

DeRuyter Central School  
711 Railroad Street  
DeRuyter, NY 13052

## REGULAR MEETING AGENDA

6:00 PM – Library/Media Center  
**March 10, 2021**

**Public Comments at Board of Education Meetings** – The DeRuyter Central School Board of Education welcomes comments from the public. This is why we provide “Public Comments” as part of our regular agenda. In fairness to everyone, we ask the public to please abide by the following conditions: **1)** The Board reserves the right to limit the comments of individuals to **three (3) minutes**; **2)** It is not appropriate to comment on individual staff members or about personnel matters during public session. We ask that such concerns be addressed initially with the appropriate administrator (usually one of our Principals or Business Administrator); **3)** Your next step should be to address this matter with the Superintendent; **4)** If you are still dissatisfied, please ask the Superintendent to request that this matter be discussed by the Board of Education in Executive Session.

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- |   |  |
|---|--|
| <ul style="list-style-type: none"><li><b>I. Regular Meeting Call To Order/Pledge of Allegiance</b></li><li><b>II. Establish Agenda</b></li><li><b>III. Presentations - None</b></li><li><b>IV. Discussion Items</b><ul style="list-style-type: none"><li>1. Budget Update – Mrs. Graham-Quirk</li><li>2. Initiative on Internet from BOCES – Dr. Brown</li><li>3. High Speed Communication CoSer – Dr. Brown</li><li>4. 2020-2021 Capital Outlay Update – Dr. Brown</li><li>5. NYSPHSAA Designation</li><li>6. Review of Policies #3420 and #5633</li></ul></li><li><b>V. Public Comments</b></li><li><b>VI. Board Comments</b></li><li><b>VII. Administrative Comments</b></li><li><b>VIII. Board Action Items</b><ul style="list-style-type: none"><li><b>A. Consent Agenda Items</b><ul style="list-style-type: none"><li>1. Approve Minutes – 2/9/21</li><li>2. Accept Claims Auditor Report</li><li>3. Approve Claims Auditor Claim - # 21-008 - \$124.00</li><li>4. Accept Treasurer’s Reports</li><li>5. Approve Budget Transfer</li><li>6. CSE Recommendations</li></ul></li><li><b>B. Personnel</b><ul style="list-style-type: none"><li>1. <b>Appoint Substitutes – Teacher Immersion Program</b> – F. Saragossi</li><li>2. <b>Appoint Daily/Long Term Substitute-</b> D. Sayler – LTS – eff. 4/5/21 thru 6/30/21 - \$43,600 prorated</li><li>3. <b>Appoint Volunteer Coach</b> – J. Zech – Varsity Volleyball</li></ul></li><li><b>C. Financial</b><ul style="list-style-type: none"><li>1. <b>Approve Initial Legal Notice for 2021-2022 Budget Vote/Board Election</b></li><li>2. <b>Approve BOCES Final Services Commitment for 2021-2022 with Madison-Oneida BOCES</b></li><li>3. <b>Approve Agreement with OCM BOCES regarding High Speed Communication</b></li><li>3. <b>Award RFP for Auditing Services</b> – Mengel Metzger Barr &amp; Co.</li></ul></li></ul></li></ul> |  |
|---|--|

**4. Award Bid – Smart Schools Electrical Construction – Garnet Technologies**

**D. Appoint Election Inspectors for May 18, 2021 Budget Vote/Board Election:**  
J. Browngardt, S. Camelbeek, R. Groves, B. Ziegler, S. Welsh

**D. Policy:**

1. 2<sup>nd</sup> Reading - # 3420 – Non- Discrimination and Anti-Harassment in the District
2. 1<sup>st</sup> Reading - # 5633 – Gender Neutral Single-Occupancy Bathrooms

**E. Transportation Requests- Enders, Daley–to Truxton Academy Charter School**

**F. Approve Appendix H (Communicable Diseases) of the District Safety Plan**

**G. Approve 2021-2022 District School Calendar**

**H. Surplus Items – approx. 40 Chalk Boards (mostly 4’x8’)**

**IX. Public Comments**

**NEXT MEETING: April 19, 2021**

**X. Executive Session (If Needed)**

**XI. Adjournment**

DeRuyter Central School  
711 Railroad Street  
DeRuyter, NY 13052

**AUDIT COMMITTEE / REGULAR MEETING**  
**UNOFFICIAL MINUTESAGENDA**

6:00 PM – Elementary Gym  
**February 9, 2021**

**Members Present:** Dean Hathaway, Daniel Degear, Richard Metcalf, Jodi Wiesing

**Members Absent:** Bradley Mierke

**Others Present:** David Brown, Sandy Welsh, Amanda Graham-Quirk, Stephen Rafferty, Jenny Valente,  
Kim O'Brien, Katy Denkenberger

**I. Audit Committee**

**A. Call to Order 6:00**

The Audit Committee Meeting was called to order by President Hathaway at 6:00 p.m. The following topics were covered by School Business Executive, Mrs. Graham-Quirk

**Audit Committee  
Meeting Call to  
Order**

**School Business  
Executive –  
Presentation**

1. **Monthly Reports** –Explained the monthly reports the Board will be seeing

2. **ESSA and Transparency Reporting Overview**

- New reports from the state to be sure money is equitable for all students, regardless of building
- Helps us make sure that we are giving every child the same opportunity
- State started with bigger districts – they got the “kinks” out
- Due in August/December
- Compares spending from the previous year
- Strongly encouraged to revamp codes to match more closely with the ST-3 state form
- Location on a budget code is what drives the transparency report
- If you don't submit reports, aid will be held

3. **Code Change**

- Provided a Chart of Accounts
- Updating our Codes will create large budget transfers at first, but will eliminate many later in the year

4. **Multi-fund Banking Overview**

- Changing from Citizen's bank to NBT Bank – cleans up accounts
- NBT will be cheaper – not as many accounts and eventually may even earn some interest

5. **New Treasurer Report Format**

- Will look different from the current format – only a couple of pages – not so many accounts
- Will be available in March

6. **Audit Review & Update**

- Corrective Action plan – working on correcting deficiencies:
  - Duties of Treasurer – continues to show up because we are so small – working on ways to mitigate

- Need a procedural manual for Claims Auditor
- On line banking – Now have a computer dedicated for on-line banking only

- The next Audit Committee Meeting will be 4/19/21

## **B. Audit Committee Adjournment**

The Audit Committee Meeting was adjourned at 6:23 p.m.

**Audit Committee  
Adjournment**

## **II. Regular Meeting Call To Order/Pledge of Allegiance**

The Regular Meeting of the DeRuyter Central School Board of Education was called to order by President Hathaway at 6:23 p.m.

**Regular Meeting  
Call To Order**

The Pledge of Allegiance immediately followed.

**Pledge of  
Allegiance**

## **III. Establish Agenda**

**RESOLVED**, That the Board establish the agenda as presented.

**Established  
Agenda**

**Motion:** CARRIED 1<sup>st</sup>: Wiesing 2<sup>nd</sup>: Degear  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

## **IV. Presentations**

**Budget Update**

1. Budget Update – Mrs. Graham-Quirk, Dr. Brown

### **Topics**

- Budget Timeline
- Restrictive Tax Cap
- Uncontrolled Factors in Tax Cap Calculations
- Controlled Factors in Tax Cap Calculations
- Types of Capital Levy Exclusions
- Possible 5-year plan for Capital Outlays
- What happens if no buses are purchased
- Governor's proposed budget
- Services aid
- Star payments included in aid runs
- STAR exempt vs. star credit
- Building budget – contractual obligation/ projected expenses based on student and staff need
- Projected revenues

## **V. Discussion Items - None**

## **VI. Public Comments - None**

## **VII. Board Comments**

**Board Comments**

### **Topics**

- Thank everybody for hard work
- Good to have all back in person

- Sports – Basketball/Volleyball – first game 2/12/21
- People are sad – no modified – no one else is holding modified so no one to play
- Hoping to live stream via Ensemble
- Stream – let visiting teams know about it
- Schedules publicized
- Thank you to Ed and Greg Coon – brought equipment to blow snow
- Sports – This is a pilot – see how it works in the next 3 weeks – then see what else can we open up
- Beyond excited – CTE program growing – Cortland County opening up a heavy equipment/diesel course through OCM BOCES
- Receive a letter from DFA requesting to open negotiations
- Working with CSEA – negotiations
- Vaccine Clinics
- Pandemic – Remote Learning – Surviving
- NYS Testing

## IX. Board Action Items

### A. Consent Agenda Items

**RESOLVED**, That the Board approve/accept the following Consent Items:

1. Approve Minutes – 1/13/21 Regular and 1/28/21 Special (attached)
2. Accept Claims Auditor Report (attached)
3. Approve Claims Auditor Claim - # 21-007 - \$108.75 (attached)
4. Accept Treasurer's Reports (attached)
5. Approve Budget Transfer - 1/31/21 in the amount of \$337,035.04
6. Accept Tax Collector's Report (attached)
7. CSE Recommendations (attached)

**Motion:** CARRIED 1<sup>st</sup>: Degear 2<sup>nd</sup>: Metcalf  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

### B. Personnel

#### 1. Approval of Leave of Absence

**RESOLVED**, That the Board approve a maternity leave of absence for Jamie Doolittle effective approximately April 5, 2021 through June 30, 2021.

**Motion:** CARRIED 1<sup>st</sup>: Wiesing 2<sup>nd</sup>: Degear  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

#### 2. Appoint Substitutes – Teacher Immersion Program

**RESOLVED**, That the Board appoint Sarah Ahles, Taylor Albanese, Molly LaHart, Christina Kantarellis as Substitute Teacher, Substitute Teaching Assistant/Aide through the SUNY Cortland/OCM BOCES Teacher Immersion Program.

**Motion:** CARRIED 1<sup>st</sup>: Metcalf 2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

Action Items

Consent Agenda

Leave of Absence  
– J. Doolittle

Appointed TIP Subs  
S. Ahles, T.  
Albanese, M.  
LaHart, C.  
Kantarellis

### 3. Appoint Substitute

**RESOLVED**, That the Board appoint Brandy Ouderkirk as Non-Certified Substitute Teacher, Substitute Teaching Assistant/Aide, Cafeteria Substitute, Clerical Substitute.

**Motion:** CARRIED 1<sup>st</sup>: Degear 2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

Appointed B.  
Ouderkirk as  
substitute

### 4. Appoint Coaches

**RESOLVED**, That the Board appoint the following coaches for the 2020-2021 Fall 2 sport season:

Matt Skeele – Varsity Boys’ Soccer - \$2,220.97  
Mike Radizwon – Varsity Girls’ Soccer - \$2,080.00  
CJ Nye – Modified Boy’s Soccer - \$1,449.03  
Kate Meigs – Modified Girls’ Soccer - \$1,313.25

Appointed Fall 2  
Sport Coaches

**Motion:** CARRIED 1<sup>st</sup>: Wiesing 2<sup>nd</sup>: Degear  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

## C. Financial

Approved Bus  
Bond Resolution

### 1. Bus Bond Resolution – As Attached

**RESOLVED**, That the Board approve the Bus Bond Resolution as attached.

**Motion:** CARRIED 1<sup>st</sup>: Degear 2<sup>nd</sup>: Metcalf  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

### 2. Refinancing Resolution – As Attached

Approved  
Refinancing  
Resolution

**RESOLVED**, That the Board approve the Refinancing Resolution as attached.

**Motion:** CARRIED 1<sup>st</sup>: Wiesing 2<sup>nd</sup>: Degear  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

## D. Policy

Approved 1<sup>st</sup>  
Reading – revised  
policy # 3420

**RESOLVED**, That the Board approve the 1<sup>st</sup> reading of revised policy # 3420 – Non-Discrimination and Anti-Harassment in the District.

**Motion:** CARRIED 1<sup>st</sup>: Degear 2<sup>nd</sup>: Metcalf  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

## X. Public Comments - None

**NEXT MEETING: March 10, 2021**

## XI. Executive Session (If Needed)


## XII. Adjournment

## Adjournment

***RESOLVED***, That the Board the Regular Meeting of the DeRuyter Central School Board of Education be adjourned at 7:18 p.m..

**Motion:** CARRIED 1<sup>st</sup>: Wiesing 2<sup>nd</sup>: Degear  
**Vote:** Yes: 4 No: 0 Absent: 1 (Mierke)

Respectfully Submitted: \_\_\_\_\_

  
Sandra Welsh, District Clerk

**DeRuyter Central School District  
Claims Auditor Report for Board of Education**

Month of February, 2021

	Date and Type of Claims Audited								
	AP 1/27/21	2/5/21 AP/BOE PR	2/10/21 AP	2/16/21 AP/PR	2/23/21 AP				
Total # of Claims Audited/Payroll Checks	4	124	49	130	48				
Sales Tax									
NO PO Created									
PO created after Invoice									
Exceeds limit of PO w/out Proper Approvals									
Incorrect Time Being Paid									

**Detail about Write Up**

Date: 1/27/21 no issues

District Response:

Date: 2/5/21 no issues

District Response:

Date: 2/10/21 no issues

District Response:

Date: 2/16/21 no issues

District Response:

Date: 2/23/21 wrong amount for one Vendor - corrected

District Response:

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

Bonita B. Young, Claims Auditor

Date: 2/23/21



Bonnie B. Young  
2169 Smith Road  
DeRuyter, NY 13052  
315-378-9608

## CLAIMS AUDITOR CLAIM

**# 21-008**

February, 2021

To: DeRuyter Central School  
711 Railroad Street  
DeRuyter, NY 13052

PO# 210057  
3-10-21  
Smulson

Date	Total Hours	Type of Audit	Rate	Total
1/27/21	1/2	AP	\$15/Hr	\$ 7.50 ✓
2/5/21	1 3/4	AP/ <del>DOE</del> PR	\$15/Hr	\$ 26.50 ✓
2/10/21	2 1/2	AP	\$15/Hr	\$ 37.50 ✓
2/16/21	1 1/2	AP / PR	\$15/Hr	\$ 22.50 ✓
2/23/21	2	AP	\$15/Hr	\$ 30.00 ✓
			\$15/Hr	
			\$15/Hr	

Total this Claim 124.00 ✓

Bonnie Young  
Signature: Claims Auditor

2/23/21  
Date

Katy A. Denbury  
Signature: District Treasurer

2/23/21  
Date

Date of Approval of Board of Education 3/10/21

District Clerk Smulson

**Treasurer's Monthly Reporting**  
For the Period From January 1, 2021 ~ January 31, 2021  
**General Fund**

Total available balance as reported at the end of preceding period..... **\$3,682,412.50**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
	Extra Class sales tax		
	Medicaid pymts		
	Gen Aid 20-21		
	VL T Lottery Grant 20-21	\$37,003.90	
	20-21 STAR	\$361,567.83	
	Title II 20-21\$	\$4,157.00	
	Title 4 20-21\$	\$2,000.00	
	Chtr Aid	\$560.00	
	Moved T4 Exp to Special Aid	\$335.00	
	UPK 20-21\$		
	SRSA 19 & 20 funds	\$42,633.00	
	Town fuel		
	Tax collector petty cash rtn		
	Rtn of Funds loaned to Fed		
	Sales Tax from SL	\$47.44	
	SL State/Fed Reimbursements	\$67,856.40	
	<b>Total Receipts</b>	<b>\$515,960.57</b>	
	<b>Total Receipts, including balance</b>		<b>\$4,198,373.07</b>

**DISBURSEMENTS MADE DURING MONTH**

Transfer S/F \$ to School Lunch	\$65,164.00	
Transfer loan to SL		
Quarterly Sales tax pymt		
Transferred to Trust Agency for Payoll	\$427,041.97	
Transferred to TA for 403B pymts		
Accounts Payable Checks	\$320,518.46	
BANK CHARGE	\$500.00	
Systems East Tax collection fee	\$5.00	
NBT Svc charge (refunded in Feb)	\$85.45	
Lifetime Dental ACH pymts	\$471.61	
Transfer to Federal	\$71,070.83	
Transfer to Capital (loan)	\$6,530.96	
Transfer to Debt Service PR to keep accts open	\$2.00	
Bounced Checks/bank adjustments		
<b>Total Disbursements</b>	<b>\$891,390.28</b>	
<b>Cash Balance as shown by records</b>		<b>\$3,306,982.79</b>

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month.....	\$ 3,334,499.79
Less total of outstanding Checks(see attached list).....	\$20,942.38
Less total to be transferred back to Fed for Incorrect transfer	\$ 43.66
Less total transferred to Cap for loan (actual transfer (2/3/21)	6530.96
Net Balance in Bank.....	\$3,306,982.79
(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)	
Amount of receipts non-deposited (add).....	\$0.00

Statement of cash on hand (not deposited or transferred at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
<b>Total Cash.....</b>		
		<b>\$0.00</b>

**Total Available Balance** **\$3,306,982.79**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021

*Madra Muelster* 3-4-21  
Clerk of Board of Education Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

*Katy Dankenberger* 3/3/2021  
Treasurer of School District Date

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 1/31/2021**



Account: General Fund  
Cash Account(s): A 200

Ending Bank Balance:	-	3,334,587.24	Citizens	NET Activity	87.45 = 3,334,499.79
Outstanding Checks (See listing below):	-	20,942.38			20,942.38
Deposits In Transit:	+	0.00			
Other Credits:	+	0.00			
Other Debits:	-	43.66	6,530.96		6,574.62
Adjusted Ending Bank Balance:		3,313,604.20			3,306,982.79
Cash Account Balance:		3,313,604.20			

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
02/11/2020	112072	Eversan Inc.	186.00
12/15/2020	✓112671	Dormitory Authority Reimbursemt	386.70
01/13/2021	✓112704	Melvin Coon	100.00
01/13/2021	✓112710	Dormitory Authority Reimbursemt	386.70
01/26/2021	✓112729	Bert Adams Disposal Inc.	628.25
01/26/2021	✓112730	CDW-G	900.00
01/26/2021	✓112731	Cincinnati Home Center	19.99
01/26/2021	✓112732	Countryside Hardware	21.58
01/26/2021	✓112733	CSEA Employee Benefit Fund	3,128.08
01/26/2021	✓112734	DeRuyter Village	1,120.88
01/26/2021	✓112735	Excellus Health Plan-CNY	313.60
01/26/2021	✓112736	I.D. Booth	173.65
01/26/2021	✓112737	Jostens	52.70
01/26/2021	✓112738	Maintenance Products and Equipment Co.	710.80
01/26/2021	✓112739	Manlius True Value	13.78
01/26/2021	112740	March Associates	9,450.00
01/26/2021	✓112741	Rebecca Marshall	480.70
01/26/2021	✓112742	Metropolitan Life Insur.	333.90
01/26/2021	✓112743	Mirabito Fuel Group-Syracuse	1,395.66
01/26/2021	✓112744	MICHAEL QUIRK	110.72
01/26/2021	✓112745	School Specialty	392.20
01/26/2021	✓112746	Super Teacher Worksheets	350.00
01/26/2021	✓112747	Sweeney's Pest Elimination	70.00
01/26/2021	✓112748	Unifirst	61.06
01/26/2021	✓112749	WB Mason	24.18
01/26/2021	✓112750	Young, Bonita L.	131.25
Outstanding Check Total:			20,942.38

*Katy L. Denkinberger*  
Prepared By

Approved By

✓ = cashed as of 3/3/21

**Treasurer's Monthly Reporting**  
**For the Period From January 1, 2021 ~ January 31, 2021**  
**School Lunch Fund "C"**

Total available balance as reported at the end of preceding period..... **\$1,060.82**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Breakfast/Lunch Program	\$1,300.88
	Catering	\$144.72
	online Sales	\$280.00
	Correction of online sales pymt error	
	Petty Cash & Drawer \$ Returned	
	Federal SL reimbursements Sept, Oct & Nov	\$65,164.00
	Vendor Credits/Refunds	
	unpaid lunch money	
	payment for negative balances	
	Loan from General	
	Retrun of Register Petty Cash	
	<b>Total Receipts</b>	<b>\$66,889.60</b>

Total Receipts, including balance

**\$67,950.42**

**DISBURSEMENTS MADE DURING MONTH**

Transfer Credit to General	
Sales tax transfer to General	\$47.44
Accounts Payable Checks	\$10,897.88
Payroll	\$12,858.33
(Total amount of checks issued and debit charges)	<b>\$23,803.65</b>

**Cash Balance as shown by records**

**\$44,146.77**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month..... **\$52,155.06**

Less total of outstanding Checks (see attached list)..... **\$8,053.29**

Net Balance in Bank..... **\$44,101.77**

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add)..... **\$45.00**

Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
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**Total Cash**

