

**AGENDA**  
**Laurens Central School**  
**Board of Education**  
**FACS Room 115 - 7:30 PM**  
**April 16, 2025**

**I. OPENING OF MEETING**

- A. Roll call and quorum check
- B. Call to order
- C. Additions to Agenda

**II. APPROVAL OF CONSENT AGENDA ITEMS**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

(Note: If a board member believes that any item on the consent agenda requires discussion or a separate vote, the board member may request that the item be removed from the consent agenda and placed on the regular agenda for consideration.)

- 1. Minutes – 3/19/25\*
- 2. March 2025 Fiscal Reports
  - A. Treasurer's Report:
    - 1. Treasurer's Report A Fund (General)\*
    - 2. Treasurer's Report C Fund (Cafeteria)\*
    - 3. Treasurer's Report F Fund (Special)\*
    - 4. Treasurer's Report T Fund (Trust & Agency)\*
    - 5. Treasurer's Report L Fund (Library)\*
    - 6. Treasurer's Report H Fund (Checking) (Capital Project)\*
    - 7. Treasurer's Report H Fund (Savings) (Capital Project)\*
    - 7. Treasurer's Report Repair Reserve\*
    - 8. Treasurer's Report Capital Reserve\*
    - 9. Treasurer's Report Workers Comp, ERS, Unemployment Reserve\*
    - 10. NYLAF Investment Account\*
    - 11. Transfers Over \$1000\*
  - B. Other Reports (No Approval Required)
    - 1. Warrants
      - Warrant #40 A Fund \$199,252.11 (General)\*
      - Warrant #17 C Fund \$9,263.60 (Cafeteria)\*
      - Warrant #18 F Fund \$5,350.73 (Special)\*
      - Warrant #19 T Fund \$274.34 (Trust & Agency)\*
      - Warrant # H Fund \$0 (Capital Fund)
      - Warrant # TE Fund \$0 (Trust-Scholarship)
      - Warrant # L Fund \$0 (Library)
      - Warrant # P Fund \$0 (Payroll)
      - Warrant #41 A Fund \$200,718.18 (General)\*
      - Warrant #18 C Fund \$7,356.71 (Cafeteria)\*
      - Warrant #19 F Fund \$4,368.70 (Special)\*
      - Warrant #20 T Fund \$1,637.77 (Trust & Agency)\*
      - Warrant #12 H Fund \$822.50 (Capital Fund)\*
      - Warrant # TE Fund \$0 (Trust-Scholarship)
      - Warrant # L Fund \$0 (Library)
      - Warrant #42 P Fund \$198,209.87 (Payroll)\*

- Warrant #20 C Fund \$883.42 (Cafeteria)\*
- Warrant #43 P Fund \$206,989.94 (Payroll)\*
- 2. Transfers Under \$1000\*
- 3. Internal Claims Auditor's Reports\*
- 4. Revenue Status Report - Fund A\*
- 5. Extracurricular Reconciliation Report\*

3. Committee on Special Education

CSE: 10201, 10100  
 504: 21226  
 CPSE: 21238

### III. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD

(The purpose of the Open Comment Period is to allow residents to share concerns with the Board of Education without having to be on the agenda. Comments are to be brief, as this section of the meeting will be limited to 10 minutes. Please state your name and issue of concern prior to addressing the board. Comments about Personnel, positive or negative, are not allowed during the Open Comment Period.)

### IV. REPORTS AND DISCUSSIONS

- 1. Safety Patrol Trip – Scott Bolton
- 2. Superintendent's Report – W. Dorritie
- 3. Report from Building Principal – J. Mushtare
- 4. Report from Supervisor Transportation – J. Kessler
- 5. Report for Buildings & Ground – S. West

### V. CORRESPONDENCE

### VI. OLD BUSINESS

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

### VII. APPROVAL OF CONSENT AGENDA ITEMS

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

#### A. PERSONNEL

- 1. The appointment of the following summer help for the 2025-26 school year:

Jackie Tate – Summer Cleaner \$18.35 per hour

Beth West – Summer Cleaner \$19.00 per hour

Any Laurens Central School Staff/Faculty or Substitute as needed by Buildings and Grounds. Salary will be \$15.50 per hour.

