BOARD MEETING:	Organizational
DATE:	Wednesday, July 12, 2023
TIME:	6:00 p.m.
PLACE:	Naples High School Cafeteria

- Ι. Organizational Meeting Called to Order
- 11. Pledge of Allegiance
- III. Roll Call
- IV. Constitutional Oaths of Office
- V. Adopt the Agenda of the Organizational and Regular Meetings of July 12, 2023
- VI. Nominations and Election of Officers President **1st Vice President** 2nd Vice President
 - Constitutional oaths of office administered by District Clerk
- VII. Public Comments: The Board of Education invites you, the residents of our school community, to feel comfortable in sharing matters of interest or concern that you might have with us. The Board President will be happy to recognize those of you who wish to speak. We would ask that you come forward and please identify yourself before presenting your thoughts.

Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. (Individual comments will be limited to three minutes.)

As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent privately. Thank you for this consideration.

Board Response: The Board of Education is committed to keeping communication open and transparent. The Board of Education President will be working with the Board and the Superintendent to make every effort to respond to public comments directed to the Board of Education at previous meetings, during the next scheduled meeting.

VIII. Board of Education Committee Sign-up

- IX. Appointment of Officers
 - School District Clerk
 - School District Treasurer
 - Deputy School District Treasurers
- Х. Other Appointments
 - School Physician/Nurse Practitioner
 - School Attorneys
 - School Attorney for Personnel Relations
 - Central Treasurer: Extra-Curricular Account
 - Deputy Central Treasurer: Extra-Curricular Account
 - Attendance Officer
 - District Independent Auditor
 - District Bond Counsel
 - District Municipal Advisor
 - Committee & Sub-Committee on Special Education
 - Committee on Pre-School Special Education
 - Alternate CSE/CPSE Chairpersons
 - Records Access Officer
 - FOIL Appeals Officer
 - Records Management Officer
 - Asbestos LEA Designee
- XI. Designations
 - Official Bank Depositories
 - Official Newspaper
 - Petty Cash Fund Account

- School District Tax Collector
- Deputy School District Tax Collector
- School District Claims Auditor

(Board Action)

(Board Action)

- Homeless Children & Youth Liaison Designee
- Title IX/ ADA Compliance Officer
- Section 504 Compliance Officer
- Surrogate Parent/Parent Representative
- Special Education Mediation
- Medicaid Compliance Officer
- Civil Rights Compliance Officer
- Sexual Harassment Officer
- Emergency Response Coordinators
- Chemical Hygiene Officer
- Dignity for All Students Act (DASA) Coordinator
- Chief Emergency Officer
- Data Protection Officer
- Extra-Classroom Chief Faculty Counselor

(Board Action)

(Board Action)

(Board Action) (Board Action)

(Board Action)

- Chief School Officer or School Business Official to Certify Payrolls
- Chief School Officer or School Business Official as School Purchasing Agent
- Official Bank Signatories
- Chief School Officer or School Business Official to authorize award of bond anticipation notes in the absence of the Board President
- Official Board of Education Meeting Dates
- XII. Authorizations

(Board Action)

(Board Action)

(Board Action)

(Board Action)

(Board Action)

- Chief School Officer or School Business Official to approve Budget Transfers
- · Chief School Officer or School Business Official or School District Clerk where applicable, authorized to sign applications for any and all Federal Funds/Grants; BOCES Contracts and Agreements
- Participation in the National School Lunch Program
- Conferences, Conventions, Workshops Attendance
- Mileage Reimbursement
- Medical Physicals
- · Re-adopt School Board Policies; Code of Ethics; and School Safety Plan
- Code of Conduct
- Chief School Officer or School Business Official to employ temporary, part-time, per diem or substitute personnel
- Chief School Officer or School Business Official to approve the travel and other business expenses of teaching and non-teaching personnel
- District Treasurer or Deputy District Treasurers to pay invoices or billings the School Business Official deems necessary to be in the best interest of the District.
- Appointment of an Impartial Hearing Officer (HO)
- Bonding of Personnel

XIII. Adjourn the Organization Meeting of July 12, 2023

- XIV. Regular Meeting Called to Order
- XV. Superintendent Recognitions & Updates Board of Education Retreat

XVI. Contractual Agreements

NASA Memorandum of Agreement

XVII. Business

- Budget Transfers
- Discards:
 - Elementary Library
 - **Elementary School** -

XVIII. Personnel

- Appointments:
 - 2023-2024 Summer Driver Education Teachers
 - -Elementary Teachers
 - Student Helper
 - -Summer Program Appointments
- 2023-2024 Substitutes
- 2023-2024 Extra-Curricular Advisors
- Unpaid Leave

XIX. Consent Agenda Items CSE, CPSE, and 504 Committee Recommendations

- XX. Executive Session
- XXI. Adjourn the Regular Meeting of July 12, 2023

(Board Action)

(Board Action) (Board Action)

Minutes of the Organizational and Regular Meetings of the Board of Education of Naples Central School held on Wednesday, July 12, 2023 at _____p.m. in the Naples High School Cafeteria.

Members Present: Robert Brautigam Steven Mark Joseph Callaghan Gail Musnicki Jacob Hall Angela Rischpater Amie Levine Maura Sullivan Kelley Louthan

Members Absent:

Also Present: Kevin Swartz, Chad Hunt, Kristina A. Saucke, Matthew Mahoney, Director of Pupil Personnel, Lindsey Evershed-Pursel and Pamela Claes.

A quorum being present, the Organizational meeting was called to order at ______ p.m. by District Clerk Pamela Claes.

Motion:

2nd:

Resolved, that the Board of Education approves the agenda of the Organizational and Regular Meetings of July 12, 2023 as presented.

Voting Yes:	Motion Carried
Voting No:	Motion Denied

Nominations were called for the office of President of the Board of Education. The name of ______ was placed in nomination by ______ seconded by

Voting Yes: Voting No: Motion Carried Motion Denied

Nominations were called for the office of 1st Vice President of the Board of Education. The name of ______ was placed in nomination by ______ seconded by

Voting Yes:	Motion Carried
Voting No:	Motion Denied

Nominations	were called for the office of 2	nd Vice President of the Board of Education
The name of	was pl	aced in nomination by

seconded by	•
Voting Yes:	Motion Carried
Voting No:	Motion Denied

Motion:

2nd:

BE IT RESOLVED, that the below listed officers be approved for the 2023-2024 school year, effective for the 2023-2024 School Year:

- School District Clerk for the 2023-2024 School Year: Pamela Claes
- School District Treasurer for the 2023-2024 School Year: Mark Socola
- Deputy School District Treasurers for the 2023-2024 School Year:

- Norma Lewis - Phyllis Moore

July 12, 2023

- School District Tax Collector for the 2023-2024 School Year: Michele Barkley, at the rate of \$4,500.00 for the 2023-2024 School Year
- School District Deputy Tax Collector for the 2023-2024 School Year: Chad Hunt
- School District Claims Auditor for the 2023-2024 School Year: Evelyn Letta, at the rate of \$2847.77 for the 2023-2024 School Year.

Voting Yes:	Motion Carried
Voting No:	Motion Denied

Motion:

2nd:

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the below listed appointments for the 2023-2024 school year, effective July 1, 2023, with ratification of their acts performed in the ordinary course of their duties.

- School Physician/Nurse Practitioner for the 2023-2024 School Year: WorkFit Medical, LLC
- School Attorneys for the 2023-2024 School Year: The firm of Ferrara, Fiorenza P.C.
- Management of issues related to employee contracts, personnel and students for the 2023-2024 School Year: Cayuga-Onondaga BOCES Office of Personnel Relations.
- Central Treasurers: Extra-Curricular Account for the 2023-2024 School Year: Michele Barkley and Evelyn Letta, and Pamela Claes as Deputy Central Treasurer: Extra-Curricular Account in their absence.
- Attendance Officer for the 2023-2024 School Year: Chief School Officer
- District Independent Auditor for the 2023-2024 School Year: The firm of Mengel, Metzger, Barr & Co.
- District Bond Council for the 2023-2024 School Year: The firm of Timothy R. McGill
- District Municipal Advisor for the 2023-2024 School Year: Be it resolved by this Board of Education that the firm of Bernard P. Donegan, Inc., is hereby designated Municipal Advisor to the Naples Central School District. Said firm shall be compensated for its services to be rendered in accordance with its Letter of Services dated June 21, 2023 (Attached). The School District School Business Administrator is hereby authorized to execute and deliver said Letter of Services. This resolution shall take effect immediately.
- Committee on Special Education for the 2023-2024 School Year: <u>Chairperson</u> - Director of Pupil Personnel <u>Special Education Teacher of the Student</u> – Rebecca Slade or other <u>General Education Teacher of the Child</u> – Diana DiGrande or other <u>School Psychologists</u> – Dr. Brian Meteyer or other <u>Parent of the student with a Disability</u>
- Subcommittee on Special Education for the 2023-2024 School Year: <u>Chairperson</u> - Director of Pupil Personnel <u>Special Education Teacher of the Student</u> – Rebecca Slade or other <u>General Education Teacher of the Child</u> – Diana DiGrande or other <u>Parent of the student with a Disability</u>
- Committee on Preschool Special Education for the 2023-2024 School Year: <u>Chairperson</u> - Director of Pupil Personnel <u>Special Education Teacher Representative</u>: Natalie Ball or other <u>General Education Teacher Representative</u>: Angela Lynk or other <u>School Psychologists</u> - Tammy Jo Matthews or other <u>County Representative</u> <u>Parent of the child with a Disability</u>

