

**Agenda – Regular Meeting**  
**Tech Valley High School Operating Board**  
**A Joint Venture of Capital Region BOCES and Questar III**

July 25, 2019 6:15 p.m.                      Tech Valley High School  
SUNY Polytechnic Institute  
College of Nanoscale Science and Engineering  
246 Tricentennial Drive  
Albany, New York 12203

District Superintendent:                      Ms. Anita Murphy, Capital Region BOCES  
District Superintendent:                      Dr. Gladys Cruz, Questar III BOCES

1. Pledge of Allegiance
2. Approval of the Agenda
3. Minutes from the May 23, 2019 Board Meeting
4. Recognition of Visitors
5. Privilege of the Floor
6. Tenure Appointment
  - a. Danielle Hemmid
7. Personnel Considerations
  - a. Appointments
    1. Catherine Eisele
    2. Brian Rozmierski
    3. Scott O’Leary
    4. Baki Bozyel
    5. Per Diem Substitutes
8. Business Items
  - a. Board Policies – First Reading
  - b. Internal Claims Auditor Report
  - c. Treasurer’s Report

- d. Approval of School Lunch Agreement with Guilderland Central School District
  - e. Pre-Governance Letter from Cusack and Company
9. Principal's Report
  10. District Superintendents' Report
  11. Board Discussions
  12. Executive Session
  13. Summary Actions
  14. Adjournment

1. **Pledge of Allegiance**

2. **Approval of the Agenda**

RESOLVED: that the Tech Valley High School Operating Board approves the agenda as presented.

3. **Minutes**

RESOLVED: that the Tech Valley High School Operating Board approves the Minutes from the May 23, 2019 Board Meeting. (copy attached)

4. **Recognition of Visitors**

5. **Privilege of the Floor**

6. **Tenure Appointment**

a. Danielle Hemmid

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following teacher for the Tech Valley High School be appointed to tenure:

|              |                           |
|--------------|---------------------------|
| Name:        | Danielle Hemmid           |
| Effective:   | September 16, 2019        |
| Tenure Area: | General Special Education |

(copy attached)

7. **Personnel Considerations**

a. Appointments

1. Catherine Eisele

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Teacher for the Tech Valley High School be appointed to a four year probationary term, commencing on July 1, 2019, provided that, except to the extent required by law, in order to be granted tenure, she shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c or §3012-d of either effective or highly effective in at least 3 of the 4 preceding years, and if she receives an ineffective composite or overall rating in the final year of the probationary period, she shall not be eligible for tenure at that time:

Name: Catherine Eisele  
 Position: Teacher, English Language Arts 7-12 (1.0 FTE)  
 Effective: July 1, 2019  
 Certification: English Language Arts 7-12 (Initial)  
 Type of Appointment: Probationary  
 Tenure Area: English  
 Probationary Period: Four years  
 Annual Salary: \$50,000  
 Benefits: As set forth in the TVHS Teacher Association agreement

2. Brian Rozmierski

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Teacher for the Tech Valley High School be appointed:

Name: Brian Rozmierski  
 Position: Teacher, Technology Education (1.0 FTE)  
 Effective: July 1, 2019-June 30, 2020  
 Certification: Computer Technology 7-12 (Transitional A - in process)  
 Type of Appointment: Regular Substitute (pending certification)  
 Tenure Area: N/A  
 Probationary Period: N/A  
 Annual Salary: \$50,000  
 Benefits: As set forth in the TVHS Teacher Association agreement

3. Scott O'Leary

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following School Social Worker for the Tech Valley High School be appointed:

Name: Scott O'Leary  
 Position: School Social Worker (Part-time .60 FTE)  
 Effective: August 19, 2019-June 30, 2020  
 Certification: School Social Worker (Permanent)  
 Type of Appointment: Part-time (non-probationary)  
 Tenure Area: N/A  
 Probationary Period: N/A  
 Annual Salary: \$57,118 (prorated based on FTE)  
 Benefits: As set forth in the TVHS Teacher Association agreement (prorated based on FTE)

4. Baki Bozyel

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Teaching Assistant for the Tech Valley High School be appointed:

Name: Baki Bozyel  
 Position: Teaching Assistant (Part-time .60 FTE)  
 Effective: September 2, 2019  
 Certification: Teaching Assistant (Level 1)  
 Type of Appointment: Part-time (non-probationary)  
 Tenure Area: N/A  
 Probationary Period: N/A  
 Annual Salary: \$25,000 (prorated based on FTE)  
 Benefits: As set forth in the TVHS Support Staff agreement  
 (prorated based on FTE)

#### 4. Per Diem Substitutes

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following per diem substitutes be appointed:

| <u>Name</u>   | <u>Dates</u>                    | <u>Position</u> | <u>Rate</u>                         |
|---------------|---------------------------------|-----------------|-------------------------------------|
| Baki Boyzel   | September 4, 2019-June 30, 2020 | Teacher         | \$100/day                           |
| Jean Kerr     | September 4, 2019-June 30, 2020 | Teacher         | \$100/day                           |
| John Hartnett | September 4, 2019-June 30, 2020 | Teacher         | \$267.91/day (1/200 <sup>th</sup> ) |
| Naomi Maruca  | September 4, 2019-June 30, 2020 | Teacher         | \$100/day                           |
| Naomi Maruca  | August 1, 2019-June 30, 2020    | Clerk           | \$18.54/hour                        |

#### 8. Business Items

##### a. Board Policies-First Reading

Recommend that the Tech Valley High School Operating Board conducts a first reading of the following proposed policies:

|                 |   |
|-----------------|---|
| Policy No. 5500 | Student Records (5500-R, 5500-N and 5500-L)                             |
| Policy No. 6720 | Cellular Devices  |
| Policy No. 6730 | Meals and Refreshments at TVHS Sponsored Events and Activities          |
| Policy No. 6770 | Personal Property Procurement and Accountability                        |
| Policy No. 6830 | Expense Reimbursement (6830-R1)   |
| Policy No. 6840 | Budget Transfers  |
| Policy No. 8630 | Authorized Use of Tech Valley High School-Owned Materials and Equipment |
| Policy No. 8631 | Acceptable Use of Computerized Information Resources-Employees          |
| Policy No. 8635 | Information Security Breach and Notification (8635-R1)                  |

(copies attached)

##### b. Internal Claims Auditor Report

RESOLVED: that the Tech Valley High School Operating Board accepts the Internal Claims Auditor Report for May 1, 2019 through June 28, 2019. (copy attached)

c. Treasurer's Report

RESOLVED: that the Tech Valley High School Operating Board approves the Treasurer's Reports for the periods ending May 31, 2019 and June 30, 2019. (copy attached)

d. Approval of School Lunch Agreement with Guilderland Central School District

RESOLVED: that the Tech Valley High School Operating Board hereby approves the agreement with the Guilderland Central School District as the food service provider for Tech Valley High School for the 2019-20 school year as per the terms of the contract provided, which involves no expense for Tech Valley High School. (copy attached)

e. Pre-Governance Letter from Cusack and Company

(copy attached)

9. **Principal's Report**

(copy attached)

10. **District Superintendents' Report**

a. TVHS 2019-20 Board Meeting Dates

RESOLVED: that the Tech Valley High School Operating Board approves the TVHS 2019-20 Board Meeting Dates. (copy attached)

11. **Board Discussions**

12. **Executive Session**

RESOLVED: that the Tech Valley High School Operating Board enters into Executive Session to discuss a collective bargaining matter.

13. **Summary Actions**

14. **Adjournment**



**REGULAR MEETING – May 23, 2019**

A Regular Meeting of the Tech Valley Regional Technology Institute (Tech Valley High School), a joint venture of the Board of Cooperative Educational Services of Albany-Schoharie-Schenectady-Saratoga Counties, 900 Watervliet-Shaker Road, Albany, New York, and the Board of Cooperative Educational Services of Rensselaer-Columbia-Greene Counties, 10 Empire State Boulevard, Castleton, New York, was held on May 23, 2019 at the Tech Valley High School, SUNY Polytechnic Institute, College of Nanoscale Science and Engineering, 246 Tricentennial Drive, Albany, New York 12203. The meeting was called to order at 6:18 p.m. by President Brooks.

**PRESENT**

John Bergeron  
Edmund Brooks  
Nancy delPrado  
John Hill  
Joseph Garland  
Kevin Kutzscher  
Lynne Lenhardt  
Marilyn Noonan  
(via videoconference)  
John Phelan  
Gladys Cruz, Dist. Supt.  
Gretchen Wukits,  
Clerk of the Board

**ABSENT**

Lynn Clum  
Anita Murphy, Dist. Supt.

**STAFF**

James Niedermeier  
Susan DiDonato

**GUESTS**

Wendy Ashley  
Joseph Dragone  
Danielle Hemmid  
Michele Jones  
Laura Lee  
Anthony Taibi

President Brooks led the Pledge of Allegiance.

**PLEDGE OF ALLEGIANCE**

President Brooks reminded the Board members to indicate approval/disapproval by a show of hands. It was moved by Mrs. Lenhardt and seconded by Dr. Bergeron to approve the agenda as presented. The motion passed unanimously.

**AGENDA**

It was moved by Mr. Garland and seconded by Mrs. Lenhardt to accept the March 28, 2019 Board Meeting Minutes. The motion passed unanimously.

**MINUTES**

Dr. Gladys Cruz, District Superintendent, Questar III BOCES, introduced Mr. Anthony Taibi, newly appointed Chief Academic Officer, Questar III BOCES. Mr. James Niedermeier, Principal and Chief Academic Officer, TVHS, introduced Ms. Laura Lee, School Counselor, TVHS.

**RECOGNITION OF VISITORS**

President Brooks recognized the good strong effort on the auditing report and noted he was quite comfortable with the way things are operating. Mrs. Lenhardt expressed the same sentiment regarding the work being done on the Board policies.

**PRIVILEGE OF THE FLOOR**

It was moved by Dr. Bergeron and seconded by Mrs. delPrado to approve the following:

**PERSONNEL CONSIDERATIONS**

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the retirement of Sean O'Brien, English Teacher, be accepted effective July 1, 2019.

(Retirement)

The motion passed unanimously.

It was moved by Dr. Bergeron and seconded by Mrs. delPrado to approve the following:

(Appointments)

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following Teacher for the Tech Valley High School be appointed:

|                      |  |
|----------------------|--|
| Name:                | Jean Kerr  |
| Position:            | Teacher, Special Education (0.60 FTE)  |
| Effective:           | July 1, 2019-June 30, 2020   |
| Certification:       | Special Education, K-12 (Permanent);<br>Social Studies, 7-12 (Permanent)         |
| Type of Appointment: | Part-time (non-probationary)   |
| Tenure Area:         | N/A  |
| Probationary Period: | N/A  |
| Annual Salary:       | \$60,435.25 (to be prorated based upon FTE)                                      |
| Benefits:            | As set forth in the TVHS Teacher Association agreement (prorated based upon FTE) |

The motion passed unanimously.

It was moved by Dr. Bergeron and seconded by Mrs. delPrado to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following TVHS staff be appointed to serve as staff for Tech Valley High's Camp Innovation:



| <u>Name</u>       | <u>Dates</u>                                 | <u>Amount (per diem)</u>              |
|-------------------|--|---------------------------------------|
| Jennifer Muirhead | July 10 and July 15, 2019-<br>July 19, 2019  | 1/200 <sup>th</sup> of 2019-20 salary |
| Jessica Obercon   | July 10 and July 22, 2019-<br>August 2, 2019 | 1/200 <sup>th</sup> of 2019-20 salary |

The motion passed unanimously.

It was moved by Dr. Bergeron and seconded by Mrs. delPrado to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the following be appointed to serve as staff for Tech Valley High's Camp Innovation:

| <u>Name</u>   | <u>Dates</u>                 | <u>Amount</u>  |
|---------------|------------------------------|----------------|
| Kasey White   | July 10, 2019-August 2, 2019 | \$2,800        |
| John Hartnett | July 10, 2019-August 2, 2019 | \$250 per diem |

The motion passed unanimously.

It was moved by Dr. Bergeron and seconded by Mrs. delPrado to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and the Capital Region BOCES, the following students be appointed to serve as Team Mentors at Tech Valley High's Camp Innovation:

| <u>Name</u>           | <u>Dates</u>                 | <u>Rate</u>  |
|-----------------------|------------------------------|--------------|
| Dominique Fiddemon    | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Macy Hayes            | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Alexandra O'Keefe     | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Markus Jones          | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Chris Mahoney         | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Nick Miller           | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Tim Benac             | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Darien Seifridsberger | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Maeve Corcoran        | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Sydney Hayes          | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Kerry Lindemann       | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Mackenzie Squair      | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Adeline Weatherwax    | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Alaina March          | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Amanda Thrasher       | July 10, 2019-August 2, 2019 | \$11.10/hour |
| Shane Thrasher        | July 10, 2019-August 2, 2019 | \$11.10/hour |

Mrs. Lenhardt asked if the students serving as team mentors would be receiving minimum wage, and Mr. Niedermeier confirmed they would.

The motion passed unanimously.

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, the classified position of School Monitor be abolished effective June 30, 2019. (Abolishment of Position)

The motion passed unanimously.

It was moved by Dr. Bergeron and seconded by Mrs. delPrado to approve the following:

RESOLVED: that upon joint recommendation of the District Superintendents of Questar III and Capital Region BOCES, Jeff Montross, School Monitor be excessed effective June 30, 2019 due to the abolishment of the classified position. (Excess of Staff)

The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Mr. Garland to approve the second reading and to ratify the following policies:

**BOARD  
POLICIES -  
SECOND  
READING**

| <u>Policy Title</u>   | <u>Number</u> |
|---|---------------|
| Tech Valley Regional Technology Institute   | 2000          |
| Senior Open Lunch Privilege Policy  | 5800          |
| Tech Valley High School Building School Safety Plan   | 8130          |
| Benefits for Non-Represented Employees  | 9100          |
| Prohibition of Discrimination, Sexual and Other Unlawful Harassment of Employees, Non-Employees and Interns | 9200          |

Dr. Bergeron extended his thanks to the School Attorneys from Capital Region BOCES and Questar III BOCES for their work with the policies. Mr. Phelan suggested a refinement of the language in Policy 5800 regarding rescindment of the Senior Open Lunch Privilege Policy.

The motion passed unanimously with the provision that the school attorneys refine the language based on the Board’s discussions.

It was moved by Mrs. Lenhardt and seconded by Mr. Garland to waive the second reading and to ratify the following policies:

**BOARD  
POLICIES -  
FIRST  
READING**

| <u>Policy Title</u>  | <u>Number</u> |
|--|---------------|
| Prohibition of Discrimination, Sexual Harassment and Other Unlawful Harassment of Students | 5100          |
| Budget Planning  | 6110          |
| Authorized Signatures  | 6410          |
| Fiscal Accounting and Reporting  | 6600          |
| Claims Auditor   | 6650          |
| Claims Auditor Exhibit   | 6650-E        |

Mrs. Lenhardt asked about Policy 6110 and the approval of the TVHS budget by both BOCES. Ms. Wendy Ashley, Director, Business Operations, Capital Region BOCES, indicated there is reference to that in the statute. Board members discussed the language in Policy 6650 Claims Auditor.

Mrs. Lenhardt indicated the cross reference to Internal Audit Function.

Mrs. Noonan noted that the Operating Board does not approve but accepts the Claims Auditor’s Report. Mr. Garland reiterated that all the policies should be ratified subject to refinements in language by the school attorneys based upon the Board’s discussions. The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to approve the following:

**INTERNAL  
CLAIMS  
AUDITOR  
REPORT**

RESOLVED: that the Tech Valley High School Operating Board approves the Internal Claims Auditor Report for March 6, 2019 through April 24, 2019. The motion passed unanimously.

It was moved by Mrs. Lenhardt and seconded by Mrs. delPrado to approve the following:

**TREASURER’S  
REPORTS**

RESOLVED: that the Tech Valley High School Operating Board approves the Treasurer’s Reports for the periods ending March 31, 2019 and April 30, 2019. The motion passed unanimously.

Mr. Niedermeier provided an update on the New York State Future Problem-Competition and highlighted the Capstone-based position statement. He noted the Special Education Department would be staffed by 2.6 teachers for the 2019-20 school year and highlighted Ms. Danielle Hemmid, Special Education Teacher, receiving an NTN award. Mr. Niedermeier shared the experiences of the 36 students and 6 chaperones who traveled to China. He presented an overview of attrition at TVHS. He stated work is being done to stabilize attrition by explaining the program to students before they first come to TVHS. He noted exit surveys are being used, also. Dr. Bergeron stated Mr. Niedermeier did a good job of gathering information. Mr. Niedermeier indicated due to TVHS being a different environment, more resources for mental health needs should be made available. Mrs. Lenhardt responded that more direct counseling may be needed. Mr. Niedermeier said a school counseling plan is being developed, and Ms. Lee is excited about the addition of the .5 School Social Worker. Mrs. Noonan requested additional information about the need for these resources.

**PRINCIPAL’S  
REPORT**

Mr. Niedermeier emphasized efforts to build a sense of community and accessibility for parents. Mr. Phelan also commended Mr. Niedermeier for going ahead to address some of the reasons for attrition. Mr. Garland lamented that the CTE program cannot be offered to TVHS students, and Mr. Niedermeier concurred citing the impossibility of providing transportation. Dr. Bergeron asked what is being done to help students transition from project-based learning to college. Mrs. delPrado inquired about connecting with students. In response to both questions, Mr. Niedermeier stated work is being done with group strategies and family systems. President Brooks asked if home school districts were pulling students back, and Mr. Niedermeier responded no. Mr. Kutzscher noted all that is being done and asked what is not being done. Mr. Niedermeier concluded his presentation by reminding the Board of graduation on June 27.

Dr. Cruz extended her recognition and congratulations to Mr. Niedermeier for being named a 2019 40 Under 40 by the Albany Business Review.

**DISTRICT  
SUPERINTENDENTS'  
REPORT**

The following items are follow-up items for the next meeting.

**SUMMARY  
ACTIONS**

- Continuation of Policy Development and Review
- Approval of TVHS 2019-20 Board Meeting Dates

It was moved by Mr. Hill and seconded by Mr. Phelan to adjourn the meeting at 7:29 p.m. The motion passed unanimously. **ADJOURNMENT**

July 15, 2019  
Date

Gretchen E. Wukits  
Gretchen E. Wukits  
Clerk of the Board

## **Tenure Appointment**

NAME: Danielle Hemmid

POSITION: Teacher, Tech Valley High School

CERTIFICATION: Special Education Teacher 7-12

TENURE AREA: Special Education

DATE OF EMPLOYMENT ACTION: September 16, 2016

DATE PROBATIONARY PERIOD STARTED: September 16, 2016

DATE PROBATIONARY PERIOD ENDS: September 16, 2019 (Previously tenured in Amsterdam CSD)

RECOMMENDED BY: James Niedermeier, Principal

BACKGROUND DATA: I am providing the following information relative to the granting of tenure to Danielle Hemmid, Special Education Teacher at Tech Valley High School.

