATUS
313	6718	Itinerant - Interpreter for the Deaf	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
316	3210	Itinerant - Home & Careers	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid
318	6110	Shared Supervision	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid
320	6163	Itinerant - Supervisor of Special Education Programs	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
321	6510	Shared Attendance Supervisor	District K-12 Enrollment (BEDS Fall 2018)	BOCES Aid
323	6813	Itinerant - Comprehensive Diagnostic Services	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid for Students with Disabilities. BOCES Aid on Coordination only for Regular Ed Students
324	6717	Itinerant - Occupational Therapy	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
326	4640	Itinerant - Hard of Hearing	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
327	4630	Itinerant - Teacher of the Deaf	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
330	6711	Itinerant - Nurse/Nurse Teacher	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid
331	4670	Itinerant - Consultant Teacher	Pooled Percentage of a Full-Time Equivalent Requested by District	Excess Cost Aid
332	6910	Itinerant - School Social Worker	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid for Regular Ed Students and Excess Cost Aid for Students with Disabilities
401	5842	Arts In Education	Base Cost: 2 Years Prior RWADA (2018-2019). Flat Fees Based on Artist/Performance.	BOCES Aid
403	5873	Alternative Education Program		
		A) Alternative Education Secondary (Bush, Coopers & Wildwood)	July 1st Numbers with June Adjusted Per Agreement (see attached)	BOCES Aid
		B) Alternative Education Middle School (Hornell)	July 1st Numbers with June Adjusted Per Agreement (see attached)	BOCES Aid
		C) Adventure Based Learning	Daily Rate Based on the Number of Participants & Facilitators	BOCES Aid

## GST BOCES PROPOSED 2020-2021 COST METHODOLOGY

GST COSER NUMBER	STATE ACTIVITY CODE	PROGRAM DESCRIPTION	PROPOSED COST METHODOLOGY	AID STATUS
409	5874	Academic Programs-Special Facilities (Detention Center)	Daily Rate Based on Actual Pupil Days of Service	BOCES Aid for Regular Ed Students and Excess Cost Aid for Students with Disabilities
412	5876	Advanced Placement Courses - Accelerated College Education (ACE )	Based on Number of Course Enrollments for CCC credit. Advanced Placement (AP) Test Fee Paid by Students; Corning Community College Course Credit Fee Paid by Students.	BOCES Aid
415	5875	Summer School	Tuition Rate Per Course Registration	BOCES Aid
426	5840	Exploratory Enrichment	Base Cost: Percentage of Funds Committed by the District.	
430	5877	Distance Learning	District Specific: Flat Fees Based on Event Requested	BOCES Aid
		A) Distance Learning/Video Conferencing	Coordination: 2 Years Prior RWADA (2018-2019) District Specific Requests: Based on Actual Usage.	BOCES Aid
		B) Online	Coordination: Two Years Prior RWADA (2018-2019) District Specific Requests: Based on Actual Enrollment in Virtual Learning Courses and Online Teacher of Record, if needed	BOCES Aid
445	5880	P-TECH (STEM Academy)	Tuition Rate Per Student	BOCES Aid
506	6210	Shared Curriculum Development Coordinator	Pooled Percentage of a Full-Time Equivalent Requested by District. Substitute Reimbursement, Specific District Requests Available on Per Diem Basis, Stipends an Additional Charge	BOCES Aid
507	6114	Interscholastic Sports Coordination	Flat Rate Per District	BOCES Aid
508	6316	Library Services/Media	Base Cost: Flat Rate per District Collection Development: Based on \$100 Blocks Databases: Based on the Rate Charged by Vendor for Specific District Requests (as used)	BOCES Aid
511	6313	A) Printing	Labor: 3 Year Average (2016-2017 through 2018-2019) Supplies: Based on Actual Usage Note:	BOCES Aid
		B) Courier Service	Percent of Usage Comprised of Number of Delivery Days Multiplied by Number of Locations	BOCES Aid
512	6360	Computer Service, Instructional	Pooled Percentage of a Full-Time Equivalent Requested plus District Specific Requests for Software and Hardware	BOCES Aid
513	6320	Library Automation	Base Service: Flat Rate Per Library Additional Services Based on District Specific Requests	BOCES Aid