**\$0.00**

**Total Available Balance**

**\$44,146.77**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/21

  
Clerk of Board of Education

3-4-21  
Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

**Katy Denkenberger**  
Treasurer of School District

Date 2/4/2021

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 1/31/2021**



**Account: School Lunch Fund**  
**Cash Account(s): C 200**

Ending Bank Balance:		52,155.06
Outstanding Checks (See listing below):	-	8,053.29
Deposits In Transit:	+	45.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	44,148.77
Cash Account Balance:	44,148.77

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
01/13/2021	✓ 201560	Renzi	3,590.29
01/28/2021	✓ 201561	Bill Bros. Dairy	1,341.81
01/26/2021	✓ 201562	Hill & Markes Inc.	416.44
01/28/2021	✓ 201563	Renzi	2,704.75
Outstanding Check Total:			8,053.29

  
Prepared By

Approved By

**Treasurer's Monthly Reporting**  
For the Period From January 1, 2021 - January 31, 2021  
Trust Agency Fund

Total available balance as reported at the end of preceding period..... **\$244,956.97**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	General, School Lunch, Federal Payroll Coverage	\$447,241.24
	Cobra Insurance pymts	\$6,448.62
	Grime Scholarship	
	Hammond Scholarship	
	SWC Scholarship	
	Box Tops for Education/LFE	\$40.80
	C.Skeels Scholarship	\$100.00
	Charles Mosley Scholarship	
	B.Denk Memorial Fund	
	Transfer from Gen for 403B pymts - July	
	ERS Reimbursement for overpaid contributions	
	Fed Tax refund for overpymt Jan-March 2020	

**Total Receipts** **\$453,830.66**

**Total Receipts, including balance** **\$698,787.63**

**DISBURSEMENTS MADE DURING MONTH**

<b>Total Checks</b>	<b>\$413,166.48</b>
403B ACH pymts - July	
Transfer to Flex for 2021 Plans	\$28,104.81
Transfer to General Fund Incorrect payroll transfer	
Transfer to Gen for Health Ins. 19-20	
(Total amount of checks issued and debit charges)	<b>\$441,271.29</b>

**Cash Balance as shown by records** **\$257,516.34**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month.....	<b>\$274,475.41</b>
Less total of outstanding Checks(see attached list).....	<b>\$15,129.63</b>
Less total of outstanding ACH pymts & transfers(see list below).....	<b>\$1,829.44</b>

8/21/2020 ERS over payment	18.53
9/21/2020 ERS over payment	36.78
10/30/2020 ERS over payment	467.41
1/22/2021 ERS payment not cleared until Feb	1,306.72

**Total** **1,829.44**

**Net Balance in Bank.....** **\$257,516.34**

(Should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

**Amount of receipts non-deposited (add).....** **\$0.00**

**Statement of cash on hand (not deposited or transferred at end of period):**

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Total cash .....	<b>\$0.00</b>

**Total Available Balance** **\$257,516.34**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021

*Sandra Skelton* 3-4-21  
Clerk of Board of Education Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

*Katy Dornberger* 2/8/2021  
Treasurer of School District Date

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 1/31/2021**



**Account:** Trust and Agency  
**Cash Account(s):** TA 200

Ending Bank Balance:		274,475.41
Outstanding Checks (See listing below):	-	15,129.63
Deposits In Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	1,829.44

Adjusted Ending Bank Balance:	257,516.34
Cash Account Balance:	257,516.34

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
12/24/2020	✓601702	DeRuyter Faculty Association	3,087.80
12/24/2020	✓601706	PTO SCHOLARSHIP FUND	66.00
01/08/2021	✓601710	DeRuyter Faculty Association	3,087.80
01/08/2021	✓601712	PTO SCHOLARSHIP FUND	66.00
01/22/2021	✓601714	Cortland County Sheriff's	59.60
01/22/2021	✓601715	CSEA, Inc.	1,103.09
01/22/2021	✓601716	DeRuyter Faculty Association	3,087.80
01/22/2021	✓601717	NYS Child Suppt. Proc Center.	300.00
01/22/2021	✓601718	NYS Teachers Retirement System	4,171.00
01/22/2021	✓601719	PEOPLE	9.54
01/22/2021	✓601720	PTO SCHOLARSHIP FUND	66.00
01/22/2021	✓601721	VOTE-COPE	25.00
Outstanding Check Total:			15,129.63

  
Prepared By

Approved By

✓ = cashed as of 3/3/21

**Treasurer's Monthly Reporting**  
**For the Period From January 1, 2021 ~ January 31, 2021**  
**Payroll Account**

Total available balance as reported at the end of preceding period..... **\$0.00**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interfund Transfer (Net Pay) from Trust Agency to Payroll	\$276,194.10

Interest Earned	
<b>Total Receipts</b>	<b>\$276,194.10</b>

Total Receipts, including balance **\$276,194.10**

**DISBURSEMENTS MADE DURING MONTH**

Transfer to General for Write off Amt

Transfer to Trust and Agency

Payroll Checks	\$276,194.10
----------------	--------------

(Total amount of checks issued and debit charges)	<b>\$276,194.10</b>
---	---------------------

**Cash Balance as shown by records** **\$0.00**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month.....	\$3,612.98
---	------------

Less total of outstanding Checks (see attached list).....	\$3,612.98
---	------------

Net Balance in Bank.....	\$0.00
--------------------------	--------

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add).....	\$0.00
---	--------

**TABLE 2** Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

**Total Available Balance** **\$0.00**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021

  
Clerk of Board of Education

3-4-21  
Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

**Katy Denkenberger**

2/11/2021

Treasurer of School District

Date



**Treasurer's Monthly Reporting**  
**For the Period from January 1, 2021 ~ January 31, 2021**  
**Extra Curriculum Activity Accounts**

Total available balance as reported at the end of preceding period..... **\$57,518.99**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
	DRAMA		
	Elem Student Council		
	FFA Club		
	National Honor Society		
	Student Council	\$ 52.24	
	Yearbook		
	Class of 2018		
	Class of 2019	\$ 0.01	
	Class of 2020		
	Class of 2021		
	Class of 2022	\$ 880.40	
	Class of 2023		
	Class of 2024		
	SADD		
	Bounced Checks (2 )		
	Interest Earned		
	<b>Total Receipts</b>	<b>\$ 932.65</b>	
	<b>Total Receipts, including balance</b>	<b>\$58,451.64</b>	<b>\$58,451.64</b>
	<b>DISBURSEMENTS MADE DURING MONTH</b>		
	AP Checks	\$1,453.80	
	IE Expense CL20	\$5.41	
	Transfer to TA		
	(Total amount of checks issued and debit charges)	\$1,459.21	
	<b>Cash Balance as shown by records</b>		<b>\$56,992.43</b>

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month.....	\$58,325.19
Less total of outstanding Checks (see attached list).....	\$1,332.76
Net Balance in Bank.....	\$56,992.43
(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)	
Amount of receipts non-deposited (add).....	\$0.00
Statement of cash on hand (not deposited at end of period):	

<u>Date</u>	<u>Source</u>	<u>Amount</u>	
	Total Cash	\$0.00	
	<b>Total Available Balance</b>		<b>\$56,992.43</b>

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021

 3-4-21  
 Clerk of Board of Education Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

 2/11/2021  
 Treasurer of School District Date

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 1/31/2021**



**Account:** Extra Curricular  
**Cash Account(s):** OT 200

Ending Bank Balance:		58,325.19
Outstanding Checks (See listing below):	-	1,332.76
Deposits In Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	56,992.43
Cash Account Balance:	0.00

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
08/12/2018	5937	LaClair, Kaylee	30.00
02/26/2020	6183	Jessica Vadala	95.52
05/19/2020	6232	Carol Buchovecky	80.00
06/04/2020	6287	Anthony Hatto	250.00
06/16/2020	6320	Anthony Hatto	250.00
06/16/2020	6328	Linda Lidell	46.44
06/29/2020	6343	Diana Breed	75.00
06/29/2020	6356	Alan Marshall	75.00
06/29/2020	6361	Sunshine Shelby	75.00
01/05/2021	✓ 6377	DCS General Fund	159.80
01/26/2021	✓ 6378	Cuba Cheese Shops	36.00
01/26/2021	✓ 6379	DeRuyter Food Pantry	160.00
Outstanding Check Total:			1,332.76

Prepared By

Approved By

✓ = cashed as of 3/3/21

**DERUYTER CENTRAL SCHOOL DIST**

**TRIAL BALANCE - FUND: OT Extra Curricular January 1, 2021 - January 31, 2021**

ACCOUNT	ACCOUNT_NAME	DEBITS (Beg Balance)	CREDITS	Revenue	Expenses	Total
OT200DRMA	Cash-Drama	\$ 6,877.64	\$0.00	\$ -	\$ -	\$ 6,877.64
OT200ESCO	Cash-Elem Student Council	\$ 1,495.93	\$0.00	\$ -	\$ 319.80	\$ 1,176.13
OT200FFAC	Cash-FFA Club	\$ 14,157.81	\$0.00	\$ -	\$ 36.00	\$ 14,121.61
OT200NAHS	Cash-National Honor Society	\$ 1,557.20	\$0.00	\$ -	\$ -	\$ 1,557.20
OT200STCO	Cash-Student Council	\$ 3,076.16	\$0.00	\$ 52.24	\$ -	\$ 3,128.40
OT200YRBK	Cash-Yearbook	\$ 5,449.72	\$0.00	\$ -	\$ -	\$ 5,449.72
OT200CL19	Cash- Class 2019	\$ (0.01)	\$0.00	\$ 0.01	\$ -	\$ -
OT200CL20	Cash-Class 2020	\$ 5,777.52	\$0.00	\$ -	\$ 5.41	\$ 5,772.11
OT200CL21	Cash- Class 2021	\$ 8,638.68	\$0.00	\$ -	\$ -	\$ 8,638.68
OT200CL22	Cash-Class 2022	\$ 4,423.85	\$0.00	\$ 880.40	\$ -	\$ 5,304.25
OT200CL23	Cash-Class 2023	\$ 3,103.00	\$0.00	\$ -	\$ 1,088.00	\$ 2,005.00
OT200CL24	Cash-Class 2024	\$ 2,390.15	\$0.00	\$ -	\$ -	\$ 2,390.15
OT200SADD	Cash- SADD	\$ 571.54	\$0.00	\$ -	\$ -	\$ 571.54
		\$57,518.99		\$ 932.65	\$ 1,459.21	\$ 56,992.43

**Treasurer's Monthly Reporting**  
**For the Period From January 1, 2021 ~ January 31, 2021**  
**Capital Checking**

Total available balance as reported at the end of preceding period..... **\$332,399.06**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	BAN	
	RAN	
1/31/2021	Loan from General	\$6,530.96

Interest Earned	\$0.00
<b>Total Receipts</b>	<b>\$6,530.96</b>

Total Receipts, including balance **\$338,930.02**

**DISBURSEMENTS MADE DURING MONTH**

Accounts Payable Checks	\$338,930.02
Transfer To Debt Service-BAN pymt	
Transfer to General-repay loan	
Transfer to Federal acct	
(Total amount of checks issued and debit charges)	<b>\$338,930.02</b>

**Cash Balance as shown by records** **\$0.00**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month..... **\$121,833.51**

Less total of outstanding Checks (see attached list)..... **\$128,364.47**  
 (see list on reverse side of report)

Net Balance in Bank..... **-\$6,530.96**

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add)..... **\$6,530.96**

Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
2/3/2021	Transfer from Gen	\$6,530.96

**Total Cash** **\$6,530.96**

**Total Available Balance** **\$0.00**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021

*Sandra Melosh* 3-4-21  
 Clerk of Board of Education Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

*Katy Denkenberger* 2/11/2021  
 Treasurer of School District Date

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 1/31/2021**



**Account: Capital Fund**  
**Cash Account(s): H 200**

Ending Bank Balance:		121,833.51
Outstanding Checks (See listing below):	-	128,364.47
Deposits in Transit:	+	6,530.98
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	0.00
Cash Account Balance:	0.00

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
01/27/2021	✓300288	Diekow Electric, Inc.	7,734.30
01/27/2021	✓300289	DW & Crew Mechanicals, Inc.	34,092.00
01/27/2021	✓300290	HJ Brandeles Corp	13,277.25
01/27/2021	300291	March Associates	73,260.92
<b>Outstanding Check Total:</b>			<b>128,364.47</b>

*Kathy L. Senterby*  
 Prepared By

Approved By

✓ = cashed as of 3/3/21

**Treasurer's Monthly Reporting**  
**For the Period From January 1, 2021 - January 31, 2021**  
**Debt Service**

Total available balance as reported at the end of preceding period..... **\$0.00**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Capital Trasfer for BAN pymt	
	General Transfer to keep NBT acct open	\$1.00
	Interest Earned	\$0.00
	<b>Total Receipts</b>	<b>\$1.00</b>

Total Receipts, including balance

**\$1.00**

**DISBURSEMENTS MADE DURING MONTH**

Key Govt Finance Pymt	
BAN Pymt	
Energy Performance payments	
2013 BOND int pymt	
(Total amount of checks issued and debit charges)	\$0.00

**Cash Balance as shown by records**

**\$1.00**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month.....	\$1.00
Less total of outstanding Checks (see attached).....	\$0.00
Net Balance in Bank.....	\$1.00
(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)	
Amount of receipts non-deposited (add).....	\$0.00
Statement of cash on hand (not deposited at end of period):	

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	<b>Total Cash</b>	<b>\$0.00</b>

**Total Available Balance** **\$1.00**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 3/10/21



Clerk of Board of Education

Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

*Katy Denkenberger*

3/1/2021

Treasurer of School District

Date

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 1/31/2021**



**Account:** Debt Service  
**Cash Account(s):** V 201

Ending Bank Balance:		1.00
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

Adjusted Ending Bank Balance:	1.00
Cash Account Balance:	1.00

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
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Outstanding Check Total:	0.00
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Prepared By

Approved By

**Treasurer's Monthly Reporting**  
**For the Period From January 1, 2021 ~ January 31, 2021**  
**Federal Fund ~ Special Aid**

Total available balance as reported at the end of preceding period..... **\$183,682.72**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Title I	
	Title II	\$4,157.00
	Title IV	\$2,000.00
	IDEA 611	
	IDEA 619	
	UPK	
	Tuition for UPK	
	SUM SCH	
	PY Title \$	
	PY IDEA	
	PY UPK	\$64,892.00
	Transfer from Gen	\$21.83
	<b>Total Receipts</b>	<b>\$71,070.83</b>

Total Receipts, including balance

**\$254,753.55**

**DISBURSEMENTS MADE DURING MONTH**

Transfer back to Gen moving expense	\$	335.00
Transfers to TA for PR	\$	7,340.94
Accounts Payable Checks		

(Total amount of checks issued and debit charges) **\$7,675.94**

**Cash Balance as shown by records**

**\$247,077.61**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month..... **\$247,033.95**

Less total of outstanding Checks (see attached list)..... **\$0.00**

Net Balance in Bank..... **\$247,033.95**

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add)..... **\$43.66**

Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
2/12/2021	Correction of transfer from Gen	\$43.66

Total Cash **\$43.66**

**Total Available Balance** **\$247,077.61**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021

 3-4-21  
**Clerk of Board of Education** **Date**

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

 **Katy Denkenberger**  
**Treasurer of School District** **2/11/2021**  
**Date**



**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 1/31/2021**



**Account:** Special Aid Fund  
**Cash Account(s):** F 200

Ending Bank Balance:		247,033.95
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	43.66
Other Credits:	+	0.00
Other Debits:	-	0.00

**Adjusted Ending Bank Balance:** 247,077.61

**Cash Account Balance:** 247,077.61

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
<b>Outstanding Check Total:</b>			<b>0.00</b>

  
Prepared By

Approved By

**Treasurer's Monthly Reporting**  
**For the Period From January 1, 2021 ~ January 31, 2021**  
**TE Account NON Expendable Accounts**

Total available balance as reported at the end of preceding period..... **\$832.25**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest Earned:	
	Moore	

Interest Earned	
Total Receipts	<b>\$0.00</b>

Total Receipts, including balance **\$832.25**

**DISBURSEMENTS MADE DURING MONTH**

Total checks	<b>\$200.00</b>
--------------	-----------------

(Total amount of checks issued and debit charges)	<b>\$200.00</b>
---	-----------------

Cash Balance as shown by records **\$632.25**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month.....	\$	832.25
---	----	--------

Less total of outstanding Checks (see attached).....		0.00
--	--	------

Net Balance in Bank.....	\$	832.25
--------------------------	----	--------

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add).....	\$	-
---	----	---

Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

Total Cash	<b>\$0.00</b>
------------	---------------

Total Available Balance **\$832.25**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021

  
Clerk of Board of Education Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

**Katy Denkenberger**  
Treasurer of School District Date 2/11/2021

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 1/31/2021**



**Account: Joan Moore Memorial**  
**Cash Account(s): TE 20091**

Ending Bank Balance:		832.25
Outstanding Checks (See listing below):	-	0.00
Deposits in Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

**Adjusted Ending Bank Balance: 832.25**

**Cash Account Balance: 832.25**

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
<b>Outstanding Check Total:</b>			<b>0.00</b>

  
Prepared By

Approved By

**Treasurer's Monthly Reporting**  
**For the Period From January 1, 2021 ~ January 31, 2021**  
**Flex Spending Account**

Total available balance as reported at the end of preceding period..... **\$9,806.18**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Enrollment Amounts for 2021 plans	\$28,104.81
	Lifetime Reimbursement Repayment	\$188.91

Interest Earned \$0.00

**Total Receipts \$28,293.72**

Total Receipts, including balance **\$38,099.90**

**DISBURSEMENTS MADE DURING MONTH**

Total ACH pymts \$10,116.10

(Total amount of checks issued and debit charges) **\$10,116.10**

**Cash Balance as shown by records \$27,983.80**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month..... **\$27,983.80**

Less total of outstanding Checks/Transfers..... **\$0.00**

List of Outstanding Checks/Transfers

<u>Check #</u>	<u>Amount</u>
----------------	---------------

Net Balance in Bank..... **\$27,983.80**

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add)..... **\$0.00**

Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

**Total Available Balance \$27,983.80**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021



Clerk of Board of Education

3-21-21  
Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

**Katy Denkenberger**

2/11/2021

Treasurer of School District

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 1/31/2021**



**Account:** Flex Spending  
**Cash Account(s):** TA 20001

Ending Bank Balance:		27,983.80
Outstanding Checks (See listing below):	-	0.00
Deposits In Transit:	+	0.00
Other Credits:	+	0.00
Other Debits:	-	0.00

**Adjusted Ending Bank Balance:** 27,983.80

**Cash Account Balance:** 27,983.80

**Outstanding Check Listing**

Check Date	Check Number	Payee	Amount
------------	--------------	-------	--------

**Outstanding Check Total:** 0.00

  
Prepared By

Approved By

**Treasurer's Monthly Reporting**  
**For the Period January 1, 2021 - January 31, 2021**  
**Reserve for Repairs**

Total available balance as reported at the end of preceding period..... **\$69,689.17**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest Earned	\$0.00
	<b>Total Receipts</b>	<b>\$0.00</b>

Total Receipts, Including balance

**\$69,689.17**

**DISBURSEMENTS MADE DURING MONTH**

Total Checks

(Total amount of checks issued and debit charges) **\$0.00**

**Cash Balance as shown by records**

**\$69,689.17**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month..... **\$69,689.17**

Less total of outstanding Checks (see attached)..... **\$0.00**

Net Balance in Bank..... **\$69,689.17**

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)

Amount of receipts non-deposited (add)..... **\$0.00**

Statement of cash on hand (not deposited at end of period):

<u>Date</u>	<u>Source</u>	<u>Amount</u>
-------------	---------------	---------------

**Total Cash** **\$0.00**

**Total Available Balance**

**\$69,689.17**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021

 3-4-21  
Clerk of Board of Education Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

  
Treasurer of School District Date 2/11/2021

**Treasurer's Monthly Reporting**  
**For the Period January 1, 2021 - January 31, 2021**  
**Risk Retention**

Total available balance as reported at the end of preceding period..... **\$28,462.95**

**RECEIPTS DURING MONTH**

(with breakdown of source including full amount of all short term loans)

<u>Date</u>	<u>Source</u>	<u>Amount</u>
	Interest Earned	\$0.00
	<b>Total Receipts</b>	<b>\$0.00</b>
	<b>Total Receipts, including balance</b>	<b>\$28,462.95</b>

**DISBURSEMENTS MADE DURING MONTH**

Total Checks	
(Total amount of checks issued and debit charges)	\$0.00
<b>Cash Balance as shown by records</b>	<b>\$28,462.95</b>

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month.....	\$28,462.95	
Less total of outstanding Checks(see attached).....	\$0.00	
Net Balance in Bank.....	\$28,462.95	
(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasurer's hands)		
*Amount of receipts non-deposited (add).....	\$0.00	
<u>Date</u>	<u>Source</u>	<u>Amount</u>

**Total:** 0.00

**Total Available Balance** **\$28,462.95**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 03/10/2021

 3-4-21  
Clerk of Board of Education Date

This is certify that the above Cash Balance is in agreement with my bank statement, as reconciled.

