AGENDA

Thursday, October 10, 2019

Regular Board Meeting held at the Rensselaer Educational Center
BOARDS OF EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
RENSSELAER-COLUMBIA-GREENE COUNTIES
www.questar.org

Regular Board Meeting .......................................................... October 10, 2019
Location ........................................................................ Rensselaer Educational Center
Time .................................................................................. 6:00 P.M.

Mission
Questar III is an educational cooperative providing leadership and creating student success
through shared instructional and support services to schools and their communities.

Why do we exist?
(our moral imperative or what compels us to act)
Changing lives, realizing dreams and doing together what can’t be done alone.

Our Core Values
• Commitment to Excellence
• Commitment to Leadership and Service
• Commitment to Innovation

AGENDA

I. CALL TO ORDER AND PLEDGE TO THE FLAG

II. TOUR OF RENSSELAER EDUCATIONAL CENTER IMPROVEMENTS

III. EXECUTIVE SESSION (if necessary)

IV. CORRECTION OF MINUTES
RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-
Columbia-Greene Counties, upon the recommendation of the Executive Officer, make
the following corrections to the minutes relating to certain employees adopted at the July 11, 2019 Reorganization meeting:

QUESTAR III WORKERS’ COMPENSATION CONSORTIUM DIRECTOR
Deputy Superintendent, Mr. Harry Hadjioannou Ms. Jennifer Mulligan was designated as the Questar III Workers’ Compensation Consortium Director for the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties at the pleasure of the Board for the ensuing year ending June 30, 2020 or until a successor is chosen.

V. APPROVAL OF MINUTES
RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-
Columbia-Greene Counties, upon the recommendation of the Executive Officer, approves the Minutes from the Regular Meeting of the Board of Cooperative Educational Services held on September 12, 2019.
VI. TREASURER’S REPORT
RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, accepts the Treasurer's Report dated July and August 2019.

VII. CENTRAL TREASURER’S REPORTS – EXTRA CLASSROOM ACTIVITY FUND
RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, accepts the Central Treasurer's Reports for the Extra Classroom Activity Fund dated July and August 2019.

VIII. INTERNAL AUDIT FUNCTIONS
A. Report from Audit Committee
B. Internal Audit Activities – Update

IX. INTERNAL CLAIMS AUDITING REPORT
RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, accepts the Internal Claims Auditing Report dated August 30, 2019 to September 20, 2019.

X. RECOGNITION OF VISITORS

XI. PUBLIC COMMENTS
Residents, students, employees and community business representatives may address the Board on matters concerning programs and/or operations of the BOCES, other than specific personnel matters. When recognized by the Board President, the individual who wishes to provide public comment will be asked to stand, state their name, and summarize concerns for the Board. Each individual should limit their speaking time to 2-3 minutes. The Board will not respond to comments but may ask for contact information in the event follow-up is necessary. We ask that individuals speak in a respectful and courteous manner and avoid remarks which may be considered defamatory or stigmatizing. The Board welcomes comments however the comment period is a limited forum and the Board retains the ability to declare comments out of order.

XII. COMMUNICATIONS
- November 13, 2019: Our next board meeting starting at 6:30 PM in the boardroom
- October 24-26, 2019: NYSSBA – 100th Annual Convention – Rochester, NY
XIII. PERSONNEL

A. TENURE RECOMMENDATION(S)

RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, grants tenure to the following individual(s) as noted:

1. Name: **Susan Keegan**  
   Tenure Area: Teaching Assistant  
   Effective: 11/02/19

2. Name: **Rebecca Brust**  
   Tenure Area: Teaching Assistant  
   Effective: 11/05/19

3. Name: **Meredith Hughes**  
   Tenure Area: Teaching Assistant  
   Effective: 11/12/19

4. Name: **Michele Koch**  
   Tenure Area: Teaching Assistant  
   Effective: 11/12/19

5. Name: **Krystyn Dayton**  
   Tenure Area: Special Education Teacher  
   Effective: 11/17/19

6. Name: **Mariann Mentzouris**  
   Tenure Area: Teaching Assistant  
   Effective: 11/19/19

B. RETIREMENT(S)

RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer and with regret and sincere appreciation for their service to Questar III, accepts the resignation for the purpose of retirement of the following individual(s) as noted:

1. **Classified Staff**
   a. Name: **Patricia Williams**  
      Position: 1.0 FTE Senior Clerk  
      Date began: 02/27/89  
      Effective: 10/09/19
C. RESIGNATION(S)

RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, accepts the resignation of the following individual(s) as noted:

1. Certified Staff

   a. Name: Brenda Cole
      Position: 1.0 FTE Teaching Assistant
      Date Began: 03/01/06
      Effective: 08/30/19

   b. Name: Katelyn Garmley
      Position: 1.0 FTE Teaching Assistant
      Date Began: 11/13/17
      Effective: 08/30/19

   c. Name: Cynthia Herron (to accept another internal position)
      Position: 1.0 FTE Special Education Coordinator
      Date Began: 12/17/18
      Effective: 10/10/19

2. Classified Staff

   a. Name: Thomas Reed
      Position: 1.0 FTE IT Project Manager
      Date Began: 06/04/18
      Effective: 10/04/19

D. CHANGE IN FTE / TITLE/ SALARY / STATUS

RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approves the following changes in FTE and/or title, salary or status as noted below:

1. Certified Staff

   a. Name: James O'Connor – CHANGE IN TITLE
      Position: 1.0 FTE Team Leader – State Aid Planning
      Status: Tenured
      Effective: 11/01/19
E. PRINCIPAL AND TEACHER APPOINTMENTS

RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approves the appointment of the following individual(s) to a four year probationary term, commencing on the effective date noted, provided that, except to the extent required by law, in order to be granted tenure, s/he shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c or §3012-d of either effective or highly effective in at least 3 of the 4 preceding years, and if s/he receives an ineffective composite or overall rating in the final year of the probationary period, s/he shall not be eligible for tenure at that time. These appointments are declared as emergency conditional vacancies and contingent upon clearance for employment based on fingerprinting requirements of the SAVE legislation.

1. Certified Staff

   a. Name: **Kristen Lamake**  
      Position: 1.0 FTE Integrated Academics/Science Teacher  
      Tenure Area: Academic - Science  
      Status: 4 Year Probationary Period  
      Certification: Earth Science 7-12  
      Effective: 09/11/19  
      Salary: $48,810.00 prorated

   b. Name: **Crystal Plowinske**  
      Position: 1.0 FTE Special Education Teacher  
      Tenure Area: General Special Education  
      Status: 3 Year Probationary Period (receiving credit for 2018-19)  
      Certification: ChEd 1-6, SWD 1-6, Teaching Assistant  
      Effective: 09/03/19  
      Salary: $48,810.00

   c. Name: **Stephanie Morgan**  
      Position: 1.0 FTE Special Education Teacher  
      Tenure Area: General Special Education  
      Status: 3 Year Probationary Period (receiving credit for 2018-19)  
      Certification: ChEd 1-6, SWD 7-12  
      Effective: 09/03/19  
      Salary: $51,473.00
F. OTHER APPOINTMENT(S)

RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approves the appointment of the following individual(s) as noted. These appointments are declared as emergency conditional vacancies and contingent upon clearance for employment based on fingerprinting requirements of the SAVE legislation.

1. Certified Staff - TEMPORARY SUBSTITUTES

   a. Name: Melissa Bodenstab  
      Position: .60 FTE Adaptive Physical Education Teacher  
                 .40 FTE CDOS Teacher  
      Tenure Area: N/A Temporary Substitute  
      Status: Temporary Substitute (pending certification)  
      Certification: Personal Trainer 7-12 Trans A, To be certified  
      Effective: 09/03/19 – 06/30/20  
      Salary: $48,810.00

   b. Name: Emily Meister  
      Position: 1.0 FTE Special Education Teacher  
      Tenure Area: N/A Temporary Substitute  
      Status: Temporary Substitute (pending certification)  
      Certification: ChEd 1-6  
      Effective: 09/03/19 – 06/30/20  
      Salary: $46,769.00

   c. Name: Janice Jones  
      Position: 1.0 FTE Regular Substitute Teaching Assistant  
      Tenure Area: N/A  
      Status: Regular Substitute  
      Certification: Health, PE  
      Effective: 09/03/19 – 06/26/20  
      Salary: $25,630.00

   d. Name: Sara Cipollo  
      Position: 1.0 FTE Teaching Assistant  
      Tenure Area: N/A Temporary Substitute  
      Status: Temporary Sub (pending certification)  
      Certification: To be certified  
      Effective: 09/03/19 – 06/30/20  
      Salary: $20,401.00

   e. Name: Dylan Comito  
      Position: 1.0 FTE Teaching Assistant  
      Tenure Area: N/A Temporary Substitute  
      Status: Temporary Sub (pending certification)  
      Certification: To be certified  
      Effective: 09/03/19 – 06/30/20  
      Salary: $19,248.00
### TEMPORARY SUBSTITUTES (cont’d)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tenure Area</th>
<th>Status</th>
<th>Certification</th>
<th>Effective Dates</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>f. Kyla Brennan</strong></td>
<td>1.0 FTE Teaching Assistant</td>
<td>N/A Temporary Substitute</td>
<td>Temporary Sub (pending certification)</td>
<td>To be certified</td>
<td>09/03/19 – 06/30/20</td>
<td>$19,248.00</td>
</tr>
<tr>
<td><strong>g. Kara Kannes</strong></td>
<td>1.0 FTE Teaching Assistant</td>
<td>N/A Temporary Substitute</td>
<td>Temporary Sub (pending certification)</td>
<td>To be certified</td>
<td>09/03/19 – 06/30/20</td>
<td>$19,248.00</td>
</tr>
<tr>
<td><strong>h. Andrea Morris</strong></td>
<td>1.0 FTE Teaching Assistant</td>
<td>N/A Temporary Substitute</td>
<td>Temporary Sub (pending certification)</td>
<td>To be certified</td>
<td>09/03/19 – 06/30/20</td>
<td>$20,401.00</td>
</tr>
<tr>
<td><strong>i. Kaitlyn Martell</strong></td>
<td>1.0 FTE Teaching Assistant</td>
<td>N/A Temporary Substitute</td>
<td>Temporary Sub (pending certification)</td>
<td>To be certified</td>
<td>09/09/19 – 06/30/20</td>
<td>$19,759.00 prorated</td>
</tr>
<tr>
<td><strong>j. Brian Dierkes</strong></td>
<td>1.0 FTE Teaching Assistant</td>
<td>N/A Temporary Substitute</td>
<td>Temporary Sub (pending certification)</td>
<td>To be certified</td>
<td>09/09/19 – 06/30/20</td>
<td>$21,063.00 prorated</td>
</tr>
<tr>
<td><strong>k. Sebastian Vickers</strong></td>
<td>1.0 FTE Teaching Assistant</td>
<td>N/A Temporary Substitute</td>
<td>Temporary Sub (pending certification)</td>
<td>To be certified</td>
<td>09/09/19 – 06/30/20</td>
<td>$20,401.00</td>
</tr>
</tbody>
</table>
PERSONNEL
OTHER APPOINTMENTS
TEMPORARY SUBSTITUTES (cont’d)

