

**Board of Education  
Madrid-Waddington Central School  
Tuesday, January 21, 2025  
High School Library  
6:30 PM**

- I. Call to Order
- II. Pledge of Allegiance
- III. Acceptance of Minutes for December 10, 2024 regular board meeting
- IV. Reports
  1. Treasurer's Report
    - Action Item: Acceptance of Report
  2. Transportation
  3. Buildings & Grounds
  4. CSE & CPSE Recommendations
    - Action Item: Acceptance of CSE & CPSE Recommendations
  5. Student Liaison
  6. High School
    - SUNY Canton STEM
  7. Elementary School
    - Statewide Literacy Meeting Update
- V. Public Comment (3 minute limit per person)
- VI. Superintendent's Report
  1. SEI Contract for 2025-2026 Capital Outlay
    - Action Item: Approve Contract
  2. Capital Project Updates
    - Action Item: Approval of Clerk of the Works Contract
    - Action Item: Approval of Day Automation State Contract Bid
- VII. Discussion of Old or New Business
  1. Drone Soccer Regional Competition Overnight Trip
    - Action Item: Approval of Overnight Trip
  2. Destruction of Ballots
    - Action Item: Destruction of May 2024 Ballots
  3. Area 6 Legislative Breakfast - February 7, 2025
  4. Exposure Control Plan - 1st Read
  5. Action Item:
    - Designation of two representatives to New York Power Authority Local Government Task Force
- VIII. Action Item
  1. Personnel
    - Action Item: Approve Personnel Recommendations
- IX. Executive Session  
*(If necessary, For the purpose of discussion related to the medical, financial or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation).*
- X. Adjournment

**Upcoming Dates:**

Jan. 29. Lunar New Year Holiday - Building Closed  
Feb. 11 Next Board Meeting 6:30 PM

A Regular Meeting of the Board of Education of the Madrid-Waddington Central School was held on December 10, 2024. The President of the Board, Robert Smith, called the meeting to order at 6:30PM.

**ROLL CALL** Present: Wyatt Boswell, Bruce Durant, Charles Grant, Ryan Hayes, Chris Pryce, Robert Smith and Amber Sullivan

Others: Eric Burke, Julie Abrantes, Joseph Binion, Nicole Weakfall, Patricia Bogart, Zara Cordwell, Alea Losey, Lydia Baxter, Brianne Sterling and Annika Zysik

Excused: Katie Logan and Mike Ruddy

**NO. 2025-051** Motion by Durant, seconded by Grant, to approve the minutes of the November 19, 2024 Regular Board of Education meeting.  
**Approval of Minutes**

Yeas: All Present

Nays: None

**NO. 2025-052** Motion by Grant, seconded by Hayes, to accept the Treasurer's Report for the period ending November 30, 2024.  
**Treasurer's Report**

Yeas: All Present

Nays: None

**NO. 2025-053** Motion by Sullivan, seconded by Boswell, that the Board accept the recommendation of the Committee on Special Education, as listed on the attached sheets, and approves the authorization of funds to implement the special education programs and services consistent with such recommendations.  
**CSE**

Yeas: All Present

Nays: None

**The Following Reports Were Given:**

- Student Liaison – Annika Zysik
  - Athletics – Winter Sports Update
  - Arts Update
  - Clubs/Extracurricular Activities Update
  - Community Events/Trips Update
- High School Principal
  - Portrait of a Graduate
- Elementary Principal
  - December Events
- Superintendent's Report:
  - Capital Project Update
  - Regionalization Update
  - Rockefeller Foundation Aid Study

**Discussion of Old or New Business**

- Third and Final Reading of the following policy:
  - Policy 5661 – Wellness

**NO. 2025-054** Motion by Grant, seconded by Durant, that the Board, upon the recommendation of Superintendent Burke, does hereby approve the following policy:  
**Policy**

- Policy 5661 – Wellness

Yeas: All Present

Nays: None

**NO. 2025-055** Motion by Pryce, seconded by Durant, that the board, upon the recommendation of

Appointments Superintendent Burke, does hereby approve the following personnel actions:

*Appointments:*

- |             |  |
|-------------|--|
| P Grandy    | 1. Phebe Grandy; Food Service Helper, eff. 12/11/24, rate of \$15.50/hr.     |
| S Milburn   | 2. Samantha Milburn; Food Service Helper, eff. 12/11/24, rate of \$15.50/hr. |
| W Murphy    | 3. William Murphy; Sub Tch. & TA, eff. 12/11/24, rate of \$130/day           |
| A Plante    | 4. Austin Plante; Vol Cheer Co-Coach, eff. 12/11/24                          |
| M Armstrong | 5. Maddison Armstrong; Sub Tch. & TA, eff. 12/11/24, rate of \$130/day       |
| G Strader   | 6. Gary Strader; 4-hr Bus Driver, eff. 12/11/24, rate of \$26.10/hr.         |

*Medical Leave:*

- |          |  |
|----------|--|
| S Monroe | 7. Schiler Monroe; Bus Driver, eff. 12/23/24-1/14/25 |
|----------|--|

*Resignation:*

- |           |   |
|-----------|---|
| L Barkley | 8. Lisa Barkley; Bus Driver, retirement, eff. 6/27/25 |
|-----------|---|

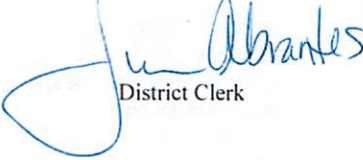
Yeas: All Present

Nays: None

No. 2025-056 Motion by Durant, seconded by Pryce, to adjourn the regular meeting at 7:04PM.  
Adjournment

Yeas: All Present

Nays: None

  
District Clerk

**MADRID-WADDINGTON CSD**

A/P Check Register  
Bank Account: CBCAPFUND - COMMUNITY BANK CAPITAL FUND

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
002357	12/06/2024	C	JOHNSON NEWSPAPER CORP	0048		No	No			\$2,290.07	002357
002358	12/12/2024	C	NORTH COUNTRY THIS WEEK	0049		No	No			\$144.60	002358
002359	12/19/2024	C	SEI DESIGN GROUP ARCHITECTS, PC	0053		No	No			\$25,809.33	002359
<b>Subtotal for Bank Account: CBCAPFUND - COMMUNITY BANK CAPITAL FUND</b>										<b>Grand Total</b>	<b>\$28,244.00</b>
										<b>Void Total</b>	<b>\$0.00</b>
										<b>Net</b>	<b>\$28,244.00</b>
										<b>Grand Total</b>	<b>\$28,244.00</b>
										<b>Void Total</b>	<b>\$0.00</b>
										<b>Net</b>	<b>\$28,244.00</b>

**Selection Criteria**

Bank Account: CBCAPFUND  
Check date is between 12/01/2024 and 12/31/2024  
Sort by: Check Number  
Printed by JULIE K. ABRANTES