**Katy Denkenberger** 2/11/2021  
Treasurer of School District Date

## DERUYTER CENTRAL SCHOOL DIST

Budget Transfer Query From 2/1/2020 - 2/28/2021 In Between \$5,000.00 And \$999,999,999.99



Reference #	Date	Transfer Explanation	Account	Detail Description	Debits	Credits
74	02/17/2021	Transfer to Debt / Bus exchange / PO Carryforward	H 5510.210-10-2019	move 2020 bus expense into correct code	192,876.06	0.00
			H 5510.210-10-2020	move 2020 bus expense into correct code	0.00	192,876.06
			H 9901.960-10-0150	move A PO carryforward into correct code	47,540.01	0.00
			H 2110.240-CP-2018	move A PO carryforward into correct code	0.00	47,540.01
			Transfer Totals:		240,416.07	240,416.07
75	02/28/2021	Clean up negatives	A 1310.150-10-1002		0.00	3,000.00
			A 1310.400-10-0100		0.00	2,000.00
			A 1910.400-10-0117		0.00	4,526.00
			A 2855.450-10-0104		0.00	2,460.00
			A 5530.160-10-1030		0.00	15,000.00
			A 2070.490-10-0000	2,000.00	0.00	
			A 2020.160-30-1001	2,000.00	0.00	
			A 2855.400-10-0133	2,460.00	0.00	
			A 5510.160-10-1023	15,000.00	0.00	
			A 9060.800-10-0147	4,526.00	0.00	
			A 2110.490-10-0000	1,000.00	0.00	
			Transfer Totals:		26,986.00	26,986.00
Grand Totals:		267,402.07	267,402.07			



First Notice of Annual Meeting and Election of the  
DeRuyter Central School District

Notice is given that the Public Budget Hearing of the DeRuyter Central School District for the purpose of discussion of the expenditure and budgeting of funds for the 2021-2022 will be held in the Elementary Gym of the DeRuyter Central School, 711 Railroad Street, DeRuyter, NY on Tuesday, May 11, 2021 at 6:00 p.m. Eastern Daylight Savings Time.

Notice is also given that the Annual Meeting and Election to elect Board of Education members, and to vote upon the propositions and appropriation of the necessary funds to meet the estimated expenditures for the 2021-2022 school year, by voting machine, will be held on Tuesday, May 18, 2021 at the DeRuyter Central School, 711 Railroad Street, DeRuyter, NY between the hours of Noon to 9:00 p.m. in the Annex Building Conference Room (Room 405). Propositions including the annual budget will be voted on. Details of the propositions will be in the remaining legal notices after approval by the Board of Education.

Notice is also given that a copy of the statement of the amount of monies required for the 2021-2022 school year for school purposes may be obtained on and after April 30, 2021 at the office of the District Clerk between 8:00 a.m. and 3:30 p.m. each weekday, except Saturday, Sunday, or holiday.

Notice is also given that one member of the Board of Education will be elected due to the expiration of the term of member Richard Metcalf.

Notice is also given that the candidates for the office of Member of the Board of Education shall be nominated by petition. A separate petition shall be required to nominate each candidate. Forms of petition may be obtained from the Clerk of the District. Each petition must be directed to the Clerk of the District, must be signed by at least 25 qualified voters of the District, must state the name and residence of the candidate and must state the residence of each signer.

Notice is also given that petitions nominating candidates for the office of Member of the Board of Education must be filed in the office of the Clerk of the District between the hours of 8:00 a.m. and 3:30 p.m., but no later than 4:00 p.m. on April 19, 2021 except Saturday, Sunday, or holiday.

Notice is also given that the DeRuyter Central School Board of Education has adopted personal voter registration for all eligible voters residing in the DeRuyter Central School District.

Notice is also given that the District's Board of Registration will meet in the office of the Clerk of the District at DeRuyter Central School, 711 Railroad Street, DeRuyter, NY on Monday, April 19, 2021 between the hours of 11:00 a.m. and 3:00 p.m. and on Tuesday, May 4, 2021 between the hours of 9:00 a.m. and 1:00 p.m. for the purpose of preparing a register. Any person who is currently enrolled in county personal registration will automatically be enrolled in the school personal registration and will not have to attend the sign-up sessions noted above. Any person who is not currently enrolled in the county personal registration shall be entitled to have his or her name placed upon the register on the dates noted above provided that at such meetings of the

Board of Registration, he or she must present himself or herself personally for registration and upon proving that he or she is entitled to vote in the District, may have his or her name placed on the register at that time. To be entitled to vote in the District, a person must be a citizen of the United States, must be at least eighteen years of age, and must be a resident of the District for a period of thirty (30) days prior to May 18, 2021. The register of voters will be filed in the Office of the Clerk of the District and will be open for inspection by any qualified voter of the District between the hours of 8:00 a.m. and 3:30 p.m. on any day when the office is open for business from May 5, 2021 to May 12, 2021.

Notice is also given that qualified voters may obtain applications for absentee ballots from the office of the Clerk of the School District. Completed applications for absentee ballots must be received by the District Clerk of the School District no later than 4:00 P.M. prevailing time, on May 17, 2021, and must be received no later than 4:00 P.M., prevailing time, on May 11, 2021 if the absentee ballot is to be mailed to the voter. Completed applications received after 4:00 P.M. on May 11, 2021, will require the voter to personally appear at the Office of the Clerk of the School District to receive an absentee ballot. A listing of all persons to whom an absentee ballot is issued will be available for inspection by any qualified voter during regular business hours in the Office of the Clerk of the School District through May 17, 2021. Qualified voters who do not want to vote in person because of concerns surrounding COVID-19 and public gatherings may also request an absentee ballot on those grounds as provided by law and Executive Order(s) then in effect. Guidance regarding absentee voting due to concerns related to COVID-19 will be published on the School District's website when available and questions may also be directed to the District Clerk at 315-852-3400 ext. 7403 or [welsh@deruytercentral.org](mailto:welsh@deruytercentral.org).

Notice is also given that military voters who are qualified voters of the School District may apply for a military ballot by requesting an application from the District Clerk at 315-852-3400 ext. 7403 or [welsh@deruytercentral.org](mailto:welsh@deruytercentral.org). For a military voter to be issued a military ballot, the District Clerk must have received a valid ballot application no later than 4:00 pm on April 22, 2021 [26 days prior to the vote]. In a request for a military ballot application or ballot, the military voter may indicate their preference for receiving the application or ballot by mail, facsimile transmission or electronic mail.

Dated: \_\_\_\_\_  
DeRuyter, NY 13052

By the Order of the Board of Education  
DeRuyter Central School District

By: Sandra Welsh, District Clerk

**MADISON-ONEIDA BOCES**  
**4937 SPRING RD**  
**P. O. BOX 168**  
**VERONA, NY 13478-0168**

**BOCES Final Services Commitment Form 2021-2022**

**Fiscal Year: 2021-22**

This Cooperative Educational Services Agreement (CoSer) is entered in to by Madison-Oneida BOCES ("BOCES") and DERUYTER CSD effective July 1, 2021.

BOCES has been duly authorized to provide the approved Services listed below, including district requested Continuing Education Services in E.S.O.L., Literacy, Vocational, Avocational, and Employer Specific Training, and has been authorized to enter into agreements with DERUYTER CSD by sections 1950-51 of the Education Law.

DERUYTER CSD agrees that the Service unit cost methodologies used to calculate costs for each Service and a three year average cost formula to allocate costs for Career-Technical Education (101) have been reviewed and approved by the Superintendent and the Board of Education.

DERUYTER CSD certifies that it provides all affected students or their families an Annual FERPA Notice that identifies BOCES, including its Mohawk Regional Information Center ("MORIC"), as a school official for purposes of access to education records maintained by DERUYTER CSD in which BOCES has a legitimate educational interest, and that DERUYTER CSD notifies students or their families that DERUYTER CSD releases education records to other schools in which the student is enrolled or seeks to be enrolled without prior express consent. BOCES certifies that it uses student personally identifiable information from education records only for the purpose for which it is provided, and that it abides by FERPA's limits on disclosure and re-disclosure of personally identifiable information.

NOW THEREFORE, BOCES agrees to provide to DERUYTER CSD the following Services during the 2021-22 school year at the indicated cost:

BOCES: ONONDAGA BOCES [30]

School District: DERUYTER CSD

School BEDS Code: 750301

Program/ Service#	Description	2020-21 Contract Amt	Cost Basis	Quantity	2021-22 Contract Unit Cost	Initial Amt
101.100	CAREER & TECHNICAL ED-NON COMPONENT	0.00	PER STUDENT	1.0000	9,554.0000	9,554.00
<b>Total Services Selected -DERUYTER CSD</b>		<b>0.00</b>				<b>9,554.00</b>

The Board of Education of the DERUYTER CSD at a meeting on \_\_\_\_\_ has approved and adopted a resolution to participate in the specific Services marked positively on the 2021-2022 Madison-Oneida BOCES Services Commitment Form.

BOCES District Superintendent

Date

*David M. B...* Ed.D.

DERUYTER CSD Superintendent

Date

## MEMORANDUM

**To:** Business Administrators

**From:** Phil Grome

**Date:** February 12, 2021

**Re:** Madison-Oneida BOCES 2021/2022 Final Services Commitment Form

**DUE: APRIL 1, 2021**  
**Note: Needs YOUR BOE approval**

I am enclosing one (1) copy of the Final Services Commitment Form from Madison-Oneida BOCES. Please indicate your desire to participate in the 2021/2022 BOCES programs by indicating a "0" if you DO NOT want to participate or indicate a dollar amount if you DO want to participate. Our service codes that correlate with Madison Oneida's are listed below:

Madison Oneida BOCES	101	110
OCM BOCES	206	206
	214	213
	222	222
	307	357
	312	339
	401	419
	509	523
	510	595
	512	524
	602	672

Also, please be sure to have your **Board of Education President and Superintendent sign** their approval on the last page. Please return the form to my attention prior to **APRIL 1, 2021**. If you have any questions or concerns, please do not hesitate to contact me at (315) 433-2614 or [pgrome@ocmboces.org](mailto:pgrome@ocmboces.org).

Thank you.

Enclosure

**RESOLUTION OF THE BOARD OF EDUCATION  
FOR  
DERUYTER CENTRAL SCHOOL DISTRICT**

**WHEREAS**, the Board of Education of the Deruyter Central School District (hereinafter referred to as the "District") desires to enter into a thirty-six month service agreement with the Onondaga-Cortland-Madison Board of Cooperative Educational Services (hereinafter referred to as OCM BOCES) in order for the OCM BOCES to furnish certain services to the District pursuant to New York State Education Law §1950(4)(jj), those services being lit fiber for high speed communications services in Co-Ser 601.

**NOW, THEREFORE**, it is

**RESOLVED**, that the Board of Education of Deruyter Central School District agrees to enter into a contract with the OCM BOCES for the provision of said services to the District and not to exceed in total over the life of this agreement the annual amount of \$46,963.00 and associated CNYRIC charges with such amount to include annual OCM BOCES support costs and applicable taxes and surcharges, and with such support costs and applicable taxes and surcharges included at the current rate and subject to change as established in the OCM BOCES budget or mandated by any federal, state or local authority.

This amount may be amended with the approval of both parties. The District will be liable to OCM BOCES for early cancellation or withdrawal from this agreement to the same extent that OCM BOCES is liable to any vendor(s) of these services, including liability for applicable penalties or liquidated damages, and the District also be liable for costs and expenses, including reasonable attorneys' fees and disbursements, incurred by OCM BOCES as consequence of any such early cancellation or withdrawal. Payment will be made as part of a regular annual OCM BOCES contract for services. Further, this agreement is subject to the approval of the Board of Education of OCM BOCES. This contract will be for a maximum period of thirty-six months commencing on or about July 1, 2021 and continue through June 30, 2024.

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the Deruyter Central School District, hereby certify that the attached resolution was adopted by the required majority of the Board of Education at its meeting held on \_\_\_\_\_, 2021.

Date: \_\_\_\_\_  
District Clerk

*Note: Please return this completed resolution by fax (315) 431-8444 to the attention of  
Phillip Grome, Assistant Superintendent for Administration, OCM BOCES or scan to  
pgrome@ocmboces.org.*



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

**Proposal to  
DeRuyter Central School District  
For Professional Auditing Services**

**For Years Ended June 30, 2021, 2022, and 2023**

<b>Proposer:</b>	Mengel Metzger Barr & Co. LLP
<b>Address:</b>	100 Chestnut Street, Suite 1200 Rochester, NY 14604
<b>Contact:</b>	Michael DeBadts, CPA
<b>Email:</b>	mdebadts@mmb-co.com
<b>Phone:</b>	(585) 423-1860
<b>Fax:</b>	(585) 423-5966
<b>Date:</b>	February 26, 2021

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Proposal to provide services to  
DeRuyter Central School District

# Transmittal Letter

DeRuyter Central School District  
Ms. Amanda Graham-Quirk  
School Business Executive  
711 Railroad Street  
DeRuyter, NY 13052

Dear Ms. Graham-Quirk:

As the independent auditors for approximately one hundred New York State municipal clients, which includes more than sixty schools and six BOCES, Mengel Metzger Barr & Co. LLP currently maintains a commitment and dedication to providing the highest quality auditing and advisory services to its clients.

We will audit the basic financial statements in accordance with the GASB #34 reporting model and GASB #54 fund balance reporting as of and for the years ended June 30, 2021, 2022, and 2023. The procedures performed during the course of our audits are based on auditing standards generally accepted in the United States of America, the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, the Single Audit Act Amendments of 1996 and the provisions of Uniform Guidance.

Our Government team members share your commitment to supporting public school districts and BOCES. Our Partners and Senior Managers are frequent presenters for the New York State Association of School Business Officials and the New York State School Boards. Our proactive versus reactive philosophy is intended to assist our clients in implementing the ever changing rules and regulations for NYS school districts and BOCES in an efficient and effective manner.

In servicing our current client base, the exposure we have to various accounting systems, internal control environments, client expectations and timetables, provides valuable information and insight to complete the requirements and meet the needs of each engagement.

**It is through this experience and commitment to service which demonstrates that Mengel Metzger Barr & Co. LLP can efficiently provide the services required by DeRuyter Central School District within the time period as outlined in the proposal request.**

Interim field work will be performed at a mutually agreed upon time during the months of April through June for each year. The final fieldwork will be scheduled in August with a draft copy of the audit available in September and the final audit reports by October 31<sup>st</sup>.

Please accept this proposal and other requested information as a firm and irrevocable offer for a period of ninety-days (90) from the proposal opening date.

Sincerely,

Mengel Metzger Barr & Co. LLP



Michael DeBadts, CPA



# Firm Profile

On behalf of our colleagues at Mengel Metzger Barr & Co. LLP we are pleased to confirm the terms and scope of our proposal for the services we are to provide for DeRuyter Central School District. Our Firm was founded in Rochester and includes over 130 professionals comprised of 22 partners and 68 CPA's, working in offices in Rochester, Elmira, Canandaigua and Hornell, New York. Our Firm has earned a reputation for high-quality service and delivering results that distinguish us in the marketplace. Our governmental, not-for-profit, and education client base comprises a very significant portion of our audit practice and we look forward to continuing our dedication to these industries in the future.

## The Mengel Metzger Barr Government Division

Effective January 1, 2018, Mengel Metzger Barr & Co. LLP merged with the Firm of **Raymond F. Wager CPA P.C.** forming one unified team, the MMB Government Division. This combined the expertise of a team with significant experience in serving Governments, Public Authorities and Industrial Development Agencies with the vast resources available at MMB. With more than forty years of Municipal Experience, the governmental team has a vast knowledge of accounting and reporting requirements for New York State Public School districts, BOCES, Municipalities and Public Authorities.

Our partners are frequent presenters for NYS School Boards Association, NYS Association of School Business Officials, as well as NYS Government Officers Finance Association, on accounting and reporting, internal controls, and GASB Statements. Our partners are also members of the New York State Society of Certified Public Accounts (NYSSCPA) – Public Schools Committee (Mr. Zuber is the past chair), and NYSSSPA – Government Accounting and Auditing Committee, which allows for networking with the NYS Office of the State Comptroller and NYS State Education Department.

Because of our expertise in municipal accounting and auditing, we are able to provide you with valuable ideas for and assistance in improving the use of your resources, approach toward budgeting and our evaluation of your internal accounting controls. Our recommendations are made on an informal basis during the course of the audit and also in a letter after completion of the audit. Our professional culture, distinctive style, and values set us apart and enable us to retain client relationships that have spanned decades. Our emphasis is to complete our audit objectives with the least inconveniences on your people.

The Government Division has four partners with specific experience in school district and municipal auditing; **Raymond F. Wager, CPA** (46 years of experience), **Thomas J. Lauffer, CPA** (38 years of experience), **Thomas C. Zuber, CPA** (26 years of experience), and **Michael J. DeBadts, CPA** (15 years of experience); along with directors, senior managers, managers, seniors, and staff that work exclusively on governmental clients.

We are a member of the AICPA's Governmental Audit Quality Center. As a requirement of membership all members of our professional staff are required to attain continuing professional education requirements of Government Audit Standards. As a result all staff members of the Firm are required to attend forty hours of continuing professional education of which twenty-four hours must relate to the Uniform Guidance and Yellow Book Audits.

As mentioned above, our Government Division Partners are members of the New York State Society of CPAs, Public School Accounting Committee, which meets regularly with representatives of the State Education Department, the New York State Comptroller's Office and the Association of School Business Officials (ASBO). As Committee members we have been in an advisory position with the New Legislation for School Districts concerning the property tax report card changes, GASB Statement No. 68, and GASB Statement No. 75, and SED Audit Services Portal Submissions.

# Firm Profile, Cont'd

Below is the significant experience by level, of our Governmental team:

Position	Years of Experience
4 Partners	15-47 years
2 Directors/Principals	20-45 years
4 Senior Managers & Managers	6-18 years
Seniors & other Staff	1-6 years

## Major Areas of Practice

MMB is a regional professional accounting firm that has provided not-for-profit, government and corporate audit, tax and consulting services to many successful organizations for over 40 years. Our Firm was founded in Rochester and remains headquartered in the City of Rochester. Our practice is comprised of over 130 professionals, including 22 partners, working in offices in Rochester, Elmira, Canandaigua and Hornell, New York. Our Firm has earned a reputation for high-quality service and delivering results that distinguish us in the marketplace. Our government client base comprises a very significant portion of our audit practice and we look forward to continuing our dedication to this industry in the future.

## Internal Audit Experience

Beyond providing external audit services, the team proposed to provide services to you is well rounded with specific expertise related to providing internal audit services. With nearly a dozen internal audit clients, we are well versed in understanding the internal controls and best practices within the industry.

## Geographic Area

Currently our Governmental clients are located in a ten county area within New York State.

# Firm Profile, Cont'd

As part of our commitment to Public School Accounting and Auditing, our shareholders and managers continually conduct training seminars for Board Members, Superintendents, Business Officials, Claims Auditors, and Extraclassroom Advisors. A partial listing of the various local and state wide training our partners provide are listed below.

