

DeRuyter Central School  
711 Railroad Street  
DeRuyter, NY 13052

**REGULAR MEETING AGENDA**  
**6:00 PM – Library/Media Center**  
**January 11, 2022**

**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.

**I. Regular Meeting Call To Order/Pledge of Allegiance**

**II. Establish Agenda**

**III. Presentations**

- A. Special Education – Mr. Rafferty/Mrs. Valente

**IV. Public Comments**

**V. Board Comments**

**VI. Administrative Comment**

- A. Superintendent Updates  
1. Student Workers  
2. COVID Update

**VII. Board Action Items**

**A. Consent Agenda – Routine Items**

1. Approve Minutes – December 8, 2021 Regular Meeting
2. Accept Claims Auditor Report – December 2021
3. Approve Claims Auditor Claim - # 22-006 - \$104.63
4. Accept Treasurer Reports
5. CSE Recommendations
6. Accept Extra-Curricular Audit
7. Approve Extra-Curricular 2021 Corrective Action Plan

**B. Consent Agenda – Personnel**

1. Appoint the following: **Shawna Straight** (eff. 1/10/22) and **Sandra Cline** (eff. 1/17/22) as Teaching Assistants with at least a TA Level 1 Certification due by 8/1/22. Probationary appointments to begin upon evidence of certification. Salary - \$22,073.24 (prorated).
2. Approve extra security duties for Officer Karl VonKnoblauch (Safety Officer) at a stipend of \$10,000 (prorated) effective 1/3/22.
3. Appoint Peter Camp -Girls’ Modified Basketball Coach for 2021-2022 school year – Stipend - \$2,583.
4. Appoint Wendy Hutton – School Social Worker – Eff. 1/18/22 – 4 yr probationary appointment - \$54,632 prorated with A. Sherrer providing mentor services.
5. Increase stipend – T. Bass -FFA Advisor - \$1162.51 eff. 1/1/22.
6. Appoint the following substitutes:
  - a. Joshua Enders – Non-Certified Substitute Teacher, Substitute Teaching Assistant/Aide.
  - b. Taylor Way – Non-Certified Substitute Teacher, Substitute Teaching Assistant/Aide.

7. Approve Maternity Leave of Absence – Kristen Romagnoli – eff. Approx.  
Feb. 24, 2022 through approx. May 31, 2022.
- C. **2021-2022 Capital Outlay Project** – Approve AIA Standard Agreement with Ashley McGraw Associates for the 2021-2022 Capital Outlay project as per attached.

**Next Meeting –Regular – February 9, 2022 – 6:00 pm – LMC**

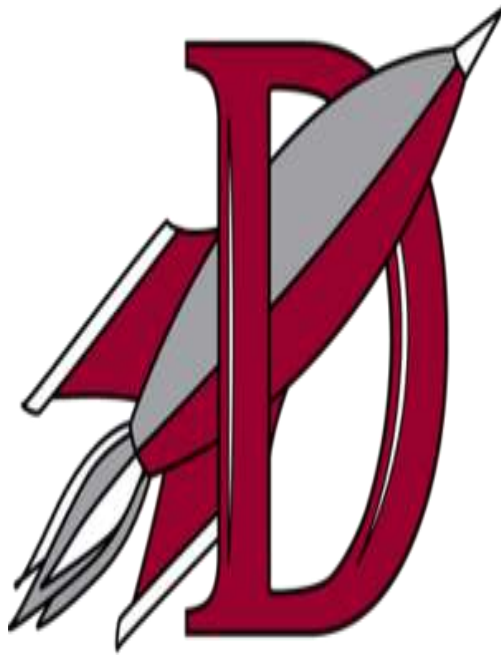
Items included for review/information: December Warrants

**IX. Executive Session (If needed)**

**X. Adjournment**

# **SPECIAL EDUCATION**

## **District Plan**



November 2021 - October 2023

**ADOPTED BY THE BOARD OF EDUCATION ON:**

## **BOARD OF EDUCATION**

**Dean Hathaway**, *President*

**Brad Mierke**, *Vice President*

**Daniel Degear**

**Jodi Wiesing**

**Jeremy Wilken**

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## **DISTRICT ADMINISTRATION**

**David Brown**

*Superintendent of Schools*

**Kimberly O'Brien**

*Director of Curriculum & Instruction*

**Amanda Graham-Quirk**

*Business Manager*

**Jenny Valente**

*PK-5 Principal/Director of Special Education*

**Stephen Rafferty**

*6-12 Principal/Director of Special Education*

## **STATEMENT OF ASSURANCES**

The Board of Education of the DeRuyter Central School District, as part of a long standing commitment to excellence in education for all students, supports the provision of special education and related services for students with disabilities under the auspices of the Committee on Special Education (CSE) and the Committee on Preschool Special Education (CPSE).

In full support of State and Federal laws pertaining to students with disabilities, it is the intent of this Board of Education to assure that the educational needs of special education students are met. To this end, and in full compliance with the Regulations of the Commissioner of Education (Section 200.2), the Board has reviewed the District Plan for Special Education on this date of October 10, 2018.

By action of the Board of Education in a regularly scheduled meeting, the Board has adopted the Special Education District Plan.

# **DeRuyter Central School District**

## **Mission Statement**

The DeRuyter Central School District, in partnership with parents and the community, will educate and empower all students to embrace a passion for learning while developing into respectful, productive members of society.

## **Vision Statement**

The DeRuyter Central School District will be committed to providing a safe, healthy and supportive environment where all members of the learning community will reach high expectations as they achieve confidence in their talents and pursue personal success in a complex, interconnected, dynamic world.

## **Belief Statements**

We believe...

...children are our first priority.

...each individual has dignity and worth.

...in a learning community of integrity that promotes positive character and good citizenship.

...an emotionally and physically comfortable, safe and professional environment is most conducive to teaching and learning.

...the partnership of home, school and community is essential for student success.

...high expectations and challenging curriculum lead to greater achievement.

...frequent, clear and consistent communication is essential among all school stakeholders.

...in learning communities where students are supported to become self-directed, lifelong learners.

...diverse opportunities and challenges allow for each student's gifts and talents to be discovered.

...in the optimal utilization of all resources.

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| Describes a central goal of this plan-to increase the number of students graduating with Regents and Local diplomas by utilizing a co-teaching model.  |         |
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| Presents an overview of the numbers of students identified as having educational disabilities that require an IEP.   |         |
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| Presents a method for evaluation of the current program to provide data based information to continue to develop our program to better meet the needs of individual students.  |         |
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| Describes policies and practices of the Board of Education to ensure the allocations of appropriate space within the district for special education programs. Appropriate space for programming is an aid toward meeting the needs of students and preschool children with educational disabilities, including resident students and preschool children with educational disabilities who attend BOCES programs. |         |
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## **INTRODUCTION**

Section 200.2 of the Regulations of the Commissioner of Education mandates that each Board of Education which receives an apportionment for students with disabilities pursuant to subdivision 19 of Section 3602 of the Education Law, or preschool children with disabilities pursuant to Section 4410 of the Education Law, shall use such apportionments for special education programs and services which are in accordance with the provision of Part 200.

Each Board of Education that receives such apportionment shall prepare a written plan in regard to special education. The present Plan, upon adoption by the DeRuyter Central School Board of Education, shall be on file (personally identifiable student information deleted) in the Special Education District Office and available for public inspection and review by the Commissioner 8NYCRR200.2.C.(3).

The DeRuyter Central School District Plan for Special Education 2018-2020 meets the requirements of the Commissioner. Questions or comments regarding this plan should be directed to the Committee on Special Education (CSE), the Committee on Preschool Special Education (CPSE), or the Board of Education.

## **PURPOSES FOR THIS PLAN**

- Serve as the District Plan for the two-year period November 1, 2021 through October 31, 2023 as required by State law as a condition for receiving funding 8NYCRR200.2.
- Provide interested residents and staff of the DeRuyter Central School District an informational document explaining how the District services children with disabilities.
- Provide a working document upon which we identify and improve weaknesses, build program capacity, and set priorities for the future.

## **NATURE AND SCOPE OF SPECIAL EDUCATION PROGRAMS**

School age students and preschool students with disabilities are afforded the full range of educational programs according to individual need. The variety of educational programs available represents a continuum from regular education to more restrictive special education. Programs within DeRuyter Central School District currently meet the need of approximately 85% of students identified as having a disability in the building the student would normally attend. This represents a significant commitment to educating resident students in the least restrictive environment. In addition to school age students with disabilities attending their home school for services, the District also coordinates services for preschool students with a disability. Approximately 20% of our student population receive special education services.

## **GENERAL EDUCATION PROGRAMS**



Part 100 Regulations of the Commissioner of Education affirms that, “students with educational disabilities are entitled to participate in curricular and extracurricular activities to the extent appropriate to their individual needs,” (8NYCRR100.2). It also states that, “students with educational disabilities must have access to the full range of programs and services...to the extent appropriate to their individual needs,” (8NYCRR100.2). The DeRuyter Central School District provides the following general education programs and services:

**Screening and Benchmarking Program:** The DeRuyter Central School District is responsible for screening all new entrants and other qualifying students according to the Education Law. One of the purposes of screening is to identify students that might have an educational disability or to identify students who are in need of a more in-depth evaluation to determine if special services may be required (8NYCRR117.3). Screening and benchmarking tools include ECERS-3 (incoming prekindergarten students), Aimsweb Plus (K-8), Fountas and Pinnell Benchmark Assessment System (K-5), assessments from the Heggerty phonemic awareness program (K-5), the LETRS Spelling Inventory (K-5) and the Scholastic Reading Inventory (6-12). These data points, along with classroom data and performance, are used to identify students needing extra support and/or evaluation for special education services.

**General Education Classes:** Students with disabilities are mainstreamed into general education classes to the maximum extent appropriate to ensure the opportunity to earn a high school diploma, as well as to fully implement the concept of “least restrictive environment,” 8NYCRR200.1 and 200.6. Currently, all special education students served within district-run programs are involved in some mainstreaming that was recommended by the Committee on Special Education (CSE). Given the unique learning needs of students identified by the CSE, the requirements within the regular classroom may need to be modified to ensure that successful mainstreaming takes place. Part 100 requires that, “...instructional techniques and materials must be modified to the appropriate degree to allow students with educational disabilities to meet diploma requirements,” 8NYCRR100.2. CSEs are required to review, at least annually, the appropriateness of such modifications. The DeRuyter CSE states on the IEP which curricular areas need to be modified and any alternative testing techniques to be utilized. Teachers, students, and parents then work collaboratively to implement specific classroom modifications for each area identified by the CSE.

**Remedial Programs:** Students with disabilities who qualify for any remedial program (e.g. Academic Intervention Services or AIS) are enrolled in these programs based on the recommendation of the education team and several points of student data. The CSE will consider the unique needs of each student and the cohesiveness of the student’s total program with determining if the student will participate in any district remedial program, or receive assistance through the special education program when he or she qualifies for both.

**Extracurricular Activities:** All students are encouraged to participate in extracurricular activities in order to provide the opportunity to fully benefit from a rich and varied school experience. The full range of extracurricular activities is open to all students who are otherwise qualified to participate.

**School Psychologist:** In addition to completing all initial evaluations to determine eligibility for special education services and reevaluations to determine continued eligibility for students in grades K-12, the school psychologist provides IEP counseling when recommended by the CSE. The school psychologist works collaboratively with the school counselors and social worker to consult on academic concerns and behavior problems.

**School Counseling Program:** The District provides school counseling services to all students, including those with disabilities. Students in grades 6-12 meet with a school counselor on at least an annual basis. School counselors play an active role in planning for the transition to post-secondary career plans. School counselors are also central in working on attendance problems, academic concerns, and behavioral problems.

**Social Worker Support:** The District hired a full-time social worker in the summer of 2021. The social worker provides resources and supports to students and their families. The social worker works in close collaboration with the school counselors and school psychologist and is also central in working on attendance problems, academic concerns, and behavioral problems.

**Speech and Language Improvement Services:** Students identified by the District speech therapist who experience communication difficulties (dysfluency, impaired articulation, and language or voice disorders) that do not have an educational disability may receive speech improvement services. The service is focused toward each child's deficit areas in an attempt to correct the speech or language problem before it hinders learning. Children are usually seen two to three times per week for approximately 30 minutes in small groups. The Speech/Language therapist, in consultation with the classroom teacher and the parent and informed by data from evaluations and assessments, initiate recommendation for dismissal from the program.

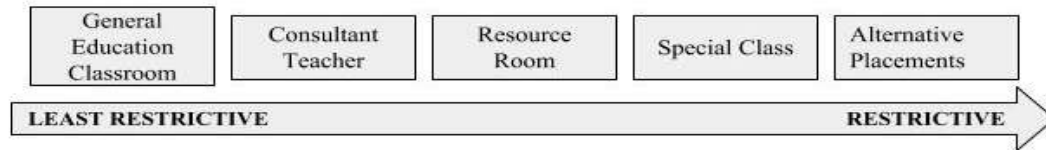
**Educationally Related Support Services:** Temporary psychological services (ie: lunch groups, social skills groups), Family Counseling Services and non-career counseling services are offered to students with the intention of helping them remain in general education in addition to the other educationally related support services listed above. The school psychologist, school counselors and social workers may also be involved in providing increasing levels of support.

**Declassification Support Services:** This service is provided to students and/or student's teachers when a student transitions from special education programs and services to full-time general education. This is recommended by the CSE in light of student performance data and evaluations. Support may be provided to the student's teacher including services of a teacher assistant or consultation with appropriate personnel.

## **SPECIAL EDUCATION PROGRAMS**

Special education is specially designed instruction or special services to meet the unique needs of students identified by the CSE as having a disability that interferes with grade appropriate academic progress. Any aspect of the special education continuum is available to each eligible student as determined by the CSE. Movement from one program to another is possible through ongoing evaluation of each student's abilities and needs. The type of program provided to each individual student is listed on the student's Individualized Education Program (IEP). Preschool children identified by the CPSE are provided appropriate itinerant services in regular preschool settings or are served in special preschool settings.

DeRuyter seeks to provide education and support for all students in the least restrictive environment.



**Transitional Support Services:** Are provided when a student moves to a less restrictive setting as indicated on the IEP. Transitional services are not direct services to the student but rather are consultation and training provided to the student's teacher. The district provides this service as needed by:

- DeRuyter Special Education Staff
- BOCES Special Education Staff

**Related Services:** Assist students to achieve in their educational programs and are recommended by the Committee on Special Education. Related services may include speech, OT, OT, counseling, vision therapy, audiology services and skilled nursing. Students are grouped by similarity of need within a maximum group of five students per provider. The average small group size here in DeRuyter is two. Students can also receive these services on an individual basis or a combination of small group and individual service, based on student need and the recommendation of the CSE. A variety of related services are available to students that include, but are not limited to:

- Speech and language services
  - Full Time Speech Pathologist District Staff
  - BOCES Providers BOCES Staff
  - Preschool Providers Preschool Staff (as assigned by the County)
- Psychological, Social Work, and Counseling Services
  - Full Time School Counselor Grades 3-7 School Counselor
  - Full Time School Counselor Grades 8-12 School Counselor
  - Full Time School Psychologist District School Psychologist
  - Full Time Social Worker District Social Worker
  - BOCES Providers BOCES Staff
  - Preschool Providers Preschool Staff (as assigned by the County)
- Occupational therapy
  - Part Time OT/BOCES Providers BOCES Staff
  - Preschool Providers Preschool Staff (as assigned by the County)
- Physical therapy
  - Part Time PT/BOCES Providers BOCES Staff
  - Preschool Providers Preschool Staff (as assigned by the County)
- Audiology Services
  - BOCES Providers BOCES Staff
  - Preschool Providers Preschool Staff (as assigned by the County)
- Nursing Services
  - Full Time School Nurse District Staff
  - BOCES Nurses (as needed) BOCES Staff
  - Preschool Nurses (as needed) Preschool Staff (as assigned by the County)
- Teacher of the Visually Impaired
  - BOCES Providers BOCES Staff

**Consultant Teacher Service:** Consultant Teacher Service is provided to students in their general education classroom. The service can be provided either in a direct or indirect manner. Direct Consultant Teacher Service is when a special education teacher pushes into a general education classroom and provides individual or group instruction and support to students with disabilities so that they may better access grade level curriculum. The consultant teacher is not considered the primary instructor, but rather provides support for identified students and works towards student IEP goals. Indirect Consultant Teacher Service is when a special education teacher provides consultation to general education teachers. This support is to assist the general education teacher in adjusting the learning environment and/or modifying their instructional methods to meet the needs of students with disabilities who attend their classes. Consultant Teacher services must be provided for a minimum of two hours per week and the subject areas in which support is provided must be specifically and individually listed. Consultant Teacher Services can be offered in combination with Resource Room for a minimum of three hours per week.

**Resource Room Programs:** Provide supplemental instruction to special education students. No credit for coursework may be awarded as a result of Resource Room instruction. Students are grouped according to need in Resource Rooms with a maximum 5:1 ratio (five students to one special education teacher). The program must be recommended for at least three hours per week but cannot exceed 50% of the instructional day. A maximum of twenty students with educational disabilities may be assigned to each resource room teacher in grades K-6 and twenty-five students in grades 7-12. The Resource Room offers support services for the student who struggles to acquire certain skills in the general education setting. Students develop knowledge in their deficit areas, learning strategies, study skills, and test taking skills to enhance their success in the general education classroom. Students may receive Consultant Teacher service within the general education classroom in addition to resource room service for a minimum of three hours per week.

- Resource Room/Consultant Teachers on Staff
  - 3 Full Time Special Education Teachers                      Grades K-5
  - 3 Full Time Special Education Teacher                      Grades 6-12

**Special Class:** Refers to primary instruction specially designed to meet the needs of students in a setting separate from their general education peers. Students are recommended for special class instruction when the CSE determines that they can no longer succeed academically in a regular classroom with supplemental aides or support services due to their individual needs. Special class programming is intended to be recommended for as long as students need it, but the goal is to move students to a less restrictive program option. Students in DeRuyter Central School who receive special class services do not receive these services for the entirety of their school day, but rather for one specific subject area deemed to be an area of intense need (ie: math or reading). These services may be provided in conjunction with resource room and consultant teacher services.

**BOCES Special Class:** Programs are used to augment the continuum of services offered in the district. The CSE considers BOCES programs when a student's instructional and/ or management needs require a unique type of program not available in the district. The CSE may consider a neighboring district, however, typically these students require BOCES placement. Students are grouped according to need within the following configurations:

- 12:1:1 Twelve students and one teacher, plus one teaching assistant

- BOCES Non-Categorical Programs (management needs)
- 8:1:1 Eight students and one teacher plus, one teaching assistant
  - BOCES Emotionally Disabled Programs (intensive management needs)
- 12:1+3:1 Twelve students and one teacher, plus one staff for every three students (teaching assistant, teacher aide, or related service provider)
  - Severe and multiple disabilities

The District currently has five students placed in BOCES Special Class programs.

**Special Education Day Schools and Residential Schools Approved by the Commissioner:** This is occasionally used to meet the needs of very unique students with disabilities, usually, but not always, involving serious mental health and severe behavior needs. Services are available twelve months per year. The CSE maintains a list and description of programs approved by the Commissioner in the event that a student's needs cannot be met in a less restrictive setting. The District currently has two students in a placement from this category.

**Preschool Programs for Students with Disabilities:** Are available for students identified by the Committee on Preschool Education (CPSE). These programs often have typical preschool students mixed with preschool students with special needs in integrated, less restrictive settings. The CPSE often recommends meeting the needs of students in pre-kindergarten programs or placing students in special programs in the county. Programs include:

- Special Education Itinerant Teacher (SEIT)
- Special Class in an Integrated Setting
- Special Class in a Non-Integrated Setting
- Related Service including, but not limited to, Speech, OT, PT and Counseling

## **PLAN TO ENSURE AVAILABILITY OF INSTRUCTIONAL MATERIALS IN ALTERNATE FORMATS**

Section 200.2 (b)(10) of the Regulations of the Commissioner requires the Board of Education to establish a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students. "Alternative format" is defined to mean any medium or format for the presentation of instructional materials, other than traditional print textbooks, that is needed as an accommodation for a disabled student enrolled in the school district. It may include, but not be limited to, Braille, large print, open and closed caption audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

## **GRADUATION RATE OF STUDENTS WITH DISABILITIES**

### **Course Requirements for Graduation**

Students with disabilities must participate in credit bearing regular education courses and are required to earn a Regents or Local Diploma. The District continues to include the majority of students with disabilities in credit bearing classes rather than placing them in special classes. In order for students to be prepared to succeed in high school mainstream courses, students are also being maintained in general education courses throughout their academic careers. The Committee on Special Education will

recommend, as appropriate, on a case by case basis, programs that are in the Least Restrictive Environment so that students have access to the general education curriculum.