- 2. The appointment of the following substitutes for the 2024-2025 school year:

Sarah Lindell-Gryn – Non-Certified Substitute Teacher

Michael Tracy – Non-Certified Substitute Teacher & Teacher Aide

Logan Barra – Substitute Maintenance Worker, pending fingerprint clearance

Christopher Bayre – Substitute Custodian, pending fingerprint clearance

Salary for a Non-Certified Substitute Teacher is \$101.00 per day, salary for Substitute Teacher Aide and Custodian is \$15.50 per hour, and salary for Substitute Maintenance

Worker is \$18.00 per hour.

3. The resignation of Jennifer Condron from the position of Cleaner, effective March 28, 2025.\*
4. The retirement of Edward Wright from the position of Deputy Treasurer, effective April 25, 2025.\*
5. The appointment of Beverly Murch as a Modified Baseball Chaperone for the 2024-2025 season, retroactive to March 28, 2025. The salary will be \$20 per hour.

**B. NEW BUSINESS**

1. Adopt a budget for the operation of the Laurens Central School District for the fiscal year July 1, 2025 to June 30, 2026, of \$11,948,203.
2. The Property Tax Report Card for the 2025-2026 school year.\*
3. The attached resolutions for the 2025-2026 Cooperative Purchasing Services through DCMO BOCES.\*
  - A. Cooperative Purchasing
  - B. Cafeteria Supplies and Food Bid
4. The overnight trip of the Laurens Safety Patrol to Philadelphia and Hershey Park. They will be leaving on Tuesday, June 17, 2025 and returning on Wednesday, June 18, 2025. The Laurens Central School Board of Education has the right to rescind their decision at any time.
5. To declare the attached list of items as surplus and discard appropriately.\*
6. The appointment of Raymond G Preusser, CPA PC as the external auditor for the District.
7. To declare the following as surplus and put up for bid:
  - DeWalt DC725 3/8" Drill
  - DeWalt DC970 3/8" Drill
  - DeWalt DC825 1/4" Impact Driver
  - DeWalt DC385 Reciprocating Saw
  - DeWalt DW919 Flexible Flashlight
  - DeWalt DW9226 18 Volt Charger
  - 3 DeWalt DC9098 18 Volt Battery Pack
  - 1 DeWalt DC9096 18 Volt XRP Battery Pack
8. The attached Memorandum of Agreement between Laurens Central School and Patrick Dugan.\*
9. To waive the first reading and approve/reapprove the attached Board policy #9050 Job Description – Deputy Treasurer to align the minimum qualifications with Civil Service minimum qualifications.\*
10. The attached State Environmental Quality Review Type II Action for the proposed 2025-2026 Capital Outlay Project.\*

**VIII. INFORMATION**

1. Student Enrollment Report– March 31, 2025\*
2. NYSIR Legal Digest – Spring 2025\*

**IX. MEETINGS**

1. Budget Hearing – May 6, 2025, 7:00 pm, Multi-purpose Room

2. Final Secondary Concert – May 13, 2025, 7:00 pm, Multi-Purpose Room
3. Annual Meeting/School Budget Vote – May 20, 2025, 12:00- 8:00 pm, Rm 115
4. Final Elementary Concert – May 20, 2025, 6:00 pm, Multi-Purpose Room
5. Board of Education Meeting – May 21, 2025, 7:30 pm, Room 115

**X. OPEN COMMENT PERIOD**

(The purpose of the Open Comment Period is to allow residents to share concerns with the Board of Education without having to be on the agenda. Comments are to be brief, as this section of the meeting will be limited to 10 minutes. Please state your name and issue of concern prior to addressing the board. Comments about Personnel, positive or negative, are not allowed during the Open Comment Period.)

**XI. EXECUTIVE SESSION**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, enter executive session for the following reasons:

1. Personnel
2. Student

**XII. FINAL ADJOURNMENT**

*Draft MINUTES*  
**Laurens Central School  
Board of Education  
FACS Room 115 – 7:30 PM  
March 19, 2025**

**Opening of Meeting**

**I. OPENING OF MEETING**

- A. Roll call and quorum check

**Board Members Present: C. Struckle, T. Francisco, G. Murello, M. Wikoff, P. Bush-Allen**

**Board Members Absent: None**

**Others Present: B. Dorritie, Superintendent; J. Mushtare, Building Principal; P. Weir, District Clerk; A. Schlee, District Treasurer; J. Kessler, Head of Transportation; Steve West, B & G; Members of the Staff and Community (see attached sign in sheet).**

- B. Call to order

**The meeting was called to order at 7:32 pm by President C. Struckle.**

**Additions to Agenda**

- C. Additions to Agenda

**Resolution – Capital Project**

1. The attached resolution approving the Capital Improvements Project for the 2025-2026 school year.

**Motion made by T. Francisco, seconded by G. Murello to approve the above resolution. Motion carried 5-0-0.**

**Resolutions**

2. The following attached resolutions:

-Authorization of Expenditure of Moneys from Bus Reserve Fund  
-Authorization of Establishment of Capital Reserve Fund 2025

**Motion made by P. Bush-Allen, seconded by M. Wikoff to approve the above resolutions. Motion carried 5-0-0.**

**Legal Notice**

3. The attached Legal Notice for the Annual Meeting, Budget Vote, Board Election, Bus Purchase, Capital Reserve, and Capital Project and direct the District Clerk to advertise as required by the State of New York.