Location	Date	Topics	Presenters
Rochester	October 17, 2020	Monroe County School Boards, Required Fiscal Training	Tom Zuber/ Ray Wager
WFL BOCES ASBO Group	October 16, 2020	Accounting Update	Tom Zuber
WFL BOCES	September 26, 2020	Four County School Board, Required Fiscal Training	Tom Zuber/ Mike DeBadts
Orleans Niagara BOCES ASBO	September 22, 2020	Accounting Update and Long Range Planning	Tom Zuber
Genesee Valley BOCES ASBO	September 11, 2020	Accounting Update and Long Range Planning	Tom Zuber
ASBO- NY FMAA	May 6, 2020	GASB Statement #84 and #87	Tom Zuber
ASBO- NY FMAA	May 6, 2020	Comptrollers Audit Update	Mike DeBadts
Monroe I BOCES	February 19 & 20, 2020	ASBO Accounting II	Tom Lauffer/ Mike DeBadts
ASBO-NY	February 12, 2020	ASBO- Bootcamp- Reserves	Tom Zuber
Monroe I BOCES	February 3 & 4, 2020	ASBO- Accounting I	Ray Wager
WFL- BOCES Four County School Board	November 2, 2019	Required Fiscal Training	Tom Zuber/ Michael DeBadts
NYS School Board Convention	October 24, 2019	Understanding Financial Statements	Tom Zuber
Rochester	October 5, 2019	School Board Training	Ray Wager
ASBO Education Summit	June 2, 2019	Comptrollers Audit Update	Tom Zuber
Monroe County ASBO	May 16, 2019	Accounting Update	Ray Wager/ Tom Zuber
FMAA - Buffalo	May 7, 2019	Fund Balance	Tom Zuber
FMAA - Syracuse	May 6, 2019	Fund Balance	Tom Zuber
FMAA - Webinar	May 3 & 9, 2019	Fund Balance	Tom Zuber
Rochester	April 26, 2019	Claims Auditor Training	Tom Zuber/ Ray Wager/ Michael DeBadts
Genesee Valley BOCES ASBO	April 11, 2019	Accounting Update	Tom Zuber
Erie I BOCES	March 27 & 28, 2019	Accounting Workshop #3	Tom Lauffer/ John Rynkiewicz
Erie I BOCES	March 7 & 8, 2019	Accounting Workshop #2	Tom Lauffer/ Michael DeBadts
Erie I BOCES	February 6 & 7, 2019	Accounting Workshop #1	Ray Wager

Our goal is to help educate those individuals involved with school district management, in order to improve fiscal accountability for all school districts and BOCES.



# Firm Profile, Cont'd

## Independence/Conflict of Interest

Our Firm regards independence as one of the most important aspects of audit engagement. In order to be sure all our staff maintains independence in fact and appearance our firm policy does not allow for staff to be members of audit and /or other committees of a municipality or school district. This action would be a clear violation of our professional standards should we audit or bid on an audit where this situation occurs. To the best of our knowledge, there has been no affiliation by the firm or any of the staff which would affect independence as defined by Generally Accepted Auditing Standards with regard to this engagement.

MMB has not had any professional relationships involving DeRuyter Central School District during the past five (5) years, therefore, there are no relationships that constitute a conflict of interest relative to performing the proposed engagement. Independence is a priority to MMB, as it is reviewed on an annual basis firm-wide.

## Peer Review

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any subsequent peer review received during the period of the contract. We are extremely pleased to include our 2018 peer review letter from Henderson Hutcherson & McCullough, PLLC, which states "... the system of quality control for the accounting and auditing practice of Mengel Metzger Barr & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for year ended April 30, 2018, has been suitably designed and compiled with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects."

## License to Practice in New York State

Our Partners are licensed by the New York State Department of Education as Certified Public Accountants. In addition, the firm is fully qualified to perform accounting and auditing work for any New York Municipality.

## Partners, Supervisory, and Staff Qualification

Our Government Partners and managers have a direct involvement in all aspects of the audit. The staff who will be assigned to your job has experience with conducting external audits of NYS Public School Districts. Mr. Michael DeBadts will be the Partner responsible for the job and the primary contacts. The staff assigned to your job would include but, will not be limited to the staff listed in the Government Engagement Team section. All government staff members spend more than 20% of their time on Yellow Book and Single Audits, therefore meeting the required CPE requirements.

## Continuing Professional Education

All partners and professionals are required to complete at least 40 hours of continuing professional education in which twenty-four hours must be related to the Uniform Guidance and Yellow Book Audits each year. Qualified in-house technicians and professionals provide staff training consisting of topics of general appeal to all CPAs and specialized programs geared to the needs of our clients (i.e. State Aid, Budgeting, Reserve Funds, and Financial Planning.)

## Similar Engagements (Single Audits) with Other School Districts

Our Governmental clients have budgets ranging from under one million dollars to over \$190 million. We are proud of the professional services we provide for our clients and encourage you to make inquiries about their satisfaction with our services and the quality of our staff. See Form B of the proposal for a partial listing of our school district clients. In addition, in an effort to go green, sample audit reports can be found on each school districts website.

# Firm Profile, Cont'd

## Accounting Services

As a result of our specialization in municipal work, we provide full scale accounting and financial services to our clients as requested. We routinely meet with clients to provide training and consulting in areas which include:

- Budgets and Forecasting
- Reserve Fund Development and Analysis
- Long Range Planning
- Performance Audits
- Documentation of Financial Procedures

All additional services are monitored closely to ensure independence is not impaired.

## Working Paper Retention

The audit documentation for this engagement is the property of Mengel Metzger Barr & Co. LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to the New York State Department of Education or its designee, a Federal Agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities.

We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Mengel Metzger Barr & Co. LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release or for any additional period requested by the Federal Cognizant Agency, Oversight Agency for Audit, Pass-through Entity, Board of Education, Administrator of School Business Services, New York State Department of Education, U.S. General Accounting Office, Parties designated by the federal or state governments or by the District as part of an audit quality review process, Auditors of entities of which the District is a sub-recipient of grant funds, or the reasonable inquiries of successor auditors. If we are aware that a Federal Awarding Agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

# Audit Approach

## Audit Scope and Understanding

In response to your request, we are pleased to confirm the scope of our proposal to perform the independent audit of the financial statements, Federal Financial Assistance Programs as required under the Federal Single Audit Act of 1984, as amended in 1996 and the Uniform Guidance, and the Extraclassroom Activity Funds as of June 30, 2021, 2022, and 2023.

Our audit will be conducted in accordance with U.S. Generally Accepted Auditing Standards; the standards for financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States; the Single Audit Act of 1984, as amended in 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements or the Single Audit compliance opinion is other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

## Reporting Requirements

The following reports will be submitted to the District as part of the overall reporting package:

- Independent Auditors' Report and Management's Discussion and Analysis on the Basic Financial Statements
- A report on Internal Control over Financial Reporting and compliance and other matters based on an audit of financial statements performed in accordance with Government Auditing Standards
- Report on Compliance with requirements applicable to each major program and on internal controls over compliance in accordance with the Uniform Guidance
- Report on the Schedule of Expenditures of Federal Awards (in relation to opinion)
- Schedule of Findings and Questioned Costs
- Communication regarding Internal Control Related Matters Identified in an Audit – (Basic Financial Statements)
- Report on the Statement of Cash Receipts, Disbursements and Fund Balance – Cash Basis – of the Extraclassroom Activity Funds, and summary of audit findings
- Letter of Communication

## Approach and Methodology

Our audit methodology is based on a comprehensive audit program developed utilizing industry audit guides and professional reference material primarily from CCH. Our work plan includes a detailed study of your internal controls, testing of transactions, analytical analysis and substantive procedures as required. In planning and assessing risk, the audit will require that we review and understand such things as your budget, organizational charts, financial reporting and your computer system.

Our audit plan encompasses a risk-based approach which places great emphasis on looking not only at the accounting transactions but the underlying operation and substance of the District and those transactions. In order to properly design our audit approach we will communicate with various personnel to ensure a truly effective approach is designed for the District.

# Audit Approach, Cont'd

We are extremely sensitive to not only the needs of your audit but also to the individuals we will be working directly with to ensure we will provide an effective and efficient audit with minimum disruption to the District and staff.

We will establish an entrance conference with Management to review and discuss the nature, approach and timing of our audit process. We will provide a summary worksheet of the type of information we will be requesting for the internal control review and year end phases of our audit.

Our audit will be conducted in a preliminary, substantive testing, and compliance stage. Our audit plan and approach will be as follows:

- Entrance conference with management
  - ◊ Discuss the audit process
  - ◊ Establish an understanding of the flow of information
  - ◊ Discuss various operational and administrative items
- Meet with audit committee to discuss audit process
  - ◊ Management responsibilities
  - ◊ Needs and expectations of the Board and Management
  - ◊ Audit procedures and approach
  - ◊ Scope of services
  - ◊ Compliance requirements and internal controls
  - ◊ Recent auditing statements and standards
- Planning and brainstorming session with audit staff
  - ◊ Fraud risk (throughout audit)
  - ◊ Audit approach
  - ◊ Supervision
- Begin the preliminary fieldwork phase of the audit
  - ◊ Risk assessment process
  - ◊ Evaluate and understand internal controls
  - ◊ Test internal controls
  - ◊ Compliance testing (single audit)
- Review with management any internal control related items identified in preliminary fieldwork phase
- Begin year-end field work phase of audit
  - ◊ Substantive testing of balances
- Draft financial statements prepared together with internal control communications and review with management
- Exit conference with audit committee
  - ◊ Review audit executive summary
  - ◊ Review draft financial statements
  - ◊ Review internal control communications
- Presentation to Board



# Audit Approach, Cont'd

- Complete Single Audit and Student Activity Funds Field Work (can also be done during preliminary and audit stages)
  - ◊ Compliance testing over major federal programs
  - ◊ Testing of specific Student Activity Accounts

## Computer Application

The firm has made a commitment and investment to computerize our audit workpapers which is tailored to each client's needs. This has greatly reduced the redundant workpaper preparation and enhanced our efficiency on each audit.

## Sampling

The samples we select will be representative of the population in which all items in the population will have an opportunity to be selected. Our methods will include statistical sampling such as random number sampling, systematic sampling and haphazard sampling. Once our review of your internal accounting control procedures is complete, we may elect to expand our samples accordingly. We will also provide test transactions to be entered into your accounting system to provide assurance that your accounting software processes transactions appropriately.

## Analytical Procedures

Analytical procedures will be used in the planning stage, as a substantive procedure and in the final review stage of the audit.

## Internal Controls

Our approach to gain an understanding of your internal control structure will include questionnaires, flow charts, interviews with employees and testing of transactions. Our audit program has a series of procedures required to be completed that specifically address laws and regulations that will be subject to audit testing. Our audit sample includes target testing which is for the purpose of compliance.

## Emerging Issues

The outbreak and continuing effects of the COVID-19 health crisis in the State has had and is expected to have a significantly adverse effect on the State's financial condition. The School District, along with other districts statewide, face a precarious financial future due to the COVID-19 pandemic. The pandemic has caused economic chaos at the national, state, and local levels. Because of this, schools in New York State are at risk of losing a portion of their future aid received from the state. For the District, this is a potential loss of millions of dollars during the 2020-21 school year. A reduction such as this would not only impact the current year but would have serious implications for the years to come. Currently, the federal government is unable to reach an agreement on the next stimulus package. Without support from the federal government, this aid reduction will become a reality. Staffing levels, educational programs, reserve balances, and future capital projects will be impacted.

The Governmental Accounting Standards Board, GASB, has issued GASB Statement No. 87, Leases for reporting periods beginning after June 15, 2021 (Effective for fiscal year end June 30, 2022). Although over a year away, this pronouncement will significantly change the reporting of leases for School Districts and BOCES. Developing a good plan to capture the required information will help ease the transition. All districts will need to understand the impact of these standards as they are implemented.

With the passage of the new tax act school districts and municipalities may be under additional pressure relating to their budget now that property and school taxes are capped. New York State has begun to look at several options to react to this new legislation, which may impact employers along with their employees.



# Audit Approach, Cont'd

New York State Education Department's Audit Services has implemented new procedures for the submission of audit reports and other information through a portal. Our partners have been involved with providing guidance and recommendations to enhance this process in order to become more efficient.

New York State School Districts will receive various amounts of federal funding through the CARES Act and other federal programs over the next few years as a result of the pandemic. Based on our extensive experience over the last 40 years of auditing school districts, we have worked closely with the State Education Department (SED) to ensure schools understand the implementation and reporting requirements for these funds. We continue to work with the New York State Society of Certified Public Accountants' Public Schools Committee to ensure the SED understands and communicates the requirements to the schools.

Through our commitment to NYS School Districts, Mengel Metzger Barr & Co. LLP has been involved in interpreting and understanding the above noted items through our work with the Public Schools Accounting Committee and the Governmental Accounting and Auditing Committee of the NYS Society of CPAs and we have positioned our selves to provide guidance and remain current on these issues.

## Additional Services

If requested, we can maintain and update your depreciation records for GASB reporting and assist you with the preparation of your Management's Discussion and Analysis (MD&A) for DeRuyter Central School District's Basic Financial Statements.

We are also available to provide various training or consulting services throughout the year. Our partners, Directors and Managers provide various training relating to the following areas:

- Student Activities Funds
- Year End Closing Procedures
- Bank Reconciliation
- Fund Balance Projection
- Tax Cap Calculation
- Forensic Auditing
- Cashflow projections

It should be noted that any additional services are closely monitored to ensure there is no violation of the independence requirement.

# Audit Approach, Cont'd

## Audit Administration

We will provide an Executive Summary showing year over year comparisons for DeRuyter Central School District's audit committee. In addition, we are available throughout the year to provide management advisory services to the extent which does not impair our independence and we are available for phone consultation through-out the year at no charge.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Many banks have engaged a third party to electronically process cash or debt audit confirmation requests, and a few of those banks have mandated the use of this service. To the extent applicable, the District hereby authorizes us to participate in this electronic confirmation process through the third party's Web site (e.g. by entering the District's bank account information to initiate the process and then accessing the bank's confirmation response) and agrees that we shall have no liability in connection therewith.

At the conclusion of the engagement, we will complete the appropriate sections of and sign the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package which contains the Data Collection Form, financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and/or a corrective action plan to the designated federal clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be submitted within the earlier of 30 days after receipt of the auditors' reports or nine months after the end of the audit period, unless a longer period is agreed to in advance by the cognizant or oversight agency for audits.

We appreciate the opportunity to be of service to DeRuyter Central School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please free to contact our office.

Sincerely,

Mengel Metzger Barr & Co. LLP



Michael DeBadts, CPA

# Governmental Engagement Team

**Thomas Zuber, CPA, Partner (NYS License 080393)**



## **Educational Background:**

Certified Public Accountant - New York State, 1998  
State University of New York College at Fredonia - B.S. Degree in Accounting, 1994

## **Career Experience:**

Mengel Metzger Barr & Co. LLP, Raymond F. Wager, CPA, P.C. Division -Partner  
Raymond F. Wager, CPA, P.C. (October 2005) Shareholder  
Raymond F. Wager, CPA, P.C. (June 1994 - 2005) Audit Supervisor / Manager

## **Professional Associations and Activities:**

- New York State Society of Certified Public Accountants
- American Institute of Certified Public Accountants
- Government Finance Officer Association
- NYSSCPA – Public Schools Accounting Committee (Past Chair)
- NYSSCPA – Government Accounting and Auditing Committee
- NYSSCPA – Rochester Chapter – Board of Directors
- NYSSCPA – Rochester Chapter Past President
- NYSSCPA – Nominating Committee 2010
- NYSSCPA – Fire District TASC Force
- NYSSCPA – Deferred Compensation TASC Force

## **Work Specialties:**

- Supervision and planning of municipal, public authority, and school district audits
- Developed firm work plans for deferred compensation plan audits
- Researched and developed procedures relating to employment preparation education, special parks grants, New York State DOT audits, and the uniform guidance
- Provided technical and advisory services for fund balance and reserve planning
- Developed work programs for risk assessment, compliance auditing, and financial statement preparation

## **Other Activities:**

- Tom is an active presenter at the New York State spring and summer workshops sponsored by the New York School Boards Association, New York State Association of School Business Officials, and New York State Government Finance Officers Association, on topics relating to internal accounting controls, general purpose accounting guidance, fraud, and GASB statements.
- Tom has spoken to high school accounting classes discussing the certified public accountant's profession and the various opportunities available to students upon completion of college.

# Governmental Engagement Team, cont'd

## Raymond F. Wager, CPA, Partner (NYS License 038842)



### **Educational Background:**

Rochester Institute of Technology - B.S. Degree in Accounting.  
Certified Public Accountant - 1978

### **Career Experience:**

Mengel Metzger Barr & Co. LLP - Partner  
Raymond F. Wager, CPA, P.C. (March 1988 - 2017) Owner  
Naramore, Niles & Co. (1978 - 1988) Partner  
Naramore, Niles & Co. (1973 - 1978) Staff Accountant

### **Work Specialties**

- Currently the auditor for approximately one hundred municipal clients in New York State.
- Also provides a variety of technical and advisory services as well as normal accounting and auditing services for all municipal clients.
- Conduct various audits for not-for-profit and commercial clients including a variety of management advisory services.

### **Professional Memberships:**

- The American Institute of Certified Public Accountants
- The New York State Society of Certified Public Accountants
- NYSSCPA Public School Committee
- New York State Association of School Business Officials
- Government Finance Officers Association
- Advent House - Finance Committee Chairperson and Treasurer

### **Other Information:**

- A frequent speaker at the Rochester Chapter of the Association of School Business Officials (ASBO).
- Active participant in the New York State Summer Workshop in Albany sponsored by the State Education Department and ASBO.
- Currently serving on the NYS Public School Accounting Committee.

# Governmental Engagement Team, cont'd

## Thomas J. Lauffer, CPA, Partner (NYS License 059214)



### **Educational Background:**

Certified Public Accountant - New York State  
St. Bonaventure University - B.S. Degree in Accounting

### **Career Experience:**

Mengel Metzger Barr & Co. LLP - Partner  
Raymond F. Wager, CPA, P.C. (January 1997 - 2017) Shareholder  
Raymond F. Wager, CPA, P.C. (March 1988 - December 1996)  
Naramore, Niles and Co. (September 1982 - March 1988) Senior Accountant/Manager

### **Professional Associations and Activities:**

- New York State Association of School Business Officials (Rochester Chapter)
- NYS Government Finance Officers Association
- NYSSCPA - Public School Committee
- New York State Society of Certified Public Accountants
- American Institute of Certified Public Accountants

### **Significant Accomplishments:**

- Currently, serves on the NYS Public School Accounting Committee. This committee provides the opportunity to work closely with representatives of the NYS Comptroller's Office and the NYS Education Department. Also served on the subcommittee to develop and research the topics and agenda for the State wide Public School Accounting Seminar and served as a presenter at four of the six locations.
- Responsible for the implementation of monitoring requirements relating to the NYS Affordable Housing Corp. grants for small towns. Also, responsible for the Firm's implementation of changes to the Single Audit Act and OMB Compliance Supplement.
- Responsible for managing several internal audits.

# Governmental Engagement Team, cont'd

## Michael J. DeBadts, CPA, Partner (NYS License 122566)



### **Educational Background:**

State University of New York, College at Geneseo, NY

- M.S. in Accounting May 2006
- B.S. in Accounting May 2005

Certified Public Accountant - New York State, 2016

### **Career Experience:**

Mengel Metzger Barr & Co. LLP - Partner

Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP - (2019) Principal

Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP - (2018) Sr. Manager

Raymond F. Wager, CPA, P.C. (August 2006 - 2017)

### **Professional Associations and Activities:**

- New York State Association of School Business Officials (Rochester Chapter)
- New York State Society of Certified Public Accountants (NYSSCPA)
- American Institute of Certified Public Accountants
- NYSSCPA - Public School Committee

### **Significant Accomplishments:**

Has lead and assisted with the annual audit of several of the firm's clients which include school districts, BOCES, villages, towns, counties, health plans, and not-for-profit agencies. Provides assistance and training services for several of the firm's clients, and has been a presenter at regional professional organization training workshops on several occasions.



# Governmental Engagement Team, cont'd

## David A. Rizzari, Director

### Educational Background:

Rochester Institute of Technology - B.S. Degree in Accounting

### Career Experience:

Mengel Metzger Barr & Co. LLP - Director

Raymond F. Wager, CPA, P.C. (March 1988 - 2017) Senior Manager

Naramore, Niles and Co. (May 1977 - March 1988) Senior Accountant/Manager

Naramore, Niles and Co. (May 1975 - May 1977) Internship/Staff Accountant

### Professional Associations and Activities:

-New York State Association of School Business Officials (Rochester Chapter)

-Accounting and Auditing Committee - NYSGFOA

-NYSGFOA - Board of Governors/Treasurer

-ARC of Monroe County - Board of Directors

-ARC of Monroe County - Finance Committee

### Significant Accomplishments:

-Interacted in the peer review of Raymond F. Wager, CPA, P.C. conducted in 2015 by Marvin and Co., P.C. This review resulted in an unqualified opinion regarding the accounting and auditing practice of the firm.