- Alternate CSE/CPSE Chairpersons: Dr. Brian Meteyer; Tammy Matthews; Heather Clark; or Melissa Andaloro
- Records Access Officer for the 2023-2024 School Year: School Business Administrator
- FOIL Appeals Officer for the 2023-2024 School Year: School Business Administrator
- Records Management Officer for the 2023-2024 School Year: Michele Barkley
- Asbestos LEA Designee for the 2023-2024 School Year: Director of Facilities
- Homeless Children & Youth Liaison Designee (McKinney Vento Liaison) for the 2023-2024 School Year: Director of Pupil Personnel
- Title IX/ ADA Compliance Officer for the 2023-2024 School Year: Chief School Officer
- Section 504 Compliance Officer for the 2023-2024 School Year: Director of Pupil Personnel
- Surrogate Parent/Parent Representative: Carrie Grove
- Special Education Mediation: NYS Dispute Resolution Association/Center for Dispute Settlement
- Medicaid Compliance Officer for the 2023-2024 School Year: Director of Pupil Personnel
- Civil Rights Compliance Officer for the 2023-2024 School Year: Chief School Officer
- Sexual Harassment Officer for the 2023-2024 School Year: Chief School Officer
- Emergency Response Coordinators for the 2023-2024 School Year: Elementary School Building – Elementary Principal High School Building – Secondary Principal
- Chemical Hygiene Officer for the 2023-2024 School Year: School Business Administrator
- Dignity for All Students (DASA) Coordinators for the 2023-2024 School Year: Elementary Principal Secondary Principal
- Chief Emergency Officer for the 2023-2024 School Year: Chief School Officer
- Data Protection Officer for the 2023-2024 School Year: Benjamin Pursell
- Extra-Classroom Chief Faculty Counselor: Secondary Principal

Voting Yes:	Motion Carried
Voting No:	Motion Denied

Motion:

2nd:

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the designations as listed for the 2023-2024 school year.

- The following banks are hereby designated as the Naples Central School District Depositories for the 2023-2024 School Year, and be it resolved, that in compliance with Section 53A and Section 254 of the State Education Law, amended 1935, as Board of Education of the Naples Central School District, we direct that all funds received by the treasurer, tax collector and treasurer of the internal and extra-curricular funds and securities for investments as a 3rd party bank shall be deposited in:
 - Five Star Bank
 - NYCLASS New York Cooperative Liquid Assets Securities System
- Official School Newspaper for the 2023-2024 School Year: The Daily Messenger

- The establishment of Petty Cash Fund for the 2023-2024 School Year: School Lunch - \$85.00
- Authorization is given for the Chief School Officer or School Business Administrator to certify payrolls of the district for the 2023-2024 School Year.
- Authorization is given for the Chief School Officer; School Business Administrator; or Director of Facilities to be designated as School Purchasing Agents for the 2023-2024 School Year.
- Authorization is given for the School Business Administrator, the School District Treasurer, the Deputy District Treasurers, or the School District Clerk to act as Official Bank Signatories.
- Authorization is given for the Chief School Officer or School Business Administrator to authorize the award to the low bidder for bond anticipation notes in the absence of the Board President.
- The Board of Education meeting dates for the 2023-2024 School Year are designated as follows:

July 12, 2023 August 9, 2023 September 6, 2023 September 20, 2023 October 4, 2023 October 18, 2023 November 1, 2023 December 6, 2023 January 3, 2024 January 17, 2024 February 7, 2024 March 6, 2024 March 20, 2024 April 10, 2024 April 24, 2024: WFL BOCES Vote

May 8, 2024 May 21, 2024: Annual School Vote June 12, 2024

Voting Yes: Voting No:

Motion Carried Motion Denied

Motion:

2nd:

- Authorization is given for the Chief School Officer or School Business Administrator to approve Budget Transfers up to \$25,000.00 for the 2023-2024 School Year and to provide the Board of Education with monthly reports on such transfers.
- Authorization is given for the Chief School Officer, School Business Administrator or School District Clerk where applicable, to act as the representative of the school district and to sign all applications in conjunction with any and all Federal and State aid projects, BOCES Contracts and Agreements as well as local agency contracts with Board of Education approval.
- Naples Central School District, responsible for administration of one or more schools referred to as the School Food Authority (SFA), has entered into agreement to participate in the National School Lunch Program, School Breakfast Program, and/or Special Milk Program and accepts responsibility for providing free and reduced-price meals and/or free milk to eligible children in the schools under its jurisdiction.

The SFA assures the State Education Department that the school system will uniformly implement the policy with respect to determining the eligibility of children for free and reduced-price meals in each school building under its jurisdiction which participates in the programs mentioned above as per the Policy Statement for Free and Reduced-Price Meals or Free Milk.

- Authorization is hereby given for board members to attend NYS educationally related conferences, workshops and conventions during the 2023-2024 School Year, expenses paid by the District, with out of state conferences, workshops and conventions to be decided by the Board of Education.
- Authorization is given to establish a mileage reimbursement rate at the Internal Revenue Service business rate per mile for the 2023-2024 School Year.

- Authorization is given for the Chief School Officer to require an employee to submit to a medical examination to determine his/her fitness to continue employment, and to make such arrangements as are necessary to effectuate this resolution.
- Authorization is given that all School Board Policies, Code of Ethics, and School Safety Plan, as previously established, be re-adopted for the 2023-2024 School Year.
- Authorization is given to approve the Code of Conduct for the Naples Central School District per the requirements of the Project SAVE Legislation (Education Law Sections 2801 and 100.2.I of the Commissioner's Regulations.)
- Authorization is given to the Chief School Officer or School Business Administrator to employ temporary, part-time, per diem, or substitute personnel on an emergency basis.
- Authorization is given for the Chief School Officer or School Business Administrator to approve the travel and other business expenses of teaching and non-teaching personnel under adopted board policy, including advance payments.
- Authorization is given for the District Treasurer or Deputy District Treasurers to pay invoices or billings offering discounts and to pay billings for retirement, federal and state taxes, scholarships, liability and health insurance, employee voluntary deductions, and other invoice or billings the School Business Administrator deems necessary to be in the best interest of the District.
- Authorization for appointment of an Impartial Hearing Officer:

BE IT RESOLVED, that the current list of certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are identified as available to serve in this District, and the list as amended from time-to-time by the State Education Department and posted on the web-based IHO reporting system as the District's list of Impartial Hearing Officers.

BE IT ALSO RESOLVED, that the School District Clerk and Chief School Officer or Chief School Officer's designee shall select certified hearing officers from the State Education Department's web-based Impartial Hearing Officer Reporting System, who are available to serve in the District from the list of Impartial Hearing Officers who are certified by the Commissioner of Education of New York State; and document the rotational selection process and engage in the ministerial acts necessary to determine the first available impartial hearing officer for selection in each particular case. The State Education Department's then-current published list on the web-based Impartial Hearing Officer Reporting System will constitute the District's list of names and statement of the qualifications of each Hearing Officer.

BE IT ALSO RESOLVED, that when an Impartial Hearing Officer must be appointed at a time when the Board of Education is not in session or between board meetings, the Board President or Vice-President are authorized to appoint the first available hearing officer to serve in a particular case. In the event that neither the Board President nor Vice President is available to make such an appointment, any member of the Board may appoint the first available hearing officer to serve on a particular case. Board Member appointment of an Impartial Hearing Officer to conduct a hearing shall be promptly reported to the Board.