**Motion made by M. Wikoff, seconded by P. Bush-Allen to approve the attached legal notice. Motion carried 5-0-0.**

**Non-Certified Substitutes**

4. The appointment of the following as Non-Certified Substitute Teachers for the 2024-2025 school year. The salary will be \$101.00 per day.

Dina Bray  
Tyler LaDue

**Motion made by P. Bush-Allen, seconded by G. Murello to approve the above appointments. Motion carried 5-0-0.**

**M. Ostroff CROP Peer Tutor**

5. The appointment of Marjorie Ostroff as a CROP Peer Tutor for the 2024-2025 school year. Her salary will be \$15.50 per hour paid by the

CROP grant.

**Motion made by M. Wikoff, seconded by T. Francisco to approve the above appointment. Motion carried 5-0-0.**

**M. Kane Rescind JV Softball**

6. To rescind the appointment of Michelle Kane to the position of JV Softball Coach for the 2024-2025 school year.

**Motion made by T. Francisco, seconded by G. Murello to approve the above rescinded appointment. Motion carried 5-0-0.**

**Spring sports Coaches**

7. The appointment of the following for the 2024-2025 Spring sports season:

Michelle Kane –Girls Modified Softball Coach  
Patricia Dunham – unpaid volunteer for Girls Modified Softball  
Maralena Furlan – Girls JV Softball Coach  
Chuck Mann – unpaid volunteer for Girls Varsity Softball

**Motion made by T. Francisco, seconded by M. Wikoff to approve the above appointments. Motion carried 5-0-0.**

**Approval of Consent Agenda**

**II. APPROVAL OF CONSENT AGENDA ITEMS**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

1. Minutes – 2/19/25
2. February 2025 Fiscal Reports
  - A. Treasurer's Report:
    1. Treasurer's Report A Fund (General)
    2. Treasurer's Report C Fund (Cafeteria)
    3. Treasurer's Report F Fund (Special)
    4. Treasurer's Report T Fund (Trust & Agency)
    5. Treasurer's Report L Fund (Library)
    6. Treasurer's Report H Fund (Checking) (Capital Project)  
Treasurer's Report H Fund (Savings) (Capital Project)
    7. Treasurer's Report Repair Reserve
    8. Treasurer's Report Capital Reserve
    9. Treasurer's Report Workers Comp, ERS, Unemployment Reserve
    10. NYLAF Investment Account
    11. Transfers Over \$1000
  - B. Other Reports (No Approval Required)
    1. Warrants

Warrant #35	A Fund \$167,160.31 (General)
Warrant #15	C Fund \$7,004.20 (Cafeteria)
Warrant #16	F Fund \$951.78 (Special)
Warrant #17	T Fund \$3,651.46 (Trust & Agency)
Warrant #11	H Fund \$11,498.90 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #	P Fund \$0 (Payroll)
Warrant #36	A Fund \$188,567.89 (General)
Warrant #16	C Fund \$6,164.55 (Cafeteria)
Warrant #17	F Fund \$4,938.32 (Special)
Warrant #18	T Fund \$620.00 (Trust & Agency)
Warrant #	H Fund \$0 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)

Warrant #	L Fund \$0 (Library)
Warrant #37	P Fund \$189,264.29 (Payroll)
Warrant #39	A Fund \$182,274.79 (General)
Warrant #38	P Fund \$219,330.68 (Payroll)

2. Transfers Under \$1000
3. Internal Claims Auditor's Reports
4. Revenue Status Report - Fund A
5. Extracurricular Reconciliation Report

3. Committee on Special Education

**None**

**Motion made by T. Francisco, seconded by P. Bush-Allen to approve the above consent agenda items. Motion carried 5-0-0.**

#### **Open Comment**

### **III. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD**

-Jeff Katz from the Community Foundation of Otsego County spoke about the Student Voices, Student Choices program and spoke about our students' presentation

