Regular Board Meeting ................................................. November 13, 2019
Location................................................................. Boardroom
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. BOARDDOCS TRAINING FOR BOARD MEMBERS

II. CALL TO ORDER AND PLEDGE TO THE FLAG

III. EXECUTIVE SESSION (if necessary)

IV. 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 October 10, 2019 and the Special Meeting of the Board of Cooperative Educational Services held on October 21, 2019.

V. 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 September 2019.

VI. CENTRAL TREASURER’S REPORT – 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 Report for the Extra Classroom Activity Fund dated September 2019.

VII. INTERNAL AUDIT FUNCTIONS
A. Report from Audit Committee
B. Internal Audit Activities – Update
VIII. 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 September 27, 2019 to October 25, 2019.

IX. RECOGNITION OF VISITORS

X. 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.

XI. COMMUNICATIONS

- December 12, 2019: Our Board Appreciation Dinner meeting starting at 5:30 PM in the Conference Center
XII.  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: Helen Perry  
   Tenure Area: Teaching Assistant  
   Effective: 11/30/19

B.  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: Kim Meyer  
      Position: 1.0 FTE Teaching Assistant  
      Date Began: 04/09/18  
      Effective: 10/18/19
   
      b.  Name: Kimberly Macica  
          Position: 1.0 FTE Teacher Pre-K  
          Date Began: 10/10/17  
          Effective: 10/24/19
   
      c.  Name: Daniel Prockup  
          Position: 1.0 FTE Teaching Assistant  
          Date Began: 09/08/16  
          Effective: 10/24/19

C.  LEAVE OF ABSENCE REQUEST(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 leave of absence request of the following employee(s) as noted:

1.  Classified Staff  
   a.  Name: Stephanie Donnelly  
       Position: 1.0 FTE Senior Clerk  
       Effective: 11/15/19 – 05/29/20  
       Reason: Family Matter
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. Classified Staff
   a. Name: **Tara Wiese** – CHANGE IN FTE
      Position: 1.0 FTE Physical Therapist (previously .80 FTE)
      Status: Probationary
      Effective: 10/18/19

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: **Deborah Lavoo**
      Position: 1.0 FTE Teacher Pre-K Program
      Tenure Area: Elementary
      Status: 3 Year Probationary Period (previously tenured)
      Certification: ChEd 1-6, SWD 1-6, SWD B-2, SWD 5-9, Early ChEd B-2
      Effective: 11/18/2019
      Salary: $59,531.00 prorated

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 - PROBATIONARY
   a. Name: **Janaina Maia Ferreira**
      Position: 1.0 FTE Teaching Assistant
      Tenure Area: Teaching Assistant – Level 1
      Status: 4 Year Probationary Period
      Certification: Teaching Assistant
      Effective: 10/21/2019
      Salary: $20,401.00 prorated
PERSONNEL

OTHER APPOINTMENTS (cont’d)

2. **Classified Staff - PROVISIONAL**
   
a. Name: **Tyler Lenseth**  
      Position: 1.0 FTE CBO & Fixed Asset Technician  
      Status: Provisional  
      Effective: 10/15/19  
      Salary: $35,000.00 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: **Melkon Abdo**  
      Position: 1.0 FTE IT Support Technician  
      Civil Service Title: Computer Operator  
      Status: Probationary  
      Effective: 11/01/19

H. **PERMANENT 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, recognizes 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:

   1. Name: **Martin Martinez**  
      Position: 1.0 FTE IT Support Technician  
      Civil Service Title: Computer Operator  
      Status: Permanent  
      Effective: 11/16/19

   2. Name: **Ryan Morash**  
      Position: 1.0 FTE IT Support Technician  
      Civil Service Title: Computer Operator  
      Status: Permanent  
      Effective: 11/16/19
PERSONNEL (cont’d)

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. Lakia Walker, Job Coach
   Hourly, 09/24/19 – 06/15/20
   $20.53/hr.

2. Heather Silvernail, Mentor Coordinator
   Per Diem, 09/03/19 – 06/30/20
   $313.78/day

3. Ann Cioffi, Adult & Continuing Education Sub
   Hourly, 10/01/19 – 06/30/20
   $32.22/hr.

4. Mary Gavin, Regional Testing Scorer
   Hourly, 10/03/19 – 06/30/20
   $25.00/hr.

5. Margo Storey, Regional Testing Scorer
   Hourly, 10/03/19 – 06/30/20
   $25.00/hr.

6. Irene Jovell, Regional Testing Scorer
   Hourly, 10/03/19 – 06/30/20
   $25.00/hr.

7. Merry Alessi, Clerk
   Hourly, 11/21/19 – 06/30/20
   $16.84/hr.

8. Kelly Hernandez, Skills USA Advisor
   Stipend, 09/01/19 – 06/30/20
   $1500.00/stipend

9. Lisa Gilbert, Nat’l Honor Society Advisor
   Stipend, 09/01/19 – 06/30/20
   $750.00/stipend

10. Caitlin Preisner, Nat’l Honor Society Advisor
    Stipend, 09/01/19 – 06/30/20
    $750.00/stipend

11. Joe Mix, CTE Substitute and NOCTI Evaluator
    Per Diem, 10/01/19 - 04/30/20
    $300.00/day

12. Hector Artiles, PRHYLI Mock Assembly Coordinator
    Hourly, 10/15/19 – 06/30/2020
    $50.00/hr.

13. Anthony Plonczynski, PRHYLI Trainer
    Hourly, 10/15/19 – 06/30/2020
    $50.00/hr.

14. Sydney Valerio, PRHYLI Trainer
    Hourly, 10/15/19 – 06/30/2020
    $50.00/hr.

15. Jose Rodriguez, PRHYLI Trainer
    Hourly, 10/15/19 – 06/30/2020
    $50.00/hr.

16. Xavier Fitzsimmons-Cruz, PRHYLI Assistant
    Hourly, 10/15/19 – 06/30/2020
    $20.00/hr.

17. Alexandria Betancourt, PRHYLI Assistant
    Hourly, 10/15/19 – 06/30/2020
    $20.00/hr.

18. Mario Vazquez, PRHYLI Assistant
    Hourly, 10/15/19 – 06/30/2020
    $20.00/hr.

19. Barbara Wentworth, CNA Clinical Instructor
    Hourly, 10/25/19 – 06/30/2020
    $35.00/hr.

20. Stephanie Donnelly, Senior Clerk
    Hourly, 11/19/19 – 05/29/20
    $19.31/hr.
XIII. BUSINESS / FINANCE

A. DESIGNATION OF DEPOSITORY
RESOLUTION: BE IT RESOLVED, that the following financial institution is hereby designated as an official depository for the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, for the General Fund, the Federal Fund, and the Trust and Agency Fund and is added to the Designation of Depositories approved at the Board's July 11, 2019 Reorganization Meeting:

- First National Bank of Omaha

B. ESTABLISH AND/OR CONTINUE EXTRACLASSROOM ACTIVITY FUND 2019-20
RESOLUTION: BE IT RESOLVED, that upon recommendation of the Executive Officer, the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, gives approval for the establishment or continuation of the following Extraclassroom Activity Fund(s) pursuant to the Board’s Extraclassroom Activity Fund Policy.

1. REC - ProStart – Andrew Ottati
2. Red Mill - Dayton – Krystyn Dayton

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 and adopts the revised Benefits for Non-Represented Employees Policy #5-120 on second reading.

B. REVISED MEDICAID COMPLIANCE AND PREVENTION OF MEDICAID FRAUD, WASTE AND ABUSE - POLICY #6-136
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 Medicaid Compliance and Prevention of Medicaid Fraud, Waste and Abuse Policy #6-136 on first reading.

C. STUDENT HEALTH SERVICES - POLICY #3-140
RESOLUTION: BE IT RESOLVED, that the Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approves the Student Health Services Policy #3-140 on first reading.
XV. BOARD BUSINESS / REPORTS / DISCUSSION

XVI. EXECUTIVE OFFICER’S REPORT

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: October 10, 2019
Location: Rensselaer Educational Center
Presiding: John C. Hill, President

Members Present
Edmund Brooks, Member
Lynn Clum, Member
Mary Daly, Member
Joseph Garland, Member
Nadine Gazzola, 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
Susan DiDonato, School Attorney
Mike Buono, Human Resource Director

TOUR OF THE RENSSELAER EDUCATIONAL CENTER
The board members toured the Rensselaer Educational Facility to view the renovations made to date led by Craig Hansen, Director of Health & Safety/Operations & Maintenance.

CALL TO ORDER & PLEDGE
At 6:25 p.m.

EXECUTIVE SESSION
1 – Ms. Daly  2 – Ms. Clum  Motion Carried (9 – Yes)
The Board of Cooperative Educational Services entered into Executive Session at 6:26 p.m. for the purpose of discussing employment history of a particular person and proposed litigation.

RETURN TO REGULAR SESSION
1 – Ms. Daly  2 – Ms. Gazzola  Motion Carried (9 – Yes)
The Board of Cooperative Educational Services returned to regular session at 7:04 p.m.
<table>
<thead>
<tr>
<th>CORRECTION OF MINUTES</th>
<th>1 – Ms. Zwack</th>
<th>2 – Mr. Mann</th>
<th>Motion Carried (9 – Yes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Board of Cooperative Education Services Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approved the following corrections to the minutes relating to certain employees adopted at the July 11, 2019 Reorganization meeting:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>QUESTAR III WORKERS’ COMPENSATION CONSORTIUM DIRECTOR</td>
<td>Deputy Superintendent, Mr. Harry Hadjioannou Business Manager/Controller, 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.</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROVAL OF MINUTES</th>
<th>1 – Ms. Daly</th>
<th>2 – Mr. Brooks</th>
<th>Motion Carried (9 – Yes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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 September 12, 2019.</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TREASURER’S REPORTS</th>
<th>1 – Ms. Clum</th>
<th>2 – Ms. Gazzola</th>
<th>Motion Carried (9 – Yes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Board of Cooperative Educational Services Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, accepted the Treasurer’s Reports dated July and August 2019.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXTRA CLASSROOM ACTIVITY FUND REPORTS</th>
<th>1 – Mr. Garland</th>
<th>2 – Mr. Zwack</th>
<th>Motion Carried (9 – Yes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Board of Cooperative Educational Services Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, accepted the Central Treasurer’s Reports for the Extra Classroom Activity Fund dated July and August 2019.</td>
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<td></td>
</tr>
</tbody>
</table>

| AUDIT COMMITTEE REPORT(S) | NONE |

<table>
<thead>
<tr>
<th>INTERNAL CLAIMS AUDITING REPORT</th>
<th>1 – Mr. Zwack</th>
<th>2 – Ms. Daly</th>
<th>Motion Carried (9 – Yes)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>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 30, 2019 to September 20, 2019.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| RECOGNITION OF VISITORS | NONE. |

| PUBLIC COMMENTS | NONE |
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

------------------------------------ BY CONSENT-------------------------------------
1 – Ms. Marro-Giroux  2 – Mr. Brooks  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</th>
<th>Tenure Area</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Susan Keegan</td>
<td>Teaching Assistant</td>
<td>11/02/19</td>
</tr>
<tr>
<td>Rebecca Brust</td>
<td>Teaching Assistant</td>
<td>11/05/19</td>
</tr>
<tr>
<td>Meredith Hughes</td>
<td>Teaching Assistant</td>
<td>11/12/19</td>
</tr>
<tr>
<td>Michele Koch</td>
<td>Teaching Assistant</td>
<td>11/12/19</td>
</tr>
<tr>
<td>Krystyn Dayton</td>
<td>Special Education Teacher</td>
<td>11/17/19</td>
</tr>
<tr>
<td>Mariann Mentzouris</td>
<td>Teaching Assistant</td>
<td>11/19/19</td>
</tr>
</tbody>
</table>

RETIREMENT(S) The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, accepted with sincere regret and appreciation for their service, the resignation for the purpose of retirement of the following individual(s) as noted:

Classified Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Date began</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patricia Williams</td>
<td>1.0 FTE Senior Clerk</td>
<td>02/27/89</td>
<td>10/09/19</td>
</tr>
</tbody>
</table>
PERSONNEL (cont’d)