l. Name: Mark Kristiansen  
   Position: 1.0 FTE Teaching Assistant  
   Tenure Area: N/A Temporary Substitute  
   Status: Temporary Sub (pending certification)  
   Certification: To be certified  
   Effective: 09/16/19 – 06/30/20  
   Salary: $19,759.00 prorated

m. Name: Susannah Eitleman  
   Position: 1.0 FTE Teaching Assistant  
   Tenure Area: N/A Temporary Substitute  
   Status: Temporary Sub (pending certification)  
   Certification: To be certified  
   Effective: 09/16/19 – 06/30/20  
   Salary: $20,401.00 prorated

n. Name: Shannon Beaucage  
   Position: 1.0 FTE Teaching Assistant  
   Tenure Area: N/A Temporary Substitute  
   Status: Temporary Sub (pending certification)  
   Certification: To be certified  
   Effective: 09/17/19 – 06/30/20  
   Salary: $20,401.00 prorated

2. Certified Staff - PROBATIONARY

a. Name: Katelyn Garmley  
   Position: 1.0 FTE Teaching Assistant  
   Tenure Area: Teaching Assistant  
   Status: 4 Year Probationary Period  
   Certification: Teaching Assistant – Level I  
   Effective: 09/19/19  
   Salary: $20,401.00 prorated

b. Name: Rachel Jones  
   Position: 1.0 FTE Speech Language Pathologist  
   Tenure Area: Remedial Speech  
   Status: 4 Year Probationary Period  
   Certification: Speech & Language Disabilities  
   Effective: 09/16/19  
   Salary: $51,473.00 prorated

c. Name: Cynthia Herron  
   Position: 1.0 FTE Special Education Assistant Director  
   Tenure Area: Administrative – Special Education Assistant Director  
   Status: 4 Year Probationary Period  
   Certification: SDL, SBL, School Counselor  
   Effective: 10/11/19  
   Salary: $97,500.00 prorated
PERSONNEL
OTHER APPOINTMENTS (cont’d)

3. Classified Staff - EXEMPT
   a. Name: Janet Sawyer
      Position: 1.0 FTE Secretary to the District Superintendent
      Status: Non-Competitive/Specialist
      Effective: 10/07/19
      Salary: $73,000.00 prorated

4. Classified Staff - PROVISIONAL
   a. Name: A'Donji Carter
      Position: 1.0 FTE Crisis Intervention Worker
      Status: Provisional
      Effective: 09/18/19
      Salary: $35,558.00 prorated

G. PROBATIONARY CIVIL SERVICE STATUS RESOLUTION:
   BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, recognize the successful placement of the provisionally appointed individual(s) listed below on the Civil Service Eligible List and approves their probationary status to be served for a period of one (1) year from the effective date specified:

1. Name: Emily VanKempen
   Position: 1.0 FTE Special Education Aid Assistances Tech
   Status: Probationary
   Effective: 09/03/19

2. Name: Tyler Gates
   Position: 1.0 FTE Special Education Aid Assistances Tech
   Status: Probationary
   Effective: 09/03/19

3. Name: Krista Cooney
   Position: 1.0 FTE Administrative Assistant
   Status: Probationary
   Effective: 09/24/19
H. PART-TIME AND HOURLY EMPLOYEES FOR 2019-20

RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, appoints the following individuals as part-time or hourly employees for the 2019-20 school year. These appointments are declared as emergency conditional vacancies and contingent upon clearance for employment based on fingerprinting requirements of the SAVE legislation.

1. **Arianna Burns**, Fire Systems Laborer
   Hourly, 09/01/19 – 06/30/20
   $12.50/hr.

2. **Mark Nizer**, Online Learning Specialist
   Stipend, 09/01/19 – 06/30/20
   $350.00/per contract

3. **Sue Melnyk**, Assistant Coordinator for Regional Scoring
   Per-Diem, 10/15/19 – 06/30/20
   $300.00/day

4. **Gregory Sanik**, Assistant Coordinator for Regional Scoring
   Per-Diem, 10/15/19 – 06/30/20
   $350.00/day

5. **Arlene DeSiena**, School Improvement Specialist- ELA
   Per-Diem, 10/15/19 – 06/30/20
   $400.00/day

6. **Christine Patella-Difley**, Blind & Visually Impaired Teacher
   Per-Diem, 09/03/19 – 06/30/20
   $418.43/day

7. **Wendylee Periera**, Adult & Continuing Education Teacher
   Hourly, 09/03/19 – 06/30/20
   $32.22/hr.

8. **Hal Hoffman**, Substitute Courier
   Hourly, 08/19/19 – 06/30/20
   $15.75/hr.

9. **Candace Lider**, Speech Therapist
   Per-Diem, 09/16/19 – 06/30/20
   $440.53/day

10. **Colleen Mills**, Grant Researcher
    Per-Diem, 10/14/19 – 06/30/20
    $277.00/day

11. **Evan Liberty**, Adult & Continuing Education Teacher
    Hourly, 09/10/19 – 06/30/20
    $32.22/hr.
XIII. OTHER
A. REVISED QUESTAR III PARTICIPATION IN A STATEWIDE CONSORTIUM THROUGH ERIE I BOCES – With Additional Programs

RESOLUTION: WHEREAS, It is the plan of a number of BOCES districts in New York, to consent to jointly enter into an agreement for TEQ (OTIS), Dell (Advanced Learning Partnerships Firm), PowerSchool (United Talent Professional Learning System), Impero (edTeach), Net Ref, Hapara, Go Guardian (Teacher) and,

WHEREAS, The Questar III BOCES (aka Rensselaer-Columbia-Greene Counties Board of Cooperative Educational Services) is desirous of participating with other BOCES Districts in New York State in joint agreements for the software/learning packages and licensing mentioned above as authorized by General Municipal Law, Section 119-0, and,

BE IT RESOLVED, That the Questar III BOCES Board of Education authorizes Erie 1 BOCES to represent it in all matters leading up to and entering into a contract for the purchase of and licensing of the above-mentioned software/learning packages, and,

BE IT FURTHER RESOLVED, That the Questar III BOCES Board of Education agrees to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and,

BE IT FURTHER RESOLVED, That the Questar III BOCES Board of Education agrees (1) to abide by majority decisions of the participating BOCES on quality standards; (2) Erie 1 BOCES will negotiate contracts according to the majority recommendations; (3) that after contract agreement, it will conduct all purchasing arrangements directly with the vendor.

XIV. POLICY
A. REVISED BENEFITS FOR NON-REPRESENTED EMPLOYEES - POLICY #5-120

RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approves the revised Benefits for Non-Represented Employees Policy #5-120 on first reading.

XV. BOARD BUSINESS / REPORTS / DISCUSSION

XVI. EXECUTIVE OFFICER'S REPORT
- Integrated Academics Presentation

XVII. EXECUTIVE SESSION (if necessary)

XVIII. MOTION TO ADJOURN
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
RENSSELAER-COLUMBIA-GREENE COUNTIES

QUESTAR III REGULAR MEETING MINUTES

Meeting Date: September 12, 2019
Location: Questar III Boardroom
Presiding: John C. Hill, President

Members Present
Edmund Brooks, Member (arrived at 6:34 pm.)
Lynn Clum, Member
Mary Daly, Member
Joseph Garland, Member
Nadine Gazzola, Member
Jennifer Haggerty, Member
John C. Hill, President
Mark Mann, Member
Mary Marro-Giroux, Member
Frank Zwack, Member

Also Present
Dr. Gladys I. Cruz, District Superintendent
Harry Hadjioannou, Deputy Superintendent
Robin Emanatian, Board Clerk
Anthony Taibi, Chief Academic Officer
Terry Bordell, Chief School Improvement Officer
Jennifer Mulligan, Business Office Manager/Controller
Mike Buono, Human Resource Director

CALL TO ORDER & PLEDGE
At 6:03 p.m.

APPROVAL OF MINUTES
1 – Ms. Gazzola  2 – Ms. Marro-Giroux  Motion Carried (9 – Yes)
The Board of Cooperative Education Services Rensselaer-Columbia-Greene Counties,
upon the recommendation of the Executive Officer, approved the Minutes from the
Regular Meeting of the Board of Cooperative Educational Services held on August 15,
2019.

TREASURER’S REPORT
1 – Mr. Mann  2 – Ms. Clum  Motion Carried (9 – Yes)
The Board of Cooperative Education Services Rensselaer-Columbia-Greene Counties,
upon the recommendation of the Executive Officer, accepted the Treasurer’s Report dated
June 2019.

EXTRA CLASSROOM ACTIVITY FUND REPORT
1 – Mr. Zwack  2 – Ms. Daly  Motion Carried (9 – Yes)
The Board of Cooperative Educational Services Rensselaer-Columbia-Greene Counties,
upon the recommendation of the Executive Officer, accepted the Central Treasurer’s
AUDIT COMMITTEE REPORT(S) NONE

INTERNAL CLAIMS AUDITING REPORT
1 – Mr. Garland 2 – Ms. Gazzola Motion Carried (9 – Yes)
The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, accepted the Internal Claims Auditing Report dated August 2, 2019 to August 23, 2019.

RECOGNITION OF VISITORS NONE.