#### **Reports and Discussions**

### **IV. REPORTS AND DISCUSSIONS**

1. Student Voices, Student Choices Presentation – B. Murch & Honor Society Students
  - Students B. Mann, L. Cox, K. Capraro, A. Johnson gave their presentation on creating a Sensory Room in our school and why it's needed
  - had a slide show to go with the presentation
  - they hope to have the space ready by the end of the school year
  - Mr. Katz presented students with a check for \$2,500 to pay for supplies for the Sensory Room
  - President C. Struckle spoke to the students and thanked them for doing a wonderful job on the presentation
2. Superintendent's Report – B. Dorritie
  - Mandated Reporter training
  - Reminders – Community Budget Meeting on Tuesday, April 22 at 7:00 pm
    - Required Budget Hearing on Tuesday, May 6 at 7:00 pm
  - Draft 2025-2026 School Calendar
  - Colorguard Show – Congratulations to the Jaguars and staff for an outstanding exhibition show
  - Reminder about CASSC School Boards Institute on 3/25
  - Reminder about BOCES Annual Meeting at NCOC on 4/10
  - Approval of Tony Capraro as Trap Club Coach, letter sent to NYSHSCTL
  - Thank you to Patrick Dugan for all of his work with Trap Club
  - Auditing – we will have a new auditor next year through BOCES
  - VITA Tax Preparation Program on Friday, March 28th
3. Report from Building Principal – J. Mushtare
  - Congratulations to student presenters
  - Cell phone policy
  - Dress code
  - St. Baldrick's head shaving event
  - State Testing – begins April 8<sup>th</sup>
  - Master Schedule – offering new electives
  - Teachers are doing a great job teaching reading
4. Report from Supervisor Transportation – J. Kessler
  - Everything is going smoothly
  - Spring sports transportation has started
  - Inspection in April
5. Report from Supervisor Buildings & Ground – S. West
  - Getting fields ready for practice and games

- Capital Project scope
- Capital Outlay for 2026-2027

## Correspondence

## V. CORRESPONDENCE

## Old Business

## VI. OLD BUSINESS

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

## New Business

## VII. NEW BUSINESS

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

## ONC BOCES Board Seats

1. To elect/not elect four (4) candidates to the Otsego Northern Catskills BOCES Board of Cooperative Educational Services effective April 21, 2025: (must vote each candidate individually)

Jacquelyn McGuire                      Gilboa-Conesville

**Motion made by P. Bush-Allen, seconded by G. Murello to elect the above candidate. Motion carried 5-0-0.**

Collin Miller                                  South Kortright

**Motion made by G. Murello, seconded by T. Francisco to elect the above candidate. Motion carried 5-0-0.**

Timothy Powell                              Stamford

**Motion made by T. Francisco, seconded by M. Wikoff to elect the above candidate. Motion carried 5-0-0.**

Bobbi Schmitt                                Hunter-Tannersville

**Motion made by M. Wikoff, seconded by P. Bush-Allen to elect the above candidate. Motion carried 5-0-0.**

## Approval of Consent Agenda

## VIII. APPROVAL OF CONSENT AGENDA ITEMS

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the following:

## A. PERSONNEL

## 2024-2025 Substitutes

1. The appointment of the following substitutes for the 2024-2025 school year:

Maralina Furlan – Substitute Teacher Aide, retroactive to March 10, 2025

Kaylie Dunham – Sub Teacher Aide/Non-certified Teacher, retroactive to March 11, 2025

Jamie Aronowitz – Non-certified Substitute Teacher, retroactive to March 17, 2025

Dante LaPlaca – Substitute Custodian

Salary for a Non-Certified Substitute Teacher is \$101.00 per day and salary for Substitute Teacher Aide and Custodian is \$15.50 per hour.

## Y. Angell LOA

2. The leave of absence of Yvonne Angell, Teacher Aide to be a Long-term Substitute Teacher for 2<sup>nd</sup> grade, effective March 3, 2025.



