

**AGENDA**  
**Laurens Central School**  
**Board of Education**  
**FACS Room 115 – 7:30 PM**  
**May 22, 2024**

**I. OPENING OF MEETING**

1. Call to order
2. Roll call and quorum check

**II. ADOPTION OF AGENDA**

**III. MINUTES**

1. Minutes – Regular Meeting – 4/17/24\*

**IV. 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.)

**V. REPORTS AND DISCUSSIONS**

1. Superintendent's Report – W. Dorritie
2. Report from Building Principal – J. Mushtare
3. Report from Supervisor Transportation – J. Kessler
4. Report for Buildings & Ground – S. West

**VI. CORRESPONDENCE**

**VII. FISCAL REPORTS**

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

**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. NYLAF Investment Account\*
8. Transfers Over \$1000\*

**B. Other Reports (No Approval Required)**

1. Warrants  
Warrant #44 A Fund \$161,712.85 (General)\*  
Warrant #17 C Fund \$5,185.41 (Cafeteria)\*  
Warrant #21 F Fund \$7,142.18 (Special)\*  
Warrant # T Fund \$0 (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 #45	A Fund \$170,300.34 (General)*
Warrant #19	C Fund \$7,404.29 (Cafeteria)*
Warrant #22	F Fund \$2,870.43 (Special)*
Warrant #20	T Fund \$1,057.13 (Trust & Agency)*
Warrant #14	H Fund \$123.66 (Capital Fund)*
Warrant #7	TE Fund \$2,500.00 (Trust-Scholarship)*
Warrant #	L Fund \$0 (Library)
Warrant #46	P Fund \$162,910.85 (Payroll)*
Warrant #	A Fund \$0 (General)
Warrant #	C Fund \$0 (Cafeteria)
Warrant #	F Fund \$0 (Special)
Warrant #21	T Fund \$308.21 (Trust & Agency)*
Warrant #	H Fund \$0 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #47	P Fund \$185,010.09 (Payroll)*

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

**VIII. OLD BUSINESS**

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

**IX. PERSONNEL - NEW BUSINESS**

**A. PERSONNEL**

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

1. The attached list of Extracurricular Advisors for the 2024-2025 school year.\*
2. The attached list of Coaches for the 2024-2025 school year.\*
3. The appointment of Rita Knapp as a Summer Bus Monitor for the Extended School Year Special Education Program. The hourly rate will be calculated based on her 2024-2025 salary.
4. The appointment of Carol Louden as a Summer Bus Monitor for the Extended School Year Special Education Program. Her salary will be \$15.00 per hour.
5. In compliance with the provisions of Section 3012 of the Education Law and Part 30.7 of the Rules of the Board of Regents and upon the recommendation of the Superintendent, that John Mushtare, a probationary School Administrator having been appointed to such position on July 1, 2020, be appointed to tenure to the position of Building Principal (School Administrator tenure area), it having been shown that John Mushtare, holds a valid New York State Certificate in the aforesaid tenure area and it further having been shown that the probationary period of John Mushtare to work in the area expires on June 30, 2024, the Laurens Central School District does hereby grant tenure and appoint to tenure John Mushtare, effective July 1, 2024, to the position of School Administrator (Building Principal).

6. In compliance with the provisions of Section 3012 of the Education Law and Part 30.7 of the Rules of the Board of Regents and upon the recommendation of the Superintendent, that Erica Roecklein, a probationary Special Education Teacher having been appointed to such position on September 1, 2021, be appointed to tenure to the position of Special Education, it having been shown that Erica Roecklein, holds a valid New York State Certificate in the aforesaid tenure area and it further having been shown that the probationary period of Erica Roecklein to work in the area expires on June 30, 2025, the Laurens Central School District does hereby grant tenure and appoint to tenure Erica Roecklein effective September 1, 2024, to the position of Special Education Teacher.

7. The appointment of the following individuals to the position of Teacher for the Extended School Year Special Education summer program. The program will run from July 8, 2024 to August 16, 2024 from 8:00 am to 12:00 pm Monday through Friday. The salary will be 1/200th of their annual 2024-2025 salary.

Lori Peck  
Jodi Bolton

8. The appointment of the following individuals as teacher aides for the Extended School Year Special Education summer program. The hourly rate will be calculated based on a teacher aide's 2024-2025 salary.