Providing appropriate vocational training for students with educational disabilities, in credit bearing classes, is a critical component of this plan. Some students will participate in BOCES Career and Technical Education courses in 11<sup>th</sup> and 12<sup>th</sup> grade. The District recognizes the importance of these programs in assisting students towards becoming contributing members of society.

### **Multiple Pathways to Graduation**

All students must be held to high expectations and be provided with meaningful opportunities to engage with and progress in the general education curriculum to prepare them for graduation. Students with disabilities may work toward this goal until the age of 21. The Multiple Pathways to Graduation offers a range of options so that all students can successfully attain the goal of graduation.

- High School Diploma
  - Advanced Regents
  - Regents
  - Local
- Career and Occupational Studies (CDOS) Commencement Credential (not a diploma)
  - Option 1- Career Planning and attainment of CDOS Learning Standards
  - Option 2- Nationally Recognized Work Readiness Credential
  - Typically earned in conjunction with High School Diploma
- High School Equivalency (Test Assessing Secondary Completion (TASC))
- Skills and Achievement Commencement Credential (this is not a diploma and is only for students who are alternatively assessed)
- 4+1 Option
  - Choose one of following pathways (STEM, Humanities, Bi-literacy, Career and Technical Education, Arts and CDOS) to fulfill requirements for and achieve 65 or better on four Regents exams
  - Safety Net available for students with disabilities (pass with a score of 55-64)

### **Assessment Requirements for Graduation**

Closely tied to the concept of students participating in mainstream programming is the goal of ensuring that students have a realistic opportunity of succeeding on the state assessments required for graduation. The regular and special education teachers at all grade levels have made a tremendous commitment to preparing students with disabilities to pass Regents Exams or satisfy the criteria necessary toward achieving a Local Diploma. The State Education Department has extended a Safety Net (passing score of 55-64) for classified students, effective October 31, 2012. Assessment requirements vary based upon pathway.

- Advanced Regents Diploma- 65 on eight Regents exams
- Regents Diploma- Score of 65 on five Regents exams or 4+1 Option
- Local Diploma- 55-64 (Safety Net) on five Regents exams or 4+1 Option
- High School Equivalency- Completion of TASC or Regents exams
- Skills and Achievement Commencement Credential- completion of New York State Alternative Assessment (NYSSA)

- 4+1 Option- 65 on four Regents exams (Safety Net available for students with disabilities) plus fulfillment of one Pathway Option

### **Instructional Strategies and Curricular Materials to Increase Graduation Rate**

The instructional strategies and curricular materials are accessible by all students. Reading materials, writing assignments, and math instruction are provided at the student's instructional level. The content that is being presented stretches the student to his or her individual limits.

Each student's IEP must have a comprehensive "road map" of program modifications and test accommodations that will be systematically used throughout the instructional day. Students are able to complete most assignments and learning tasks independently rather than struggling at the frustration level with material that they do not understand.

Regular education and special education teachers reverse engineer from the required graduation level state assessments. Thus, a highly differentiated curriculum is currently offered in many mainstream classes.

### **Staff Development Activities to Increase Graduation Rate**

Staff development has enhanced the readiness of the faculty to fully implement this Special Education Plan. Staff has attended, and will continue to attend, workshops and specific trainings to strengthen their instructional skills. Staff will work together to support students in the general education setting and in the least restrictive environment. Staff continues to be encouraged to foster communication and relationships with other school districts where students with disabilities are meeting success and graduating with Regents or Local diplomas. Staff will be encouraged to participate in training regarding using differentiated instruction and implementing program modifications and accommodations as important tools in meeting the needs of a wide variety of learners. The district-wide initiative of becoming trauma-informed also offers a variety of professional development opportunities for staff to gain strategies to engage students more deeply in their education and promote learning and success. Staff members take advantage of the many professional development offerings provided by BOCES each year.

## **IDENTIFICATION RATE OF STUDENTS WITH DISABILITIES**

**Continue to Reduce the Numbers of Identified Students:** Currently, the percentage of students served by the special education department in relation to total student enrollment is 19%. This is right in line with the current New York State average of 19% (as of November, 2020). The district will continue to explore alternatives to identification, through the Response to Intervention (RtI) model, such as teaching students at their instructional level in all general education programs through the use of differentiated instruction.

Two tables are attached to this report that provides an overview of the district population of school age students and preschool students with disabilities, (Appendix B and Appendix C).

## **METHODS FOR EVALUATING PROGRAM OBJECTIVES**

Program objectives and effectiveness will be evaluated through the use of assessment techniques including the use of standardized assessments, state assessments including 3-8 assessments and Regents

examinations, teacher observations, quarterly grade reports, quarterly progress monitoring of IEP goals, samples of student work, anecdotal reports, placement in LRE, percentage of students' day in the general education classrooms, and declassification rates. The data will be analyzed to provide summary information to assist the district in decision-making regarding revisions and modifications of programs, services and procedures. The goal of the special education program in the district is to provide each student with individualized instruction designed to help each student compensate for his or her disability in order to more fully reach his or her potential.

## **SPACE ALLOCATION**

The Board of Education has adopted policies and practices to ensure for the allocation of appropriate space within the district for special education programs that meet the needs of students and preschool students with disabilities. Space is provided for District run programs. This district plan contains a space plan consistent with the current BOCES special education space plan and will not be changed without notifying the BOCES superintendent. The district currently operates special education programs integrated into the mainstream building. Space is available for related services and resource room support.

**Elementary School:** There are two special education rooms at the elementary school. One room is shared by three special education teachers and is used for both special class and resource room services. There is one speech therapy room, a school psychologist's office, and space to provide occupational therapy and physical therapy. Each of these rooms meets the minimum requirements for space. Space is also allocated for Pre-Kindergarten which, when offered, serves pre-school students with disabilities. When County appointed CPSE providers are assigned to provide related services or SEIT through the CPSE, those providers are allotted space in the building as needed.

**Middle/High School:** There are three special education rooms at the middle/high school. One room is shared by three special education teachers and is used for resource room services. The school psychologist, speech therapist, occupational therapist, and physical therapist share the same space with the elementary school to provide services to students in grades 6-12. Each of these rooms meets the minimum requirements for space.

**BOCES Space:** The district currently does not have any space available to rent to BOCES.

## **BUDGET 2021-2022**

The sources of financial support for Special Education programs are derived from the local school budget, state revenues returned to the district and federal grants for identified children. The State of New York provides direct state aid for students with educational disabilities based on the severity of each child's special education need and whether the class is in a public or private location. District wealth is an additional factor in determining State aid for students with educational disabilities. Federal Support is provided to the district in the form of consolidated grants. It is anticipated that these funds will continue



to be allocated, and perhaps additional funds may be available in the future. This year the district budgeted the following to support the district plan to educate students with disabilities:

### **Function Appropriation**

| <b><u>Budget Code</u></b> | <b><u>Item</u></b>         | <b><u>Expense</u></b> |
|---------------------------|----------------------------|-----------------------|
| A 2250.150-20             | Instructional Salaries     | \$403,590.31          |
| A 2250.150-30             | Instructional Salaries     | \$222,256.86          |
| A 2250.150-10-1020        | Instructional CSE Chair    | \$93,332.68           |
| A 2250.160-20             | Non-instructional Salaries | \$191,836.95          |
| A 2250.160-30             | Non-instructional Salaries | \$122,864.67          |
| A 2250.200-10             | Equipment                  | \$4,000.00            |
| A 2250.400-10             | Contractual Expenditures   | \$9,000.00            |
| A 2250.4471-10            | Tuition                    | \$115,000.00          |
| A 2250.450-10             | Materials & Supplies       | \$4,000.00            |
| A 2250.480-10             | Textbooks Special Ed       | \$2,000.00            |
| A 2250.490-10             | BOCES Services             | \$387,390.98          |
|                           | <b>Total:</b>              | \$1,555,272.45        |

| <b>Graduation Data and Expected Outcome</b>                          |  |                  |                  |                  |
|--|--|------------------|------------------|------------------|
| <b>Diploma Type</b>  |  | <b>June 2021</b> | <b>June 2022</b> | <b>June 2023</b> |
| <b>Skills and Achievement Credential</b>                             |  |                  |                  |                  |
| <b>Career Development and Occupational Studies Credential (CDOS)</b> |  |                  |                  |                  |
| <b>CDOS and CTE Credentials</b>                                      |  |                  |                  |                  |
| <b>Local Diploma (Compensatory Option)</b>                           |  |                  |                  |                  |
| <b>Local Diploma (Compensatory Option) with CTE Credential</b>       |  |                  |                  |                  |
| <b>Local Diploma</b>   |  | <b>3</b>         | <b>1</b>         | <b>3</b>         |
| <b>Local Diploma with CDOS Credential</b>                            |  |                  |                  |                  |
| <b>Local Diploma with CTE Credential</b>                             |  |                  |                  |                  |
| <b>Local Diploma with CTE Credential and STEM Pathway</b>            |  |                  |                  |                  |
| <b>Regents Diploma</b>   |  | <b>4</b>         | <b>3</b>         | <b>3</b>         |
| <b>Regents Diploma with CTE Credential</b>                           |  |                  |                  |                  |
| <b>Regents with Advanced Designation Diploma</b>                     |  |                  |                  |                  |
|  |  |                  |                  |                  |
|  |  |                  |                  |                  |
| <b>Total Graduates/Projected Graduates:</b>                          |  | <b>7</b>         | <b>4</b>         | <b>6</b>         |
|  |  |                  |                  |                  |
| <b>Total Commencement Credential Only:</b>                           |  |                  |                  |                  |
| <b>Total Local Diploma:</b>  |  | <b>3</b>         | <b>1</b>         | <b>3</b>         |
| <b>Total Regents Diploma:</b>  |  | <b>4</b>         | <b>3</b>         | <b>3</b>         |

| Students with Educational Disabilities      |                  |       |    |    |    |     |     |    |    |    |    |
|---|------------------|-------|----|----|----|-----|-----|----|----|----|----|
| Student IEP's- As of September 2021         |                  |       |    |    |    |     |     |    |    |    |    |
| SCHOOL                                      | GRADE            | TOTAL | AU | ED | LD | OHI | SLI | ID | MD | PD | HI |
| OCM BOCES                                   |                  |       |    |    |    |     |     |    |    |    |    |
|   |                  |       |    |    |    |     |     |    |    |    |    |
|   |                  |       |    |    |    |     |     |    |    |    |    |
| Other School                                |                  |       |    |    |    |     |     |    |    |    |    |
|   |                  |       |    |    |    |     |     |    |    |    |    |
| DeRuyter Elementary                         | K                | 4     | 1  |    |    | 1   | 2   |    |    |    |    |
|   | 1 <sup>st</sup>  | 3     |    |    |    |     | 3   |    |    |    |    |
|   | 2 <sup>nd</sup>  | 8     |    | 1  | 4  |     | 3   |    |    |    |    |
|   | 3 <sup>rd</sup>  | 2     | 1  |    | 1  |     |     |    |    |    |    |
|   | 4 <sup>th</sup>  | 3     |    |    | 3  |     |     |    |    |    |    |
|   | 5 <sup>th</sup>  | 1     |    |    | 1  |     |     |    |    |    |    |
| Lives out of District attending in DeRuyter |                  |       |    |    |    |     |     |    |    |    |    |
| DeRuyter MS                                 | 6 <sup>th</sup>  |       |    |    | 5  | 1   |     |    |    |    |    |
|   | 7 <sup>th</sup>  |       |    |    | 2  | 1   |     |    |    |    |    |
|   | 8 <sup>th</sup>  |       |    | 1  | 6  | 2   |     |    |    |    |    |
| DeRuyter HS                                 | 9 <sup>th</sup>  |       | 1  |    | 6  | 1   |     |    |    |    | 1  |
|   | 10 <sup>th</sup> |       |    |    | 3  | 3   |     |    |    |    |    |
|   | 11 <sup>th</sup> |       |    |    | 3  |     |     | 1  |    |    |    |
|   | 12 <sup>th</sup> |       |    |    | 6  | 1   |     |    |    |    |    |
| Preschool (CPSE)                            | PS               | 4     |    |    |    |     |     |    |    |    |    |

AU-Autistic

ED-Emotionally Disabled

LD-Learning Disabled

OHI-Other Health Impaired

SLI-Speech and Language Impaired

ID-Intellectually Disabled

MD-Multiply Disabled

PD-Preschool Student with a Disability

HI-Hearing Impaired

| <b>Disability Count by School</b><br><b>(As of September 2021)</b> |              |                      |              |           |           |                             |                         |
|--|--------------|----------------------|--------------|-----------|-----------|-----------------------------|-------------------------|
| <b>Disability</b>  | <b>Total</b> | <b>OCM<br/>BOCES</b> | <b>Elem.</b> | <b>JH</b> | <b>HS</b> | <b>Preschool<br/>(CPSE)</b> | <b>Other<br/>School</b> |
| <b>Autistic</b>  |              |                      | 2            |           | 1         | 0                           |                         |
| <b>ED</b>  |              |                      | 1            | 1         |           | 0                           |                         |
| <b>LD</b>  |              |                      | 9            | 13        | 18        | 0                           |                         |
| <b>OHI</b>   |              |                      | 1            | 4         | 5         | 0                           |                         |
| <b>SLI</b>   |              |                      | 8            |           |           | 0                           |                         |
| <b>ID</b>  |              |                      | 0            |           | 1         | 0                           |                         |
| <b>MD</b>  | 0            |                      | 0            | 0         | 0         | 0                           | 0                       |
| <b>PD</b>  | 4            |                      | 0            |           |           | 4                           |                         |
| <b>HI</b>  |              |                      | 0            |           | 1         | 0                           |                         |

**AU-Autistic**

**ED-Emotionally Disabled**

**LD-Learning Disabled**

**OHI-Other Health Impaired**

**SLI-Speech and Language Impaired**

**ID-Intellectually Disabled**

**MD-Multiply Disabled**

**PD-Preschool Student with a Disability**

**HI-Hearing Impaired**

## **AVAILABILITY OF COPIES OF THIS POLICY**

The District Special Education Plan is on file for review in the Office of Superintendent of Schools and the Special Education Office for public inspection and review by the commissioner of education. A parent may request and receive a copy of the policy from the school district at any time. Requests should be made through the Special Education Office.

DeRuyter Central School  
711 Railroad Street  
DeRuyter, NY 13052

**REGULAR MEETING UNOFFICIAL MINUTES**  
6:00 PM – Library/Media Center  
**December 8, 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.

**Members Present:** Daniel Degear, Dean Hathaway, Bradley Mierke, Jodi Wiesing, Jeremy Wilken

**Members Absent:** None

**Others Present:** David Brown, Sandy Welsh, Amanda Graham-Quirk, Steve Rafferty, Kim O’Brien, Charles Thornton, Katy Denkenberger, Taylor Bass, Olivia Lidell, Jillian Race, Peyton Burrows, Charles Thornton

**I. 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 6:01 pm. The Pledge of Allegiance immediately followed.

*Call to Order*

*Pledge of Allegiance*

**II. Establish Agenda**

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

*Established Agenda*

**Motion:** CARRIED 1<sup>st</sup>: Wiesing 2<sup>nd</sup>: Mierke  
**Vote:** Yes: 5 No: 0 Absent: 0

**III. Presentations**

*FFA Presentation*

A. FFA – Member Leadership Series presented by Olivia Lidell

*Member Leadership Series*

**Topics**

- Date: January 29-30, 2022
- Syracuse On-Center
- Cost/member - \$95
- Approximately 25 members going
- So far only regulations – masking required
- Well over 100 schools (state-wide) attending

B. After-School Enrichment Program – Mr. Thornton

*After-School Enrichment*

➤ **Topics**

- Program started in November 2021
- Presented ideas on the afterschool program – learn as they play – play as they learn
- Provides academic/social-emotional activities
- Benefits: academic, social/emotional, prevention, health & wellness

- Team Members
- Funding Source
- Survey – what clubs would you like
- Schedule of options for students
- Talked about different clubs
- Snacks provided each day
- Questions?? How many high schoolers? Battle of books – 8
- Did an initial survey – any intention for another survey, student participation?  
More student voices.

**IV. Public Comments - None**

**V. Board Comments**

*Board Comments*

Mr. Mierke – **Topics**

- Proud parent moment - Hannah – 2016 Graduate - received final certification for Elementary teacher and has received multiple job interviews

Mrs. Wiesing – **Topics**

- Weekend meals? Not offered this year – cost would be astronomical.
- Michigan – never make the same mistake.
- Thankful for our SPO – his relationships, etc.
- Purchasing a wand (safety feature)

Mr. Hathaway – **Topics**

- NYSSBA – would like to spend about 90 minutes on Board Development – Will send survey to BOE members and build program after that.

**VI. Administrative Comment**

*Administrative Comments*

A. Superintendent Updates  
**Topics**

- Madison County no longer quarantining-therefore no contact tracing
- Cortland County is still quarantining/contact tracing
- Facilities Board Sub-committees – need a 5-year projection
- Welcome back Amanda
- Thank you BOE for allowing me to serve as NYSSMA President. There has never been a superintendent to also serve as president
- This past weekend - 500 All-State students attended the Winter NYSSMA Festival. All were masked and vaccinated. Gave all a little hope for normalcy
- DPT will be reconvening – agreed to meet afterschool w/o pay. Would a BOE member like to be on the DPT committee

**Administrative Updates – Mr. Rafferty**

**Topics**

- Reported on the uptick of improper cell phone usage
- Meeting with all students to go over the cell phone policy – clarifying etc.
- Will be sending letter to parents asking for reinforcement of policy
- Consistency has been a problem. Will reinforce with staff at staff meetings

**Other:** District Clerk Welsh read a Thank You from the food pantry for the generous donations by the staff through “Cookies with a Cause”

*Action Items*

**VII. Board Action Items**

**A. Consent Agenda – Routine Items**

*Consent Agenda –  
Routine Items*

**RESOLVED**, That the Board approve/accept the following Consent Items as set forth on the December 8, 2021 agenda:

1. Approve Minutes – November 3, 2021 Regular Meeting
2. Accept Claims Auditor Report
3. Approve Claims Auditor Claim - # 22-005 - \$143.39
4. Accept Treasurer Reports
5. CSE Recommendations
6. Approve Application for Corrected Tax Roll – P & W Rommevaux as per attached.
7. Approve MOA w/DFA regarding Teacher Attendance (Social Worker) as per attached
8. Accept 2021-2022 Tax Collector’s Report as per attached.

**Motion:** CARRIED 1<sup>st</sup>: Degear 2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 5 No: 0 Absent: 0

**B. Consent Agenda – Personnel**

*Personnel Items*

1. **RESOLVED** That the Board upon the recommendation of the Superintendent of Schools accept the following resignations as set forth on the December 8, 2021 Agenda:

- i. Cassandra Guidarelli, School Social Worker – Effective November 23, 2021
- ii. Brenda Thomas - Teaching Assistant/Sophomore Class Advisor – Effective November 30, 2021
- iii. Bailey Coon, Teaching Assistant/FFA Co-Advisor – Effective December 31, 2021

**Motion:** CARRIED 1<sup>st</sup>: Mierke 2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 5 No: 0 Absent: 0

2. **RESOLVED** That the Board upon the recommendation of the Superintendent of Schools appoint the following as set forth on the December 8, 2021 Agenda:

- i. **3-Year-Old Enrichment Program Staff** effective 10/12/21  
DFA Members: \$30/hr – Samantha Bogert  
CSEA Members: \$20/hr – Angela Wood
- ii. **Extra-Curricular Advisor** - Coby Merkle – Class of 2024 (Sophomores) - \$2,153 (prorated), effective December 1, 2021; Pam Gallerani – Co-Advisor – Ski Club - \$116.49
- iii. **Substitutes:**  
Nicole Ferraro – Substitute Teacher through the TIP Program  
Robin Lucas – Non-Certified Substitute Teacher, Substitute Teaching Assistant/Aide
- iv. **Volunteers** – Jaiden Degear, Kyle Forshee, Bailey Coon



- v. **Long-Term Certified Substitute Teacher** – Molly LaHart – eff. approx. 12/22/21 through approx. April 4, 2022 (for B. Lancaster LOA) - \$42,434 (prorated).