- |                             |    |   |
|-----------------------------|----|---|
| <b>P. Dugan Resignation</b> | 3. | The resignation of Patrick Dugan from the position of Maintenance Worker, effective April 4, 2025.                                |
| <b>A. Furner Unpaid LOA</b> | 4. | The unpaid leave of absence of Ashley Furner from the position of Teacher Aide, beginning April 4, 2025 and ending June 30, 2025. |
- B. NEW BUSINESS**
- |                                    |    |  |
|------------------------------------|----|--|
| <b>2025-2026 School Calendar</b>   | 1. | The attached 2025-2026 School Calendar.  |
| <b>BOCES Admin. Budget</b>         | 2. | The Otsego Northern Catskills BOCES Administrative Budget as presented for the 2025-2026 school year effective April 21, 2025.   |
| <b>Superintendent to Cast Vote</b> | 3. | To authorize the Superintendent on April 21, 2025 to cast one vote on the Otsego Northern Catskills BOCES Administrative Budget as presented for the 2025-2026 school year and cast four votes for the BOCES Board of Education members. |
| <b>Election Inspectors</b>         | 4. | The appointment of the following individuals as Election Inspectors for the May 20, 2025, Vote, to be held in room 115 of the Laurens Central School, between the hours of 12:00 p.m. and 8:00 p.m.:                                     |

Pamela Weir, Chief Election Officer  
 Andrea Hall, Election Inspector  
 Deborah Trask, Election Inspector  
 Victoria Munro, Election Inspector  
 Kerri Gartung, Election Inspector

**Motion made by T. Francisco, seconded by P. Bush-Allen to approve the above consent agenda items. Motion carried 5-0-0.**

- |                          |                                |  |
|--------------------------|--------------------------------|--|
| <b>Information</b>       | <b>IX. INFORMATION</b>         | 1. Student Enrollment February 28, 2025  |
| <b>Meetings</b>          | <b>X. MEETINGS</b>             | 1. CASSC School Board Institute – March 25, 2025, 5:00 pm<br>2. Board of Education Meeting – April 16, 2025  |
| <b>Open Comment</b>      | <b>XI. OPEN COMMENT PERIOD</b> | -Parent T. Capraro asked the board to consider an earlier time for board meetings  |
| <b>Executive Session</b> | <b>XII. EXECUTIVE SESSION</b>  | <b>Be It Resolved</b> that the Laurens Board of Education, upon the recommendation of the Superintendent, enter executive session for the following reasons: |
|                          |                                | 1. Personnel<br>2. Negotiations  |

**The Board adjourned to executive session at 8:01 pm to discuss Personnel and Negotiations. Motion made by T.Francisco, seconded by G. Murello. Motion carried 5-0-0.**

- |                          |                                |
|--------------------------|--------------------------------|
| <b>Final Adjournment</b> | <b>XIII. FINAL ADJOURNMENT</b> |
|--------------------------|--------------------------------|

**The Board adjourned from executive session at 8:48 pm. Motion made by M. Wikoff, seconded by T. Francisco. Motion carried 5-0-0.**

**The Board adjourned, without further discussion at 8:50 pm. Motion made by P. Bush-Allen, seconded by G. Murello. Motion carried 5-0-0.**

PLEASE PRINT YOUR NAME BELOW

March 19, 2025

PLEASE NOTE: IF YOU SPEAK AT A BOARD MEETING DURING PUBLIC COMMENT, YOUR NAME WILL APPEAR IN THE BOARD MINUTES. PLEASE UNDERSTAND THAT OUR MINUTES ARE PLACED ON OUR WEBSITE AND YOUR NAME WILL APPEAR ON THE INTERNET.

1. Jen Lewis 13.

2. Jeff Katz 14.

3. Dave Rowley 15.

4. Tony Capraro 16.

5. Kendall Capraro 17.

6. Brooke Mann 18.

7. Beverly Murch 19.

8. Libby Cox 20.

9. Allison Johnson 21.

10. 22.

11. 23.

12. 24.

## Property Tax Report Card

470801 - LAURENS CSD

2024-2025 - Page 1

Official - as of 04/11/2025 08:50  
AM

\*\*\*\*Please use Chrome or Firefox browsers when entering the Business Portal to complete the PTRC. Internet Explorer is NOT recommended.\*\*\*\*

Note: Some data elements of the Property Tax Report Card have been revised or renamed to more closely follow the Property Tax Cap calculations districts complete on the Office of the State Comptroller website. Please see the Help text above for definitions. Additional guidance on the Property Tax Levy Limit is available on the Office of Educational Management Services website:  
<http://www.p12.nysed.gov/mgtserv/propertytax/taxcap/>.

Please also submit an electronic version (PDF or Word) of your school district's 2025-26 Budget Notice to: [emscmgts@nysed.gov](mailto:emscmgts@nysed.gov). This will enable us to help correct any formula or data entry discrepancy quickly.