• Authorization is given to approve the Bonding of Personnel in the amount of \$1,000,000 each:		
Chief School Officer	School District Treasurer	
School Business Administrator	Deputy School District Treasurer	
School District Clerk	Internal Claims Auditor	
School District Tax Collector	Central Treasurer & Deputy Central Treasurer	
Deputy School District Tax Collector	for Extra-Classroom Activity Funds	
Voting Yes:	Motion Carried	

Voting Tes. Voting No: Motion Carried Motion Denied

Regular Meeting

Motion: 2 nd :				
	her business, the Organizat	tional Meeting of	July 12, 2023 is hereb	у
Voting Yes: Voting No:		ion Carried ion Denied		
	resent, the Regular meet Board President		2023 was called to or	der at
Motion: 2 nd :				
Memorandum of Ag	aples Central School Dist greement between the Nap ool District regarding work d)	les Association c	of School Administrato	rs and the
Voting Yes: Voting No: Abstain:		ion Carried ion Denied		
Motion: 2 nd :				
Resolved, that upon	n the recommendation of ard of Education approve			
• Resolved, that the	Board of Education appro	oves the followin Amount Transferred	g Budget Transfers: Amount Transferred	
Budget Account	Description	From	<u>To</u>	
2110-120-02-0000 2110-120-02-1000 2110-130-01-0000	Teacher Salaries 4-6 Teacher Salaries Kdg-3 Teacher Salaries 7-12	\$37,525.00 \$45,000.00 \$40,000.00		
2020-150-00-0000	Instructional Salaries Interim Secondary Princ	ipal	\$90,000.00	

2855-150-01-0000Co-Curricular Activities
Instructional Salaries
Interscholastic Athletics\$6,110.00Total Amount Transferred From:
Total Amount Transferred To:-\$122,525.00\$122,525.00\$122,525.00

• Resolved, that approval be given for the following discards to be declared surplus property and approval given to discard as per Policy #5250: Elementary School Library Discards (List attached) Elementary School Building Discards as follows:

\$26,415.00

- My Side of the Mountain: 20 Copies

- Frightful's Mountain: 20 Copies

2850-150-01-0000

- Grade 5 McGraw Hill Social Studies Textbooks: 36 Copies

Instructional Salaries

Voting Yes:	Motion Carried
Voting No:	Motion Denied

Motion:

2nd:

Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following personnel item as presented:

- Summer Driver Education Teachers for the 2023-2024 School Year, as per the Naples Teachers' Association current contract: Matthew Green, 8548 Maxfield Road, Naples, NY 14512 Robert Birdsall, 8 Rushville Road, Naples, NY 14512
- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves the following probationary appointments:
 - Carlee Anne Sossong, to a probationary term of four (4) years beginning on July 13, 2023 and expiring on July 12, 2027, as an Elementary Education Teacher, effective July 13, 2023. Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of Highly Effective or Effective in at least three (3) of the four (4) preceding years and no Ineffective rating in the final year. The certification areas and status are Childhood Education, Grades 1-6, Initial; and Early Childhood Education, Birth-Grade 2, Initial. Salary for this position will be Step 2 of the 2023-2024 Distribution Schedule – Masters. This appointment is in accordance with and subject to Education Law, the regulations of the Commissioner of Education, and the by-laws of the Board of Education.
 - Jennifer Kohlenberg, to a probationary term of three (3) years beginning on July 13, 2023 and expiring on July 12, 2026, as an Elementary Education Teacher, effective July 13, 2023. Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of Highly Effective or Effective in at least three (3) of the four (4) preceding years and no Ineffective rating in the final year. The certification area and status is Childhood Education, Grades 1-6, Professional. Salary for this position will be Step 10 of the 2023-2024 Distribution Schedule Masters. This appointment is in accordance with and subject to Education Law, the regulations of the Commissioner of Education, and the by-laws of the Board of Education.
 - Anna E. Halpa, to a probationary term of four (4) years beginning on July 13, 2023 and expiring on July 12, 2027, as a Music Teacher, effective July 13, 2023. Eligibility for tenure at the end of the probationary period is dependent on the employee receiving APPR ratings of Highly Effective or Effective in at least three (3) of the four (4) preceding years and no Ineffective rating in the final year. The certification area and status is Music, Initial. Salary for this position will be Step 1 of the 2023-2024 Distribution Schedule – Bachelors. This appointment is in accordance with and subject to Education Law, the regulations of the Commissioner of Education, and the by-laws of the Board of Education.

• Resolved, that the Board of Education approves the following Temporary appointments for the 2024-2024 School Year:

- Allen Miller, 5543A State Route 53, Naples, NY 14512, as a Student Helper to help in the Facilities Department, effective July 1, 2023 through June 30, 2024, at the rate of \$14.20/hour.
- Resolved, that the Board of Education approves the following amended Summer Program appointment:

Extended School Year Special Education Teacher Assistant, for the time period of July 10, 2023 through August 18, 2024, Monday through Friday salary as per negotiated agreement: Kelly Hall

Regular Meeting

• Resolved, that the Board of Education approves the following amended Summer Program appointment:

Additional Staffing: Carrie Grove as an Instructional Coach for up to twenty days in addition to summer professional development days.

- Resolved, that upon the recommendation of the Superintendent, the Naples Central School District Board of Education approves retired Elementary teacher Jeanne Black to complete Benchmarking for the 2023-2024 School Year at the rate of Step 1 of the 2023-2024 Distribution Schedule Masters.
- Resolved, that the 2023-2024 Substitutes are approved as presented (List attached).
- Resolved, that the Board of Education approves the following Extra-Curricular appointments for the 2023-2024 School Year, salary as per negotiated agreement:

Academic All-Stars: Jonathan Betrus Choral Director: Margaret Crabb Fitness Room Monitor - Fall: Alyson Powers Fitness Room Monitor – Winter: Frank Gleichauf Fitness Room Monitor – Spring: Robert Birdsall Game Club: Antone Olnev Grade 7 Advisor: Alyson Powers Grade 8 Advisor: Elisha Burger Grade 9 Advisor: Shelly Hannacker Grade 10 Advisor: Jonathan Betrus Grade 11 Advisor: Colleen Betrus Grade 12 Co-Advisor: William Murphy Grade 12 Co-Advisor: Jaime Weller Indoor Soccer - Boys: Ryan Betrus Indoor Soccer – Girls: Frank Gleichauf Language Clubs: Spanish: Heather Reigelsperger Language Clubs: French: Lindsey Alongi Elementary Vocal Music: Julie Austin 9th Grade Mentoring: Colleen Betrus National Honor Society: Lindsey Alongi NCS Musical Director: Julie Austin NCS Musical Vocal Instruction: Margaret Crabb NCS Musical Choreographer: Hanna Fox Operation Santa Advisor – Kelly VandeSande Outdoor Adventure Club: Jonathan Betrus Rotary Interact Club: Colleen Betrus Ski Club Advisor: Abigail Castle Assistant Ski Club Advisor: Julie Didas Senior High Band Director: Philip Bariteau

Stand Up Club: Lesah McMullen Steel Pan Band: Julie Austin Student Council-Elementary: Jessica Mothersell Student Council-Elementary: Julie Fitzpatrick Student Council -Junior High: Lindsey Alongi Student Council -Senior High: William Murphy Clay Target Team: Jonathan Betrus Yearbook: Co-Advisor: Evelyn Letta Yearbook: Co-Advisor: Crystal Cole-Adams Color Guard - Spring: Elisha Burger Assistant Color Guard: Shaylynn Whipple Winterguard: Shavlynn Whipple Marching Band - Spring: Philip Bariteau Technology Assistant to the Swim Team: Melinda Foster Elementary Library Club: Gretchen Pulver – No Stipend Environmental Club: Jonathan Betrus – No Stipend Flying Fajitas Club: Robert Birdsall – No Stipend NCS Health Club: Alyson Powers – No stipend High School Library Club: Colleeen Betrus – No stipend High School Chorus Club: Margaret Crabb - No Stipend NCS Softball Advisor: Alyson Powers - No stipend NCS Running Club: Collen Betrus - No Stipend NCS Swim Team Advisor: Alinda Gangi - No stipend One Club: Monica Kastner – No stipend Peer Leadership Advisor: Bill Murphy - No stipend Project Based Learning Advisor: Colleen Betrus-No Stipend Technology Club: Abigail Castle - No Stipend Cross Country Club Co-Advisor: Heather Reigelsperger - No Stipend Cross Country Club Co-Advisor: Tyler Vest - No Stipend Golf Club Advsior: Adam Robison - No Stipend

- Resolved, that the Board of Education approves the following requests for unpaid leave:
 - Lexus Austin, Teacher Aide :

Four (4) Unpaid days - From June 14, 15, 16, & 20, 2023.