**Motion:** CARRIED 1<sup>st</sup>: Wiesing 2<sup>nd</sup>: Wilken  
**Vote:** Yes: 5 No: 0 Absent: 0

3. **RESOLVED** That the Board upon the recommendation of the Superintendent of Schools amend the appointment of Cassidy Richardson as Ski Club advisor \$232.98 (passed at 6/9/21 Regular Board Meeting) to Co-Advisor - \$116.49.

**Motion:** CARRIED 1<sup>st</sup>: Wiesing 2<sup>nd</sup>: Mierke  
**Vote:** Yes: 5 No: 0 Absent: 0

**C. Policy**

*Policy Consideration*

1. **RESOLVED** That the Board upon the recommendation of the Superintendent of Schools approve the 2<sup>nd</sup> Reading of Revised Policy # 1510 – Bylaws – with the correction of the number needed for a quorum from 5 to 3.

**Motion:** CARRIED 1<sup>st</sup>: Degear 2<sup>nd</sup>: Mierke  
**Vote:** Yes: 5 No: 0 Absent: 0

**D. Public Hearing/Regular Meeting (May 10, 2022) Time Change**

1. **RESOLVED** That the Board upon the recommendation of the Superintendent of Schools approve the time change of the Public Hearing/Regular Meeting (May 10, 2022) from 6:00 pm to 5:30 pm.

**Motion:** CARRIED 1<sup>st</sup>: Degear 2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 5 No: 0 Absent: 0

**E. Approve FFA Overnight Field Trip**

*Approved FFA  
Overnight Field Trip*

1. **RESOLVED** That the Board upon the recommendation of the Superintendent of Schools approve the FFA overnight field trip to the Member Leadership Series January 29-30, 2022 at the Syracuse On-Center for approximately 25 students.

**Motion:** CARRIED 1<sup>st</sup>: Mierke 2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 5 No: 0 Absent: 0

*Next Meeting*

**Next Meeting –Regular – January 12, 2022 – 6:00 pm – LMC**

Items included for review/information: November Warrants

**IX. Executive Session**

*Executive Session*

1. **RESOLVED** That the Board adjourn to Executive Session at 7:09 pm for the purpose of discussing a specific person.

**Motion:** CARRIED 1<sup>st</sup>: Degear 2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 5 No: 0 Absent: 0

The Board came out of Executive Session at 7:32 pm

**Be It Resolved** That the Board of Education authorizes the President of the Board to send a letter to an individual identified in Executive Session.

**Motion:** CARRIED 1<sup>st</sup>: Mierke 2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 5 No: 0 Absent: 0

**X. Adjournment**

**RESOLVED** That the Regular Meeting of the DeRuyter Central School Board of Education be adjourned at 7:38 pm.

**Motion:** CARRIED 1<sup>st</sup>: Degear 2<sup>nd</sup>: Wiesing  
**Vote:** Yes: 5 No: 0 Absent: 0

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

  
Sandra J. Welsh, District Clerk

*Return to Public Session*

*Approved Resolution to send letter.*

*Adjournment*

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

Month of December, 2021

|  | Date and Type of Claims Audited |                |                   |  |  |  |
|--|---------------------------------|----------------|-------------------|--|--|--|
|  | 12/7/21<br>PR/BOE/AP            | 12/14/21<br>AP | 12/16/21<br>AP/PR |  |  |  |
| Total # of Claims Audited/Payroll Checks   | 128                             | 74             | 139               |  |  |  |
| 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: 12/7/21 two supervisors missed signing 1 payroll sheet each. Corrected

District Response:

Date: 12/14/21 no issue

District Response:

Date: 12/16/21 change of # hrs. due to lack of info supplied by employee  
Corrected

District Response:

Date:

District Response:

Date:

District Response:

Signature: Bonita B. Young

Bonita B. Young, Claims Auditor

Date: 1/4/22

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

PO# 220222  
1-11-22  
Shall

## CLAIMS AUDITOR CLAIM

**# 22-006 – December 2021**

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

| Date     | Total Hours | Type of Audit | Rate       | Total    |
|----------|-------------|---------------|------------|----------|
| 12/7/21  | 2           | PR/BOE/AP     | \$15.50/Hr | \$ 31.00 |
| 12/14/21 | 2 1/4       | AP            | \$15.50/Hr | \$ 34.88 |
| 12/16/21 | 2 1/2       | AP/PR         | \$15.50/Hr | \$ 38.75 |
|          |             |               | \$15.50/Hr |          |
|          |             |               | \$15.50/Hr |          |
|          |             |               | \$15.50/Hr |          |
|          |             |               | \$15.50/Hr |          |

Total this Claim \$ 104.63

Bonnie B Young  
Signature: Claims Auditor

1/4/22  
Date

Signature: District Treasure

Date

Date of Approval of Board of Education 1-11-22

District Clerk Shall

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

Total available balance as reported at the end of preceding period..... **\$3,530,190.64**

**RECEIPTS DURING MONTH**

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

| <u>Date</u> | <u>Source</u>                      | <u>Amount</u>       |                       |
|-------------|------------------------------------|---------------------|-----------------------|
| A           | Medicald                           | 6,014.14            |                       |
| A           | VLT \$                             | 26,785.23           |                       |
| A           | Gen Aid \$ Dec pymt                | 260,562.79          |                       |
| A           | Xcoast Aid 4200 267405S            | 153,889.75          |                       |
| A           | Chtr Schl Sup.                     | 1,176.00            |                       |
| A           | A/R Cinci portion Bus.Mng          | 17,891.25           |                       |
| A           | A/R Town Fuel                      | 3,369.29            |                       |
| A           | A/R Non Res Tuition                | 750.00              |                       |
| A           | Rtnd Petty cash from Tax collector | 300.00              |                       |
| A           | Sales Tax from Extra Class         | 28.30               |                       |
| C           | SL Cafeteria deposits              | 1,340.38            |                       |
| C           | Online payments                    | 330.00              |                       |
| C           | Fed/State Reimbrmts                | 44,921.00           |                       |
| C           | A/R Catering                       | 21.49               |                       |
| F           | A/R Non Res Tuition PreK           | 750.00              |                       |
| F           | UPK 21-22\$                        | 82,622.00           |                       |
| TA          | A/R Ins. Pymts                     | 473.22              |                       |
| TA          | Scholarship \$                     | 50.00               |                       |
| TA          | Transfers for payroll              | 493,374.28          |                       |
|             |                                    | <b>1,094,449.12</b> | <b>\$4,624,639.76</b> |

**DISBURSEMENTS MADE DURING MONTH**

|   |                     |                       |
|---|---------------------|-----------------------|
| Accounts Payable Checks                 | 913,937.98          |                       |
| Transfers for Payroll                   | 493,374.28          |                       |
| Transfer to MM                          |                     |                       |
| Transfer to Debt Svc                    | 27,125.00           |                       |
| BANK CHARGE citizens                    |                     |                       |
| Sales Tax pymt                          |                     |                       |
| Lifetime Dental ACH pymts               |                     |                       |
| Excellus Dental                         | 4,930.65            |                       |
| Deposit slips ordered from NBT          |                     |                       |
| Returned check fees/bank adjustments    |                     |                       |
| <b>Total Disbursements</b>              | <b>1,439,367.91</b> |                       |
| <b>Cash Balance as shown by records</b> |                     | <b>\$3,185,271.85</b> |

**RECONCILIATION WITH BANK STATEMENT**

|  |                     |               |
|--|---------------------|---------------|
| Balance as given on bank statement, end of month.....                                | 3,401,488.29        |               |
| Less total of outstanding Checks(see attached list).....                             | 215,504.59          |               |
| Less outstanding ERS pymt  |                     |               |
| Less amount Incorrect ERS Sept pymt  | 1.63                |               |
| Less final wire from Citizens to NBT to be disbursed                                 | 745.22              |               |
| <b>Net Balance in Bank.....</b>  | <b>3,185,236.85</b> |               |
| (should agree with Cash Balance ABOVE unless there are non-deposited funds in treasu | 35.00               |               |
| Amount of receipts non-deposited (add).....  |                     |               |
| Statement of cash on hand (not deposited or transferred at end of period):           |                     |               |
| <u>Date</u>  | <u>Source</u>       | <u>Amount</u> |
| 12/30/2021   | SL Online pymt      | 35.00         |
| <b>Total Cash.....</b>   |                     | <b>35.00</b>  |

**Total Available Balance** **\$3,185,271.85**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 1/11/2022

 Date 1-7-22

Clerk of Board of Education

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

*Katy Denkenberger*

1/5/2022

Treasurer of School District

Date

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 12/31/2021**



**Account:** Multi Fund  
**Cash Account(s):** A 200, C 200, F 200, H 200, TA 200, TE 20091

|   |   |              |
|---|---|--------------|
| Ending Bank Balance:                    |   | 3,401,488.29 |
| Outstanding Checks (See listing below): | - | 216,504.59   |
| Deposits in Transit:                    | + | 35.00        |
| Other Credits:                          | + | 0.00         |
| Other Debits:                           | - | 746.85       |

|                               |              |
|-------------------------------|--------------|
| Adjusted Ending Bank Balance: | 3,185,271.85 |
| Cash Account Balance:         | 3,185,271.85 |

**Outstanding Check Listing**

| Check Date | Check Number | Payee                                  | Amount   |
|------------|--------------|--|----------|
| 05/25/2021 | ✓ 113071     | Ansun Graphics                         | 315.00   |
| 06/22/2021 | 113203       | O'Brien, Kim                           | 367.94   |
| 09/07/2021 | 113441       | Jenny Valente                          | 50.51    |
| 09/21/2021 | 113497       | Town of DeRuyter                       | 95.00    |
| 10/05/2021 | 113531       | LoganDale Construction, LLC            | 40.00    |
| 10/19/2021 | 113569       | Theodore J. Fuller                     | 12.00    |
| 10/19/2021 | 113599       | Jenny Valente                          | 99.95    |
| 11/02/2021 | ✓ 113633     | Educational Data Services, Inc         | 750.00   |
| 11/16/2021 | ✓ 113676     | Laura Brechbiel                        | 108.00   |
| 11/24/2021 | ✓ 113718     | DeRuyter Faculty Association           | 3,447.82 |
| 12/14/2021 | 113759       | DCS Sunshine Fund                      | 840.00   |
| 12/14/2021 | ✓ 113760     | DeRuyter Faculty Association           | 3,378.54 |
| 12/14/2021 | 113761       | PTO SCHOLARSHIP FUND                   | 78.50    |
| 12/14/2021 | 113776       | Demarco Dumpster                       | 498.00   |
| 12/14/2021 | 113778       | Dormitory Authority Reimbermt          | 482.25   |
| 12/14/2021 | ✓ 113782     | Fuller, Joanne                         | 170.50   |
| 12/14/2021 | 113786       | Rebecca Hagmann                        | 24.05    |
| 12/14/2021 | 113787       | Hakas-Shoemaker, Cynthia F.            | 50.00    |
| 12/14/2021 | ✓ 113794     | Maintenance Products and Equipment Co. | 1,040.00 |
| 12/14/2021 | 113805       | Safelite Auto Glass                    | 299.97   |
| 12/14/2021 | ✓ 113811     | Truxton Academy Charter School         | 4,379.00 |
| 12/14/2021 | 113815       | Welsh, Sandra J.                       | 57.11    |
| 12/16/2021 | 113820       | CP Cash & Carry                        | 85.48    |
| 12/23/2021 | 113824       | Cortland County Sheriff's              | 63.44    |
| 12/23/2021 | 113825       | CSEA, Inc.                             | 935.53   |
| 12/23/2021 | ✓ 113826     | DeRuyter Faculty Association           | 3,378.54 |
| 12/23/2021 | 113827       | NYS Teachers Retirement System         | 3,070.00 |
| 12/23/2021 | 113828       | PEOPLE                                 | 9.54     |
| 12/23/2021 | 113829       | PTO SCHOLARSHIP FUND                   | 78.50    |
| 12/23/2021 | 113830       | VOTE-COPE                              | 13.40    |
| 12/28/2021 | ✓ 113831     | Bellows Construction Specialties, LLC  | 2,551.00 |
| 12/28/2021 | ✓ 113832     | Bert Adams Disposal Inc.               | 678.51   |
| 12/28/2021 | ✓ 113833     | Buell Fuels, LLC                       | 4,322.16 |
| 12/28/2021 | ✓ 113834     | Cascade School Supplies, Inc.          | 103.10   |

# DERUYTER CENTRAL SCHOOL DIST

Bank Reconciliation for period ending on 12/31/2021



| Check Date               | Check Number | Payee                                  | Amount     |
|--------------------------|--------------|--|------------|
| 12/28/2021               | 113835       | CDW-G                                  | 735.00     |
| 12/28/2021               | ✓ 113836     | Central New York Overhead Doors        | 3,610.00   |
| 12/28/2021               | 113837       | Cincinnati Home Center                 | 153.05     |
| 12/28/2021               | 113838       | Cooperative Health Insurance           | 142,255.76 |
| 12/28/2021               | 113839       | Countryside Hardware                   | 105.62     |
| 12/28/2021               | 113840       | Day Automations Systems                | 34,902.07  |
| 12/28/2021               | 113841       | DCS Cafeteria Petty Cash               | 59.98      |
| 12/28/2021               | ✓ 113842     | DCS School Lunch Fund                  | 38.35      |
| 12/28/2021               | 113843       | Fuller, Joanne                         | 111.00     |
| 12/28/2021               | 113844       | Jack Harris                            | 111.00     |
| 12/28/2021               | 113845       | Haun Welding Supply Inc                | 360.00     |
| 12/28/2021               | 113846       | Lowes                                  | 113.96     |
| 12/28/2021               | 113847       | Maintenance Products and Equipment Co. | 60.00      |
| 12/28/2021               | ✓ 113848     | New York Bus Sales & Services          | 87.42      |
| 12/28/2021               | 113849       | PTSI                                   | 69.58      |
| 12/28/2021               | 113850       | Sal's Pizzeria                         | 113.98     |
| 12/28/2021               | 113851       | Sugar Shack Cafe & Bakery              | 60.00      |
| 12/28/2021               | ✓ 113852     | Sweeney's Pest Elimination             | 72.00      |
| 12/28/2021               | 113853       | Travelers CL Remittance Center         | 379.00     |
| 12/28/2021               | ✓ 113854     | Unifirst                               | 58.10      |
| 12/28/2021               | ✓ 113855     | WB Mason                               | 175.38     |
| Outstanding Check Total: |              |  | 215,504.59 |

*Katy A. Decker*  
Prepared By

Approved By

VD & R - Void & Reissue  
Ltrs - Letter sent  
✓ - cashed as of 1/7/22

**Treasurer's Monthly Reporting**  
For the Period From November 1, 2021 ~ November 30, 2021  
**Multi Fund**

Total available balance as reported at the end of preceding period..... **\$3,921,192.27**

**RECEIPTS DURING MONTH**

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

| <u>Date</u> | <u>Source</u>                  | <u>Amount</u>       |
|-------------|--------------------------------|---------------------|
| A           | Medicaid                       | 1,002.14            |
| A           | VLT \$                         | 26,785.23           |
| A           | Gen Aid \$ Oct & Nov pymts     | 518,296.68          |
| A           | BOCES & NYSMEC refunds         | 138,575.97          |
| A           | 21-22 School Taxes Collected   | 52,231.48           |
| A           | Chenango Co. State land taxes  | 74,246.13           |
| A           | A/R NonRes Tuition             | 750.00              |
| A           | Workers Comp cons. Pymts       | 2,115.59            |
| A           | Returned chk fees & rebates    | 40.00               |
| A           | Sales Tax from Extra Class     | 49.63               |
| C           | SL Cafeteria deposits          | 1,453.19            |
| C           | Online payments                | 285.00              |
| C           | Fed/State Reimbursements       | 27,821.00           |
| F           | A/R PreK Non Res Tuition pymts | 500.00              |
| TA          | Labels for \$                  | 27.82               |
| TA          | Scholarship funds              | 1,050.00            |
| TA          | Transfers for payroll          | 484,942.03          |
|             |                                | <b>1,330,151.89</b> |

**\$5,251,344.16**

**DISBURSEMENTS MADE DURING MONTH**

|                                      |              |
|--------------------------------------|--------------|
| Accounts Payable Checks              | 1,229,966.09 |
| Transfers for Payroll                | 484,942.03   |
| Transfer to MM                       |              |
| Transfer to Debt Svc                 |              |
| BANK CHARGE citizens                 |              |
| Sales Tax pymt                       |              |
| Lifetime Dental ACH pymts            |              |
| Excellus Dental                      | 6,245.40     |
| Deposit slips ordered from NBT       |              |
| Returned check fees/bank adjustments |              |

**Total Disbursements 1,721,153.52**

**Cash Balance as shown by records**

**\$3,530,190.64**

**RECONCILIATION WITH BANK STATEMENT**

|  |              |
|--|--------------|
| Balance as given on bank statement, end of month.....    | 3,900,177.01 |
| Less total of outstanding Checks(see attached list)..... | 367,296.49   |
| Less outstanding ERS Nov pymt                            | 1,943.03     |
| Less amount Incorrect ERS Sept pymt                      | 1.83         |
| Less final wire from Citizens to NBT to be disbursed     | 745.22       |

**Net Balance in Bank..... 3,530,190.64**

(should agree with Cash Balance ABOVE unless there are non-deposited funds in treasu 0.00)

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

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

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

**Total Cash..... 0.00**

**Total Available Balance**

**\$3,530,190.64**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 1/11/2022

 Date 1-7-22

Clerk of Board of Education

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



1/5/2022

Treasurer of School District

Date



**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 11/30/2021**



**Account:** Mult Fund  
**Cash Account(s):** A 200, C 200, F 200, H 200, TA 200, TE 20091

|   |   |              |
|---|---|--------------|
| Ending Bank Balance:                    |   | 3,900,177.01 |
| Outstanding Checks (See listing below): | - | 367,296.49   |
| Deposits In Transit:                    | + | 0.00         |
| Other Credits:                          | + | 0.00         |
| Other Debits:                           | - | 2,689.88     |

**Adjusted Ending Bank Balance:** 3,530,190.64

**Cash Account Balance:** 3,530,190.64

**Outstanding Check Listing**

| Check Date | Check Number | Payee                                  | Amount     |
|------------|--------------|--|------------|
| 05/25/2021 | 113071       | Ansun Graphics                         | 315.00     |
| 06/22/2021 | 113203       | O'Brien, Kim                           | 367.94     |
| 06/30/2021 | 113248       | March Associates                       | 4,935.00   |
| 07/27/2021 | 113296       | March Associates                       | 12,600.39  |
| 09/07/2021 | 113441       | Jenny Valente                          | 50.51      |
| 09/21/2021 | 113497       | Town of DeRuyter                       | 95.00      |
| 10/05/2021 | 113531       | LoganDale Construction, LLC            | 40.00      |
| 10/19/2021 | 113556       | Amy J. Calhoun                         | 8.00       |
| 10/19/2021 | 113569       | Theodore J. Fuller                     | 12.00      |
| 10/19/2021 | 113599       | Jenny Valente                          | 99.95      |
| 10/29/2021 | 113619       | PTO SCHOLARSHIP FUND                   | 88.50      |
| 11/02/2021 | 113633       | Educational Data Services, Inc         | 750.00     |
| 11/02/2021 | 113656       | Toolan, Janet                          | 116.00     |
| 11/12/2021 | 113670       | PTO SCHOLARSHIP FUND                   | 88.50      |
| 11/16/2021 | 113676       | Laura Brechbiel                        | 108.00     |
| 11/16/2021 | 113679       | Dormitory Authority Reimbermt          | 771.60     |
| 11/16/2021 | 113685       | Ken Haller                             | 108.00     |
| 11/16/2021 | 113686       | High Noon Books                        | 239.00     |
| 11/16/2021 | 113692       | Maintenance Products and Equipment Co. | 2,410.00   |
| 11/16/2021 | 113696       | Eric Paul                              | 109.50     |
| 11/16/2021 | 113702       | School Specialty/EDU Essential         | 7.32       |
| 11/24/2021 | 113716       | Cortland County Sheriff's              | 60.86      |
| 11/24/2021 | 113717       | CSEA, Inc.                             | 963.10     |
| 11/24/2021 | 113718       | DeRuyter Faculty Association           | 3,447.82   |
| 11/24/2021 | 113719       | NYS Teachers Retirement System         | 3,385.00   |
| 11/24/2021 | 113720       | PEOPLE                                 | 14.32      |
| 11/24/2021 | 113721       | PTO SCHOLARSHIP FUND                   | 88.50      |
| 11/24/2021 | 113722       | VOTE-COPE                              | 13.40      |
| 11/30/2021 | 113723       | ASBO New York                          | 450.00     |
| 11/30/2021 | 113724       | Bert Adams Disposal Inc.               | 678.51     |
| 11/30/2021 | 113725       | Bill Bros. Dairy                       | 765.32     |
| 11/30/2021 | 113726       | David Brown                            | 131.10     |
| 11/30/2021 | 113727       | Buell Fuels, LLC                       | 1,838.95   |
| 11/30/2021 | 113728       | Cooperative Health Insurance           | 147,022.66 |