Thoughtful Classroom Teacher Effectiveness Framework

### **A. Student Achievements:**

When Mrs. Hemmid started at TVHS, the special education department was one of the school's weakest elements. Not only did we have a difficult time retaining special education staff, Special Education students were our subpopulation at the greatest risk for failing both courses and exams. Under Danielle's leadership, it is now very rare to see a special education student's name on our at risk list. It is also rare that special education students leave our program because of the support Danielle and our other special education teachers provide. As an example, this year, a student came to us from a private school who was reading several years below grade level and had not taken a math class in two years. With Danielle's support, this student passed all of his classes and earned a 74 on both the Algebra and Living Environment Regents exams. Over Danielle's time at TVHS, I have also noticed an increasing number of special ed students earning college credits, enrolling in post-secondary training and college programs, and becoming declassified.

### **B. Teacher Observations**

Mrs. Hemmid has consistently scored in the "Highly Effective" category while at TVHS. While she is very supportive and advocates for appropriate services for her students, Danielle's teaching is characterized by an emphasis on teaching students the skills they need to become their own

advocates. This is evident in the quarterly celebrations she instituted this year for special education students who scored above an 85 on "Agency and Self-Direction." As a consultant teacher, Mrs. Hemmid helps her students navigate difficult social situations that occur in collaborative environments. This includes making sure general education students have high expectations for special ed. students' work.

### **C. Pupil Relations and Student Management:**

Mrs. Hemmid has a great sense of humor and good rapport with students. She is also a very conscientious advisor, collaborating with counselors, parents, and administration to make sure that students have what they need to succeed outside of school as well.

### **D. Personal Characteristics:**

Mrs. Hemmid is collaborative by nature and works with all members of the school community on a regular basis. In addition to planning with several teachers to ensure that classes are effectively differentiated for all students, Danielle also regularly collaborates with my counselor and me. In fact, this summer, Danielle and I will be presenting at NTAC on how teachers and special educators can work together to ensure that students with executive functioning challenges can succeed in a project-based learning environment. This is one of three sessions Danielle will be presenting at that conference. She will also present as a member of the NTAC steering committee and with a special education teacher from Indiana about special education best practices.

Danielle also collaborates with our component districts to make sure that all required CSE meetings take place. Her input in those meetings is invaluable--she is able to bridge the gap between our program and the program at students' home districts so that we can provide students with services that make sense. As a faculty liaison to the Parent Activities Committee, Danielle also collaborates with parents. Last year, she also organized a series of speaking events for the parents of special education students. In addition to these roles, she is also our de facto hospitality chairperson and has organized year end events for the staff for the last two years. She is a hard working, reflective, and determined problem solver. We are lucky to have her.

**Summary:** Mrs. Hemmid has demonstrated clear commitment to all of the areas of evaluation. She has proven herself to be a valuable member of the TVHS team both in and out of the classroom and I recommend her for tenure without reservation.

## STUDENT RECORDS

### I. Confidentiality of and Access to Student Records

The TVHS Operating Board recognizes the legal requirement to maintain the confidentiality of student records. The procedures adopted by TVHS for the confidentiality of, and access to, student records shall be consistent with State and federal laws, including the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations and the Regulations of the Commissioner of Education.

The District Superintendents shall be responsible for ensuring that TVHS complies with all requirements under State and federal laws applicable to student records.

### II. Annual Notification

At the beginning of each school year, TVHS shall send a notice to parents<sup>1</sup> and to students who are eighteen years of age or older ("Eligible Students") concerning their rights under FERPA and this Policy ("Annual FERPA Notice"). The Annual FERPA Notice may be included in student handbooks or distributed by any other reasonable means.

The Annual FERPA Notice shall inform parents and Eligible Students that they have the right to: (1) inspect and review the student's education records; (2) seek amendment of the student's education records if the parent or Eligible Student believes such records to be inaccurate, misleading or otherwise in violation of the student's privacy rights; (3) consent to the disclosure of personally identifiable information contained in the student's education records, except to the extent FERPA authorizes disclosure without consent; and (4) file a complaint with the U.S. Department of Education concerning the alleged failures of the District to comply with the requirements of FERPA. In addition, the Annual FERPA Notice shall include: (1) the procedure for exercising the right to inspect and review education records; (2) the procedure for requesting amendment of education records; and (3) a list of "school officials" who may have a "legitimate educational interest" in student records and may thus have access to student records without prior parental consent. TVHS shall provide a translation of the Annual FERPA Notice for those parents who have a primary or home language other than English.

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<sup>1</sup> "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian.

For the purposes of this Policy, a "school official" is a person employed by TVHS or a student's home school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel), a member of the Board, a person or company with whom TVHS has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist), or a parent or student serving on an official committee (such as a committee on special education or a disciplinary or grievance committee) or assisting another school official performing his or her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his or her professional responsibilities. TVHS also discloses education records without consent to officials of the student's home school district and without prior notification to parents or eligible students.

### III. Directory Information

TVHS may release directory information<sup>2</sup> to the extent authorized by law. The applicable rules governing the release of student directory information shall apply equally to military recruiters, the media, colleges and universities and prospective employers. Parents will, however, be provided annually with an opportunity to refuse in writing to the disclosure of their child's directory information to a military recruiter or institution of higher education.

### IV. Rights of Separated or Divorced Parents

TVHS shall give full rights to either parent of a student under this Policy, unless it has been provided with a court order directing that such parent's rights under this Policy have been revoked.

### V. Rights of Students

When a student becomes an Eligible Student, the rights accorded to a parent under this Policy will be accorded equally to the student.

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<sup>2</sup> "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed (e.g., student's name, address, grade level).



VI. Rights of Students with Disabilities

The Board acknowledges that the Individuals with Disabilities Education Act (IDEA) and the Regulations of the Commissioner of Education require the protection of the privacy and records of students with disabilities. Personally identifiable information concerning a special education student shall not be disclosed or released except as required or permitted by law. The District Superintendent shall ensure that TVHS complies with all requirements under State and federal laws applicable to the records of students with disabilities.

VII. Charging a Fee for Education Records

TVHS may charge a fee for a copy of an education record provided to a parent or Eligible Student, unless the imposition of such fee effectively prevents the parent or Eligible Student from exercising their right to inspect and review the education record.

TVHS may not charge a fee to search for or to retrieve the education records of a student.

VIII. Retention and Disposition of Student Records

The Operating Board adopts the Records Retention and Disposition Schedule ED-1 issued pursuant to Article 57-A of the N.Y. Arts and Cultural Affairs Law, which contains the legal minimum retention periods for school district records. The Board directs all TVHS school officials to adhere to the schedule and all other relevant laws in retaining and disposing of student records.

IX. Administrative Regulations

The District Superintendents shall establish and implement administrative regulations consistent with this Policy and applicable State and federal laws governing student records.

ADOPTED:

References:

Family Educational Rights and Privacy Act, as amended, 20 USC 1232g; 34 CFR Part 99

20 USC §7908 (Military Recruiter Access)

Education Law, §§ 2-a; 2-b; 2-c; 2-d; 225

Arts and Cultural Affairs Law, Art. 57-A

8 NYCRR 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for Use by School Districts and BOCES

## STUDENT RECORDS REGULATIONS

### I. Notices to Staff Members

TVHS staff with access to student records shall be provided with a copy of the TVHS Policy on Student Records and these implementing regulations. Appropriate staff shall also be provided with:

- A list of students for whom TVHS must obtain prior written consent of the parent, guardian or eligible student before any directory information relating to such student is released; and
- A list of students whose name, address and telephone number may not be disclosed to military recruiters.

### II. Requests for Access to Student Records

No staff member may release any student records except in accordance with law and TVHS policy. Any requests for access to or copies of student records, including academic records, disciplinary records, medical records or any other information collected or maintained by TVHS regarding an individual student, shall be directed to the Questar building principal or Questar program administrator. Any questions regarding whether a record may be released should be directed to the Questar building principal or Questar program administrator, who shall respond in a timely manner.

### III. Notices to Parents and Eligible Students

TVHS shall provide the Annual FERPA Notice and the Directory Information Notice to all parents and eligible students at the start of each school year in the form provided in these regulations. The notices may be included in the student handbook, distributed through direct mailings or by any other reasonable means.

### IV. Written Direction not to Disclose Directory Information

The following information is designated "directory information" that may be disclosed without written consent of the parent/guardian or eligible student, unless the parent/guardian or eligible student has properly advised TVHS that such information should not be disclosed:

- Student's name
- Participation in officially recognized activities
- Address
- Telephone listing
- Photograph
- Degrees, honors, and awards received
- Date and place of birth
- Home school district
- Dates of attendance at TVHS
- Grade level
- Field(s) of study

To advise TVHS that either directory information on a student should not be disclosed without prior written consent, and/or that a student's name, address and telephone number should not be disclosed to military recruiters without prior written consent, the parent or eligible student *must notify the TVHS building principal, in writing*, by September 20 of the school year or, for students enrolling at TVHS after the start of the school year, within 15 days of enrollment.

The building principal shall maintain and distribute, in accordance with subdivision I of these regulations, a current list of all students for whom directory information and/or military recruitment information may not be disclosed without prior written consent. Such lists also shall be transmitted promptly to the TVHS program administrator.

#### V. Certain Materials not to be Considered Student Records

Certain materials are not considered to be student records that must be disclosed to parents or eligible students. Included in these are "records of instructional, supervisory, administrative, and ancillary educational personnel which are in the sole possession of the maker and which are not accessible or revealed to anyone else, except a substitute" as provided in FERPA (20 U.S.C. §1232(g)(a)(4)(B)(i); 34 C.F.R. §99.3). This exception could include personal notes made by TVHS staff, so long as they are not accessible to others or revealed to anyone other than a substitute. Any question regarding whether a record is a student record that must be disclosed to parents or an eligible student should be directed to the school attorney.

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VI. Data Analysis

TVHS occasionally analyzes data relating to districts' student achievement, including, but not limited to, analyses of testing results. To the extent that TVHS staff are assisting and consulting with district staff members in order to gather, analyze and understand their students' achievements, TVHS staff may have access to personally identifiable student information specifically related to such data analysis. TVHS staff members shall be cognizant, however, of their responsibilities to maintain such information in confidence and in accordance with policies of the school districts being served. In the event data is utilized to demonstrate regional or statewide trends or for any other purpose before persons who are not school district staff of such students, such data shall in all instances be purged of personally identifiable student information.

**ANNUAL NOTICE TO PARENTS AND ELIGIBLE STUDENTS  
AND NOTICE REGARDING DIRECTORY INFORMATION  
UNDER THE FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students must submit to the TVHS principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the TVHS principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, student records may be disclosed to school officials with legitimate educational interests without consent of the parent or eligible student. A school official is a person employed by TVHS or the student's home school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. TVHS also discloses education records without consent to officials of the student's home school district and without prior notification to parents or eligible students.

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4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA: Family Policy Compliance Office, U.S. DOE, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.
5. TVHS has designated the following information as “directory information” as recognized under FERPA:
  - Student's name
  - Participation in officially recognized activities
  - Photograph
  - Degrees, honors, and awards received
  - Home school district
  - Dates of attendance at TVHS
  - Grade level
  - Field(s) of study

Social security numbers or other personally identifiable information will not be considered directory information.

The school may disclose appropriately designated “directory information” without written consent of the parent or eligible student, unless the parent or eligible student has properly advised the school that such information should not be disclosed.

Directory information also may be disclosed to outside organizations without consent of the parent or eligible student. The school will be required to disclose the name, address and telephone number of students to military recruiters, unless the parent or eligible student has properly advised the school that they do not want the student's information disclosed without prior written approval.

To advise the school that either directory information on a student should not be disclosed without prior written consent, and/or that a student's name, address and telephone number should not be disclosed to military recruiters without prior written consent, the parent or eligible student *must notify the TVHS building principal, in writing*, by September 20 of the school year or, for students enrolling at TVHS after the start of the school year, within 15 days of enrollment.

**LETTER TO PARENTS/GUARDIANS – WITHOLDING STUDENT INFORMATION FROM MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER LEARNING**

[Date]

Dear Parent(s) or Guardian(s):

The “No Child Left Behind Act” requires TVHS to provide access to junior and senior students’ names, addresses, and telephone numbers, upon request by military recruiters and institutions of higher learning. This list of students’ names will be used specifically for armed services recruiting processes, and college admissions/scholarship information.

The exception to this requirement is if parents request that we not forward this information to the military recruiters and/or institutions of higher learning. If you do not want TVHS to release your child’s name, address, and telephone number, please complete the form below and forward it to \_\_\_\_\_ (building principal) \_\_\_\_\_. If we do not receive this form with a postmark of \_\_\_\_\_ (date), we will assume that you have no objection to the release of such information.

If you have any questions regarding this process, please contact me at \_\_\_\_\_.

Sincerely,

[Name]

[Title]

\_\_\_\_\_ I do not want TVHS to release my child’s name, address, and telephone number to any military recruiters.

\_\_\_\_\_ I do not want TVHS to release my child’s name, address, and telephone number to any institutions of higher education.

Student Name (print) \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_

- [ X ] Required
- [ X ] Local
- [ X ] Notice

## CELLULAR DEVICES

### I. Issuance of Cellular Devices

Tech Valley High School staff members whose positions are deemed by the District Superintendent, or designee, to require an cellular communications device to conduct TVHS business either through e-mail, voice communications or other electronic services, may be assigned a Capital Region BOCES owned cellular communications device in accordance with the following guidelines.

- A. Issuance of the cellular communications device will promote communication in emergency circumstances;
- B. The employee is frequently in business-related travel status;
- C. The employee's primary work location requires access to a cellular communications device;
- D. There is a reasonable expectation for other members of the BOCES or its school districts to be able to contact the officer or employee at times other than regular business hours; and
- E. No other means of communication are available and less expensive to obtain and/or maintain.

### II. Cellular Communications Device Usage

Cellular communications devices issued by Capital Region BOCES are issued primarily for purposes related to official business. Capital Region BOCES retains the right to cancel cellular communications devices service and recover issued cellular communications devices at any time. When purchasing cellular communications device rate plans, the Capital Region BOCES will consider the reasonable expectation for business use. It is recognized, however, that on occasion cellular communications devices are used for personal business. Each person issued a cellular communications device shall be required, as a condition of obtaining the cellular communications device, to agree to reimburse Capital Region BOCES for any charges incurred due to calls not related to official TVHS business. Capital Region BOCES will not provide reimbursement to employees for business use of personal cellular communications devices. In addition, such devices shall not be used for other non-business related functions, such as downloading music files.

### III. Monitoring Cellular Communications Device Usage

Use will be monitored in accord with Capital Region BOCES policies and procedures.

**Adopted:** March 17, 2008



**MEALS AND REFRESHMENTS AT TVHS**  
**SPONSORED EVENTS AND ACTIVITIES**

The TVHS Operating Board recognizes that from time to time it may be appropriate to provide meals and/or refreshments at events or activities sponsored by TVHS. Meals and/or refreshments may be provided for purposes of allowing the event or activity to continue through generally accepted meal times, to enhance the quality of the event or activity or to engage the business and other partners of TVHS (e.g. The Business Alliance). Examples of such situations include, but are not limited to, staff orientations, staff development day, superintendents conferences, community receptions, workshops and training events and student events sponsored by TVHS, including meetings with business partners and other meetings at which TVHS business is conducted. Where meetings are scheduled to conduct public business, for example, regular or special meetings of the TVHS Operating Board, during the dinner period, and to accommodate travel time of meeting attendees, the TVHS Operating Board may provide meals.

Such expenses at all times shall be reasonable and must be appropriately documented. Prior to making payment for such expenses, the following documentation shall be provided: the date, purposes of the activity or event, the number of persons in attendance, and an itemized list of the food and/or beverages provided. In no event shall alcoholic beverages be served or paid for by TVHS. The Capital Region BOCES Business Office shall establish administrative procedures as necessary to carry out this policy.

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

|       |          |
|-------|----------|
| [ X ] | Required |
| [   ] | Local    |
| [   ] | Notice   |

**PERSONAL PROPERTY PROCUREMENT AND ACCOUNTABILITY**

Purchasing – General

Procurement of Goods and Services

- I. Appointment of Purchasing Agent
- II. Purchases from Preferred Sources
- III. Bidding Requirements
- IV. Bid Specifications
- V. Advertising for Bids
- VI. Opening and Awarding Bids
- VII. Standardization
- VIII. Exceptions to Bidding
- IX. Noncompliance with Legal Competitive Bidding Requirements
- X. Unintentional Failure to Comply
- XI. Installment Purchase Contracts
- XII. Lease Back Agreements

Gifts/Donations

Inventory Control – General

Inventory and Disposal of Donated Vehicles

Disposal of Obsolete Personal Property

Use of BOCES-Owned Property for Personal Reasons

Miscellaneous Provisions

In accordance with Education Law §1950, General Municipal Law §§103, 103-d, 104, 104b and 104c, State Finance Law §163, Corrections Law §184, and 8 NYCRR §170.3 the TVHS Operating Board hereby affirms its intent to acquire and account for all personal property in accordance with the following provisions.

Purchasing – General

The Capital Region BOCES Purchasing Agent (or in his/her absence, the School Business Official) is designated as the individual responsible for the TVHS procurement function in accordance with General Municipal Law Section 104-b and Section 170.2 of the Commissioner’s Regulations. No other persons are authorized to approve purchases or rentals of personal property on behalf of TVHS.

Work, labor, supplies, materials, services, and equipment shall only be purchased or rented in accordance with applicable state laws and regulations - supplies, materials, and equipment shall be purchased or rented only in the quantities required to meet foreseeable demands.

To the extent possible, the Purchasing Agent shall seek to obtain the economic benefits of volume purchasing. Accordingly, where possible and in the best interest of TVHS, commonly used supplies, materials, and equipment shall be obtained in a single annual purchase, combining the needs of all divisions. Further, such purchases shall be made according to a schedule established by the Purchasing Agent so that TVHS may take advantage of seasonal price fluctuations.

The quality of goods and services purchased by TVHS shall be determined primarily by the intended use of such goods and services. In general, the Purchasing Agent, in consultation with program administrators, shall purchase the quality of goods and services necessary to meet the need at the lowest possible cost.

For purposes of this policy and pursuant to §170.3 of the Regulations of the Commissioner of Education, the following definitions are provided.

I. Definition of Personal Property

**Personal property** shall mean all tangible personal property of the Board of Cooperative Educational Services of Rensselaer, Columbia, and Greene Counties (hereinafter “the Board” when denoting the body constituted pursuant to Secs. 1950(1) and (2) of the Education Law; and “Questar III” when denoting the agency operated by the Board pursuant to Secs. 1950(4)(d) et seq. of the Education Law) that is not consumable and that has a useful life of one year or more, including but not limited to equipment, supplies, materials, parts, and vehicles, provided that such term shall not include buildings or other real property, or equipment that is permanently affixed to real property, or leases, notes, or other written instruments.

**Valuable personal property** shall mean personal property that has a unit resale value of \$500 or more, and equipment, supplies, parts, or materials that are disposed of in lots having an aggregate resale value of \$500 or more.

**Surplus personal property** shall mean personal property that has no known, immediate, or currently foreseeable use to Questar III.

**Public Works** shall mean the construction or repair of any building, structure, fixture or other improvement on real property including all materials used and all work, labor and other services rendered in connection with such construction or repair.

**Professional Services** shall mean that the service involves intellectual property, a specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity.