Voting Yes: Voting No: Motion Carried Motion Denied

Motion: 2nd: Resolved, that the Board of Education, upon the recommendation of Superintendent Matthew Frahm, approves the Consent Agenda Items as presented: a. Resolved, that the Board of Education approves committee recommendations from the following meetings: Committee on Special Education actions of May 31, 2023; June 5, 2023; June 13, 2023; and June 21, 2023. Committee on Preschool Special Education actions of June 8, 2023; and June 14, 2023. 504 Committee actions of December 8, 2022. Voting Yes: Motion Carried Motion Denied Motion:

2nd:

Resolved, that the Board of Education approves calling an executive session at _____ p.m. for the purpose of discussing the employment history of a particular person or persons.

1 1	•	- ·	
Voting Yes:			Motion Carried
Voting No:			Motion Denied

Time out of Executive Session: _____ p.m.

Motion:

2nd: There being no further business, the Regular Meeting of July 12, 2023 is hereby adjourned at

Voting Yes: Voting No: Motion Carried Motion Denied



June 21, 2023

Mr. Kevin Swartz Superintendent Naples Central School District 136 North Main Street Naples, N.Y. 14512

Dear Kevin:

We are pleased to submit the following updated letter for Municipal Advisor services in connection with the School District's Capital Project financings and other financial matters.

The scope of our letter is divided into seven parts:

A TEMPORARY FINANCING

PART 1 - Initial Borrowing and/or Renewal of Bond Anticipation Notes with an Official Statement.

B PERMANENT FINANCING

- PART 2 Sale of Registered Public Market Serial Bonds with an Official Statement.
- PART 3 Refunding Bonds with an Official Statement.
- **PART 4 -** Revenue Bond Financing Program Through Dormitory Authority of the State of New York (DASNY).

<u>C</u> OTHER

- **PART 5 -** Continuing Annual Secondary Market Disclosure over the Life of a Bond Issue to Comply with CFR Title 17, Securities Exchange Act of 1934, as amended, Section 240.15c2-12.
- **PART 6 -** IRS Arbitrage Rebate or Penalty Tracking and Calculation in Compliance with the Internal Revenue Code of 1954, as amended, Section 148.
- PART 7 Financial Management Services.

BERNARD P. DONEGAN, INC.

345 Woodcliff Drive, 2nd Floor FAIRPORT, NY 14450 585 • 924-2145 • FAX 585 • 924-4636



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A TEMPORARY FINANCING

PART 1 - INITIAL BORROWING AND/OR RENEWAL OF BOND ANTICIPATION NOTES WITH AN OFFICIAL STATEMENT

The following items will be completed under this portion of the contract when a bond anticipation note is issued:

- (1.1) Complete a sequential **deadline calendar** for all items to be accomplished in connection with the creation of the Official Statement and Notice of Sale, the Bond Anticipation Note sale, and subsequent closing.
- (1.2) Collect the information necessary and create the Official Statement used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for public reoffering of issues of \$1,000,000 and more.
- (1.3) Prepare and file the "Certificate of Filing of Official Statement" pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 27.4(a).
- (1.4) Create the Notice of Sale required by the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 26, and Section 60.00(e) of the Local Finance Law and coordinate the approval of Bond Counsel and subsequent distribution to potential purchasers of the Bond Anticipation Notes along with the Official Statement.
- (1.5) Arrange for time and location of sale.
- (1.6) Coordinate and provide written follow-up among School District Officials and Bond Counsel.
- (1.7) **Conduct the sale** and make a recommendation on the award of the bid.
- (1.8) Arrange for Standard & Poor's "CUSIP" (Committee on Uniform Security Identification Procedures of the American Bankers Association) **numbers** to be assigned to the issue and subsequently printed on the notes, if applicable.
- (1.9) Coordinate and provide written follow-up of the note details and closing arrangements with the purchaser of the Bond Anticipation Notes, Bond Counsel and/or the School Attorney, and School District Officials.



June 21, 2023 Page 3 of 16

(1.10) If appropriate, **coordinate the payoff of any maturing Notes** with the renewal proceeds among all concerned parties.

The charge for each Bond Anticipation Note borrowing or renewal thereof will be \$9,835 plus out-of-pocket expenses. If an Official Statement is not utilized for a Note issue under \$1,000,000, then the charge would be \$4,835 plus out-of-pocket expenses. The rate will be adjusted each July 1 by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

<u>B</u> <u>PERMANENT FINANCING</u>

PART 2 - SALE OF REGISTERED PUBLIC MARKET SERIAL BONDS WITH AN OFFICIAL STATEMENT

The following items will be completed under this portion of the contract when serial bonds are issued:

- (2.1) Coordinate the **approval of the maturity schedule** and Bond Counsel's drafting of the certification setting the terms and conditions of the registered serial bond sale.
- (2.2) Complete a sequential deadline calendar for all items to be accomplished in connection with the creation of the Official Statement, the Bond sale and subsequent closing.
- (2.3) Collect the information necessary and create the Official Statement used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for the public reoffering of issues of \$1,000,000 and more.
- (2.4) Coordinate and provide written follow-up to School District Officials and Bond Counsel.
- (2.5) Compile the information required to make application on behalf of the District for a **Standard & Poor's or a Moody's Credit Rating** in connection with the bond sale.
- (2.6) Apply for "Qualification" for municipal bond insurance, which would guarantee the repayment of the yearly principal and interest on the Bonds and, subsequently, complete the request for reviews.
- (2.7) Provide advance notification of the Bond Sale to banks, brokerage firms and other potential purchasers prior to mailing the Official Statement and Notice of Sale.



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- (2.8) Where appropriate, using Certificated Bonds, coordinate the appointment of a "Fiscal Agent" bank to act as the required registrar for subsequent payment of principal and interest to registered bond holders. Coordinate the completion and review of the "Fiscal Agent Agreement" among the District Officials, Bond Counsel and selected bank.
- (2.9) Where appropriate, using **Book-Entry Only** Bonds, coordinate all necessary arrangements with The Depository Trust Company in preparation for the closing.
- (2.10) Coordinate the **printing and mailing of the Official Statement** and the Notice of Sale.
- (2.11) Prepare and file the "Affidavit of Mailing of Official Statement" pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 25.3(b).
- (2.12) Prepare and file the "Certificate of Filing of Official Statement" pursuant to Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, Section 27.4(a).
- (2.13) Arrange for legal ad **publication of the Notice of Sale** in compliance with Section 25.2 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York and in compliance with Section 57.00 of the Local Finance Law.
- (2.14) Complete, have executed by School Officials, and file the "Debt Statement" and appended SA-24 "Building Aid Estimate" with the Office of the State Comptroller and Bond Counsel in compliance with Section 109.00 of the Local Finance Law.
- (2.15) Arrange for the location and time of the Bond sale, and acceptance of the bids.
- (2.16) **Conduct the sale** and make recommendation on award of the Net Interest Cost bid. Coordinate filing copies of the bids with Bond Counsel and the School District Clerk. Coordinate deposit of the proceeds of the "Good Faith" check (2% of issue amount).
- (2.17) Arrange for Standard & Poor's "CUSIP" (Committee on Uniform Security Identification Procedures of the American Bankers Association) **numbers** to be assigned to the issue.
- (2.18) Coordinate the **closing arrangements** with the bond purchaser, Bond Counsel and School District Officials. Provide written confirmation of the net amount to be received at the closing including the principal, good faith check, premium and accrued interest as applicable.
- (2.19) If appropriate, **coordinate the payoff of any maturing Notes** with the bond proceeds among all parties concerned.



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We will assist the School District in planning its total budget for the project and, in doing so, we will prepare a list of materials, outside services, disbursements and the estimated costs for items such as bond register bookkeeping system, credit rating, printing and mailing of the Official Statement, and publications of the Notice of Sale. The aforementioned materials, outside services and disbursements will be the responsibility of the School District.

The charge for each serial bond issue will be \$18,775 plus out-of-pocket expenses. If an Official Statement is not utilized for a Bond issue under \$1,000,000, then the charge would be \$6,875 plus out-of-pocket expenses. The fee quoted herein will be adjusted by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

PART 3 - SALE OF REGISTERED PUBLIC MARKET REFUNDING SERIAL BONDS WITH AN OFFICIAL STATEMENT

The following items will be completed under this portion of the contract:

- (3.1) Advise on the **dollar size** of the registered serial bond issue and market timing of the Pricing.
- (3.2) Plan an optimum maturity date recognizing the fiscal year, timing of revenue, and long-term debt service planning impact thereof on the District.
- (3.3) Prepare alternative maturity schedules, if needed, complying with the restrictions of Sections 11.00 and 21.00 of the Local Finance Law, and market expectations, so that the District may select the one to be used for repayment of the borrowed funds.
- (3.4) **Presentation** to Board of Education and School District Officials, if requested.
- (3.5) Coordinate the **approval of the maturity schedule** and Bond Counsel's drafting of the certification setting the terms and conditions of the registered serial bond pricing.
- (3.6) Coordinate and provide written follow-up to School District Officials and Bond Counsel.
- (3.7) Complete a sequential **deadline calendar** for all items to be accomplished in connection with the creation of the Official Statement, the Bond Pricing and subsequent closing.
- (3.8) Prepare **Contact List** to be distributed to all parties.
- (3.9) Collect the information necessary and create the **Official Statement** used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and



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additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for the public reoffering of issues of \$1,000,000 and more.