**DERUYTER CENTRAL SCHOOL DIST**

Bank Reconciliation for period ending on 11/30/2021



| Check Date               | Check Number | Payee                          | Amount     |
|--------------------------|--------------|--------------------------------|------------|
| 11/30/2021               | 113729       | Countryside Hardware           | 154.44     |
| 11/30/2021               | 113730       | CSEA Employee Benefit Fund     | 2,762.98   |
| 11/30/2021               | 113731       | Decker Equipment               | 100.05     |
| 11/30/2021               | 113732       | Duffy's Equipment Services Inc | 713.67     |
| 11/30/2021               | 113732       | Duffy's Equipment Services Inc | -713.67    |
| 11/30/2021               | 113733       | Empire State Auto Parts        | 27.70      |
| 11/30/2021               | 113734       | Encore Data Products           | 50.04      |
| 11/30/2021               | 113735       | Excellus Health Plan-CNY       | 322.70     |
| 11/30/2021               | 113736       | Fuller, Joanne                 | 111.00     |
| 11/30/2021               | 113737       | Goodheart Willcox Publisher    | 5,198.05   |
| 11/30/2021               | 113738       | Hill & Markes Inc.             | 204.35     |
| 11/30/2021               | 113739       | I.D. Booth                     | 150.28     |
| 11/30/2021               | 113740       | Jemco Water Treatment Services | 290.00     |
| 11/30/2021               | 113741       | McKee Equipment                | 435.39     |
| 11/30/2021               | 113742       | New York Bus Sales & Services  | 298.62     |
| 11/30/2021               | 113743       | Melissa Newton                 | 140.52     |
| 11/30/2021               | 113744       | NYS Local Empl. Retirement Sys | 159,083.00 |
| 11/30/2021               | 113745       | Quadient LeasingUSA, Inc.      | 329.46     |
| 11/30/2021               | 113746       | Really Great Reading Company   | 8,703.20   |
| 11/30/2021               | 113747       | Renzi                          | 1,436.30   |
| 11/30/2021               | 113748       | Skyline Electric Supplies      | 204.28     |
| 11/30/2021               | 113749       | Staples Contract & Commercial  | 57.89      |
| 11/30/2021               | 113750       | Sweeney's Pest Elimination     | 72.00      |
| 11/30/2021               | 113751       | The Art of Education           | 749.00     |
| 11/30/2021               | 113752       | Unifirst                       | 89.85      |
| 11/30/2021               | 113753       | VSP Vision Care                | 326.26     |
| 11/30/2021               | 113754       | WB Mason                       | 127.98     |
| 11/30/2021               | 113755       | Wilson Language Training Corp. | 708.80     |
| 11/30/2021               | 113756       | Yale Hardward Flooring         | 2,982.60   |
| Outstanding Check Total: |              |                                | 367,296.49 |

  
Prepared By\_\_\_\_\_  
Approved By

**Treasurer's Monthly Reporting**  
**For the Period From November 1, 2021 ~ December 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 |               |
| 11/12/21    | Payroll   | \$151,491.26  |
| 11/24/21    | Payroll   | \$156,572.86  |
| 12/10/21    | Payroll   | \$156,169.96  |
| 12/23/21    | Payroll   | \$159,676.11  |

Interest Earned

**Total Receipts** **\$623,910.19**

Total Receipts, Including balance

**\$623,910.19**

**DISBURSEMENTS MADE DURING MONTH**

Transfer to General for Write off Amt

Transfer to Trust and Agency

Payroll Checks **\$623,910.19**

(Total amount of checks issued and debit charges) **\$623,910.19**

**Cash Balance as shown by records**

**\$0.00**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month..... **\$17,181.00**

Less total of outstanding Checks (see attached list)..... **\$17,181.00**

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: 1/11/2022

  
 Clerk of Board of Education

1-7-22  
 Date

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

**Katy Denkenberger**  
 Treasurer of School District

1/5/2022  
 Date

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

Total available balance as reported at the end of preceding period..... **\$14,917.53**

**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 |               |
|             | Lifetime Reimbursement Repayment  |               |

Interest Earned \$0.00

**Total Receipts \$0.00**

Total Receipts, including balance

**\$14,917.53**

**DISBURSEMENTS MADE DURING MONTH**

|                 |          |            |
|-----------------|----------|------------|
| Total ACH pymts | November | \$8,096.20 |
|                 | December | \$2,852.83 |

(Total amount of checks issued and debit charges) **\$10,949.03**

**Cash Balance as shown by records**

**\$3,968.50**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month..... **\$3,968.50**

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

List of Outstanding Checks/Transfers

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

Net Balance in Bank..... **\$3,968.50**

(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**

**\$3,968.50**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 1/11/2022

  
Clerk of Board of Education

1-7-22  
Date

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

**Katy Denkenberger**  
Treasurer of School District

1/5/2022

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 12/31/2021**



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

|   |   |          |
|---|---|----------|
| Ending Bank Balance:                    |   | 3,968.50 |
| Outstanding Checks (See listing below): | - | 0.00     |
| Deposits in Transit:                    | + | 0.00     |
| Other Credits:                          | + | 0.00     |
| Other Debits:                           | - | 0.00     |

|                               |          |
|-------------------------------|----------|
| Adjusted Ending Bank Balance: | 3,968.50 |
| Cash Account Balance:         | 3,968.50 |

**Outstanding Check Listing**

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

|                          |      |
|--------------------------|------|
| Outstanding Check Total: | 0.00 |
|--------------------------|------|

  
Prepared By

Approved By

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 11/30/2021**



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

|   |   |          |
|---|---|----------|
| Ending Bank Balance:                    |   | 6,821.33 |
| Outstanding Checks (See listing below): | - | 0.00     |
| Deposits In Transit:                    | + | 0.00     |
| Other Credits:                          | + | 0.00     |
| Other Debits:                           | - | 0.00     |

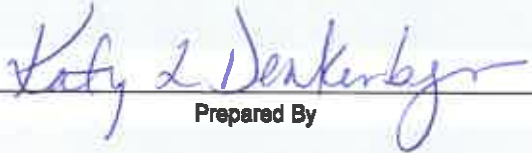
Adjusted Ending Bank Balance: 6,821.33

Cash Account Balance: 6,821.33

**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 From November 1, 2021 - December 31, 2021**  
**Debt Service**

Total available balance as reported at the end of preceding period..... **\$1.00**

**RECEIPTS DURING MONTH**

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

| <u>Date</u> | <u>Source</u>                         | <u>Amount</u> |
|-------------|---------------------------------------|---------------|
| 12/14/2021  | Transfer from Multi for Bond Int.pymt | \$27,125.00   |

|                       |                    |
|-----------------------|--------------------|
| Interest Earned       | \$0.00             |
| <b>Total Receipts</b> | <b>\$27,125.00</b> |

Total Receipts, Including balance **\$27,126.00**

**DISBURSEMENTS MADE DURING MONTH**

|   |                    |
|---|--------------------|
| Key Govt Finance Pymt EPC                         |                    |
| BAN Pymt  |                    |
| Remaining 2013 BOND pymt                          |                    |
| 2021 BOND (refunded 2013) pymt                    | \$27,125.00        |
| (Total amount of checks issued and debit charges) | <b>\$27,125.00</b> |

**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> |
|-------------|---------------|---------------|
|-------------|---------------|---------------|

|            |        |
|------------|--------|
| Total Cash | \$0.00 |
|------------|--------|

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

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 1/11/22

 1-7-22  
 Clerk of Board of Education Date

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

 1/5/2022  
 Treasurer of School District Date

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 12/31/2021**



**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 |
|--------------------------|--------------|-------|--------|
| Outstanding Check Total: |              |       | 0.00   |

  
 Prepared By

Approved By



**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 11/30/2021**



**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 |
|------------|--------------|-------|--------|
|------------|--------------|-------|--------|

|                                 |  |  |             |
|---------------------------------|--|--|-------------|
| <b>Outstanding Check Total:</b> |  |  | <b>0.00</b> |
|---------------------------------|--|--|-------------|

  
Prepared By

Approved By

**Treasurer's Monthly Reporting**  
**For the Period November 1, 2021 - December 31, 2021**  
**Reserves/Money Market Acct**

Total available balance as reported at the end of preceding period..... \$0.00 **\$1,342,055.94**

**RECEIPTS DURING MONTH**

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

| <u>Date</u> | <u>Source</u>   | <u>Amount</u> |
|-------------|-----------------|---------------|
| 11/30/2021  | Interest earned | \$110.30      |
| 12/31/2021  | Interest earned | \$113.99      |

**Total Receipts** **\$224.29**

**Total Receipts, Including balance** **\$1,342,280.23**

**DISBURSEMENTS MADE DURING MONTH**

**Total Checks**

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

**Cash Balance as shown by records** **\$1,342,280.23**

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month..... **\$1,342,280.23**

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

Net Balance in Bank..... **\$1,342,280.23**

(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** **\$1,342,280.23**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 1/11/2022

  
Clerk of Board of Education

1-7-22  
Date

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

**Katy Denkenberger**  
Treasurer of School District

1/5/2022  
Date

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

Total available balance as reported at the end of preceding period..... **\$83,394.38**

**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                                 | \$                 | 3,067.44           |
|             | National Honor Society                   |                    |                    |
|             | Student Council                          |                    |                    |
|             | Yearbook                                 |                    |                    |
|             | Class of 2021                            |                    |                    |
|             | Class of 2022                            | \$                 | 1,829.41           |
|             | Class of 2023                            | \$                 | 355.00             |
|             | Class of 2024                            |                    |                    |
|             | Class of 2025                            |                    |                    |
|             | SADD                                     | \$                 | 97.34              |
|             | Bounced Checks                           | \$                 | (50.00)            |
|             | Interest Earned                          |                    |                    |
|             | <b>Total Receipts</b>                    | <b>\$</b>          | <b>5,299.19</b>    |
|             | <b>Total Receipts, including balance</b> | <b>\$88,693.57</b> | <b>\$88,693.57</b> |

**DISBURSEMENTS MADE DURING MONTH**

|   |                    |                    |
|---|--------------------|--------------------|
| AP Checks   | \$15,579.12        |                    |
| JE Expense  |                    |                    |
| (Total amount of checks issued and debit charges) | <b>\$15,579.12</b> |                    |
| <b>Cash Balance as shown by records</b>           |                    | <b>\$73,114.45</b> |

**RECONCILIATION WITH BANK STATEMENT**

|  |                    |
|--|--------------------|
| Balance as given on bank statement, end of month.....  | \$82,624.71        |
| Less total of outstanding Checks (see attached list).....  | \$9,510.26         |
| <b>Net Balance in Bank.....</b>  | <b>\$73,114.45</b> |
| (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    | <b>\$0.00</b> |

**Total Available Balance** **\$73,114.45**

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 1/11/2022

  
 Clerk of Board of Education

1-7-22  
 Date

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

  
 Treasurer of School District

1/5/2022  
 Date

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 12/31/2021**



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

|   |   |           |
|---|---|-----------|
| Ending Bank Balance:                    |   | 82,624.71 |
| Outstanding Checks (See listing below): | - | 9,510.26  |
| Deposits in Transit:                    | + | 0.00      |
| Other Credits:                          | + | 0.00      |
| Other Debits:                           | - | 0.00      |

|                               |           |
|-------------------------------|-----------|
| Adjusted Ending Bank Balance: | 73,114.45 |
| Cash Account Balance:         | 0.00      |

**Outstanding Check Listing**

| Check Date                      | Check Number | Payee                             | Amount          |
|---------------------------------|--------------|-----------------------------------|-----------------|
| 03/29/2021                      | VD&R 6403    | Diana Breed                       | 75.00           |
| 03/29/2021                      | 6407         | Anthony Hatto                     | 500.00          |
| 03/29/2021                      | 6408         | Kaylee LaClair                    | 30.00           |
| 03/29/2021                      | 6410         | Alan Marshall                     | 75.00           |
| 03/29/2021                      | 6411         | Sunshine Shelby                   | 75.00           |
| 06/15/2021                      | Ltrs 6438    | Benjamin Barnes                   | 75.00           |
| 06/15/2021                      | 6462         | Joel Madore                       | 75.00           |
| 06/15/2021                      | 6474         | Abigail Warner                    | 75.00           |
| 06/30/2021                      | 6491         | Jessica Degear                    | 48.60           |
| 12/14/2021                      | 6530         | Florida Farm Bureau               | 4,066.30        |
| 12/28/2021                      | ✓ 6533       | Erin Brown                        | 500.00          |
| 12/28/2021                      | 6534         | Collegian Hotel & Suites Syracuse | 1,380.00        |
| 12/28/2021                      | 6535         | Cuba Cheese Shops                 | 23.50           |
| 12/28/2021                      | 6536         | Jeremy Milligan                   | 92.00           |
| 12/28/2021                      | 6537         | NY Association of FFA             | 2,390.00        |
| 12/28/2021                      | 6538         | Prince, Amy                       | 16.00           |
| 12/28/2021                      | 6539         | Regina Raleigh                    | 13.86           |
| <b>Outstanding Check Total:</b> |              |                                   | <b>9,510.26</b> |

*Katy L Denker*  
 Prepared By

Approved By

VD&R - Void & Reissued  
 Ltrs - Letters sent  
 ✓ - cashed as of 1/7/22

**Treasurer's Monthly Reporting**  
**For the Period from November 1, 2021 ~ November 30, 2021**  
**Extra Curriculum Activity Accounts**

Total available balance as reported at the end of preceding period..... **\$68,402.15**

**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                                 | \$ 11,625.25        |                    |
|             | National Honor Society                   |                     |                    |
|             | Student Council                          |                     |                    |
|             | Yearbook                                 | \$ 2,617.80         |                    |
|             | Class of 2021                            |                     |                    |
|             | Class of 2022                            | \$ 2,287.24         |                    |
|             | Class of 2023                            |                     |                    |
|             | Class of 2024                            |                     |                    |
|             | Class of 2025                            | \$ 2,482.38         |                    |
|             | SADD                                     |                     |                    |
|             | Bounced Checks                           |                     |                    |
|             | Interest Earned                          |                     |                    |
|             | <b>Total Receipts</b>                    | <b>\$ 19,012.67</b> |                    |
|             | <b>Total Receipts, including balance</b> | <b>\$87,414.82</b>  | <b>\$87,414.82</b> |

**DISBURSEMENTS MADE DURING MONTH**

|  |                   |                    |
|--|-------------------|--------------------|
| AP Checks  | \$4,020.44        |                    |
| Class of 2020 Remaining bal transfer to STCO     |                   |                    |
| JE Expense                                       |                   |                    |
| (Total amount of checks issued and debt charges) | <b>\$4,020.44</b> |                    |
| <b>Cash Balance as shown by records</b>          |                   | <b>\$83,394.38</b> |

**RECONCILIATION WITH BANK STATEMENT**

|  |             |
|--|-------------|
| Balance as given on bank statement, end of month.....  | \$84,695.09 |
| Less total of outstanding Checks (see attached list).....  | \$1,300.71  |
| Net Balance in Bank.....   | \$83,394.38 |
| (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>\$83,394.38</b> |

Received by the Board of Education and entered as a part of the minutes of the Board Meeting held: 1/11/2022

  
 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

1/5/2022  
 Date

**DERUYTER CENTRAL SCHOOL DIST**  
**Bank Reconciliation for period ending on 11/30/2021**



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

|   |   |           |
|---|---|-----------|
| Ending Bank Balance:                    |   | 84,695.09 |
| Outstanding Checks (See listing below): | - | 1,300.71  |
| Deposits in Transit:                    | + | 0.00      |
| Other Credits:                          | + | 0.00      |
| Other Debits:                           | - | 0.00      |

**Adjusted Ending Bank Balance:** 83,394.38

**Cash Account Balance:** 0.00

**Outstanding Check Listing**

| Check Date                      | Check Number | Payee                | Amount          |
|---------------------------------|--------------|----------------------|-----------------|
| 03/29/2021                      | VD+R 6403    | Diana Breed          | 75.00           |
| 03/29/2021                      | 6407         | Anthony Hatto        | 500.00          |
| 03/29/2021                      | 6408         | Kaylee LaClair       | 30.00           |
| 03/29/2021                      | 6410         | Alan Marshall        | 75.00           |
| 03/29/2021                      | 6411         | Sunshine Shelby      | 75.00           |
| 06/15/2021                      | Ltrs 6438    | Benjamin Barnes      | 75.00           |
| 06/15/2021                      | 6462         | Joel Madore          | 75.00           |
| 06/15/2021                      | 6474         | Abigail Warner       | 75.00           |
| 06/30/2021                      | 6491         | Jessica Dagear       | 48.60           |
| 11/30/2021                      | ✓ 6521       | Countryside Hardware | 88.90           |
| 11/30/2021                      | ✓ 6522       | DCS General Fund     | 28.30           |
| 11/30/2021                      | ✓ 6523       | Kate Meigs           | 154.91          |
| <b>Outstanding Check Total:</b> |              |                      | <b>1,300.71</b> |

*Katy L. DeKunbyen*  
 Prepared By

Approved By

VD+R Void & Reissued  
 Ltrs Letter sent  
 ✓ Processed

Mengel Metzger Barr & Co., LLP  
100 Chestnut Street, Suite 1200  
Rochester, New York 14604

In connection with your examination of our financial statements of the DeRuyter Central School District Extraclassroom Funds for the year ended June 30, 2021, for the purpose of expressing an opinion as to whether the statements present fairly the cash and fund balance, we confirm, to the best of our knowledge and belief, the following representations made to you during your examination:

1. We are responsible for the fair presentation of the cash receipts and disbursements of the High School Extraclassroom Fund.
2. We have made available to you all:
  - a) financial records and related data.
  - b) all board adopted policies regarding the accounting for the fund.
3. There have been no:
  - a) irregularities involving management or employees who have significant roles in the system of internal accounting control.
  - b) irregularities involving other employees that could have a material effect on the financial statements.
4. Unpaid bills and unrecorded receipts have been properly recorded or disclosed in the financial statements.
5. There have been no violations of district policy regarding the Extraclassroom Funds.
6. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
7. Business office was informed of all equipment purchases in order to maintain accountability and control.
8. No events have occurred subsequent to the balance sheet date that would require adjustment to, or disclosure in, the financial statements.
9. All student clubs listed on the Annual Financial Statement on Extraclassroom Activities Funds for the year ended June 30, 2021 have been approved by the Board of Education and have an elected student treasurer and student participation.

\_\_\_\_\_  
Name

\_\_\_\_12/10/2021\_\_\_\_\_  
Date

**DERUYTER CENTRAL SCHOOL DISTRICT**  
**EXTRACLASSROOM ACTIVITY FUNDS**  
**FINANCIAL REPORT**

**For Year Ended June 30, 2021**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants



## **T A B L E   O F   C O N T E N T S**

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|---|-------|
| Independent Auditors' Report  | 1 – 2 |
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| Notes to Financial Statement  | 4 - 5 |
| Auditors' Findings and Evaluation   | 6 – 7 |

## **INDEPENDENT AUDITORS' REPORT**

To the Board of Education  
DeRuyter Central School District, New York

We have audited the accompanying statement of cash receipts and disbursements of the Extraclassroom Activity Funds of the DeRuyter Central School District for the year ended June 30, 2021 and the related notes to the financial statement.