RETIREMENT(S)

Classified Staff (cont’d)

ADDENDUM I

Name: Susan DiDonato
Position: 1.0 FTE School Attorney
Date began: 02/13/03
Effective: 11/29/19

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

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

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

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

Classified Staff

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

CHANGE IN FTE/ TITLE/SALARY/ STATUS

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, approved the following changes in FTE and/or title, salary or status as noted below:

Certified Staff

Name: James O’Connor – CHANGE IN TITLE
Position: 1.0 FTE Team Leader – State Aid Planning
Status: Tenured
Effective: 11/01/19
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>Kristen Lamake</td>
<td>1.0 FTE Integrated Academics/Science Teacher</td>
<td>Academic - Science</td>
<td>4 Year Probationary Period</td>
<td>Earth Science 7-12</td>
<td>09/11/19</td>
<td>$48,810.00 prorated</td>
</tr>
<tr>
<td>Crystal Plowinske</td>
<td>1.0 FTE Special Education Teacher</td>
<td>General Special Education</td>
<td>3 Year Probationary Period (receiving credit for 2018-19)</td>
<td>ChEd 1-6, SWD 1-6, Teaching Assistant</td>
<td>09/03/19</td>
<td>$48,810.00</td>
</tr>
<tr>
<td>Stephanie Morgan</td>
<td>1.0 FTE Special Education Teacher</td>
<td>General Special Education</td>
<td>3 Year Probationary Period (receiving credit for 2018-19)</td>
<td>ChEd 1-6, SWD 7-12</td>
<td>09/03/19</td>
<td>$51,473.00</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

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

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

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

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

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
PERSONNEL

TEMPORARY SUBSTITUTES (cont’d)

Name: Kyla Brennan
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

Name: Kara Kannes
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

Name: Andrea Morris
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

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

Name: Brian Dierkes
Position: 1.0 FTE Teaching Assistant
Tenure Area: N/A Temporary Substitute
Status: Temporary Sub (pending certification)
Certification: To be certified
Effective: 09/09/19 – 06/30/20
Salary: $21,063.00 prorated

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

OTHER APPOINTMENTS

TEMPORARY SUBSTITUTES (cont'd)

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

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

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

Certified Staff - PROBATIONARY

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

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

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)**

#### Classified Staff – EXEMPT

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Status</th>
<th>Effective Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janet Sawyer</td>
<td>1.0 FTE Secretary to the District Superintendent</td>
<td>Non-Competitive/Specialist</td>
<td>10/07/19</td>
<td>$73,000.00 prorated</td>
</tr>
</tbody>
</table>

#### Classified Staff - PROVISIONAL

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Status</th>
<th>Effective Date</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>A’Donji Carter</td>
<td>1.0 FTE Crisis Intervention Worker</td>
<td>Provisional</td>
<td>09/18/19</td>
<td>$35,558.00 prorated</td>
</tr>
</tbody>
</table>

#### PROBATIONARY CIVIL SERVICE APPOINTMENT(S)

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties, upon the recommendation of the Executive Officer, recognized the successful placement of the provisionally appointed individual(s) listed below on the Civil Service Eligible List and approved their probationary status to be served for a period of one (1) year from the effective date specified:

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Status</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emily VanKempen</td>
<td>1.0 FTE Special Education Aid Assistance Service Tech</td>
<td>Probationary</td>
<td>09/03/19</td>
</tr>
<tr>
<td>Tyler Gates</td>
<td>1.0 FTE Special Education Aid Assistance Service Tech</td>
<td>Probationary</td>
<td>09/03/19</td>
</tr>
<tr>
<td>Krista Cooney</td>
<td>1.0 FTE Administrative Assistant</td>
<td>Probationary</td>
<td>09/24/19</td>
</tr>
</tbody>
</table>
PERSONNEL (cont’d)

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.

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

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

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

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

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

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

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

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

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

Colleen Mills, Grant Researcher $277.00/day
Per-Diem, 10/04/19 – 06/30/20

Evan Liberty, Adult & Continuing Education Teacher $32.22/hr.
Hourly, 09/10/19 – 06/30/20

ADDENDUM II

Susan DiDonato, Specialist, Legal $69.70/hr.
Hourly, 12/05/19 – 06/30/20

------------------------------------END OF CONSENT ----------------------------------
OTHER

REVISED QUESTAR III PARTICIPATION IN A STATEWIDE CONSORTIUM THROUGH ERIE I BOCES – With Additional Programs

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

The Board of Cooperative Educational Services, Rensselaer-Columbia-Greene Counties approved the recommendation of the Executive Officer to join a number of BOCES districts in New York, and 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, Questar III BOCES (aka Rensselaer-Columbia-Greene Counties Board of Cooperative Educational Services) agrees to participate 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, 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 Questar III BOCES Board of Education agreed to assume its equitable share of the costs associated with Erie 1 BOCES negotiating the Agreements, and, the Questar III BOCES Board of Education agreed (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.

POLICY

FIRST READING REVISED BENEFITS FOR NON-REPRESENTED EMPLOYEES – POLICY #5-120

1 – Ms. Clum 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 revised Benefits for Non-Represented Employees Policy #5-120 on first reading.
The board members, led by comments made by Mr. Garland, Zwack, and Hill, all thanked Susan DiDonato for all her hard work, service and amazing commitment and stated that she would be greatly missed.

Member Garland congratulated Dr. Cruz for her receipt of the “Women Who Mean Business” Award given by the Albany Business Review and asked that the article be forwarded to the board members.

President Hill reported that he visited Vice President Noonan at the hospital and suggested that she would love a card, a visit or a call now that she is moving to the rehabilitation center. Robin Emanatian will send the address to the Board Members.

Dr. Cruz showed a video of Father Gregory Boyle, Founder and Executive Director of Homeboy Industries – an acknowledged expert on gangs, intervention and re-entry. He currently served on the U.S. Attorney General’s Defending Childhood Task Force.

Jennifer Mulligan discussed a TRS Sub-Reserve Fund for TRS Retirement System Contributions, and after receiving their approval, it was decided that this process would now involve discussing the idea with the component Superintendents.