- (3.10) Compile the information required and make application on behalf of the District for a **Standard & Poor's or a Moody's Credit Rating** in connection with the bond pricing.
- (3.11) Attend **conference call** with Municipal Officials and Credit Rating Agency Representative.
- (3.12) Attend due diligence conference call with Municipal Officials, Underwriter, and Bond Counsel.
- (3.13) Apply for "Qualification" and receive bids for **municipal bond insurance**, which would guarantee the repayment of the yearly principal and interest on the Bonds and, subsequently, complete the request for reviews.
- (3.14) Coordinate **Refunding Bond Pricing** with Underwriter and other potential purchasers.
- (3.15) Where appropriate, using Certificated Bonds, coordinate the appointment of a **"Fiscal Agent"** bank to act as the required registrar for subsequent payment of principal and interest to registered bond holders. Coordinate the completion and review of the "Fiscal Agent Agreement" among the District officials, Bond Counsel and selected bank.
- (3.16) Where appropriate, using **Book-Entry Only** Bonds, coordinate all necessary arrangements with The Depository Trust Company in preparation for the closing.
- (3.17) Coordinate the completion and execution of the **Bond Purchase Agreement**.
- (3.18) Coordinate the printing and mailing of the Official Statement.
- (3.19) Coordination of the Bond Pricing, and acceptance of pricing results.
- (3.20) Arrange for Standard & Poor's "CUSIP" (Committee on Uniform Security Identification Procedures of the American Bankers Association) numbers to be assigned to the issue.
- (3.21) Coordinate the **closing arrangements** with the bond purchaser, Bond Counsel and School District officials. Provide written confirmation of the net amount to be received at the closing including the principal, good faith check, premium and accrued interest as applicable.
- (3.22) If appropriate, **coordinate the payoff** and calling of any maturing Bonds with the bond proceeds among all parties concerned.



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- (3.23) Completion of future principal and interest schedule with annual debt service tracking and CUSIP identification tracking.
- (3.24) Complete all necessary New York State Education Department forms for tracking the refunding. After the completion, review the forms with the municipal officials, answer questions and provide direction for execution and filing with the appropriate parties inside the State Education Department.
- (3.25) Assistance with **communicating and interfacing with Depository Trust Company** on the follow up issues. This may include what the principal and interest payments are, when the payments are due, and the wire instructions for the routing of the proceeds by Federal Funds through the Federal Reserve System to the Depository Trust Company.
- (3.26) Additional municipal request for assistance in clarifying, informing, and reviewing the refunding process after the funding date. This may include informing the municipal officials, advising on key communication personnel at the various agencies serving during the transaction including Bond Counsel, Depository Trust Company, Credit Rating Agency, Escrow Bank, Underwriter, Underwriter's Counsel, the Verification Agent and the tracking of the defeasement investments.

Probable additional steps for DASNY Refinancing:

- (3.27) Prepare a Master Timetable of Events leading up to the DASNY bond financing.
- (3.28) Confer with DASNY officials regarding the selection of Underwriter.
- (3.29) Review various iterations of Appendix C.
- (3.30) Provide analysis information to Underwriter.
- (3.31) Coordinate documentation with Bond Counsel for execution.
- (3.32) Compile final documentation together for due diligence questionnaire as requested by School District.
- (3.33) Where appropriate, coordinate with School District and Bond Counsel information needed on **Due Diligence Questionnaire**. Attend conference call, as needed.
- (3.34) Attend weekly **conference calls** with DASNY and Counsels to prepare for upcoming marketing of bond issuance.
- (3.35) Coordinate the completion and review of the "Escrow Agent Agreement" among the District Officials, Bond Counsel and selected bank.
- (3.36) Coordinate with DASNY the printing and mailing of the Official Statement.



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- (3.37) Coordinate the completion and execution of the **Bond Purchase Agreement**.
- (3.38) Attend **Pre-Pricing and Pricing calls** and make recommendation on award of the Net Interest Cost bid.
- (3.39) Coordinate the **closing arrangements** with the bond purchaser, Bond Counsel and School District Officials.
- (3.40) If appropriate, **coordinate the payoff of any Refunded Bonds** with the refunding bond proceeds among all parties concerned.

Work for any Refunding Bonds will be at the following rates based on the Par size [*plus premium*] of the Refunding Bond (based on latest estimate of Bond size per Underwriting team): \$1,000,000 - \$5,000,000 base fee of \$21,748 plus \$1.3894 / 1,000; \$5,000,001 - \$10,000,000 base fee of \$24,164 plus \$0.9062 / 1,000; \$10,000,001 - \$20,000,000 base fee of \$26,581 plus \$0.6041 / 1,000; and \$20,000,001 and above, base fee of \$32,622 plus \$0.3021 / 1,000. If the Refunding Bond is issued through DASNY, then the above Base fee is increased by \$6,041. The rates will be adjusted each July 1 by the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30. Voucher will be submitted after Pricing.

PART 4 - REVENUE BOND FINANCING PROGRAM THROUGH DORMITORY AUTHORITY OF THE STATE OF NEW YORK (DASNY)

The following items will be completed under this portion of the contract:

- (4.1) Coordinate the **approval of the maturity schedule** and Bond Counsel's drafting of the certification setting the terms and conditions of the financing.
- (4.2) Complete a sequential **deadline calendar** for all items to be accomplished in connection with the creation of the Official Statement, the Bond sale and subsequent closing.
- (4.3) Prepare a Master Timetable of Events leading up to the DASNY bond financing.
- (4.4) Confer with DASNY officials regarding the selection of Underwriter.
- (4.5) Collect the information necessary and create the Official Statement (Appendix C) used to advertise the issue in compliance with Part 27 of Title 2 of the Official Compilation of Codes, Rules and Regulations of the State of New York, and in compliance with Section 60.00 of the Local Finance Law for the public sale of obligations in excess of \$500,000; and additionally, in compliance with the Security and Exchange Commission's Rule 240.15c2-12, requiring the Official Statement for the public reoffering of issues of \$1,000,000 and more.



MUNICIPAL FINANCE

Mr. Kevin Swartz

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- (4.6) Review various iterations of Appendix C.
- (4.7) Provide analysis information to Underwriter.
- (4.8) Coordinate documentation with Bond Counsel for execution.
- (4.9) Pull final documentation together for due diligence questionnaire as requested by School District.
- (4.10) Where appropriate, coordinate with School District information needed on **Due Diligence Questionnaire**. Attend conference call, as needed.
- (4.11) Coordinate and provide written follow-up to School District Officials and Bond Counsel.
- (4.12) Attend weekly **conference calls** with DASNY and Counsels to prepare for upcoming marketing of bond issuance.
- (4.13) Coordinate the completion and review of the "Escrow Agent Agreement" among the District Officials, Bond Counsel and selected bank.
- (4.14) Coordinate with DASNY the printing and mailing of the Official Statement.
- (4.15) Provide necessary documentation to DASNY to move forward with financing: Contact Sheet, Exhibit A, Exhibit B, SEQRA Resolution, Wording of Proposition, Bond Resolution, Affidavit of Publication, SED approval information.
- (4.16) Attend **Pre-Pricing and Pricing calls** and make recommendation on award of the Net Interest Cost bid.
- (4.17) Coordinate the **closing arrangements** with the bond purchaser, Bond Counsel and School District Officials.
- (4.18) If appropriate, **coordinate the payoff of any maturing Notes** with the bond proceeds among all parties concerned.

We will assist the School District in planning its total budget for the funding and, in doing so, we will prepare a list of materials, outside services, disbursements and the estimated costs for items such as bond register bookkeeping system. The aforementioned materials, outside services and disbursements will be the responsibility of the School District.



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Work for any DASNY Bonds will be at the following rates based on the Par size [plus premium] of the Bond (based on latest estimate of Bond size per Underwriting Team): \$0 - \$5,000,000 base fee of \$29,980 plus \$2.3984 / 1,000; \$5,000,001 - \$10,000,000 base fee of \$35,976 plus \$1.3191 / 1,000; \$10,000,001 - \$20,000,000 base fee of \$41,972 plus \$0.7195 / 1,000; and \$20,000,001 and above, base fee of \$47,968 plus \$0.4197 / 1,000. The rates will be adjusted each July 1 by the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30. Voucher will be submitted after Pricing.