### ***Management's Responsibility for the Financial Statement***

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the cash basis of accounting described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on this financial statement based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free from misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the District's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Basis for Qualified Opinion***

Internal accounting controls are limited over the cash receipts from the point of collection to the time of submission to the Central Treasurer. Accordingly, it was impracticable to extend our audit of such receipts beyond the amounts recorded.

### ***Qualified Opinion***

In our opinion, except for the possible effects of the matter discussed in the basis for qualified opinion paragraph, the financial statement referred to in the first paragraph presents fairly, in all material respects, the cash receipts and disbursements of the Extraclassroom Activity Funds of DeRuyter Central School District for the year ended June 30, 2021, in accordance with the cash basis of accounting as described in Note 1.

### ***Basis of Accounting***

We draw attention to Note 1 of the financial statement, which describes the basis of accounting. This financial statement is prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to that matter.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
December 10, 2021

**DERUYTER CENTRAL SCHOOL DISTRICT**  
**EXTRACLASSROOM ACTIVITY FUNDS**  
**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS**  
**For Year Ended June 30, 2021**

|                            | <b>Cash Balance</b>         |                         |                             |  | <b>Cash Balance</b>         |
|----------------------------|-----------------------------|-------------------------|-----------------------------|--|-----------------------------|
|                            | <b><u>July 01, 2020</u></b> | <b><u>Receipts</u></b>  | <b><u>Disbursements</u></b> |  | <b><u>June 30, 2021</u></b> |
| Class of 2020              | \$ 5,721                    | \$ 56                   | \$ 5                        |  | \$ 5,772                    |
| Class of 2021              | 8,420                       | 917                     | 8,803                       |  | 534                         |
| Class of 2022              | 4,424                       | 7,927                   | 3,645                       |  | 8,706                       |
| Class of 2023              | 1,267                       | 7,738                   | 4,791                       |  | 4,214                       |
| Class of 2024              | 2,390                       | 7,551                   | 3,384                       |  | 6,557                       |
| Drama Club                 | 7,478                       | 27                      | 643                         |  | 6,862                       |
| Elementary Student Council | 791                         | 2,348                   | 2,118                       |  | 1,021                       |
| FFA                        | 8,979                       | 30,765                  | 21,997                      |  | 17,747                      |
| Honor Society              | 979                         | 578                     | 289                         |  | 1,268                       |
| SADD                       | 571                         | 893                     | 412                         |  | 1,052                       |
| Student Council            | 3,076                       | 94                      | 199                         |  | 2,971                       |
| Yearbook                   | 6,415                       | 8,361                   | 6,413                       |  | 8,363                       |
| <b>TOTAL</b>               | <b><u>\$ 50,511</u></b>     | <b><u>\$ 67,255</u></b> | <b><u>\$ 52,699</u></b>     |  | <b><u>\$ 65,067</u></b>     |

(See accompanying notes to financial statement)

**DERUYTER CENTRAL SCHOOL DISTRICT**

**EXTRACLASROOM ACTIVITY FUNDS**

**NOTES TO FINANCIAL STATEMENT**

**June 30, 2021**

**(Note 1)      Accounting Policy:**

The transactions of the Extraclassroom Activity Funds are considered part of the reporting entity of the DeRuyter Central School District. Consequently, the cash balances are included in the financial statements of the School District as part of the Custodial Fund.

The accounts of the Extraclassroom Activity Funds of the DeRuyter Central School District are maintained on a cash basis, and the statement of cash receipts and disbursements reflects only cash received and disbursed. Therefore, receivables and payables, inventories, long-lived assets, and accrued income and expenses, which would be recognized under generally accepted accounting principles, and which may be material in amount, are not recognized in the accompanying financial statement.

**(Note 2)      Cash and Cash Equivalents:**

Cash and cash equivalents is comprised of one checking account. The balance in this account is fully covered by FDIC insurance.

**(Note 3)      Subsequent Events:**

Our examination disclosed receipts and disbursements pertaining to the 2020-21 fiscal year which were not transacted and recorded until the 2021-22 fiscal year as follows:

| <u>Club</u>  | <u>Receipts</u> | <u>Disbursements</u> |
|--------------|-----------------|----------------------|
| Yearbook     | \$ 1,101        | \$ 4,772             |
| <b>Total</b> | <b>\$ 1,101</b> | <b>\$ 4,772</b>      |

If these amounts had been recorded prior to year end, the net effect would have been a decrease in the Yearbook Club balance in the amount of \$3,671 at June 30, 2021.

**(Note 4)      Related Parties:**

During the course of our examination, we noted that the Central Treasurer is related to the Faculty Advisor for the Class of 2023.

Although our testing did not reveal any irregularities, we recommend the District continue to monitor this situation in order to strengthen internal controls.

**(Note 5)      COVID-19:**

On January 30, 2020 the World Health Organization (WHO) announced a global health emergency because of a new strain of coronavirus originating in Wuhan, China (the “COVID-19 outbreak”) and the risk to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally.

The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, limited activities and student involvement in the Extraclassroom activities and transactions have resulted from the date of closure through the end of the 2020-21 fiscal year.

## **DERUYTER CENTRAL SCHOOL DISTRICT**

### **EXTRACLASROOM ACTIVITY FUNDS**

#### **AUDITORS' FINDINGS AND EVALUATION**

We have examined the statement of cash receipts and disbursements of the DeRuyter Central School District's Extraclassroom Activity Funds for the year ended June 30, 2021. As part of our examination, we made a study and evaluation of the system of internal accounting control to the extent we deemed necessary to render our opinion.

There are inherent limitations in considering the potential effectiveness of any system of internal accounting control. Human errors, mistakes of judgment and misunderstanding of instructions limit the effectiveness of any control system. In particular, cash being handled by numerous students and faculty advisors at various functions provides an atmosphere of limited control over those receipts.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the District's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

#### **Current Year Deficiencies in Internal Control:**

##### **Cash Advance –**

During the course of our examination we noted one instance in the FFA Club in which a cash advance was made and the receipts to support purchases made were not turned in and attached to the payment order in a timely manner.

We recommend all receipts for purchases made from cash advances be turned in as soon as possible, and the documentation be retained with the original payment order.

##### **Cash –**

During the course of our examination we noted that cash from fundraising activities is sometimes taken home overnight by the FFA Faculty Advisor.

In an effort to improve accountability and control over cash receipts, we recommend all money collected from events and fund-raisers be maintained in the school safe or be properly safeguarded on school property until being remitted to the Central Treasurer for deposit.

**Prior Year Recommendations:**

We are pleased to report that the following prior year recommendations have been implemented to our satisfaction:

1. All profit and loss statements that we examined included the applicable student signatures.
2. It appears that all funds collected were deposited.
3. Amounts deposited appeared to be in agreement with sales reconciliations prepared.

\*

\*

\*

We wish to express our appreciation to all client personnel for the courtesies extended to us during the course of our examination.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
December 10, 2021





# DeRuyter Central School

*Home of the Rockets*

711 Railroad Street, DeRuyter, NY 13052  
Phone: 315-852-3400 Fax: 315-852-9600

**Kimberly O'Brien**  
Director of Curriculum and  
Instruction

**David M. Brown, Ed. D.**  
Superintendent of Schools

**Amanda Graham-Quirk**  
School Business Executive

**Stephen Rafferty**  
6-12 Principal/Director  
of Special Education

**Jenny Valente**  
PK-5 Principal/Director  
of Special Education

|   | Findings   | Corrective Action Plan   | Date to Implement |
|---|--|--|-------------------|
| 1 | During the course of our examination we noted one instance in the FFA Club in which a cash advance was made and the receipts to support purchases made were not turned in and attached to the payment order in a timely manner. We recommend all receipts for purchases made from cash advances be turned in as soon as possible, and the documentation be retained with the original payment order.                             | We have implemented this 2 week after being given the cash advance to turn in the receipts and any remaining cash that needs to be redeposited into the account.   | 9/1/2021          |
| 2 | During the course of our examination we noted that cash from fundraising activities is sometimes taken home overnight by the FFA Faculty Advisor. In an effort to improve accountability and control over cash receipts, we recommend all money collected from events and fund-raisers be maintained in the school safe or be properly safeguarded on school property until being remitted to the Central Treasurer for deposit. | We have a deposit drop box in the business office door where all money can be deposited at night after the event is over. We have reiterated with all advisors to use it in our annual meeting. This deposit box is being used at this point and we feel it was not being used last year due to covid protocols and not allowing people in the building as often. Now the advisors are allowed to be in the building to ensure they can deposit in the door. | 9/1/2021          |

**DeRuyter Central School = District Committed to Success**

**Board of Education:** Dean Hathaway, President; Bradley Mierke, Vice President; Members – Daniel Degear, Jodi Wiesing, Jeremy Wilken

# ASHLEY MCGRAW



December 9, 2021

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

RE: ASHLEY MCGRAW ARCHITECT'S PROPOSAL FOR 21/22 CAPITAL OUTLAY

Dear David:

We are pleased to submit this fee proposal to provide the District with design and construction phase services for the 21/22 Capital Outlay Project. This project consists of stair tread and landing flooring replacement at two stairs, flooring repair at the cafeteria ramp, air conditioning for the ES Principals Office and Nurses Area, wall pads in the Small Gym, convection oven connections and install, and card reader access at 4 entry doors.

To document the scope, we will be working with Day Automation for the card reader access and Jade Stone for all Mechanical, Electrical and Plumbing work

We propose a fixed fee of \$20,000 for these services.

Should this proposal meet with your approval please review and sign the enclosed AIA B101 Services Agreement and return one copy to us for our file.

If you have any questions, please do not hesitate to contact us at (315) 425-1814.

Sincerely,

A handwritten signature in black ink, appearing to read 'Drew Jones', with a long, sweeping horizontal line extending to the right.

Drew Jones, RA LEED AP BD+C  
Associate Principal



# AIA<sup>®</sup> Document B101<sup>™</sup> – 2017

## ***Standard Form of Agreement Between Owner and Architect***

**AGREEMENT** made as of the Eighth day of December in the year Two Thousand Twenty-One

**BETWEEN** the Architect's client identified as the Owner:

DeRuyter Central School District  
711 Railroad Street  
DeRuyter, New York 13052  
Telephone Number: 315-852-3400

and the Architect:

Ashley McGraw Architects, D.P.C.  
125 East Jefferson Street, 15<sup>th</sup> Floor  
Syracuse, New York 13202  
Telephone Number: 315-425-1814

for the following Project:

DeRuyter Central School District 2021-22 Capital Outlay Project

Architect's Project No. 21113

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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| 3  | SCOPE OF ARCHITECT'S BASIC SERVICES  |
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| 6  | COST OF THE WORK                     |
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| 11 | COMPENSATION                         |
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| 13 | SCOPE OF THE AGREEMENT               |

*(Paragraph deleted)*

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(Paragraph deleted)*

§ 1.1.1 The Owner's program for the Project:

*(Paragraph deleted)*

The Architect shall provide professional architectural design services related to the air conditioning addition to the Elementary School nurse's and principal's offices, replacing flooring and stair treads at two stairs, flooring repair and replacement at the cafeteria ramp, replacement of small gym wall pads, new convection oven connections and installation (oven provided by Owner), and card reader access at 4 entry doors as part of the DeRuyter Central School District 2021-22 Capital Outlay Project. Project Scope and Budget summary is attached as Exhibit D.

§ 1.1.2 The Project's physical characteristics:

*(Paragraph deleted)*

As described in section 1.1.1 and outlined in Exhibit D

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

This space left blank.

§ 1.1.4 The Owner's anticipated design and construction

*(Paragraphs deleted)*

schedule shall be established based on the final approved project scope and shall be made part of this Agreement through an amendment to this Agreement.

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:

*(Paragraph deleted)*

Competitive bid

§ 1.1.6 The Owner identifies the following representative in accordance with Section 5.3:

Dr. David M. Brown  
Superintendent  
711 Railroad Street  
DeRuyter, New York 13052  
Telephone Number: 315-852-3400  
E-mail: dbrown@deruytercentral.org

*(Paragraph deleted)*

§ 1.1.7 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

This space left blank.

§ 1.1.8 The Owner shall retain the following consultants and contractors:

.1 Geotechnical Engineer:

None known at time of Execution of this Agreement.

§ 1.1.9 The Architect identifies the following representative in accordance with Section 2.3:

Drew Jones  
Ashley McGraw Architects, D.P.C.  
125 East Jefferson Street, 15<sup>th</sup> Floor  
Syracuse, New York 13202  
Telephone Number: 315-425-1814  
*(Paragraphs deleted)*  
E-mail: jones@ashleymcgraw.com

§ 1.1.10 The Architect

*(Paragraphs deleted)*

shall retain the consultants identified in Sections 1.1.10.1 and 1.1.10.2 as needed:

*(Paragraphs deleted)*

§ 1.1.10.1 Consultants retained under Basic Services (which may be changed by mutual agreement):

.1 HVAC Engineer:

Jade Stone Engineering  
444 Vanduzee St  
Watertown, NY 13601

.2 Security Systems Engineer:

Day Automation Systems  
102 Newbury Hollow Lane  
Syracuse, NY 13210

§ 1.1.10.2 Consultants retained under Supplemental Services:

None known at time of execution of this Agreement.

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 Intentionally deleted.

*(Paragraph deleted)*

## **ARTICLE 2 ARCHITECT'S RESPONSIBILITIES**

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall render decisions in a timely manner pertaining to issues submitted by the Owner, and/or Contractors in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services and/or the Project Work.

§ 2.3 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.4 The Architect shall maintain insurance as outlined in Exhibit A, Architect's Insurance Coverage Summary, until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

*(Paragraphs deleted)*

§ 2.4.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.4.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

## **ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information. The Architect shall review available drawings and other documents depicting existing conditions of the Project site to determine site conditions. The Architect shall consult with the Owner to ascertain the Owner's needs and to establish the Owner's requirements for the Project. The Architect shall review the design objectives and constraints, performance requirements and budgetary limitations provided by the Owner, and advise the Owner whether or not those requirements are appropriate to meet the Owner's needs.

§ 3.1.3 As soon as reasonably practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the



Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, and confirmed in writing, be exceeded by the Architect or Owner. With the Owner's written approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction. The parties understand that certain aspects of the Project schedule are beyond the control of either party (i.e. SED review of submittal documents; SEQRA approval). Any adjustments to the schedule shall be void and of no force and effect until such adjustments are agreed to in writing by the Owner and the Architect.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval. In the event the Architect objects to an Owner's directive or substitution, Architect shall immediately notify Owner in writing, and the Parties shall then reach a mutual understanding before Work proceeds. The Owner shall defend, indemnify and hold the Architect harmless from any claims or demands arising out of a directive or substitution made against the Architect's advice.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.1.7 The Architect acknowledges that the Owner is a public school district which is subject to various laws and regulations of the State of New York. The Architect will, in accordance with its professional responsibility use reasonable care to comply with all laws and regulations as they pertain to the design, bidding and construction of the Project as they apply to the Architect including, but not limited to, the requirements of Article 5-A of the General Municipal Law; Article 9 of the Education Law; and Sub-Chapter J, Part 155 of Title 8, Chapter II of the Codes, Rules and Regulations of the State of New York. The Architect will consult with the Owner or the Owner's legal counsel with respect to any questions concerning the applicability or interpretation of such laws and regulations.

§ 3.1.8 The Architect shall prepare draft documents for separate Construction Contracts in order for the Project to comply with Article 5-A of the General Municipal Law for review, editing, and approval by Owner and its Counsel.

§ 3.1.9 The Architect hereby represents to the Owner the following: (a) that the Architect is financially solvent, able to pay its debts as they mature and possessed of sufficient working capital to complete the services required hereunder and performs its obligations hereunder; (b) that Architect is able to furnish any of the plant, tools, materials, supplies, equipment and labor required hereunder and perform all of its obligations hereunder and it has sufficient experience and competence to do so; (c) that Architect is authorized to do business in New York and is properly licensed by all necessary governmental and public and quasi-public authorities having jurisdiction over it and the services required under this Agreement and the Project itself; (d) that Architect's execution of this Agreement and its performance of it is within its duly authorized powers; and (e) that Architect's duly authorized representative has visited the Project and familiarized him/herself with the local conditions under which the services required under this Agreement are to be performed. Architect agrees that the representation in this Subparagraph 3.1.19 shall survive the execution and delivery of this Agreement.

§ 3.1.10 Whenever reasonably requested by the Owner during the term of this Agreement, and as part of the Basic Services hereunder, the Architect shall attend meetings of the Owner's Board of Education to advise its members concerning the progress of the Project.

## § 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall discuss with the Owner sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall discuss with the Owner the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner a written, itemized opinion of probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the opinion of probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the opinion of probable Cost of the Work, and request the Owner's approval.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents. These Construction Documents shall be prepared in sufficient detail for the DeRuyter Central School District Board of Education (the "Board") to submit the design to the Commissioner of Education for his approval in conformity with the requirements of the Education Law.



§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the opinion of probable Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the opinion of probable Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Procurement Phase Services

#### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining competitive bids in accordance with the General Municipal Law; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid, if any; and, (4) awarding and preparing contracts for construction.

#### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

*(Paragraphs deleted)*

### § 3.6 Construction Phase Services

#### § 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement. All references to AIA Documents A201-2017 shall mean such General Conditions as they may be modified by the Owner in the Supplementary General Conditions or otherwise. Any change or modification of those General Conditions shall not be binding upon the Architect without its written consent, which consent shall not be unreasonably withheld.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates 90 days after the date of Substantial Completion of the Work.

## **§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents, and thereafter demand work that is in conformance with the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed provided, however, that the Architect must obtain the Owner's prior written approval of any such special inspection or testing. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall, as needed, interpret and decide matters concerning performance under, and requirements of, the Contract Documents.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents and the Agreement with the Owner.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

## **§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify, or give the reasons for its refusal to certify, the amounts due the Contractor. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in general accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

## **§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold review of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved

submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** The Architect shall review and take appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's review of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents with reasonable promptness. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

### **§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work.

### **§ 3.6.6 Project Completion**

**§ 3.6.6.1** On behalf of the Owner, the Architect shall:

- .1 conduct site visits to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final site visit indicating that, to the best of the Architect's knowledge, information, and belief as in Section 2.2, the Work generally complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect's site visits shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

*(Paragraphs deleted)*

*(Table deleted)*

*(Paragraphs deleted)*

#### § 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing in excess of three (3);
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction;
- .11 Assistance to the Initial Decision Maker, if other than the Architect;
- .12 Providing services made necessary by the termination or default of a Contractor, by major defects or deficiencies in the Work of a Contractor, or by failure of performance of either the Owner or a Contractor under a Contract for Construction; or
- .13 Providing any services for work off of the project site or outside the Owner's property boundaries not specifically included in the Architect's scope of services

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.



- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

**§ 4.2.3** The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two ( 2 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Bi-weekly visits to the site by the Architect during construction
- .3 One ( 1 ) observation for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One ( 1 ) observation for any portion of the Work to determine final completion.

**§ 4.2.4** Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 90 days after the date of Substantial Completion of the Work shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

**§ 4.2.5** If the services covered by this Agreement have not been completed within the timeframe outlined in the mutually agreed upon Project Timeline which will be made part of this Agreement through an amendment to this Agreement and Section 3.6.1.3 through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## **ARTICLE 5 OWNER'S RESPONSIBILITIES**

**§ 5.1** Unless otherwise provided for under this Agreement, the Owner shall provide complete information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

**§ 5.2** The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

**§ 5.3** The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services. Owner may change the designated representative after written notice to the Architect.