PUBLIC COMMENTS NONE

COMMUNICATIONS
- October 10, 2019: Our next Board meeting to be held at REC starting at 6:00 PM with a tour
- October 24-26, 2019: NYSSBA – 100th Annual Convention – Rochester, NY

------------------------------------- BY CONSENT-------------------------------------
1 – Ms. Marro-Giroux 2 – Ms. Clum Motions Carried (9 – Yes)

PERSONNEL

TENURE RECOMMENDATION(S) The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, grants tenure to the following individual(s) as noted:

<table>
<thead>
<tr>
<th>Name: Nancy Rheeman</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tenure Area: Teaching Assistant</td>
</tr>
<tr>
<td>Effective: 09/21/19</td>
</tr>
</tbody>
</table>

RESIGNATION(S) The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, accepted the resignation of the following individual(s) as noted:

Certified Staff

<table>
<thead>
<tr>
<th>Name: Courtney Williams</th>
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</thead>
<tbody>
<tr>
<td>Position: 1.0 FTE Teaching Assistant</td>
</tr>
<tr>
<td>Date Began: 10/02/15</td>
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<tr>
<td>Effective: 08/02/19</td>
</tr>
</tbody>
</table>
PERSONNEL

RESIGNATIONS

Certified Staff (cont’d)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date Began</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angelena Louban</td>
<td>1.0 FTE Teaching Assistant</td>
<td>09/21/15</td>
<td>08/22/19</td>
</tr>
<tr>
<td>Adrienne Haase</td>
<td>.50 FTE Teaching Assistant</td>
<td>08/31/17</td>
<td>08/30/19</td>
</tr>
<tr>
<td>Dena Iagrossi</td>
<td>1.0 FTE Reading Resource Teacher</td>
<td>01/06/14</td>
<td>09/13/19</td>
</tr>
<tr>
<td>Danielle Bouton-Wales</td>
<td>1.0 FTE CTE Director</td>
<td>03/16/15</td>
<td>09/20/19</td>
</tr>
<tr>
<td>Amy Pierce</td>
<td>1.0 FTE Teacher of Blind &amp; Visually Impaired</td>
<td>09/01/15</td>
<td>09/25/19</td>
</tr>
</tbody>
</table>

PRINCIPAL AND TEACHER APPOINTMENTS

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approved the appointment of the following individual(s) to a four year probationary term, commencing on the effective date noted, provided that, except to the extent required by law, in order to be granted tenure, s/he shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c or §3012-d of either effective or highly effective in at least 3 of the 4 preceding years, and if s/he receives an ineffective composite or overall rating in the final year of the probationary period, s/he shall not be eligible for tenure at that time. These appointments are declared as emergency conditional vacancies and contingent upon clearance for employment based on fingerprinting requirements of the SAVE legislation.

Certified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tenure Area</th>
<th>Status</th>
<th>Certification</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beth O’Brien</td>
<td>1.0 FTE Special Education Teacher</td>
<td>General Special Education</td>
<td>3 Year Probationary Period (Tenured previously)</td>
<td>Pre-K-6, SWD 1-6, SWD 7-12</td>
<td>09/04/18 (retroactive to hire date)</td>
<td>$55,876.00</td>
</tr>
</tbody>
</table>
PERSONNEL (cont'd)

OTHER APPOINTMENTS

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approved the appointment of the following individual(s) as noted. These appointments were declared as emergency conditional vacancies and contingent upon clearance for employment based on fingerprinting requirements of the SAVE legislation.

Certified Staff - TEMPORARY SUBSTITUTES

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tenure Area</th>
<th>Status</th>
<th>Certification</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suzanne Czechowski</td>
<td>1.0 FTE Special Education Teacher</td>
<td>N/A Temporary Substitute</td>
<td>Temporary Sub (pending certification SWD 7-12)</td>
<td>SWD 1-6, ChEd 1-6</td>
<td>09/03/19 – 06/30/20</td>
<td>$49,867.00</td>
</tr>
</tbody>
</table>

Certified Staff - PROBATIONARY

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tenure Area</th>
<th>Status</th>
<th>Certification</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lauren Litzmann</td>
<td>1.0 FTE Teaching Assistant</td>
<td>Teaching Assistant</td>
<td>4 Year Probationary Period</td>
<td>Teaching Assistant – Level I</td>
<td>12/12/2018 (retroactive to hire date)</td>
<td>$21,747.00</td>
</tr>
<tr>
<td>Mary Richwine</td>
<td>1.0 FTE School Psychologist</td>
<td>School Psychologist</td>
<td>4 Year Probationary Period</td>
<td>School Psychologist</td>
<td>09/03/19</td>
<td>$47,779.00</td>
</tr>
</tbody>
</table>

Certified Staff – PROBATIONARY 10 MOS. + 20 DAYS

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Tenure Area</th>
<th>Status</th>
<th>Certification</th>
<th>Effective</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amanda Karian</td>
<td>1.0 FTE School Library Systems Specialist</td>
<td>School Media Specialist (Library)</td>
<td>4 Year Probationary Period</td>
<td>School Library Media Specialist</td>
<td>08/14/19</td>
<td>$63,000.00</td>
</tr>
<tr>
<td>Kim Inglee</td>
<td>1.0 FTE School Improvement Senior Specialist - ELA</td>
<td>ISS-English Language Arts</td>
<td>4 Year Probationary Period</td>
<td>N-6</td>
<td>09/03/19</td>
<td>$78,000.00</td>
</tr>
</tbody>
</table>
PERSONNEL
OTHER APPOINTMENTS (cont’d)

Certified Staff – CONTINUOUS ANNUAL APPOINTMENT

Name: Anthony Pierro
Position: 1.0 FTE Criminal Justice Teacher
Status: Continuous annual appointment subject to the approval of the waiver by the commissioner
Effective: 09/03/19 – 06/30/20
Salary: $58,185.00

Classified Staff

Name: Thomas Peduzzi
Position: 1.0 FTE IT Support Technician-Computer Operator
Status: Provisional
Effective: 08/26/19
Salary: $31,251.00 prorated

PERMANENT CIVIL SERVICE APPOINTMENT(S)
The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, recognized the completion of the one (1) year probationary period of the following employee(s) and approve permanent status for their appointment effective on the date indicated:

Name: Dana Burgess
Position: 1.0 FTE Crisis Intervention Worker
Status: Permanent
Effective: 09/04/19

PART-TIME/HOURLY EMPLOYEES FOR 2019-20
The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties approved the recommendation of the Executive Officer to appoint the following individuals as part-time or hourly employees for the 2019-20 school year.

Christopher McDermith, STEM Research Fellow $8,000.00/stipend
Stipend, 07/08/19 – 08/23/19
Samuel Ziebel, STEM Research Fellow $7,000.00/stipend corrected
Stipend, 07/08/19 – 08/23/19
Julie Selig, STEM Research Fellow $10,000.00/stipend
Stipend, 07/08/19 – 08/23/19
Teresa Mills, SkillsUSA Trustee $352.78/day
Per Diem, 07/25/19 – 06/30/20
Dmitry Yankowski, IT Support Technician $14.63/hr.
Hourly, 09/01/19 – 06/30/20
Brandon Jesmain, IT Support Technician $12.50/hr.
Hourly, 09/01/19 – 06/30/20
PERSONNEL

PART-TIME/HOURLY EMPLOYEES FOR 2019-20 (cont’d)

- **Rahim Uddin**, IT Support Technician $12.50/hr.
  Hourly, 09/01/19 – 06/30/20
- **Liza Dwon**, Clinical Instructor $35.00/hr.
  Hourly, 10/01/19 – 06/30/20
- **Shannon McLaughlin**, Clinical Instructor $35.00/hr.
  Hourly, 10/01/19 – 06/30/20

RECERTIFICATION

OF LEAD EVALUATORS OF TEACHERS

1 – Mr. Zwack 2 – Ms. Daly  Motion Carried (9 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approved the recertification of the following individuals as Lead Evaluators of Teachers:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BORDELL, TERRY</td>
<td>CHIEF SCHOOL IMPROVEMENT OFFICER</td>
</tr>
<tr>
<td>BROCKLEY, KAREN</td>
<td>PRINCIPAL, SPECIAL EDUCATION</td>
</tr>
<tr>
<td>CRUZ, GLADYS</td>
<td>DISTRICT SUPERINTENDENT</td>
</tr>
<tr>
<td>DEFAZIO, ANTHONY P.</td>
<td>PRINCIPAL, CTE</td>
</tr>
<tr>
<td>HERRON, CYNTHIA</td>
<td>COORDINATOR, SPECIAL EDUCATION</td>
</tr>
<tr>
<td>MARTEL, CHRIS J.</td>
<td>PRINCIPAL, SPECIAL EDUCATION</td>
</tr>
<tr>
<td>MAYNARD, SHAUNA</td>
<td>DIRECTOR, SPECIAL EDUCATION</td>
</tr>
<tr>
<td>NIEDERMEIER, JIM</td>
<td>PRINCIPAL, TVHS</td>
</tr>
<tr>
<td>PAULSON, SUZANNE</td>
<td>PRINCIPAL, SPECIAL EDUCATION</td>
</tr>
<tr>
<td>PEMRICK, ANDREW</td>
<td>PRINCIPAL, SPECIAL EDUCATION</td>
</tr>
<tr>
<td>PLATT, MEGHAN</td>
<td>ASST PRINCIPAL, SPECIAL EDUCATION</td>
</tr>
<tr>
<td>REMILLARD, DANIELLE</td>
<td>PRINCIPAL, SPECIAL EDUCATION</td>
</tr>
<tr>
<td>SPARKMAN, KIMBERLY</td>
<td>COORDINATOR, CTE</td>
</tr>
<tr>
<td>STOMIEROSKI, JACOB C.</td>
<td>PRINCIPAL, CTE</td>
</tr>
<tr>
<td>TAIBI, ANTHONY</td>
<td>CHIEF ACADEMIC OFFICER</td>
</tr>
</tbody>
</table>

RECERTIFICATION

OF LEAD EVALUATORS OF PRINCIPALS

1 – Mr. Zwack 2 – Ms. Daly  Motion Carried (9 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approved the recertification of the following individuals as Lead Evaluators of Teachers:

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>BORDELL, TERRY</td>
<td>CHIEF SCHOOL IMPROVEMENT OFFICER</td>
</tr>
<tr>
<td>CRUZ, GLADYS</td>
<td>DISTRICT SUPERINTENDENT</td>
</tr>
<tr>
<td>TAIBI, ANTHONY</td>
<td>CHIEF ACADEMIC OFFICER</td>
</tr>
</tbody>
</table>
CREATION OF POSITIONS / RECALLS