**MADRID-WADDINGTON CSD**  
Budget Status Report As Of: 12/31/2024  
Fiscal Year: 2025

**Fund: A GENERAL FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1010-400-00-0000	Board Education Other	7,500.00	0.00	7,500.00	6,879.20	0.00	620.80
1010-400-00-1000	Prof Dev Other	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
1010-490-00-0000	BOCES Services	6,595.00	0.00	6,595.00	3,339.25	0.00	3,255.75
1010-500-00-0000	Board Education Supplies	750.00	0.00	750.00	198.86	0.00	551.14
1040-160-00-0000	District Clerk Salary	105,049.00	0.00	105,049.00	52,524.55	52,524.40	0.05
1040-400-00-0000	District Clerk Other	1,750.00	0.00	1,750.00	0.00	0.00	1,750.00
1040-400-00-1000	Prof Dev Other	500.00	0.00	500.00	0.00	0.00	500.00
1040-500-00-0000	District Clerk Supplies	1,500.00	0.00	1,500.00	80.64	0.00	1,419.36
1060-400-00-0000	District meetings other	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<b>10 Board of Education - State Function Group Subtotal</b>		<b>132,144.00</b>	<b>0.00</b>	<b>132,144.00</b>	<b>63,022.50</b>	<b>52,524.40</b>	<b>16,597.10</b>
1240-150-00-0000	Superintendent Salary	106,327.00	0.00	106,327.00	51,394.85	51,405.15	3,527.00
1240-160-00-0000	Superintendent Secretary	56,162.00	0.00	56,162.00	27,581.06	27,580.94	1,000.00
1240-400-00-0000	Chief School Admin Other	8,480.00	0.00	8,480.00	5,771.06	0.00	2,708.94
1240-400-00-1000	Prof Dev Other	6,000.00	0.00	6,000.00	3,310.35	1,006.00	1,683.65
1240-500-00-0000	Chief School Admin Supplii	1,500.00	0.00	1,500.00	69.59	0.00	1,430.41
<b>12 Central Administration - State Function Group Subtotal</b>		<b>178,469.00</b>	<b>0.00</b>	<b>178,469.00</b>	<b>88,126.91</b>	<b>79,992.09</b>	<b>10,350.00</b>
1310-150-00-0000	Business Admin Instructio	52,370.00	0.00	52,370.00	25,705.16	25,694.84	970.00
1310-160-00-0000	Business Admin Noninstruc	31,495.00	-4,360.00	27,135.00	13,247.36	13,675.85	211.79
1310-400-00-0000	Business Admin Other	32,718.00	-1,000.00	31,718.00	10,094.06	3,250.00	18,373.94
1310-400-00-1000	Prof Dev Other	0.00	1,000.00	1,000.00	607.74	0.00	392.26
1310-490-00-0000	BOCES Services	50,000.00	0.00	50,000.00	11,653.07	0.00	38,346.93
1310-500-00-0000	Business Admin Supplies	4,250.00	-2,379.00	1,871.00	1,291.25	0.00	579.75
1320-400-00-0000	Auditing Other Exp	30,000.00	0.00	30,000.00	27,100.00	0.00	2,900.00
1325-160-00-0000	Treasurer Salary	15,914.00	4,360.00	20,274.00	8,314.64	11,956.23	3.13
1325-400-00-0000	Treasurer Other	825.00	0.00	825.00	0.00	0.00	825.00
1325-400-00-1000	Prof Dev Other	250.00	0.00	250.00	0.00	0.00	250.00
1325-500-00-0000	Treasurer Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330-160-00-0000	Tax Collector Salary	4,700.00	0.00	4,700.00	4,700.00	0.00	0.00
1330-400-00-0000	Tax Collector Other	465.00	0.00	465.00	40.87	0.00	424.13
1330-500-00-0000	Tax Collector Supplies	600.00	2,379.00	2,979.00	2,978.98	0.00	0.02
1345-490-00-0000	Purchase BOCES Services	2,548.00	0.00	2,548.00	1,019.20	0.00	1,528.80
1380-400-00-0000	Fiscal Agent Fees	7,500.00	0.00	7,500.00	621.00	0.00	6,879.00
<b>13 Finance - State Function Group Subtotal</b>		<b>233,735.00</b>	<b>0.00</b>	<b>233,735.00</b>	<b>107,373.33</b>	<b>54,576.92</b>	<b>71,784.75</b>
1420-400-00-0000	Legal Other Expense	25,000.00	0.00	25,000.00	7,219.50	0.00	17,780.50
1430-490-00-0000	BOCES Services - PERS	22,860.00	0.00	22,860.00	9,144.00	0.00	13,716.00
1460-490-00-0000	BOCES Services	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<b>14 Staff - State Function Group Subtotal</b>		<b>50,360.00</b>	<b>0.00</b>	<b>50,360.00</b>	<b>16,363.50</b>	<b>0.00</b>	<b>33,996.50</b>
1620-160-00-0000	Operation Salaries	266,448.00	0.00	266,448.00	124,033.98	109,430.58	32,983.44