Jennifer Lewis  
Lindsey Talbert  
Jennifer Prince

9. The appointment of the following individuals as substitute teacher aides for the Extended School Year Special Education summer program. The hourly rate will be calculated based on a teacher aide's 2024-2025 salary.

Yvonne Angell

10. The appointment of the following individuals to the Summer CROP Program. All salaries to be determined and paid by the CROP Grant:

**Site Coordinator**  
Jessica DeBoer

**Activity Leaders**  
Marie Mish  
Monica Kovacs  
Yvonne Angell  
Christina Wooley  
Jessica Shutters

**Substitute Peer Leaders**  
Fran Knarich  
Nate Kovacs  
Anella Croston  
Mallory Kovacs

All Laurens Central School Staff/Faculty and Substitutes for the 2024-2025 school year as needed by the Summer CROP Program.

11. The appointment of Jordan Forbes as a Substitute Teacher Aide for the 2023-2024 school year, pending fingerprint clearance. Her salary will be \$15.00 per hour.
12. The resignation of Erik Parry as an Instrumental Music Teacher effective August 31, 2024.\*

**B. NEW BUSINESS**

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

1. The results of the 2023-2024 Budget Vote, Board Vacancy, Bus Purchase (these numbers will be added as an Addenda before the meeting).
2. The Solid Waste Removal Bid #2024-012 awarding Casella Waste Management for the 2024-2025 School Year.\*
3. It is the intent of the Laurens Central School Board of Education to extend the existing contract with Leonard Bus with the understanding that the increase in contract cost for the 2024-2025 school year will be directly reflective of the increase of the CPI.
4. The attached contract with Diane McMillan, a licensed CLVT Low Vision Therapist, for vision services for the 2024-2025 school year.\*
5. The attached Memorandum of Understanding between the Laurens Central School District and the Village of Laurens Board of Trustees.\*
6. The attached contract with Cathleen Perry for Speech-Language Services for the 2024-2025 school year.\*
7. The attached agreement with Achievements, PLLC for the 2024-2025 school year.\*
8. To declare the following textbooks as surplus and discard appropriately:

Houghton Mifflin Social Studies: School and Family  
ISBN 0-618-32004-0  
Quantity of 16

McGraw-Hill Science  
ISBN 0-02-280034-4  
Quantity of 11

**X. COMMITTEE ON SPECIAL EDUCATION**

**Be It Resolved** that the Laurens Board of Education, upon the recommendation of the Superintendent, approve the attached CSE cases:\*

CSE: 10278, 10286, 10201, 11179, 10967, 10907

CPSE: 21196, 11191, 11205

504: 10875, 11132, 10998, 10866, 10665, 11150, 11047,

**XI. INFORMATION**

1. Student Enrollment Report– April 30, 2024\*
2. NYSIR News – Spring 2024\*

**XII. MEETINGS**

1. Awards Ceremonies – June 4, 2024, 1:30 pm grades 7 & 8<sup>th</sup>, 7:00 pm grades 9-12<sup>th</sup>
2. Board of Education Meeting: Tuesday, June 18, 2024 7:30 PM
3. Graduation – June 28, 2024 7:00 pm

**XIII. 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.)

**XIV. 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

**XV. FINAL ADJOURNMENT**

*Draft MINUTES*  
**Laurens Central School  
Board of Education  
FACS Room 115 - 7:30 PM  
April 17, 2024**