**§ 5.4** The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials where necessary for the completion of the work.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.10.1 The Owner shall purchase from and maintain in a company or companies lawfully authorized to do business in the jurisdiction which the Project is located such insurance as will protect the Owner and its property from all risks, hazards and liabilities in the minimum amount of the initial Construction Cost plus the value of subsequent modifications and the costs of furniture, fixtures, equipment supplied or installed, whether as part of the Work or pursuant to any other agreement comprising total value for the entire Project at the site, on a replacement cost basis. The insurance shall cover portions of the Work stored off site and all material or supplies to be incorporated into and made a part of the Work in transit. The insurance shall include as named insured the Owner and shall insure against loss from fire, including extended coverage, malicious mischief, collapse, flood, earthquake, testing and damage resulting from defective design or materials.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. In addition, a mutually agreed upon allowance for contingencies (both design and construction) shall be included for market conditions at the time of bidding and for changes in the Work during construction. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary opinion of probable Cost of the Work and updated opinion of probable Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any opinion of probable Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing detailed opinion of probable Cost of Work, as appropriate for the level of the design, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the opinion of probable Cost of the Work to meet the Owner's budget. The Architect's opinion of probable Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the (State Education Department approves the plans and specifications for the project) OR Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's opinion of probable Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3, except to the extent such modifications are due to the Architect's negligent acts or omissions. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

**§ 7.2** The Owner acknowledges that the documents and data prepared by the Architect and the Architect's consultants for the Project are instruments of the Architect's and its consultants' professional services. Upon full payment of all sums due or anticipated to be due the Architect under this Agreement and upon performance of all the Owner's obligations under this Agreement, the latest version of the design prepared by the Architect and/or its consultants for the Project shall become the property of the Owner who shall be entitled to receive the documents described in §7.2.1 below. This conveyance shall not deprive the Architect or its consultants of the right to retain electronic data or reproducible copies of the design documents or the right to reuse information contained in them in the normal course of the Architect's or its consultants' professional activities. The Architect or its consultants shall be deemed the author of such electronic data or documents, shall retain all rights, and shall be given appropriate credit in any public display of such documents.

**§ 7.2.1** At the conclusion of this Agreement with the Owner, upon final payment for the Architect's services, the Architect will deliver the following documentation to the Owner for their records:

1. The final version of the contract documents prepared by the Architect, including:
  - a. PDF copies of the Construction Documents, Specifications, and Addenda related to this project; and
  - b. Electronic drawings depicting either a 3-Dimensional or 2-Dimensional representation of this project in accordance with Exhibit B, "Electronic Drawings Release Terms and Conditions";

**§ 7.2.1.1** The Architect will maintain ownership and copyright over the electronic drawings and digital media for use in the Architect's marketing material or on future projects with the Owner. The Owner is granted an irrevocable license to use such electronic drawings to the extent such use is consistent with the terms and conditions of this Agreement.

**§ 7.3** The Owner shall not use or authorize any other person to use the documents and other instruments of service on other projects or for additions to this Project, without the Architect's written permission. The Owner may use and may authorize other persons to use the documents and other instruments of service to make renovations and repairs to the Project. Any reuse of documents and other instruments of service to complete, renovate, or repair this Project without the Architect's professional involvement will be without the certificate, seal, or other identification of the Architect or the Architect's consultants and will be at the Owner's sole risk and without liability to the Architect or its consultants for such use. The Owner shall indemnify and hold harmless the Architect, the Architect's consultants, agents and employees or any of them, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees and disbursements, arising out of or resulting from the authorized or unauthorized reuse of documents or other instruments of service by Owner or any other person or entity that acquires or obtains these documents from or through the Owner.

*(Paragraph deleted)*

**§ 7.4** Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement.

**§ 7.5** Except as otherwise stated in this Agreement, the provisions of this Article 7 shall survive the termination of this Agreement.

## **ARTICLE 8 CLAIMS AND DISPUTES**

### **§ 8.1 General**

**§ 8.1.1** The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 3 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

**§ 8.1.2** To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, but only to the extent of actual recovery of any property insurance proceeds applicable to such damage. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

**§ 8.1.3** The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. Consequential damages as used herein shall include, but not be limited to,



loss of capital, loss of product, loss of use on any system, or other property, or any other indirect, special or consequential damage, whether arising in contract, tort (including negligence), warranty or strict liability. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement.

## **§ 8.2 Mediation**

**§ 8.2.1** Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

**§ 8.2.2** The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, will be arranged by the parties by consent including selection of the mediator, shall be administered in accordance with the Construction Industry Mediation Procedures of the American Arbitration Association in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the commencement of a lawsuit but, in such event, mediation shall proceed in advance of such suit, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order.

**§ 8.2.3** The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Written agreements reached in mediation and signed by the parties shall be enforceable as settlement agreements in any court having jurisdiction thereof.

**§ 8.2.4** If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

*(Paragraphs deleted)*

Litigation in a court of competent jurisdiction in Madison County, New York.

## **§ 8.3 CONTINUATION OF OBLIGATION**

Pending the resolution of any disputes, the Architect shall continue to perform its obligation pursuant to this Agreement and the Owner shall continue to make payment of all amounts due to the Architect.

*(Paragraphs deleted)*

## **§ 8.4 LIMITATION OF LIABILITY**

The Owner and the Architect recognize the relative risks and benefits of the Project to both parties. The risks have been allocated such that the Owner agrees, to the fullest extent permitted by law, to limit the liability of the Architect and its consultant(s) to the Owner for claims, losses, costs, damages of any nature whatsoever, and claims expenses from any cause or causes, arising out of, resulting from or in any way related to the Architect's or its consultant's negligent acts, errors or omissions, so that the total aggregate liability to the Architect and its consultant(s) shall not exceed the amount of insurance proceeds then available to the Architect. It is intended that this limitation applies to any and all liability or causes of action described herein, regardless of the legal theory alleged, unless otherwise prohibited by law.

## **ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted. The equitable adjustment to the Architect's fees shall include all reasonable costs incurred by the Architect on account of suspension or abandonment of the Project for preparation of documents for storage, maintaining project related space and equipment pending Project resumption, and making any necessary revisions to comply with new or differing Project requirements at the time of resumption.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7  
(Paragraphs deleted)  
Intentionally deleted

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7.

## ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the State of New York.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction as modified by the Owner with the Architect's written consent.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

§ 10.10 To the fullest extent permitted by law, the Owner shall indemnify and hold harmless the Architect against all claims, actions, liabilities, losses, damages, or costs, including reasonable attorney's fees and all other costs of defense to which the Architect may be subjected, or which the Architect may suffer, which were caused in whole or in part by negligent or intentional acts of the Owner or any of their contractors, or anyone retained or employed by the Owner, in the performance of its work for this Project, or from the failure to comply with any of the provisions of its contract or the law, except to the extent caused by the negligent acts or omissions of Architect.

§ 10.11 The parties agree that when satisfactorily identified, a copy of this Agreement accurately reproduced from an electronically stored executed version hereof shall be admissible in evidence as an original in all legal proceedings between them regardless of whether a paper original is available. The introduction of a reproduction does not preclude admission of the original.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

*(Paragraphs deleted)*

Pursuant to Article 3.1A, Compensation for Basic Services shall be a stipulated sum of Twenty Thousand and 00/00 Dollars (\$20,000.00) plus Reimbursable Expenses outlined in § 11.8.

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

*(Paragraph deleted)*

As outlined in the hourly rate schedule annexed to this Agreement as Exhibit C or as otherwise negotiated and agreed upon in writing prior to the rendering of any such additional services. Note, the hourly rate schedule is subject to annual changes, and such changes will be forwarded to the Owner in writing via formal announcements or by invoices, as deemed appropriate.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

*(Paragraph deleted)*

As outlined in the hourly rate schedule annexed to this Agreement as Exhibit C or as otherwise negotiated and agreed upon in writing prior to the rendering of any such additional services. Note, the hourly rate schedule is subject to annual changes, and such changes will be forwarded to the Owner in writing via formal announcements or by invoices, as deemed appropriate.

**§ 11.4** Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus

*(Paragraphs deleted)*

fifteen percent ( 15.00 %).

**§ 11.5** Intentionally deleted.

*(Table deleted)*

**§ 11.6** Intentionally deleted.

**§ 11.6.1** Intentionally deleted.

**§ 11.7** The hourly billing rates for services of the Architect are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.

*(Paragraphs deleted)*

As outlined in the hourly rate schedule annexed to this Agreement as Exhibit E. Note, this schedule is subject to annual changes, and such changes will be forwarded to the Owner in writing via formal announcements or by invoices, as deemed appropriate.

*(Table deleted)*

**§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Permitting and other fees required by authorities having jurisdiction over the Project;
- .3 Printing of plan approval set and bid set and all other printing, reproductions, plots, and standard form documents as requested by the Owner;
- .4 Postage, handling, and delivery;

*(Paragraph deleted)*

- .5 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .6 If required by the Owner, and with the Owner's prior written approval, the Architect and Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .7 All taxes levied on professional services and on reimbursable expenses;

*(Paragraph deleted)*

- .8 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .9 Other similar Project-related expenditures.

**§ 11.8.2** For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus fifteen percent (15.00 %) of the expenses incurred.

**§ 11.9 Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional

*(Paragraphs deleted)*

coverages.

**§ 11.10 Payments to the Architect**

**§ 11.10.1 Initial Payments**

Init.



§ 11.10.1.1 An initial payment of Zero (\$ 0.00 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

*(Paragraph deleted)*

**§ 11.10.2 Progress Payments**

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below,.

6.00 % per annum

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Architect's Expenses and hours pertaining to this Project shall be kept in accordance with generally acceptable accounting standards for architects, which standard shall be consistently applied. Said records shall be available to the Owner or its authorized representative for inspection and copying during regular business hours for three years after the date the Owner accepts the Project..

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

**§12.1 POST OCCUPANCY METRICS**

The Owner agrees to provide up to 18 months post-occupancy energy usage data, as requested by the Architect, to measure actual consumption.

**ARTICLE 13 SCOPE OF THE AGREEMENT**

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect
- .2

*(Paragraphs deleted)*

Architect's Insurance Coverage Summary (Exhibit A)

*(Paragraphs deleted)*

- .3 Electronic Drawing Release Terms and Conditions (Exhibit B)
- .4 Architect's Hourly Rate Schedule (Exhibit C)
- .5 Project Scope and Budget Summary (Exhibit D)

This Agreement entered into as of the day and year first written above.



**OWNER (Signature)**

Dr. David M. Brown  
Superintendent

*(Printed name and title)*

**ARCHITECT (Signature)**

Nicholas Signorelli AIA, NCARB, LEED AP BD+C  
Vice President

*(Printed name, title, and license number, if required)*

## EXHIBIT A

### ARCHITECT'S INSURANCE COVERAGES

Certificates of Insurance evidencing the following coverages will be delivered to the Owner upon the execution and delivery of this Agreement.

All Policies, except Architect's Professional Liability, are on an occurrence basis. Claims-made policies will not be provided, except for errors and omissions or professional liability coverages.

COMMERCIAL GENERAL LIABILITY: Limit \$1,000,000 per occurrence/  
\$2,000,000 annual aggregate

Endorsements: contingent liability/subcontractors' operations;  
products and completed operations;  
broad form property damage including coverage  
for X-C-U hazards of explosion, collapse, and  
damage to underground property

BUSINESS AUTOMOBILE Combined single limit \$1,000,000;  
LIABILITY: covering owned, non-owned, and hired vehicles

UMBRELLA/EXCESS LIABILITY: Limit \$5,000,000 per occurrence/  
\$5,000,000 aggregate

WORKER'S COMPENSATION: NYS Statutory Limits  
EMPLOYER'S LIABILITY: Bodily injury -  
- by accident \$1,000,000 each accident  
- by disease \$1,000,000 policy limit  
- by disease \$1,000,000 each employee

ADDITIONAL INSURED: Owner

ARCHITECT'S PROFESSIONAL LIABILITY: Limit \$2,000,000 per claim/  
\$2,000,000 aggregate



**ASHLEY MCGRAW ARCHITECTS, D.P.C.**  
***Hourly Invoicing Rates***

| <b><i>Title</i></b>      | <b><i>Rate Per Hour</i></b> |
|--------------------------|-----------------------------|
| Principal                | <b>\$200.00</b>             |
| Senior Project Manager   | <b>\$150.00</b>             |
| Project Manager          | <b>\$135.00</b>             |
| Senior Architect         | <b>\$135.00</b>             |
| Architect                | <b>\$120.00</b>             |
| Senior Interior Designer | <b>\$135.00</b>             |
| Interior Designer        | <b>\$ 90.00</b>             |
| Design Technologist      | <b>\$100.00</b>             |
| Designer                 | <b>\$ 90.00</b>             |
| Project Administrator    | <b>\$ 85.00</b>             |

**Please note that this schedule is subject to annual change. Notification will be given when changes occur and communicated to our clients in writing, via formal announcements or invoices, as deemed appropriate.**



## Main Bldg

## DeRuyter Central School District

Updated

11/30/2021

| Ref No.                    | BSC Ref No. | Priority | Item                     | Scope Description  | Funding Model | Project Cost (2022 Bid) |
|----------------------------|-------------|----------|--------------------------|--|---------------|-------------------------|
| <b>SITE SCOPE</b>          |             |          |                          |  |               |                         |
|                            |             |          |                          |  |               | \$ -                    |
| <b>ARCHITECTURAL SCOPE</b> |             |          |                          |  |               |                         |
|                            |             | H        | Stair Treads Replacement | Replace Stair Treads at 2 original building stairs                               |               | \$ 8,813                |
|                            |             | H        | Flooring Replacement     | Replace flooring with LVT at landings of stairs, repair/replace vat tile at ramp |               | \$ 7,235                |
|                            |             | H        | Small Gym Wall Pads      | Replace wall pads  |               | \$ 19,978               |
|                            |             | H        | Convection Oven          | New Convection Oven Connections and Install                                      |               | \$ 2,720                |
|                            |             |          |                          |  |               | \$ -                    |
| <b>MECHANICAL SCOPE</b>    |             |          |                          |  |               |                         |
|                            |             | H        | AC Split Unit            | AC Split Unit for two area (Nurse, and ES Principal Office)                      |               | \$ 40,800               |
| <b>ELECTRICAL SCOPE</b>    |             |          |                          |  |               |                         |
|                            |             | H        | Card Swipes              | Add Card Readers to double doors at Entry 13 and Entry 14 leading to playground  |               | \$ 9,520                |
|                            |             | H        | Card Swipes              | Add Card Readers to double doors at Front Entry and Parking Lot Entry            |               | \$ 9,520                |
|                            |             |          |                          |  |               | \$ -                    |
| <b>PLUMBING SCOPE</b>      |             |          |                          |  |               |                         |
|                            |             |          |                          |  |               | \$ -                    |

## Probable Cost Inputs

| Estimated Raw Construction Cost | AM/Consultant Cost Assumptions & Comments   |
|---------------------------------|---|
|                                 |   |
|                                 |   |
| \$ 6,480                        | 180 LF of Stair Tread. \$1 per LF for removals, \$35 per LF installed<br>180 x 36 = 6,480 Total   |
| \$ 5,320                        | 655 sf \$1 per SF removal, \$7 per SF installed<br>655 x 8 = 5,320 Total  |
| \$ 14,690                       | 90 LF of short pads. \$1 per LF removals, \$50 per LF.<br>100 LF of tall pads. \$1 for removals, \$100 per LF installed<br>90 x 51 = 4,590. 100 x 101 = 10,100<br>Total: 14,690 |
| \$ 2,000                        | 500 for removal, 1500 for connections and install.<br>(unit supplied by district)<br>Total: 2,000   |
|                                 |   |
| \$ 30,000                       | 15,000 per unit, 2 units  |
|                                 |   |
| \$ 7,000                        | 3,500 per door, including equipment, installation and connection to existing security system  |
| \$ 7,000                        | 3,500 per door, including equipment, installation and connection to existing security system  |
|                                 |   |
|                                 |   |
|                                 |   |

|   |   |                  |
|---|---|------------------|
| H   | Total High priority Capital Outlay Project Scope ►        | \$ 98,586        |
| MH  | Total Medium-High priority Capital Outlay Project Scope ► | \$ -             |
| M   | Total Medium priority Capital Outlay Project Scope ►      | \$ -             |
| ML  | Total Medium-Low priority Capital Outlay Project Scope ►  | \$ -             |
| L   | Total Low priority Capital Outlay Project Scope ►         | \$ -             |
| <b>Total Capital Outlay Project Scope ►</b> |   | <b>\$ 98,586</b> |



## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 33: December 14, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                   | Account            | PO Number           | Check Amount    | Liquidated |
|---------|------------|-----------|-------------------------------|--------------------|---------------------|-----------------|------------|
| 113763  | 12/14/2021 | 921       | AT & T Mobility               | A 1620.400-10-0112 | 220226              | 211.32          | 211.32     |
|         |            |           |                               |                    | <b>Check Total:</b> | <b>211.32</b>   |            |
| 113764  | 12/14/2021 | 526       | Baldwinsville Harriers        | A 2855.440-30      |                     | 160.00          |            |
|         |            |           |                               |                    | <b>Check Total:</b> | <b>160.00</b>   |            |
| 113765  | 12/14/2021 | 3125      | Taylor Bass                   | A 2280.450-30      | 220326              | 38.75           | 38.75      |
|         |            |           |                               |                    | <b>Check Total:</b> | <b>38.75</b>    |            |
| 113766  | 12/14/2021 | 3436      | Bond Schoeneck & King, LLP    | A 1420.440-10      | 220223              | 275.00          | 275.00     |
|         |            |           |                               | A 1420.440-10      | 220223              | 682.00          | 682.00     |
|         |            |           |                               |                    | <b>Check Total:</b> | <b>957.00</b>   |            |
| 113767  | 12/14/2021 | 2700      | Brick & Mortar Music          | A 2110.450-30-0031 | 220328              | 110.02          | 110.02     |
|         |            |           |                               | A 2110.450-30-0031 | 220328              | 21.99           | 21.99      |
|         |            |           |                               |                    | <b>Check Total:</b> | <b>132.01</b>   |            |
| 113768  | 12/14/2021 | 2825      | Buell Fuels, LLC              | A 5510.450-10-0138 | 220128              | 2,089.91        | 2,089.91   |
|         |            |           |                               |                    | <b>Check Total:</b> | <b>2,089.91</b> |            |
| 113769  | 12/14/2021 | 3050      | Cascade School Supplies, Inc. | A 2110.450-20-0022 | 220022              | 31.58           | 31.58      |
|         |            |           |                               |                    | <b>Check Total:</b> | <b>31.58</b>    |            |
| 113770  | 12/14/2021 | 2476      | Cincinnati Home Center        | A 1621.450-10      | 220157              | 76.33           | 76.33      |
|         |            |           |                               |                    | <b>Check Total:</b> | <b>76.33</b>    |            |
| 113771  | 12/14/2021 | 2328      | CNY Farm Supply               | A 1620.440-10      | 220362              | 4,000.00        | 4,000.00   |
|         |            |           |                               |                    | <b>Check Total:</b> | <b>4,000.00</b> |            |
| 113772  | 12/14/2021 | 119       | Melvin Coon                   | A 5510.440-10      | 220143              | 8.00            | 8.00       |
|         |            |           |                               | A 5510.440-10      | 220143              | 12.00           | 12.00      |
|         |            |           |                               | A 5510.440-10      | 220143              | 12.00           | 12.00      |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 33: December 14, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                    | Account             | PO Number | Check Amount  | Liquidated |
|---------|------------|-----------|--------------------------------|---------------------|-----------|---------------|------------|
|         |            |           |                                | A 5510.440-10       | 220143    | 12.00         | 12.00      |
|         |            |           |                                | A 5510.440-10       | 220143    | 12.00         | 12.00      |
|         |            |           |                                | A 5510.440-10       | 220143    | 12.00         | 12.00      |
|         |            |           |                                | A 5510.440-10       | 220143    | 8.00          | 8.00       |
|         |            |           |                                | A 5510.440-10       | 220143    | 12.00         | 12.00      |
|         |            |           |                                | A 5510.440-10       | 220143    | 12.00         | 12.00      |
|         |            |           |                                | <b>Check Total:</b> |           | <b>100.00</b> |            |
| 113773  | 12/14/2021 | 203       | Countryside Hardware           |                     |           |               |            |
|         |            |           |                                | A 1621.450-10       | 220159    | 25.16         | 25.16      |
|         |            |           |                                | <b>Check Total:</b> |           | <b>25.16</b>  |            |
| 113774  | 12/14/2021 | 3508      | Crandall, Karen P              |                     |           |               |            |
|         |            |           |                                | TA 18               |           | 1.63          |            |
|         |            |           |                                | <b>Check Total:</b> |           | <b>1.63</b>   |            |
| 113775  | 12/14/2021 | 537       | DCS School Lunch Fund          |                     |           |               |            |
|         |            |           |                                | A 2110.450-10       | 220238    | 21.49         | 21.49      |
|         |            |           |                                | <b>Check Total:</b> |           | <b>21.49</b>  |            |
| 113776  | 12/14/2021 | 3491      | Demarco Dumpster               |                     |           |               |            |
|         |            |           |                                | A 2855.440-30       | 220419    | 498.00        | 600.00     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>498.00</b> |            |
| 113777  | 12/14/2021 | 2969      | Katy Denkenberger              |                     |           |               |            |
|         |            |           |                                | A 1330.440-10       |           | 43.86         |            |
|         |            |           |                                | <b>Check Total:</b> |           | <b>43.86</b>  |            |
| 113778  | 12/14/2021 | 3003      | Dormitory Authority Reimbsmt   |                     |           |               |            |
|         |            |           |                                | A 2250.471-10       | 220363    | 482.25        | 482.25     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>482.25</b> |            |
| 113779  | 12/14/2021 | 194       | Duffy's Equipment Services Inc |                     |           |               |            |
|         |            |           |                                | C 2860.440-10       | 220435    | 642.67        | 642.67     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>642.67</b> |            |
| 113780  | 12/14/2021 | 2483      | Ed & Ed Business Technology In |                     |           |               |            |
|         |            |           |                                | A 1670.440-10       | 220346    | 184.78        | 184.78     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>184.78</b> |            |
| 113781  | 12/14/2021 | 2753      | Empire Winds, Inc              |                     |           |               |            |
|         |            |           |                                | A 2110.400-30-0031  | 220329    | 215.00        | 215.00     |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 33: December 14, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                 | Account            | PO Number           | Check Amount  | Liquidated |
|---------|------------|-----------|-----------------------------|--------------------|---------------------|---------------|------------|
| 113782  | 12/14/2021 | 659       | Fuller, Joanne              |                    |                     |               |            |
|         |            |           |                             | A 2855.400-10-0132 |                     | 170.50        |            |
|         |            |           |                             |                    | <b>Check Total:</b> | <b>215.00</b> |            |
| 113783  | 12/14/2021 | 3002      | George Junior Republic UFSD |                    |                     |               |            |
|         |            |           |                             | A 2250.471-10      | 220364              | 5,027.50      | 5,027.50   |
|         |            |           |                             |                    | <b>Check Total:</b> | <b>170.50</b> |            |
| 113784  | 12/14/2021 | 2542      | Gilliland, Karl             |                    |                     |               |            |
|         |            |           |                             | A 2855.400-10-0132 |                     | 109.00        |            |
|         |            |           |                             |                    | <b>Check Total:</b> | <b>109.00</b> |            |
| 113785  | 12/14/2021 | 220       | Grainger                    |                    |                     |               |            |
|         |            |           |                             | A 1621.450-10      | 220164              | 194.64        | 194.64     |
|         |            |           |                             |                    | <b>Check Total:</b> | <b>194.64</b> |            |
| 113786  | 12/14/2021 | 3506      | Rebecca Hagmann             |                    |                     |               |            |
|         |            |           |                             | A 2810.450-30      | 220503              | 24.05         | 25.00      |
|         |            |           |                             |                    | <b>Check Total:</b> | <b>24.05</b>  |            |
| 113787  | 12/14/2021 | 1209      | Hakes-Shoemaker, Cynthia F. |                    |                     |               |            |
|         |            |           |                             | A 5510.440-10      | 220144              | 6.00          | 6.00       |
|         |            |           |                             | A 5510.440-10      | 220144              | 8.00          | 8.00       |
|         |            |           |                             | A 5510.440-10      | 220144              | 12.00         | 12.00      |
|         |            |           |                             | A 5510.440-10      | 220144              | 12.00         | 12.00      |
|         |            |           |                             | A 5510.440-10      | 220144              | 12.00         | 12.00      |
|         |            |           |                             |                    | <b>Check Total:</b> | <b>50.00</b>  |            |
| 113788  | 12/14/2021 | 3222      | Jack Harris                 |                    |                     |               |            |
|         |            |           |                             | A 2855.400-10-0132 |                     | 170.50        |            |
|         |            |           |                             |                    | <b>Check Total:</b> | <b>170.50</b> |            |
| 113789  | 12/14/2021 | 2149      | Iron Mountain               |                    |                     |               |            |
|         |            |           |                             | A 1620.440-10      | 220224              | 82.35         | 82.35      |
|         |            |           |                             |                    | <b>Check Total:</b> | <b>82.35</b>  |            |
| 113790  | 12/14/2021 | 580       | Jack McNerney Chevrolet     |                    |                     |               |            |
|         |            |           |                             | A 5510.440-10      | 220513              | 252.46        | 252.46     |
|         |            |           |                             | A 5510.440-10      | 220513              | -50.00        | 0.00       |
|         |            |           |                             |                    | <b>Check Total:</b> | <b>202.46</b> |            |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 33: December 14, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                            | Account            | PO Number           | Check Amount     | Liquidated |
|---------|------------|-----------|--|--------------------|---------------------|------------------|------------|
| 113791  | 12/14/2021 | 3510      | Brittany Lancaster                     | A 2110.450-20-0025 | 220495              | 23.99            | 30.00      |
|         |            |           |  |                    | <b>Check Total:</b> | <b>23.99</b>     |            |
| 113792  | 12/14/2021 | 2281      | Lifetime Benefit Solutions Inc         | A 9060.800-10      | 220347              | 99.00            | 99.00      |
|         |            |           |  |                    | <b>Check Total:</b> | <b>99.00</b>     |            |
| 113793  | 12/14/2021 | 99        | Logisoft Computer Products             | A 2630.460-30      | 220424              | 2,994.60         | 2,994.61   |
|         |            |           |  |                    | <b>Check Total:</b> | <b>2,994.60</b>  |            |
| 113794  | 12/14/2021 | 3144      | Maintenance Products and Equipment Co. | A 1620.440-10      | 220182              | 878.00           | 878.00     |
|         |            |           |  | A 1620.440-10      | 220182              | 162.00           | 162.00     |
|         |            |           |  |                    | <b>Check Total:</b> | <b>1,040.00</b>  |            |
| 113795  | 12/14/2021 | 115       | Metropolitan Life Insur.               | A 9045.800-10      | 220287              | 170.13           | 170.13     |
|         |            |           |  |                    | <b>Check Total:</b> | <b>170.13</b>    |            |
| 113796  | 12/14/2021 | 3221      | Middle Lake Self Storage               | A 1620.440-10      | 220151              | 960.00           | 1,020.00   |
|         |            |           |  |                    | <b>Check Total:</b> | <b>960.00</b>    |            |
| 113797  | 12/14/2021 | 3502      | Melissa Newton                         | A 2110.450-30-0033 |                     | 101.87           |            |
|         |            |           |  |                    | <b>Check Total:</b> | <b>101.87</b>    |            |
| 113798  | 12/14/2021 | 377       | NYS AHPERD                             | A 2070.470-10      | 220096              | 464.00           | 464.00     |
|         |            |           |  |                    | <b>Check Total:</b> | <b>464.00</b>    |            |
| 113799  | 12/14/2021 | 65        | NYS Municipal Energy Con.              | A 5530.400-10-0109 | 220282              | 6,080.22         | 6,080.22   |
|         |            |           |  | A 5530.400-10-0110 | 220282              | 10,037.50        | 10,037.50  |
|         |            |           |  |                    | <b>Check Total:</b> | <b>16,117.72</b> |            |
| 113800  | 12/14/2021 | 60        | OCM Boces                              | C 2860.490-10      | 220366              | 882.70           | 882.70     |
|         |            |           |  | F 2253.490-20      |                     | 3,145.00         |            |
|         |            |           |  | C 2860.490-10      | 220366              | 882.70           | 882.70     |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 33: December 14, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                | Account             | PO Number | Check Amount      | Liquidated |
|---------|------------|-----------|----------------------------|---------------------|-----------|-------------------|------------|
|         |            |           |                            | A 1310.490-10       | 220366    | 5,744.10          | 5,744.10   |
|         |            |           |                            | A 1310.490-10       | 220366    | 5,744.10          | 5,744.10   |
|         |            |           |                            | A 1430.490-10       | 220366    | 3,292.93          | 3,292.93   |
|         |            |           |                            | A 1430.490-10       | 220366    | 3,015.50          | 3,015.50   |
|         |            |           |                            | A 1620.490-10       | 220366    | 2,691.10          | 2,691.10   |
|         |            |           |                            | A 1620.490-10       | 220366    | 2,691.10          | 2,691.10   |
|         |            |           |                            | A 1981.490-10       | 220366    | 4,831.34          | 4,831.34   |
|         |            |           |                            | A 1981.490-10       | 220366    | 4,831.34          | 4,831.34   |
|         |            |           |                            | A 2110.490-10       | 220366    | 35,933.02         | 35,933.02  |
|         |            |           |                            | A 2110.490-10       | 220366    | 28,146.73         | 28,146.73  |
|         |            |           |                            | A 2250.490-10       | 220366    | -15,595.08        | 0.00       |
|         |            |           |                            | A 2250.490-10       | 220366    | 19,884.17         | 19,884.17  |
|         |            |           |                            | A 2280.490-10       | 220366    | 16,174.60         | 16,174.60  |
|         |            |           |                            | A 2280.490-10       | 220366    | 16,174.61         | 16,174.61  |
|         |            |           |                            | A 2630.490-10       | 220366    | 33,855.66         | 33,855.66  |
|         |            |           |                            | A 2630.490-10       | 220366    | 30,600.86         | 30,600.86  |
|         |            |           |                            | A 5510.490-10       | 220366    | 155.44            | 155.44     |
|         |            |           |                            | A 5510.490-10       | 220366    | 155.44            | 155.44     |
|         |            |           |                            | A 1480.490-10       | 220366    | 84.00             | 84.00      |
|         |            |           |                            | A 1480.490-10       | 220366    | 84.00             | 84.00      |
|         |            |           |                            | A 2855.490-10       | 220366    | 199.40            | 199.40     |
|         |            |           |                            | A 2855.490-10       | 220366    | 199.40            | 199.40     |
|         |            |           |                            | <b>Check Total:</b> |           | <b>203,804.16</b> |            |
| 113801  | 12/14/2021 | 2930      | Pforter Heating & Plumbing | A 1620.440-10       | 220173    | 354.28            | 354.28     |
|         |            |           |                            | <b>Check Total:</b> |           | <b>354.28</b>     |            |
| 113802  | 12/14/2021 | 3262      | Quadient LeasingUSA, Inc.  | A 1010.440-10       | 220194    | 500.00            | 500.00     |
|         |            |           |                            | <b>Check Total:</b> |           | <b>500.00</b>     |            |
| 113803  | 12/14/2021 | 2581      | Randall, Jeff              | A 5510.440-10       | 220145    | 8.00              | 8.00       |
|         |            |           |                            | A 5510.440-10       | 220145    | 12.00             | 12.00      |
|         |            |           |                            | A 5510.440-10       | 220145    | 12.00             | 12.00      |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 33: December 14, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                    | Account             | PO Number | Check Amount    | Liquidated |
|---------|------------|-----------|--------------------------------|---------------------|-----------|-----------------|------------|
|         |            |           |                                | A 5510.440-10       | 220145    | 12.00           | 12.00      |
|         |            |           |                                | A 5510.440-10       | 220145    | 12.00           | 12.00      |
|         |            |           |                                | A 5510.440-10       | 220145    | 12.00           | 12.00      |
|         |            |           |                                | <b>Check Total:</b> |           | <b>68.00</b>    |            |
| 113804  | 12/14/2021 | 619       | Reagan Agency Inc              |                     |           |                 |            |
|         |            |           |                                | A 1910.400-10-0117  | 220352    | 926.00          | 102.00     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>926.00</b>   |            |
| 113805  | 12/14/2021 | 2775      | Safelite Auto Glass            |                     |           |                 |            |
|         |            |           |                                | A 5510.450-10       | 220515    | 299.97          | 299.97     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>299.97</b>   |            |
| 113806  | 12/14/2021 | 62        | Scholastic Sports              |                     |           |                 |            |
|         |            |           |                                | A 2855.450-30       | 220278    | 683.10          | 683.10     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>683.10</b>   |            |
| 113807  | 12/14/2021 | 649       | Sebco Books                    |                     |           |                 |            |
|         |            |           |                                | A 2110.450-10       | 220356    | 106.80          | 106.80     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>106.80</b>   |            |
| 113808  | 12/14/2021 | 141       | Skyline Electric Supplies      |                     |           |                 |            |
|         |            |           |                                | A 1620.450-10       | 220176    | 145.30          | 145.30     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>145.30</b>   |            |
| 113809  | 12/14/2021 | 2427      | Staples Contract & Commercial  |                     |           |                 |            |
|         |            |           |                                | A 2110.450-10       | 220500    | 25.52           | 25.52      |
|         |            |           |                                | A 2110.450-10       | 220500    | 5.49            | 36.71      |
|         |            |           |                                | <b>Check Total:</b> |           | <b>31.01</b>    |            |
| 113810  | 12/14/2021 | 2479      | State Industrial Products      |                     |           |                 |            |
|         |            |           |                                | A 1620.450-10       | 220177    | 193.67          | 193.67     |
|         |            |           |                                | <b>Check Total:</b> |           | <b>193.67</b>   |            |
| 113811  | 12/14/2021 | 3188      | Truxton Academy Charter School |                     |           |                 |            |
|         |            |           |                                | A 2110.471-10       | 220367    | 4,379.00        | 4,379.00   |
|         |            |           |                                | <b>Check Total:</b> |           | <b>4,379.00</b> |            |
| 113812  | 12/14/2021 | 2725      | Unifirst                       |                     |           |                 |            |
|         |            |           |                                | A 1621.450-10       | 220181    | 40.55           | 40.55      |
|         |            |           |                                | A 1621.450-10       | 220181    | 29.05           | 29.05      |
|         |            |           |                                | <b>Check Total:</b> |           | <b>69.60</b>    |            |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 33: December 14, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check #      | Check Date | Vendor ID | Vendor Name         | Account            | PO Number | Check Amount | Liquidated |
|--------------|------------|-----------|---------------------|--------------------|-----------|--------------|------------|
| 113813       | 12/14/2021 | 3154      | United Supply Corp. | A 2250.450-10      | 220059    | 4.44         | 4.44       |
| Check Total: |            |           |                     |                    |           | 4.44         |            |
| 113814       | 12/14/2021 | 2176      | WB Mason            | A 2110.450-20-0029 | 220010    | 19.71        | 19.71      |
| Check Total: |            |           |                     |                    |           | 19.71        |            |
| 113815       | 12/14/2021 | 698       | Welsh, Sandra J.    | A 1040.440-10      |           | 57.11        |            |
| Check Total: |            |           |                     |                    |           | 57.11        |            |
| 113816       | 12/14/2021 | 2395      | White, Keith A.     | A 2855.440-30      | 220413    | 180.00       | 180.00     |
| Check Total: |            |           |                     |                    |           | 180.00       |            |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 33: December 14, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check #                    | Check Date | Vendor ID | Vendor Name | Account | PO Number       | Check Amount | Liquidated |
|----------------------------|------------|-----------|-------------|---------|-----------------|--------------|------------|
| Number of Transactions: 54 |            |           |             |         | Warrant Total:  | 249,736.20   |            |
|                            |            |           |             |         | Vendor Portion: | 249,736.20   |            |

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 54 in number, in the total amount of \$ 249,736.20. 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.

12/28/21 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 249,736.20. 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.

1/4/22 [Signature] Claims Auditor  
Date Auditor's Signature Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 54, 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.

12/28/21 [Signature] Treasurer  
Date Officer's Signature Title



## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 34: December 16, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name        | Account             | PO Number | Check Amount    | Liquidated |
|---------|------------|-----------|--------------------|---------------------|-----------|-----------------|------------|
| 113817  | 12/16/2021 | 1975      | Air Temp           | A 1620.440-10       | 220189    | 882.00          | 882.00     |
|         |            |           |                    | A 1620.440-10       | 220189    | 2,575.22        | 2,575.22   |
|         |            |           |                    | A 1620.440-10       | 220189    | 521.50          | 521.50     |
|         |            |           |                    | <b>Check Total:</b> |           | <b>3,978.72</b> |            |
| 113818  | 12/16/2021 | 31        | Bill Bros. Dairy   | C 2860.411-10       | 220373    | 169.76          | 169.76     |
|         |            |           |                    | C 2860.411-10       | 220373    | 542.84          | 542.84     |
|         |            |           |                    | C 2860.411-10       | 220373    | 433.22          | 433.22     |
|         |            |           |                    | C 2860.411-10       | 220373    | 438.48          | 438.48     |
|         |            |           |                    | C 2860.411-10       | 220373    | 271.42          | 271.42     |
|         |            |           |                    | <b>Check Total:</b> |           | <b>1,855.72</b> |            |
| 113819  | 12/16/2021 | 29        | Citizens bank      | A 2630.450-10       | 220502    | 11.99           | 11.99      |
|         |            |           |                    | A 2630.450-10       | 220491    | 52.16           | 61.32      |
|         |            |           |                    | F 2110.450-10-8024  | 220512    | 13.99           | 13.99      |
|         |            |           |                    | A 2110.450-30-0034  | 220496    | 31.89           | 31.89      |
|         |            |           |                    | F 2110.450-10-8024  | 220511    | 69.60           | 73.45      |
|         |            |           |                    | F 2110.450-10-8024  | 220512    | 21.99           | 21.99      |
|         |            |           |                    | A 2110.450-30-0034  | 220496    | 21.99           | 25.10      |
|         |            |           |                    | A 2110.450-10       | 220344    | 103.00          | 103.00     |
|         |            |           |                    | A 2110.450-10       | 220344    | 65.82           | 65.82      |
|         |            |           |                    | <b>Check Total:</b> |           | <b>392.43</b>   |            |
| 113820  | 12/16/2021 | 2064      | CP Cash & Carry    | C 2860.411-10       | 220374    | 85.48           | 85.48      |
|         |            |           |                    | <b>Check Total:</b> |           | <b>85.48</b>    |            |
| 113821  | 12/16/2021 | 1944      | Hill & Markes Inc. | C 2860.450-10       | 220378    | 187.61          | 187.61     |
|         |            |           |                    | C 2860.450-10       | 220378    | 206.37          | 206.37     |
|         |            |           |                    | C 2860.450-10       | 220378    | 135.90          | 135.90     |
|         |            |           |                    | C 2860.450-10       | 220378    | 190.62          | 190.62     |
|         |            |           |                    | <b>Check Total:</b> |           | <b>720.50</b>   |            |
| 113822  | 12/16/2021 | 532       | Renzi              |                     |           |                 |            |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 34: December 16, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name      | Account       | PO Number              | Check Amount     | Liquidated |
|---------|------------|-----------|------------------|---------------|------------------------|------------------|------------|
|         |            |           |                  | C 2860.411-10 | 220380                 | 2,022.26         | 2,022.26   |
|         |            |           |                  | C 2860.411-10 | 220380                 | 2,211.69         | 2,211.69   |
|         |            |           |                  | C 2860.411-10 | 220380                 | 2,335.78         | 2,335.78   |
|         |            |           |                  |               | <b>Check Total:</b>    | <b>6,569.73</b>  |            |
| 113823  | 12/16/2021 | 850       | Young, Bonita L. |               |                        |                  |            |
|         |            |           |                  | A 1320.440-10 | 220222                 | 143.39           | 143.39     |
|         |            |           |                  |               | <b>Check Total:</b>    | <b>143.39</b>    |            |
|         |            |           |                  |               | <b>Warrant Total:</b>  | <b>13,745.97</b> |            |
|         |            |           |                  |               | <b>Vendor Portion:</b> | <b>13,745.97</b> |            |

Number of Transactions: 7

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 13,745.97. 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.

12/28/21 Kid Foster  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 13,745.97. 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.

1/4/22 Bonnie Young Claims Auditor  
Date Auditor's Signature Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1 to 7, 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.