## GST BOCES PROPOSED 2020-2021 COST METHODOLOGY

GST COSER NUMBER	STATE ACTIVITY CODE	PROGRAM DESCRIPTION	PROPOSED COST METHODOLOGY	AID STATUS
514	6111	Academic All Stars Coordinator	Flat Fee Per Team	BOCES Aid
516	6212	Grant Writing/Instructional Planning	Based On FTE Requested	BOCES Aid
517	6160	Coordination, Other (Central) Superintendents' Development Program	Flat Rate Per Participant	BOCES Aid
518	6161	Coordinator of Home Instruction	Per Student Fee	BOCES Aid
520	6817	Comprehensive Support Services	Pooled Percentage of a Full-Time Equivalent Requested	Excess Cost Aid
522	6312	Equipment Repair (AV/Microcomputer/Electronic)	Based on Actual Number of Units Repaired from July 2018 to June 2019 plus cost of parts Supplies: Based on actual usage	BOCES Aid District Supplies are not eligible for Aid
525	6261	Staff Development: Certified & Administrative	Curriculum Mentor/STEM Mentor - Pooled Percentage of a Full-Time Equivalent Requested by District	
527	6318	Instructional Materials	Substitute Reimbursement District Specific Requests - Available on a Per Diem Basis, Stipends an Additional Charge	BOCES Aid
		A) Science Resource Center	Base cost: Two years prior RWADA (2018-2019) District Specific: Cost Per Kit	BOCES Aid
		B) Science and Discovery Center	Base cost: Perc. of Funds Committed by Districts District Specific: Cost Per Program	BOCES Aid
528	6136	Industry/Education Activities Coordination (Career Development Council)		
		A) Basic Career Education Services	Based on District K-12 Enrollment (BEDS Fall 2018)	BOCES Aid
		B) High School Internships	Cost Per Participant	BOCES Aid
		C) Youth Leadership Institute	Cost Per Participant	BOCES Aid
		D) Additional Career Services	Specific requests/staff time/direct program expenses	BOCES Aid
536	6368	Model Schools	Base Service: 2 Years Prior RWADA (2018-2019) Stipends: Based on Actual Participation	BOCES Aid
537	6211	School/Curriculum Improvement Planning	Base Service: 2 Years Prior RWADA (2018-2019)	BOCES Aid
		A) Workshop Costs	Based on Number of Workshop Days Districts Request on May 1 of Prior Year With Billing Adjusted Per Agreement (See Attached)	BOCES Aid
		B) Data Analysis	Flat Rate Per Building Plus Eidex Fee	BOCES Aid
		C) Leadership	Flat Rate Per District	BOCES Aid
		D) Sub Reimbursement	Based on District Sub Rate	BOCES Aid
		E) Stipends	Based on Regional Stipend Rate	BOCES Aid
		F) Superintendents Retreat	Flat Rate Per District	BOCES Aid
		G) NYSCOSS	Flat Rate Per District	BOCES Aid

## GST BOCES PROPOSED 2020-2021 COST METHODOLOGY

GST COSER NUMBER	STATE ACTIVITY CODE	PROGRAM DESCRIPTION	PROPOSED COST METHODOLOGY	AID STATUS
		H) Principal's Coalition	Flat Rate Per Participant	BOCES Aid
		I) Network Team	Flat Rate Per School Building	BOCES Aid
		J) Regional Scoring	Based on Fee Per Test	BOCES Aid
		K) Additional Services	Based on District Specific Requests	BOCES Aid
602	7810	Employee Benefit Coordination	Steuben Plan: Fee Per Enrollee in Health Care Plan December 2019	
605	7710	Computer Service: Management	Worker's Comp: Flat Rate Per Participating District	BOCES Aid
		A) Network Services:	Effective July 1, 2013 Help Desk was Incorporated into the Following Services: Telecom, Backup, Desktop, Email, Instructional and Server	
		A-1) Telecommunications	Number of District Computing Devices Connecting to the Regional Network, either Wired or Wirelessly, as of September 1, 2019	BOCES Aid
		A-2) Desktop Technicians	Pooled Percentage of a Full-Time Equivalent Requested by District	BOCES Aid
		A-3) Electronic E-Mail Service	Number of District Staff E-mail Accounts as of September 1, 2019 Managed Student Accounts: \$3 Times Number of Staff E-mail Accounts	BOCES Aid
		A-4) Instructional Network Service	Per Student Fee Based on K-12 Enrollment (BEDS Fall 2018)	BOCES Aid
		A-5) Server Team	Number of District Computing Devices Connecting to the Regional Network, either Wired or Wirelessly, as of September 1, 2019	BOCES Aid
		A-6) VOIP Communications Systems Service	Per License Plus Equipment, Maintenance and Support Costs	BOCES Aid
		A-7) Backup & Data Restoration Services	Number of District Computing Devices Connecting to the Regional Network, either Wired or Wirelessly, as of September 1, 2019	BOCES Aid
		A-8) IP Security Service	Number of District Security Cameras as of September 1, 2019 plus System Maintenance	BOCES Aid
		A-9) Fax Service	Number of District Fax Lines/ATA's as of September 1, 2019	BOCES Aid
		A-10) Data Privacy and Security Service	No Charge for Districts Participating in all Core Services (Telecom, Server, & Backup) Flat Fee for Districts not Participating in Core Services	BOCES Aid