The Board adjourned at 7:49 pm.

Respectfully Submitted By:

Robin Emanatian, Board Clerk
Meeting Date: October 21, 2019
Location: Rensselaer Educational Center
Presiding: John C. Hill, President

Members Present
Edmund Brooks, Member
Mary Daly, Member
Joseph Garland, Member
Nadine Gazzola, Member
John C. Hill, President
Mark Mann, Member
Mary Marro-Giroux, Member

Also Present
Dr. Gladys I. Cruz, District Superintendent
Susan DiDonato, School Attorney
Mike Buono- HR Director

CALL TO ORDER & PLEDGE
At 5:04 PM

RECOGNITION OF VISITORS
NONE.

PERSONNEL
RESIGNATION(S)
1 – Mr. Garland
2 – Ms. Daly
Motion Carried (7 – Yes)
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</th>
<th>Position</th>
<th>Date Began</th>
<th>Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carmen Diaz</td>
<td>1.0 FTE Specialist, RBERN</td>
<td>11/05/18</td>
<td>10/21/19</td>
</tr>
</tbody>
</table>
PERSONNEL (cont’d)

------------------------------- BY CONSENT-------------------------------
1 – Ms. Daly  2 – Mr. Garland  Motions Carried (7 – Yes)

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 - PROBATIONARY

Name: Carmen Diaz  
Position: 1.0 FTE Interim Director, RBERN  
Tenure Area: ISS - ESOL  
Status: 4 Year Probationary Period  
Certification: ESOL, ChEd 1-6  
Effective: 10/22/19  
Salary: $87,500.00 prorated

Name: Denise Fernandez-Pallozi  
Position: 1.0 FTE Director, CTE  
Tenure Area: Administrative – CTE Director  
Status: 4 Year Probationary Period  
Certification: SDL, SAS  
Effective: 11/25/19  
Salary: $109,000.00 prorated

Name: Colleen Mills  
Position: 1.0 FTE School Improvement Specialist/Grant Writer & Researcher  
Tenure Area: ISS – Professional Development  
Status: 4 Year Probationary Period  
Certification: English 7-12  
Effective: 10/22/19  
Salary: $70,000.00 prorated

PUBLIC COMMENTS  
NONE

MOTION TO ADJOURN  
1 - Ms. Gazzola  2 – Ms. Marro-Giroux  Motion Carried (7 – Yes)  
The Board adjourned at 5:15 pm.

Respectfully Submitted By:

________________________________________
Susan DiDonato, Deputy Board Clerk
### Questar III Cash Flow Statement
#### For the Month of September 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>$7,666,401</td>
<td>$10,004,366</td>
<td>-</td>
<td>($4,098,974)</td>
<td>-</td>
<td>$19,877</td>
<td>$13,591,670</td>
</tr>
<tr>
<td>Cash Disbursements Account</td>
<td>235,589</td>
<td>-</td>
<td>2,525,691</td>
<td>-</td>
<td>(2,528,721)</td>
<td>-</td>
<td>232,559</td>
</tr>
<tr>
<td>Trust &amp; Agency Account</td>
<td>9,074</td>
<td>-</td>
<td>1,573,283</td>
<td>-</td>
<td>(1,575,007)</td>
<td>-</td>
<td>7,350</td>
</tr>
<tr>
<td>Capital Account</td>
<td>1,343,062</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>201</td>
<td>1,343,263</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>$9,294,470</strong></td>
<td><strong>$10,004,366</strong></td>
<td><strong>$4,098,974</strong></td>
<td><strong>($4,098,974)</strong></td>
<td><strong>($4,103,728)</strong></td>
<td><strong>20,078</strong></td>
<td><strong>$15,215,186</strong></td>
</tr>
</tbody>
</table>

**Cumulative Summary**

For the 6 month period of April 2019 - September 2019

<table>
<thead>
<tr>
<th>Month</th>
<th>April</th>
<th>May</th>
<th>June</th>
<th>July</th>
<th>August</th>
<th>September</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening 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>Closing Cash Balance</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>
<td>$15,215,186</td>
</tr>
<tr>
<td>Net Change</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>
<td>$5,920,716</td>
</tr>
</tbody>
</table>

Prepared by: Carol McAdams

Controller: Jennifer L. Mulligan

Executive Officer: Gladys Cruz
Approved as to form
 QUESTAR III
MULTIFUND CASH RECEIPTS ACCOUNT

MONTH OF: SEPTEMBER 2019

Cash Balance as of: 9/31/19
General Fund $ 5,348,062.69
Federal Fund 2,318,337.26
Trust & Agency -
Capital Fund -

TOTAL BEGINNING CASH: $ 7,666,400.95

RECEIPTS:
General Fund 9,318,352.24
Federal Fund 685,795.00
Trust & Agency Fund 218.39
Interest Income 19,877.35

TOTAL RECEIPTS: 10,024,242.99

TRANSFERS:
To Cash Disbursements (2,525,691.41)
To Capital Fund -
To T&A from T&A Multifund (1,573,282.56)
To F from T&A Multifund -
Due to TA from A and F (sweep balances) 1,573,064.17
Due from A Fund to TA (sweep balances) (1,167,600.96)
Due from F Fund to TA (sweep balances) (405,463.21)
Due from F Fund to A (sweep balances) (102,638.86)
Due to A Fund from F (sweep balances) 102,638.86

TOTAL TRANSFERS: (4,098,973.97)

Cash Balance as of: 9/30/19
General Fund $ 11,095,639.78
Federal Fund 2,496,030.19
Trust & Agency -
Capital Fund -

TOTAL ENDING CASH: $ 13,591,669.97

BANK BALANCES

Balance per Bank Statement: Key Bank $ 13,591,669.97

Plus:

Less:

TOTAL: $ 13,591,669.97

Prepared By: Carol McAdams
Executive Officer: Gladys Cruz
Approved as to form:

Business Manager: Jennifer Mulligan
Internal Auditor:
QUESTAR III
MULTIFUND CASH DISBURSEMENTS ACCOUNT

MONTH OF: SEPTEMBER 2019

Cash Balance as of: 8/31/2019
General Fund $ 235,588.53
Federal Fund -
Trust & Agency -
Capital Fund -