**Opening of Meeting**

**I. OPENING OF MEETING**

1. Call to order

**The meeting was called to order at 7:34 pm by President C. Struckle.**

2. Roll call and quorum check

**Board Members Present: C. Struckle, T. Francisco, G. Murello, M. Wikoff**

**Board Members Absent: P. Bush-Allen**

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

**Adoption of Agenda  
With Addenda**

**II. ADOPTION OF AGENDA with Addenda**

**Motion made by M. Wikoff, seconded by G. Murello to adopt the agenda with addenda. Motion carried 4-0-0.**

**Minutes**

**III. MINUTES**

1. Minutes – Regular Meeting – 3/20/24

**Motion made by T. Francisco, seconded by G. Murello to approve the minutes. Motion carried 4-0-0.**

**Open Comment**

**IV. INTRODUCTION OF VISITORS/OPEN COMMENT PERIOD**

**Reports and Discussions**

**V. REPORTS AND DISCUSSIONS**

1. Safety Patrol Trip – Scott Bolton & Kayla Welsh
  - 2 day, 1 night trip to Gettysburg & Hersheypark
  - sharing a charter bus with Edmeston CS
  - cost is about \$400 per student
  - have some money from fundraisers and have asked for donations from the community and school staff
  - approximately 22 LCS students will go with 4 chaperones
2. Superintendent's Report – W. Dorritie
  - 3-8 NYS Testing
  - The Addams Family Musical* this weekend
  - Grandparents Day on May 3<sup>rd</sup>
  - Marching Band started practices for Sherburne
  - Reminders – Budget Hearing & Budget vote
  - Spring sports
  - Awards Banquets to be held June 4<sup>th</sup>
  - Emergency Days – three days remaining to be used April 26<sup>th</sup>, May 23<sup>rd</sup> & 28<sup>th</sup>
  - Clark Scholarships – Congratulations to our 9 seniors that have received them
  - National Technical Honor Society inductions at BOCES on April 23<sup>rd</sup> – Congratulations to Victoria Stevens, Jaidon Brodie, and Jaidyn Simon for being Selected

3. Report from Building Principal – J. Mushtare
  - Report cards are one week late due to technical problems with SchoolTool – they will go out next Monday
  - Student portal in SchoolTool – we are looking into using this so students can check their grades and assignments
  - Sandy Hook Promise anonymous reporting system known as “Say Something” – students will receive training on what to look for and how to use the system
  - chicks have hatched in Kindergarten
4. Report from Supervisor Transportation – J. Kessler
  - busy with sports trips
  - Preparing for inspections
  - 2 buses down for recalls
  - Audit went through – everything was fine
5. Report for Buildings & Ground – S. West - absent

**Correspondence**

**VI. CORRESPONDENCE**

**Fiscal Reports**

**VII. FISCAL REPORTS**

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

**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. NYLAF Investment Account
8. Transfers Over \$1000

**Motion made by G. Murello, seconded by T. Francisco to approve the Treasurer’s Report. Motion carried 4-0-0.**

**B. Other Reports (No Approval Required)**

1. Warrants
 

Warrant #40	A Fund \$170,046.28 (General)
Warrant #15	C Fund \$6,751.62 (Cafeteria)
Warrant #19	F Fund \$7,320.33 (Special)
Warrant #	T Fund \$0 (Trust & Agency)
Warrant #13	H Fund \$8,680.00 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #	P Fund \$0 (Payroll)
Warrant #42	A Fund \$158,116.15 (General)
Warrant #16	C Fund \$7,781.01 (Cafeteria)
Warrant #20	F Fund \$2,185.49 (Special)
Warrant #18	T Fund \$207.54 (Trust & Agency)
Warrant #	H Fund \$0 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)
Warrant #41	P Fund \$174,324.41 (Payroll)
Warrant #	A Fund \$0 (General)
Warrant #18	C Fund \$969.68 (Cafeteria)
Warrant #	F Fund \$0 (Special)
Warrant #19	T Fund \$308.21 (Trust & Agency)
Warrant #	H Fund \$0 (Capital Fund)
Warrant #	TE Fund \$0 (Trust-Scholarship)
Warrant #	L Fund \$0 (Library)

Warrant #43 P Fund \$183,346.00 (Payroll)

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

**Old Business**

**VIII. OLD BUSINESS**

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

**Personnel**

**IX. PERSONNEL - NEW BUSINESS**

**A. PERSONNEL**

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

**2024-2025 Summer Help**

1. The appointment of the following summer help for the 2024-25 school year:

Jackie Tate – Summer Cleaner \$15.78 per hour  
Beth VanDeusen – Summer Cleaner \$16.43 per hour

Any Laurens Central School Staff/Faculty or Substitute as needed by Buildings and Grounds. Salary will be \$15.00 per hour.

**Motion made by M. Wikoff, seconded by G. Murello to approve the above appointments. Motion carried 4-0-0.**

**P. Smith, Long-term Substitute**

2. The appointment of Paige Smith as a Long-Term Non-Certified Substitute Teacher, retroactive to April 12, 2024. Her salary will be as per Board Policy.