Notice: The Enacted Budget allows school districts to establish a reserve fund for NYS Teachers' Retirement System Contributions, effective immediately. This reserve, if applicable, should be reported in the Schedule of Reserves under 'Other Reserve' and with a description that says: "To fund employer retirement contributions to the New York State Teachers' Retirement System (TRS)."

Form Due - April 28, 2025

Form Preparer Name:

AMY SCHLEE

Preparer's Telephone Number:

(607)432-2050

Shaded Fields Will Calculate

	Budgeted 2024-25 (A)	Proposed Budget 2025-26 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	11,628,646	11,948,203	2.75 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	3,037,833	3,128,664	
B. Tax Levy to Support Library Debt, if Applicable		0	
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>		0	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable		0	
E. Total Proposed School Year Tax Levy (A+B+C-D)	3,037,833	3,128,664	2.99 %
F. Permissible Exclusions to the School Tax Levy Limit	236,930	573,226	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions <sup>3</sup>	2,925,238	2,871,168	
H. Total Proposed Tax Levy for School Purposes, <u>Excluding</u> Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	2,800,903	2,555,438	
I. Difference: (G-H); (negative value requires 60.0% voter approval) <sup>2</sup>	124,335	315,730	
Public School Enrollment	293	290	-1.02 %
Consumer Price Index			2.95 %

<sup>1</sup> Include any prior year reserve for excess tax levy, including interest.

<sup>2</sup> Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

<sup>3</sup> For 2025-26, includes any carryover from 2024-25 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2024-25 (D)	Estimated 2025-26 (E)
Adjusted Restricted Fund Balance	5,250,363	5,685,350
Assigned Appropriated Fund Balance	560,186	848,000
Adjusted Unrestricted Fund Balance	988,435	716,893
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	8.50 %	6.00 %

### Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/25 Actual Balance	6/30/25 Estimated Ending Balance	Intended Use of the Reserve in the 2025-26 School Year (Limit 200 Characters)**
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Note: Be sure to click on the Save button at the bottom after each additional Reserve you add under Capital, Property Loss, Liability, or Other Reserve.

Capital	CAPITAL	For the cost of any object or purpose for which bonds may be issued.	2,512,913	2,376,355	Bus purchase
Repair	REPAIR	For the cost of repairs to capital improvements or equipment.	435,613	539,969	None
Workers Compensation	WORKERS COMPENSATION	For self-insured Workers Compensation and benefits.	43,301	53,301	WC
Unemployment Insurance	UNEMPLOYMENT	For reimbursement to the State Unemployment Insurance Fund.	139,730	141,127	None
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
Mandatory Reserve for Debt Service		For proceeds from the sale of district capital assets or improvement, restricted to debt service.			
Insurance	LIABILITY	For liability, casualty, and other types of uninsured losses.	0	800,000	CVA

Property Loss + (add)	To cover property loss.	<input type="text"/>	<input type="text"/>	
Liability	To cover incurred liability claims.	<input type="text"/>	<input type="text"/>	
Tax Certiorari	TAX CERTIORARI For tax certiorari settlements.	88,474	60,000	tax liability paid, rest transferred out 7/1/2025
Reserve for Insurance Recoveries	For unexpended proceeds of insurance recoveries at fiscal year end.	<input type="text"/>	<input type="text"/>	
Employee Benefit Accrued Liability	EMPLOYEE BENEFIT For accrued 'employee benefits' due to employees upon termination of service.	499,159	779,151	None
Retirement Contribution	ERS RESERVE For employer retirement contributions to the State and Local Employees' Retirement System.	82,880	367,880	ERS
Reserve for Uncollected Taxes	For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.	<input type="text"/>	<input type="text"/>	
Single Other Reserve	TRS RESERVE TRS Reserve	48,707	333,707	TRS

\* **NYSED Reserve Guidance:**

[http://www.p12.nysed.gov/mgtserv/accounting/docs/reserve\\_funds.pdf](http://www.p12.nysed.gov/mgtserv/accounting/docs/reserve_funds.pdf)

**OSC Reserve Guidance:** <http://osc.state.ny.us/localgov/pubs/listacctg.htm#reservefunds>

**\*\*Provide a brief, but specific, statement of the planned use and appropriation for the reserve in SY 2025-26.  
Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**



**IMPORTANT MEMO**

To: Participating Members

From: Beth Heinlein  
Cooperative Purchasing Agent

Date: March 28, 2025

Re: Adoption of BOCES Resolutions

Welcome to another year participating in the Cooperative Purchasing Service. As you know our bidding year begins on July 1, 2025, and therefore we must have certain documents in place in order to service your district. Enclosed are the new 2025-2026 Resolutions for the Delaware-Chenango-Madison-Otsego BOCES Cooperative Purchasing Service.