TOTAL BEGINNING CASH: $ 235,588.53

DISBURSEMENTS:
General Fund (2,387,574.10)
Federal Fund (45,240.81)
Trust & Agency Fund (55,905.69)
Capital Fund -

TOTAL DISBURSEMENTS: (2,528,720.60)

TRANSFERS & ADJUSTMENTS:
From Cash Receipts 2,525,691.41
From Trust & Agency -
From Capital Fund -
Due to TA from A and F (sweep balances) 95,905.69
Due from F Fund to TA (sweep balances) -
Due from A Fund to TA (sweep balances) (95,905.69)
Due to F Fund From A (sweep balances) 45,240.81
Due from A Fund to F (sweep balances) (45,240.81)
Due to H Fund from A (sweep balances) -
Due from A Fund to H (sweep balances) -

TOTAL TRANSFERS: 2,525,691.41

Cash Balance as of: 9/30/2019
General Fund $ 232,559.34
Special Aid Fund -
T&A Fund -
Capital Fund -

TOTAL ENDING CASH: $ 232,559.34

BANK BALANCES

Balance per Bank Statement: Key Bank $ 532,596.23

Plus: Deposit in transit -

Less: Outstanding Checks : Key Bank (300,036.89)

TOTAL: $ 232,559.34

Prepared By: Carol McAdams

Executive Officer: Gladys Cruz
Approved as to Form

Business Manager: Jennifer Mulligan

Internal Auditor:
# Questar III
## Trust and Agency Fund
### Month of: September 2019

<table>
<thead>
<tr>
<th>Cash Balance as of:</th>
<th>August 31, 2019</th>
<th>$9,074.38</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Receipts</th>
<th>Disbursements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Deposits</td>
<td>$1,056,895.85</td>
</tr>
<tr>
<td>NYS Withholding</td>
<td>72,847.58</td>
</tr>
<tr>
<td>Fed Withholding</td>
<td>398,476.30</td>
</tr>
<tr>
<td>TSA Withholding</td>
<td>45,852.83</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,573,282.56</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cash Balance as of:</th>
<th>September 30, 2019</th>
<th>$7,350.00</th>
</tr>
</thead>
</table>

## Bank Balances

Balance per Bank Statement: Key Bank

$7,350.00

Plus:  

Less:  

**TOTAL**  

$7,350.00

Prepared By: Carol McAdams  

Executive Officer: Gladys Gruzm  

Approved as to form

Business Manager: Jennifer Mulligan  

Internal Auditor:
QUESTAR III
CAPITAL FUND

MONTH OF: SEPTEMBER 2019

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

RECEIPTS:
Interest on Investments $ 200.79
Transfer from General Fund

TOTAL RECEIPTS: 200.79

DISBURSEMENTS:
Transfer to Cash Disbursements

TOTAL DISBURSEMENTS:

Cash Balance as of: September 30, 2019 $ 1,343,263.25

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

BANK BALANCES

Balance per Bank Statement: Key Bank $ 1,343,263.25

Plus:

Less:

TOTAL $ 1,343,263.25

Prepared By: Carol McAdams

Executive Officer: Gladys Cruz
Approved as to form

Business Manager: Jennifer Mulligan

Internal Auditor:
QUESTAR III
SCHOLARSHIP FUND

MONTH OF: SEPTEMBER 2019

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

RECEIPTS:
Interest $ -
Donations -

TOTAL RECEIPTS:

DISBURSEMENTS:
Awards -

TOTAL DISBURSEMENTS:

Cash Balance as of: September 30, 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: Carol McAdams

Executive Officer: Gladys Cruz
Approved as to form

Business Manager: Jennifer Mulligan

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

## INDIVIDUAL ACTIVITY FUND BALANCES

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>COLUMBIA GREENE EDUCATIONAL CENTER</strong></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>$5,770.89</td>
<td>$-</td>
<td>$-</td>
<td>$5,770.89</td>
<td>(88.86)</td>
<td>$5,672.22</td>
<td>Yes</td>
</tr>
<tr>
<td>CGEC PROSTART</td>
<td>765,080</td>
<td>3,560.70</td>
<td>$-</td>
<td>$-</td>
<td>3,560.70</td>
<td>(8.97)</td>
<td>3,563.73</td>
<td>Yes</td>
</tr>
<tr>
<td><strong>RENSSELAER EDUCATIONAL CENTER</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>REC SKILLS USA</td>
<td>766,000</td>
<td>6,104.95</td>
<td>370.42</td>
<td>$-</td>
<td>6,475.37</td>
<td>(102.82)</td>
<td>6,372.55</td>
<td>Yes</td>
</tr>
<tr>
<td>REC FOOD SERVICE</td>
<td>766,030</td>
<td>2,791.19</td>
<td>$-</td>
<td>$-</td>
<td>2,791.19</td>
<td></td>
<td>2,791.19</td>
<td>Yes</td>
</tr>
<tr>
<td>REC PROSTART</td>
<td>766,040</td>
<td>8,149.11</td>
<td>$-</td>
<td>$-</td>
<td>8,149.11</td>
<td></td>
<td>8,149.11</td>
<td>No</td>
</tr>
<tr>
<td><strong>CLASSROOM LOCATIONS</strong></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>$-</td>
<td>$-</td>
<td>4,591.50</td>
<td></td>
<td>4,591.50</td>
<td>Yes</td>
</tr>
<tr>
<td>RENSS ACADEMY STUDENT COUNCIL</td>
<td>767,102</td>
<td>3,172.95</td>
<td>$-</td>
<td>$-</td>
<td>3,172.95</td>
<td>(30.84)</td>
<td>3,142.31</td>
<td>Yes</td>
</tr>
<tr>
<td>SACKETT STUDENT COUNCIL</td>
<td>767,113</td>
<td>1,077.68</td>
<td>$-</td>
<td>$-</td>
<td>1,077.68</td>
<td>(119.89)</td>
<td>957.79</td>
<td>Yes</td>
</tr>
<tr>
<td>AIM/MAPLE MILL (FORMERLY GOFF)</td>
<td>767,500</td>
<td>1,566.82</td>
<td>$-</td>
<td>$-</td>
<td>1,566.82</td>
<td></td>
<td>1,566.82</td>
<td>No</td>
</tr>
<tr>
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<td><strong>TOTALS</strong></td>
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<td>$37,602.41</td>
<td>(358.98)</td>
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| Bank Statement Balance                     |             | $37,602.41                       |          |               |                             |                     |                                               |                      |
| Less Outstanding Checks                    |             |                                  |          |               |                             |                     |                                               |                      |
| Plus Deposits in Transit                   |             |                                  |          |               |                             |                     |                                               |                      |
| Reconciled Balance                         |             | $37,602.41                       |          |               |                             |                     |                                               |                      |