1 – Mr. Garland 2 – Ms. Clum  Motion Carried (9 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, creates positions as a result of increases in district requests for services or restoration of funding, and approved recalling employees from preferred eligibility lists effective September 3, 2019, as follows:

1. Certified Staff

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
<th>Tenure Area</th>
<th>Effective Date</th>
<th>New FTE</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosemary</td>
<td>Helinski</td>
<td>Teacher, Cosmetology</td>
<td>Cosmetology</td>
<td>9/3/2019</td>
<td>1.00</td>
<td>$62,347</td>
</tr>
</tbody>
</table>

2. Classified Staff

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Position</th>
<th>Effective Date</th>
<th>New FTE</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liane</td>
<td>Densmore</td>
<td>Occupational Therapy Assistant</td>
<td>9/3/2019</td>
<td>1.00</td>
<td>$36,308</td>
</tr>
<tr>
<td>Tara</td>
<td>Wiese</td>
<td>Physical Therapist</td>
<td>9/3/2019</td>
<td>0.80</td>
<td>$55,876 prorated</td>
</tr>
</tbody>
</table>
The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approved the following surplus equipment and/or surplus vehicles be sold at auction through the company, GovDeals.com, an online auction site:

<table>
<thead>
<tr>
<th>TAG #</th>
<th>DESCRIPTION</th>
<th>CONDITION</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>004963</td>
<td>BILL CHANGER - MODEL AC400</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>NO TAG</td>
<td>COFFEE MAKER - REGALWARE</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>MODEL 58055R - 12 TO 55 CUP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO TAG</td>
<td>COFFEE MAKER - REGALWARE</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>MODEL 58055R - 12 TO 55 CUP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO TAG</td>
<td>COFFEE MAKER - REGALWARE</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>MODEL 58001R - 12 TO 101 CUP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>025662</td>
<td>ENO CLICK BOARD - ENO-2610a - 78in.</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>012310</td>
<td>FILE CABINET - SAFCO - STEEL 5 DRAWER</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>009820</td>
<td>LOCKERS - HALLOWELL - MODEL APQ78291</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td></td>
<td>SIX TIER 3 WIDE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>030534</td>
<td>MONITOR - LG - 55in. LCD - 55SE3B-B</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>030535</td>
<td>MONITOR - LG - 55in. LCD - 55SE3B-B</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>006251</td>
<td>OVEN - HOT POINT - RB787CH - ELECTRIC</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>043861</td>
<td>PAPER SHREDDER - SWINGLINE 300X</td>
<td>NEEDS REPAIR</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>018379</td>
<td>PAPER SHREDDER - SWINGLINE 500X</td>
<td>NEEDS REPAIR</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>015961</td>
<td>PRINTER - HP COLOR LASERJET CM2320NF</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>016154</td>
<td>PRINTER - HP COLOR LASERJET CP2025</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>000995</td>
<td>PRINTER - HP LASER 8000N</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>018326</td>
<td>PROJECTOR - EPSON POWERLITE 470</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>016772</td>
<td>PROJECTOR - POLYVISION ENO ONE</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>F00189</td>
<td>SMARTBOARD - SB680</td>
<td>OBSOLETE</td>
<td>WAREHOUSE</td>
</tr>
<tr>
<td>NO TAG</td>
<td>GO-KARTS (2)</td>
<td>NEEDS REPAIR</td>
<td>REC</td>
</tr>
</tbody>
</table>
DESIGNATION OF VOTING DELEGATE TO 2019 NYSSBA ANNUAL CONVENTION

1 – Mr. Garland  2 – Ms. Clum  
Motion Carried (9 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, designated John C. Hill, Member, to be the voting delegate to the 100th Annual New York State School Boards Association Annual Convention.

DESIGNATION OF ALTERNATE VOTING DELEGATE TO 2019 NYSSBA ANNUAL CONVENTION

1 – Mr. Garland  2 – Ms. Haggerty  
Motion Carried (9 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, designated Edmund Brooks, President, to be the alternate voting delegate to the 100th Annual New York State School Boards Association Annual Convention.

MASTER SERVICES AGREEMENT WITH FRONTLINE TECHNOLOGIES GROUP LLC

1 – Mr. Zwack  2 – Ms. Haggerty  
Motion Carried (9 – Yes)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approved entering into the Master Services Agreement with Frontline Technologies Group LLC dba Frontline Education for certain licenses for software products designed to support school operations to Questar III and to school districts served by Questar III at pricing and general terms negotiated by Regional Informational Centers on behalf of boards of cooperative educational services for the period July 1, 2019 through June 30, 2022.

BOARD REPORTS / DISCUSSION

M. Buono spoke to the decrease in resignations, stating that it’s a testament to the administrators on quality employee hires. H. Hadjioannou also spoke to this event adding that the reputation of Questar III is a draw to high quality individuals. President Hill thanked by M. Buono and Harry for their comments on this wonderful news.

MEMBER ARRIVED

Member Brooks arrived at 6:34 PM

EXECUTIVE OFFICER’S REPORT

Dr. Cruz reported that the 2 CTE programs were launched successfully noting that she highlighted the heavy equipment program at REC in her photo op for the Business Review Award she’s receiving. She acknowledged Deputy Superintendent Hadjioannou for making sure the REC was ready for the start of the new school year. She further reported that discussions with teachers at the REC rendered huge accolades for the improvement and excitement for the next phase of work to be done. Dr. Cruz shared a video depicting the completion of the first phase of work at REC. Dr. Cruz also shared a technology link with the board members.
PUBLIC COMMENTS
NONE

EXECUTIVE SESSION
1 – Ms. Daly  2 – Ms. Gazzola  Motion Carried (9 – Yes)
The Board of Cooperative Educational Services entered into Executive Session at 6:55 p.m. for the purpose of employee history and superintendent goals.

RETURN TO REGULAR SESSION
1 – Ms. Daly  2 – Ms. Clum  Motion Carried (9 – Yes)
The Board of Cooperative Educational Services returned to regular session at 7:23 p.m.

MOTION TO ADJOURN
1 - Ms. Daly  2 – Mr. Mann  Motion Carried (9 – Yes)
The Board adjourned at 7:23 p.m.

Respectfully Submitted By:

________________________________________
Robin Emanatian, Board Clerk
# Questar III Cash Flow Statement

## For the Month of July 2019

<table>
<thead>
<tr>
<th>Bank Account Name</th>
<th>Beginning Cash Balance</th>
<th>Receipts</th>
<th>Intra-Fund Transfers In</th>
<th>Intra-Fund Transfers Out</th>
<th>Disbursements</th>
<th>Interest Income</th>
<th>Ending Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipts Account</td>
<td>$15,721,090</td>
<td>$5,882,308</td>
<td>-</td>
<td>(6,898,029)</td>
<td>-</td>
<td>$13,126</td>
<td>$14,718,495</td>
</tr>
<tr>
<td>Cash Disbursements Account</td>
<td>221,991</td>
<td>-</td>
<td>5,822,381</td>
<td>-</td>
<td>(5,821,380)</td>
<td>-</td>
<td>222,992</td>
</tr>
<tr>
<td>Trust &amp; Agency Account</td>
<td>7,500</td>
<td>-</td>
<td>1,075,648</td>
<td>-</td>
<td>(1,075,648)</td>
<td>-</td>
<td>7,500</td>
</tr>
<tr>
<td>Capital Account</td>
<td>1,437,205</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>264</td>
<td>1,437,469</td>
</tr>
<tr>
<td>Scholarship Account</td>
<td>40,531</td>
<td>13</td>
<td>-</td>
<td>-</td>
<td>(200)</td>
<td>-</td>
<td>40,344</td>
</tr>
</tbody>
</table>

**Grand Total**

| $17,428,317 | $5,882,321 | $6,898,029 | (6,898,029) | (6,897,228) | $13,390 | $16,426,800 |

## Cumulative Summary

For the 6 month period of February 2019 - July 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>February</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Cash Balance</td>
<td>$9,058,590</td>
<td>$10,307,487</td>
<td>$10,511,498</td>
<td>$12,158,520</td>
<td>$11,712,930</td>
<td>$17,428,317</td>
</tr>
<tr>
<td>Closing Cash Balance</td>
<td>$10,307,487</td>
<td>$10,511,498</td>
<td>$12,158,520</td>
<td>$11,712,930</td>
<td>$17,428,317</td>
<td>$16,426,800</td>
</tr>
<tr>
<td>Net Change</td>
<td>$1,248,897</td>
<td>$204,011</td>
<td>$1,647,022</td>
<td>(445,590)</td>
<td>$5,715,387</td>
<td>(1,001,517)</td>
</tr>
</tbody>
</table>

Prepared by: Lynn MacDonald

Controller: Jennifer L. Mulligan

Executive Officer: Gladys Cruz

Internal Auditor: Susan Evans

Approved as to form
QUESTAR III
MULTIFUND CASH RECEIPTS ACCOUNT

MONTH OF: JULY 2019

Cash Balance as of: 6/30/19
General Fund $13,130,354.89
Federal Fund 2,581,735.10
Trust & Agency Capital Fund

TOTAL BEGINNING CASH: $15,721,089.99

RECEIPTS:
General Fund 5,568,404.31
Federal Fund 313,903.72
Trust & Agency Fund 13,126.23

TOTAL RECEIPTS: 5,895,434.26

TRANSFERS:
To Cash Disbursements (5,822,380.81)
To Capital Fund
To T&A from T&A Multifund (1,075,648.22)
To F from T&A Multifund
Due to TA from A and F (sweep balances) 1,120,000.00
Due from A Fund to TA (sweep balances) (743,022.21)
Due from F Fund to TA (sweep balances) (376,878.62)
Due from F Fund to A (sweep balances)
Due to A Fund from F (sweep balances)

TOTAL TRANSFERS: (6,898,029.03)

Cash Balance as of: 7/31/19
General Fund $12,155,482.41
Federal Fund 2,518,660.20
Trust & Agency Fund 44,352.61
Capital Fund

TOTAL ENDING CASH: $14,718,495.22

BANK BALANCES

Balance per Bank Statement: Key Bank $14,718,495.22

Plus:

Less:

TOTAL: $14,718,495.22

Prepared By: Lynne MacDonald

Executive Officer: Gladys Cruz
Approved as to form

Business Manager: Jennifer Mulligan

Internal Auditor:
# QUESTAR III
## MULTIFUND CASH DISBURSEMENTS ACCOUNT
### MONTH OF: JULY 2019

<table>
<thead>
<tr>
<th>Cash Balance as of: 6/30/2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$ 221,990.51</td>
</tr>
<tr>
<td>Federal Fund</td>
<td></td>
</tr>
<tr>
<td>Trust &amp; Agency Fund</td>
<td></td>
</tr>
<tr>
<td>Capital Fund</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL BEGINNING CASH:</strong></td>
<td><strong>$ 221,990.51</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISBURSEMENTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>(5,606,028.47)</td>
</tr>
<tr>
<td>Federal Fund</td>
<td>(11,239.57)</td>
</tr>
<tr>
<td>Trust &amp; Agency Fund</td>
<td>(204,111.33)</td>
</tr>
<tr>
<td>Capital Fund</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DISBURSEMENTS:</strong></td>
<td><strong>(5,821,379.37)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFERS &amp; ADJUSTMENTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>From Cash Receipts</td>
<td>5,822,380.81</td>
</tr>
<tr>
<td>From Trust &amp; Agency</td>
<td></td>
</tr>
<tr>
<td>From Capital Fund</td>
<td></td>
</tr>
<tr>
<td>Due to TA from A and F (sweep balances)</td>
<td>204,111.33</td>
</tr>
<tr>
<td>Due from F Fund to TA (sweep balances)</td>
<td></td>
</tr>
<tr>
<td>Due from A Fund to TA (sweep balances)</td>
<td>(204,111.33)</td>
</tr>
<tr>
<td>Due to F Fund From A (sweep balances)</td>
<td>11,239.57</td>
</tr>
<tr>
<td>Due from A Fund to F (sweep balances)</td>
<td>(11,239.57)</td>
</tr>
<tr>
<td>Due from H Fund to A (sweep balances)</td>
<td></td>
</tr>
<tr>
<td>Due to A Fund from H (sweep balances)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS:</strong></td>
<td><strong>5,822,380.81</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Balance as of: 7/31/2019</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$ 222,991.95</td>
</tr>
<tr>
<td>Special Aid Fund</td>
<td></td>
</tr>
<tr>
<td>T&amp;A Fund</td>
<td></td>
</tr>
<tr>
<td>Capital Fund</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ENDING CASH:</strong></td>
<td><strong>$ 222,991.95</strong></td>
</tr>
</tbody>
</table>

## BANK BALANCES

- **Balance per Bank Statement:** Key Bank $ 559,507.96
- **Plus:** Deposit in transit
- **Less:** Outstanding Checks : Key Bank $(336,516.01)

**TOTAL:** $ 222,991.95

---

Prepared By: Lynn MacDonald

Executive Officer: Gladys Cruz
Approved as to Form

Business Manager: Jennifer Mulgiran

Internal Auditor:
QUESTAR III
TRUST AND AGENCY FUND

MONTH OF: JULY 2019

Cash Balance as of: June 30, 2019 $ 7,500.00

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Disbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposits $700,151.46</td>
<td>$ (700,151.46)</td>
</tr>
<tr>
<td>NYS Withholding $51,708.04</td>
<td>$ (51,708.04)</td>
</tr>
<tr>
<td>Fed Withholding $295,897.03</td>
<td>$ (295,897.03)</td>
</tr>
<tr>
<td>TSA Withholding $27,891.69</td>
<td>$ (27,891.69)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 1,075,648.22</td>
</tr>
</tbody>
</table>

Cash Balance as of July 31, 2019 $ 7,500.00

BANK BALANCES

Balance per Bank Statement: Key Bank $ 7,500.00

Plus: -

Less: -

TOTAL $ 7,500.00

Prepared By: Lynn MacDonald

Executive Officer: Gladys Cruz
Approved as to form

Business Manager: Jennifer Mulligan

Internal Auditor:
QUESTAR III
CAPITAL FUND

MONTH OF: JULY 2019

Cash Balance as of:  June 30, 2019  $ 1,437,204.86

RECEIPTS:
Interest on Investments  $ 264.15
Transfer from General Fund

TOTAL RECEIPTS:  264.15

DISBURSEMENTS:
Transfer to Cash Disbursements

TOTAL DISBURSEMENTS:  -

Cash Balance as of:  July 31, 2019  $ 1,437,469.01

-----------------------------------------------

BANK BALANCES

Balance per Bank Statement: Key Bank  $ 1,437,469.01

Plus:  -

Less:  -

TOTAL  $ 1,437,469.01

Prepared By: Lynn MacDonald

Executive Officer: Gladys Cruz
Approved as to form

Business Manager: Jennifer Mulligan

Internal Auditor: Susan Evans
QUESTAR III
SCHOLARSHIP FUND

MONTH OF: JULY 2019

Cash Balance as of: June 30, 2019 $ 40,531.35

RECEIPTS:
Interest
Donations 13.00

TOTAL RECEIPTS: 13.00

DISBURSEMENTS:
Awards (200.00)

TOTAL DISBURSEMENTS: (200.00)

Cash Balance as of: July 31, 2019 $ 40,344.35

BANK BALANCES

Balance per Bank Statement: Key Bank $ 40,344.35

Plus: Deposit in Transit -

Less: Outstanding Checks -

TOTAL $ 40,344.35

Prepared by: Lynh MacDonald

Executive Officer: Gladys Cruz

Approved as to form

Business Manager: Jennifer Mulligan

Internal Auditor:
# Questar III Cash Flow Statement

For the Month of August 2019

<table>
<thead>
<tr>
<th>Bank Account Name</th>
<th>Beginning Cash Balance</th>
<th>Receipts</th>
<th>Intra-Fund Transfers In</th>
<th>Intra-Fund Transfers Out</th>
<th>Disbursements</th>
<th>Interest Income</th>
<th>Ending Cash Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash Receipts Account</td>
<td>$14,718,495</td>
<td>$975,663</td>
<td>$</td>
<td>$(8,029,804)</td>
<td>$</td>
<td>$2,047</td>
<td>$7,666,401</td>
</tr>
<tr>
<td>Cash Disbursements Account</td>
<td>$222,992</td>
<td></td>
<td>$6,800,816</td>
<td>$</td>
<td>$(6,788,219)</td>
<td>$</td>
<td>$235,589</td>
</tr>
<tr>
<td>Trust &amp; Agency Account</td>
<td>$7,500</td>
<td>$1,662</td>
<td>$1,323,616</td>
<td>$</td>
<td>$(1,323,704)</td>
<td>$</td>
<td>$9,074</td>
</tr>
<tr>
<td>Capital Account</td>
<td>$1,437,469</td>
<td></td>
<td></td>
<td>$(94,628)</td>
<td>$</td>
<td>$221</td>
<td>$1,343,062</td>
</tr>
<tr>
<td>Scholarship Account</td>
<td>$40,344</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$40,344</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$16,426,800</strong></td>
<td><strong>$977,325</strong></td>
<td><strong>$8,124,432</strong></td>
<td><strong>$(8,124,432)</strong></td>
<td><strong>$(8,111,923)</strong></td>
<td><strong>$2,268</strong></td>
<td><strong>$9,294,470</strong></td>
</tr>
</tbody>
</table>

**Cumulative Summary**

For the 6 month period of March 2019 - August 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>March</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening Cash Balance</td>
<td>$10,307,487</td>
<td>$10,511,498</td>
<td>$12,158,520</td>
<td>$11,712,930</td>
<td>$17,428,317</td>
<td>$16,426,890</td>
</tr>
<tr>
<td>Closing Cash Balance</td>
<td>$10,511,498</td>
<td>$12,158,520</td>
<td>$11,712,930</td>
<td>$17,428,317</td>
<td>$16,426,800</td>
<td>$9,294,470</td>
</tr>
<tr>
<td>Net Change</td>
<td>$204,011</td>
<td>$1,647,022</td>
<td>$(445,590)</td>
<td>$5,715,387</td>
<td>$(1,001,517)</td>
<td>$(7,132,330)</td>
</tr>
</tbody>
</table>

Prepared by: Lynn MacDonald

Controller: Jennifer L. Mulligan

Executive Officer: Gladys Cruz

Approved as to form

Internal Auditor: Susan Evans
# MULTIFUND CASH RECEIPTS ACCOUNT

**MONTH OF: AUGUST 2019**

<table>
<thead>
<tr>
<th>Cash Balance as of: 7/31/19</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$12,155,482.41</td>
</tr>
<tr>
<td>Federal Fund</td>
<td>2,518,060.20</td>
</tr>
<tr>
<td>Trust &amp; Agency Fund</td>
<td>44,352.61</td>
</tr>
<tr>
<td>Capital Fund</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL BEGINNING CASH:</strong></td>
<td><strong>$14,718,495.22</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RECEIPTS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>854,866.88</td>
</tr>
<tr>
<td>Federal Fund</td>
<td>120,776.50</td>
</tr>
<tr>
<td>Trust &amp; Agency Fund</td>
<td>2,047.26</td>
</tr>
<tr>
<td>Interest Income</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL RECEIPTS:</strong></td>
<td><strong>977,710.64</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TRANSFERS:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>To Cash Disbursements</td>
<td>(6,706,188.13)</td>
</tr>
<tr>
<td>To Capital Fund</td>
<td></td>
</tr>
<tr>
<td>To T&amp;A from T&amp;A Multifund</td>
<td>(1,323,816.78)</td>
</tr>
<tr>
<td>To F from T&amp;A Multifund</td>
<td></td>
</tr>
<tr>
<td>Due to TA from A and F (sweep balances)</td>
<td>1,279,264.17</td>
</tr>
<tr>
<td>Due from A Fund to TA (sweep balances)</td>
<td>(558,164.73)</td>
</tr>
<tr>
<td>Due from F Fund to TA (sweep balances)</td>
<td>(321,099.44)</td>
</tr>
<tr>
<td>Due to F Fund to A (sweep balances)</td>
<td></td>
</tr>
<tr>
<td>Due to A Fund from F (sweep balances)</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL TRANSFERS:</strong></td>
<td><strong>(8,029,804.91)</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Balance as of: 8/31/19</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$5,348,063.69</td>
</tr>
<tr>
<td>Federal Fund</td>
<td>2,318,337.26</td>
</tr>
<tr>
<td>Trust &amp; Agency Fund</td>
<td></td>
</tr>
<tr>
<td>Capital Fund</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ENDING CASH:</strong></td>
<td><strong>$7,666,400.95</strong></td>
</tr>
</tbody>
</table>