**Motion made by G. Murello, seconded by T. Francisco to approve the above appointment. Motion carried 4-0-0.**

**M. Kane, JV Softball Stipend**

3. The stipend for JV Softball to be paid to Michelle Kane in the amount of \$2340.

**Motion made by M. Wikoff, seconded by T. Francisco to approve the above stipend. Motion carried 4-0-0.**

**New Business**

**B. NEW BUSINESS**

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

**Adoption of budget 24-25**

1. Adopt a budget for the operation of the Laurens Central School District for the fiscal year July 1, 2024 to June 30, 2025, of \$11,628,646.

**Motion made by T. Francisco, seconded by M. Wikoff to adopt the above budget. Motion carried 4-0-0.**

**Property Tax Report Card**

2. The Property Tax Report Card for the 2024-2025 school year.

**Motion made by T. Francisco, seconded by G. Murello to approve the above Property Tax Report Card. Motion carried 4-0-0.**

**Cooperative Purchasing**

3. The attached resolutions for the 2024-2025 Cooperative Purchasing Services through DCMO BOCES.

- A. Cooperative Purchasing
- B. Generic



C. Cafeteria Supplies and Food Bid

**Motion made by G. Murello, seconded by T. Francisco to approve the attached Cooperative Purchasing Services. Motion carried 4-0-0.**

**Safety Patrol Trip**

4. The overnight trip of the Laurens Safety Patrol to Gettysburg and Hersheypark. They will be leaving on Monday, June 17, 2024 and returning on Tuesday, June 18, 2024. The Laurens Central School Board of Education has the right to rescind their decision at any time.

**Motion made by G. Murello, seconded by M. Wikoff to approve the above overnight trip. Motion carried 4-0-0.**

**CSE**

**X. COMMITTEE ON SPECIAL EDUCATION**

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

CSE: None

CPSE: None

504: None

**Information**

**XI. INFORMATION**

1. Student Enrollment Report– March 31, 2024\*

**Meetings**

**XII. MEETINGS**

1. Budget Hearing – May 7, 2024, 7:00 pm, Multi-purpose Room
2. Final Elementary Concert – May 14, 2024, 6:00 pm, Multi-Purpose Room
3. Annual Meeting/School Budget Vote – May 21, 2024, 12:00- 8:00 pm, Rm 115
4. Final Secondary Concert – May 21, 2024, 7:00 pm, Multi-Purpose Room
5. Board of Education Meeting – May 22, 2024, 7:30 pm, Room 115

**Open Comment**

**XIII. OPEN COMMENT PERIOD**

**Executive Session**

**XIV. 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

**The Board adjourned to executive session at 7:58 pm to discuss Personnel and Student issues. Motion made by T. Francisco, seconded by M. Wikoff. Motion carried 4-0-0.**

**Final Adjournment**

**XV. FINAL ADJOURNMENT**

**The Board adjourned from executive session at 8:35 pm. Motion made by G. Murello, seconded by T. Francisco. Motion carried 4-0-0.**

**The Board adjourned, without further discussion at 8:37 pm. Motion made by M. Wikoff, seconded by G. Murello. Motion carried 4-0-0.**

PLEASE PRINT YOUR NAME BELOW

April 17, 2024

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. Lindsey Talbert 14.
3. 15.
4. 16.
5. 17.
6. 18.
7. 19.
8. 20.
9. 21.
10. 22.
11. 23.
12. 24.

## LAURENS CENTRAL SCHOOL 2024-2025 ADVISORS

<u>Group</u>	<u>Advisor</u>
Art Club	Randi Riddell
Band Advisor (All-County, All-State, NYSSMA)	TBD
Cabaret – Instrumental	TBD
Cabaret – Vocal	Markus Ling/Molly Bello
Chamber Chorus Advisor	Markus Ling
Chorus Advisor (All-County, All-State, NYSSMA)	Markus Ling
Co-Director Colorguard	Jennifer Sander
Co-Director Colorguard	Carol Louden
Drama Club	Jo Mish
Drama Club Asst.	Marie Mish
Envirothon	Beverly Murch/Connor Murch
Extracurricular Treasurer	Pam Weir
French Club	Mica Holleran
Garden Club	Ashley Furner
National Sr. Honor Society	Beverly Murch
National Jr. Honor Society	Beverly Murch
Instructors, Senior Jaguars	Cassandra Rathbun
	David Bowen
Instructor, Junior Jaguars	Carol Louden, Kayley Qua
Instructor, PJ's	Carol Louden
Jazz Ensemble	TBD
Key Club	Celine Francisco
Light Technician Drama	Jonathan Powers
Light Technician Cabaret	Jonathan Powers
Quiz Bowl Academic Competition	Gina Fairchild
SADD	Beverly Murch
Safety Patrol	Scott Bolton
SAVE Club	Jonathan Powers
Sound Technician Drama	Jonathan Powers
Sound Technician Cabaret	Jonathan Powers
Student Council	Jonathan Powers/Connor Murch
Strategy & Tabletop Club	Markus Ling
Varsity Club Advisor	Steve West
World Cultures Club	Gina Fairchild/Molly Bello
Yearbook	Carol Louden
<b><u>Class Advisors</u></b>	
7 <sup>th</sup> Grade (2030)	Aaron Stary/Melissa Gregory
8 <sup>th</sup> Grade (2029)	Mica Holleran/Jon Powers
9 <sup>th</sup> Grade (2028)	Christine Cox/Carol Louden
10 <sup>th</sup> Grade (2027)	Jennifer Lewis/Jessica DeBoer
11 <sup>th</sup> Grade (2026)	Carol Louden/Monica Kovacs
12 <sup>th</sup> Grade (2025)	Christine Cox/Jennifer Mann