**PERFORMED BY**
Carol A. McAdams

**INTERNAL AUDITOR**

\[Signature\]
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<tr>
<th>Fund</th>
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Audit Findings: Purchase Orders 20-01935, 20-01767, 20-01913, 20-01936, and 20-01856, were opened after the invoices had been presented for payment. These findings have been shared with the Business Office.

*Void and reissue of retiree Medicare reimbursements checks due to original checks were lost in transit.
**Large payment for R-C-G Health Insurance Trust include with this fund.
***State Aid Payments

RICH DIAZ
Claims Auditor
Questar III BOCES
518-479-6899

October 29, 2019
REQUEST TO ESTABLISH OR CONTINUE AN EXTRACLASSROOM ACTIVITY FUND

Extraclassroom Activities are governed by the Extraclassroom Activity Fund Policy and administrative regulations. An Activity must be approved annually by the Deputy Superintendent, the District Superintendent and the Board of Education.

School Year 2019-20

Name of Extraclassroom Activity:
ProStart REC

Check one:  
☐ This is a new Extraclassroom Activity
☒ This is an existing Extraclassroom Activity

Staff Advisor(s): Andrew Ottati

Student Officers (i.e. President, Vice-President, Secretary, Treasurer, if any):
Kaiden Stevens
Kim Goldstein
Owen Green
Skylar Jordan

Purposes of the Extraclassroom Activity:
Fundraising for competition and field trip costs, new equipment and student supplies and uniforms.

Describe the source of funding, including fundraising activities, that are anticipated to support the Extraclassroom Activity and Its Purposes (NOTE: All fundraising activities, whether identified here or planned at a later time, must be approved in advance pursuant to the Board of Education’s Fundraising Policy):

Bake sales in the student cafe.
REQUEST TO ESTABLISH OR CONTINUE AN EXTRACLASSROOM ACTIVITY FUND

Extraclassroom Activities are governed by the Extraclassroom Activity Fund Policy and administrative regulations. An Activity must be approved annually by the Deputy Superintendent, the District Superintendent and the Board of Education.

School Year 2019-2020

Name of Extraclassroom Activity:
Red Mill- Dayton

Check one:  [ ] This is a new Extraclassroom Activity
[ ] This is an existing Extraclassroom Activity

Staff Advisor(s): Krystyn Dayton

Student Officers (i.e. President, Vice-President, Secretary, Treasurer, if any):
President- Matt Morelli
Vice President- Connor Combs
Secretary- Julian Rodriguez
Treasurer- Dale Parent

Purposes of the Extraclassroom Activity:
To raise funds for field trips in the community to reinforce and practice life skills learned in the classroom.

Describe the source of funding, including fundraising activities, that are anticipated to support the Extraclassroom Activity and its Purposes (NOTE: All fundraising activities, whether identified here or planned at a later time, must be approved in advance pursuant to the Board of Education's Fundraising Policy):
Grants, food sales, catalog sales (Yankee candle), pancake breakfasts, adult bus trips (NYC), clothing

Red Mill- Dayton

6-120-R
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. 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 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.

VIII. Certain Resignations

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.
IX. Death of Active Employee

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
REVISED: November 13, 2019

References:
Education Law, section 1950
Family and Medical Leave Act of 1993
MEDICAID COMPLIANCE AND PREVENTION OF MEDICAID FRAUD, WASTE AND ABUSE

I. Statement of Purpose

The Board of Questar III recognizes the importance of providing accurate reports of the provision of Medicaid-eligible services to the school districts it serves, so school districts are able to comply with Medicaid reimbursement requirements. To this end, the Board directs that a compliance program be established to ensure compliance with Medicaid reporting, training, and other requirements.

The Board also recognizes the importance of detecting and preventing Medicaid fraud, waste and abuse, as required by law. For purposes of this policy, reference to non-compliance with Medicaid program reporting requirements shall include any allegation of fraud, waste or abuse. To this end, this policy establishes expectations for employees and enacts procedures that will be used by Questar III to respond to reports of activities which may violate Medicaid laws or regulations. Such activities may include but are not limited to, submitting and/or receiving reports that are inaccurate or otherwise do not meet applicable Medicaid requirements.

II. Designation of Compliance Officer

The District Superintendent shall designate a Compliance Officer, subject to the approval of the Questar III Board. The Compliance Officer shall have authority to:

A. Oversee and monitor the implementation of the agency’s compliance program;
B. Consult counsel as necessary;
C. Conduct internal investigations and audits relating to compliance issues;
D. Review all documents and other information relevant to Medicaid compliance activities;
E. Maintain direct access to the District Superintendent and, when appropriate, the Questar III Board; and
F. Report periodically to the Questar III Board on compliance matters.

III. Expectations and Procedure to Address Complaints

Questar III employees are expected to act in an ethical manner and to comply with Medicaid program guidelines and reporting requirements. Any employee who has knowledge of activities that he or she believes may violate a law, rule or regulation has an obligation to promptly report this matter to the Compliance Officer. Reports may be made anonymously and employees will not be subjected to retaliation, meaning no adverse action will be taken, for any report made in good faith. Failure to report known violations; participating in, encouraging, directing, facilitating or permitting, actively or passively, non-compliant behavior; failure to detect violations due to negligent or reckless conduct; or the intentional making of a false report may be grounds for discipline, including termination, in accordance with applicable law. Additionally, intentionally making a false claim or misrepresenting material facts in claims may be subject to criminal or civil penalties.