## GST BOCES PROPOSED 2020-2021 COST METHODOLOGY

GST COSER NUMBER	STATE ACTIVITY CODE	PROGRAM DESCRIPTION	PROPOSED COST METHODOLOGY	AID STATUS
		B) Regional Infrastructure Service	Per DEMARC as of September 1, 2019	BOCES Aid
		C) Distributed Systems Resource Service [DSRS]	District K-12 Enrollment (BEDS Fall 2018) and FTE Requested (Level of Service)	BOCES Aid
		D) Financial Services		
		D-1) Financial Services	Per Paycheck July 2018 to June 2019 Plus District Specific Software License Fee	BOCES Aid
		D-2) Tax Bill Printing & Collection System	Per Tax Bill July 2018 to June 2019	BOCES Aid
		D-3) Inventory & Asset Management Services	Flat Rate per District Plus Per Asset Charge Plus Software Maintenance Fee Per Module	BOCES Aid
		E) Student Management Service [SchoolTool]	2 Years Prior RWADA (2018-2019)	BOCES Aid
		F) Special Education Management Service	Number of Special Education Students as of September 1, 2019	BOCES Aid
		F-1) Academic Intervention Service	Per Student Fee Based on K-12 Enrollment (BEDS Fall 2018)	BOCES Aid
		G) Student Assessment & Accounting System Services		
		G-1) Testing Service	Number of Tests Scored and Test Booklets from September 1, 2018 through August 31, 2019	BOCES Aid
		G-2) State Data Collection Service	Flat Fee Per District and Flat Fee Per Building for Datawarehouse Hosting	BOCES Aid
		G-3) Data Administrator Consultation Service	Equal Share Per District	BOCES Aid
		H) Instructional Development of Educational Application Service (IDEAS)	Per Student Fee Based on K-12 Enrollment (BEDS Fall 2018)	BOCES Aid
		I) Internet Service	Percentage of Utilization from July 2018 to June 2019	BOCES Aid
		J) Cafeteria Point of Sales	Per Student Fee Based on K-12 Enrollment (BEDS Fall 2018) in Each School Building	BOCES Aid
		K) Student/Staff ID Card	Initial Card-\$2, Additional Card-\$1, Clip, Badge Holder, Lanyard-At Cost, ProxCARD-\$5.00 July 2018 to June 2019	BOCES Aid
		L) Medicaid Reimbursement Service	Per Student Fee Based on K-12 Enrollment (BEDS Fall 2018)	BOCES Aid
		M) Document Imaging Service	2 Years Prior RWADA (2018-2019)	BOCES Aid
		N) Shared Chief Information Officer (CIO) Service	FTE Requested by District	BOCES Aid
		O) Energy Utilization Metering and Management Service	Per Installed Building	BOCES Aid

## GST BOCES PROPOSED 2020-2021 COST METHODOLOGY

GST COSER NUMBER	STATE ACTIVITY CODE	PROGRAM DESCRIPTION	PROPOSED COST METHODOLOGY	AID STATUS
		P) Facilities Management	Base Flat Fee Per District + Flat Fee Per Building + District Specific Licensing Fees & Vendor Maintenance Contracts	BOCES Aid
606	7140	Substitute Coordination (Sub-Teacher Registry)	Number of District Employees Requiring a Sub as of October 1, 2019	BOCES Aid
608	7111	Negotiations (Labor Relations)	Flat Rate Per District for Coordination Plus a Rate Based on Number of District Employees Reported by District October 1, 2019	BOCES Aid
609	7470	Safety/Risk Management		
		A) Coordination	Flat Fee (Required for Participation in Additional Services in This COSER)	BOCES Aid
		B) Training	Based on Number of District Employees Reported by District October 1, 2019	BOCES Aid
		C) Option A Testing	Flat Fee (Lab Fees Not Included)	BOCES Aid
		D) Asbestos Service	Total Square Footage of District	BOCES Aid
		E) Fire/Structural Inspections	Total Square Footage of District	BOCES Aid
610	7116	Employee Assistance Program	Based on Number of District Employees Reported by District October 1, 2019	BOCES Aid
611	7334	Transportation: Other Programs (Drug and Alcohol Testing)	Based on Number of Drivers with CDL Licenses as of October 1, 2019	Transportation Aid
612	7017	Business Office Support (CBO)	CBO Administration charge based on 2 year prior RWADA (2018-2019) Requested Services - Based on FTE of Staff Requested	BOCES Aid Claims Auditing is not Eligible for Aid
614	7511	Public Information Service: Central	Pooled Rate Based on FTE of Service Requested	BOCES Aid
617	7612	School Food Management: Central	Based on FTE Requested by District	BOCES Aid
618	7211	GASB-75 Planning and Valuation Service	Coordination: Flat Fee Actuarial Consultant: Based on BOCES Contract w/Consultant	BOCES Aid
623	7112	Recruiting Service (Cooperative Advertising)	Coordination: Percentage of FTE Based on District Participation	BOCES Aid
624	7134	Staff Development - Board of Education	Advertising: Based on Fee Per District Request Charge Per District/BOCES Board	BOCES Aid
725	4020	Related Service - Occupational Therapy	Rate Per Individual or Group Session Per Student IEP	Excess Cost Aid
726	4020	Related Service - Physical Therapy	Rate Per Individual or Group Session Per Student IEP	Excess Cost Aid