-Responsible for the quality control of the practice which involves an annual review of selected financial statement clients and the implementation of many new procedures and policies to improve quality controls within the firm.

-Successfully assisted a school district and a BOCES (first in NYS) with the preparation of the Comprehensive Annual Financial Report (CAFR) to achieve the Certificate of Excellence in Financial Reporting awarded by both ASBO and GFOA.

## John Rynkiewicz, Jr., CPA, Principal

### Educational Background:

Certified Public Accountant - New York State

Rochester Institute of Technology - B.S. Degree in Accounting, 1997.

### Career Experience:

Mengel Metzger Barr & Co. LLP - Principal

Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP (2018) Senior Manager

Raymond F. Wager, CPA, P.C. (May 2010 - 2017)

Freed Maxick & Battaglia, CPA's (May 2008 - April 2010)

Ernst & Young, LLP (April 2005 - May 2008)

# Governmental Engagement Team, cont'd

## **Significant Accomplishments:**

- Audit services for clients in municipal, not-for-profit, manufacturing, and health care in industries. Responsible for planning and coordination of all aspects of audit including development of testing, procedures and day to day management of engagements.
- Has served as manager of four internal audit engagements. Also, has planned and coordinated audit procedures for engagements for our governmental audit clients. Currently, manages day to day activities of engagements to ensure meeting deadlines, and the timely delivery of client requests.

## **Melissa Duerr, CPA, Senior Manager**

### **Educational Background:**

St. John Fisher College of New York, B.S. Accounting, May, 2003  
Certified Public Accountant - New York State, 2014

### **Career Experience:**

Mengel Metzger Barr & Co. LLP - Senior Manager  
Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP (2018) Manager  
Raymond F. Wager, CPA, P.C. (June 2011 to 2017)

### **Professional Associations and Activities:**

- New York State Society of Certified Public Accountants
- American Institute of Certified Public Accountants

### **Significant Accomplishments:**

Melissa has supervised the annual audit of several of the firm's clients which include IDA's, school districts, BOCES, towns, counties, villages, and not-for-profit agencies. She has also, provided various types of client assistance to several towns, villages, and school district's including general accounting, bookkeeping, reconciliations, and preparation of Annual Update Documents filed with New York State.

## **Erik Lunger, CPA, Senior Manager**

### **Educational Background:**

Certified Public Accountant – New York State  
St. John Fisher College, Accounting Certificate Program - 2012  
State University of New York at Geneseo - B.S. Business Administration - 2005

### **Career Experience:**

Mengel Metzger Barr & Co. LLP - Senior Manager  
Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP - (2019) Manager  
Raymond F. Wager, CPA, P.C. Division of Mengel Metzger Barr & Co. LLP (2018) Senior  
Raymond F. Wager, CPA, P.C. (June 2012 - 2017)  
Gary G. Krauss, CPA, P.C. - During Tax Season (February 2012 – April 2017)



# Governmental Engagement Team, cont'd

## **Significant Accomplishments:**

He has served as in-charge auditor for many of the Firm's clients including school districts, BOCES, towns, counties, villages and not-for-profit agencies. Has provided accounting assistance to school districts including assistance with required state filing documents. Erik has also helped in managing the Firm's tax department for several tax seasons. Has completed over 1,000 tax returns including personal, partnership, corporate, estate, trust, and not-for-profit tax filings.

## **Ryan McGlynn, CPA, Manager**

### **Educational Background:**

The College at Brockport, B.S. Accounting, December 2015  
Certified Public Accountant – New York State, 2020

### **Career Experience:**

Mengel Metzger Barr & Co. LLP - Manager  
Mengel Metzger Barr & Co. LLP, Raymond F. Wager, CPA, P.C. Division (2019)- Senior Accountant  
Raymond F. Wager, CPA, P.C., Division of Mengel Metzger Barr & Co. LLP (2019) - In-Charge Accountant  
Raymond F. Wager, CPA, P.C. (February 2016 to December 2017)

## **Nicholas K. Machuga, Senior Accountant**

### **Educational Background:**

Elmira College, B.S. Business Administration & Accounting, December 2017  
Specialization in Management Accounting

### **Career Experience:**

Mengel, Metzger, Barr & Co. LLP. (October 2020 to Present) – Senior Accountant  
Mengel, Metzger, Barr & Co. LLP. (October 2019 to October 2020) – In-Charge Accountant  
Mengel, Metzger, Barr & Co. LLP. (February 2018 to October 2019) – Staff Accountant  
BKA Financial, LLC. (August 2017 to February 2018) – Associate Internal Partner

### **Professional Associations and Activities:**

- Southern Tier Chapter of the NYS Society of Certified Public Accountants – April 2017
- Sigma Beta Delta Business Honor Society – August 2015

# Client References

District	Contact Person	Phone Number
Addison CSD	Mr. Joseph DioGuardi	(607) 359-2245
Albion CSD	Mr. Derek Vellese	(585) 589-2050
Alexander CSD	Mr. Tim Batzel	(585) 591-1551
Andover CSD	Ms. Jenifer Joyce	(607) 478-8491
Avon CSD	Ms. Kristen Murphy	(585) 226-2455
Baldwinsville CSD	Ms. Kimberly Vile	(315) 638-6055
Bradford CSD	Ms. Lisa Kuhnel	(607) 583-4616
Brighton CSD	Mr. Lou Alaimo	(585) 242-5089
Brockport CSD	Mr. Darrin Winkley	(585) 637-5303
Caledonia-Mumford CSD	Mr. Robert Molisani	(585) 538-3001
Canandaigua City SD	Mr. Matt Fitch	(585) 396-3700
Canaseraga CSD	Mr. Chad Groff	(607) 545-6421
Cato-Meridian CSD	Ms. Brenda Semeraro	(607) 758-4100
Churchville-Chili CSD	Mr. Franklin C. Nardone	(315) 626-2716
Cortland City CSD	Ms. Kimberly Vile	(585) 293-1800
Dalton-Nunda CSD	Ms. Terry Sweet	(585) 468-2541
Dansville CSD	Dr. Paul Alioto	(585) 335-4000
DeRuyter CSD	Ms. Amanda Graham-Quirk	(315) 852-3400
Dryden CSD	Ms. Jennifer Case	(607) 844-5361
East Bloomfield CSD	Mr. Scott Donnelly	(585) 657-6121
East Irondequoit CSD	Mr. John D. Abbott	(585) 339-1200
East Rochester UFSD	Ms. Staci SanSoucie	(585) 248-6302
Elba CSD	Ms. Lisa Penna	(585) 757-9967
Fairport CSD	Mr. Matthew Stevens	(585) 421-2000
Fulton City SD	Ms. Kathy Nichols	(315) 593-5505
Geneseo CSD	Mr. Kenneth Forrester	(585) 243-3450
Greece CSD	Mr. Romeo Colilli	(585) 966-2000
Hilton CSD	Mr. Adam Geist	(585) 392-1000
Holley CSD	Ms. Sharon Zacher	(585) 638-6316
Honeoye CSD	Mr. Michael Bastian	(585) 229-4125
Honeoye Falls-Lima CSD	Dr. Bruce Capron	(585) 243-7000
Horseheads CSD	Ms. Katy Buzzetti	(607) 739-5601
Jordan-Elbridge CSD	Mr. James R. Froio	(315) 689-8500

# Client References, Cont'd

District	Contact Person	Phone Number
Kendall CSD	Ms. Debbie Ryan	(585) 659-8930
Letchworth CSD	Mr. John Novak	(585) 493-5150
Livonia CSD	Ms. Kathy Morsch	(585) 346-4000
Lyndonville CSD	Mr. Jason Smith	(585) 765-2251
Lyons CSD	Mr. Michael Pangallo	(315) 946-2200
Manchester-Shortsville CSD	Ms. Charlene Harvey	(585) 289-3964
Marcus Whitman CSD	Ms. Zoe Kolczynski	(585) 554-4848
Medina CSD	Mr. Mark Kruzynski	(585) 798-2701
Moravia CSD	Mr. Jeffrey Lawrence	(315) 497-2670
Newark CSD	Mr. Edward Gnau	(315) 332-3230
North Rose-Wolcott CSD	Mr. Robert Magin	(315) 594-3141
Oakfield-Alabama CSD	Ms. Christine Griffin	(585) 948-5211
Onondaga CSD	Ms. Jennifer Woody	(315) 552-5000
Oswego City SD	Ms. Nancy Squairs	(315) 341-2912
Penfield CSD	Dr. Daniel Driffill	(585) 249-5700
Penn Yann CSD	Ms. Cathy Milliman	(315) 536-3371
Perry CSD	Mr. Reed Pettys	(585) 237-0270
Phelps-Clifton Springs CSD	Ms. Tracy Marshall	(315) 548-6420
Pittsford CSD	Ms. Darrin T. Kenney	(585) 267-1000
Red Creek CSD	Mr. Bill McDonald	(315) 754-2011
Romulus CSD	Mr. Edward Ninestine	(866) 810-0345
Rush-Henrietta CSD	Mr. Andy Whitmore	(585) 359-5000
Seneca Falls CSD	Mr. James Bruni	(315) 568-5500
Sodus CSD	Mr. Steven K. Moore	(315) 483-5200
Spencerport CSD	Mr. Richard Wood	(585) 349-5111
Victor CSD	Mr. Richard Stoltzman	(585) 924-3252
Waterloo CSD	Ms. Joanne Slauson	(315) 539-1501
Wayland-Cohocton CSD	Mr. David Maston	(585) 728-2212
Wayne CSD	Ms. Christine Quinlan	(315) 524-1011
Webster CSD	Mr. Brian Freeman	(585) 265-3600
Wheatland-Chili CSD	Ms. Jessica Jackson	(585) 889-6247
Williamson CSD	Mr. Jay Schickling	(315) 589-9661

# Client References, Cont'd

District	Contact Person	Phone Number
BOCES #2- Monroe and Orleans Counties	Mr. Steven Roland	(585) 352-2400
BOCES- Cattaraugus-Allegany- Erie-Wyoming	Mr. Thomas Potter	(716) 376-8200
BOCES- Genesee Valley	Mr. Daniel Groth	(585) 658-7900
BOCES- Orleans- Niagara	Ms. Melanie Conley	(800) 836-7510
BOCES- Oswego	Mr. Michael Sheperd	(315) 963-4241
BOCES- Wayne/Finger Lakes	Mr. Keith Henry	(315) 332-7409

\*In an effort to go green, sample audit reports can be found on the referenced District's website

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# **Dollar Cost Bid for DeRuyter Central School District**

# Dollar Cost Bid

DeRuyter Central School District  
Ms. Amanda Graham-Quirk  
School Business Executive  
711 Railroad Street  
DeRuyter, NY 13052

Dear Ms. Graham-Quirk:

Please accept the enclosed proposal and other requested information as a firm and irrevocable offer in response to your request.

A. Mengel Metzger Barr & Co. LLP

B. The individual signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the District.

C. **Audit Fees and Other**

1. The estimated fee to complete our audit services, as described in the Technical Proposal, for DeRuyter Central School District for the years ended June 30, 2021, 2022, and 2023 can be found on **Form C (Attachment II)**.

\*Audit Committee and Board meetings will be billed at \$295.

We will not seek reimbursement for travel, lodging subsistence, or other out-of-pocket costs incurred in connection with the audit of the District.

D. **Other Services**

If requested, we can maintain and update your depreciation records for GASB reporting and assist you with the preparation of your Management's Discussion and Analysis (MD&A) for the District's Basic Financial Statements.

We do not charge for any phone consultation throughout the year. If you require accounting assistance which necessitates travel to your location, we will charge an hourly rate and mileage.



# Dollar Cost Bid, Cont'd

My staff and I can provide various other financial and accounting services.

Our hourly assistance rates are as follows:

	Rate
<b>Partner</b>	\$255
<b>Director</b>	\$205
<b>Senior Manager</b>	\$195
<b>Manager</b>	\$150
<b>Senior</b>	\$135
<b>In-Charge</b>	\$95-\$125

## E. Billing

We will submit an interim bill once our preliminary work is completed and the final bill for the audit will be submitted for payment after the audit is completed, processed and sent to the School District.

We appreciate the opportunity to be of service to DeRuyter Central School District and believe this letter accurately summarizes the significant terms of our engagement.

Sincerely,

Mengel Metzger Barr & Co. LLP



Michael DeBadts, CPA

# Peer Review Report



CERTIFIED PUBLIC ACCOUNTANTS  
CHATTANOOGA | MEMPHIS

## Report on the Firm's System of Quality Control

September 7, 2018

To The Partners of Mengel, Metzger, Barr & Co., LLP and the National Peer Review Committee of the AICPA.

We have reviewed the system of quality control for the accounting and auditing practice of Mengel, Metzger, Barr & Co., LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2018. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards). A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System review as described in the standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, compliance audits under the Single Audit Act, and audits of an employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.



# Peer Review Report

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## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mengel, Metzger, Barr & Co., LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended April 30, 2018, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency* or *fail*. Mengel, Metzger, Barr & Co., LLP has received a peer review rating of *pass*.

Henderson Hutcherson  
& McCullough, PLLC

**FORM A**  
**VENDOR IDENTIFICATION**

Name of Organization Mengel Metzger Barr & Co. LLP  
 Address of Organization: 100 Chestnut Street, Suite 1200  
Rochester, NY 14604

Contact Person and Title Michael DeBdadts, CPA-Partner  
 Phone: (585) 423-1860

Are you incorporated: ( ) Yes (X) No

- a) If yes, in what State are you incorporated? \_\_\_\_\_
- b) If you are not incorporated in New York State, are you authorized to do business in New York? \_\_\_\_\_

If you are not incorporated, please check the appropriate line below:

  X   Partnership  
       Sole Proprietorship  
       Unincorporated Association  
       Other (please specify) \_\_\_\_\_

	Firm-wide Totals	Responsible Office
No. of Shareholders	22	15
No. of Principals	12	9
No. of Managers & Senior Managers	24	20
No. of Seniors	13	9
No. of Staff & In-Charge	25	21
No. of Support Staff (SBS, Admin, IT, Marketing)	17	11
Accounting Firm is:	Local <input type="checkbox"/>	
	Regional <input checked="" type="checkbox"/>	
	National <input type="checkbox"/>	

## FORM B

**Customer Reference List**

\*Please refer to page # of the proposal for a full customer reference list

BOCES/School District	No. of Years as Client	Contact Person	Phone

## FORM C

## Statement of Fees -DCSD

## A complete audit for the year ended June 30, 2021

Extraclassroom Activity	\$	\$975
Single Audit Program	\$	\$1,200
All other funds/accounts	\$	\$18,950
Total	\$	\$21,125

## A complete audit for the year ended June 30, 2022

Extraclassroom Activity	\$	\$975
Single Audit Program	\$	\$1,250
All other funds/accounts	\$	\$19,400
Total	\$	\$21,625

## A complete audit for the year ended June 30, 2023

Extraclassroom Activity	\$	\$975
Single Audit Program	\$	\$1,300
All other funds/accounts	\$	\$19,800
Total	\$	\$22,075

The agreement between the parties may be extended for two additional years through June 30, 2025 upon mutual consent.

Submitted by:

Company:

Mengel Metzger Barr & Co. LLP

Signature  
(Authorized):



Signature  
(Typed):

Michael DeBadts, CPA

Title:

Partner

Date:

2/26/2021

March 4, 2021



Dr. David Brown, Superintendent  
DeRuyter Central School District  
711 Railroad Street  
DeRuyter, NY 13052

258 Genesee Street, Suite 300  
Utica, New York 13502  
Phone 315.733.3344  
Fax 315.733.3331  
Web marchassoc.com

Re: DeRuyter Central School District  
District Wide - Smart Schools Project  
SED No. 25-03-01-04-7-999-001  
MARCH No. 1687

Dear Dr. Brown:

Attached please find the bid tabulation sheet for the above referenced project. We spoke to the low bidder, Christopher Curtis from Garnet Technology Solutions, Inc., and he has indicated to us that they included all the project requirements, understand the project scope and schedule, and are prepared to enter into a contract with the District. At this time, we are recommending the Base Bid amount and Alternate No. 2.

We recommend contract award be made as follows:

**Electrical Construction - Garnet Technology Solutions, Inc., Valatie, NY**

Base Bid .....	\$58,059.00
Alternate No. 2 - Surveillance System .....	<u>\$4,478.00</u>
Total Contract Amount .....	\$62,537.00

Note: This contract contains a \$10,000 Contingency Allowance.

Upon the Board's direction, we will prepare the necessary contract.

If you have any questions please do not hesitate to contact me.

Very truly yours,



Christopher J. Crolius, AIA  
Founding Principal

attach: Bid Results

cc: Frank Reid; Steve Wickman; MARCH file

CJC/bjd

**DeRuyter Central School District**  
**District Wide - Smart Schools Project**

**ELECTRICAL CONSTRUCTION**  
**BID TABULATION**

**Bids Received: 3/2/21 @ 3:30 PM**  
**MARCH No. 1687**

<b>BIDDER</b>	<b>Bid Sec</b>	<b>Corp Res</b>	<b>Cert N/C</b>	<b>ADD #1</b>	<b>BASE BID</b>	<b>ALTERNATE NO. 1 Single Mode Fiber</b>	<b>ALTERNATE NO. 2 Surveillance System</b>
<b>Diekow Electric, Inc.</b> 375 US Highway 11 Marathon, NY 13803 P: 607-849-4343/F: 607-849-4396	X	X	X	X	\$76,850.00	\$5,900.00	\$12,600.00
<b>O'Connell Electric Co., Inc.</b> 7001 Performance Drive N. Syracuse, NY 13212 P: 315-437-1453/F: 315-437-7431	X	X	X	X	\$70,749.00	\$3,776.00	\$7,468.00
<b>Patricia Electric, Inc.</b> 407 Brown Avenue Syracuse, NY 13208 P: 315-455-7410/F: 455-7522	X	X	X	X	\$83,500.00	\$3,700.00	\$8,500.00
<b>Ridley Electric Co., Inc.</b> 1810 Lemoyne Avenue Syracuse, NY 13208 P: 315-463-8606/F: 315-463-8638	X	X	X	X	\$102,000.00	\$7,800.00	\$10,000.00
<b>Knapp Electric</b> 7012 Potter Road Auburn, NY 13021 P: 315-255-0398	X	X	X	X	\$106,800.00	\$5,300.00	\$11,500.00
<b>Garnet Technology Solutions, Inc.</b> 2811 US Route 9 Valatie, NY 12184 P: 518-758-1900	X	X	X	X	\$58,059.00	\$3,505.00	\$4,478.00
<b>C&amp;S Companies</b> 499 Col. Eileen Collins Blvd. Syracuse, NY 13212 P: 315-455-2000	X	X	X	X	\$81,200.00	\$2,500.00	\$19,300.00
<b>Hoeffler Communications, Inc.</b> 5894 East Seneca Turnpike Jamesville, NY 13078 P: 315-579-2610	X	X	X	X	\$74,000.00	\$4,000.00	\$6,500.00

# POLICY

2021

3420  
1 of 7

Community Relations

Revision 1<sup>st</sup> Reading – 2/9/21

## **SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT**

### **Overview**

The District is committed to creating and maintaining an environment which is free from discrimination and harassment. This policy addresses complaints of discrimination and/or harassment made under applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, or other document such as the District's Code of Conduct. It is just one component of the District's overall commitment to maintaining a discrimination and harassment-free educational and work environment.

In accordance with applicable federal and state laws and regulations, the District does not discriminate on the basis of any legally protected class or category in its education programs and activities or when making employment decisions. Further, the District prohibits discrimination and harassment on school property and at school functions on the basis of any legally protected class including, but not limited to:

- a) Race;
- b) Color;
- c) Religion;
- d) Disability;
- e) National origin;
- f) Sexual orientation;
- g) Gender identity or expression;
- h) Military status;
- i) Sex;
- j) Age; and
- k) Marital status.

The District adopts this policy as part of its effort to provide for the prompt and equitable resolution of complaints of discrimination and/or harassment. The District will promptly respond to reports of discrimination and/or harassment, ensure that all investigations are conducted within a reasonably prompt time frame and under a predictable fair grievance process that provides due process protections, and impose disciplinary measures and implement remedies when warranted.

Inquiries about this policy may be directed to the District's Civil Rights Compliance Officer(s) (CRCO(s)).