In order to detect and prevent fraud, the Questar III Board authorizes the use of monitoring and auditing systems that are reasonably designed to detect improper reporting practices and other potential compliance issues including, but not limited to billing and payments documentation,
appropriate certification/licensure of providers, governance requirements, and relating to the provision of care.

In addition to initiating an investigation as described in section IV. of this policy, below, if a suspected compliance issue has been reported or otherwise identified, the Compliance Officer shall make recommendations to the District Superintendent and, where appropriate, the Questar III Board, to correct such issues promptly and of any reasonable steps which may be taken in order to prevent further violations.

The Questar III Board will support the Medicaid compliance program by: considering any matter brought to it by the District Superintendent or the Compliance Officer; authorizing appropriate investigations as required; and considering recommendations of the Board’s Audit Committee relating to the results of any internal reviews. Any Questar III Board member who has knowledge of activities that he or she believes may violate a law, rule or regulation relating to Medicaid has an obligation to promptly report this matter to the Board President and the Compliance Officer.

IV. Investigations

If a suspected compliance issue is reported to the Compliance Officer, either by an employee or Board member, in any auditing report, or through any other source, the Compliance Officer shall promptly respond by making further investigation as necessary.

A. Internal Investigations.

The Compliance Officer will conduct a timely and reasonable investigation of all credible reports of suspected compliance issues. A reasonable investigation includes a preliminary investigation by the Compliance Officer and other personnel or outside counsel when needed.

If a preliminary internal investigation indicates a reasonable suspicion of noncompliance or conduct that may violate applicable laws or regulations, the Compliance Officer shall notify the District Superintendent and the Questar III Board, and shall assure that a complete investigation is undertaken. In such case, the internal investigation also shall attempt to determine whether the noncompliance or other conduct was limited to one or a small number of cases, or whether it is systemic in nature.

B. Government Investigations

The New York State School Supportive Health Services Program Compliance Agreement entered into by the New York State Department of Health, the New York State Education Department and the New York Office of the Medicaid Inspector General provides that the State and local school districts shall establish a confidential disclosure mechanism that enables employees to disclose anonymously any practices or billing procedures deemed inappropriate by the employee to the State’s Compliance Officer. Employees are expected to report any suspected compliance issues to the Questar III Compliance Officer, as provided in section III of this Policy, above. Additionally any employee may make a confidential written disclosure to the State’s Compliance Officer as follows:

Rose Firestein  
State Compliance Officer  
NYS Department of Health  
Office of General Counsel  
90 Church Street, 4th floor  
New York, New York 10007  
Telephone: 212-417-4393  
Facsimile: 212-417-4392
If a government investigation arises, Questar III will cooperate fully with the investigation. Among other appropriate steps, the Questar III Compliance Officer shall undertake or cause to be undertaken an investigation in response to any practice or other complaint transmitted to Questar III from the State Compliance Officer and shall fully report to the Questar III Board and the State in accordance with the New York State School Supportive Health Services Program Compliance Agreement.

V. Training

The Compliance Officer shall establish a training program to assure that all relevant employees and Questar III Board members for Medicaid compliance purposes receive required training consistent with resources provided by the State Education Department and Department of Health. Relevant employees include but need not be limited to Medicaid services providers; the compliance officer; and employees responsible for processing Medicaid services records.

The Compliance Officer also shall implement a training program for relevant employees and Questar III Board members also will address regarding this policy and to advise relevant employees about recordkeeping and other compliance requirements. Documentation of attendance and/or completion of training shall be maintained by the Compliance Officer.

VI. Distribution of Policy

This policy will be made available on the Questar III website for all employees, Board members and the public. Hard copies may be provided to new employees and Board members during orientation and to employees who have any role in providing Medicaid-eligible services, reporting services or maintaining records of services.

References: Social Services Law, §363-d
18 NYCRR Part 521

Adopted: November 18, 2010
Revised: 
STUDENT HEALTH SERVICES

1. Student Health Services
   
   a. **General.** Questar III will work with students’ home school districts and parents (which shall include persons in parental relation) to see that students receive detection and preventive health services. Emergency contact cards or other records will be maintained with information for contacting parents in the event of an emergency. Parents will be asked to review and update such records annually.

   b. **Screening.** Questar III will coordinate with the students’ home school districts to provide vision, hearing, dental inspection and scoliosis screening to the extent required by law. Results of such screenings will be provided to parents who will be encouraged to have their family physician or dentist provide appropriate care.

   c. **Physical Exams and Health Certificates.** Questar III will coordinate with students’ home school districts in obtaining documentation of students’ physical exam and health certificates within thirty (30) days from entering a Questar III program, and upon entering prekindergarten or kindergarten, and first, third, fifth, seventh, ninth and eleventh grades as applicable. The examination must conform to state requirements and must have been conducted no more than 12 months before the first day of the school year in question. If a student is unable to furnish evidence of examination and the health certificate, then Questar III will provide a health appraisal by a licensed provider.

   d. **Vaccinations.** Questar III will coordinate with students’ home school districts in obtaining documentation of students’ required vaccinations. Students without evidence of vaccinations will be excluded from school in accordance with the Public Health Law.

   e. **Limited Exemption.** A request for exemption from the requirements for immunization, must be made in writing to the Questar III principal or designee in a form as required by the NYS Department of Health. The only basis for exemption is medical exemption documented by a licensed provider on an annual basis.

   f. **Dental Health.** Questar III also will coordinate with the students’ home school districts in obtaining a dental health certificate upon enrollment in a Questar III program.

   g. **Homeless Students.** Homeless students shall be admitted to school even if they do not have the required health records, but may be temporarily excluded if they show actual symptoms of a communicable disease that poses a significant risk of transmission to others. The McKinney-Vento liaison at the student’s home
2. Emergency Care

Unless the emergency does not safely allow, emergency care will be provided in accordance with the student’s health management plan, where applicable. Each Questar III building governed by the Questar III School Safety Plan shall include in its emergency response plans a protocol for responding to health care emergencies. These shall include but not be limited to a first aid protocol, obtaining standing physician’s orders if any, and identification of students with an individual emergency plan or nursing plan.