**GST BOCES PROPOSED 2020-2021 COST METHODOLOGY**

<b>GST COSER NUMBER</b>	<b>STATE ACTIVITY CODE</b>	<b>PROGRAM DESCRIPTION</b>	<b>PROPOSED COST METHODOLOGY</b>	<b>AID STATUS</b>
727	4020	Related Service - Deaf & Hearing Impaired	Rate Per Individual or Group Session Per Student IEP	Excess Cost Aid
728	4020	Related Service - Vision	Rate Per Individual or Group Session Per Student IEP	Excess Cost Aid
729	4020	Related Service - Speech	Rate Per Individual or Group Session Per Student IEP	Excess Cost Aid
731	4020	Related Service - Adapted Physical Education	Rate Per Individual or Group Session Per Student IEP	Excess Cost Aid
732	4020	Related Service - 1:1 Aides Multiple Options	Flat Pooled Rate Based on Actual FTE of Aide	Excess Cost Aid
733	4020	Related Service - 1:1 Interpreters Multiple Options	Flat Pooled Rate Based on Actual FTE of Interpreter	Excess Cost Aid
734	4020	Related Service - Counseling	Rate Per Individual or Group Session Per Student IEP	Excess Cost Aid
735	4020	Related Service - Mainstreaming	Rate Per 1-Credit Course of Mainstreaming (see attached)	Excess Cost Aid
737	4020	Related Service - 1:1 Nurse	Flat Pooled Rate Based on Actual FTE of Nurse	Excess Cost Aid
837	4201	Summer Portion of 12 Month Program (Extended School Year)		
		A) 1:6:1, 1:8:1, 1:12:1, 1:15, 1:12 + (3:1)	Actual FTE of Enrollment	Regional Rates set by NYS Program Reimbursement Unit
		B) 1:1 Aides	Flat Pooled Rate Based on Actual FTE of Aide	Regional Rates set by NYS Program Reimbursement Unit
		C) 1:1 Licensed Practical Nurse	Flat Pooled Rate Based on Actual FTE of Nurse	Regional Rates set by NYS Program Reimbursement Unit
		D) Related Service Only	Actual FTE of Staff Time	Regional Rates set by NYS Program Reimbursement Unit

**CHANGES IN PROPOSED 2020-2021  
COST METHODOLOGY FROM 2019-2020**

**Updated Years**

**Change in Service in Existing Coder**

203	Special Education Deleted Project Search (203.201)
209	Special Education Added: Project Search (209.215)
216	Special Education Deleted Multiply Disabled (216.219)
318	Instructional Services Deleted Shared Supervision
605	Computer Service: Management Added: Letter (P) Facilities Management
737	Instructional Services Added: Related Service: 1:1 Nurse (737.001)

**Change in Cost Methodology**

605	<p><u>Computer Services:</u></p> <p>A-1 Telecommunications - Changed from “Number of District Computers with an Installed Network Card as of September 1, 2019” to “Number of District Computing Devices Connecting to the Regional Network, either Wired or Wirelessly, as of September 1, 2019.”</p> <p>A-5 Server Team – Changed from “Number of District Computers with an Installed Network Card as of September 1, 2019” to “Number of District Computing Devices Connecting to the Regional Network, either Wired or Wirelessly, as of September 1, 2019.”</p> <p>A-7 Backup &amp; Data Restoration Services - Changed from “Number of District Computers with an Installed Network Card as of September 1, 2019” to “Number of District Computing Devices Connecting to the Regional Network, either Wired or Wirelessly, as of September 1, 2019.”</p>
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SEPTEMBER 2020					OCTOBER 2020					NOVEMBER 2020				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2 Conf. Day	3 Conf. Day	4				1	2	2	3	4	5	6
7 Labor Day	8 1 <sup>st</sup> Day of School	9	10	11	5	6	7	8	9	9	10	11 Vets. Day	12	13
14	15	16	17	18	12 Col. Day	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25 No School	26 Thanksgiving	27 No School
28	29	30			26	27	28	29	30	30				

DECEMBER 2020					JANUARY 2021					FEBRUARY 2021				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
	1	2	3	4					1 Xmas Break	1	2	3	4	5
7	8	9	10	11	4	5	6	7	8	8	9	10	11	12
14	15	16	17	18	11	12	13	14	15	15 Pres. Day	16 Winter Break	17 Winter Break	18 Winter Break	19 Winter Break
21	22	23 Xmas Break	24 Xmas Break	25 Xmas Break	18 MLK Day	19	20	21	22	22	23	24	25	26
28 Xmas Break	29 Xmas Break	30 Xmas Break	31 Xmas Break		25 Conf. Day	26	27	28	29					

MARCH 2021					APRIL 2021					MAY 2021				
M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5				1	2 Good Friday	3	4	5	6	7
8	9	10	11	12	5 Spring Break	6 Spring Break	7 Spring Break	8 Spring Break	9 Spring Break	10	11	12	13	14
15	16	17	18	19 Conf. Day	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31 Mem Day				

JUNE 2021				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15 R	16 R	17 R	18 R
21	22 R	23 R	24 LDS R	25 Grad.