Procurement of Goods and Services

The procurement of goods and services for the BOCES will be based upon the following and in accordance with existing laws and regulations.

I. Appointment of Purchasing Agent

- a. Capital Region BOCES will appoint a Purchasing Agent in accordance with General Municipal Law and the Regulations of the Commissioner of Education.
- b. Only the person designated by the Capital Region BOCES Board as Purchasing Agent or in his/her absence the School Business Official, may commit TVHS to a purchase or make recommendation to TVHS for approval to purchase.
- c. The Purchasing Agent shall be responsible for compliance with purchasing procedures set forth in existing New York State Law, regulation and this policy.

II. Purchases From Preferred Sources

“Preferred sources” include the following:

- a. Department of Correctional Services;
- b. Charitable not-for-profit agencies for the blind;
- c. Department of Mental Health;
- d. Charitable not-for-profit agencies for other severely disabled persons; and
- e. Veterans’ workshop operated by the Department of Veterans Affairs.

Goods and services must be purchased from a “preferred source” when they are available in the form, function and utility required by T V H S . Purchases from preferred sources are not subject to competitive bidding. (State Finance Law §162 and Correction Law §184).

III. Bidding Requirements

- a. The BOCES shall award all purchase contracts for supplies, materials and equipment involving expenditures in excess of \$20,000 and all contracts for public works in excess of \$35,000 to the lowest responsible bidder after advertising for public sealed bids.
- b. When a contract involves acquisition of both goods and services, a judgment must be made as to the primary purpose of the contract. If the services are minor, incidental or customarily provided by the vendor in connection with the purchase, the contract should be viewed as a purchase contract. If the service component is extensive or predominant or involves special skills, the contract should be treated as one for public works.
- c. When it can reasonably be anticipated that purchases of a single item or related items or that purchases of the same or related services will aggregate or exceed \$20,000 within the twelve month period commencing on the date of purchase, the purchases are subject to competitive bidding unless there is an applicable exception. For example, office supplies or art materials could be related items for bidding purposes.

In any case where there is a trade-in allowance, the gross price shall be reduced by the amount of such allowance, for the purpose of determining the low bid.

The following policy and guidelines shall be followed when procuring supplies, materials and equipment for less than \$20,000 and public works for less than \$35,000. In the event a bid is awarded to a vendor other than the lowest responsible bidder, written justification setting forth the reasons such award furthers the prudent economical use of public moneys and is in the best interests of BOCES must be included in the bid documentation.

**Purchase of Material, Supplies, Equipment and Non-Professional Services**

| Estimated Amount of Purchase | Procedure/ Requirement | Responsibility/Documentation  |
|------------------------------|------------------------|---|
| \$1,499 or less              | No quote required      | Two verbal quotes may be required at the discretion of Purchasing Agent. If required, the vendor name, amount quoted and date of the quote will be written on the purchase requisition. |

|                    |   |  |
|--------------------|---|--|
| \$1,500 to \$2,999 | At least two catalog quotes. Can be from a vendor web site. | Obtained by the Division. Vendor name, amount quoted, and date of the quote will be written on the purchase requisition.   |
| \$3,000 to \$6,999 | At least 2 written quotes. Can be from vendor web site.     | Obtained by the Division. Quote information must include the name and address of the vendor, amount quoted and the date of the quote, and is to be attached to the purchase order. |

|                     |                            |  |
|---------------------|----------------------------|--|
| \$7,000 to \$19,999 | At least 3 written quotes. | Obtained by the Division. Quote information must include the name and address of the vendor, amount quoted and the date of the quote, and is to be attached to the purchase order. |
| \$20,000 and over   | Public, advertised bids.   | Obtained by the purchasing department. Bid Number must appear on purchase order. Bid file maintained in Purchasing Office.   |

**Public Works: Construction/ Renovation Projects**

In all instances plans, scope of work, specifications, permits and certificates of occupancy shall be prepared or obtained.

Coordination and responsibility of work shall be given to the Supervisor of Buildings and Grounds or Architect.

| Estimated Amount of Purchase | Procedure/ Requirement                                      | Responsibility/Documentation   |
|------------------------------|---|--|
| \$4,999 or less              | No quote required   | Two verbal quotes may be required at the discretion of the Purchasing Agent or the Supervisor of Buildings and Grounds. Division must substantiate and provide written documentation of the need for the work. If required, the vendor name, amount quoted and date of the quote will be written on the purchase requisition.  |
| \$5,000 to \$9,999           | Complete description of project. At least 3 written quotes. | Division supplies project description. Division must substantiate and provide written documentation of the need for the work. Quotes obtained by the Supervisor of Buildings and Grounds. Quote information must include the name and address of the vendor, amount quoted and the date of the quote, and is to be attached to the purchase order. The Supervisor of Buildings and Grounds will determine if the retention of architect or engineer to ensure conformance with |

|                      |   |  |
|----------------------|---|--|
| \$10,000 to \$34,999 | Complete description of project. At least 5 written quotes. | Division supplies project description. Division must substantiate and provide written documentation of the need for the work. Quotes obtained by the Supervisor of Buildings and Grounds. Quote information must include the name and address of the vendor, amount quoted and the date of the quote, and is to be attached to the purchase order. The Supervisor of Buildings and Grounds will determine if the retention of architect or engineer to ensure conformance with |
| \$35,000 and over    | Public, advertised bids.                                    | Division supplies project descriptions. Detailed specifications, drawings and requirements provided by the Supervisor of Buildings and Grounds and the BOCES architect as required by SED regulations. Bids obtained by the Purchasing Office.   |

IV. Bid Specifications

- a. Although the BOCES has broad discretion to set reasonable standards and limitations when preparing bid specifications, particular care and thoroughness are essential to minimize misunderstandings of the specifications by potential bidders. Specifications will describe completely the public work, commodity, item or services to be purchased, and should be written in a way that promotes competitive bidding to the greatest extent possible.
- b. If a brand name product represents an industry-wide standard, it may be specified as a specification standard of supply provided that the specifications indicate that products which are reasonably equivalent are acceptable. Where, for reasons of efficiency or economy, there is need for standardization in the purchase of a particular type or kind of equipment, material or supplies, the Board may adopt a standardization resolution. Such resolution shall contain a full explanation of the reasons it is needed and be adopted by a vote of at least three-fifths (3/5) of the total number of Board members with no vacancies. The resolution should contain a statement of the reasons for its adoption. Notwithstanding the adoption of a standardization resolution, compliance with competitive bidding requirements is still required; any vendor who can furnish the specified item must be afforded the opportunity to bid.
- c. Stock item specifications of manufacturers, producers and/or assemblers located in New York State may be used in developing specifications for items to be let for bid in purchasing contracts.
- d. The BOCES reserves the right to reject any and all bids or to waive minor irregularities or variances in the bid.
- e. Every bid or proposal must be accompanied by a signed statement, affirmed under the penalties of perjury, certifying that there was no collusion with any other bidder over prices in the bid or any attempt by the bidder to restrict competition.
- f. At the discretion of the Purchasing Agent, bid specifications may require a "Bid and/or Performance Security" to be submitted by all of the bidders with their bid submittal. The Bid Security requirement of 5% of the total bid amount has several purposes. It serves as security for the BOCES that the bid will be kept open for the period specified and that the bidder will enter into a contract in accordance with the specifications after an award is made. It also protects the BOCES from the submission of bids by financially irresponsible bidders. The Performance Security is to guarantee faithful performance of the contract in accordance with the bid specifications. The Bid/Performance Security shall be in the form of a surety bond, certified check, cashiers' check, irrevocable bank letter of credit, or any other reasonable type of security

which is the functional equivalent thereof.

- g. Every bid or proposal must be accompanied by a signed statement, affirmed under the penalties of perjury, certifying that the bidder is not on a list created and maintained by the State Office of General Services cataloging significant investment in the Iranian energy sector.

#### V. Advertising for Bids

- a. Advertisement for Bids (“Notice to Bidders”) shall be published in the official newspaper and such other newspapers as may be designated by the BOCES. The notice will state the time and place where the bids received will be publicly opened and read. It will contain a general description of the items or equipment being sought, where and when trade-in goods, if any, may be inspected and how formal specifications and detailed plans may be obtained. At a minimum, the notice must be published at least once not less than five days before the time when bids are to be opened and read. The Purchasing Agent shall have the discretion to establish a longer period to advertise for bids based on the complexity of the bid and the needs of BOCES. Advertisements may also be placed in trade publications or other publications of general interest and advertised additionally as applicable to the particular bid, in an effort to increase the pool of bidders.
- b. Notices, with copies of the specifications and bidding forms, may be mailed to potential vendors or internet posting of bid specifications may be utilized at the discretion of the Purchasing Agent.
- c. Preference in the purchase of instructional materials shall be given to vendors who agree to provide materials in an “alternative format” as defined in the Education Law Section 4401, for students who are qualified with disabilities as defined in 29 USC §701. The term “alternative format” shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a student with disabilities, including but not limited to Braille, large print, open and closed caption, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student. The BOCES will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.
- d. In an effort to reduce exposure of students and staff to potentially harmful chemicals and substances used in cleaning and maintenance and in accordance with law, regulations and guidelines set forth by the Office of General Services (OGS), BOCES will purchase and utilize environmentally sensitive cleaning and maintenance products in its facilities wherever feasible. Cleansers purchased must first and foremost, be effective so that BOCES may continue to purchase non-green products as necessary.
- e. BOCES authorizes the Purchasing Agent to represent the BOCES in applying for federal programs designed to discount prices for goods and services. Specifically, to abide by the rules and regulations associated with applying for telecommunications services discounts through the Universal Service Fund (E-Rate), in addition to complying with the local purchasing policies set forth by the Board.

#### VI. Opening and Award Bids

- a. Bids shall be kept in a safe location until the time of their opening. A record of all bids received will be maintained by the Purchasing Agent.
- b. All bids received shall be opened and read at the time and place specified. All interested parties may be present when bids are opened and read. If no spectators are present, the

- Purchasing Agent or other designated official will have one or more persons serve as witness to the process.
- c. A bid may be withdrawn after a showing that the bidder made an unilateral error or mistake in calculating the bid because of an error in arithmetic or an unintentional omission provided that the error is made known to the Purchasing Agent prior to the award of a contract or three (3) days after the bid opening, whichever is sooner.
  - d. The low bid shall be evaluated to determine whether the bidder is “responsible.” Factors to be considered in determining whether the low bidder is responsible include, but are not limited to, ability to perform the work, skill, prior experience, financial resources, integrity and reliability. BOCES may require the low bidder to submit references and financial information. When it is determined that a low bidder is not responsible, the basis for rejecting the bid will be stated in the Board minutes and the bidder shall be given an opportunity to rebut the determination.
  - e. In the discretion of the Board or the Purchasing Agent, all bids may be rejected. In such case, BOCES may re-advertise for new bids as provided in this policy.
  - f. After the bids have been opened and analyzed and the Purchasing Agent has made a recommendation to the Board for action, the contract may be awarded by the Board to the lowest responsible bidder who has met or complied with the bid specifications. Bid Summary Sheets showing detailed item by item cost comparisons of all bids received shall be prepared and made available to the Board.
  - g. BOCES action to award a contract or reject any or all bids will be done by formal resolution of the Board at a regular or special meeting.
  - h. Upon the recommendation of the Purchasing Agent, the BOCES may waive technical or minor noncompliance with the bid specifications if it is in the best interest of the BOCES. However, it may not waive noncompliance which is material or substantial. Materiality will be determined by the Purchasing Agent.
  - i. When no bids are received, the BOCES may re-advertise for bids and/or directly solicit bids from potential vendors. However, where the BOCES has taken steps in good faith to obtain bids, and none are received, it may make purchases in the open market until conditions change.
  - j. In the case of tie bids, the BOCES may draw lots to eliminate the charge of favoritism or reject all bids and re-advertise the purchase. However, the contract may not be split among the tied bidders.

## VII. Standardization

Standardization of supplies, materials, equipment and services is authorized by General Municipal Law Section 103, and may be applied to a specific make, model, or type of supply, material, equipment, or services – provided it is in the best interest of BOCES, as determined by the Purchasing Agent.

The Purchasing Agent shall recommend standardization only in instances where the criteria are efficiency, economy, continuity of décor, or to meet specific educational requirements.

In accordance with General Municipal Law Section 103, such standardization shall require a 3/5 majority vote of the Board, and shall eliminate the need for an “or equal” provision in bid specifications. However, it shall not eliminate the need for public bids, where appropriate.

## VIII. Exceptions to Competitive Bidding

- a. Purchases may be made through the NYS Office of General Services (OGS). Where BOCES bids have been received for such purchases, the OGS price must be lower than the bid price and all other terms must be the same.



- b. Purchases may be made through available BOCES bids, by “piggybacking” onto contracts of the United States or agencies thereof, departments or agencies of New York State, any New York county, or any state or any county or political subdivision or district therein, whenever such purchases are in the best interests of BOCES or will result in cost savings, provided the contract has been let to the lowest responsible bidder or on the basis of “Best Value” in a manner consistent with Section 103 of the General Municipal Law. Factors relevant to the decision to “piggyback” may include cost, staff time, delivery arrangements, quality of goods and services, and suitability of such goods and services to the BOCES needs. The Purchasing Agent will keep documentation indicating why “piggybacking” is in its best interests, and that the originating contract was let in a manner consistent with applicable bidding requirements.
- c. When BOCES seeks to purchase articles which are manufactured or prepared in NYS Correctional facilities such articles must be purchased from the Department of Correctional Services and may not be purchased from any other source unless the Commissioner of Correctional Services certifies that articles sought to be purchased cannot be furnished by the Department of Correctional Services.
- d. In the case of a public emergency as defined in General Municipal Law Section 103, contracts for public works or purchase of equipment, material or supplies may be let without competitive bidding. A public emergency exists when an accident or other unforeseen occurrence or condition affects the life, health or safety of the public.
- e. Contracts for professional services may be let without competitive bidding. Professional services involve intellectual property, specialized skill, training and expertise, the use of professional judgment or discretion, and/or a high degree of creativity. (See the below for RFP guidelines)
- f. Surplus and second hand equipment, material and supplies may be purchased from another governmental agency or a public benefit corporation without competitive bidding.
- g. Recycled products manufactured from secondary materials may be purchased at reasonably competitive prices (i.e., up to 10% cost premium). Where printing is purchased on recycled paper, it shall bear the official New York State recycling emblem.
- h. Items which can be obtained from only one source may be purchased without competitive bidding. All sole source procurements require that the vendor complete a Vendor Sole Source Affidavit, and all sole source procurements must also be approved by a majority vote of the Board.
- i. Contracts for insurance may be let without competitive bidding.
- j. Contracts for the use of real property for a stated period of time are leases and may be let without competitive bidding; provided however, that contracts where the term is for the probable useful life of the real property or where the lessor is assured of recovering its full capital cost, or where the contract contains an option to purchase are not true leases, but are options to purchase and are subject to competitive bidding.
- k. Purchases may be made through certain federal GSA contracts (Schedule 70 Information Technology and Telecommunications – Article 5A, Section 103.1-b.)

In all instances where competitive bidding is not required, purchases shall be made in a manner which will promote the prudent and economical use of public moneys and which facilitates the acquisition of goods and services of the desired quality at the lowest possible cost under the circumstances, and which guards against favoritism, improvidence, extravagance, fraud and corruption.

BOCES will not be required to secure alternative proposals or quotations for those

procurements as permitted by state law:

1. under a county contract
2. under a state contract
3. under a federal contract
4. under a contract of another political subdivision
5. of articles manufactured in state correctional institutions; or
6. from agencies for the blind and severely disabled

A Request For Proposal (RFP) or a Request For Quotation (RFQ) shall be used for the purchase of professional services, or other services requiring special or technical skills or expertise, intellectual property, insurance, and the lease of real property. Professional services purchased by the BOCES to be provided to the user districts, which are so unique or specific in nature (i.e., performances, speakers, training, continued support, etc.) may, at the discretion of the Purchasing Agent, be deemed as exempt from the RFP solicitation process. The Purchasing Agent's determination may be made based upon various factors including but not limited to, the obvious uniqueness of the service or upon the supporting documentation provided by the Director/Assistant Superintendent.

The following guidelines have been established for formal RFP's:

1. A committee of persons having some knowledge or expertise appropriate in the subject matter shall assist in the development of the RFP, under the direction of the Purchasing Agent.
2. An RFP notification will be published in one or more newspapers as designated by the Board. The notification will state the time and place where the RFP's will be publicly acknowledged as received. It will give a general description of the services required and how proposal documents may be obtained. At a minimum, the notice shall be published at least once not less than five days before the time that the proposal shall be acknowledged as received. Advertisements may also be placed in trade publications or other publications of general interest and advertised additionally, as applicable, to the particular RFP, in an effort to increase the pool of respondents.
3. A determination will be made by the Purchasing Agent as to a reasonable amount of time that should elapse between the advertisement and/or mailing and the proposal acknowledgment, which would be sufficient to allow for the completion and submission of a responsive proposal. This determination will be based on both the anticipated complexity of the proposal submittal, as well as, the particular needs of BOCES.
4. Each proposal received shall be evaluated by the Purchasing Agent and/or his/her appointed designee(s) or committee having some knowledge or expertise appropriate to evaluate the subject matter, according to the evaluation criteria stated in the RFP documents.
5. The Purchasing Agent will provide a recommendation of award to the Board based on the above evaluation.
6. In the event that the services requested are or involve the use of copyright protected materials, supporting documentation must be provided to the Purchasing Agent for review when submitting a purchase order.
7. The procurement of consultants will be made in the same manner as other professional services. However, in addition to the above requirements, a BOCES/Consultant Agreement contract number will need to be submitted on the purchase order if the cost exceeds \$10,000. All such consultant agreements require approval by the Board of Cooperative Educational Services.

### **Professional Services/Consultants**

| Estimated Amount of Purchases | Procedure/ Requirement  | Responsibility/Documentation   |
|-------------------------------|---|--|
| \$9,999 or less               | Not applicable  |  |
| \$10,000 to \$50,000          | BOCES/Consultant Agreement  | Director/Assistant Superintendent  |
| \$50,000 and over             | RFP solicitation or Quote process, with a minimum of two quotes, and BOCES/Consultant Agreement | Director/Assistant Superintendent must substantiate the need and/or provide a detailed scope of services to the Purchasing Office if method is by formal RFP. Division and Purchasing to evaluate proposals. Upon award, or receipt of two quotes and Agreement, a purchase order can then be processed. |

IX. Noncompliance with Legal Competitive Bidding Requirements

Contracts awarded to other than the lowest responsible bidder must be justified and documented by the BOCES.

Noncompliance with legal competitive bidding requirements, as a general rule, renders the contract in question void and unenforceable.

It is a misdemeanor for any person or corporation to conspire to prevent or otherwise subvert legal competitive bidding on a contract for public work or purchase which has been advertised for bidding.

X. Unintentional Failure to Comply - General Municipal Law §104-b

An unintentional failure to comply fully with the bidding provisions of Section 104-b or the BOCES Board policies and procedures governing the purchase of goods and services which are not subject to competitive bidding shall not be grounds to void action taken or give rise to a cause of action against the political subdivision or BOCES or any officer or employee thereof.