Although the Resolutions may, at first glance, appear to be identical, each resolution has a different purpose. In order to eliminate any confusion, a description and explanation for each resolution is listed below:

**A. Cooperative Purchasing Resolution:**

To be signed by districts participating in the full Cooperative Purchasing Service.  
This resolution authorizes BOCES to draft bids, place the legal advertisement, accepting and opening bids, and award bids on behalf of the participating school districts and municipalities.

**B. Cafeteria Supplies and Food Bid Resolution:**

To be signed by districts participating in the Cooperative Food Bid. This resolution appoints a committee to act on the districts' behalf and for the district to abide by the committee recommendations and award of bids.

The appropriate resolutions must be adopted and signed by your School Board and returned to us before June 1, 2025.

Any questions or concerns please do not hesitate to call me at 607-335-1262.

Thank you,

***Beth Heinlein***

Beth Heinlein

RESOLUTION OF BOARD OF EDUCATION

**COOPERATIVE PURCHASING  
SCHOOL YEAR 2025-2026**

**WHEREAS,**

The Cooperative Purchasing Service is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York , and to bid jointly equipment, supplies and contract items, and

**WHEREAS,**

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The Central School named below wishes to appoint the Delaware-Chenango-Madison-Otsego BOCES the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and award bids on their behalf; therefore

**BE IT RESOLVED,**

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below authorizes the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below agrees to (1) assume its equitable share of the costs of the Cooperative Bidding; (2) abide by majority decisions of the participating members; (3) that it will award contracts based on information provided from the bid; (4) abide by the Award of the BOCES Board; (5) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the  
\_\_\_\_\_ Central School Board of Education or Municipal  
Board, hereby certifies that the above resolution was adopted by the required majority vote of  
the Board at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date



**RESOLUTION OF BOARD OF EDUCATION**

Attachment B

**FOOD and CAFETERIA SUPPLIES  
SCHOOL YEAR 2025-2026**

**WHEREAS,**

It is a plan of a number of public school districts in the Delaware-Chenango-Madison-Otsego BOCES Area in New York, to bid jointly Cafeteria supplies including but not limited to food and paper items, and

**WHEREAS,**

The Central School named below is desirous of participating with other districts in the Delaware-Chenango-Madison-Otsego BOCES Area in the joint bidding of the items mentioned above as authorized by General Municipal Law, Section 119-o, and

**WHEREAS,**

The Central School named below wishes to appoint a committee made up of participating schools to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids and providing the information to their Board of Education who will make the awards; therefore,

**BE IT RESOLVED,**

That the Board of Education of the Central School listed below hereby appoints the Delaware-Chenango-Madison-Otsego BOCES to represent it in all matters relating above, and designates the Evening Sun Newspaper as the legal publication for all Cooperative Purchasing bid notifications and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below authorizes the above committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned items, and,

**BE IT FURTHER RESOLVED,**

That the Board of Education of the Central School listed below agrees to (1) abide by majority decisions of the participating districts on quality standards; (2) that it will award contracts based on information provided from the bid; (3) and that after the award of the bid it will conduct all negotiations directly with the successful bidder(s).

**CERTIFICATION OF DISTRICT CLERK**

I, \_\_\_\_\_, District Clerk of the  
\_\_\_\_\_ Central School Board of Education, hereby  
certifies that the above resolution was adopted by the required majority vote of the Board of  
Education at its meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Signature of District Clerk

\_\_\_\_\_  
Date

## Surplus –March 2025

Obsolete or failed equipment:

DELL LATITUDE 5470 LAPTOP  
LATE5470LT21  
ONC# 3LA00002832  
LCS# 20190449  
S/N# 9MCGFC2

SMART BOARD  
MODEL # SBM680  
ONC# 3LA00001710  
S/N# SB680-M2-035591

DELL LATITUDE 3490 LAPTOP  
LAT3490RM129N  
ONC# 3LA00002475  
LCS# 20140434  
S/N# 7BHCKR2

SMART BOARD  
MODEL # SBM680  
ONC# 3LA00001704  
LCS# 20140130  
S/N# SB680-M2-035470

DELL OPTIPLEX 990  
OPT990RM156  
ONC# 3LA00002291  
LCS# 20140318  
S/N# YW25V-163Z00172-A

SMART BOARD  
MODEL # SBM680  
ONC# 3LA00002012  
LCS# 20140153  
S/N# SB680-M2-E39264

AUDIO GEAR LOGICAL CHOICE TECHNOLOGY  
MODEL AG-120 PRO STERO AMPLIFIER  
ONC # 3LA00001509

DELL LAPTOP  
MODEL= XPS 12 Ultrabook PRO WINDOWS 8  
NO MACHINE NAME BATTERY IS NO GOOD  
S/N# J4N6BW1  
ONC# 3LA00001877