First day of school for students will be Tuesday, September 8, 2020  
 Last day of school for students will be Thursday, June 24, 2021  
 Shaded area indicates NO SCHOOL for students.

Nov. 25-27 Thanksgiving  
 Dec. 23 -Jan. 1 Christmas Recess  
 Feb. 15-19 Winter Recess  
 April 2-9 Spring Recess

\*\*4 Snow days built in\*

	Staff	Students
Sept.	19	17
October	21	21
November	17	17
December	16	16
January	19	18
February	15	15
March	23	22
April	16	16
May	20	20
June	18	18
<b>TOTAL</b>	<b>184</b>	<b>180</b>



# AIA® Document G701/CMa™ – 1992

## Change Order - Construction Manager-Adviser Edition

<b>PROJECT (Name and address):</b> Hammondsport CSD 2017 CIP 8272 Main Street Hammondsport, NY 14840	<b>CHANGE ORDER NUMBER:</b> 101-002 <b>INITIATION DATE:</b> 1/7/20	<b>OWNER:</b> <input type="checkbox"/> <b>CONSTRUCTION MANAGER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
<b>TO CONTRACTOR (Name and address):</b> LeChase Construction Services LLC 11849 East Corning Road, Suite 102 Corning, NY 14830	<b>PROJECT NUMBERS:</b> SEI Design Group / <b>CONTRACT DATE:</b> 9/18/19 <b>CONTRACT FOR:</b> General Trades	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

SED#57-29-01-04-0-002-016 Main Street School

IS-11 (2) Fitness corridor Windows

Requested by: District

Relationship to Project Scope: General Trades Contract #101

Description of Work:

Please provide all labor, materials and equipment required to provide (2) fitness/corridor windows per the attached sketch.

TOTAL COST - \$28,211.00

New Contract Total - \$2,619,448.00

The consideration stipulated for performance of this change represents total and complete compensation for such performance including impacts, if any, on the unchanged work.

The original Contract Sum was	\$ 2,569,000.00
Net change by previously authorized Change Orders	\$ 22,237.00
The Contract Sum prior to this Change Order was	\$ 2,591,237.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 28,211.00
The new Contract Sum including this Change Order will be	\$ 2,619,448.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is

**NOTE:** This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.



NOT VALID UNTIL SIGNED BY THE OWNER, CONSTRUCTION MANAGER, ARCHITECT AND CONTRACTOR.

Campus Construction Management Group  
**CONSTRUCTION MANAGER** (*Firm name*)  
1241 Pittsford-Victor Road, Pittsford, NY 14534  
**ADDRESS**

SEI Design Group  
**ARCHITECT** (*Firm name*)  
224 Mill Street, Rochester, NY 14614  
**ADDRESS**

**BY** (*Signature*)  
George Spinaris  
(*Typed name*)                      **DATE:**

**BY** (*Signature*)  
Vic Tomaselli  
(*Typed name*)                      **DATE:**

LeChase Construction Services, LLC  
**CONTRACTOR** (*Firm name*)  
11849 East Corning Road, Suite 120, Corning, NY 14830  
**ADDRESS**

Hammondsport Central School District  
**OWNER** (*Firm name*)  
8272 Main Street, Hammondsport, NY 14840  
**ADDRESS**

**BY** (*Signature*)  
Fred Thompson  
(*Typed name*)                      **DATE:**

**BY** (*Signature*)  
Kyle Bower  
(*Typed name*)                      **DATE:**

**2018-805 Hammondsport CSD  
PROPOSAL #00005**

**Prop-00005**

**CREATED ON: 1/7/2020**

<b>Issued By:</b>	Michael Thompson LeChase Construction Services, LLC - COR 11849 East Corning Road, Suite 120 Corning, NY 14830 (607)346-3798 (607)346-3798	<b>Issued To:</b>	Michelle Fishbaugh Campus Construction Management 1241 Pittsford-Victor Road Pittsford, NY 14534
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<b>Regarding:</b>	IS-011 (2) Fitness Corridor Windows	<b>Status:</b>	Issued
<b>Owner Authorization:</b>		<b>Contract:</b>	<u>Contract #101 - General Trades - LeChase Construction Services, LLC - COR (#003)</u>
<b>Value:</b>	\$28211.00	<b>Justification:</b>	Owner Request
<b>Issue (CIC):</b>	IS-011 (2) Fitness/Corridor Windows		
<b>Field Order:</b>	<u>FO-00008 - IS-011 (2) Fitness Corridor Windows</u>		
<b>Change Order:</b>			

**DESCRIPTION OF PROPOSAL**

Please provide all labor, materials and equipment required to provide (2) fitness/corridor windows per the attached sketch.