XI. Installment Purchase Contracts

- a. Installment purchase agreements may be used to acquire equipment, machinery and apparatus, but may not be used for improvements to real property. An installment purchase contract is an agreement which provides for periodic payments to be applied toward the purchase price or transfers title at the end of the term to the BOCES automatically or for a nominal sum, or for an option price which is an amount less than the fair market value at the time of purchase. Such agreements are subject to competitive bidding requirements if the total amount to be paid over the life of the agreement, finance charges, exceeds the statutory threshold.
- b. Terms and conditions under which BOCES may enter into installment purchase agreements are as follows:
  - 1. The maximum term is the period of probable usefulness of the equipment, machinery or apparatus or five (5) years, whichever is less.
  - 2. Contract payments must be substantially level or falling, must separately state principal

and interest, may not be made from the proceeds of bonds, and are exempt from taxation for municipal and state purposes.

3. Installment purchase contracts are subject to the bidding requirements of General Municipal Law Section 103.
4. The BOCES must adopt a resolution authorizing the contract. The resolution must contain a determination that the contract is in the best interest of BOCES and state the basis for that determination.
5. The contract must contain a "non-funding" clause which provides for cancellation of the contract as a result of the withdrawal or requests for services.
6. The contract is contingent upon approval of the Commissioner of Education.
7. The contract price may not include the cost of maintenance and support for the items being purchased.

## XII. Lease Back Agreements

BOCES may enter into lease-back agreements for the purpose of purchasing data processing equipment. Under a lease-back agreement, BOCES may accept from a leasing company a sum of money sufficient to purchase data processing equipment from the manufacturer thereof, pay such sum to the manufacturer, receive the equipment and title thereto, and convey the title to the leasing company with a simultaneous lease of the equipment from the leasing company to BOCES for a specified period of years. Leaseback agreements are subject to the following conditions:

1. Lease back agreement must comply with the bidding requirements of General Municipal Law Section 103.
2. The BOCES must adopt a resolution authorizing this agreement determining that it is in the best financial interest of BOCES and stating the basis for the determination.
3. The agreement is contingent upon approval of the Commissioner of Education.

## Gifts/Donations

The BOCES may accept a gift, grant, bequest or devise of real property, provided the acceptance is made within the statutory authority granted to BOCES and has received the approval of the BOCES Board. Only the BOCES Board may accept for the BOCES any bequest or gift or money, property or goods, except that the District Superintendent may accept on behalf of the BOCES Board any such gift of less than \$1,000 in value.

All potential gifts or donations to BOCES shall be immediately brought to the attention of the cognizant Director/Assistant Superintendent. The Director/Assistant Superintendent shall recommend the acceptance or rejection of the gift to the District Superintendent or his/her designee and notify the donor of the recommendation. The Director/Assistant Superintendent shall notify the prospective donor that a gift or donation will not be complete until formally accepted by the BOCES Board.

The District Superintendent or his/her designee shall make a recommendation to accept or reject such gifts or donations at a regular or special BOCES Board meeting.

The BOCES Board reserves the right to refuse to accept any gift which does not contribute towards the achievement of the BOCES' goals or the ownership of which would tend to deplete the resources

of the BOCES. In granting or withholding its consent, the BOCES Board will review the following factors:

1. The terms of the gift must identify:
  - a. the subject of the gift
  - b. the purpose of the gift
  - c. the beneficiary or beneficiaries if any
  - d. all conditions or restrictions that may apply.
2. No gift or trust will be accepted by the BOCES Board unless:
  - a. it is in support of and BOCES or a BOCES program;
  - b. it is for a purpose for which the BOCES could legally expend its own funds; and
  - c. it does not benefit a particular or named individual or individuals.
3. If the gift is in trust, the obligation of the investment and reinvestment of the principal shall be clearly specified and the application of the income or investment proceeds shall be clearly set forth.

Following the official acceptance of a gift or donation by the BOCES Board, the Director/Assistant Superintendent shall ensure that the gift is properly entered into the inventory system. The Director/Assistant Superintendent will be responsible for seeing that the gift or donation is appropriately used in the manner for which it was intended. The BOCES will attempt to honor the intent of the donor in its use of the gift, but reserves the right to use any gift it accepts in the best interest of the BOCES' educational program.

Any gift accepted by the BOCES Board or the District Superintendent shall become the property of the BOCES, may not be returned without the approval of the BOCES Board, and is subject to the same controls and regulations as are other properties of the BOCES.

Any gift rejected by the BOCES Board shall be returned to the donor or his/her estate within 4 days of the BOCES Board action, together with a statement indicating the reasons for the rejection of such gift.

The BOCES will not provide donors with certificates of estimated value of the gift and will not be responsible for any valuation information presented to the IRS by individual donors.

Inventory Control – GeneralI. Perpetual Inventory

A. Record of General Fixed Assets. The District Superintendent or her/his designee shall develop in writing the basic rules and regulations to be followed in maintaining Questar III's personal property records. Procedures employed shall comply with all applicable laws and requirements of the New York Office of the State Comptroller, which are issued pursuant to Sec. 36 of the General Municipal Law.

1. The minimum standards to be considered for inclusion in the personal property record are:

- a. The personal property shall have a significant value. Personal Property valued at one hundred dollars (\$100) or more, but less than five hundred dollars (\$500) may be included, and personal property valued at five hundred dollars (\$500) or more shall be included.
- b. The personal property must have an estimated useful life of one year or more.
- c. The physical characteristics of the personal property must be such as not to be appreciably affected by use or consumption.

2. It shall be the responsibility of the District Superintendent or her/his designee to assure that all new acquisitions, by purchase or gift, are entered into the perpetual inventory system.

B. Inventory Records. The inventory record shall contain sufficient information to identify each item classified as personal property and shall include the following:

1. A sufficient description of the personal property;
2. The class of the personal property (e.g., machinery, equipment, etc.);
3. The year the personal property was acquired;
4. The cost of the personal property at acquisition (the historical cost of the personal property), or, if unknown or a gift, its estimated value;
5. The source of financing or acquisition of the personal property (e.g., general fund, federal fund, gift); and
6. For personal property leased-to-purchase or leased to a school district pursuant to a cooperative service agreement or other instrument, identification of the lease, lease term and location of the leased property.
7. An inventory tag, including the model and serial numbers (if available) and location where it will be used.

C. Physical Inventory. "Physical inventory" shall mean a determination of the actual existence and condition of real and personal property in the records of Questar III by visually examining the property in question.

1. A physical inventory shall be conducted at least once a year for personal property with a resale unit value of more than \$500.
2. A physical inventory shall be conducted at least once every other year for all other personal property in the personal property record.

## II. Disposition of Personal Property

A. Regular Assessment of Inventory's Condition. Questar III administrative personnel shall be responsible for identifying obsolete and surplus equipment and supplies within their area(s) of responsibility. Periodically, but not less than once a year, a determination shall be made as to what equipment, supplies, and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by Questar III.

### B. Procedures for Disposing of Personal Property

1. All surplus or obsolete equipment, supplies, materials or other personal property shall be sold only to the highest bidder.
2. Any personal property whose market value would classify it as valuable personal property, but which is determined not to be marketable because it is damaged or in poor condition or has not been marketable after at least one prior attempt at competitive bidding, may be disposed of by Questar III in the most effective and efficient manner.
3. No personal property shall be disposed of, even if it is determined to have little or no marketable value, without the prior approval of the District Superintendent or her/his designee.
4. Prior to classifying it as disposable, an item of personal property shall be considered by the District Superintendent or her/his designee for reassignment to other locations, programs, or operations within Questar III as needed, or for storage in a central location if it has potential future usefulness.
5. All sales of surplus or obsolete personal property by Questar III shall be open to the public. Notice of the sale or requests for bids shall be made through advertisements placed in local newspapers, and by other means calculated to assure public awareness.

### Use of BOCES-Owned Property for Personal Reasons

BOCES owned property, supplies, equipment and tools may not be borrowed or used for personal projects or private gain.

The theft or unauthorized use of BOCES personal property for personal purposes is strictly prohibited. Anyone believing that BOCES property has been stolen or used for personal purposes is to

report such violation to the District Superintendent. The District Superintendent or his/her designee shall investigate the allegation and take appropriate disciplinary action. Where necessary, law enforcement authorities will be notified.

However, there may be situations when it is in the interests of the BOCES for an employee to take property, equipment or supplies home for professional use. In such instances, the employee will be required to receive prior written approval from his/her immediate supervisor. A signed copy of the written approval must be on file prior to removing any equipment from the BOCES.

Miscellaneous Provisions

Any employee who shall willfully violate any of the provisions of this policy may be dismissed, suspended, fined or reprimanded by the BOCES Board subject to any applicable law, rule or regulation.

The District Superintendent shall be responsible for the enforcement of this policy and shall designate other Administrative staff that are authorized to take action in accordance with such policy when appropriate.

Upon ratification, copies of this policy will be distributed to and reviewed with all BOCES staff.

The Board shall annually review this policy and make any amendments it deems necessary. Any such amended policy shall be submitted to the Commissioner for approval within 30 days of its adoption by the BOCES.

Ref: Education Law §§207; 305(14); 1604(29-a); 1709(4-a), (9), (12), (14), (22); 1950, (4)(v), (18); 2503(7-a); 2554(7-a)  
General Municipal Law §§102; 103; 104-b; 109-a; 800 et seq.  
8 NYCRR §170.3(i)

Adoption date: \_\_\_\_\_



|   |   |          |
|---|---|----------|
| [ | ] | Required |
| [ | ] | Local    |
| [ | ] | Notice   |

**EXPENSE REIMBURSEMENT**

Tech Valley High School employees, officials and members of the TVHS Operating Board will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for TVHS-related activities.

Reimbursement for supplies, materials, meeting refreshments, etc. that are necessary and reasonable shall be made after following established reimbursement procedures concerning prior approval, maximum claim amounts, and detailed receipts. The use of this reimbursement procedure is not intended to replace or circumvent the normal purchasing procedures. Sales tax will not be reimbursed – tax exempt certificates must be used when making purchases.

Only expenses necessary to the purpose of the travel shall be reimbursable. Transportation costs such as taxi cabs are allowable only for essential transportation. Mileage will be paid at the rate fixed by the federal Internal Revenue Service for business travel. Tax exemption certificates shall be issued and utilized as appropriate.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all detailed receipts or other expense documentation, together with a copy of the approved conference attendance request form if applicable, and submit the same to the appropriate administrator, and after such claim has been audited and allowed.

Regulations concerning expense reimbursement shall be attached to this policy and shall be reviewed annually and revised as appropriate.

Travel by Employees

Subject to the conditions set forth below, employees may travel at TVHS expense for the purpose of conducting TVHS business or otherwise furthering TVHS interests. Two types of trips are authorized:

- a. Business Trips
- b. Conference Trips

A **Business Trip** occurs when an employee, acting on TVHS' behalf, travels to a place away from his/her regular work station for the purpose of planning programs, negotiating or implementing agreements with outside agencies, securing approvals, providing shared services, supervising or inspecting work in progress, making financial arrangements, recruiting prospective employees, supervising TVHS students, or obtaining advice and information. A Business Trip may be local or otherwise.

A **Conference Trip** occurs when an employee, to broaden and strengthen his/her on-the-job knowledge and skills, travels to a place away from his/her regular work station for the purpose of attending or participating in a conference, convention, seminar, workshop or school sponsored by a recognized professional association. A Conference Trip may be local or otherwise. A "recognized professional association" is a group recognized as such by the TVHS Operating Board or by the District Superintendents.

Trips of any nature must be submitted in advance to the employee's supervisor for consideration and/or approval. Conference Trips and out-of-state Business Trips must be submitted in advance, in writing, to the District Superintendents, or his/her designee, for approval, which may be granted or withheld in his/her sole discretion. Conference and Business Trips shall be approved only within the limits of budgetary allocation.

#### Travel Expense Advances

Expenses of travel for approved Conference Trips may be requested to be paid in advance when such expenses will exceed \$150. Requests for approval of Travel Expenses Advances must be submitted to the Executive Officer ten (10) days prior to the conference. Advances will not exceed 75% of the total anticipated expenditure.

Ref: Education Law §§1604(27); 1709(30); 1804; 2118; 3023; 3028  
General Municipal Law §77-b

Adoption date:

**EXPENSE REIMBURSEMENT REGULATION – TRAVEL AND MEALS**

State law authorizes reimbursement of “actual and necessary expenses” incurred by Tech Valley High School (TVHS) employees in the performance of their duties. In addition, the TVHS staff must conform to existing Internal Revenue Service rules. Specifically, reimbursement plans that do not comply with the IRS rules are called non-accountable plans. All reimbursements under a non-accountable plan are reported as salary or wage income to the employee. If the plan meets the IRS rules, it is classified as an accountable plan and reimbursements are not reported as salary or wage income. In order to ensure that the TVHS plan is an accountable plan and employees are adequately reimbursed for “actual and necessary” expenses, the following procedures/guidelines must be followed:

Whenever possible, vehicles owned by the Capital Region BOCES should be used for business trips if it more economical than other means of travel.

Employees who use their own vehicles for assigned travel between facilities will be reimbursed at the rate allowed by the IRS for the current tax year. The calculation for this reimbursement will be based on the actual miles traveled from one site to the next. It must not include the mileage from home to the first site or from the last site to home except in the case in which the employee is assigned to a site in the evening. In this instance, the person may claim the mileage from the last day time site to home and to the evening site.

All travel expense reimbursement claims must be submitted using the Travel Expense Voucher Form.

All expenses for meals, lodging, and incidental expenses must be supported by adequate proof of expenditures, i.e., original itemized receipts with the preprinted name of the vendor and the date service was provided.

Travel Reimbursement Rules

- Employees are required to substantiate all meal expenses with original itemized receipts. Employees may be reimbursed for actual expenditures, up to the maximum amounts, as follows:

| <u>Item</u>   | <u>NY City Area *</u> | <u>Within NY State<br/>(excluding NYC)</u> | <u>Out-of-State</u> |
|---|-----------------------|--|---------------------|
| Breakfast   | \$10.79               | \$9.27                                     | \$10.79             |
| Lunch **  | 14.99                 | 10.85                                      | 14.99               |
| Dinner  | 30.39                 | 26.51                                      | 30.39               |
| Additional allowance for overnight<br>incidentals (i.e., laundry) | 1.57                  | 1.57                                       | 1.57                |

\* The term "New York City Area" includes New York City, Nassau, Rockland, Suffolk and Westchester Counties.

\*\* Lunch reimbursement unless associated with overnight travel or a conference is taxable. Submission to the Business Office will generate reimbursement through the payroll process. Lunch will be identified as compensation and reported on the employee’s IRS Form W-2, and is subject to payroll taxes.

- Sales tax imposed on food by a restaurant may be considered an expense incidental to the meal and an actual and necessary expenditure incurred in connection with travel on official business.
- Tax exemption certificates must be utilized for all lodging within New York State. Reimbursement claims for room taxes within New York State will not be approved.
- When a room is shared by a spouse, the single occupancy rate will be reimbursed if noted by the hotel on the receipt; otherwise, one-half (2) of the room rate will be paid.
- Meals, travel expenses and all other expenses incurred by an employee's spouse is a personal expense of the employee.
- Receipts for other expenses, i.e., parking fees, tolls, etc., must also be submitted. All lodging expenses identified as miscellaneous must be explained in detail. The business purpose of phone calls, even those itemized on hotel/motel bills, must be explained in sufficient detail (i.e., *called office* or *called XYZ School District*).
- Whenever possible, vehicles owned by the Capital Region BOCES should be used for business trips if it is more economical than other means of travel.
- Travel status is defined as when an employee is on assignment at a work location more than 35 miles from both home and official work station, for more than three hours. This determines that they are eligible for reimbursement of travel expenses, such as meals and lodging.
- When travel is to a work location that is either a) within 35 miles of the employee's residence or official work station, or b) for less than three hours, the employee will not be considered to be on travel status and will not be eligible for reimbursement of travel expenses such, as meals and lodging.
- An employee may be reimbursed for meal expenses when he or she is required to attend an approved workshop or conference which extends through and beyond the recognized meal time, or is on travel status.
- While on travel status, the following guidelines for reimbursement of meals will be used:
  - Breakfast:* reimbursement will be allowed if the travel began more than an hour prior to the normal start of the employee's workday.
  - Lunch:* reimbursement will be allowed if the travel began prior to noon and continued beyond 2:00 p.m. (\*\* see above)
  - Dinner:* reimbursement will be allowed if the travel continued more than an hour beyond the normal end of the employee's workday.
- Expenditures for the purchase of alcoholic beverages are not considered a proper or necessary travel or meeting expense and must not be claimed for reimbursement.
- Gratuities may be considered an actual and necessary expense and may be reimbursed provided they are reasonable and either as charged by the restaurant on their receipt or actual and within 15 percent of the bill, the total of which may be rounded up to the next whole dollar for meals over \$5, or up to

the next fifty cents for meals at or below \$5. Meal and gratuity together must be within maximum allowable amounts.

- Taxicab charges will be reimbursed upon submission of a receipt. Tipping, which includes baggage handling, of 15% and \$1 per bag will be allowed. Reimbursement for taxi charges and limousine services to and from an airport will be approved upon submission of an appropriate receipt.
- Travel expense reimbursement requests **must** be submitted on the Travel Expense Voucher form (revised July 1, 2003).
- Reimbursement for approved supplies and materials must be submitted on the Miscellaneous Expense Voucher form (July 1, 2003).
- Per the definitions of “travel trips” outlined in Board Policy 6830, travel expense for business trips are to be coded to object code 454. Travel expense for conference trips are to be coded to object code 456.
- Expenditures for the purchase of alcoholic beverages are not considered a proper or necessary travel or meeting expense and must not be claimed for reimbursement.
- An employee may be reimbursed for meal expenses when he/she is required to attend an approved workshop or conference which extends through and beyond the recognized meal times. The following guidelines are to be used.

Breakfast: reimbursement will be allowed only if the meal is an integral part of the meeting.

Lunch: reimbursement will be allowed if the meeting starts prior to noon and continues until 2:00 p.m.

Dinner: reimbursement will be allowed if the meeting starts prior to 5:00 p.m. and continues until 7:00 p.m.

**A copy of the meeting or conference agenda should be submitted to substantiate the meeting times.**

- “Local” is defined as the 24 component school districts and the Albany City School District) within the Capital region or within the immediate geographical area of employment assignment including those assigned to the Gick Road or Plattsburgh sites.

#### Personal Expenses

The BOCES does not reimburse persons traveling on TVHS-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, theater and show tickets, and telephone calls and transportation costs unrelated to TVHS business.

#### Questions and Answers Related to Travel Reimbursement

What information has to be supplied on requests for travel expense reimbursement? The travel expense form must show the distance traveled, between what places, and the dates and items of each expenditure.

Are receipts necessary when submitting travel claims? Yes. Receipts should be obtained and are required for meals, lodging, parking, tolls, telephone, and airport shuttle service, etc.

What expenses are allowed under travel reimbursement? Only the actual and necessary expenses essential to the ordinary comforts of a traveler in the performance of official TVHS business (duties) will be reimbursed, in accordance with the established allowances.

What type of receipt is required for air travel? The passenger portion of the airline ticket or an invoice from a travel agency must be submitted with your travel claim.

What other types of receipts are required? Receipts are required for day parking and overnight parking, toll charges and meals. The name of the service provider must be imprinted on the receipt.