In the event a student needs emergency care while at Questar III or a Questar III sponsored event, Questar III principals or their designees shall immediately notify emergency medical responders if required. The Questar III principals or their designees will notify the student’s parents as soon as practicable.

3. Students Requiring Rescue Inhaler Treatment

Questar III allows students who have been diagnosed by a physician or other authorized health care provider as having an asthmatic condition or another respiratory disease to carry and use a prescribed inhaler as needed to alleviate respiratory symptoms or to prevent the onset of asthmatic symptoms at school upon written permission of the physician or other authorized health care provider and the parent. The physician or other authorized health care provider must provide written attestation confirming:

a. the diagnosis for which inhaled rescue medications are prescribed;

b. that the student has demonstrated that the student can self-administer the medication effectively; and

c. the expiration date of the order, the name of the prescribed rescue medication, the dosage, times when the medication is to be self-administered by the student, and the circumstances which may warrant the use of the medication.

Questar III may allow such a pupil to maintain an extra such inhaler in the student’s school nurse’s office for that student’s use.

4. Students with Allergies

Questar III will develop management plans for students with known allergies when required in accordance with the Questar III Anaphylaxis Policy.
Students with allergies that require prescribed epinephrine auto injector while at school or any school function may carry and self-administer if the student provides a permission of the physician or other authorized health care provider and the parent. The physician or other authorized health care provider must provide written attestation confirming:

a. the diagnosis of allergy for which epinephrine auto injector is needed for the emergency treatment of allergic reactions;

b. that the student has demonstrated that the student can self-administer the medication effectively; and

c. the expiration date of the order, the name of the prescribed medication, the dosage and the circumstances which may warrant the use of the medication.

Questar III may allow such a pupil to maintain an extra epinephrine auto injector in the student’s school nurse’s office for that student’s use.

5. Students with Diabetes

Students with diabetes who require prescribed insulin while at school or any school function may carry and self-administer their prescribed insulin through an appropriate medication delivery device, carry glucagon, and carry and use equipment and supplies necessary to check blood glucose and/or ketone levels if the student provides permission of the physician or other authorized health care provider and the parent. The physician or other authorized health care provider must provide written attestation confirming:

a. the diagnosis of diabetes for which insulin and glucagon through appropriate medication delivery devices, use of equipment and supplies to check blood glucose and/or ketone levels are necessary;

b. that the student has demonstrated that the student can self-administer the medication effectively and can self-check glucose or ketone levels independently, and can independently follow prescribed treatment orders; and

c. the expiration date of the order, the name of the prescribed insulin or glucagon, the type of insulin delivery system, the dose or dose range of insulin the student is to self-administer, times when the insulin is to be self-administered by the student, the dose of glucagon that is to be administered, and the circumstances which may warrant administration of the insulin or glucagon by the student. The written attestation also must identify the prescribed blood glucose and/or ketone test, the times testing is to be done, and any circumstances which warrant checking a blood glucose and/or ketone level.
Questar III may allow such a student to maintain extra insulin, insulin delivery system, glucagon, blood glucose meter and related supplies to treat such student’s diabetes provided by the parent in the student’s school’s nurse’s office for that student’s use.

Students with diabetes may also carry food, oral glucose or other similar substances necessary to treat hypoglycemia.

6. Administering Medication to Students

The administration of prescribed medication, including over the counter medications, to a student during school hours is permitted only when the medication is necessary to allow the student to attend school, or where failure to administer medication would seriously affect the student’s health, or where administration of medication is required to accommodate a student’s special medical needs. Unless the student is authorized to self-administer medications or non-licensed personnel are authorized by law and policy to administer certain medications in emergency situations, medications will be administered by licensed school personnel acting within the scope of practice under their license.

With the exception of certain over the counter medications that are routinely maintained by Questar III, medications must be provided by parents directly to school nursing staff with the following:

a. A written order from a New York State licensed health care provider containing the student’s name, the date the order was written and date of expiration (not to exceed one calendar year); the name, dosage and time medication is to be administered; and a list of possible side effects; and

b. Written permission from the parent giving appropriate licensed Questar III personnel permission to administer the medication to the student or, where applicable, for untrained personnel to assist their child in taking their own medication.

Questar III will establish protocols for contacting parents when students’ medication stock is low and for receiving medications directly from parents or through a lock box sent home with the student.

Medications will be securely stored in nurse’s rooms. Controlled substances will be stored in containers and/or cabinets that are double-locked. Medications and “sharps” provided by parents/guardians that are no longer being used or not picked up by the parent/guardian at the end of the school year will be discarded in accordance with New York State guidance.

Medication protocols and procedures will include administration of medications on field trips and other school functions.
7. Emergency Plans

Responses to emergency for students with known allergies, diabetes, asthma or other medical conditions will be in accordance with a student’s nursing care plan, where applicable, or licensed medical provider’s order.

8. Sunscreen

Upon receipt by Questar III of written permission of the parent, students are allowed to carry and use topical sunscreen products approved by the federal Food and Drug Administration for over-the-counter use for the purpose of avoiding overexposure to the sun but not for medical treatment of an injury or illness.

9. Nursing Notes

Nursing staff shall maintain nursing notes documenting administration of medications and attention to a student in the event of injury or illness. Notes will be maintained in accordance with recognized nursing standards, Medicaid compliance requirements, and protocols established by Questar III.

10. Regulations and Protocols

The District Superintendent is authorized to promulgate administrative regulations establishing protocols for medical services pursuant to this policy and in accordance with applicable laws and regulations.

References: Education Law, sections 902-a; 902-b; 903; 904; 907; 916; 916-a; 916-b
8 NYCRR Part 136
Guidelines for Medication Management in Schools, New York State Education Department (2015 and Revised December, 2017)
Anaphylaxis Policy 3-128
Concussion Policy 3-132
Opioid Overdose Prevention Policy 7-300
Immunization Policy 3-134
Field Trips Policy 4-102
www.schoolhealth
NYS Center for School Health https://www.schoolhealthny.com/
Additional Guidance About Immunization Requirements, New York State Health Department, Education Department and Office of Children and Family Services


School Supportive Health Services Program – Medicaid Compliance Handbook  http://www.oms.nysed.gov/medicaid/handbook/