**COMMENTS**

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

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

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

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

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

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

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

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

**ATTACHMENTS**

Attachment Name	Date Uploaded
<u>LCS COno-009 - Fitness Corridor Window.pdf</u>	01/07/2020 11:03 AM

**E-MAIL RECIPIENTS**

Company	Person	Phone	Email
Campus Construction Management	Michelle Fishbaugh		mfishbaugh@campuscmg.com

**Status History:** Draft: 01/07/2020 11:03 AM, Issued: 01/07/2020 11:03 AM

101-002



IS-011

LeChase Construction Services, LLC  
11849 East Corning Road  
Suite 102  
Corning, NY 14830

**Contractor Proposal**

LCS Project Number: **1975041**

**Description of Change**

This change includes cost for (2) additional type W16 windows per attached RFP.

Date: 12/17/2019  
 Contract #: GC  
 Change Proposal #: 9

**Section A: LeChase Work:**

1	Total LCS Labor	\$	2,898.00
2	Total LCS Material	\$	-
3	Total LCS Equipment	\$	-
4	SUBTOTAL (lines 1 thru 3)	\$	2,898.00
5	LCS OH&P (0%)	\$	-
6	<b>TOTAL (lines 4 &amp; 5)</b>	<b>\$</b>	<b>2,898.00</b>

**Section B: Subcontractor Work:**

7	Name of Subcontractors		
	A. Flower City	\$	23,330.00
	B.	\$	-
	C.	\$	-
	D.	\$	-
	E.	\$	-
	F.	\$	-
8	Total Subcontractor Proposals	\$	23,330.00
9	Contractors Override on Sub Proposal + Bond Fee (8.5%)	\$	1,983.05
10	<b>SUBCONTRACTOR TOTAL (lines 8 &amp; 9)</b>	<b>\$</b>	<b>25,313.05</b>

**Section C: Requested Total:**

11 AMOUNT REQUESTED (lines 6 & 10) **\$ 28,211**

**LeCHASECONSTRUCTION**



January 6, 2020

To: HCS Board of Education  
From: Ami Corell, Drama Club Co-Director  
RE: Donation of Set Furniture

Please accept, on behalf of the drama club, the donation from Maybe Baby Burgers (Troy Goho) of 5 restaurant booths (3 smaller/2 larger) to the school drama club for our production of "Cyrano de Burger Shack" last spring. They delivered them here to the school for us in February prior to the performances, and said they would like to donate them to the drama club for future production sets when needed, as they have since redecorated the restaurant. The booths are valued at approximately \$600 each.

Thank you,



Ami Corell, Drama Club Co-Director

*\* Donation was made in March 2019.*

April 3, 2019

Troy and Maybe Baby Burgers,

We can't thank you enough for donating the old booths from the restaurant to our drama club production of "Cyrano de Burger Shack" last month. It saved us huge amounts of money and time to have those instead of having to build our own. We truly appreciate you donating them to the club so that we could alter them to suit our set, and so that we have them for future productions. They are pretty tough to come by, and set/prop costs can add up very quickly!

Thank you again, your support of HCS Drama Club is so beneficial to so many of our students!

Sincerely,

The Hammondsport Central School Drama Club,

Ami Corell & Tom Mitchell, Co-Advisers

Madison Pifer, Secretary

---

Maybe Baby Burgers donated 5 restaurant booths to the Hammondsport CSD Drama Club for the spring production of "Cyrano de Burger Shack" and to keep for future use following those productions.

Ami Corell,

HCS Drama Co-Adviser

## AGREEMENT

THIS AGREEMENT, made the 1st of January 2020 by and between the Hammondsport Central School District, having its offices at 8272 Main Street Ext., Hammondsport, New York 14840, (hereinafter "Hammondsport Central School District"), and the Steuben County Department of Social Services, having its offices at 3 East Pulteney Square, Bath, NY 14810, (hereinafter "Department").

### WITNESSETH

**WHEREAS**, the General Municipal Law §119-o duly authorized under the laws of the State of New York to enter into this municipal cooperation agreement; and

**WHEREAS**, The County employs social workers and Hammondsport Central School District is in need of social work services in accordance with this agreement;

**NOW, THEREFORE**, the parties hereto hereby agree as follows:

1. The Department will purchase preventative social work programs to work within the school setting and provide home visits to further engage the student's family. Services will include individual, group and family formats as deemed appropriate in meeting the student's needs as outlined in the scope (Attachment A). The PARTIES hereto agree that each Commissioner of the Department of Social Services has contracted with the Steuben County Community Services Department for supervision of any staff working under the terms of this agreement, while such employee is at their respective location. Additionally, the Commissioner of the Department of Social Services will share the right to have input into the assignment, retention, and reassignment of any staff working under the terms of this agreement, but the ultimate authority for this employee remains the County of Steuben (Attachment A).
2. **CONSIDERATION.** Hammondsport Central School District shall pay the Department for 40% of the cost of the social worker services and expenses unless otherwise specified herein, the sum not to exceed \$58,971.00 for calendar year 2020. The Department will invoice Hammondsport Central School District in installments and Hammondsport Central School District will make payments within 30 days of receipt of the invoice.
3. **NOTICES.** Any and all notices and payments required hereunder shall be addressed as follows, or to such other address as may hereafter be designated in writing by either party hereto:  
  