(Continued)

# POLICY

2021

3420  
2 of 7

Community Relations

Revision 1<sup>st</sup> Reading – 2/9/21

## **SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT (Cont'd.)**

### Scope and Application

This policy outlines the District's general approach to addressing complaints of discrimination and/or harassment. This policy applies to the dealings between or among the following parties on school property and at school functions:

- a) Students;
- b) Employees;
- c) Applicants for employment;
- d) Paid or unpaid interns;
- e) Anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace;
- f) Volunteers; and
- g) Visitors or other third parties.

Further, discrimination and/or harassment that occurs off school property and somewhere other than a school function can disrupt the District's educational and work environment. This conduct can occur in-person or through phone calls, texts, emails, or social media. Accordingly, conduct or incidents of discrimination and/or harassment that create or foreseeably create a disruption within the District may be subject to this policy in certain circumstances.

Other District policies and documents such as regulations, procedures, collective bargaining agreements, and the District's Code of Conduct may address misconduct related to discrimination and/or harassment and may provide for additional, different, or more specific grievance procedures depending on a number of factors including, but not limited to, who is involved, where the alleged discrimination and/or harassment occurred, and the basis of the alleged discrimination and/or harassment. These documents must be read in conjunction with this policy.

The dismissal of a complaint under one policy or document does not preclude action under another related District policy or document.

### **Definitions**

For purposes of this policy, the following definitions apply:

- a) "School property" means in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary line of any District elementary or secondary school, or in or on a school bus or District vehicle.

(Continued)



# POLICY

2021

3420  
3 of 7

Community Relations

Revision 1<sup>st</sup> Reading – 2/9/21

## **SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT (Cont'd.)**

- b) "School function" means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state.

### **What Constitutes Discrimination and Harassment**

Determinations as to whether conduct or an incident constitutes discrimination and/or harassment will be made consistent with applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, or other document such as the District's Code of Conduct. These determinations may depend upon a number of factors, including, but not limited to: the particular conduct or incident at issue; the ages of the parties involved; the context in which the conduct or incident took place; the relationship of the parties to one another; the relationship of the parties to the District; and the protected class or characteristic that is alleged to have been the basis for the conduct or incident. The examples below are intended to serve as a general guide for individuals in determining what may constitute discrimination and/or harassment. These examples should not be construed to add or limit the rights that individuals and entities possess as a matter of law.

Generally stated, discrimination consists of the differential treatment of a person or group of people on the basis of their membership in a legally protected class. Discriminatory actions may include, but are not limited to: refusing to promote or hire an individual on the basis of his or her membership in a protected class; denying an individual access to facilities or educational benefits on the basis of his or her membership in a protected class; or impermissibly instituting policies or practices that disproportionately and adversely impact members of a protected class.

Generally stated, harassment consists of subjecting an individual, on the basis of his or her membership in a legally protected class, to unwelcome verbal, written, or physical conduct which may include, but is not limited to: derogatory remarks, signs, jokes, or pranks; demeaning comments or behavior; slurs; mimicking; name calling; graffiti; innuendo; gestures; physical contact; stalking; threatening; bullying; extorting; or the display or circulation of written materials or pictures.

This conduct may, among other things, have the purpose or effect of: subjecting the individual to inferior terms, conditions, or privileges of employment; creating an intimidating, hostile, or offensive environment; substantially or unreasonably interfering with an individual's work or a student's educational performance, opportunities, benefits, or well-being; or otherwise adversely affecting an individual's employment or educational opportunities. Petty slights or trivial inconveniences generally do not constitute harassing conduct.

(Continued)

# POLICY

2021

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Community Relations

Revision 1<sup>st</sup> Reading – 2/9/21

**SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT  
(Cont'd.)**

## **Civil Rights Compliance Officer**

The District has designated the following District employee(s) to serve as its CRCO(s):

CRCO for DeRuyter Central School is Dr. David Brown, Superintendent, 315-852-3400 x 7403, [dbrown@deruytercentral.org](mailto:dbrown@deruytercentral.org). Mrs. Kimberly O'Brien, Director of Instruction/Curriculum, 315-852-3400 x 7152, [obrien@deruytercentral.org](mailto:obrien@deruytercentral.org) serves as the secondary designee.

The CRCO(s) will coordinate the District's efforts to comply with its responsibilities under applicable non-discrimination and anti-harassment laws and regulations including, but not limited to: the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, and the Age Discrimination Act of 1975.

Where appropriate, the CRCO(s) may seek the assistance of other District employees, such as the District's Title IX Coordinator(s) or Dignity Act Coordinator(s) (DAC(s)), or third parties in investigating, responding to, and remedying complaints of discrimination and/or harassment.

## **Reporting Allegations of Discrimination and/or Harassment**

Any person may report discrimination and/or harassment regardless of whether they are the alleged victim or not. Reports may be made in person, by using the contact information for the CRCO, or by any other means that results in the CRCO receiving the person's oral or written report. This report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the CRCO.

Reports of discrimination and/or harassment may also be made to any other District employee including a supervisor or building principal. All reports of discrimination and/or harassment will be immediately forwarded to the CRCO. Reports may also be forwarded to other District employees depending on the allegations.

All District employees who witness or receive an oral or written report of discrimination and/or harassment must immediately inform the CRCO. Failure to immediately inform the CRCO may subject the employee to discipline up to and including termination.

In addition to complying with this policy, District employees must comply with any other applicable District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's Code of Conduct. Applicable documents include, but are not limited to, the District's policies, regulations, and procedures related to Title IX, sexual harassment in the workplace, and the Dignity for All Students Act (DASA).

(Continued)

# POLICY

2021

3420  
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Community Relations

Revision 1<sup>st</sup> Reading – 2/9/21

## **SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT (Cont'd.)**

If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

### **Grievance Process for Complaints of Discrimination and/or Harassment**

The District will act to promptly, thoroughly, and equitably investigate all complaints, whether oral or written, of discrimination and/or harassment based on any legally protected class and will promptly take appropriate action to protect individuals from further discrimination and/or harassment. The CRCO will oversee the District's investigation of all complaints of discrimination and/or harassment. In the event an anonymous complaint is filed, the District will respond to the extent possible.

If an investigation reveals that discrimination and/or harassment based on a legally protected class has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable federal and state laws and regulations, as well as any applicable District policy, regulation, procedure, collective bargaining agreement, third-party contract, or other document such as the District's Code of Conduct.

### **Knowingly Makes False Accusations**

Any employee or student who knowingly makes false accusations against another individual as to allegations of discrimination and/or harassment will face appropriate disciplinary action.

### **Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)**

The District prohibits retaliation against any individual because the individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing related to a complaint of discrimination and/or harassment.

Complaints of retaliation may be directed to the CRCO. If the CRCO is unavailable, including due to a conflict of interest or other disqualifying reason, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity. If the District has not designated another CRCO, the Superintendent will ensure that another person with the appropriate training and qualifications is appointed to act as the CRCO.

Where appropriate, follow-up inquiries will be made to ensure that the discrimination and/or harassment has not resumed and that those involved in the investigation have not suffered retaliation.

(Continued)

# POLICY

2021

3420  
6 of 7

Community Relations

Revision 1<sup>st</sup> Reading – 2/9/21

## **SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT (Cont'd.)**

### **Confidentiality**

To the extent possible, all complaints will be treated as confidential. Disclosure may be necessary in certain circumstances such as to complete a thorough investigation and/or notify law enforcement officials. All disclosures will be in accordance with law and regulation.

### **Training**

In order to promote familiarity with issues pertaining to discrimination and harassment in the District, and to help reduce incidents of prohibited conduct, the District will provide appropriate information and/or training to employees and students. As may be necessary, special training will be provided for individuals involved in the handling of discrimination and/or harassment complaints.

### **Notification**

Prior to the beginning of each school year, the District will issue an appropriate public announcement or publication which advises students, parents or legal guardians, employees, and other relevant individuals of the District's established grievance process for resolving complaints of discrimination and/or harassment. This announcement or publication will include the name, office address, telephone number, and email address of the CRCO(s). The District's website will reflect current and complete contact information for the CRCO(s).

A copy of this policy and its corresponding regulations and/or procedures will be available upon request and will be posted and/or published in appropriate locations and/or District publications.

### **Additional Provisions**

Regulations and/or procedures will be developed for reporting, investigating, and remediating allegations of discrimination and/or harassment.

42 USC § 1324b

Age Discrimination Act of 1975, 42 USC § 6101 et seq.

Age Discrimination in Employment Act of 1967 (ADEA), 29 USC § 621 et seq.

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq.

Equal Educational Opportunities Act of 1974, 20 USC § 1701 et seq.

Genetic Information Non-Discrimination Act (GINA), 42 USC § 2000ff et seq.

National Labor Relations Act (NLRA), 29 USC § 151 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 USC § 790 et seq.

Title IV of the Civil Rights Act of 1964, 42 USC § 2000c et seq.

Title VI of the Civil Rights Act of 1964, 42 USC § 2000d et seq.

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.

(Continued)

# POLICY

2021

3420

7 of 7

Community Relations

Revision 1<sup>st</sup> Reading – 2/9/21

## **SUBJECT: NON-DISCRIMINATION AND ANTI-HARASSMENT IN THE DISTRICT (Cont'd.)**

Title IX, 20 USC § 1681 et seq.

USERRA, 38 USC § 4301 et seq.

28 CFR Part 35

29 CFR Chapter I – National Labor Relations Board

29 CFR Chapter XIV – Equal Employment Opportunity Commission

34 CFR Parts 100, 104, 106, 110, and 270

Civil Rights Law §§ 40, 40-c, 47-a, 47-b, 48-a, and 115

Correction Law § 752

Education Law §§ 10-18, 313, 313-a, 2801, 3201, and 3201-a

Labor Law §§ 194-a, 201-d, 201-g, 203-e, 206-c, 215

New York State Human Rights Law, Executive Law § 290 et seq.

Military Law §§ 242, 243, and 318

8 NYCRR § 100.2

9 NYCRR § 466 et seq.

NOTE: Refer also to Policies #3421 -- Title IX and Sex Discrimination  
#6120 -- Equal Employment Opportunity  
#6121 -- Sexual Harassment in the Workplace  
#6122 -- Employee Grievances  
#7550 -- Dignity for All Students  
#7551 -- Sexual Harassment of Students  
#8130 -- Equal Educational Opportunities  
District *Code of Conduct*

Adoption Date

# POLICY

2021

5633

Non-Instructional/Business  
Operations

## **SUBJECT: GENDER NEUTRAL SINGLE-OCCUPANCY BATHROOMS**

The District is committed to creating and maintaining an inclusive educational and work-environment. The District will ensure that all single-occupancy bathroom facilities are designated as gender neutral for use by no more than one occupant at a time or for family or assisted use.

"Single-occupancy bathroom" means a bathroom intended for use by no more than one occupant at a time or for family or assisted use and which has a door for entry into and egress from the bathroom that may be locked by the occupant to ensure privacy and security.

All gender neutral bathroom facilities will be clearly designated by the posting of signage either on or near the entry door of each facility.

Education Law § 409-m  
Public Buildings Law § 145

NOTE: Refer also to Policy #7552 -- Student Gender Identity

Adoption Date



# 2021-2022 DeRUYTER School Calendar

	M	T	W	T	F
<b>JUL</b>				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
<b>AUG</b> (1-T; 0-S)	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
<b>SEP</b> (19-T; 18-S)	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	
<b>OCT</b> (20-T; 20-S)	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
<b>NOV</b> (18-T; 17-S)	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			
<b>DEC</b> (16-T; 16-S)			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

	M	T	W	T	F
<b>JAN</b> (20-T; 20-S)	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
		25	26	27	28
<b>FEB</b> (1-T; 15-S)		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28				
<b>MAR</b> (23-T; 22-S)		1	2	3	4
	7	8	9	10	11
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
<b>APR</b> (16-T; 16-S)					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
<b>MAY</b> (21-T; 21-S)	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
<b>JUN</b> (17-T; 17-S)			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	

Aug. 12-13, 2021

Aug. 31, 2021

Sept. 1, 2021

Sept. 6, 2021

Sept. 7, 2021

Oct. 11, 2021

Nov. 2, 2021

Nov. 11, 2021

Nov. 24-26, 2021

Dec. 23-31, 2021

Jan. 17, 2022

Jan. 25-28, 2022

Feb 21-25, 2022

Mar. 21, 2022

Mar. 29-30, 2022

Mar. 31-Apr. 1, 2022

## Regents

Staff Development Day

Staff Development Day

Labor Day - No School

First Day of Classes

Columbus Day

Parent/Teacher Conf./Staff Dev. Day

No School for Students

Veterans Day Observance

Thanksgiving Recess

Christmas Recess

Martin Luther King Day

Regents

President's Day/Winter Recess

Parent/Teacher Conf./Staff Dev. Day

No School for Students

6-8 NYS ELA Exams

3-5 NYS ELA Exams

Apr. 11-15, 2022

Apr. 15, 2022

Apr. 26-27, 2022

Apr. 28-29, 2022

May 24, 2022

May 30, 2022

June 6, 2022

June 15-23, 2022

June 20, 2022

June 24, 2022

## Spring Recess

Good Friday

3-5 NYS Math Exam

6-8 NYS Math Exam

8th NYS Science Performance Exam

Memorial Day Observance

Science 8 Written

Regents

Juneteenth Observance

Rating Day

## Legend:

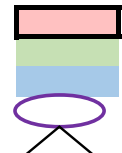
Holiday/Recess

Regents

3-8 NYS Assessments

Staff Development Day

Parent/Teacher Conf.



Total **Teacher** Days =

**186**

Total **Student** Days =

**182**

Approved by DCS BOE

Appendix H to District Safety Plan

# Public Employer Communicable Disease Plan

DeRuyter Central School



Date of approved plan: \_\_\_\_\_





This Appendix H to our Safety Plan has been developed in accordance with the amended New York State Labor Law section 27-c and New York State Education Law paragraphs K and I of subdivision 2 of section 2801-a (as amended by section 1 of part B of chapter 56 of the laws of 2016), as applicable.

In accordance with New York Education Law § 2801-a(2)(m) and New York Labor Law § 27-c, {insert district name} (the “District”) has prepared the instant Public Health Emergency Communicable Disease Plan (the “Plan”) to guide the District employees and the community in preparation for and in response to a declared public health emergency involving a communicable disease.

This Plan has been developed with the input of:

- DeRuyter Faculty Association
- CSEA

as required by the amended New York State Labor Law.

No content of this plan is intended to impede, infringe, diminish, or impair the rights of us or our valued employees under any law, rule, regulation, or collectively negotiated agreement, or the rights and benefits which accrue to employees through collective bargaining agreements, or otherwise diminish the integrity of the existing collective bargaining relationship.

A copy of the final version of this plan will be published in a clear and conspicuous location and shall be included in The District Safety Plan.

The District publishes this Plan based on the requirements in place at the time of its publication but recognizes it must be flexible in the time of response to a communicable disease. Accordingly, the Plan may be updated over time. The District will comply with all applicable local, state, and federal orders, rules, laws, and regulations (collectively, the “Authority”). To the extent the Authority conflicts with any provisions of these Protocols, the District will comply with the Authority.

The Superintendent is responsible for the oversight of the implementation of this Plan and may designate one (1) or more employees to assist in such oversight. The Superintendent will consult legal counsel for guidance regarding any executive orders, rules, laws or regulations, as needed.

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## Planning Assumptions

The health and safety of our employees and contractors are crucial to maintaining our mission-essential operations. The fundamentals of reducing the spread of communicable diseases include, but are not limited to:

- Using hand sanitizer and washing hands with soap and water frequently, including:
  - After using the restroom
  - After returning from a public outing
  - After touching/disposing of garbage
  - After using public computers, touching public tables and countertops, etc.
- Practicing social distancing, when possible.
- If you are feeling ill or have a fever, notify your supervisor immediately.
- If you start to experience coughing or sneezing, step away from people and food, cough or sneeze into the crook of your arm or a tissue, the latter of which should be disposed of immediately.
- Clean and disinfect workstations at the beginning, middle, and end of each shift.
- Other applicable guidance should also be considered, which may be published by the New York State Department of Health (“NYSDOH”), and/or local public health departments.

The following assumptions have been made in the development of this plan:

- The health and safety of our students, employees and contractors, and their families, is of utmost importance.
- The circumstances of a public health emergency may directly impact our own operations.
- Impacts of a public health emergency will take time for us to respond to, with appropriate safety measures put into place and adjustments made to operations to maximize safety.
- The public and our constituency expect us to maintain a level of mission-essential operations.
- Resource support from other jurisdictions may be limited based upon the level of impact the public health emergency has upon them.
- Supply chains, particularly those for personal protective equipment (PPE) and cleaning supplies, may be heavily impacted, resulting in considerable delays in procurement.
- The operations of other entities, including the private sector (vendors, contractors, etc.), non-profit organizations, and other governmental agencies and services may also be impacted due to the public health emergency, causing delays or other disruptions in their services.
- Emergency measures and operational changes may need to be adjusted based upon the specific circumstances and impacts of the public health emergency, as well as guidance and direction from public health officials and the Governor.
- Per S8617B/A10832, 'essential employee' is defined as a public employee or contractor who is required to be physically present at a worksite to perform their job.
- Per S8617B/A10832, 'non-essential employee' is defined as a public employee or contractor who is not required to be physically present at a worksite to perform their job.

## Concept of Operations

In executing this plan, all employees and applicable contractors of the District shall be notified by emails and/or texts with additional information and updates provided on a regular basis, as information and updates become available. Superintendents and other designated administrators will be notified of pertinent operational changes by way of written notification via email and/or texts. Other interested parties, such as vendors, will be notified by phone and/or email as necessary. The Superintendent, or their designee, will maintain communications with the public and constituents as needed throughout the implementation of this plan.

The Superintendent of the District, or their designee, will maintain awareness of information, direction, and guidance from public health officials and the Governor's office, directing the implementation of changes, as necessary.

Upon the conclusion of the public health emergency, as determined by the applicable governmental agency, the Superintendent of the District, or their designee, will direct the resumption of normal operations or operations with modifications as necessary.

## ► Essential Functions

When confronting events that disrupt normal operations, the District is committed to ensuring that essential functions will be continued even under the most challenging circumstances. Essential functions are those functions that enable an organization to:

1. Maintain the safety of employees, contractors, and our constituency;
2. Provide vital services and applicable supervision of those services;
3. Provide any services required by law;
4. Sustain critical operations and maintenance; and
5. Uphold the core values and mission of the District.

Essential functions are prioritized according to a number of factors, which includes but is not limited to:

- The time needed and the priority of each essential function;
- Interdependency of a function to other functions; and/or
- How vital the function is to the ongoing operations and mission of the District.

Priority 1 identifies the most essential of functions, with priority 4 identifying functions that are essential, but least among them.

The essential functions for the District have been identified as:

Essential Function	Description/Justification	Priority
<b>Administration</b>	Decision making, overseeing essential departments, public relations, essential reporting and monitoring of the district	Essential
<b>Personnel</b>	Processing benefit time and public communication	Essential
<b>Business Operations</b>	Process Payroll, fiscal monitoring, Accounts Payable, Asset Tracking,	Essential
<b>Facilities and Maintenance</b>	Proper cleaning and maintenance of building and grounds to ensure we can continue to get essential workers in and out of the building as needed	Essential
<b>Food Service</b>	Provide food for our students eligible to receive free/reduced meals	Essential
<b>Transportation</b>	Transport food and materials to students during the closed building time	Essential
<b>Instruction</b>	Provide Instruction to all students that is still aligning with the curriculum	Essential
<b>Technology</b>	Continue to provide support for teachers, students, and support staff	Essential

## Essential Positions

Each essential function identified above requires certain positions on-site to effectively operate. The table below identifies the positions or titles that are essential to be staffed on-site for the continued operation of each essential function. Note that while some functions and associated personnel may be essential, some of these may be conducted remotely, as determined by the Superintendent or their designee, and do not need to be identified in this section.