## BANK BALANCES

| Balance per Bank Statement: Key Bank         | $7,666,400.95 |

| Plus:                                        |       |

| Less:                                        |       |

| TOTAL:                                       |       |

Prepared By: Lynn MacDonald

Executive Officer: Gladys Cruz

Internal Auditor: Jennifer Mulligan

Approved as to form: Susan Evans
**QUESTAR III**
**MULTIFUND CASH DISBURSEMENTS ACCOUNT**

**MONTH OF: AUGUST 2019**

<table>
<thead>
<tr>
<th>Cash Balance as of: 7/31/2019</th>
<th>$ 222,991.95</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
</tr>
<tr>
<td>Federal Fund</td>
<td></td>
</tr>
<tr>
<td>Trust &amp; Agency Fund</td>
<td></td>
</tr>
<tr>
<td>Capital Fund</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL BEGINNING CASH:</strong></td>
<td><strong>$ 222,991.95</strong></td>
</tr>
</tbody>
</table>

**DISBURSEMENTS:**

| General Fund                  | (6,488,482.20) |
| Federal Fund                  | (54,762.48)   |
| Trust & Agency Fund           | (149,986.87)  |
| Capital Fund                  | (94,986.28)   |
| **TOTAL DISBURSEMENTS:**      | **(6,788,219.83)** |

**TRANSFERS & ADJUSTMENTS:**

| From Cash Receipts             | 6,706,188.13  |
| From Trust & Agency            |              |
| From Capital Fund              | 94,986.28    |
| Due to TA from A and F (sweep balances) | 149,986.87 |
| Due from F Fund to TA (sweep balances) | -          |
| Due from A Fund to TA (sweep balances) | (149,986.87) |
| Due to F Fund from A (sweep balances) | 54,762.48 |
| Due from A Fund to F (sweep balances) | (54,762.48) |
| Due to H Fund from A (sweep balances) | 360.00     |
| Due from A Fund to H (sweep balances) |         |
| **TOTAL TRANSFERS:**           | **6,800,816.41** |

<table>
<thead>
<tr>
<th>Cash Balance as of: 8/31/2019</th>
<th>$ 235,588.53</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td></td>
</tr>
<tr>
<td>Special Aid Fund</td>
<td></td>
</tr>
<tr>
<td>T&amp;A Fund</td>
<td></td>
</tr>
<tr>
<td>Capital Fund</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL ENDING CASH:</strong></td>
<td><strong>$ 235,588.53</strong></td>
</tr>
</tbody>
</table>

**BANK BALANCES**

Balance per Bank Statement: Key Bank $ 2,160,920.99

Plus: Deposit in transit

Less: Outstanding Checks : Key Bank (1,925,332.46)

**TOTAL:** $ 235,588.53

Prepared By: Lynn MacDonald

Executive Officer: Gladys Cruz

Approved as to Form

Business Manager: Jennifer Mulligan

Internal Auditor:
## QUESTAR III
### TRUST AND AGENCY FUND
#### MONTH OF: AUGUST 2019

**Cash Balance as of:** July 31, 2019  
$7,500.00

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Disbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposits</td>
<td>$881,811.26</td>
</tr>
<tr>
<td>NYS Withholding</td>
<td>$62,427.48</td>
</tr>
<tr>
<td>Fed Withholding</td>
<td>$351,361.84</td>
</tr>
<tr>
<td>TSA Withholding</td>
<td>$29,677.84</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1,325,278.42</td>
</tr>
</tbody>
</table>

**Cash Balance as of:** August 31, 2019  
$9,074.38

---

### BANK BALANCES

Balance per Bank Statement: Key Bank  
$9,074.38

Plus:  

Less:  

**TOTAL**  
$9,074.38

---

Prepared By: Lynn MacDonald  

Executive Officer: Gladys Cruz  
Approved as to form

Business Manager: Jennifer Mulligan  
Internal Auditor:  

---
QUESTAR III
CAPITAL FUND

MONTH OF: AUGUST 2019

Cash Balance as of: July 31, 2019 $ 1,437,469.01

RECEIPTS:
Interest on Investments $ 221.73
Transfer from General Fund

TOTAL RECEIPTS: 221.73

DISBURSEMENTS:
Transfer to Cash Disbursements (94,628.28)

TOTAL DISBURSEMENTS: (94,628.28)

Cash Balance as of: August 31, 2019 $ 1,343,062.46

BANK BALANCES

Balance per Bank Statement: Key Bank $ 1,343,062.46

Plus:

Less:

TOTAL

$ 1,343,062.46

Prepared By: Lynn MacDonald

Executive Officer: Gladys Cruz
Approved as to form

Business Manager: Jennifer Mulligan

Financial Auditor:
QUESTAR III
SCHOLARSHIP FUND

MONTH OF: AUGUST 2019

Cash Balance as of: ____________  July 31, 2019  ____________  $ 40,344.35

RECEIPTS:
Interest $ -
Donations -

TOTAL RECEIPTS: -

DISBURSEMENTS:
Awards -

TOTAL DISBURSEMENTS: -

Cash Balance as of: ____________  August 31, 2019 ____________  $ 40,344.35

-----------------------------------------------

BANK BALANCES

Balance per Bank Statement: Key Bank  $ 40,344.35

Plus: Deposit in Transit -

Less: Outstanding Checks -

TOTAL $ 40,344.35

Prepared by: Lynn MacDonald

Executive Officer: Gladyrs Cruz

Approved as to form

Business Manager: Jennifer Mulligan

Internal Auditor: Susan Evans
### EXTRA CLASSROOM ACTIVITY FUNDS
#### CENTRAL TREASURER'S REPORT
#### MONTH ENDED: JULY 2019

#### INDIVIDUAL ACTIVITY FUND BALANCES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Beginning Month</td>
<td>Month End</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>COLUMBIA GREENE EDUCATIONAL CENTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGEC SKILLS USA</td>
<td>765.010</td>
<td>$5,610.54</td>
<td>$5,610.54</td>
<td>(58.66)</td>
<td>$5,511.88</td>
</tr>
<tr>
<td>CGEC PROSTART</td>
<td>765.080</td>
<td>3,560.70</td>
<td>3,560.70</td>
<td>(6.97)</td>
<td>3,553.73</td>
</tr>
<tr>
<td><strong>RENSSELAER EDUCATIONAL CENTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REC SKILLS USA</td>
<td>766.000</td>
<td>5,619.16</td>
<td>272.76</td>
<td>6,091.92</td>
<td>(102.82)</td>
</tr>
<tr>
<td>REC FOOD SERVICE</td>
<td>765.030</td>
<td>2,791.19</td>
<td></td>
<td>2,791.19</td>
<td>-</td>
</tr>
<tr>
<td>REC PROSTART</td>
<td>766.040</td>
<td>8,149.11</td>
<td></td>
<td>8,149.11</td>
<td>-</td>
</tr>
<tr>
<td><strong>CLASSROOM LOCATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIM/RED MILL</td>
<td>767.000</td>
<td>4,591.50</td>
<td>-</td>
<td>4,591.50</td>
<td>-</td>
</tr>
<tr>
<td>RENNS ACADEMY STUDENT COUNCIL</td>
<td>767.102</td>
<td>3,172.95</td>
<td>-</td>
<td>3,172.95</td>
<td>-</td>
</tr>
<tr>
<td>SACKETT STUDENT COUNCIL</td>
<td>767.113</td>
<td>1,077.68</td>
<td>-</td>
<td>1,077.68</td>
<td>-</td>
</tr>
<tr>
<td>AIM/MAPLE HILL (FORMERLY GOFF)</td>
<td>767.500</td>
<td>1,566.82</td>
<td>-</td>
<td>1,566.82</td>
<td>-</td>
</tr>
<tr>
<td>ROBIN SOBOL TRANSITIONS ACADEMY</td>
<td>767.600</td>
<td>145.24</td>
<td>-</td>
<td>145.24</td>
<td>-</td>
</tr>
<tr>
<td>GEORGE WASHINGTON STUDENT COUNCIL</td>
<td>767.700</td>
<td>279.13</td>
<td>-</td>
<td>279.13</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td></td>
<td>$35,785.85</td>
<td>$272.76</td>
<td>$37,058.61</td>
<td>($358.58)</td>
</tr>
</tbody>
</table>

Bank Statement Balance

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less Outstanding Checks</td>
<td>$37,058.61</td>
</tr>
<tr>
<td>Plus Deposits in Transit</td>
<td>-</td>
</tr>
<tr>
<td>Reconciled Balance</td>
<td>$37,058.61</td>
</tr>
</tbody>
</table>

**PERFORMED BY**

Carol A. McAdams

**INTERNAL AUDITOR**

Susan Evans
# EXTRA CLASSROOM ACTIVITY FUNDS
## CENTRAL TREASURER'S REPORT
### MONTH ENDED: AUGUST 2019

## INDIVIDUAL ACTIVITY FUND BALANCES

<table>
<thead>
<tr>
<th>ACCOUNT TITLE</th>
<th>Service No.</th>
<th>Cash GL Balance</th>
<th>GL Balance</th>
<th>Sales Tax</th>
<th>Available</th>
<th>BOE</th>
<th>Approved</th>
<th>03-01-19 thru 02-28-20</th>
<th>2019-20</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLUMBIA GREENE EDUCATIONAL CENTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGEC SKILLS USA</td>
<td>765.010</td>
<td>$5,610.54</td>
<td>$160.35</td>
<td>$5,770.89</td>
<td>(68.66)</td>
<td>$5,672.23</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CGEC PROSTART</td>
<td>765.080</td>
<td>3,560.70</td>
<td>-</td>
<td>3,560.70</td>
<td>(6.97)</td>
<td>3,553.73</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RENSSELAER EDUCATIONAL CENTER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REC SKILLS USA</td>
<td>766.000</td>
<td>6,091.92</td>
<td>13.03</td>
<td>6,104.95</td>
<td>(102.82)</td>
<td>6,002.13</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REC FOOD SERVICE</td>
<td>766.030</td>
<td>2,791.19</td>
<td>-</td>
<td>2,791.19</td>
<td>-</td>
<td>2,791.19</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>REC PROSTART</td>
<td>766.040</td>
<td>8,149.11</td>
<td>-</td>
<td>8,149.11</td>
<td>-</td>
<td>8,149.11</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASSROOM LOCATIONS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AIM/RED MILL</td>
<td>767.000</td>
<td>4,591.50</td>
<td>-</td>
<td>4,591.50</td>
<td>-</td>
<td>4,591.50</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RENSS ACADEMY STUDENT COUNCIL</td>
<td>767.102</td>
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<td><strong>TOTALS</strong></td>
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### Bank Statement Balance
- $37,231.99

### Less Outstanding Checks
- 

### Plus Deposits in Transit
- 

### Reconciled Balance
- $37,231.99

**PERFORMED BY**

Carol A. McAdams

**INTERNAL ADDITOR**

Suzan Evans
**Audit Findings:** Purchase orders 20-01227, 20-01228, 20-00902, 20-01552, and 20-01210 were opened after the invoices were presented for payment. Three of the purchase orders listed above were to cover staff mileage reimbursements for Summer School. These findings have been shared with the Business Office.