To Hammondsport Central School District: Kyle Bower, Superintendent, 8272 Main Street Ext., Hammondsport, New York 14840,  
To Steuben: Department of Social Services Kathryn A. Muller, Commissioner, 3 East Pulteney Square, Bath, New York 14810.
4. **WAIVER.** No waiver of any breach of any condition of the agreement shall be binding unless in writing and signed by the party waiving said breach. No such waiver shall in any way affect any other term or condition of this agreement or constitute a cause or excuse for repetition of such or any other breach unless the waiver shall include the same.
5. **TERM.** Hammondsport Central School District will agree that this agreement shall be reviewed from time to time by it's Board. This agreement shall commence January 1, 2020 and shall

terminate on December 31, 2020. Either party may cancel this agreement with sixty (60) days written notice.

6. **INSURANCE.** Each party shall provide general liability insurance, Worker's Compensation insurance and disability insurance, in amounts satisfactory to the other side. Proof of such coverage shall be provided to the other party upon reasonable request.
7. **HOLD HARMLESS.** The parties shall at all times defend, indemnify, save harmless each party and its employees from any and all claims, damages or judgments or for the defense or payment thereof, based on any claim, action or cause of action whatsoever, including any action for libel, slander or personal injury, or any affiliated claims, by reason of any act or failure to properly act on the part of either party and in particular as may arise from the performance under this contract. Such obligation shall not be construed to negate, abridge or reduce other rights of indemnity which would otherwise exist. This provision shall supersede any other provision in this Agreement deemed to be in conflict, unless specifically stated otherwise.
8. **CONFIDENTIALITY.** Information relating to individuals who may receive services pursuant to this Agreement shall be confidential and maintained and used only for the purposes intended under this Agreement, in accordance with any applicable State or Federal laws, rules and regulations. Each Party specifically covenants and certifies that it will comply in all respects with the federal Health Insurance Portability and Accountability Act of 1996 ("HIPPA"), the HIPPA Privacy Rule and the HIPPA Security Rule with respect to the Protected Health Information ("PHI") of clients of the County.

All information exchanged between agencies is confidential and will be used only for the intended purposes. Measures shall be taken to safeguard the confidentiality of such information to the extent required by applicable state and federal laws and regulations. Hammondsport Central School District and Department agree to comply with all new or revised requirements issued by the Department of Health and Human Services or the NYS Office of Temporary and Disability Assistance and Hammondsport Central School District and Department shall be informed by the reciprocal exchange of information.

Hammondsport Central School District and Department agree that all information exchanged between the PARTIES is considered confidential and will be used only for the intended purposes as provided in law. Measures shall be taken to safeguard the confidentiality of such information to the full extent required by applicable State and Federal Laws and Regulations. Hammondsport Central School District and Department agree to be bound by the provisions of §136 SSL, 18(A), NYCRR §347.19, Public Health Law, Article 27-F, and any other related statutes regarding confidentiality. This Section and the requirements herein shall survive the termination of this agreement.

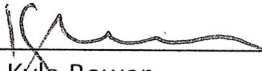
Any disclosure of confidential HIV-related information shall be accompanied by a written statement as follows: This information has been disclosed to you from confidential records which are protected by State law. State law prohibits you from making any further disclosure of this information without the specific written consent of the person to whom it pertains, or otherwise permitted by law. Any unauthorized further disclosure in violation of State law may result in a fine or jail sentence or both. A general authorization for the release of medical or other information is not sufficient authorization for further disclosure. This section shall survive the termination of the Agreement.



9. **AGREEMENT.** This agreement may not be assigned, transferred, conveyed, sublet or disposed of without the previous consent, in writing, of the Department. To the extent assignment is granted in accordance with the terms of this paragraph, this Agreement shall be binding on the parties, their successors, heirs, and assigns.
10. **AMENDMENTS.** No waiver, modification, or amendment of this Agreement or any part thereof shall be valid unless in writing and duly executed by the parties hereto. A waiver of any breach hereof shall not prevent a forfeiture for any succeeding breach.
11. **ENTIRE AGREEMENT.** This Agreement contains the sole and entire Agreement between the parties relating to the services provided hereunder and shall supersede any and all other Agreements between the parties. Any other statements or representations made by either party are void and have no force or effect. Agreement shall be governed by the laws of the State of New York and any claims brought hereunder shall be brought in and under the jurisdiction of the State of New York.

**IN WITNESS WHEREOF,** the parties hereto have hereunder set their hands and seals the day and year first above written.

DATE: 1/3/20

  
BY: Kyle Bower  
**SUPERINTENDENT**

DATE: \_\_\_\_\_

\_\_\_\_\_  
BY: Kathryn A. Muller, Commissioner  
**STEBEN COUNTY**  
**DEPARTMENT OF SOCIAL SERVICES**

DATE: \_\_\_\_\_

\_\_\_\_\_  
BY: Jessica Peaslee, Commissioner's Counsel  
**STEBEN COUNTY**  
**DEPARTMENT OF SOCIAL SERVICES**

## **Attachment A: Scope of Services**

Social Workers Services for Hammondsport Central School District:

Steuben County Department of Social Services will purchase preventive social work programs to work within the school setting and provide home visits to further engage the student's family.