<u>C</u> OTHER

PART 5 - CONTINUING ANNUAL SECONDARY MARKET DISCLOSURE OVER THE LIFE OF A BOND ISSUE TO COMPLY WITH CFR TITLE 17, SECURITIES EXCHANGE ACT OF 1934, AS AMENDED, SECTION 240.15c2-12

The above-referenced Section 240.15c2-12 requires the School District, as the issuer of \$1,000,000 or more, "to enter into a written agreement to provide certain event notices and/or annual financial information to the Electronic Municipal Market Access ("EMMA") system maintained by the Municipal Securities Rulemaking Board ("MSRB")." The regulation makes it unlawful for a broker or underwriter to purchase and reoffer the School District's issue unless the broker has verified that the School District has undertaken the above-referenced "written agreement or contract for the benefit of the bond holders." Services rendered to assist with compliance will depend directly upon the amount and type of indebtedness incurred by the School District and will be billed at the firm's hourly rate.

- (5.1) **FULL DISCLOSURE** The School District is required to annually prepare and file a secondary market disclosure official statement (financial information and operating data); audited annual reports, if any; and Material Event Notices to MSRB's EMMA system, if the School District's total outstanding indebtedness, including the current issue, exceed \$10,000,000. We can assist with the collection and filing of the required information as annually required and as Event Notices are received from the School District.
- (5.2) <u>LIMITED DISCLOSURE</u> The School District is required to provide, at a minimum, certain annual financial information and operating data which is customarily prepared by the School District and is publicly available and a copy of the audited financial statements to MSRB's EMMA system. The School District must also provide Material Event Notices to the EMMA system. We can assist with the collection and filing of the required information as annually required and as Event Notices are received from the School District, if the School District's total outstanding indebtedness, including the current issue, is less than \$10,000,000.



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(5.3) <u>LIMITED DISCLOSURE - EVENT NOTICES ONLY</u> - The School District is required to file certain "Event Notices" to the MSRB's EMMA system. When "Events" occur during the life of the issue, a determination is needed by Bond Counsel, and we can assist with the filing of the "Event Notices" after being notified by the School District as "Events" occur.

PART 6 - IRS ARBITRAGE REBATE OR PENALTY TRACKING AND CALCULATION IN COMPLIANCE WITH THE INTERNAL REVENUE CODE OF 1954, AS AMENDED, SECTION 148

The President of the Board of Education will make certifications in the closing documents prepared by Bond Counsel for the Note or Bond confirming compliance with the IRS Arbitrage Regulations §1.148. If available, the Board President will elect "Penalty" or "Rebate" on IRS Form 8038-G filed with the IRS at the time of closing on the issue. The District must track the receipt of the issue proceeds, interest earned thereon, and payments made to the IRS, as agreed to by the Board President in the closing "Arbitrage Certificate" so that the issue remains exempt from, federal, state, and local income tax under §148 of the Tax Code.

The following items will be completed at the firm's hourly rate, on an as needed basis to comply with the Internal Revenue Service Code:

- (6.1) **Determine Arbitrage Impact** on various borrowing scenarios based on "what ifs" applied to variable criteria which can affect amount of Rebate/Penalty and, consequently, amount of interest earned payable to the Internal Revenue Service.
- (6.2) **Track specific proceeds** of each issue, so the District may remain in compliance with the Internal Revenue Code, using approved Government Finance Officers Association guidelines, procedures and tracking tools. The necessary raw data will be requested by our firm and the monthly tracking accomplished with reports and recommendations to the District on optional spending patterns.
- (6.3) Perform Arbitrage Rebate/Penalty Analysis and calculations to determine amount of Rebate or Penalty, if any, payable to the Internal Revenue Service.
- (6.4) Assist in the completion of the Internal Revenue Service Form 8038-T, "Arbitrage Rebate and Penalty in Lieu of Arbitrage Rebate", which must be filed with any Arbitrage Rebate/Penalty payment made to the IRS, in compliance with Section 148 of the Internal Revenue Code.
- (6.5) **Compile an audit trail document** showing transactions related to the issue's proceeds. The calculation of the "spend down" thresholds and any penalty or rebate will be included. The documentation will be provided to the District at completion of tracking the expenditure of the issue proceeds or in the interim for an IRS compliance audit, if required.



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(6.6) Assist in the preparation for, and **attend any worksessions** and/or meetings if and when an **IRS Audit** takes place regarding Section 148 of the IRS Tax Code dealing with arbitrage review.

PART 7 - FINANCIAL MANAGEMENT SERVICES

The following representative items may be completed at the request of the Board of Education or School Administrators under this portion of the contract:

- (7.1) Assist in the creation of a **projected cash flow** for the project.
- (7.2) Assist with and coordinate the **wire transfer** of funds from bank to bank through the Federal Reserve System.
- (7.3) Assist with **financial planning** and borrowings and review of borrowing options and scenarios.
- (7.4) Assist in establishing accounting records and bookkeeping procedures on the double-entry basis.
- (7.5) Create the format for a **monthly financial report** on the project to summarize the information in the bookkeeping system for management purposes.
- (7.6) Assist in estimating appropriate **debt service budget** figures.
- (7.7) Attend and participate in **Board meetings**, worksessions, or public information meetings.
- (7.8) Assist Bond Counsel and District with any **Tax Questionnaires** related to financings.
- (7.9) Prepare interim reports concerning financial matters of the project.
- (7.10) Obtain an independent market valuation of the current value of **bonds** proposed to be substituted in lieu of cash retainage by contractors pursuant to Section 106.00 of the General Municipal Law and provide written followup and procedural suggestions for the physical handling of these instruments.
- (7.11) Complete the SA-23, "Request for Building Aid Estimate" for execution and filing by the District Officials. This assumes the District has received the "Approval of Plans and Specifications" and "Bond Certificate" from the State Education Department.
- (7.12) Provide a tracking document for various State Aid forms to enhance awareness of the District for timely and sequential filing with Facilities Planning, General Aids and Services and School District Reorganization, where appropriate.



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- (7.13) Assist in the preparation of various New York **State Department of Education forms** and reports pertaining to the Capital project.
- (7.14) If required by arbitrage rules, coordinate the investment in State & Local Government Series in cooperation with the local bank of account, bond counsel and the Federal Reserve Bank in New York City.
- (7.15) Assist with **credit rating review** and/or conference call for bond sale or surveillance call as needed by Credit Rating Agency.

The charge for any Financial Management Services will be \$195 per hour plus out-of-pocket expenses. The rate will be adjusted each July 1 by the change in the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30.

INVOICES

All invoices will include out-of-pocket expenses, which include copies, postage, mileage, travel, and any other incidental costs in connection with the project.

- PART 1 BOND ANTICIPATION NOTE BORROWINGS WITH AN OFFICIAL STATEMENT - Vouchers will be submitted after settlement of the Notes.
- PART 2 SALE OF REGISTERED PUBLIC MARKET SERIAL BONDS WITH AN OFFICIAL STATEMENT - Vouchers will be submitted after settlement of the Bonds.
- PART 3 SALE OF REGISTERED PUBLIC MARKET REFUNDING SERIAL BONDS WITH AN OFFICIAL STATEMENT- Vouchers will be submitted directly to the Escrow bank prior to funding.
- PART 4 REVENUE BOND FINANCING PROGRAM THROUGH DORMITORY AUTHORITY OF THE STATE OF NEW YORK (DASNY) - Vouchers will be submitted directly to the Escrow bank prior to funding.
- **PART 5 CONTINUING ANNUAL SECONDARY MARKET DISCLOSURE -** Vouchers will be submitted after verified filing of the required information with the specified repositories.
- PART 6 IRS ARBITRAGE REBATE OR PENALTY TRACKING AND CALCULATION - Vouchers may be submitted on a monthly basis.
- **PART 7 FINANCIAL MANAGEMENT SERVICES** Vouchers may be submitted on a monthly basis.



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Additional work beyond the scope of this June 21, 2023 letter of services will be at the rate of \$195 per hour plus out-of-pocket expenses. The rate will be adjusted each July 1 by the Consumer Price Index, All Urban Consumers - Northeast Urban Rate, for the time period July 1 through June 30. Vouchers for any services provided may be submitted on a monthly basis.

This agreement shall be effective as of the dated date and shall remain in effect until terminated by either party upon 30 days written notice. If the services under any portion of this contract are commenced, but are not completed for any reason, or are completed without our firm performing the entire role contemplated herein, an invoice will be rendered for the actual hours completed at the firm's normal hourly rate, plus actual disbursements incurred.