DELL OPITPLEX 5250  
OPT5250RM208D  
ONC# 3LA00002371  
LCS# 20140368  
S/N# 4PRPXM2

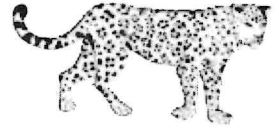
SMART BOARD  
MODEL # SBM680  
ONC# 3LA00002121  
LSC# 20140165  
S/N# G012GW39P1446

SMART BOARD  
MODEL # SBM680  
ONC# 3LA00001712  
LCS# 20140138  
S/N# SB680-M2-035616

## Surplus Textbooks

<u>Qty.</u>	<u>Title</u>	<u>Author or Publisher</u>	<u>ISBN</u>
27	Chemistry	Prentice Hall	0-13-125886-9
41	Life Science	Prentice Hall	0-13-062643-0
30	Biology – New York State	Prentice Hall	0-13-063163-9
37	Physical Science	Prentice Hall	0-13-062645-7
22	Earth Science: The Physical Setting	Thomas McGuire	978-1-56765-946-7

# Laurens Central School District Board Policy



## **JOB DESCRIPTION - 9050**

**Subject:** **Deputy Treasurer**

**Title:** Deputy Treasurer

- Qualifications:**
1. Graduation from a regionally accredited or New York State registered college with an Associates Degree, or higher, in Accounting, Business or Public Administration and one (1) year of experience in the maintenance of financial accounts; **OR**
  2. Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in the maintenance of financial accounts.
  3. The applicant must have general knowledge of computer programs and applications.
  4. Required to take and pass a Civil Service Examination at such time as one is scheduled by the State according to Civil Service Law.
  5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports to:** District Treasurer and/or Superintendent

**Job Goal:** To contribute to the efficient operation of the Business Office so that it can play its effective part in the education process.

### Performance Responsibilities:

#### I. Payroll:

1. Setting up initial payroll and inputting biweekly payrolls.
2. Distribution of paychecks.
3. Setting up multiple payroll checks at the end of the school year.
4. Collection of information to properly pay employees.
5. Disburse month end, quarterly and annual reports.

#### II. Purchasing/Budgeting

1. Encumber all Purchase Orders.
2. Type all Purchase Orders from requisitions.
3. Generate all forms needed for annual budget preparation.
4. Collate all returned budget sheets for generation of purchase orders.

#### III. Accounts Payable:

1. Entering all machine and hand drawn payments on the computer.

***Adopted:*** 10/16/2012  
***Revised and Readopted:***

**RESOLUTION REGARDING  
STATE ENVIRONMENTAL QUALITY REVIEW  
TYPE II ACTION  
2025-2026 CAPITAL OUTLAY PROJECT**

**WHEREAS**, the Board of Education of the Laurens Central School District (the “Board”) has considered the impacts to the environment of the following Scope of Work to be completed:

Reconstruction of Teaching wall in classrooms with electrical and technology upgrades.

**WHEREAS**, the Board has reviewed the Scope of Work presented and has further consulted with its Architects with respect to the potential for environmental impacts resulting from the Proposed Action, and

**WHEREAS**, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR Part 617.5(c) and concluded that the project involves the reconstruction of the teaching wall in classrooms with electrical and technology upgrades to the Laurens Central School Building as appropriate; involving no substantial changes in existing structure, now therefore;

**BE IT RESOLVED** by the Laurens Central School District as follows:

1. The Proposed Actions, individually and cumulatively, do not exceed thresholds established under 6 NYCRR Part 617, of the State Environmental Quality Review Act, (SEQRA).
2. The Board hereby determines the Proposed Action is a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.

I, Pamela J. Weir, District Clerk of the Laurens Central School Board of Education, hereby certifies that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on **April 16<sup>th</sup>, 2025**. Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_ and carried \_\_\_\_\_.

\_\_\_\_\_  
Pamela J. Weir, District Clerk

\_\_\_\_\_  
Date