## LAURENS CENTRAL SCHOOL 2024-2025 ATHLETIC COACHES

<b><u>Soccer</u></b>	<b><u>Coach</u></b>
Boys Varsity	Connor Murch
Girls Varsity	Christine Cox
Boys JV	N/A
Girls JV	N/A
Boys Modified	Aaron Stary
Girls Modified	Michelle Kane/Lindsey Talbert

<b><u>Basketball</u></b>	<b><u>Coach</u></b>
Boys Varsity	TBD
Girls Varsity	Andy Carr
Boys JV	Dan Ronson
Girls JV	Michelle Kane
Boys Modified	TBD
Girls Modified	Lindsey Talbert

<b><u>Baseball/Softball</u></b>	<b><u>Coach</u></b>
Boys Varsity	Dan Ronson
Girls Varsity	Andy Carr
Boys JV	N/A
Girls JV	Michelle Kane
Boys Modified	TBD
Girls Modified	Lindsey Talbert

<b><u>Track</u></b>	<b><u>Coach</u></b>
Coach	Brian Roecklein
Track Assistant Coach	Omar Nelson

**SOLID WASTE REMOVAL BID #2024-012 - ANALYSIS SPREADSHEET - LOT 18**

**LAURENS CSD**

Below is an analysis of the Solid Waste Removal bid #2024-012. Please review the analysis and make a recommendation for the award. Your School District may award on your own behalf by taking the award to your Board of Education, or you may ask for the BOCES to award on your District's behalf. However, if you would like the DCMO BOCES to award on your district's behalf, please let me know as soon as possible. Awards through our Board will be approved on June 5, 2024. If your Board will be awarding, please let me know which contract will be awarded.

DISTRICT	BIDDER NAME	TOTAL - WITH RECYCLABLE MATERIAL REMOVAL
LAURENS CSD	Casella Waste Management	\$6,000.00
	Waste Recovery	\$7,200.00
Last Year's Bid		\$5,400.00

**Memorandum of Understanding  
Between the  
Laurens Central School District  
And the  
Village of Laurens Board of Trustees**

This Agreement made on the \_\_\_ day of \_\_\_\_\_ 20\_\_\_, by and between the Village of Laurens Board of Trustees, (hereinafter "the Village Board") and the Laurens Central School District, (hereinafter "the District") located at 55 Main Street, Laurens, New York 13796, a school district duly organized under the laws of the State of New York.

**WITNESSETH:**

**WHEREAS**, the Village Board has demonstrated the need for additional space for the running of its public business, and the District, is in possession of space that can be used for this purpose; and

**WHEREAS**, the District and the Village Board, desire to enter into a shared use agreement for space in the school building

**WHEREAS**, the parties intend to reduce to writing in general terms their respective rights and obligations in connection with the use of space in the school building.