Any services in the nature of financial advice are to be performed by our firm to the best of our abilities based on such information as may be available to us from time to time when such advice is given. No liability is assumed, however, for any errors or omissions not constituting gross negligence.

Upon acceptance of this letter of services, please sign and date this letter, retaining one signed copy for the official School District records, and returning the signed copy to our office.

This letter of intent and the fees quoted herein are valid if accepted and executed within 60 days of the date hereon.

Bernard P. Donegan, Inc. is registered with the U.S. Securities and Exchange Commission and the Municipal Securities Rulemaking Board. The MSRB website is http://msrb.org/. A municipal advisory client brochure is available to you describing protections that may be provided by the Municipal Securities Rulemaking Board rules and how to file a complaint with an appropriate regulatory authority.

Pursuant to SEC MSRB Rule G-42, this letter of services should be in place prior to municipal advice being given. The firm has not been subject to any legal or disciplinary proceedings under SEC regulations. The Company's SEC Forms MA and MA-I can be found at www.sec.gov/edgar/searchedgar/webusers.htm.

Bernard P. Donegan, Inc. represents that in connection with the issuance of municipal securities, we may receive compensation from the District for services rendered which is contingent on the successful closing and/or is based on the size of a transaction. Consistent with the requirements of MSRB Rule G-42, we hereby represent that such fee structure may represent a potential conflict of interest regarding our ability to provide unbiased advice on such transaction. We manage and mitigate this potential conflict of interest by adherence to our fiduciary duty to all of our municipal entities.



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If we become aware of any additional potential conflicts of interest after this disclosure, we will notify the District in writing in a timely manner.

If you should have any questions concerning this letter of services, please contact us. We look forward to continuing to work with the School District.

Very truly yours,

Jason M. Schwartz, CPA President

JMS/kmm Enclosures



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I, ______, ______ of the Naples Central School District, have been authorized by a resolution dated ________ to accept the Bernard P. Donegan, Inc. letter for Municipal Advisor Services as outlined above.

(Signed)_____

(Dated)_____

NAPLES CENTRAL SCHOOL 136 NORTH MAIN STREET NAPLES, NEW YORK 14512



Memorandum of Agreement between the Naples Central School District And Naples Association of School Administrators

The Naples Central School District (hereinafter referred to as the "District") and the Naples Association of School Administrators (hereinafter referred to as the "Association") (collectively referred to as the "Parties") are parties to a 2021-2025 collective bargaining agreement (hereinafter referred to as the "CBA") and recognize:

- 1. Remote work may prove beneficial for certain unit members at the District during applicable break periods throughout the school year.
- 2. The Parties have met to discuss remote work and wish to resolve this matter amicably and in the best interest of both the Association and the District.

Therefore, the Parties agree as follows:

- 1. Unit members may be allowed up to ten (10) workdays per school year to work remotely when students and teachers are not in session (i.e., December Holiday Break, February Break, Spring Recess, and Summer Break).
- 2. If allowed to work remotely, each unit member must perform any and all duties associated with his/her position and be available to the District at any time during the normal workday. These remote workdays are not to be treated as additional paid time off.
- 3. All remote workdays must be requested and receive prior approval from the Superintendent or his/her designee. The decision to grant or deny a remote day is solely at the discretion of the Superintendent or his/her designee. All decisions will be made on a case-by-case basis.
- 4. Following the Superintendent or his/her designee's approval, the remote day must be requested in WinCap Web to be processed.
- 5. This Agreement shall sunset and be considered null and void on August 31, 2025, unless the parties agree in writing for it to continue.

6. By their signature below, the Parties acknowledge the above understanding is being made based on the particular circumstances involved and that this agreement shall not serve as a precedent in any future application or interpretation of the collectively bargained agreement between the parties, except as stated therein.

FOR THE DISTRICT:

FOR THE ASSOCIATION:

Kevin R. Swartz Superintendent of Schools Administrators Naples Central School District Kristina A. Saucke Naples Association of School

Naples Central School District

Dated: ______

Dated: _____

Approved by the Naples Board of Education:

From: 6/2/2023 To: 6/22/2023

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Let it fall (Removed:	1)			
Author: Cocca-Leffl	er, Maryann, 1958-	ISBN: 978-0-545-20879-6 (pbk.)	Published: 2010	
Call Number E Coc	Barcode NAE9000120	Price	Acquired 6/13/2017	Removed By gpulver@naplescsd.or
Was Lost on 6/	15/2023 Deleted			9
Looking at Lincoln (Removed: 1)			
Author: Kalman, Ma	aira.	ISBN: 978-0-399-24039-3 (trade)	Published: 2012	
Call Number E KAL	Barcode NAE00159840	Price \$17.99	Acquired 6/13/2017	Removed By gpulver@naplescsd.or
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Lorde : songstress v	vith style (Removed:	1)		
Author: Schwartz, H	leather E.	ISBN: 978-1-46775717-1	Published: 2015	
Call Number B Lor	Barcode 310000631	Price \$19.89	Acquired 6/13/2017	Removed By gpulver@naplescsd.or g
Was Available	- Weeded			5
Lou Gehrig : a life of	dedication (Removed	d: 1)		
Author: Boothroyd,	Jennifer, 1972-	ISBN: 978-0-8225-8587-9 (lib. bdg : alk. paper)		
Call Number B GEH	Barcode NAE3700505	Price \$16.95	Acquired 6/13/2017	Removed By gpulver@naplescsd.or g
Was Available	Weeded			3
Mariano Rivera (Ren	noved: 1)			
Author: Fishman, Jo	on M.,	ISBN: 978-1-46772144-8	Published: 2014	
Call Number	Barcode	Price	Acquired	Removed By