Is reimbursement allowed for privately owned airplane travel? No, travel via this means is not allowed and claims will not be honored.

Under normal duty, what is the amount paid for mileage accumulated when an employee uses his own car while on TVHS business? The mileage reimbursement will reflect the rate allowed by the Internal Revenue Service for the current year. The request for this reimbursement must be submitted on the standard Travel Expense Form.

Can a TVHS officer be reimbursed for meals while attending an organization meeting? Yes, if the organization is made up of similar public officials and the meal is part of a regularly scheduled meeting of the organization and the meeting is held for school business purposes.

Are meals incurred by consultants eligible for meal reimbursement? Generally, no. a consultant's "fee" should include all expenses including travel, meal and lodging. However, when reimbursement is required, it will be in accordance with employee reimbursement practices.

What expenditures are not allowable for reimbursement under TVHS guidelines? Primarily they are sales tax (TVHS is tax exempt), and personal expenses described above such as charges for personal telephone calls. Business calls will be reimbursed when an explanation is provided with the reimbursement claim.

Are there special allowances made for TVHS employees who are required to travel on TVHS business and expend substantial amounts of money prior to being able to submit a normal Travel Expense claim? Yes. A Travel Expense Advance application form is available for this purpose. This form must be completed and submitted to the District Superintendent for approval ten days prior to the conference or day of travel. The procedure is designed especially for staff members traveling out of town for conferences which will last several days. The amount of the actual Travel Expense Advance will be 75% of the total anticipated expenses, and this figure must exceed \$150.00.

Does TVHS pay for guest or non-TVHS employee meals? No. Employees are not authorized to seek personal reimbursement to pay for guest or non-TVHS employee meals.

Adoption date:

DRAFT

[     ]     **Required**  
[     ]     **Local**  
[     ]     **Notice**

**BUDGET TRANSFERS**

The administration of the budget is an executive responsibility. Accordingly, the District Superintendents and Principal and Chief Academic Officer, and the Capital Region BOCES Director of Business Operations are authorized to expend funds within budgetary allotments.

The transfer of funds between and within functional unit appropriations of the General Fund is commonly required during the school year. The Tech Valley High School Operating Board authorizes the District Superintendent, or his/her representative, to make budget transfers between line item accounts, so long as the transfer within any one object of expense does not \$25,000 in any single fiscal year.

The Capital Region BOCES Treasurer shall report all such adjustments to the Tech Valley High School Operating Board in a timely fashion.

All transfers in excess of \$25,000 per year within any one expense object require prior Tech Valley High School Operating Board approval.

Adjustments which increase or decrease the total budget of a program shall not be made in the absence of an equivalent change in revenue.

Adoption date:



Required  
 **Local**  
 Notice

**AUTHORIZED USE OF TECH VALLEY HIGH SCHOOL-OWNED MATERIALS AND EQUIPMENT**

The Tech Valley High School (TVHS) Operating Board permits the use of TVHS-owned materials and equipment including but not limited to: laptop computers, electronic communication devices, and audio-visual equipment, by TVHS Board members, officers, and employees when such material and equipment is needed for TVHS-related purposes.

All equipment shall be inventoried and a list shall be maintained of the date such equipment was assigned, to whom it was assigned, and the date of actual return.

It is expected that the individual(s) assigned BOCES-owned equipment shall take reasonable care of such equipment.

**Land-Line Telephones**

The TVHS provides land-line telephones in offices and classrooms to conduct official TVHS business. Incidental personal use is allowed.

Adoption date:

[ ] Required  
 [X] Local  
 [ ] Notice

## ACCEPTABLE USE OF COMPUTERIZED INFORMATION RESOURCES - EMPLOYEES

### Statement of Policy

This policy applies to All Users, whether full time, part time, or temporary employees, independent consultants and volunteers (hereinafter collectively referred to as "All Users"). Generally it is the policy of the Tech Valley High School (TVHS) Operating Board to allow computer and telephone use for business purposes.

#### 1. General Statement

All computer system networks, business and telephone equipment and other electronic communication systems, and all communications and stored information transmitted, received or contained within the TVHS information systems is TVHS property and is to be used for job-related purposes and educational purposes for student usage. The TVHS may access and monitor such use on a random basis to ensure that such equipment is used for proper purposes. The reasons for this monitoring are many, including cost analysis and management of TVHS gateway to the Internet. Staff should therefore assume such communications are not totally private and should not transmit any confidential data. The existence of a staff member pass code or password does not necessarily mean that messages sent using a password or pass code will be confidential.

TVHS strictly prohibits non-job-related uses of its software and business equipment, including but not limited to copy machines and facsimile devices.

Staff are also prohibited from using codes, accessing files, or retrieving any stored communication without prior authorization.

Each staff is responsible for the content of all text, audio or images that he/she places or sends over the computer and telephone system with its Internet, e-mail and voice mail access. No e-mail or other electronic communications may be sent which hides the identity of the sender, or represents the sender as someone else or someone from another organization. All messages communicated on TVHS computer and telephone system with its Internet, e-mail and voice mail access must contain the staff member's name.

Any messages or information sent by a staff member to another individual outside of TVHS via electronic network (e.g., bulletin board, online services or Internet) are also statements that reflect on TVHS. While some users include personal "disclaimers" in electronic messages, there is still a connection to TVHS, and the statements may be tied to the organization.

2. Acceptable Uses of Organizational Systems

TVHS provided computer and telephone system with its Internet, e-mail and voicemail access is intended for business and educational use. TVHS encourages the use of the computer and telephone system with its Internet, e-mail and voice-mail access, because it makes communication more efficient and effective. However, the computer and telephone system with its Internet, e-mail and voice-mail access is organizational property, and its purpose is to facilitate the organization's service to its instructors, students, administrators and other users, and to aid TVHS' communications with the public.

Staff are required to use the computer and telephone system with its Internet, e-mail and voice-mail access in a productive professional manner. To ensure that all staff are responsible, the following guidelines have been established for using the computer and telephone system with its Internet, e-mail and voice-mail access.

3. Unacceptable Uses of Organizational Systems

A. Personal Uses

E-mail networks and voice-mail shall not be used to solicit for outside business ventures, organizational campaigns, and political or religious causes. Any use of such equipment for these types of activities is prohibited. Solicitation of non-organizational business or any use of TVHS computer and telephone system with its Internet, e-mail and voice-mail access for personal gain is prohibited.

B. Offensive Content

TVHS computer and telephone system with its Internet, e-mail and voice-mail access may not be used for transmitting, retrieving or storage of any communications of a discriminatory or harassing nature or materials that are obscene or X-rated. Harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference shall be transmitted. No abusive, profane or offensive language is to be transmitted through TVHS computer and telephone system with its Internet, e-mail and voice-mail access. Electronic media may also not be used for any other purpose that is illegal, against organizational policy or contrary to the organization's best interest. In addition, all staff are prohibited from downloading, viewing, transmitting and/or possessing pornographic, profane, sexually explicit, or racially offensive materials with TVHS equipment or systems. As used herein the terms obscene, profane, pornography, sexually, explicit, and racially offensive shall have the meaning given to them by statute, case law or by common usage and understanding in the community.

C. Misuse of Intellectual Property

Staff members are also prohibited from accessing, distributing or publishing through the use of TVHS equipment, materials which have been identified as trade secrets or proprietary information of the organization without proper authorization.

#### D. Unauthorized Transmission of Copyright Materials over Organizational Systems

Unauthorized Copyright materials, may not be transmitted to staff over TVHS e-mail/Internet system. All staff obtaining access to other companies' or individuals' materials must respect all copyrights and not copy, retrieve, modify or forward copyright materials, except with permission, or as a single copy to reference only.

#### E. Unauthorized Downloading or Installation of Software

Unauthorized downloading of any software, whether from the Internet or any other source is prohibited. All software downloaded or loaded from a removable media onto a computer must be registered to TVHS, screened with virus detection software and authorized for use on that computer.

#### F. Privacy and Unauthorized Access

The policy is violated when users break into or attempt to break into a file which is identified as a confidential file or otherwise abuse the privilege of computer access.

Similarly, the use of TVHS systems to access information, voice mail or e-mail messages or other communications identified as not intended to be received by the staff member (except otherwise noted in this policy) is prohibited. Access to the organization's computer system from any network terminal or personal computer on the organization's communication network shall only be permitted through connection established and authorized by TVHS. For security reasons no other e-mail and/or Internet connections will be allowed, except as authorized by TVHS.

#### 4. Monitoring

All staff are hereby put on notice that telephone calls and usage patterns for TVHS e-mail/Internet communications and voice-mail system may be monitored. All messages created, sent or retrieved over TVHS e-mail/Internet is the property of the organization and should be considered as being in the public domain.

TVHS reserves the right to access and monitor all messages and files on the organization's E-mail/Internet and voice-mail system. Staff should not assume electronic communications are private and should transmit highly confidential data in other ways. All staff are put on notice that system security features, such as passwords and message delete functions, do not take away the ability to archive any message, at any time, for future viewing. Electronic and voice-mail communications are subject to search without notice.

#### 5. Expenses

No individual staff may use these systems which in any manner results in unauthorized charges or expenses to TVHS.

6. Sanctions

All Users of TVHS computer network and equipment are required to comply with TVHS policy and regulations governing TVHS computer network. Failure to comply with the policy or regulation may result in suspension and/or revocation of computer access privileges as well as discipline up to and including discharge.

In addition, illegal activities are strictly prohibited. Any information pertaining to or implicating illegal activity will be reported to the proper authorities. Transmission of any material in violation of any federal, state and/or local law or regulation is prohibited. This includes, but is not limited to materials protected by copyright, threatening or obscene material or material protected by trade secret. All Users must respect all intellectual and property rights and laws.

7. Disclaimer

TVHS makes no warranties of any kind, neither expressed nor implied, for the electronic communication services it is providing. TVHS will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. TVHS will not be responsible for the accuracy, nature, or quality of information stored on TVHS storage devices; nor for the accuracy, nature, or quality of information gathered through TVHS provided electronic communication services. TVHS will not be responsible for personal property used to access TVHS computers or networks or for TVHS provided Internet access. TVHS will not be responsible for unauthorized financial obligations resulting from TVHS provided access to the Internet.

Further, even though TVHS may use technical or manual means to regulate access and information, these methods do not provide a foolproof means of enforcing the provisions of TVHS policy and regulation.

8. Law

This policy and all its provisions are subordinate to local, state, and federal laws.

Adoption date:

|          |                 |
|----------|-----------------|
| [     ]  | <b>Required</b> |
| [   X  ] | <b>Local</b>    |
| [     ]  | <b>Notice</b>   |

**INFORMATION SECURITY BREACH AND NOTIFICATION**

Tech Valley High School (TVHS) Operating Board acknowledges the State’s concern regarding the rise in identity theft and the need for prompt notification when security breaches occur. To this end, the Board directs the District Superintendents, in accordance with appropriate business and technology personnel, to establish regulations which:

- Identify and/or define the types of private information that is to be kept secure. For purposes of this policy, “private information” does not include information that can lawfully be made available to the general public pursuant to federal or state law or regulation;
- Include procedures to identify any breaches of security that result in the release of private information; and
- Include procedures to notify persons affected by the security breach as required by law.

Additionally, pursuant to Labor Law §203-d, TVHS will not communicate employee “personal identifying information” to the general public. This includes social security number, home address or telephone number, personal electronic email address, Internet identification name or password, parent’s surname prior to marriage, or driver’s license number. In addition, TVHS will protect employee social security numbers in that such numbers shall not: be publicly posted or displayed, be printed on any ID badge, card or time card, be placed in files with unrestricted access, or be used for occupational licensing purposes. Employees with access to such information shall be notified of these prohibitions and their obligations.

Any breach of the TVHS’ computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the TVHS shall be promptly reported by the BOCES employee to the District Superintendents and the TVHS Operating Board.

Ref: State Technology Law, §208  
Labor Law §203-d

Adoption date:

## INFORMATION SECURITY BREACH AND NOTIFICATION REGULATION

### Definitions

“Private information” shall mean personal information (i.e., information such as name, number, symbol, mark or other identifier which can be used to identify a person) in combination with any one or more of the following data elements, when either the personal information or the data element is not encrypted or encrypted with an encryption key that has also been acquired:

- Social security number;
- Driver’s license number or non-driver identification card number or;
- Account number, credit or debit card number, in combination with any required security code, access code, or password which would permit access to an individual’s financial account.

Note: “Private information” does not include publicly available information that is lawfully made available to the general public pursuant to state or federal law or regulation.

“Breach of the security of the system” shall mean unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by Tech Valley High School (TVHS). Good faith acquisition of personal information by an officer or employee or agent of TVHS for the purposes of TVHS business is not a breach of the security of the system, provided that the private information is not used or subject to unauthorized disclosure.

### Procedure for Identifying Security Breaches

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or a person without valid authorization, the district superintendents or designees shall consider:

1. indications that the information is in the physical possession and control of an unauthorized person, such as a lost or stolen computer, or other device containing information;
2. indications that the information has been downloaded or copied;
3. indications that the information was used by an unauthorized person, such as fraudulent accounts, opened or instances of identity theft reported; and/or
4. any other factors which the district superintendents or designees shall deem appropriate and relevant to such determination.

### Security Breaches – Procedures and Methods for Notification

Once it has been determined that a security breach has occurred, the following steps shall be taken:

1. If the breach involved computerized data *owned or licensed* by TVHS, the district superintendents or designees shall notify those New York State residents whose private information was, or is reasonably believed to have been acquired by a person without valid authorization. The disclosure to affected individuals shall be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement or any measures

## CAPITAL REGION BOCES

necessary to determine the scope of the breach and to restore the reasonable integrity of the system.

The district superintendents or designees shall consult with the New York State Office of Cyber Security and Critical Infrastructure Coordination (CSCIC) to determine the scope of the breach and restoration measures.

8635-R

2. If the breach involved computer data *maintained* by TVHS, then the district superintendents or designees shall notify the owner or licensee of the information of the breach immediately following discovery, if the private information was or is reasonably believed to have been acquired by a person without valid authorization.

Note: The notification requirement may be delayed if a law enforcement agency determines that such notification impedes a criminal investigation. The required notification shall be made after the law enforcement agency determines that such notification does not compromise the investigation.

The required notice shall include (a) TVHS contact information, (b) a description of the categories of information that were or are reasonably believed to have been acquired without authorization and (c) which specific elements of personal or private information were or are reasonably believed to have been acquired. This notice shall be directly provided to the affected individuals by either:

1. Written notice
2. Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and that TVHS keeps a log of each such electronic notification. In no case, however, shall TVHS require a person to consent to accepting such notice in electronic form as a condition of establishing a business relationship or engaging in any transaction.
3. Telephone notification, provided that the TVHS keeps a log of each such telephone notification.

However, if TVHS can demonstrate to the State Attorney General that (a) the cost of providing notice would exceed \$250,000; or (b) that the number of persons to be notified exceeds 500,000; or (c) that the BOCES does not have sufficient contact information, substitute notice may be provided. Substitute notice would consist of all of the following steps:

1. E-mail notice when the TVHS has such address for the affected individual;
2. Conspicuous posting on the TVHS website, if they maintain one; and
3. Notification to major media

### Notification of State and Other Agencies

Once notice has been made to affected New York State residents, TVHS shall notify the State Attorney General, the Consumer Protection Board, and the State Office of Cyber Security and Critical Infrastructure Coordination as to the timing, content, and distribution of the notices and approximate number of affected persons.

If more than 5,000 New York State residents are to be notified at one time, TVHS shall also notify consumer reporting agencies as to the timing, content and distribution of the notices and the approximate number of affected individuals. A list of consumer reporting agencies will be furnished, upon request, by the Office of the State Attorney General.

The agency reporting form, and instructions on how to report a security breach are available here:



CAPITAL REGION BOCES

<http://www.dhses.ny.gov/ocs/breach-notification/documents/nys-security-breach-reporting-form-4-15-11.pdf>

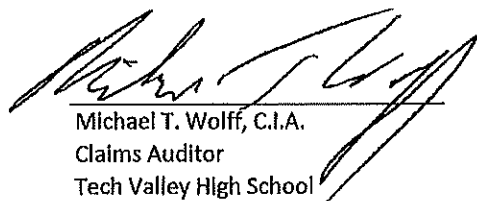
Adoption date:



TECH VALLEY HIGH SCHOOL  
INTERNAL CLAIMS AUDIT REPORT  
May - June 2019

| Warrant #            | Description        | Check Dates | Amount               | Checks Issued | EFT's     | Check Series  |
|----------------------|--------------------|-------------|----------------------|---------------|-----------|---------------|
| 69                   | Payroll Deductions | 5/1/2019    | \$ 18,476.79         | 2             | 8         | 11048 - 11049 |
| 70                   | General Payables   | 5/2/2019    | \$ 4,033.44          | 5             | 0         | 4102 - 4106   |
| 71                   | Extraclassroom     | 5/2/2019    | \$ 5,705.80          | 3             | 0         | 1034 - 1036   |
| 72                   | Extraclassroom     | 5/3/2019    | \$ 400.00            | 1             | 0         | 1037          |
| 73                   | Payroll Deductions | 5/15/2019   | \$ 18,457.90         | 2             | 8         | 11051 - 11052 |
| 74                   | General Payables   | 5/22/2019   | \$ 15,768.80         | 12            | 0         | 4107 - 4118   |
| 75                   | Extraclassroom     | 5/22/2019   | \$ 64.80             | 1             | 0         | 1038          |
| 76                   | Payroll Deductions | 5/29/2019   | \$ 16,618.48         | 0             | 4         | N/A           |
| 77                   | General Payables   | 6/5/2019    | \$ 4,843.67          | 7             | 0         | 4119 - 4125   |
| 78                   | Payroll Deductions | 6/12/2019   | \$ 18,512.06         | 12            | 8         | 11058 - 11059 |
| 79                   | General Payables   | 6/17/2019   | \$ 54,665.96         | 10            | 0         | 4126 - 4135   |
| 80                   | Extraclassroom     | 6/17/2019   | \$ 1,748.37          | 2             | 0         | 1039 - 1040   |
| 81                   | Misc. T&A          | 6/17/2019   | \$ 8,918.00          | 1             | 0         | 11060         |
| 82                   | Payroll Deductions | 6/26/2019   | \$ 21,548.63         | 2             | 8         | 11062 - 11063 |
| 83                   | Tech Valley        | 6/28/2019   | \$ 220.48            | 2             | 0         | 4136 - 4137   |
| 84                   | Federal Payables   | 6/28/2019   | \$ 8,017.59          | 1             | 0         | 4138          |
| 85                   | General Payables   | 6/28/2019   | \$ 801.88            | 4             | 0         | 4139 - 4142   |
| 86                   | Extraclassroom     | 6/28/2019   | \$ 262.77            | 2             | 0         | 1041 - 1042   |
| <b>Period Totals</b> |                    |             | <b>\$ 199,065.42</b> | <b>69</b>     | <b>36</b> |               |

| # | Exceptions:   | Warrant | Amount   | Vendor              |  |
|---|---------------|---------|----------|---------------------|--|
| 1 | Confirming PO | 79      | \$270.00 | Coxsackie Transport | Invoice was the first knowledge of the expense |

  
 Michael T. Wolff, C.I.A.  
 Claims Auditor  
 Tech Valley High School

July 15, 2019

**TECH VALLEY HIGH SCHOOL**  
**CONSOLIDATED REVENUE STATUS REPORT**  
as of 6/30/2019

| Anticipated Revenues               | Original Estimate   | Adjustments       | Current Estimate    | Year-to-Date Revenues | Anticipated Balance |
|------------------------------------|---------------------|-------------------|---------------------|-----------------------|---------------------|
| Tuition A455                       | 1,725,000.00        |                   | 1,725,000.00        | 1,725,000.00          | 0.00                |
| Tuition Other BOCES A455           | 13,462.00           | 976.00            | 14,438.00           | 14,438.00             | 0.00                |
| Tuition Non Component A455         |                     |                   | 0.00                |                       | 0.00                |
| Special Education Billing          | 160,000.00          | 68,726.68         | 228,726.68          | 228,726.68            | 0.00                |
| Legislative Grant 2017/2018 F904   | 460,666.00          |                   | 460,666.00          | 460,666.00            | 0.00                |
| TVHS Foundation                    |                     | 21,950.00         | 21,950.00           | 21,950.00             | 0.00                |
| Revenue for Carry Over Encumbrance |                     | 47,047.67         | 47,047.67           | 47,047.67             | 0.00                |
| Refunds Prior Years Expenses       |                     | 3,926.79          | 3,926.79            | 3,926.79              | 0.00                |
| Miscellaneous Revenue              | 20,000.00           | 31,975.45         | 51,975.45           | 51,975.45             | 0.00                |
| Interest Income                    | 500.00              | 827.41            | 1,327.41            | 1,327.41              | 0.00                |
| <b>Total Anticipated Revenues</b>  | <b>2,379,628.00</b> | <b>175,430.00</b> | <b>2,555,058.00</b> | <b>2,555,058.00</b>   | <b>0.00</b>         |

**HIGHLIGHTS/CHANGES**

TUITION: Components - As of August 31, 2018 there are 130 students attending Tech Valley High School. Budget based upon 130.