**NOW, THEREFORE**, in consideration of the mutual promises and understanding herein contained, and for other good and valuable consideration, the parties agree as follows:

1. The Village Board shall be provided possession and control and use of space within the school building, including but not limited to, the office space located near the main parking lot and side entrance of the building, rest rooms, and parking area.
2. The Village Board, shall have unlimited use of the designated office space for the purpose of carrying on Village Business.
3. The District, at its own expense, shall maintain the space. Maintenance responsibilities shall include cleaning of the space and trash removal.
4. The Village Board shall provide all equipment, such as computers, filing cabinets, printers, furniture and so forth, for the proper running of Village business. Should the Village Board be in need of such equipment, and should the District have such equipment available, the District will allow the Village Board access to such equipment. Such equipment shall remain the property of the District.
5. The Village Board shall be responsible for providing all materials and supplies needed to run the business of the Village. Such materials and supplies shall include, but are not limited to paper, pencils, pens, copier ink and so forth.
6. The District agrees to install a sliding window for ease of access to the office space for residents conducting business with the Village Board.
7. Should residents, or other individuals, need to enter the school building to conduct business with the Village Board and/or its employees, the Village Board and/or its employees shall observe and comply with all school district requirements and regulations for entry to the building, including all "signing in and out" procedures for all individuals

who enter the building to conduct business with the Village Board and/or employees of the Board. In addition, all members of the Village Board, and/or employees of the Board agree to observe and comply with all school district requirements and regulations for entry to the building, including all "signing in and out" procedures.

8. The Village Board and/or employees of the Board agree to comply with all school district required safety drills, such as, fire drills, lock down drills, lock out drills, evacuation drills and so forth.
9. The Village Board understands that the District has in place and will continue to use its indoor and outdoor surveillance system which will monitor the inside and outside entrances to the office space. Notification of the use of a security system is posted on entrance doors to the building.
10. The District will provide the day to day employees of the Village Board with swipe card access to the building. The swipe card access system is part of the District security system, therefore, use of the swipe card system is monitored.
11. The District will provide the day to day employees of the Village Board with a key to the office space. This key will provide access to the office only. It will not provide access to any other part of the building. It is expected that the day to day employees will not give the key to any other Village Board member without advanced notification to the District. It is also understood that the District will maintain in its possession a key to the office space for the purpose of cleaning, maintenance and/or emergency needs.
12. The Room Rental for the space will be based annually on the ONC BOCES room rental rates per square footage used. The square footage of the designated office space is 80 square feet. This rate shall include heat, utility charges such as water and electric costs and networking services. This rate shall also include a separate phone line and number at no additional cost. However, as long as the District is not on a contingent budget, as determined by the residents through the annual budget vote, this fee shall be waived.
13. Each party shall maintain public liability insurance including bodily injury and property damage in an amount not less than one million dollars. The Village Board shall name the District as an additional insured, and shall provide a certificate of Insurance to the District annually.
14. The Village Board shall defend, indemnify and hold harmless the District for any act, omission or negligence of the Village Board, its agents, invitees, or employees. The Village Board further releases the District from liability for any damages sustained by the Village Board or any other person claiming by, through or under the Village Board due to the Village Board's use of the school building or any part thereof or any appurtenances thereto. The District shall not be liable for any damage to or loss of the Village Board's personal property, inventory, fixtures or improvements from any cause whatsoever, except the affirmative acts or proven negligence of the District, and then only to the extent not covered by insurance to be obtained by the Village Board.
15. This Agreement is made subject to approval of the parties' respective authorizing Boards.
16. This Agreement shall be governed by the New York Law and is effective to the extent permitted by law.
17. All notices required herein shall be personally served or sent by United States registered or certified mail, return receipt required to the following:

Laurens Village Board  
Laurens, NY 13796

Laurens Central School District  
PO Box 301  
Laurens, New York 13796  
Attn: Superintendent

19. This agreement contains and embraces the entire agreement between the parties hereto and it or any part of it may not be changed, altered, modified, limited, terminated or extended orally or by any agreement between the parties unless such agreement be expressed in writing, signed and acknowledged by the parties hereto, their legal representatives, successors or assigns, except as may be expressly otherwise provided herein.
20. The Village Board and the District are committed to this agreement for a five year period, starting with the 2024-2025 school year and ending with the 2028 -2029 school year. The Village Board and the District understand that the District shall require an annual renewal of this agreement. Either party may terminate this agreement with 60 days written notice provided.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be executed by the proper officer this day \_\_\_\_\_ of \_\_\_\_\_, 20\_\_.

**Laurens Village Board**

By: \_\_\_\_\_

Its: President, \_\_\_\_\_

Date: \_\_\_\_\_

**Laurens Central School District**

By: \_\_\_\_\_

Its: Superintendent

Date: \_\_\_\_\_