**MADRID-WADDINGTON CSD**  
Budget Status Report As Of: 12/31/2024  
Fiscal Year: 2025  
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
1620-200-00-0000	Operation Equipment	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
1620-400-00-0000	Operation Other Expense	25,000.00	0.00	25,000.00	2,309.15	0.00	22,690.85
1620-400-00-1000	Prof Dev Other	250.00	0.00	250.00	35.00	0.00	215.00
1620-402-00-0000	Natural Gas	117,000.00	0.00	117,000.00	22,105.42	0.00	94,894.58
1620-407-00-0000	Electricity	175,000.00	0.00	175,000.00	55,398.29	0.00	119,601.71
1620-408-00-0000	Telephone	15,680.00	0.00	15,680.00	4,647.31	0.00	11,032.69
1620-490-00-0000	BOCES Services	23,000.00	0.00	23,000.00	8,577.42	0.00	14,422.58
1620-500-00-0000	Operation Supplies	60,000.00	0.00	60,000.00	47,193.62	3,521.75	9,284.63
1620-500-01-0000	Auditorium Supplies	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
1621-160-00-0000	Maintenance Salaries	326,199.00	-1,200.00	324,999.00	147,550.82	109,430.64	68,017.54
1621-160-02-0000	Maint Salaries - Chem Hyg	0.00	1,200.00	1,200.00	200.00	1,000.00	0.00
1621-200-00-0000	Maintenance Equipment	10,000.00	71,034.50	81,034.50	55,697.00	25,337.50	0.00
1621-200-01-0000	Auditorium Equipment	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
1621-200-02-0000	Equip - Security	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
1621-400-00-0000	Maintenance Other	110,000.00	0.00	110,000.00	37,367.44	7,829.90	64,802.66
1621-400-01-0000	Auditorium Other	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
1621-490-00-0000	Maintenance - BOCES Svces	19,178.00	0.00	19,178.00	7,671.20	0.00	11,506.80
1621-500-00-0000	Maintenance Supplies	55,000.00	0.00	55,000.00	16,725.73	0.00	38,274.27
1670-400-00-0000	Mailing Other Expense	9,460.00	0.00	9,460.00	820.56	0.00	8,639.44
1670-490-00-0000	Printing BOCES Services	4,000.00	0.00	4,000.00	1,600.00	0.00	2,400.00
1670-500-00-0000	Mailing Supplies	750.00	0.00	750.00	0.00	0.00	750.00
1680-490-00-0000	Data Processing BOCES	450,691.00	0.00	450,691.00	195,016.97	0.00	255,674.03
<b>16 Central Services - State Function Group Subtotal</b>		<b>1,714,456.00</b>	<b>71,034.50</b>	<b>1,785,490.50</b>	<b>726,949.91</b>	<b>256,550.37</b>	<b>801,990.22</b>
1910-400-00-0000	Unallocated Insurance	86,800.00	0.00	86,800.00	70,820.40	0.00	15,979.60
1964-400-00-0000	Refund of Real Property	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
1981-490-00-0000	BOCES Admin. Charge	429,669.00	0.00	429,669.00	171,867.60	0.00	257,801.40
1983-490-00-0000	BOCES Capital Expense	198,372.00	0.00	198,372.00	79,348.80	0.00	119,023.20
<b>19 Special Items (Contractual Expense) - State Function Group Sub</b>		<b>717,341.00</b>	<b>0.00</b>	<b>717,341.00</b>	<b>322,036.80</b>	<b>0.00</b>	<b>395,304.20</b>
2010-490-00-0000	BOCES Curriculum Develop	35,000.00	0.00	35,000.00	9,903.60	0.00	25,096.40
2020-150-00-0000	Principals' Salaries-Elem	86,060.00	0.00	86,060.00	42,823.04	42,822.96	414.00
2020-150-05-0000	Principals' Salaries-HS	108,714.00	13,286.00	122,000.00	60,999.98	61,000.02	0.00
2020-161-00-0000	Secretaries' Sal - Elem	40,228.00	0.00	40,228.00	17,440.42	17,440.58	5,347.00
2020-161-05-0000	Secretaries' Sal - HS	44,365.00	0.00	44,365.00	19,122.87	19,122.88	6,119.25
2020-162-00-0000	Monitors' Salaries - K-5	10,892.00	-5,931.00	4,961.00	1,408.11	2,508.31	1,044.58
2020-162-00-3000	Monitors' Salaries	7,269.00	-7,269.00	0.00	0.00	0.00	0.00
2020-162-05-0000	Monitors' Salaries - 7-12	2,427.00	0.00	2,427.00	586.72	1,320.18	520.10
2020-400-00-0000	Super Other Exp - Elem	3,442.00	0.00	3,442.00	162.00	0.00	3,280.00
2020-400-00-1000	Prof Dev Other Elem	550.00	0.00	550.00	100.82	0.00	449.18