TUITION: Other BOCES - One student from Ballston Spa CSD attends Tech Valley High School.

7/12/19  
Date

*Kimberly A. Dwan*  
Treasurer

7/12/19  
Date

*[Signature]*  
Director, Business Operations

**TECH VALLEY HIGH SCHOOL  
CONSOLIDATED BUDGET STATUS REPORT**

as of 06/30/2019

| Description                                  | Initial Budget      | Adjustments       | Current Budget      | Year-to-Date        |               | Encumbrances Outstanding | Unencumbered Balance |
|--|---------------------|-------------------|---------------------|---------------------|---------------|--------------------------|----------------------|
|  |                     |                   |                     | Expenditures        | Expenditures  |                          |                      |
| <b>150 CERTIFIED SALARIES</b>                |                     |                   |                     |                     |               |                          |                      |
| TEACHER SALARIES                             | 900,517.00          | 183,760.29        | 1,084,277.29        | 1,054,272.04        | 0.00          | 0.00                     | 5.25                 |
| ADMINISTRATIVE SALARIES                      | 365,130.00          | (111,237.00)      | 253,893.00          | 253,872.78          | 0.00          | 0.00                     | 20.22                |
| <b>150 Subtotal Certified Salaries</b>       | <b>1,265,647.00</b> | <b>42,523.29</b>  | <b>1,308,170.29</b> | <b>1,308,144.82</b> | <b>0.00</b>   | <b>0.00</b>              | <b>25.47</b>         |
| <b>160 SUPPORT SALARIES</b>                  |                     |                   |                     |                     |               |                          |                      |
| 160 Subtotal Support Salaries                | 115,850.00          | (309.00)          | 115,541.00          | 115,505.43          | 0.00          | 0.00                     | 35.57                |
| <b>200 EQUIPMENT</b>                         |                     |                   |                     |                     |               |                          |                      |
| 200 Subtotal Equipment                       | 55,000.00           | 23,709.65         | 78,709.65           | 76,079.44           | 1,022.61      | 1,607.60                 |                      |
| <b>300 SUPPLIES &amp; MATERIALS</b>          |                     |                   |                     |                     |               |                          |                      |
| GENERAL SUPPLIES                             | 29,000.00           | 2,252.00          | 31,252.00           | 30,300.70           | 861.42        | 89.88                    |                      |
| SUBSCRIPT & PERIODICALS                      | 1,000.00            | (600.00)          | 400.00              | 333.00              | 0.00          | 67.00                    |                      |
| TEXTBOOKS                                    | 8,000.00            | 5,462.00          | 13,462.00           | 13,091.81           | 0.00          | 370.19                   |                      |
| COMPUTER SOFTWARE PURCH                      | 21,900.00           | (11,702.00)       | 10,198.00           | 8,334.60            | 0.00          | 1,863.40                 |                      |
| CAFETERIA (FRL)                              | 1,000.00            | 300.00            | 1,300.00            | 909.53              | 0.00          | 390.47                   |                      |
| <b>300 Subtotal Supplies &amp; Materials</b> | <b>60,900.00</b>    | <b>(4,288.00)</b> | <b>56,612.00</b>    | <b>52,969.64</b>    | <b>861.42</b> | <b>2,780.94</b>          |                      |
| <b>400 CONTRACTUAL &amp; OTHER</b>           |                     |                   |                     |                     |               |                          |                      |
| TELEPHONE                                    | 0.00                | 6,123.00          | 6,123.00            | 6,072.50            | 0.00          | 50.50                    |                      |
| DATA COMMUNICATIONS                          | 12,300.00           | (4,740.00)        | 7,560.00            | 7,292.61            | 0.00          | 267.39                   |                      |
| INSURANCE                                    | 45,000.00           | (1,750.00)        | 43,250.00           | 42,621.00           | 0.00          | 629.00                   |                      |
| EQUIP RENTALS & LEASES                       | 8,835.00            | (4,423.00)        | 4,412.00            | 4,216.10            | 0.00          | 195.90                   |                      |
| POSTAGE                                      | 2,500.00            | (1,000.00)        | 1,500.00            | 1,281.56            | 0.00          | 218.44                   |                      |
| TRAVEL-IN DISTRICT                           | 4,495.00            | (2,014.00)        | 2,481.00            | 1,531.07            | 0.00          | 949.93                   |                      |
| CONFERENCE & OTHER TRAVEL                    | 5,737.00            | 2,542.66          | 8,279.66            | 5,999.42            | 0.00          | 2,280.24                 |                      |
| PRINTING & COPYING                           | 3,500.00            | (1,775.00)        | 1,725.00            | 1,324.98            | 0.00          | 400.02                   |                      |
| ASSOC DUES & MEMBERSHIPS                     | 15,000.00           | (4,445.00)        | 10,555.00           | 10,507.00           | 0.00          | 48.00                    |                      |
| ADMISSIONS (FIELD TRIPS)                     | 3,000.00            | (1,000.00)        | 2,000.00            | 1,890.00            | 0.00          | 110.00                   |                      |
| FIELD TRIPS                                  | 38,385.00           | (4,497.00)        | 33,888.00           | 33,547.13           | 0.00          | 340.87                   |                      |
| WRKSHIP RELATED COSTS                        | 6,000.00            | 1,400.00          | 7,400.00            | 6,059.44            | 0.00          | 1,340.56                 |                      |
| OTHER MISC EXPENSE                           | 17,825.00           | 20,207.36         | 38,032.36           | 37,681.01           | 0.00          | 351.35                   |                      |
| FACILITY PAYMENTS                            | 79,101.00           | 0.00              | 79,101.00           | 78,992.00           | 0.00          | 109.00                   |                      |
| <b>400 Subtotal Contractual &amp; Other</b>  | <b>241,678.00</b>   | <b>4,629.02</b>   | <b>246,307.02</b>   | <b>239,015.82</b>   | <b>0.00</b>   | <b>7,291.20</b>          |                      |

**TECH VALLEY HIGH SCHOOL  
CONSOLIDATED BUDGET STATUS REPORT**

as of 06/30/2019

| Description                                     | Initial Budget      | Adjustments      | Current Budget      | Year-to-Date Expenditures | Encumbrances Outstanding | Unencumbered Balance |
|---|---------------------|------------------|---------------------|---------------------------|--------------------------|----------------------|
| <b>440 CONTRACTED PROFESSIONAL SERVICES</b>     |                     |                  |                     |                           |                          |                      |
| Funding Initiatives                             | 17,292.00           | 0.00             | 17,292.00           | 17,292.00                 | 0.00                     | 0.00                 |
| CONSULTANTS & OTH PERS SRV                      | 9,000.00            | 0.00             | 9,000.00            | 8,900.00                  | 0.00                     | 100.00               |
| 440 Subtotal Contracted Professional Services   | 26,292.00           | 0.00             | 26,292.00           | 26,192.00                 | 0.00                     | 100.00               |
| <b>470 Rental of Facilities</b>                 |                     |                  |                     |                           |                          |                      |
| 490 Subtotal Services From Rental of Facilities | 0.00                | 0.00             | 0.00                | 0.00                      | 0.00                     | 0.00                 |
| <b>490 SERVICES FROM SCH DIST &amp; BOCES</b>   |                     |                  |                     |                           |                          |                      |
| 490 Subtotal Services From Sch Dist & BOCES     | 43,397.00           | (2,600.00)       | 40,797.00           | 35,973.79                 | 0.00                     | 4,823.21             |
| <b>800 EMPLOYEE BENEFITS</b>                    |                     |                  |                     |                           |                          |                      |
| HEALTH INSURANCE                                | 278,864.00          | (555.84)         | 278,308.16          | 278,222.76                | 0.00                     | 85.40                |
| EMPLOYEES' RETIREMENT                           | 37,961.00           | (17,018.00)      | 20,943.00           | 17,189.86                 | 0.00                     | 3,753.14             |
| TEACHERS' RETIREMENT                            | 124,361.00          | 12,429.78        | 136,790.78          | 136,790.59                | 0.00                     | 60.19                |
| SOCIAL SECURITY                                 | 105,221.00          | (107.92)         | 105,113.08          | 104,666.06                | 0.00                     | 447.02               |
| UNEMPLOYMENT INSURANCE                          | 2,752.00            | 101.50           | 2,853.50            | 2,847.32                  | 0.00                     | 6.18                 |
| WORKERS' COMPENSATION                           | 5,363.00            | (2,529.41)       | 2,833.59            | 0.00                      | 0.00                     | 2,833.59             |
| DENTAL INSURANCE                                | 7,440.00            | 20.00            | 7,460.00            | 7,440.00                  | 0.00                     | 20.00                |
| DISABILITY INSURANCE                            | 8,882.00            | -1,042.60        | 9,924.60            | 9,919.56                  | 0.00                     | 5.04                 |
| EMPLOYEE BENEFITS                               | 0.00                | 8,200.00         | 8,200.00            | 3,200.00                  | 0.00                     | 5,000.00             |
| 800 Subtotal Employee Benefits                  | 570,864.00          | 1,562.71         | 572,446.71          | 560,216.15                | 0.00                     | 12,230.56            |
| <b>TOTAL CURRENT EXPENDITURES BUDGET</b>        | <b>2,379,628.00</b> | <b>65,247.67</b> | <b>2,444,875.67</b> | <b>2,414,097.09</b>       | <b>1,884.03</b>          | <b>28,894.55</b>     |

7/12/19  
Date

*Kimberly A. Dumas*  
Treasurer

*W. J. Casper*  
Date

Director, Business Operations

**TECH VALLEY HIGH SCHOOL**

**2018-2019 BUDGET**

as of June 30, 2019

Presented on the Accrual Basis

| ACTUAL<br>RESULTS<br>2017/2018 | APPROVED<br>BUDGET<br>2018/2019 | ACTUAL<br>RESULTS<br>2018/2019 |
|--------------------------------|---------------------------------|--------------------------------|
|--------------------------------|---------------------------------|--------------------------------|

**REVENUES**

|                                    | <u>118</u>              | <u>130</u>              | <u>130</u>              |
|------------------------------------|-------------------------|-------------------------|-------------------------|
| Estimated Number of Students       |                         |                         |                         |
| Tuition                            | 1,628,743               | 1,725,000               | 1,725,000               |
| Tuition Other BOCES                | 13,482                  | 13,482                  | 14,438                  |
| Tuition Non-Component              | 0                       | -                       | -                       |
| Special Education Billing          | 237,617                 | 160,000                 | 228,727                 |
| Legislative Grant #1               | 460,666                 | 460,666                 | 460,666                 |
| Revenue for Carry Over Encumbrance |                         | -                       | 47,048                  |
| Tech Valley High School Foundation | -                       | -                       | 21,960                  |
| Miscellaneous Revenue              | 55,483                  | 20,000                  | 51,975                  |
| Refunds Prior Years Expenses       |                         |                         | 3,927                   |
| Interest Income                    | 161                     | 500                     | 1,327                   |
| <b>TOTAL REVENUES</b>              | <u><b>2,398,132</b></u> | <u><b>2,379,628</b></u> | <u><b>2,655,058</b></u> |

**TECH VALLEY HIGH SCHOOL  
2018-2019 BUDGET**

as of June 30, 2019  
Presented on the Accrual Basis

| ACTUAL<br>RESULTS<br>2017/2018 | APPROVED<br>BUDGET<br>2018/2019 | ACTUAL<br>RESULTS<br>2018/2019 |
|--------------------------------|---------------------------------|--------------------------------|
|--------------------------------|---------------------------------|--------------------------------|

**EXPENSES**

**ADMINISTRATIVE**

**Personnel**

|                             |                |                |                |
|-----------------------------|----------------|----------------|----------------|
| Administrative Salaries     | 119,844        | 119,033        | 121,513        |
| Support & Clerical Salaries | 80,048         | 72,304         | 74,459         |
| Fringe Benefits             | 88,233         | 87,914         | 89,152         |
|                             | <u>288,125</u> | <u>279,251</u> | <u>285,124</u> |

**Equipment**

|           |        |       |        |
|-----------|--------|-------|--------|
| Equipment | 29,279 | 5,000 | 30,673 |
|-----------|--------|-------|--------|

**Materials & Supplies**

|                                 |               |               |               |
|---------------------------------|---------------|---------------|---------------|
| General Supplies                | 7,736         | 9,000         | 11,642        |
| Subscriptions & Periodicals     | -             | 1,000         | 333           |
| Software Licenses               | 4,737         | 21,900        | 8,335         |
| Meeting Expenses/Food & Grocery | 2,146         | 1,000         | 910           |
| Textbooks                       | -             | -             | -             |
|                                 | <u>14,619</u> | <u>32,900</u> | <u>21,219</u> |

**Contractual**

|                           |               |                |                |
|---------------------------|---------------|----------------|----------------|
| Telephone                 | 6,023         | -              | 6,073          |
| Insurance                 | 42,174        | 45,000         | 42,621         |
| Equip Rentals & Leases    | 3,955         | 8,935          | 4,216          |
| Postage                   | 1,245         | 1,500          | 1,282          |
| Travel-In-District        | 1,296         | 4,495          | 1,531          |
| Conference & Other Travel | 1,358         | 4,737          | 5,799          |
| Printing & Copying        | 774           | 3,500          | 1,325          |
| Assoc Dues & Memberships  | 13,992        | 15,000         | 10,507         |
| Fieldtrips                | -             | -              | 1,901          |
| Workshop Related Costs    | 2732.11       | 6,000          | 6,059          |
| Other Misc Expense        | 19,954        | 7,833          | 26,180         |
| Facility Payment          | -             | 79,101         | 78,992         |
|                           | <u>93,503</u> | <u>176,001</u> | <u>186,466</u> |

**Contract Prof Service**

|                        |               |               |               |
|------------------------|---------------|---------------|---------------|
| Accountants & Auditors | 8,700         | 9,000         | 8,900         |
| Funding Initiatives    | 17,292        | 17,292        | 17,292        |
| Consultants            | 1,500         | -             | -             |
|                        | <u>27,492</u> | <u>26,292</u> | <u>26,192</u> |

**School Districts & Other BOCES**

|                          |               |               |               |
|--------------------------|---------------|---------------|---------------|
| BOCES/SCH DST -OTHER SRV | 23,591        | 43,397        | 35,974        |
|                          | <u>23,591</u> | <u>43,397</u> | <u>36,974</u> |

**Occupancy**

|                                |              |               |              |
|--------------------------------|--------------|---------------|--------------|
| Data Communications            | 6,688        | 12,300        | 7,293        |
| Cleaning/Ancillary Lease costs | -            | -             | -            |
|                                | <u>6,688</u> | <u>12,300</u> | <u>7,293</u> |

**TOTAL ADMINISTRATIVE**

|  |                |                |                |
|--|----------------|----------------|----------------|
|  | <u>483,297</u> | <u>575,141</u> | <u>592,941</u> |
|--|----------------|----------------|----------------|

**TECH VALLEY HIGH SCHOOL  
2018-2019 BUDGET**

as of June 30, 2019  
Presented on the Accrual Basis

| ACTUAL<br>RESULTS<br>2017/2018 | APPROVED<br>BUDGET<br>2018/2019 | ACTUAL<br>RESULTS<br>2018/2019 |
|--------------------------------|---------------------------------|--------------------------------|
|--------------------------------|---------------------------------|--------------------------------|

**INSTRUCTIONAL**

**Personnel**

|                                |                  |                  |                  |
|--------------------------------|------------------|------------------|------------------|
| Instructional Salaries         | 1,109,850        | 1,141,810        | 1,183,832        |
| Instructional Support Salaries | 41,100           | 42,296           | 41,046           |
| Substitute Teacher Salaries    | 9,453            | 2,600            | 2,800            |
| Fringe Benefits                | 461,047          | 488,498          | 471,065          |
|                                | <u>1,811,450</u> | <u>1,873,102</u> | <u>1,898,743</u> |

**Equipment**

|           |               |               |               |
|-----------|---------------|---------------|---------------|
| Equipment | 66,659        | 50,000        | 46,429        |
| Furniture | -             | -             | -             |
|           | <u>66,659</u> | <u>50,000</u> | <u>46,429</u> |

**Materials & Supplies**

|           |               |               |               |
|-----------|---------------|---------------|---------------|
| Supplies  | 18,698        | 20,000        | 19,520        |
| Textbooks | 15,527        | 8,000         | 13,092        |
|           | <u>34,225</u> | <u>28,000</u> | <u>32,612</u> |

**Contractual**

|   |               |               |               |
|---|---------------|---------------|---------------|
| Postage                                 | -             | -             | -             |
| Staff Development & Conferences         | 196           | 1,000         | 200           |
| Admissions                              | 1,791         | 1,000         | 1,890         |
| Transportation                          | 13,961        | 3,000         | -             |
| Physical Education-Related Expenditures | 64,916        | 38,385        | 31,846        |
| Online Tuition                          | -             | 10,000        | -             |
| Software Licenses                       | 18,598        | -             | -             |
| Misc                                    | 7,766         | -             | 11,521        |
|   | <u>97,216</u> | <u>63,385</u> | <u>46,267</u> |