Essential Function	Essential Positions/Titles	Justification for Each
<b>Administration</b>	<ul style="list-style-type: none"> <li>• <b>Superintendent</b></li> <li>• <b>Business Official</b></li> <li>• <b>Payroll Clerk</b></li> <li>• <b>Treasurer</b></li> <li>• <b>Principal</b></li> <li>• <b>Director of Curriculum</b></li> <li>• <b>Support Staff</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Ensures central point of communication and leadership, the safety of facilities and continuity of District operations</b></li> <li>• <b>Ensures supervision and oversight of District operations and hardcopy business functions</b></li> <li>• <b>Management of facilities, instruction, instructional tools and access to same</b></li> </ul>
<b>Food Service</b>	<ul style="list-style-type: none"> <li>• <b>Food Service Manager</b></li> <li>• <b>Cooks</b></li> <li>• <b>Food Service Workers</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Preparation of meals and oversight of food service operations</b></li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>• <b>Director of Transportation</b></li> <li>• <b>Bus Drivers</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Coordination of necessary travel, meals and/or other needed services</b></li> </ul>
<b>Custodial Services</b>	<ul style="list-style-type: none"> <li>• <b>Applicable Personnel</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Cleaning of facilities as necessary</b></li> </ul>
<b>Instructional Services</b>	<ul style="list-style-type: none"> <li>• <b>Teachers</b></li> <li>• <b>TAs</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Materials in classrooms</b></li> <li>• <b>Instructional Aides</b></li> <li>• <b>Uninterrupted Internet Access Available</b></li> </ul>

## Reducing Risk Through Remote Work & Staggered Shifts

By assigning certain staff to work remotely and by staggering work shifts, we can decrease crowding and density at worksites and on public transportation.

### Remote Work Protocols

In executing this plan, those employees identified by the Superintendent, or their designee, as non-essential will be notified and authorized to work remotely, as needed working remotely requires:

1. Identification by the Superintendent or their designee of the staff who will be authorized to work remotely;
2. Approval and assignment of remote work and related schedules;
3. Remote work logs to track work progress and troubleshoot issues that arise;

4. Equipping staff for remote work, which may include but is not limited to:
  - a. Internet-capable laptop;
  - b. Necessary peripherals;
  - c. Access to software and databases necessary to perform their duties;
  - d. A solution for telephone communications
    - Note that phone lines may need to be forwarded to off-site staff

## **Staggered Shifts**

Implementing staggered shifts may be needed for personnel performing duties that are necessary to be performed on-site but perhaps less sensitive to being accomplished only within core business hours. As possible, management will determine whether opportunities for staff to work outside core business hours as a strategy of limiting exposure, or to support the needs of the district, is possible. Regardless of changes in start and end times of shifts, the District will ensure that employees are provided with their typical or contracted minimum work hours per week. Staggering shifts requires:

1. Identification of positions for which work hours will be staggered;
2. Approval and assignment of changed work hours; and
3. Communication with applicable parties.

## **Personal Protective Equipment**

The use of personal protective equipment (PPE) to reduce the spread of the communicable disease is important to supporting the health and safety of our employees and contractors. PPE that may be needed can include but is not limited to:

- Masks;
- Face shields;
- Gloves; and/or
- Disposable gowns and aprons;
- Disinfecting Solutions;
- Hand Sanitizer

Note that while cleaning supplies are not PPE, there may be a related need for cleaning supplies used to sanitize surfaces, as well as hand soap and hand sanitizer. Protocols for providing PPE include the following:

1. Identification of the need for PPE based upon job duties and work location
2. Procurement of PPE
  - a. At least two pieces of each required type of PPE shall be obtained for each essential employee and contractor during any given work shift for at least six months.
  - b. Examples of available PPE include face masks, gloves, and gowns, thermometers.
3. Storage of, access to, and monitoring of PPE stock
  - a. PPE shall be stored in a manner that will prevent degradation.
  - b. Employees and contractors have immediate access to PPE in the event of an emergency and will be available in classrooms and office spaces.
  - c. An eight-week supply of PPE will be monitored by Facilities to ensure integrity and track usage rates.



- d. District Basement
- 4. PPE Suppliers
  - a. Personal Protective Equipment is procured from the following vendors:  
WB Mason  
County if applicable  
Wilcox Paper Company  
613 Med Solutions  
School Health  
BOCES Cooperative Purchasing
- 5. Cleaning Supplies
  - a. Grainger

The district will continue to use best purchasing practices and get the best cost and quality of products in a timely manner. If possible State Contracts or bids will be used. And purchasing policies such as three quotes will still be followed.

## **Staff Exposures, Cleaning, and Disinfection**

### **Staff Exposures**

Staff exposures are organized under several categories based upon the type of exposure and presence of symptoms. Following NYSDOH guidelines, we have established the following protocols:

- A. If employees or contractors are exposed to a known case of communicable disease that is the subject of the public health emergency (and deemed as a “close contact” with someone who is confirmed infected and it is determined the “close contact” isolate/quarantine, as determined by the local public health department):
  - 1. Close contacts shall remain at home or in a comparable setting and practice social distancing for the lesser of 14 days or other current applicable NYSDOH/public health guidance for the communicable disease in question.
    - a. As determined by the Superintendent, or their designee, these employees will be permitted to work remotely during this period of time if they are not ill, if such duties are capable of being performed remotely.
  - 2. As authorized by law and applicable government agencies, essential employees may continue work following potential exposure, provided they remain symptom-free and additional precautions are taken to protect them, other employees and contractors, and our constituency/public.
    - a. Additional precautions will include the requirement of the subject employee or contractor, as well as others working in their proximity, to wear appropriate PPE at all times to limit the potential of transmission.
    - b. In-person interactions with the subject employee or contractor will be limited as much as possible.
    - c. Work areas in which the subject employee or contractor are present will be disinfected according to the current NYSDOH/public health protocol. See the section on Cleaning and Disinfection for additional information on that subject.
    - d. If at any time they exhibit symptoms, refer to item B below.
    - e. The Superintendent or his/her designee shall ensure these protocols are followed.
- B. If an employee or contractor exhibits symptoms of the Disease that is the subject of the public health emergency, the Superintendent or their designee:



1. Employees and contractors who exhibit symptoms in the workplace should be immediately separated from other employees, customers, and visitors. They should immediately be sent home with a recommendation to contact their physician.
  2. Employees and contractors who exhibit symptoms outside of work should notify their supervisor and stay home, with a recommendation to contact their physician.
  3. Employees should not return to work until they have met the criteria to discontinue home isolation per NYSDOH/local public health department guidance and/or have consulted with a healthcare provider, as applicable.
  4. The District will not require sick employees to provide a negative test result for the disease in question or healthcare provider's note to validate their illness, qualify for sick leave, or return to work unless there is a recommendation from the NYSDOH/public health officials to do so.
  5. Persons exhibiting symptoms may return to work if at least 24 hours have passed since the last instance of fever without the use of fever-reducing medications or in accordance with other NYSDOH/local public health department guidance.
- C. If an employee or contractor has tested positive for the communicable disease that is the subject of the public health emergency:
1. Apply the steps identified in item B, above, as applicable.
  2. Areas occupied by the subject employee or contractor will be closed off in accordance with applicable NYSDOH/local public health department guidance.
    - a. NYSDOH and other local public health department guidance will be considered before cleaning, disinfecting, and reoccupying of those spaces will take place. If this time period is not possible, a period of as long as possible will be given.
    - b. Any common areas entered, surfaces touched, or equipment used shall be cleaned and disinfected immediately.
    - c. See the section on Cleaning and Disinfection for additional information on that subject.
  3. Identification of potential employee and contractor exposures will be conducted
    - a. If an employee or contractor is confirmed to have the communicable disease in question, the Superintendent or their designee will inform all contacts of their possible exposure.  
Confidentiality shall be maintained as required by the Americans with Disabilities Act (ADA).
    - b. Apply the steps identified in item A, above, as applicable, for all potentially exposed individuals.

We recognize there may be nuances or complexities associated with potential exposures, close contacts, symptomatic persons, and those testing positive. We will follow the NYSDOH/local public health department recommendations and requirements and coordinate with our local public health department for additional guidance and support as needed.

## **Cleaning and Disinfecting**

NYSDOH/local public health department guidelines will be followed for cleaning and disinfection of surfaces/areas. Present guidance for routine cleaning during a public health emergency includes:

1. Disinfecting will be done daily by the custodial staff. Any disinfecting during the work day and above and beyond the disinfecting schedule for the day will be handled by the individual staff member that requires the cleaning. Cleaning products will be provided.
2. Employees and contractors will clean their own workspaces at the beginning, middle, and end of their shifts, at a minimum.

- a. High traffic/high-touch areas and areas that are accessible to the public/constituents will be disinfected at least hourly.
  - b. The custodial staff shall be responsible for cleaning common areas daily.
3. Staff tasked with cleaning and disinfecting areas will be issued and required to wear PPE appropriate to the task.
4. Soiled surfaces will be cleaned with soap and water before being disinfected.
5. Surfaces will be disinfected with products that meet EPA criteria for use against the virus in question and which are appropriate for that surface.
6. Staff will follow instructions for cleaning products to ensure safe and effective use of the products.

## **Employee and Contractor Leave**

Public health emergencies are extenuating and unanticipated circumstances in which the District is committed to reducing the burden on our employees and contractors. The District shall comply with applicable collective bargaining agreements as well as state and federal laws and regulations related to employee leave. This policy may be altered based upon changes in law or regulation, as applicable.

Additional provisions may be enacted based upon need and the guidance and requirements in place by federal and state employment laws, FMLA, executive orders, and other potential sources.

Contractors, either independent or affiliated with a contracted firm, are not classified as employees of the District, and as such are not provided with paid leave time by the District unless required by law.

## **Documentation of Work Hours and Locations**

In a public health emergency, it may be necessary to document the work hours and locations of each employee and contractor to support contact tracing efforts. Identification of locations shall include on-site work and off-site visits.

This information may be used by the District to support contact tracing within the organization and may be shared with local public health officials. During a public health emergency, the District may consider the use of electronic “work logs” to document work hours and activities during scheduled work shifts and while working remotely or on specific projects. These logs will be shared or managed by their supervisors periodically.

## **Housing for Essential Employees**

There are circumstances within a public health emergency when it may be prudent to have essential employees lodged in such a manner which will help prevent the spread of the subject communicable disease to protect these employees from potential exposures, thus helping to ensure their health and safety and the continuity of the District essential operations.



If such a need arises, as determined by the Superintendent, hotel rooms may be the most viable option. If hotel rooms are for some reason deemed not practical or ideal, or if there are no hotel rooms available, the Superintendent or their designee will coordinate with the Madison County Emergency Management Office to help identify and arrange for these housing needs.

- **Hampton Inn, Cazenovia 12 miles away**
- **Quality Inn, Tully 17 miles away**

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For V - 4: February 2021 V Fund Cks For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
400056	02/05/2021	2950	Key Government Finance Inc					
V 9789.600-10-0100	Principal-Energy Performance	Acct # 440		INV # 4691028	210059		63,488.46	63,488.46

Number of Transactions: 1

Check Total: 63,488.46

Warrant Total: 63,488.46

Vendor Portion: 63,488.46

Payroll Portion: 0.00

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 63,488.46. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

3/2/21

Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 63,488.46. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Auditor's Signature

Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered \_\_\_\_\_, to \_\_\_\_\_, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

3/2/21

Date

Officer's Signature

Title

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 18: Payroll 2/19/21 TA Cash Disbursements For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
112788	02/23/2021	2961	Cortland County Sheriff's	Trust & Agency Payment - GAR-CORT				
TA 32	Garnishee	Trust & Agency Payment - GAR-CORT					58.12	
						<b>Check Total:</b>	<b>58.12</b>	
112789	02/23/2021	11	CSEA, Inc.					
TA 31	CSEA Dues/Agency Fees	Trust & Agency Payment - CSEA					1,058.09	
TA 39	CSEA-Life Ins. & Disability Ins.	Trust & Agency Payment - CSEA-LIF					45.00	
						<b>Check Total:</b>	<b>1,103.09</b>	
112790	02/23/2021	7	DeRuyter Faculty Association	Trust & Agency Payment - DFA				
TA 24	Association and Union Dues	Trust & Agency Payment - DFA					68.76	
						<b>Check Total:</b>	<b>68.76</b>	
112791	02/23/2021	705	NYS Child Suppt. Proc Center.	Trust & Agency Payment - GARN-NYS				
TA 32	Garnishee	Trust & Agency Payment - GARN-NYS					300.00	
						<b>Check Total:</b>	<b>300.00</b>	
112792	02/23/2021	30	NYS Teachers Retirement System	Trust & Agency Payment - TRSLN				
TA 27	Teachers' Retirement Loan	Trust & Agency Payment - TRSLN					3,607.00	
						<b>Check Total:</b>	<b>3,607.00</b>	
112793	02/23/2021	2605	PEOPLE	Trust & Agency Payment - CSEA MVP				
TA 31	CSEA Dues/Agency Fees	Trust & Agency Payment - CSEA MVP					9.54	
						<b>Check Total:</b>	<b>9.54</b>	
600558	02/19/2021	27	EFPTS	Trust & Agency Payment				
TA 26	Social Security Tax	Trust & Agency Payment					11,999.36	
TA 26	Social Security Tax	Trust & Agency Payment					11,999.36	
TA 22	Federal Income Tax	Trust & Agency Payment					16,778.62	
TA 26	Social Security Tax	Trust & Agency Payment					2,806.32	
TA 26	Social Security Tax	Trust & Agency Payment					2,806.32	
						<b>Check Total:</b>	<b>46,389.98</b>	
600559	02/19/2021	28	NYS Income Taxes	Trust & Agency Payment				
TA 21	New York State Income Tax	Trust & Agency Payment					8,119.08	
						<b>Check Total:</b>	<b>8,119.08</b>	
600560	02/19/2021	29	Citizens bank	Trust & Agency Payment				
TA 10	Consolidated Payroll	Trust & Agency Payment					142,045.02	
						<b>Check Total:</b>	<b>142,045.02</b>	
600561	02/19/2021	628	NYS Local Empl. Retirement Sys	Trust & Agency Payment				

DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For TA - 18: Payroll 2/19/21 TA Cash Disbursements For Dates 2/1/2021 - 2/28/2021

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description	Explanation				
TA 18			ERS Retirement	Trust & Agency Payment			759.62	
TA 1801			ERS Retirement-Loans	Trust & Agency Payment			578.00	
Check Total:							1,337.62	
600562	02/19/2021	1548	Omni Group	Trust & Agency Payment				
TA 29			Employee Annuities	Trust & Agency Payment			3,373.35	
TA 29			Employee Annuities	Trust & Agency Payment			225.00	
TA 29			Employee Annuities	Trust & Agency Payment			2,142.75	
TA 29			Employee Annuities	Trust & Agency Payment			826.54	
TA 29			Employee Annuities	Trust & Agency Payment			150.00	
Check Total:							6,717.64	

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 18: Payroll 2/19/21 TA Cash Disbursements For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description		Explanation					
Number of Transactions: 11						Warrant Total:	209,755.85	
						Vendor Portion:	209,755.85	
						Payroll Portion:	0.00	

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 11 in number, in the total amount of \$ 209,755.85. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

3/2/21 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 209,755.85. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date Auditor's Signature Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered \_\_\_\_\_, to \_\_\_\_\_, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

3/2/21 [Signature] Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 17: Payroll 2/5/21 TA Cash Disbursements For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
112782	02/05/2021	7	DeRuyter Faculty Association	Trust & Agency Payment - DFA				
TA 24	Association and Union Dues	Trust & Agency Payment - DFA					3,086.03	
							<b>Check Total:</b>	<b>3,086.03</b>
112783	02/05/2021	10	PTO SCHOLARSHIP FUND	Trust & Agency Payment - SCHOLA				
TA 8505	PTO SCHOLARSHIP FUND	Trust & Agency Payment - SCHOLA					66.00	
							<b>Check Total:</b>	<b>66.00</b>
112784	02/05/2021	11	CSEA, Inc.					
TA 31	CSEA Dues/Agency Fees	Trust & Agency Payment - CSEA					1,058.09	
TA 39	CSEA-Life Ins. & Disability Ins.	Trust & Agency Payment - CSEA-LIF					45.00	
							<b>Check Total:</b>	<b>1,103.09</b>
112785	02/05/2021	705	NYS Child Suppt. Proc Center.	Trust & Agency Payment - GARN-NYS				
TA 32	Garnishee	Trust & Agency Payment - GARN-NYS					300.00	
							<b>Check Total:</b>	<b>300.00</b>
112786	02/05/2021	1652	VOTE-COPE	Trust & Agency Payment - DFA-COPE				
TA 8512	DFA-VOTE COPE	Trust & Agency Payment - DFA-COPE					25.00	
							<b>Check Total:</b>	<b>25.00</b>
112787	02/05/2021	2961	Cortland County Sheriff's	Trust & Agency Payment - GAR-CORT				
TA 32	Garnishee	Trust & Agency Payment - GAR-CORT					58.12	
							<b>Check Total:</b>	<b>58.12</b>
600554	02/08/2021	27	EFPTS	Trust & Agency Payment				
TA 26	Social Security Tax	Trust & Agency Payment					12,114.08	
TA 26	Social Security Tax	Trust & Agency Payment					12,114.08	
TA 22	Federal Income Tax	Trust & Agency Payment					16,840.82	
TA 26	Social Security Tax	Trust & Agency Payment					2,833.16	
TA 26	Social Security Tax	Trust & Agency Payment					2,833.16	
							<b>Check Total:</b>	<b>46,735.30</b>
600555	02/08/2021	28	NYS Income Taxes	Trust & Agency Payment				
TA 21	New York State Income Tax	Trust & Agency Payment					8,208.05	
							<b>Check Total:</b>	<b>8,208.05</b>
600556	02/08/2021	29	Citizens bank	Trust & Agency Payment				
TA 10	Consolidated Payroll	Trust & Agency Payment					140,460.17	
							<b>Check Total:</b>	<b>140,460.17</b>
600557	02/08/2021	1548	Omni Group	Trust & Agency Payment				



## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For TA - 17: Payroll 2/5/21 TA Cash Disbursements For Dates 2/1/2021 - 2/28/2021

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description		Explanation					
TA 29	Employee Annuities		Trust & Agency Payment				3,373.35	
TA 29	Employee Annuities		Trust & Agency Payment				225.00	
TA 29	Employee Annuities		Trust & Agency Payment				2,142.75	
TA 29	Employee Annuities		Trust & Agency Payment				826.54	
TA 29	Employee Annuities		Trust & Agency Payment				150.00	
<b>Check Total:</b>							<b>6,717.64</b>	
<b>Warrant Total:</b>							<b>206,759.40</b>	
<b>Vendor Portion:</b>							<b>206,759.40</b>	
<b>Payroll Portion:</b>							<b>0.00</b>	

Number of Transactions: 10

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 10 in number, in the total amount of \$ 206,759.40. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

3/2/21 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 206,759.40. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date:

Auditor's Signature

Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered \_\_\_\_\_, to \_\_\_\_\_, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

3/2/21  
Date

[Signature]  
Officer's Signature

Treasurer  
Title

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For OT - 10: February 2021 OT Cks For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
6380	02/10/2021	2459	School Specialty/EDU Essential					
OT 2850.400-00-ESCO	Contractual				308103701014	210408	170.73	198.51
						<b>Check Total:</b>	<b>170.73</b>	
6381	02/16/2021	3125	Taylor Bass					
OT 2850.400-00-FFAC	Contractual				#1875-envelope Reimb		6.00	
						<b>Check Total:</b>	<b>6.00</b>	
6381	02/16/2021	3125	**VOID** Taylor Bass	**VOID**				
OT 2850.400-00-FFAC	Contractual		**VOID**		#1875-envelope Reimb		-6.00	
						<b>Check Total:</b>	<b>-6.00</b>	
6382	02/16/2021	1895	DCS General Fund					
OT 2850.400-00-CL22	Contractual				#1864-Tax-BelieveKids		171.00	
						<b>Check Total:</b>	<b>171.00</b>	
6382	02/16/2021	1895	**VOID** DCS General Fund	**VOID**				
OT 2850.400-00-CL22	Contractual		**VOID**		#1864-Tax-BelieveKids		-171.00	
						<b>Check Total:</b>	<b>-171.00</b>	
6383	02/16/2021	1641	Little Caesars Fundraising					
OT 2850.400-00-CL22	Contractual				#1878-Pizza Sales		193.00	
						<b>Check Total:</b>	<b>193.00</b>	
6383	02/16/2021	1641	**VOID** Little Caesars Fundraising	**VOID**				
OT 2850.400-00-CL22	Contractual		**VOID**		#1878-Pizza Sales		-193.00	
						<b>Check Total:</b>	<b>-193.00</b>	
6384	02/16/2021	2475	New York FFA					
OT 2850.400-00-FFAC	Contractual				#1876-INV TNT 8@\$5		40.00	
						<b>Check Total:</b>	<b>40.00</b>	
6384	02/16/2021	2475	**VOID** New York FFA	**VOID**				
OT 2850.400-00-FFAC	Contractual		**VOID**		#1876-INV TNT 8@\$5		-40.00	
						<b>Check Total:</b>	<b>-40.00</b>	
6385	02/16/2021	3231	Cassidy Richardson					
OT 2850.400-00-CL22	Contractual				#1879 Valent Grams		216.00	