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BRIV	NAE3701054	\$18.95	6/13/2017	gpulver@naplescsd.o g
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Matt Kenseth (Remo	ved: 1)			
Author: Doeden, Ma	att.	ISBN: 978-1-42961979-0 (lib. bdg	g.) Published: 2009	
Call Number B Ken	Barcode 310000247	Price \$16.85	Acquired 6/13/2017	Removed By gpulver@naplescsd.o g
Was Available	- Weeded			3
Maurice Sendak (Re	moved: 1)			
Author: Braun, Eric,	, 1971-	ISBN: 978-0-7368-3640-1 (hc.)	Published: 2005	
Call Number B SEN	Barcode NAE0013325	Price \$11.95	Acquired 6/13/2017	Removed By gpulver@naplescsd.o g
Was Available	Weeded			
Metamorphosis (Ren	•			
Author: Llamas Rui:	z, Andrés.	ISBN: 0-8069-9325-1	Published: 1996	
Call Number 591.3 Rui	Barcode T 170124	Price \$12.95	Acquired 6/13/2017	Removed By gpulver@naplescsd.c
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	anging bodies (Remo			
maramar biraara - am	anging seales freine	vcu. 1/		
Author: Kalman, Bo		ISBN: 978-0-7787-2273-1 (rlb : al paper)	k. Published: 2005	
•		ISBN: 978-0-7787-2273-1 (rlb : al	k. Published: 2005 Acquired 6/13/2017	
Author: Kalman, Bo Call Number 571.8 KAL	bbie. Barcode	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price	Acquired	•
Author: Kalman, Bo Call Number 571.8 KAL Was Lost on 6/	Barcode 0000016053 15/2023 Deleted	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price	Acquired	gpulver@naplescsd.o
Author: Kalman, Bo Call Number 571.8 KAL	Barcode 0000016053 15/2023 Deleted moved: 1)	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price	Acquired	gpulver@naplescsd.o g
Author: Kalman, Bo Call Number 571.8 KAL Was Lost on 6/ Michael Strahan (Re	Barcode 0000016053 15/2023 Deleted moved: 1)	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price \$17.90 ISBN: 978-1-61228-331-9 (lib.	Acquired 6/13/2017	gpulver@naplescsd.o g Removed By gpulver@naplescsd.o
Author: Kalman, Bo Call Number 571.8 KAL Was Lost on 6/ Michael Strahan (Rei Author: Krumenaue Call Number	Barcode 0000016053 15/2023 Deleted moved: 1) r, Heidi. Barcode NAE3700978	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price \$17.90 ISBN: 978-1-61228-331-9 (lib. bdg.) Price	Acquired 6/13/2017 Published: 2013 Acquired	gpulver@naplescsd.o g
Author: Kalman, Bo Call Number 571.8 KAL Was Lost on 6/ Michael Strahan (Rei Author: Krumenaue Call Number B STR	Barcode 0000016053 15/2023 Deleted moved: 1) r, Heidi. Barcode NAE3700978 Weeded	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price \$17.90 ISBN: 978-1-61228-331-9 (lib. bdg.) Price	Acquired 6/13/2017 Published: 2013 Acquired	gpulver@naplescsd.o g Removed By gpulver@naplescsd.o
Author: Kalman, Bo Call Number 571.8 KAL Was Lost on 6/ Michael Strahan (Rei Author: Krumenaue Call Number B STR Was Available	Barcode 0000016053 15/2023 Deleted moved: 1) r, Heidi. Barcode NAE3700978 Weeded ved: 1)	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price \$17.90 ISBN: 978-1-61228-331-9 (lib. bdg.) Price	Acquired 6/13/2017 Published: 2013 Acquired	gpulver@naplescsd.c g Removed By gpulver@naplescsd.c
Author: Kalman, Bo Call Number 571.8 KAL Was Lost on 6/ Michael Strahan (Re Author: Krumenaue Call Number B STR Was Available Michelangelo (Remo	Barcode 0000016053 15/2023 Deleted moved: 1) r, Heidi. Barcode NAE3700978 Weeded ved: 1)	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price \$17.90 ISBN: 978-1-61228-331-9 (lib. bdg.) Price \$18.50	Acquired 6/13/2017 Published: 2013 Acquired 6/13/2017	gpulver@naplescsd.c g Removed By gpulver@naplescsd.c g Removed By gpulver@naplescsd.c
Author: Kalman, Bo Call Number 571.8 KAL Was Lost on 6/ Michael Strahan (Rei Author: Krumenaue Call Number B STR Was Available Michelangelo (Remo Author: Stanley, Dia Call Number	Barcode 0000016053 15/2023 Deleted moved: 1) r, Heidi. Barcode NAE3700978 Weeded ved: 1) ane. Barcode NAE0011353	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price \$17.90 ISBN: 978-1-61228-331-9 (lib. bdg.) Price \$18.50 ISBN: 0-688-15085-3 (TR) Price	Acquired 6/13/2017 Published: 2013 Acquired 6/13/2017 Published: 2000 Acquired	gpulver@naplescsd.o g Removed By gpulver@naplescsd.o g
Author: Kalman, Bo Call Number 571.8 KAL Was Lost on 6/ Michael Strahan (Red Author: Krumenaue Call Number B STR Was Available Michelangelo (Remo Author: Stanley, Dia Call Number B Mic	Barcode 0000016053 15/2023 Deleted moved: 1) r, Heidi. Barcode NAE3700978 Weeded ved: 1) ane. Barcode NAE0011353 Weeded	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price \$17.90 ISBN: 978-1-61228-331-9 (lib. bdg.) Price \$18.50 ISBN: 0-688-15085-3 (TR) Price	Acquired 6/13/2017 Published: 2013 Acquired 6/13/2017 Published: 2000 Acquired	gpulver@naplescsd.o g Removed By gpulver@naplescsd.o g Removed By gpulver@naplescsd.o
Author: Kalman, Bo Call Number 571.8 KAL Was Lost on 6/ Michael Strahan (Rei Author: Krumenaue Call Number B STR Was Available Michelangelo (Remo Author: Stanley, Dia Call Number B Mic Was Available	Barcode 0000016053 15/2023 Deleted moved: 1) r, Heidi. Barcode NAE3700978 Weeded ved: 1) ane. Barcode NAE0011353 Weeded emoved: 1)	ISBN: 978-0-7787-2273-1 (rlb : al paper) Price \$17.90 ISBN: 978-1-61228-331-9 (lib. bdg.) Price \$18.50 ISBN: 0-688-15085-3 (TR) Price	Acquired 6/13/2017 Published: 2013 Acquired 6/13/2017 Published: 2000 Acquired 6/13/2017	gpulver@naplescsd.o g Removed By gpulver@naplescsd.o g Removed By gpulver@naplescsd.o

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Mollusks (Removed: 1)				
Author: Miller, Ruth, 19	936-	ISBN: 978-1-41091051-6 (lib. bdg	g.) Published: 2005	
Call Number 594.2 MIL	Barcode 11003007	Price \$22.95	Acquired 6/13/2017	Removed By gpulver@naplescsd.o g
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Molly Pitcher (Removed	d: 1)			
Author: Mader, Jan (Ja	anet G)	ISBN: 978-0-7368-6703-0 (hardcover)	Published: 2007	
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Octopus & squid (Rem	oved: 1)			
Author: Seward, Home	er, 1942-	ISBN: 1-57103-238-X	Published: 1998	
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Ordinary mishaps and i Author: Vivat, Booki.	inevitable catastro	phes (Removed: 1) ISBN: 978-0-06-239881-9	Published: 2017	
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Ornithomimids : the fas	stest dinosaur (Rer	noved: 1)		
Author: Lessem, Don.		ISBN: 0-87614-813-5	Published: 1996	
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Over in the meadow (R	emoved: 1)			
Author: Keats, Ezra Ja	ck.	ISBN: 978-0-670-88344-8	Published: 1999	
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Papa, do you love me?	(Removed: 1)			
Author: Joosse, Barba	ra M.	ISBN: 978-0-8118-4265-5 (hc.)	Published: 2005	
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E JOO	NAE0014469	\$13.56	6/13/2017	gpulver@naplescsd.or
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Patrick Henry's Liberty o	r death speech : a	primary source investigation (Re	moved: 1)	
Author: Jarnow, Jesse.		ISBN: 1-40420152-1 (library binding)	Published: 2005	
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Pet showl. (Removed: 1)				
Author: Keats, Ezra Jacl	k.	ISBN: 0-02-749620-1	Published: 1972	
Call Number E KEA	Barcode NAE0004370	Price \$4.95	Acquired 6/13/2017	Removed By gpulver@naplescsd.or
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A picture book of Anne F	rank (Removed: 1	•		
Author: Adler, David A.		ISBN: 0-8234-1003-X	Published: 1993	
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Was Available We	eeded			.
The pilot and the little pri Author: Sís, Peter, 1949		ntoine de Saint-Exupéry (Remove ISBN: 978-0-374-38069-4 (trade)	d: 1) Published: 2014	
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B SAI	NAE00160720	\$16.50	6/13/2017	gpulver@naplescsd.or g
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Planets! (Removed: 1)				
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Rainstorm (Removed	d: 1)			
Author: Lehman, Ba	•	ISBN: 978-0-618-75639-1 (hc.)	Published: 2007	
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Red Jacket (Remove	d: 1)			
Author: Nelson, Mar	ria.	ISBN: 978-1-48242698-4	Published: 2016	
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Refugee (Removed: '	1)			
Author: Gratz, Alan,	1972-	ISBN: 978-0-545-88083-1	Published: 2017	
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	the unicorn (Remove	-		<u> </u>
Author: Blabey, Aard	on.	ISBN: 978-1-33860889-2	Published: 2020	
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Stanton, Kathy	Teacher	11551 Maple Ave., Naples, NY 14512
Stevens, Roberta	Clerk	9148 Garlinghouse Road, Naples, NY 14512
Taillon, Shane	Teacher, F/T Contract Substitute	2924 County Rd 40, Bloomfield, NY 14469
Uhl, Alyx	Teacher	11261 Chapel St, Wayland, NY 14572
Walters, Susan	Teacher	3676 Briggs Road, Bloomfield, NY 14469
Welch, Barbara	Teacher Aide	7002 County Road 12, Naples, NY 14512

NAPLES CENTRAL SCHOOL 2023-2024 SUBSTITUTE LIST

NAME	POSITION	ADDRESS, CITY, ST, ZIP
Wheaton, Christine	Clerk	PO Box 56, Atlanta, NY 14808
Wheaton, Christine	Teacher Aide	PO Box 56, Atlanta, NY 14808
Whiting, Cydney	Lifeguard	6365 Italy Valley , Naples, NY 14512
Wilkins, Jordon	Food Service Helper	33 Academy St., Apt. 1, Naples, NY 14512
Wixom, Laura	Clerk	PO Box 642, Naples, NY 14512
Wixom, Laura	Food Service Helper	PO Box 642, Naples, NY 14512
Wixom, Laura	School Monitor	PO Box 642, Naples, NY 14512
Wixom, Laura	Teacher Aide	PO Box 642, Naples, NY 14512
Wixom, Laura	Typist	PO Box 642, Naples, NY 14512
Wordingham, Deborah	Teacher	6142 Cook School Rd, Prattsburgh, NY 14873
Yates, Owen	Lifeguard	6154 State Route 53, Prattsburgh, NY 14873
Yee, Clyde	Teacher	7930 Garlinghouse Road, Naples, NY 14512