**BOCES/SCH DST -OTHER SRV**

|                            |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|
|                            | -                | -                | -                |
| <b>TOTAL INSTRUCTIONAL</b> | <u>1,809,650</u> | <u>1,804,487</u> | <u>1,823,040</u> |

|                            |                  |                  |                  |
|----------------------------|------------------|------------------|------------------|
| <b>TOTAL PROGRAM COSTS</b> | <u>2,292,847</u> | <u>2,378,628</u> | <u>2,416,981</u> |
|----------------------------|------------------|------------------|------------------|

|                         |                  |                  |                  |
|-------------------------|------------------|------------------|------------------|
| <b>COST PER STUDENT</b> | <u>\$ 19,431</u> | <u>\$ 18,305</u> | <u>\$ 18,584</u> |
|-------------------------|------------------|------------------|------------------|

|                             |                   |             |                   |
|-----------------------------|-------------------|-------------|-------------------|
| <b>SURPLUS OR (DEFICIT)</b> | <u>\$ 103,286</u> | <u>\$ -</u> | <u>\$ 139,077</u> |
|-----------------------------|-------------------|-------------|-------------------|

7/12/19  
Date  
7/12/19  
Date

Kimberly A. Duran  
Treasurer  
W. J. ...  
Director, Business Operations



**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

**MONTH OF June 30, 2019**

**Cash Balance as of: May 31, 2019**

|                         |                   |  |
|-------------------------|-------------------|--|
| General Fund - Key Bank | 1,029,437.26      |  |
| Special Aid Fund - Key  | (2,288.59)        |  |
| T&A Fund - Key          | 4,681.93          |  |
| Capital Fund - Key      | <u>130,641.99</u> |  |

TOTAL BEGINNING CASH: \$ 1,162,472.59

**RECEIPTS:**

|                                   |               |  |
|-----------------------------------|---------------|--|
| General Fund - Key                | 132,477.71    |  |
| Special Aid Fund - Key            | -             |  |
| Trust & Agency Fund - Key         | 127,795.77    |  |
| Capital Fund - Key                | -             |  |
| Interest on Investments & Savings | <u>140.27</u> |  |

TOTAL RECEIPTS: 260,413.75

**DISBURSEMENTS:**

|                           |              |  |
|---------------------------|--------------|--|
| General Fund - Key        | (161,878.87) |  |
| Special Aid Fund - Key    | (39,150.98)  |  |
| Trust & Agency Fund - Key | (132,286.72) |  |
| Capital Fund - Key        | <u>-</u>     |  |

TOTAL DISBURSEMENTS: (333,316.57)

**Cash Balance as of May 31, 2019**

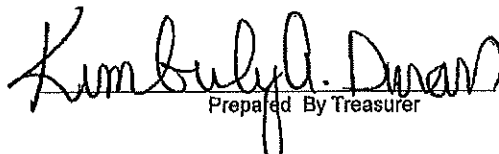
|                        |                   |  |
|------------------------|-------------------|--|
| General Fund - Key     | 1,000,176.37      |  |
| Special Aid Fund - Key | (41,439.57)       |  |
| T&A Fund - Key         | 190.98            |  |
| Capital Fund - Key     | <u>130,641.99</u> |  |

TOTAL ENDING CASH: \$ 1,089,569.77

**BANK BALANCES**

|  |                 |                               |
|--|-----------------|-------------------------------|
| Balance per Key Bank Statement:        | \$ 1,092,600.55 |                               |
| Less: Outstanding Checks- Key Checking | \$ (3,030.78)   | <u>(3,030.78)</u>             |
| Add: Deposits in Transit               | \$ -            | <u>-</u>                      |
| <b>TOTAL</b>                           | <b>\$ -</b>     | <b><u>\$ 1,089,569.77</u></b> |

  
Verified By Director, Business Operations

  
Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

MONTH OF June 30, 2019

**Cash Balance as of: May 31, 2019**

Extra Classroom- Key Bank 7,296.29

TOTAL BEGINNING CASH: \$ 7,296.29

**RECEIPTS:**

Extra Classroom- Key Bank 2,214.25

TOTAL RECEIPTS: 2,214.25

**DISBURSEMENTS:**

Extra Classroom- Key Bank 2,011.14

TOTAL DISBURSEMENTS: 2,011.14

Extra Classroom- Key Bank 7,499.40

TOTAL ENDING CASH: \$ 7,499.40

**BANK BALANCES**


Balance per Key Bank Statement: \$ 7,762.17

Less: Outstanding Checks- Key Checking \$ (262.77) (262.77)

Add: Deposits in Transit \$ - -

**TOTAL** \$ 7,499.40

  
Verified by Director, Business Operations

  
Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

**MONTH OF May 31, 2019**

**Cash Balance as of: April 30, 2019**

|                         |                   |
|-------------------------|-------------------|
| General Fund - Key Bank | 1,051,195.75      |
| Special Aid Fund - Key  | (191,659.43)      |
| T&A Fund - Key          | 142.94            |
| Capital Fund - Key      | <u>130,641.99</u> |

TOTAL BEGINNING CASH: \$ 990,321.25

**RECEIPTS:**

|                                   |               |
|-----------------------------------|---------------|
| General Fund - Key                | 130,790.49    |
| Special Aid Fund - Key            | 233,789.00    |
| Trust & Agency Fund - Key         | 172,601.27    |
| Capital Fund - Key                | -             |
| Interest on Investments & Savings | <u>145.52</u> |

TOTAL RECEIPTS: 537,326.28

**DISBURSEMENTS:**

|                           |              |
|---------------------------|--------------|
| General Fund - Key        | (152,694.50) |
| Special Aid Fund - Key    | (44,418.16)  |
| Trust & Agency Fund - Key | (168,062.28) |
| Capital Fund - Key        | <u>-</u>     |

TOTAL DISBURSEMENTS: (365,174.94)

**Cash Balance as of May 31, 2019**

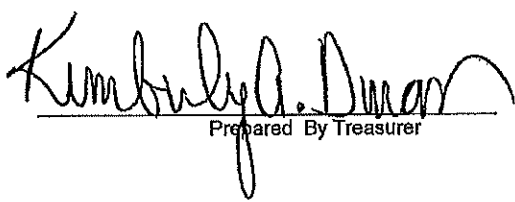
|                        |                   |
|------------------------|-------------------|
| General Fund - Key     | 1,029,437.26      |
| Special Aid Fund - Key | (2,288.59)        |
| T&A Fund - Key         | 4,681.93          |
| Capital Fund - Key     | <u>130,641.99</u> |

TOTAL ENDING CASH: \$ 1,162,472.59

**BANK BALANCES**

|  |               |                               |
|--|---------------|-------------------------------|
| Balance per Key Bank Statement:        |               | \$ 1,165,216.98               |
| Less: Outstanding Checks- Key Checking | \$ (2,744.39) | <u>(2,744.39)</u>             |
| Add: Deposits in Transit               | \$ -          | <u>-</u>                      |
| <b>TOTAL</b>                           | <b>\$ -</b>   | <b><u>\$ 1,162,472.59</u></b> |

  
Verified By Director, Business Operations

  
Prepared By Treasurer

**TECH VALLEY REGIONAL HIGH SCHOOL  
CHECKING ACCOUNT**

**MONTH OF May 31, 2019**

**Cash Balance as of: April 30, 2019**

Extra Classroom- Key Bank 10,411.89

TOTAL BEGINNING CASH: \$ 10,411.89

**RECEIPTS:**

Extra Classroom- Key Bank 3,055.00

TOTAL RECEIPTS: 3,055.00

**DISBURSEMENTS:**

Extra Classroom- Key Bank 6,170.60

TOTAL DISBURSEMENTS: 6,170.60

Extra Classroom- Key Bank 7,296.29

TOTAL ENDING CASH: \$ 7,296.29

**BANK BALANCES**

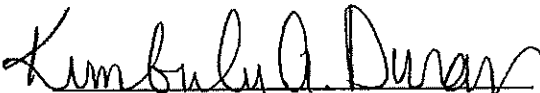
Balance per Key Bank Statement: \$ 7,938.09

Less: Outstanding Checks- Key Checking \$ (641.80) (641.80)

Add: Deposits in Transit \$ - -

**TOTAL** \$ 7,296.29

  
Verified by Director, Business Operations

  
Prepared By Treasurer

## **Agreement to Provide Meals for Tech Valley High School**

The Guilderland Central School District will provide lunches for the 2019-2020 School Year.

**Start Date:** September 5, 2019

**End Date:** June 26, 2020

### **Days No Food Will Be Provided:**

September 2nd Labor Day, September 3rd, 4<sup>th</sup>, September 30<sup>th</sup> Rosh Hashanah,

October 9<sup>th</sup> Yom Kippur, 14<sup>th</sup> Columbus Day

November 5<sup>th</sup>, November 11<sup>th</sup> Veterans Day, 27<sup>th</sup>-29<sup>th</sup> Thanksgiving Recess

December 23<sup>th</sup>- 31<sup>st</sup> Holiday Recess

January 1<sup>st</sup>- 3<sup>rd</sup> New Year's Holiday, 20<sup>th</sup> Martin Luther King Day

February 17<sup>th</sup> -24<sup>th</sup> President's Recess

March 20<sup>th</sup> Conf. Day

April 10<sup>th</sup> Good Friday, April 13<sup>th</sup>-17<sup>th</sup> Spring Recess

May 25<sup>th</sup> Memorial Day Recess

**Meal Cost:** \$3.75

**Ala Carte Milk Cost:** \$.75

**Food Transportation:** The Guilderland Central School District will deliver food daily to Tech Valley High School via a food service workers vehicle. Food will be delivered in insulated containers to maintain food temperatures during transportation.

### **Tech Valley High School Agreement:**

- Will provide a computer and key board with internet access.
- Tech Valley High School will pay for all Primeroedge licensing fees to run the program.
- Will provide pans and a warmer to keep food hot.
- Cleaning supplies will be provided.
- Will provide 2 refrigerated units to serve cold food/beverages.
- Will provide a pass through side warmer to keep hot food hot during serving.
- Will provide a locked area for supplies to be stored.
- The Principal will notify the Food Service Director at Guilderland of any change in serving times, daily schedule, field trips or students out of the building and more students coming into the building to be fed.
- Tech Valley will pay all lunch charges at the end of the school year which are not paid by students during the school year.

**GCSD Agreement:**

- GCSD will enter into a contract with SED on behalf of Tech Valley High School.
- GCSD will file for an operating site with the Health Department.
- GCSD will provide a trained Food Service Worker to run the lunch program.
- GCSD will provide trays and plastic silverware.
- GCSD will provide low fat or Fat Free milk.
- GCSD will develop menus which appeal to students and modify the menus as needed.
- Menus may change if the distributor is out of stock on an item but the alternate menu item will be sent.
- Snow days when school is closed, no meals will be sent.
- GCSD will set up healthy vending in the cafeteria to provide food during off time meal service.
- GCSD will replace all dirty trays with clean ones daily.
- GCSD will keep serving area clean.

**Termination Clause:** The GCSD or Tech Valley can terminate this contract for any reason with 60 days written notice.

\_\_\_\_\_  
Tech Valley High School Operating Board President's Signature

Megan Beck, Food Service Director  
GCSD Administrative Signature

May 22, 2019  
Date

**CUSACK & COMPANY**  
**Certified Public Accountants LLC**  
7 AIRPORT PARK BOULEVARD  
LATHAM, NEW YORK 12110  
(518) 786-3550  
FAX (518) 786-1538  
E-MAIL ADDRESS: CPAS@CUSACKCPAS.COM  
WWW.CUSACKCPAS.COM

MEMBERS OF:  
AMERICAN INSTITUTE OF  
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS OF:  
NEW YORK STATE SOCIETY OF  
CERTIFIED PUBLIC ACCOUNTANTS

July 1, 2019

To the Board of Trustees  
Tech Valley Regional Technology Institute  
Albany, NY 12206

We are engaged to audit the financial statements of Tech Valley Regional Technology Institute for the year ended June 30, 2019. Professional standards require that we provide you with the following information related to our audit. Should you like, we would be happy to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

**Our Responsibility under U.S. Generally Accepted Auditing Standards**

As stated in our engagement letter dated July 1, 2019, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to Management's Discussion and Analysis, Schedule of General Fund Revenues and Expenditures – Budget and Actual, Schedule of Funding Progress – Other Postemployment Benefit Plans, and the Schedule of Proportionate Share of Net Pension Asset/Liability, which supplement the basic financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

**Planned Scope, Timing of the Audit, and Other**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

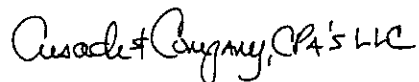
Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties, or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit in September and issue our report in October 2019.

John J. Tafilowski, CPA is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

This information is intended solely for the use of the Board of Trustees and management of Tech Valley Regional Technology Institute and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "Cusack & Company, CPA's LLC". The signature is written in a cursive, slightly slanted style.

Cusack & Company, CPA's LLC



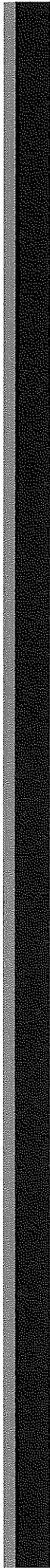
**TVHS PRINCIPAL'S REPORT**

**JULY 25, 2019**

# Tech Valley High School

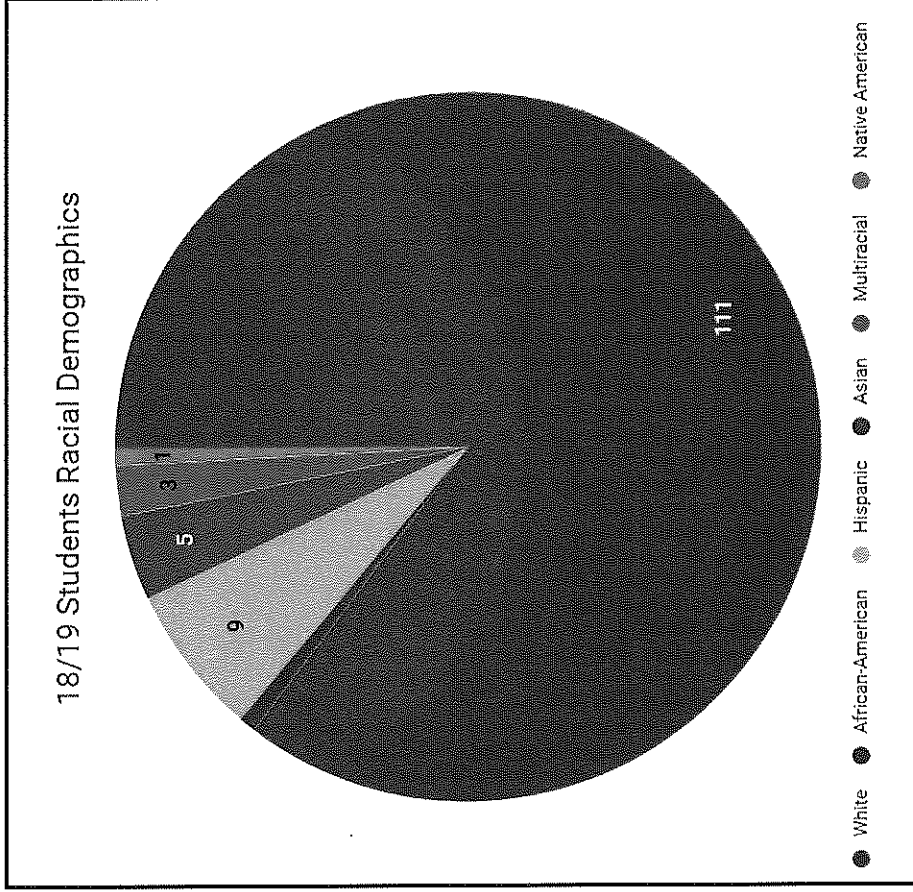
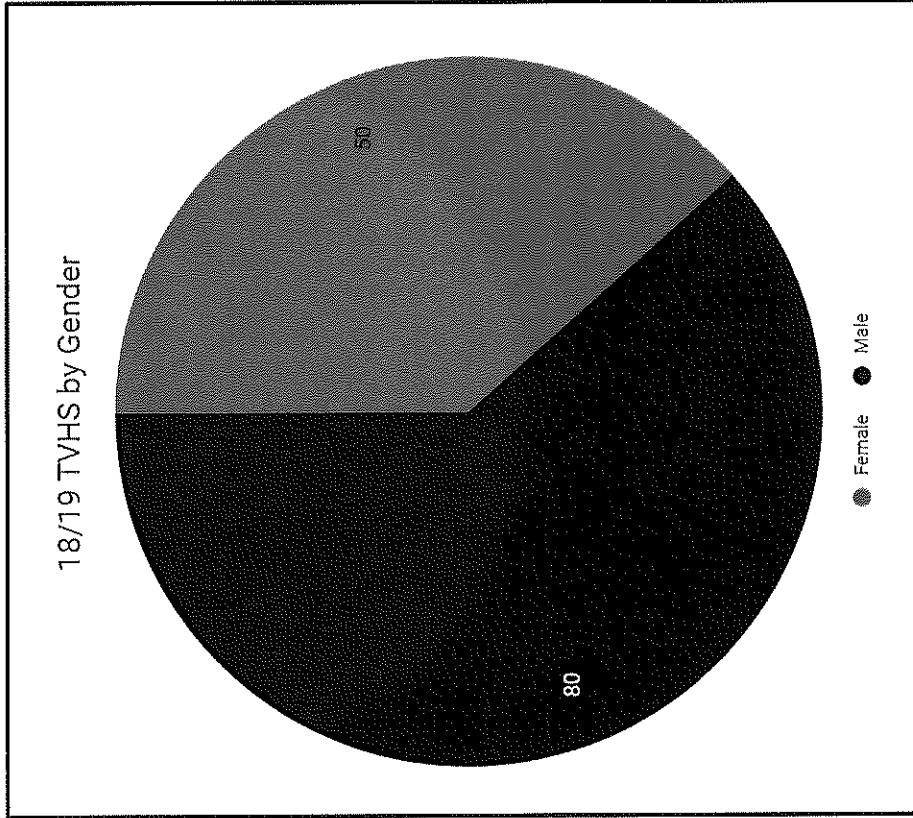
Principal's Report  
Operating Board  
July 25, 2019

Tech Valley High School provides a unique and innovative student-centered educational opportunity, engages students in current emerging technologies, and supports the growth and economy of the region.