*Large payments for Capital Region BOCES, Clark Equipment Company, and Peter Luizzi Contracting, Inc. were paid from this fund’s check run.

**Large payments for Day Automation and RCG Health Insurance Trust paid from this fund’s check run.

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**Rich Diaz**
Claims Auditor
Questar III BOCES
518-479-6899

September 24, 2019
BENEFITS FOR NON-REPRESENTED EMPLOYEES

I. Application of Policy

This policy applies to the following employees provided such employee is not represented by a certified or recognized employee organization or employed pursuant to an individual employment contract: 12-month administrators; directors and other employees who are members of the Administrative Leadership Team; 12-month specialists; 12-month "supervisors of non-instructional professionals ("SNIPS"); 12- month administrative assistants designated management confidential; 10-month and 20-day certified employees; and 12- month secretaries designated management confidential.

II. General Provisions

The following general provisions shall apply to all employees covered by this policy.

A. Salaries, health insurance benefits and contribution rates, tuition reimbursement, if any, and any other matters relating to compensation for employees shall be established annually by the Board.

B. Use of leave benefits shall be subject to administrative procedures established by or at the direction of the District Superintendent.

C. Tuition reimbursement, if provided, shall apply to graduate and undergraduate courses only and shall be provided only upon sufficient proof of completion of such courses approved in advance and in accordance with administrative procedures established by or at the direction of the District Superintendent. Such tuition will be reimbursed over a period of two years from receipt of sufficient proof of completion by Questar III. In the event an employee becomes no longer employed by Questar III during this two year period, entitlement to reimbursement shall cease and such employee will not be entitled to further reimbursement of any remaining tuition.

D. Questar III shall arrange for disability coverage of employees, on a short term and long term basis, to be effective upon the exhaustion of an employee’s paid sick leave.

E. Questar III shall obtain workers compensation coverage of employees.

F. An employee will be granted paid leave for jury duty without charge to any other leave credits, provided that the employee submits proof of the necessity to serve on jury duty to the Human Resources Department before commencement of jury duty services. Any such employee must agree to turn over all fees received by the court as a result of jury duty to the Questar III Treasurer in order to be paid for such time by Questar III.
G. The employee will be granted paid leave for attendance in court due to a subpoena, in any proceedings related to employment with Questar III and in which the employee is not a part, without charge to any other leave credits, provided that the employee submits proof of the necessity to appear to the Human Resources Department before the date of such appearance. Any such employee must agree to turn over all fees received by the court as a result of the subpoena to the Questar III Treasurer in order to be paid for such time by Questar III.

H. Questar III will grant leave to an eligible employee in accordance with the Family and Medical Leave Act (FMLA) and Questar III FMLA policy.

I. Questar III will consider granting non-FMLA leaves without pay upon proper request of an employee in accordance with administrative procedures established by or at the direction of the District Superintendent. Leaves of less than thirty (30) days in duration will be addressed by the District Superintendent. Leaves of thirty (30) days or more will be addressed by the Board. Such leaves may be granted in the sole discretion of Questar III.

J. References to “day” in this policy shall mean a full work day or business day.

III. Additional Benefits for Members of the Administrative Leadership Team

The following additional benefits shall apply to 12-Month Administrators, Directors and other employees who are Members of the Administrative Leadership Team, in addition to the provisions set forth in Section II, above.

A. Vacation Leave

1. Such employees must be employed full time in order to receive vacation leave.
2. Upon appointment or designation as a member of the Administrative Leadership Team, an employee will receive 1.67 vacation days per month for the remainder of the fiscal year in which the appointment occurs. Such time must be used during the fiscal year in which it is accrued.
3. On the first day of each successive fiscal year of employment prior to obtaining tenure status, tenure-track employees will receive twenty (20) days vacation for use during such fiscal year. On the first day of each successive fiscal year after obtaining tenure, such employees will receive twenty-five (25) days vacation for use during such fiscal year. Upon completing fifteen full years of employment with Questar III on the first day of each successive fiscal year an employee will receive thirty (30) days vacation for use during such fiscal year. Vacation leave may not be accumulated. For purposes of calculating vacation days, any tenured employee designated to the Administrative Leadership Team sometime after initial appointment will receive vacation days based upon the full years of employment with Questar III.
4. On the first day of each successive fiscal year of employment for three (3) years, such civil service or other non-tenure-track employees will receive twenty (20) days vacation for use during such fiscal year. On the first day of each successive fiscal year thereafter, such employees will receive twenty-five (25) days vacation for use during such fiscal year. Upon completing fifteen full years of employment with Questar III on the first day of each successive fiscal year an employee will receive thirty (30) days vacation for use during such fiscal year. Vacation leave may not be accumulated. For purposes of this calculating vacation days, any permanent employee designated to the Administrative Leadership Team sometime after initial appointment will receive vacation days based upon the full years of employment with Questar III.

5. Vacation leave is made available to employees on the first day of the fiscal year, however if an employee leaves employment with Questar III, vacation leave accruals will be pro-rated for the year and, if vacation used exceeds the pro-rated vacation accrual for the portion of the fiscal year in which the employee was employed, the value of the excess time will be subtracted from the employee’s final paycheck(s).

6. Such employees with at least one (1) year of full time service with Questar III shall be entitled to convert up to five (5) days of annual vacation leave to an equivalent amount of pay. Requests to make such conversion shall be made in accordance with procedures established by or at the direction of the District Superintendent.

B. Sick Leave and Family Illness Leave

1. In the first year of employment, full-time employees will receive, effective upon their first day of employment, ten (10) days sick leave. After the first year of employment, such employees will earn additional sick leave credits at the rate of one and one-half (1.5) days per month of service. Sick leave may be accumulated up to a total of two hundred (200) days. An employee who has accumulated more than two hundred days (200) of sick leave credits as of June 30 shall be entitled to convert sick leave credits in excess of two hundred days (200) but not to exceed five (5) days to an equivalent amount of pay.

2. Part time employees will receive sick leave described in paragraph 1, above, on a pro-rated basis in accordance with an employee’s full-time equivalence (FTE).

3. Sick leave is to be used for illness or medical reasons of the employee, however up to five (5) days may be charged against accumulated sick leave within a calendar year for illness of the employee’s spouse or any dependent residing with the employee, provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

4. Upon retirement from Questar III under a New York State Retirement System, such employees with at least fifteen (15) years of service with Questar III shall be entitled to payment equal to one hundred dollars ($100) per day of accumulated sick leave.
C. Personal Leave

1. Such employees may charge up to three (3) days against accumulated sick leave in any fiscal year for the transaction of personal business that cannot be accomplished at times other than during work hours.
2. Personal leave is not intended to be used to extend vacation days or holiday periods and may only be used in such instances for demonstrated business reasons. Unless otherwise approved by a supervisor, personal leave may not be used during the month immediately preceding the effective date of resignation or retirement of any employee who has announced their intention to resign or retire.

D. Family Bereavement Leave

1. Such employees will be granted, without charge to any other leave credits, up to five (5) days within a calendar year for bereavement in the event of the death of the employee’s spouse, child, parent, grandparent, sibling or parent-in-law provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

IV. Additional Benefits for 12-Month Specialists

The following additional benefits shall apply to 12- Month Specialists, in addition to the provisions set forth in Section II, above.

A. Vacation Leave

1. Such employees must be employed full time in order to receive vacation leave.
2. Upon appointment, an employee will receive 1.67 vacation days per month for the remainder of the fiscal year in which the appointment occurs. Such time must be used during the fiscal year in which it is accrued.
3. On the first day of each successive fiscal year of employment for five (5) years, employees will receive twenty (20) days vacation for use during such fiscal year. On the first day of each successive fiscal year thereafter, such employees will receive twenty-five (25) days vacation for use during such fiscal year.
4. Vacation leave is made available to employees on the first day of the fiscal year, however if an employee leaves employment with Questar III, vacation leave accruals will be pro-rated for the year and, if vacation used exceeds the pro-rated vacation accrual for the portion of the fiscal year in which the employee was employed, the value of the excess time will be subtracted from the employee's final paycheck(s).

B. Sick Leave and Family Illness Leave

1. In the first year of employment, full-time employees will receive, effective upon their first day of employment, ten (10) days sick leave. After the first year of employment, such employees will earn additional sick leave credits at the rate of one and one-half (1.5) days per month of service. Sick leave may be accumulated up to a total of two hundred (200) days.

2. Part time employees will receive sick leave described in paragraph 1, above, on a pro-rated basis in accordance with an employee's full time equivalence (FTE).

3. Sick leave is to be used for illness or medical reasons of the employee, however up to five (5) days may be charged against accumulated sick leave within a calendar year for illness of the employee's spouse or any dependent residing with the employee provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

4. Upon retirement from Questar III under a New York State Retirement System, such employees with at least fifteen (15) years of service with Questar III shall be entitled to payment equal to fifty dollars ($50) per day of accumulated sick leave.