Services will include:

- Individual, group and family formats as deemed appropriate in meeting the student's needs.
  - Prioritization of services will be as follows:
    - a. Students as risk for placement outside of the family;
    - b. Students with mental health issues as demonstrated by concerns of abuse/neglect or JD/PINS behaviors;
    - c. Students with a SED diagnosis;
    - d. Mental health crisis work at the school setting.
  - Students using the social worker services will have access to nursing, psychiatry, and health services as needed.
  - The preventative services model will additionally link the child/student and his/her family with community resources that will assist them in meeting their identified needs or goals.
  - Staff will provide linkage for the child/student and his/her family with County and community agencies for identified service needs as well as serving as a liaison with the school district.

# HAMMONDSPORT

Central School District

8272 Main Street Hammondsport NY 14840

Kyle C. Bower, Superintendent  
Tad R. Rounds, Secondary Principal  
Joe Koehler, Elementary Principal  
607.569.5200  
FAX: 607.569.5212

To: Board of Education  
From: Kyle C. Bower, Superintendent  
Date: January 8, 2020  
Re: March Calendar Change

I would like to request that Thursday, March 19<sup>th</sup>, 2020 be changed in the District calendar from a full school day to an early dismissal at 12:30pm. This time is necessary to provide additional, mandatory training to our staff. The following day, Friday, March 20<sup>th</sup> is already scheduled as a full District conference day. All students will have lunch prior to dismissal at 12:30pm.

BOARD OF EDUCATION

*Dennis R. Carlson*, President

*Richard L. Drain*, Vice President

Lynda S. Lowin

Carre A. Doyle

Kevin W. Bennett

TS

## HAMMONDSPORT CENTRAL SCHOOL

### Principal/Supervisor Recommendation for Hiring

TO: Mr. Kyle Bower, Superintendent

FROM: Tad R. Rounds, Principal      Date: 1/7/20

This memo is a recommendation to appoint Mrs. Kathleen Doyle as a substitute for the school nurse and teachers in grades pk-12. Mrs. Doyle has degrees in both nursing and psychology from St. John Fisher College in Rochester. Mrs. Doyle has extensive experience in nursing and is currently employed at Ira Davenport. Mrs. Doyle is a current district resident and will be a great addition to substitute pool.



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Tad R. Rounds, Hammondspport Junior-Senior High Principal



KYLE BOWER  
HAMMONDSPORT CSD  
8272 MAIN ST  
HAMMONDSPORT, NY 14840

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FINGERPRINT CLEARANCE

FOR EMPLOYMENT

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This is a notice that on 12/17/2019, **KATHLEEN MCGUIRE** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **KATHLEEN MCGUIRE**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

**DEBORAH A. MARRIOTT**  
OSPRA Fingerprinting Unit

Office of School Personnel Review and Accountability  
NYS Education Department  
89 Washington Avenue  
Albany, NY 12234  
(518)473-2998 -- Fax (518)473-8812  
OSPRA@mail.nysed.gov  
www.highered.nysed.gov/tcert/ospra/

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1/7/20



## Hammondsport Central School Recommendation for Hire

To: Kyle Bower  
Superintendent of Schools

From: Donald Gardiner  
Building/Grounds Maintenance Supervisor

I recommend Justin Hilligus be appointed to the position of on-call substitute building cleaner.  
Fingerprints: On File

I've met with Justin and found him to be a polite and energetic young man with a variety of skills and interests. One or more of those may be a good fit in our organization.

Respectfully,

  
Donald R Gardiner



KYLE BOWER  
HAMMONDSPO RT CSD  
8272 MAIN ST  
HAMMONDSPO RT, NY 14840

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FINGERPRINT CLEARANCE

FOR EMPLOYMENT

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This is a notice that on 01/10/2020, **JUSTIN W HILLIGUS** filed his/her fingerprints with the New York State Education Department and has been cleared for employment in your school. Please note that this clearance is valid only for your school and may not be used for any other purpose, including but not limited to, employment at another school or institution. If your school no longer employs **JUSTIN W HILLIGUS**, you are required pursuant to Education Law and Regulations to notify OSPRA. Such notice should be made by submitting an online employment termination request or by filing a paper OSPRA 105 form, which is available on the OSPRA website.

**DEBORAH A. MARRIOTT**  
OSPRA Fingerprinting Unit

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[www.highered.nysed.gov/tcert/ospra/](http://www.highered.nysed.gov/tcert/ospra/)

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Memo

To: Mr. Kyle Bower

From: Tad R. Rounds

Re: Chaperone Approval

Date: 1/6/2020



This memo is a request to approve Amy Raab as a chaperone for the 2019/2020 school year retroactive to November 14, 2019.