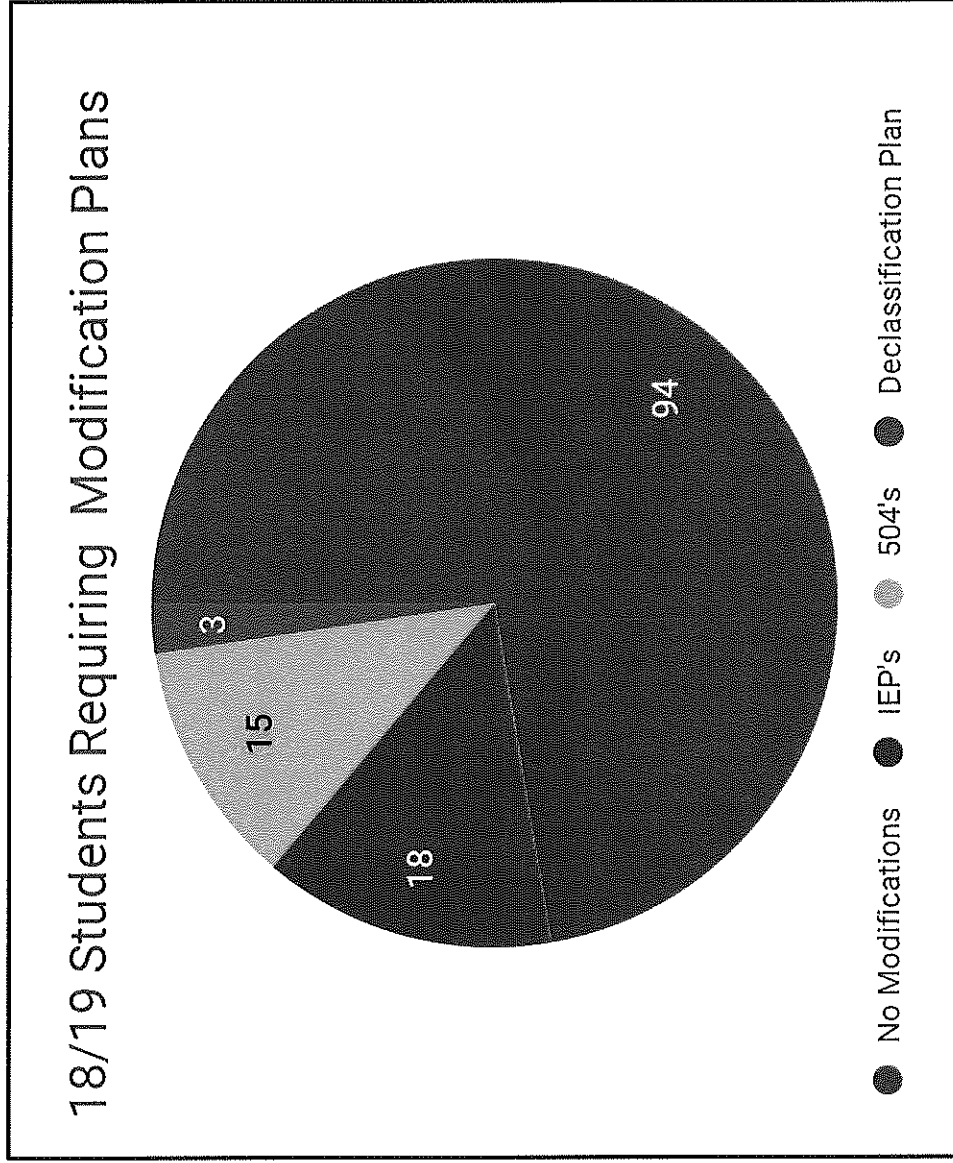
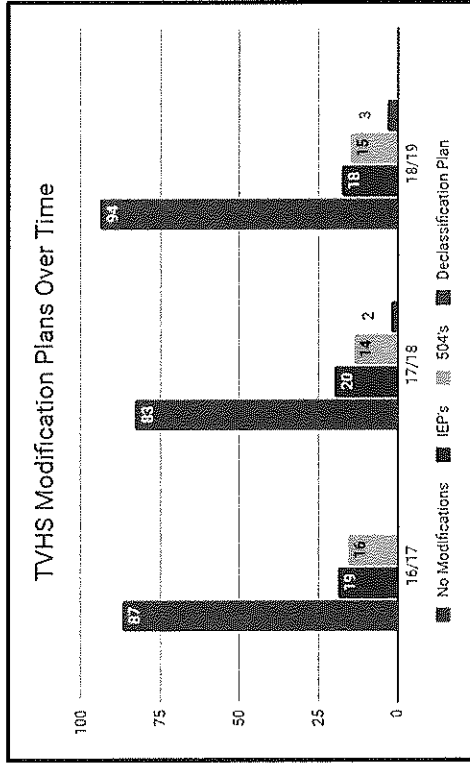
# TechValley Demographics

HIGH SCHOOL



# TechValley Demographics

HIGH SCHOOL



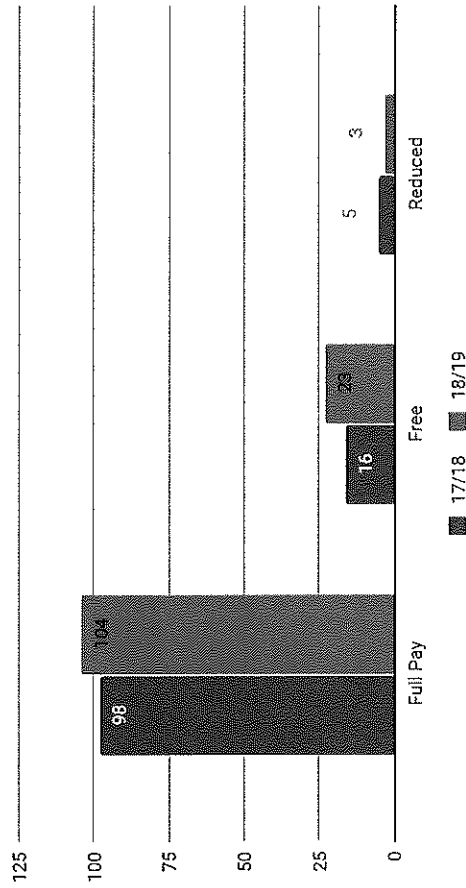
**COMPONENT DISTRICT AVERAGE  
PERCENTAGE OF STUDENTS WITH  
DISABILITIES  
16%**

**TVHS PERCENTAGE OF STUDENTS WITH  
DISABILITIES  
16%**

# TechValley Demographics

HIGH SCHOOL

TVHS Ec. Disadvantaged Over Time



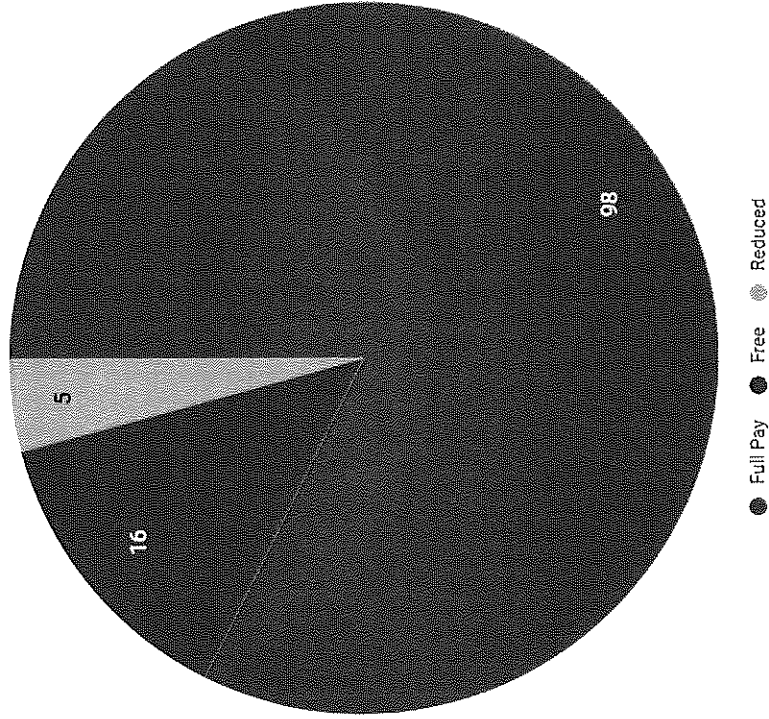
**COMPONENT DISTRICT AVERAGE PERCENTAGE OF ECONOMICALLY DISADVANTAGED STUDENTS**

**38%**

**TVHS PERCENTAGE OF ECONOMICALLY DISADVANTAGED STUDENTS**

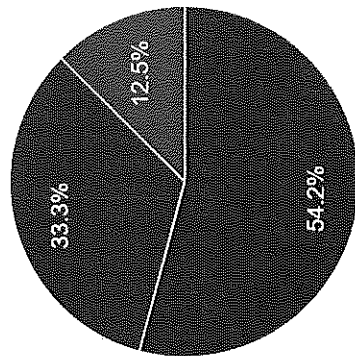
**18%**

18/19 TVHS Ec. Disadvantaged (Free/Reduced Price Lunch)



## Where are you going after TVHS?

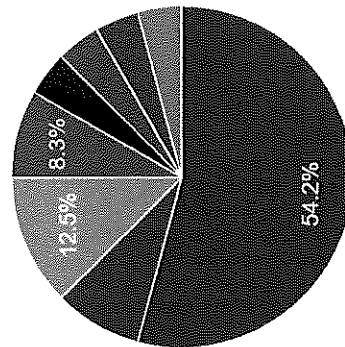
24 responses



- 4-year college
- 2-year college
- Trade program
- Military
- Work
- Other

## What are your career plans right now?

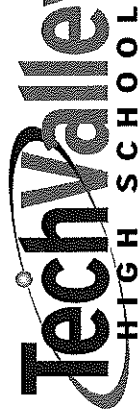
24 responses



- STEM-related field
- Human services
- Fine arts
- Business
- Humanities
- Military
- Foreign Affairs, Policy
- Automotive



# TechValley Scorecard 18-19



**SCHOOLWIDE LEARNING OUTCOMES**

*What percentage of our students are reaching mastery on our SWLO's?*

|                           | 15/16 | 16/17 | 17/18 | 18-19 |
|---------------------------|-------|-------|-------|-------|
| Agency and Self-Direction | 40%   | 48%   | 59%   | 59%   |
| Collaboration             | 68%   | 68%   | 78%   | 75%   |
| Communication             | 45%   | 55%   | 66%   | 63%   |
| Tech and Info Literacy    | 50%   | 56%   | 69%   | 63%   |

**BEHAVIOR**

*Are our students making more responsible choices?*

|                     | 15/16 | 16/17 | 17/18 | 18/19 |
|---------------------|-------|-------|-------|-------|
| Daily Attendance    | 94.49 | 94.8  | 92.95 | 93.58 |
| IS Suspensions      | 3     | 6     | 2     | 9     |
| OS Suspensions      | 3     | 3     | 3     | 8     |
| Student Infractions | 72    | 59    | 47    | 93    |
| DASA Incidents      | 0     | 3     | 2     | 2     |

**ACADEMIC ACHIEVEMENT**

*Are we making academic growth overall?*

|                           | 15/16 | 16/17 | 17/18 | 18/19 |
|---------------------------|-------|-------|-------|-------|
| Graduation Rate           | 19/19 | 26/26 | 27/27 | 25/25 |
| Regents Diplomas          | 17    | 22    | 15    | 16    |
| Advanced Regents Diplomas | 2     | 4     | 12    | 9     |
| Regents Proficiency       | 80%   | 84%   | 86%   | 87%   |
| Regents Mastery           | 34%   | 39%   | 24%   | 35%   |
| Course Proficiency        | 96%   | 99%   | 99%   | 98%   |
| Courses Mastery           | 52%   | 55%   | 51%   | 60%   |

# TechValley Scorecard 18-19

## SCHOOL CULTURE

Is student and parent perception about the school improving?

|                                     | 15/16 | 16/17 | 17/18 | 18/19 |
|-------------------------------------|-------|-------|-------|-------|
| Adult Relationships                 | 86%   | 93%   | 82%   | 96%   |
| Peer Relationships                  | 81%   | 93%   | 88%   | 98%   |
| College/Career Readiness Perception | 62%   | 74%   | 59%   | 74%   |
| Rules and Discipline                | 57%   | 63%   | 63%   | 83%   |
| School Connections                  | 80%   | 90%   | 92%   | 96%   |
| Student Transfers                   | 19    | 13    | 13    | 7     |

## COLLEGE READINESS

Are our students prepared to further their educations?

|  | 15/16 | 16/17 | 17/18 | 18/19 |
|--|-------|-------|-------|-------|
| 2 yr Enrollment                              | 10    | 7     | 7     | 8     |
| 4 yr College Enrollment                      | 8     | 15    | 18    | 13    |
| College Persistence Ave.                     | 88%   | 87%   | 86%   |       |
| College Credits Earned by Graduating Seniors | 39    | 374   | 424   | 491   |
| College Credits Earned by All Students       |       |       | 503   | 637   |
| PSAT Score Mean                              | 1055  | 1082  | 1064  | 1103  |

## SUSTAINABILITY

Is our school seeking to become more self-sustaining?

|                            | 16/17        | 17/18        | 18/19        | 19/20        |
|----------------------------|--------------|--------------|--------------|--------------|
| Frosh Applications         | 67           | 75           | 100          | 108          |
| Frosh Enrollment           | 31           | 37           | 42           | 44           |
| Districts Sending Frosh    | 21           | 21           | 25           | 23           |
| Districts Participating    | 28           | 29           | 31           | 32           |
| Total Enrollment           | 122          | 119          | 130          | 143          |
|                            | <b>15/16</b> | <b>16/17</b> | <b>17/18</b> | <b>18/19</b> |
| Adult PD Earning           | \$0          | \$8,145      | \$10,810     | \$50,210     |
| MS Outreach Opp            | 0            | 9            | 20           | 21           |
| Learning Tours/Residencies |              | 184          | 272          | 527          |
| Outreach Community Events  | 2            | 10           | 16           | 20           |
| Political Advocacy         | \$460,666    | \$460,666    | \$460,666    | \$460,666    |



# TechValley Scorecard 18-19

HIGH SCHOOL

## REGENTS PROFICIENCY + MASTERY

What percentage of students in a course are able to pass and achieve mastery on a Regents exam associated with a course?

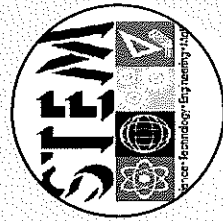
|                 | 15/16       |                 | 16/17           |             | 17/18           |                 | 18/19       |                 |                 |
|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|-------------|-----------------|-----------------|
|                 | Exam Takers | 15/16 % Passing | 15/16 % Mastery | Exam Takers | 16/17 % Passing | 16/17 % Mastery | Exam Takers | 18/19 % Passing | 18/19 % Mastery |
| <b>English</b>  | 27          | 100%            | 67%             | 27          | 100%            | 70%             | 27          | 89%             | 70%             |
| <b>Global</b>   | 35          | 97%             | 57%             | 30          | 97%             | 67%             | 29          | 86%             | 41%             |
| <b>US</b>       | 27          | 93%             | 67%             | 27          | 96%             | 81%             | 27          | 89%             | 59%             |
| <b>Algebra</b>  | 28          | 89%             | 4%              | 24          | 83%             | 13%             | 26          | 100%            | 8%              |
| <b>Geometry</b> | 37          | 62%             | 3%              | 32          | 72%             | 13%             | 31          | 87%             | 10%             |
| <b>AZ</b>       | 19          | 84%             | 11%             | 19          | 95%             | 21%             | 19          | 95%             | 21%             |
| <b>Liv.Env.</b> | 17          | 96%             | 44%             | 29          | 96%             | 41%             | 39          | 97%             | 49%             |
| <b>Physics</b>  | 20          | 40%             | 10%             | 23          | 74%             | 17%             | 23          | 43%             | 13%             |
| <b>Chemis.</b>  | 2           | NA              | NA              | 27          | 44%             | 22%             | NA          | NA              | NA              |



## Grow and support college in the high school program

1. Teacher development
2. Student counseling
3. Source of funding

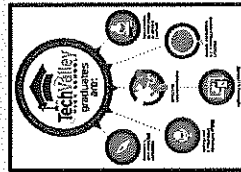
Begin graduating students with A.S. in 2021



## Improve performance on foundational STEM courses

1. MAP planning
2. Spiraling review
3. Review materials
4. Targeted AIS and remediation

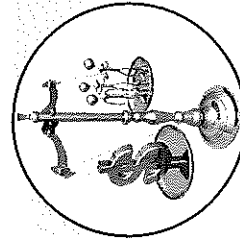
Math and science passing and mastery rates on par with top 25% of components



## Work toward mastery of SWLO's for all students

1. Teacher development
2. ID of discrete skills
3. Explicit instruction

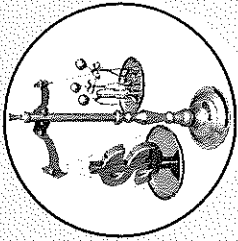
Increased SWLO mastery as evidenced by grades and observation



## Continuing to grow enrollment and seek alternative revenue

1. Continue to meet enrollment targets
2. Continue outreach to components
3. Build PD program

160 students by 2021



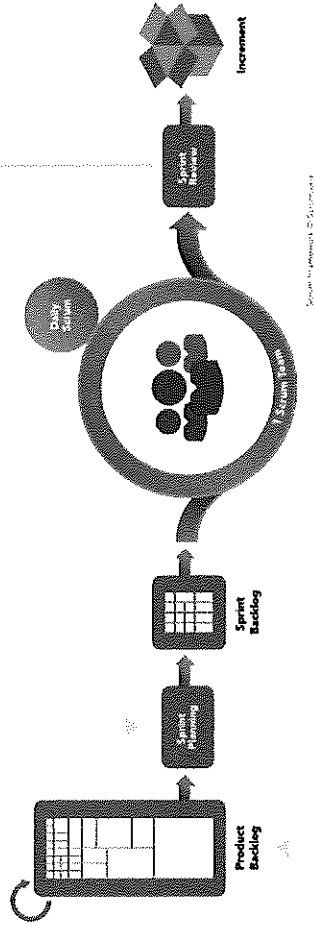
## Continuing to mitigate attrition

1. Enact counseling plan
2. Enact Scrum as project management
3. Build equity plan

160 students by 2021



## SCRUM FRAMEWORK



# ISA

INSTITUTE FOR  
STUDENT  
ACHIEVEMENT

# **ADDITIONAL INFORMATION**

**JULY 25, 2019**

## **1. Proposed 2019-20 TVHS Board Meeting Dates**

# 2019-20 Tech Valley High School

## Board Meetings, Agenda Item Submission Deadlines & Packet Reviews

Held the fourth Thursday of September, November, January, March, May and July at Tech Valley High School at 6:15 pm. unless otherwise noted

| BOARD MEETING DATE   | AGENDA ITEM SUBMISSION DEADLINE                          | REVIEW MTG. | Packet Review Completed | Mailing Date |
|--|--|-------------|-------------------------|--------------|
| Thursday -<br><b>September 26, 2019</b><br>Reorganization & Regular Mtg. | Monday, September 16, 2019                               | 9/18/19     | 9/19/19                 | 9/20/19      |
| Thursday -<br><b>November 21, 2019</b><br>(due to Thanksgiving)          | <i>Friday, November 8, 2019</i><br>(due to Veterans Day) | 11/13/19    | 11/14/19                | 11/15/19     |
| Thursday -<br><b>January 23, 2020</b>                                    | Monday, January 13, 2020                                 | 1/15/20     | 1/16/20                 | 1/17/20      |
| Thursday -<br><b>March 26, 2020</b>                                      | Monday, March 16, 2020                                   | 3/18/20     | 3/19/20                 | 3/20/20      |
| Thursday -<br><b>May 28, 2020</b>  | Monday, May 18, 2020                                     | 5/20/20     | 5/21/20                 | 5/22/20      |
| Thursday -<br><b>July 23, 2020</b>                                       | Monday, July 13, 2020                                    | 7/15/20     | 7/16/20                 | 7/17/20      |

Please note that these deadlines are firm.

Proposed – 05/13/2019