5. An employee who has accumulated more than two hundred days (200) of sick leave credits as of June 30 shall be entitled to convert sick leave credits in excess of two hundred days (200) but not to exceed five (5) days to an equivalent amount of pay.
Personal Leave

2. Such employees may charge up to three (3) days against accumulated sick leave in any fiscal year for the transaction of personal business that cannot be accomplished at times other than during work hours.

3. Personal leave is not intended to be used to extend vacation days or holiday periods and may only be used in such instances for demonstrated business reasons. Unless otherwise approved by a supervisor, personal leave may not be used during the month immediately preceding the effective date of resignation or retirement of any employee who has announced their intention to resign or retire.

C. Family Bereavement Leave

1. Such employees will be granted, without charge to any other leave credits, up to five (5) days within a calendar year for bereavement in the event of the death of the employee’s spouse, child, parent, grandparent, sibling or parent-in-law provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

V. Additional Benefits for 12-Month Supervisor Non-Instructional Professionals (SNIPS)

The following additional benefits shall apply to SNIPS, in addition to the provisions set forth in Section II, above.

A. Vacation Leave

1. Such employees must be employed full time in order to receive vacation leave.

2. Upon appointment, an employee will receive 1.25 vacation days per month for the remainder of the fiscal year in which the appointment occurs. Such time must be used during the fiscal year in which it is accrued.

3. On the first day of each successive fiscal year of employment for five (5) years, such employees will receive fifteen (15) days vacation for use during such fiscal year. On the first day of each successive fiscal year thereafter, such employees will receive twenty (20) days vacation for use during such fiscal year. Upon completing fifteen full years of employment with Questar III on the first day of each successive fiscal year an employee will receive twenty-five (25) days vacation for use during such fiscal year. Vacation leave may not be accumulated. Vacation leave is made available to employees on the first day of the fiscal year, however if an employee leaves employment with Questar III, vacation leave accruals will be pro-rated for the year and, if vacation used exceeds the pro-rated vacation accrual for the portion of the fiscal year in which the employee was
employed, the value of the excess time will be subtracted from the employee's final paycheck(s).

B. Sick Leave and Family Illness Leave

1. In the first year of employment, full-time employees will receive, effective upon their first day of employment, ten (10) days sick leave. After the first year of employment, such employees will earn additional sick leave credits at the rate of one and one-half (1.5) days per month of service. Sick leave may be accumulated up to a total of two hundred (200) days.

2. Part time employees will receive sick leave described in paragraph 1, above, on a pro-rated basis in accordance with an employee’s full time equivalence (FTE).

3. Sick leave is to be used for illness or medical reasons of the employee, however up to five (5) days may be charged against accumulated sick leave within a calendar year for illness of the employee’s spouse or any dependent residing with the employee provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

4. Upon retirement from Questar III under a New York State Retirement System, such employees with at least fifteen (15) years of service with Questar III shall be entitled to payment equal to thirty dollars ($30) per day of accumulated sick leave.

5. An employee who has accumulated more than two hundred (200) days of sick leave credits as of June 30 shall be entitled to convert sick leave credits in excess of two hundred days (200) but not to exceed five (5) days to an equivalent amount of pay.

C. Personal Leave

1. Such employees may charge up to three (3) days against accumulated sick leave in any fiscal year for the transaction of personal business that cannot be accomplished at times other than during work hours.

2. Personal leave is not intended to be used to extend vacation days or holiday periods and may only be used in such instances for demonstrated business reasons. Unless otherwise approved by a supervisor, personal leave may not be used during the month immediately preceding the effective date of resignation or retirement of any employee who has announced their intention to resign or retire.

D. Family Bereavement Leave

1. Such employees will be granted, without charge to any other leave credits, up to five (5) days within a calendar year for bereavement in the event of the death of the employee's spouse, child, parent, grandparent, sibling or parent-in-law provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.
VI. Additional Benefits for 10-Month and 20-Day Certified Employees

When appropriate for the work required of an employee, certified employees may be appointed as 10-month and 20-Day employees who will follow the Questar III 10-month school calendar (September 1 – June 30) plus work twenty (20) eight-hour days during July and/or August. Total salary will be based upon working 10-months and 20-days, however payment for days worked during July and/or August will be made only when and as such days are worked and will be calculated based upon 240 day work year.

The following additional benefits shall apply to 10-Month and 20-Day Certified Employees, in addition to the provisions set forth in Section II, above.

A. Vacation Leave

Such employees will have no paid vacation leave. Such employees will have holidays and school breaks off in accordance with the Questar III 10-month school calendar.

B. Sick Leave and Family Illness Leave

1. In the first year of employment at Questar III, full-time employees will receive, effective upon their first day of employment, ten (10) days sick leave. After the first year of employment or for a Questar III employee with accrued sick leave who is moving to such position, such employees will earn additional sick leave credits at the rate of one and one-half (1.5) days per month for ten (10) months. No sick leave credits will be earned for the twenty (20) days worked during July and/or August. Sick leave may be accumulated up to a total of two hundred (200) days. Leave time will not be available for use during July and August.

2. Part time employees will receive sick leave described in paragraph 1, above, on a pro-rated basis in accordance with an employee’s full time equivalence (FTE).

3. Sick leave is to be used for illness or medical reasons of the employee, however up to five (5) days may be charged against accumulated sick leave within a 10-month school year for illness of the employee’s spouse or any dependent residing with the employee.

4. Upon retirement from Questar III under a New York State Retirement System, such employees with at least fifteen (15) years of service with Questar III shall be entitled to payment equal to fifty (50) dollars ($50) per day of accumulated sick leave.

5. An employee who has accumulated more than two hundred (200) days of sick leave credits as of June 30 shall be entitled to convert sick leave credits in excess of two hundred days (200) but not to exceed five (5) days to an equivalent amount of pay.

C. Personal Leave
1. Such employees may charge up to three (3) days against accumulated sick leave in any 10-month school year for the transaction of personal business that cannot be accomplished at times other than during work hours. Personal leave may not be taken during July and August.

2. Personal leave is not intended to be used to extend holiday periods and may only be used in such instances for demonstrated business reasons. Unless otherwise approved by a supervisor, personal leave may not be used during the month immediately preceding the effective date of resignation or retirement of any employee who has announced their intention to resign or retire.

D. Family Bereavement Leave

1. Such employees will be granted, without charge to any other leave credits, up to five (5) days within the 10-month school year for bereavement in the event of the death of the employee’s spouse, child, parent, grandparent, sibling or parent-in-law.

VII. Additional Benefits for 12-Month Management Confidential Administrative Assistants and Secretaries

The following additional benefits shall apply to 12-Month Administrative Assistants and Secretaries who have been designated Management Confidential, in addition to the provisions set forth in Section II, above.

A. Vacation Leave

1. Such employees must be employed full time in order to receive vacation leave.

2. Upon appointment, an employee will receive 1.25 vacation days per month for the remainder of the fiscal year in which the appointment occurs. Such time must be used during the fiscal year in which it is accrued.

3. On the first day of each successive fiscal year of employment for five (5) years, such employees will receive fifteen (15) days vacation for use during such fiscal year. On the first day of each successive fiscal year thereafter, such employees will receive twenty (20) days vacation for use during such fiscal year. Upon completing fifteen full years of employment with Questar III on the first day of each successive fiscal year such employee will receive twenty-five (25) days vacation for use during such fiscal year. Vacation leave may not be accumulated. Vacation leave is made available to employees on the first day of the fiscal year, however if an employee leaves employment with Questar III, vacation leave accruals will be pro-rated for the year and, if vacation used exceeds the pro-rated vacation accrual
for the portion of the fiscal year in which the employee was employed, the value of the excess time will be subtracted from the employee’s final paycheck(s).

B. Sick Leave and Family Illness Leave

1. In the first year of employment, full-time employees will receive, effective upon their first day of employment, ten (10) days sick leave. After the first year of employment, such employees will earn additional sick leave credits at the rate of one and one-half (1.5) days per month of service. Sick leave may be accumulated up to a total of two hundred (200) days.

2. Part time employees will receive sick leave described in paragraph 1, above, on a pro-rated basis in accordance with an employee’s full time equivalence (FTE).

3. Sick leave is to be used for illness or medical reasons of the employee, however up to five (5) days may be charged against accumulated sick leave within a calendar year for illness of the employee’s spouse or any dependent residing with the employee provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

4. Upon retirement from Questar III under a New York State Retirement System, such employees with at least fifteen (15) years of service with Questar III shall be entitled to payment equal to thirty dollars ($30) per day of accumulated sick leave.

5. An employee who has accumulated more than two hundred days (200) of sick leave credits as of June 30 shall be entitled to convert sick leave credits in excess of two hundred days (200) but not to exceed five (5) days to an equivalent amount of pay.

C. Family Bereavement Leave

1. Such employees will be granted, without charge to any other leave credits, up to five (5) days within a calendar year for bereavement in the event of the death of the employee’s spouse, child, parent, grandparent, sibling or parent-in-law provided, however, that commencing on July 1, 2007, such leave may be taken within a fiscal year.

VI. Certain Resignations

1. Notwithstanding any other provision in this policy, in the event any non-represented Questar III employee resigns from Questar III employment for purposes of being appointed Questar III district superintendent such employee shall be entitled to payment for accumulated sick leave in accordance with this policy as if such employee resigned for purposes of retirement.
VIIIIX. Death of Active Employee

1. Notwithstanding any other provision in this policy, effective January 1, 2016, in the event of death of a non-represented Questar III active employee, any health insurance coverage which had been provided to such employee’s spouse and/or dependents through Questar III immediately prior to such death shall be continued, subject to applicable contributions, for a period of up to four (4) months, commencing on the first day of the month immediately following such death. Upon expiration of such period, the surviving spouse and/or dependents will be offered the option of continuing coverage in such health insurance plan through COBRA (Consolidated Budget Reconciliation Act of 1985).

X. Administrative Regulations

The District Superintendent is authorized to adopt rules and administrative regulations to implement this policy, including but not limited to tuition reimbursement and work hours of non-represented employees.

ADOPTED: February 8, 2007
REvised: January 10, 2013
REvised: September 10, 2015
REvised: March 10, 2016
REvised: January 16, 2019

References:
Education Law, section 1950
Family and Medical Leave Act of 1993