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For OT - 10: February 2021 OT Cks For Dates 2/1/2021 - 2/28/2021

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description		Explanation					
6385	02/16/2021	3231	**VOID** Cassidy Richardson	**VOID**			<b>Check Total: 216.00</b>	
OT 2850.400-00-CL22	Contractual		**VOID**		#1879 Valent Grams		-216.00	
							<b>Check Total: -216.00</b>	
6386	02/16/2021	3125	Taylor Bass					
OT 2850.400-00-FFAC	Contractual				#1875-envelope Reimb		6.00	
							<b>Check Total: 6.00</b>	
6387	02/16/2021	1895	DCS General Fund					
OT 2850.400-00-CL22	Contractual				#1864-Tax-BelieveKids		171.00	
							<b>Check Total: 171.00</b>	
6388	02/16/2021	1641	Little Caesars Fundraising					
OT 2850.400-00-CL22	Contractual				#1878-Pizza Sales		193.00	
							<b>Check Total: 193.00</b>	
6389	02/16/2021	2475	New York FFA					
OT 2850.400-00-FFAC	Contractual				#1876-INV TNT 8@\$5		40.00	
							<b>Check Total: 40.00</b>	
6390	02/16/2021	3231	Cassidy Richardson					
OT 2850.400-00-CL22	Contractual				#1879 Valent Grams		216.00	
							<b>Check Total: 216.00</b>	

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For OT - 10: February 2021 OT Cks For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description		Explanation					
Number of Transactions: 16						Warrant Total:	796.73	
						Vendor Portion:	796.73	
						Payroll Portion:	0.00	

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 16 in number, in the total amount of \$ 796.73. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

3/2/21 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 796.73. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

\_\_\_\_\_  
Date Auditor's Signature Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered \_\_\_\_\_, to \_\_\_\_\_, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

3/2/21 [Signature] Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 27: February 2021 Multi Fund Cks For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
112751	02/10/2021	31 Bill Bros. Dairy						
C 2860.411-10	Food Purchased			438920	210200		306.44	306.44
C 2860.411-10	Food Purchased			439101	210200		330.39	330.39
C 2860.411-10	Food Purchased			439144	210200		358.85	358.85
						<b>Check Total:</b>	<b>995.68</b>	
112752	02/10/2021	532 Renzi						
C 2860.411-10	Food Purchased			Credit Memo	210210		-147.59	0.00
C 2860.411-10	Food Purchased			2245659	210210		894.06	894.06
C 2860.411-10	Food Purchased			2248137	210210		1,614.36	1,614.36
						<b>Check Total:</b>	<b>2,360.83</b>	
112753	02/10/2021	228 Fiscal Advisorss & Marketing						
H 2110.240-CP-2018	Contractual-Capital Project 2018			33280	210198		2,413.00	2,413.00
						<b>Check Total:</b>	<b>2,413.00</b>	
112754	02/10/2021	1390 March Associates						
H 2110.240-MR-1920	Contractual- Capital Outlay 19-20 Masonry Repair			Final Pmt #4			6,844.32	
						<b>Check Total:</b>	<b>6,844.32</b>	
112755	02/10/2021	6 Cooperative Health Insurance						
A 9060.800-10-0147	Health & Dental Ins			CO219-21	210013		148,275.38	148,275.38
						<b>Check Total:</b>	<b>148,275.38</b>	
112756	02/10/2021	152 Cortland Standard						
A 1040.400-10-0101	Advertising			6990 Feb/Mrch Date Chg	210015		29.86	29.86
A 1040.400-10-0101	Advertising			Smart School Bid Adv	210015		123.01	123.01
						<b>Check Total:</b>	<b>152.87</b>	
112757	02/10/2021	203 Countryside Hardware						
A 5510.450-10-0104	Materials & Supplies			087713	210105		103.37	103.37
						<b>Check Total:</b>	<b>103.37</b>	
112758	02/10/2021	1186 DeRuyter Farm & Garden CO-OP						
A 2280.450-30-0104	Materials & Supplies			Ticket TI-0041733	210186		7.49	7.49
A 2280.450-30-0104	Materials & Supplies			Ticket TI-0041783	210186		13.93	13.93
						<b>Check Total:</b>	<b>21.42</b>	
112759	02/10/2021	147 Empire State Auto Parts						

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 27: February 2021 Multi Fund Cks For Dates 2/1/2021 - 2/28/2021

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description	Explanation				
A 5510.450-10-0137			Bus Parts		436405	210106	168.57	168.57
A 5510.450-10-0137			Bus Parts		436499	210106	24.45	24.45
Check Total:							193.02	
112760	02/10/2021	129	Ferrara Fiorenza P.C					
A 1420.400-10-0100			Contractual Legal Service		Services 1/01 to 1/31/21	210024	2,457.00	2,457.00
Check Total:							2,457.00	
112761	02/10/2021	2227	Hillyard Inc.					
A 1620.450-10-0104			Materials & Supplies		604216179	210071	78.24	78.24
Check Total:							78.24	
112762	02/10/2021	2149	Iron Mountain					
A 1620.400-10-0100			Contractual Expenditures		DHXR840	210027	81.53	81.53
Check Total:							81.53	
112763	02/10/2021	144	Jemco Water Treatment Services					
A 5530.400-10-0100			Contractual Expenditures		62618	210123	150.00	150.00
Check Total:							150.00	
112764	02/10/2021	2281	Lifetime Benefit Solutions Inc					
A 9060.800-10-0147			Health & Dental Ins		283267	210030	99.00	99.00
Check Total:							99.00	
112765	02/10/2021	3334	LoganDale Construction, LLC					
A 1620.400-10-0100			Contractual Expenditures		10007	210420	325.00	325.00
Check Total:							325.00	
112766	02/10/2021	465	Manlius True Value					
A 2110.450-10-0104			Materials & Supplies K-12		209296	210346	18.86	19.57
Check Total:							18.86	
112767	02/10/2021	63	New York Bus Sales & Services					
A 5510.450-10-0137			Bus Parts		1066040	210115	159.60	159.60
A 5510.450-10-0137			Bus Parts		1066141	210115	60.69	60.69
A 5510.450-10-0137			Bus Parts		1066221	210115	59.15	59.15
Check Total:							279.44	
112768	02/10/2021	65	NYS Municipal Energy Con.					
A 1620.400-10-0109			Natural Gas Service		1282-21A	210041	6,340.75	6,340.75
A 1620.400-10-0110			Electric Services		1282-21A	210041	9,959.40	9,959.40
A 5530.400-10-0109			Natural Gas Service		1449-21A	210041	136.69	136.69

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 27: February 2021 Multi Fund Cks For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account			Account Description	Explanation				
A 5530.400-10-0110			Electric Services		1449-21A	210041	175.42	175.42
<b>Check Total:</b>							<b>16,612.26</b>	
112769	02/10/2021	3131	NYAAE					
A 2070.400-10-0102			Conferences/Workshops		Reference # 52322440	210406	75.00	75.00
<b>Check Total:</b>							<b>75.00</b>	
112770	02/10/2021	1504	Pearson, Inc.					
A 2250.450-10-0104			Materials & Supplies		12926314	210415	275.00	275.00
A 2250.450-10-0104			Materials & Supplies		12926314	210415	264.26	264.26
<b>Check Total:</b>							<b>539.26</b>	
112771	02/10/2021	619	Reagan Agency Inc					
A 1910.400-10-0117			Commercial Umbrella		27277	210003	652.00	750.00
<b>Check Total:</b>							<b>652.00</b>	
112772	02/10/2021	2134	School Health Corp					
A 2110.450-30-0037			Material/Supply Math		3814575-00	210275	17.66	17.66
<b>Check Total:</b>							<b>17.66</b>	
112773	02/10/2021	2459	School Specialty/EDU Essential					
A 2110.450-20-0029			Material/Supply Elem Art		208126848055	210217	10.02	10.02
<b>Check Total:</b>							<b>10.02</b>	
112774	02/10/2021	2427	Staples Contract & Commercial					
A 1240.450-10-0104			Materials & Supplies		3467608329	210418	60.75	60.75
A 2630.450-10-0104			Materials & Supplies		3467608328	210414	24.75	24.75
A 1310.450-10-0104			Materials & Supplies		3467608331	210419	10.26	10.26
A 1310.450-10-0104			Materials & Supplies		3467133523	210410	113.75	113.75
A 2630.450-10-0104			Materials & Supplies		3467608327	210414	25.73	57.23
A 1310.450-10-0104			Materials & Supplies		3467608297	210410	49.99	49.99
A 1310.450-10-0104			Materials & Supplies		3468213998	210410	204.99	204.99
<b>Check Total:</b>							<b>490.22</b>	
112775	02/10/2021	3188	Truxton Academy Charter School					
A 2110.400-10-0123			Tuition		Sept-Feb 20-21	210301	8,752.28	8,752.28
<b>Check Total:</b>							<b>8,752.28</b>	
112776	02/10/2021	2725	Unifirst					
A 1620.400-10-0100			Contractual Expenditures		051 3234604	210089	39.53	39.53
A 1620.400-10-0100			Contractual Expenditures		051 3236851	210089	29.53	29.53

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 27: February 2021 Multi Fund Cks For Dates 2/1/2021 - 2/28/2021

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description		Explanation					
<b>Check Total:</b>							<b>69.06</b>	
112777	02/10/2021	2176	WB Mason					
A 1670.450-10-0104	Materials & Supplies				213712948	210339	72.28	72.28
A 1670.450-10-0104	Materials & Supplies				217387956	210421	956.00	1,046.40
<b>Check Total:</b>							<b>1,028.28</b>	
112778	02/10/2021	1166	Mirabito Fuel Group-Syracuse					
A 5510.450-10-0138	Gasoline & Diesel Fuel				575183	210192	1,364.12	1,364.12
<b>Check Total:</b>							<b>1,364.12</b>	
112779	02/10/2021	2825	Buell Fuels, LLC					
A 5510.450-10-0138	Gasoline & Diesel Fuel				98688	210102	1,746.58	1,746.58
<b>Check Total:</b>							<b>1,746.58</b>	
112780	02/10/2021	29	Citizens bank					
A 1910.400-10-0117	Commercial Umbrella		Plus \$10 Late Fee-Cyber Ins		Replacement check (#112638)		4,624.00	
A 1310.450-10-0104	Materials & Supplies				Fee for New phone from ATT		32.00	
<b>Check Total:</b>							<b>4,656.00</b>	
112781	02/10/2021	60	OCM Boces					
A 1010.490-10-0000	BOCES Services			Feb. 2021 Billing		210370	540.00	540.00
A 1310.490-10-0000	BOCES Services					210370	14,297.07	14,297.07
A 1430.490-10-0000	BOCES Services					210370	2,269.55	2,269.55
A 1620.490-10-0000	BOCES Services					210370	5,160.75	5,160.75
A 1670.490-10-0000	BOCES Services					210370	568.93	568.93
A 1981.490-10-0000	BOCES Services					210370	4,084.81	4,084.81
A 2070.490-10-0000	BOCES Services					210370	4,550.86	4,550.86
A 2110.490-10-0000	BOCES Services					210370	22,436.54	22,436.54
A 2250.490-10-0000	BOCES Services					210370	35,302.77	35,302.77
A 2280.490-10-0000	BOCES Services					210370	23,067.20	23,067.20
A 2330.490-10-0000	BOCES Services					210370	305.30	305.30
A 2610.490-10-0000	BOCES Services					210370	2,142.39	2,142.39
A 2630.490-10-0000	BOCES Services					210370	31,985.33	31,985.33
A 5510.490-10-0000	BOCES Services					210370	255.84	255.84
C 2860.490-10	BOCES Services					210370	821.40	821.40
<b>Check Total:</b>							<b>147,788.74</b>	



## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 27: February 2021 Multi Fund Cks For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
112794	02/23/2021	198 AALCO						
A 1621.400-10-0100	Contractual Expenditures			78317	210061	845.32	845.32	
					<b>Check Total:</b>	<b>845.32</b>		
112795	02/23/2021	1921 Ackley Auto Repair, LLC						
A 5530.400-10-0100	Contractual Expenditures			RO# 36103	210101	21.00	21.00	
					<b>Check Total:</b>	<b>21.00</b>		
112796	02/23/2021	417 Advance Media New York						
A 1310.400-10-0101	Advertising	Feb Mtg Chg date		0002677486	210051	16.16	16.16	
					<b>Check Total:</b>	<b>16.16</b>		
112797	02/23/2021	2523 Advanced Fire						
A 1620.400-10-0100	Contractual Expenditures			38904	210095	151.00	151.00	
					<b>Check Total:</b>	<b>151.00</b>		
112798	02/23/2021	1310 Bert Adams Disposal Inc.						
A 1620.400-10-0100	Contractual Expenditures			12F00719	210062	628.25	628.25	
					<b>Check Total:</b>	<b>628.25</b>		
112799	02/23/2021	29 Citizens bank						
A 2630.450-10-0104	Materials & Supplies			Amz-NHaws-Lamp	210405	61.98	61.98	
A 1310.450-10-0104	Materials & Supplies			Amz-Bus.Off supplies	210409	40.98	41.98	
A 2630.450-10-0104	Materials & Supplies			Amz-N.Haws-Batter/PowerStrip	210412	42.97	42.97	
A 2110.450-10-0104	Materials & Supplies K-12			Amz-LStearns-Amp/Speaker	210411	221.96	223.38	
A 2110.450-10-0104	Materials & Supplies K-12			NHS Supplies NASSP	210183	315.50	315.50	
A 2630.450-10-0104	Materials & Supplies			Amz-NHaws-Switches&Strips	210423	1,000.46	1,000.46	
A 2630.450-10-0104	Materials & Supplies	3660254 & 3608244		Amz-NHaws Acer Laptop	210426	817.80	817.80	
A 2630.450-10-0104	Materials & Supplies			Amz-Z Miller CamLink	210427	109.99	109.99	
A 2110.400-10-0154	Fingerprinting			B.Ouderkirk Fingerprnt	210012	103.00	103.00	
A 2110.400-10-0154	Fingerprinting			C.Kantarellis Fingerprint	210012	103.00	103.00	
					<b>Check Total:</b>	<b>2,817.64</b>		

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 27: February 2021 Multi Fund Cks For Dates 2/1/2021 - 2/28/2021

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
112800	02/23/2021	3237	CJ Marly Construction					
H 2110.240-CP-2018	Contractual-Capital Project 2018			Payment #4	200550		19,621.00	19,621.00
						<b>Check Total:</b>	<b>19,621.00</b>	
112801	02/23/2021	152	Cortland Standard					
A 1040.400-10-0101	Advertising			7172 Notice of EstoppleSmartSc	210015		243.70	243.70
						<b>Check Total:</b>	<b>243.70</b>	
112802	02/23/2021	203	Countryside Hardware					
A 5510.450-10-0104	Materials & Supplies			087520	210105		11.69	11.69
						<b>Check Total:</b>	<b>11.69</b>	
112803	02/23/2021	147	Empire State Auto Parts					
A 5510.450-10-0137	Bus Parts			436967	210106		355.61	355.61
A 5510.450-10-0137	Bus Parts			436970	210106		128.41	128.41
A 5510.450-10-0137	Bus Parts			437274	210106		117.77	117.77
						<b>Check Total:</b>	<b>601.79</b>	
112804	02/23/2021	72	Excellus Health Plan-CNY					
A 9060.800-10-0147	Health & Dental Ins	Reitree		000027487906	210022		4.48	4.48
A 9060.800-10-0147	Health & Dental Ins	Actives		000027487899	210022		300.32	300.32
						<b>Check Total:</b>	<b>304.80</b>	
112805	02/23/2021	3406	Juanita Hayes					
TA 18	ERS Retirement			Reimb ERS Loan OverPmt			120.78	
						<b>Check Total:</b>	<b>120.78</b>	
112806	02/23/2021	2227	Hillyard Inc.					
A 1620.450-10-0104	Materials & Supplies			604230666	210071		564.88	564.88
A 1620.450-10-0104	Materials & Supplies			604232075	210071		177.00	177.00
						<b>Check Total:</b>	<b>741.88</b>	
112807	02/23/2021	2956	Terry Leete					
TA 18	ERS Retirement			Reimb ERS Contrib overpmt			18.53	
						<b>Check Total:</b>	<b>18.53</b>	
112808	02/23/2021	2171	Lowes					
A 1621.450-10-0104	Materials & Supplies			Trans # 88892233	210074		455.76	455.76
						<b>Check Total:</b>	<b>455.76</b>	

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For A - 27: February 2021 Multi Fund Cks For Dates 2/1/2021 - 2/28/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description	Explanation						
112809	02/23/2021	3144	Maintenance Products and Equipment Co.					
A 1621.450-10-0104	Materials & Supplies			71239	210091	957.00	957.00	
					<b>Check Total:</b>	<b>957.00</b>		
112810	02/23/2021	115	Metropolitan Life Insur.					
A 9045.800-10-0144	Life Insurance			March 2021	210036	168.54	168.54	
					<b>Check Total:</b>	<b>168.54</b>		
112811	02/23/2021	1166	Mirabito Fuel Group-Syracuse					
A 5510.450-10-0138	Gasoline & Diesel Fuel			776903	210192	1,175.15	1,175.15	
					<b>Check Total:</b>	<b>1,175.15</b>		
112812	02/23/2021	3079	Lina Moore					
A 2630.460-30-0130	Computer Software-Sec			Reimb COst of Grammerly Prog	210432	69.97	69.97	
					<b>Check Total:</b>	<b>69.97</b>		
112813	02/23/2021	3051	National Art & School Supplies					
A 2110.450-30-0031	Material/Supply Music			6045	210297	7.40	7.40	
					<b>Check Total:</b>	<b>7.40</b>		
112814	02/23/2021	582	Northrup Septic Service					
A 1620.400-10-0100	Contractual Expenditures			15155	210077	300.00	300.00	
					<b>Check Total:</b>	<b>300.00</b>		
112815	02/23/2021	229	PSAT/NMSQT					
A 2110.400-10-0100	Contractual Expenditures	School Code 331610		382168099A	210167	136.00	136.00	
					<b>Check Total:</b>	<b>136.00</b>		
112816	02/23/2021	2427	Staples Contract & Commercial					
A 1310.450-10-0104	Materials & Supplies			3469136212	210413	7.96	7.96	
					<b>Check Total:</b>	<b>7.96</b>		
112817	02/23/2021	2736	Sweeney's Pest Elimination					
A 1620.400-10-0100	Contractual Expenditures			1150514	210084	70.00	70.00	
					<b>Check Total:</b>	<b>70.00</b>		
112818	02/23/2021	2725	Unifirst					
A 1620.400-10-0100	Contractual Expenditures			051 3239091	210089	29.53	29.53	
					<b>Check Total:</b>	<b>29.53</b>		
112819	02/23/2021	3257	Jessica Vadala					
TA 18	ERS Retirement			Refund ERS Loan OverPmt		383.41		

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 27: February 2021 Multi Fund Cks For Dates 2/1/2021 - 2/28/2021

Check #	Check Date	Vendor ID	Vendor Name	Check Description	Invoice Number	PO Number	Check Amount	Liquidated
Account	Account Description		Explanation					
Check Total:							383.41	
112820	02/23/2021	850	Young, Bonita L.					
A 1320.400-10-0108	Auditing Fee				21-007	210057	108.75	108.75
Check Total:							108.75	
112821	02/23/2021	921	AT & T Mobility					
A 1620.400-10-0112	Telephone Service				837467040x02092 021	210008	251.25	251.25
Check Total:							251.25	
Warrant Total:							378,914.70	
Vendor Portion:							378,914.70	
Payroll Portion:							0.00	
Number of Transactions: 59								

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 59 in number, in the total amount of \$ 378,914.70. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

3/2/21   
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 378,914.70. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

Date

Auditor's Signature

Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered \_\_\_\_\_, to \_\_\_\_\_, inclusive, has been rendered in accordance with the respective contract, agreement, or accepted estimate and that the work has been completed and/or the materials delivered satisfactorily in each case.

3/2/21  Treasurer  
Date Officer's Signature Title