12/28/21 Katy L. Denbury Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 36: December 28, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                           | Account            | PO Number           | Check Amount      | Liquidated |
|---------|------------|-----------|---------------------------------------|--------------------|---------------------|-------------------|------------|
| 113831  | 12/28/2021 | 3467      | Bellows Construction Specialties, LLC | A 1621.440-10      | 220368              | 2,551.00          | 2,551.00   |
|         |            |           |                                       |                    | <b>Check Total:</b> | <b>2,551.00</b>   |            |
| 113832  | 12/28/2021 | 1310      | Bert Adams Disposal Inc.              | A 1621.440-10      | 220156              | 678.51            | 678.51     |
|         |            |           |                                       |                    | <b>Check Total:</b> | <b>678.51</b>     |            |
| 113833  | 12/28/2021 | 2825      | Buell Fuels, LLC                      | A 5510.450-10-0138 | 220128              | 1,628.47          | 1,628.47   |
|         |            |           |                                       | A 5510.450-10-0138 | 220128              | 1,755.34          | 1,755.34   |
|         |            |           |                                       | A 5510.450-10-0138 | 220128              | 938.35            | 938.35     |
|         |            |           |                                       |                    | <b>Check Total:</b> | <b>4,322.16</b>   |            |
| 113834  | 12/28/2021 | 3050      | Cascade School Supplies, Inc.         | A 2250.450-10      | 220018              | 39.38             | 39.38      |
|         |            |           |                                       | A 2110.450-20-0028 | 220505              | 63.72             | 68.56      |
|         |            |           |                                       |                    | <b>Check Total:</b> | <b>103.10</b>     |            |
| 113835  | 12/28/2021 | 1350      | CDW-G                                 | A 2630.450-10      | 220517              | 735.00            | 735.00     |
|         |            |           |                                       |                    | <b>Check Total:</b> | <b>735.00</b>     |            |
| 113836  | 12/28/2021 | 3135      | Central New York Overhead Doors       | A 5530.440-10      | 220476              | 3,400.00          | 3,400.00   |
|         |            |           |                                       | A 5530.440-10      | 220146              | 210.00            | 210.00     |
|         |            |           |                                       |                    | <b>Check Total:</b> | <b>3,610.00</b>   |            |
| 113837  | 12/28/2021 | 2476      | Cincinnati Home Center                | A 1621.450-10      | 220157              | 153.05            | 153.05     |
|         |            |           |                                       |                    | <b>Check Total:</b> | <b>153.05</b>     |            |
| 113838  | 12/28/2021 | 6         | Cooperative Health Insurance          | A 9060.800-10      | 220290              | 142,255.76        | 142,255.76 |
|         |            |           |                                       |                    | <b>Check Total:</b> | <b>142,255.76</b> |            |
| 113839  | 12/28/2021 | 203       | Countryside Hardware                  | A 5510.450-10      | 220131              | 58.16             | 58.16      |
|         |            |           |                                       | A 5510.450-10      | 220131              | 44.00             | 44.00      |
|         |            |           |                                       | A 5510.450-10      | 220131              | 3.46              | 3.46       |
|         |            |           |                                       |                    | <b>Check Total:</b> | <b>105.62</b>     |            |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 36: December 28, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                            | Account            | PO Number           | Check Amount     | Liquidated |
|---------|------------|-----------|--|--------------------|---------------------|------------------|------------|
| 113840  | 12/28/2021 | 305       | Day Automations Systems                | A 1621.440-10      | 220372              | 32,017.67        | 32,017.67  |
|         |            |           |  | A 1621.440-10      | 220372              | 2,884.40         | 2,884.40   |
|         |            |           |  |                    | <b>Check Total:</b> | <b>34,902.07</b> |            |
| 113841  | 12/28/2021 | 2603      | DCS Cafeteria Petty Cash               | C 2860.411-10      |                     | 59.98            |            |
|         |            |           |  |                    | <b>Check Total:</b> | <b>59.98</b>     |            |
| 113842  | 12/28/2021 | 537       | DCS School Lunch Fund                  | A 2110.450-10      | 220394              | 38.35            | 38.35      |
|         |            |           |  |                    | <b>Check Total:</b> | <b>38.35</b>     |            |
| 113843  | 12/28/2021 | 659       | Fuller, Joanne                         | A 2855.400-10-0132 |                     | 111.00           |            |
|         |            |           |  |                    | <b>Check Total:</b> | <b>111.00</b>    |            |
| 113844  | 12/28/2021 | 3222      | Jack Harris                            | A 2855.400-10-0132 |                     | 111.00           |            |
|         |            |           |  |                    | <b>Check Total:</b> | <b>111.00</b>    |            |
| 113845  | 12/28/2021 | 1562      | Haun Welding Supply Inc                | A 5510.440-10      | 220135              | 360.00           | 360.00     |
|         |            |           |  |                    | <b>Check Total:</b> | <b>360.00</b>    |            |
| 113846  | 12/28/2021 | 2171      | Lowes                                  | A 2280.450-30      | 220314              | 113.96           | 113.96     |
|         |            |           |  |                    | <b>Check Total:</b> | <b>113.96</b>    |            |
| 113847  | 12/28/2021 | 3144      | Maintenance Products and Equipment Co. | A 1620.440-10      | 220182              | 60.00            | 60.00      |
|         |            |           |  |                    | <b>Check Total:</b> | <b>60.00</b>     |            |
| 113848  | 12/28/2021 | 63        | New York Bus Sales & Services          | A 5510.440-10      | 220139              | 87.42            | 87.42      |
|         |            |           |  |                    | <b>Check Total:</b> | <b>87.42</b>     |            |
| 113849  | 12/28/2021 | 2400      | PTSI                                   | A 5510.450-10      | 220521              | 69.58            | 69.58      |
|         |            |           |  |                    | <b>Check Total:</b> | <b>69.58</b>     |            |
| 113850  | 12/28/2021 | 182       | Sal's Pizzeria                         | A 2110.450-10      | 220528              | 113.98           | 113.98     |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 36: December 28, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                    | Account            | PO Number           | Check Amount  | Liquidated |
|---------|------------|-----------|--------------------------------|--------------------|---------------------|---------------|------------|
| 113851  | 12/28/2021 | 3098      | Sugar Shack Cafe & Bakery      |                    | <b>Check Total:</b> | <b>113.98</b> |            |
|         |            |           |                                | A 2110.450-10      | 220525              | 60.00         | 60.00      |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>60.00</b>  |            |
| 113852  | 12/28/2021 | 2736      | Sweeney's Pest Elimination     |                    |                     |               |            |
|         |            |           |                                | A 1620.450-10      | 220178              | 72.00         | 72.00      |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>72.00</b>  |            |
| 113853  | 12/28/2021 | 17        | Travelers CL Remittance Center |                    |                     |               |            |
|         |            |           |                                | A 1910.400-10-0116 | 220234              | 379.00        | 5,500.00   |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>379.00</b> |            |
| 113854  | 12/28/2021 | 2725      | Unifirst                       |                    |                     |               |            |
|         |            |           |                                | A 1621.450-10      | 220181              | 29.05         | 29.05      |
|         |            |           |                                | A 5510.450-10      | 220181              | 29.05         |            |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>58.10</b>  |            |
| 113855  | 12/28/2021 | 2176      | WB Mason                       |                    |                     |               |            |
|         |            |           |                                | A 2110.450-10      | 220094              | 175.38        | 175.38     |
|         |            |           |                                |                    | <b>Check Total:</b> | <b>175.38</b> |            |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For A - 36: December 28, 2021 Multifund Cks For Dates 12/1/2021 - 12/31/2021

| Check #                    | Check Date | Vendor ID | Vendor Name | Account | PO Number       | Check Amount | Liquidated |
|----------------------------|------------|-----------|-------------|---------|-----------------|--------------|------------|
| Number of Transactions: 25 |            |           |             |         | Warrant Total:  | 191,286.02   |            |
|                            |            |           |             |         | Vendor Portion: | 191,286.02   |            |

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 25 in number, in the total amount of \$ 191,286.02. 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.

12/28/21 Mindi Foster  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 191,286.02. 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.

1/4/22 Sonnie Young Claim. Auditor  
Date Auditor's Signature Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 25, 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.

12/28/21 Katy L Denkerby Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For OT - 6: December 2021 OT Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                       | Account             | PO Number           | Check Amount    | Liquidated |
|---------|------------|-----------|-----------------------------------|---------------------|---------------------|-----------------|------------|
| 6524    | 12/07/2021 | 3179      | Believe Kids Fundraising          | OT 2850.400-00-CL25 |                     | 124.46          |            |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>124.46</b>   |            |
| 6525    | 12/07/2021 | 203       | Countryside Hardware              | OT 2850.400-00-FFAC |                     | 88.90           |            |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>88.90</b>    |            |
| 6526    | 12/07/2021 | 1208      | Forrest, Shannon                  | OT 2850.400-00-STCO |                     | 240.00          |            |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>240.00</b>   |            |
| 6527    | 12/14/2021 | 3125      | Taylor Bass                       | OT 2850.400-00-FFAC |                     | 150.00          |            |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>150.00</b>   |            |
| 6528    | 12/14/2021 | 3400      | Coffee Mania                      | OT 2850.400-00-CL22 |                     | 1,029.00        |            |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>1,029.00</b> |            |
| 6529    | 12/14/2021 | 2327      | Cuba Cheese Shops                 | OT 2850.400-00-FFAC |                     | 4,604.00        |            |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>4,604.00</b> |            |
| 6530    | 12/14/2021 | 2177      | Florida Farm Bureau               | OT 2850.400-00-FFAC |                     | 4,066.30        |            |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>4,066.30</b> |            |
| 6531    | 12/14/2021 | 284       | Graphtex                          | OT 2850.400-00-FFAC |                     | 780.00          |            |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>780.00</b>   |            |
| 6532    | 12/14/2021 | 3464      | Universal Lettering Company       | OT 2850.400-00-FFAC | 210502              | 170.00          | 170.00     |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>170.00</b>   |            |
| 6533    | 12/28/2021 | 3130      | Erin Brown                        | OT 2850.400-00-DRAM |                     | 500.00          |            |
|         |            |           |                                   |                     | <b>Check Total:</b> | <b>500.00</b>   |            |
| 6534    | 12/28/2021 | 3513      | Collegian Hotel & Suites Syracuse | OT 2850.400-00-FFAC |                     | 1,380.00        |            |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For OT - 6: December 2021 OT Cks For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name           | Account             | PO Number    | Check Amount | Liquidated |
|---------|------------|-----------|-----------------------|---------------------|--------------|--------------|------------|
| 6535    | 12/28/2021 | 2327      | Cuba Cheese Shops     |                     | Check Total: | 1,380.00     |            |
|         |            |           |                       | OT 2850.400-00-FFAC |              | 23.50        |            |
|         |            |           |                       |                     | Check Total: | 23.50        |            |
| 6536    | 12/28/2021 | 3512      | Jeremy Milligan       |                     |              |              |            |
|         |            |           |                       | OT 2850.400-00-CL23 |              | 92.00        |            |
|         |            |           |                       |                     | Check Total: | 92.00        |            |
| 6537    | 12/28/2021 | 2475      | NY Association of FFA |                     |              |              |            |
|         |            |           |                       | OT 2850.400-00-FFAC |              | 2,390.00     |            |
|         |            |           |                       |                     | Check Total: | 2,390.00     |            |
| 6538    | 12/28/2021 | 615       | Prince, Amy           |                     |              |              |            |
|         |            |           |                       | OT 2850.400-00-CL25 |              | 16.00        |            |
|         |            |           |                       |                     | Check Total: | 16.00        |            |
| 6539    | 12/28/2021 | 2511      | Regina Raleigh        |                     |              |              |            |
|         |            |           |                       | OT 2850.400-00-ESCO |              | 13.86        |            |
|         |            |           |                       |                     | Check Total: | 13.86        |            |



## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For OT - 6: December 2021 OT Cks For Dates 12/1/2021 - 12/31/2021



| Check #                    | Check Date | Vendor ID | Vendor Name | Account | PO Number       | Check Amount | Liquidated |
|----------------------------|------------|-----------|-------------|---------|-----------------|--------------|------------|
| Number of Transactions: 16 |            |           |             |         | Warrant Total:  | 15,668.02    |            |
|                            |            |           |             |         | Vendor Portion: | 15,668.02    |            |

## 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 \$ 15,668.02. 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.

12/28/21 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 15,668.02. 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.

1/4/22 [Signature] Claims Auditor  
Date Auditor's Signature Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 16, 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.

12/28/21 [Signature] Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For TA - 12: 12/10/21 Payroll TA Cash Disbursements For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                  | Account | PO Number           | Check Amount     | Liquidated |
|---------|------------|-----------|------------------------------|---------|---------------------|------------------|------------|
| 113757  | 12/14/2021 | 2961      | Cortland County Sheriff's    | TA 32   |                     | 60.86            |            |
|         |            |           |                              |         | <b>Check Total:</b> | <b>60.86</b>     |            |
| 113758  | 12/14/2021 | 11        | CSEA, Inc.                   | TA 31   |                     | 890.53           |            |
|         |            |           |                              | TA 39   |                     | 45.00            |            |
|         |            |           |                              |         | <b>Check Total:</b> | <b>935.53</b>    |            |
| 113759  | 12/14/2021 | 1785      | DCS Sunshine Fund            | TA 8503 |                     | 840.00           |            |
|         |            |           |                              |         | <b>Check Total:</b> | <b>840.00</b>    |            |
| 113760  | 12/14/2021 | 7         | DeRuyter Faculty Association | TA 24   |                     | 3,378.54         |            |
|         |            |           |                              |         | <b>Check Total:</b> | <b>3,378.54</b>  |            |
| 113761  | 12/14/2021 | 10        | PTO SCHOLARSHIP FUND         | TA 8505 |                     | 78.50            |            |
|         |            |           |                              |         | <b>Check Total:</b> | <b>78.50</b>     |            |
| 113762  | 12/14/2021 | 1652      | VOTE-COPE                    | TA 8512 |                     | 13.40            |            |
|         |            |           |                              |         | <b>Check Total:</b> | <b>13.40</b>     |            |
| 600656  | 12/10/2021 | 27        | EFPTS                        | TA 26   |                     | 12,993.86        |            |
|         |            |           |                              | TA 26   |                     | 12,993.86        |            |
|         |            |           |                              | TA 22   |                     | 17,548.75        |            |
|         |            |           |                              | TA 26   |                     | 3,082.21         |            |
|         |            |           |                              | TA 26   |                     | 3,082.21         |            |
|         |            |           |                              |         | <b>Check Total:</b> | <b>49,700.89</b> |            |
| 600657  | 12/10/2021 | 28        | NYS Income Taxes             | TA 21   |                     | 9,016.27         |            |
|         |            |           |                              |         | <b>Check Total:</b> | <b>9,016.27</b>  |            |
| 600658  | 12/10/2021 | 1548      | Omni Group                   | TA 29   |                     | 1,809.47         |            |
|         |            |           |                              | TA 29   |                     | 225.00           |            |
|         |            |           |                              | TA 29   |                     | 1,792.30         |            |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For TA - 12: 12/10/21 Payroll TA Cash Disbursements For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name | Account | PO Number              | Check Amount      | Liquidated |
|---------|------------|-----------|-------------|---------|------------------------|-------------------|------------|
|         |            |           |             | TA 29   |                        | 590.00            |            |
|         |            |           |             | TA 29   |                        | 50.00             |            |
|         |            |           |             | TA 29   |                        | 100.00            |            |
|         |            |           |             |         | <b>Check Total:</b>    | <b>4,566.77</b>   |            |
| 600659  | 12/10/2021 | 3410      | NBT Bank    |         |                        |                   |            |
|         |            |           |             | TA 10   |                        | 156,169.96        |            |
|         |            |           |             |         | <b>Check Total:</b>    | <b>156,169.96</b> |            |
|         |            |           |             |         | <b>Warrant Total:</b>  | <b>224,760.72</b> |            |
|         |            |           |             |         | <b>Vendor Portion:</b> | <b>224,760.72</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 \$ 224,760.72. 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.

12/28/21 [Signature]  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 224,760.72. 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.

1/4/22 [Signature] Claims Auditor  
Date Auditor's Signature Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1 to 10 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.

12/28/21 [Signature] Treasurer  
Date Officer's Signature Title

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For TA - 13: 12/23/21 Payroll TA Cash Disbursements For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                    | Account | PO Number           | Check Amount     | Liquidated |
|---------|------------|-----------|--------------------------------|---------|---------------------|------------------|------------|
| 113824  | 12/23/2021 | 2961      | Cortland County Sheriff's      | TA 32   |                     | 63.44            |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>63.44</b>     |            |
| 113825  | 12/23/2021 | 11        | CSEA, Inc.                     | TA 31   |                     | 890.53           |            |
|         |            |           |                                | TA 39   |                     | 45.00            |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>935.53</b>    |            |
| 113826  | 12/23/2021 | 7         | DeRuyter Faculty Association   | TA 24   |                     | 3,378.54         |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>3,378.54</b>  |            |
| 113827  | 12/23/2021 | 30        | NYS Teachers Retirement System | TA 27   |                     | 3,070.00         |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>3,070.00</b>  |            |
| 113828  | 12/23/2021 | 2605      | PEOPLE                         | TA 31   |                     | 9.54             |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>9.54</b>      |            |
| 113829  | 12/23/2021 | 10        | PTO SCHOLARSHIP FUND           | TA 8505 |                     | 78.50            |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>78.50</b>     |            |
| 113830  | 12/23/2021 | 1652      | VOTE-COPE                      | TA 8512 |                     | 13.40            |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>13.40</b>     |            |
| 600660  | 12/23/2021 | 27        | EFPTS                          | TA 26   |                     | 13,103.28        |            |
|         |            |           |                                | TA 26   |                     | 13,103.28        |            |
|         |            |           |                                | TA 22   |                     | 18,663.46        |            |
|         |            |           |                                | TA 26   |                     | 3,145.73         |            |
|         |            |           |                                | TA 26   |                     | 3,145.73         |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>51,161.48</b> |            |
| 600661  | 12/23/2021 | 28        | NYS Income Taxes               | TA 21   |                     | 9,458.61         |            |
|         |            |           |                                |         | <b>Check Total:</b> | <b>9,458.61</b>  |            |
| 600662  | 12/23/2021 | 628       | NYS Local Empl. Retirement Sys |         |                     |                  |            |

## DERUYTER CENTRAL SCHOOL DIST



Check Warrant Report For TA - 13: 12/23/21 Payroll TA Cash Disbursements For Dates 12/1/2021 - 12/31/2021

| Check # | Check Date | Vendor ID | Vendor Name | Account | PO Number    | Check Amount | Liquidated |
|---------|------------|-----------|-------------|---------|--------------|--------------|------------|
|         |            |           |             | TA 18   |              | 967.67       |            |
|         |            |           |             | TA 1802 |              | 22.42        |            |
|         |            |           |             | TA 18   |              | 1.26         |            |
|         |            |           |             | TA 1801 |              | 1,028.00     |            |
|         |            |           |             |         | Check Total: | 2,019.35     |            |
| 600663  | 12/23/2021 | 1548      | Omni Group  |         |              |              |            |
|         |            |           |             | TA 29   |              | 1,787.27     |            |
|         |            |           |             | TA 29   |              | 225.00       |            |
|         |            |           |             | TA 29   |              | 1,792.30     |            |
|         |            |           |             | TA 29   |              | 590.00       |            |
|         |            |           |             | TA 29   |              | 50.00        |            |
|         |            |           |             | TA 29   |              | 100.00       |            |
|         |            |           |             |         | Check Total: | 4,544.57     |            |
| 600664  | 12/23/2021 | 3410      | NBT Bank    |         |              |              |            |
|         |            |           |             | TA 10   |              | 159,676.11   |            |
|         |            |           |             |         | Check Total: | 159,676.11   |            |

## DERUYTER CENTRAL SCHOOL DIST

Check Warrant Report For TA - 13: 12/23/21 Payroll TA Cash Disbursements For Dates 12/1/2021 - 12/31/2021



| Check #                    | Check Date | Vendor ID | Vendor Name | Account | PO Number       | Check Amount | Liquidated |
|----------------------------|------------|-----------|-------------|---------|-----------------|--------------|------------|
| Number of Transactions: 12 |            |           |             |         | Warrant Total:  | 234,409.07   |            |
|                            |            |           |             |         | Vendor Portion: | 234,409.07   |            |

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 12 in number, in the total amount of \$ 234,409.07. 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.

12/28/21 Audi Foster  
Date

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 234,409.07. 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.

1/4/22 Bonnie Young Claims Auditor  
Date Auditor's Signature Title

## Approval of Officer Giving Rise to Claims

I hereby certify that each claim numbered 1, to 12, 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.

12/28/21 Katy L. Denenberg Treasurer  
Date Officer's Signature Title