**MADRID-WADDINGTON CSD**  
Budget Status Report As Of: 12/31/2024  
Fiscal Year: 2025  
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2020-400-05-0000	Super Other Exp - HS	4,348.00	0.00	4,348.00	2,440.97	0.00	1,907.03
2020-400-05-1000	Prof Dev Other HS	550.00	0.00	550.00	100.82	0.00	449.18
2020-500-00-0000	Supervision Sup - Elem	1,750.00	0.00	1,750.00	40.07	0.00	1,709.93
2020-500-05-0000	Supervision Sup - HS	1,750.00	0.00	1,750.00	374.68	0.00	1,375.32
2080-400-00-0000	Grant Writer Services	21,000.00	0.00	21,000.00	9,000.00	0.00	12,000.00
<b>20 Administration and Improvement - State Function Group Subtot:</b>		<b>388,345.00</b>	<b>86.00</b>	<b>388,431.00</b>	<b>164,604.10</b>	<b>144,214.93</b>	<b>59,711.97</b>
2110-110-00-0000	Teacher Salaries 1/2 Day	33,243.00	-32,622.00	621.00	0.00	0.00	621.00
2110-120-00-0000	Teacher Salaries K-3	988,413.00	-4,303.00	984,110.00	302,333.82	641,771.23	40,004.95
2110-120-01-0000	TCH Salaries K-3 PROF DEV	5,000.00	7,125.00	12,125.00	11,825.00	0.00	300.00
2110-120-01-1000	TCH Sal Pre-K PROF Dev	700.00	400.00	1,100.00	800.00	0.00	300.00
2110-121-00-0000	4-5 ELEMENTARY TEACHERS	580,948.00	7,705.00	588,653.00	184,300.15	404,350.32	2.53
2110-121-01-0000	TCH Salaries 4-5 PROF DEV	3,500.00	1,975.00	5,475.00	5,175.00	0.00	300.00
2110-121-03-0000	6 ELEM TCH SALARIES	294,910.00	-642.36	294,267.64	82,581.82	182,806.85	28,878.97
2110-121-03-1000	6 Tch Prof Dev Stipends	1,000.00	200.00	1,200.00	1,200.00	0.00	0.00
2110-122-00-0000	K-3 ELEM TCH ASSISTANT	7,257.00	100.00	7,357.00	7,042.25	250.00	64.75
2110-122-00-1000	Pre-K TCH ASSISTANT	30,763.00	13,142.36	43,905.36	14,459.95	29,445.41	0.00
2110-123-00-0000	4-5 ELEM TCH ASSISTANT	8,058.00	-4,350.00	3,708.00	780.00	0.00	2,928.00
2110-123-01-0000	6 TCH ASSISTANT	1,500.00	0.00	1,500.00	520.00	0.00	980.00
2110-130-00-0000	Teacher Salaries 7-12	1,557,618.00	-48,500.00	1,509,118.00	456,052.13	968,369.58	84,696.29
2110-130-01-0000	TCH Sal 7-12 PROF DEV	5,000.00	2,967.00	7,967.00	7,716.65	0.00	250.35
2110-131-00-0000	TCH ASSIST Salaries 7-12	4,680.00	0.00	4,680.00	1,739.42	2,440.54	500.04
2110-140-00-0000	Substitute Teachers - K-5	35,000.00	18,000.00	53,000.00	23,412.15	0.00	29,587.85
2110-140-00-1000	Substitute Tch -Pre-K	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2110-140-01-0000	Substitute Teachers	18,000.00	-18,000.00	0.00	0.00	0.00	0.00
2110-140-02-0000	Substitute Teachers - 6	7,000.00	0.00	7,000.00	404.40	0.00	6,595.60
2110-140-03-0000	Substitute TCH - 7-12	115,485.00	0.00	115,485.00	51,837.23	0.00	63,647.77
2110-150-00-0000	Tutoring Salaries- K-3	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
2110-150-01-0000	Tutoring Salaries- 4-5	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
2110-150-02-0000	Tutoring Salaries- 6	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2110-150-05-0000	Tutoring Salaries- 7-12	20,000.00	0.00	20,000.00	7,308.00	0.00	12,692.00
2110-160-00-0000	NON-INSTR SALARIES - K-5	1,700.00	63.00	1,763.00	0.00	0.00	1,763.00
2110-160-00-1000	NON-INSTR SALARIES Pre-K	1,000.00	-400.00	600.00	0.00	0.00	600.00
2110-160-01-0000	NON-INSTR SALARIES 6	250.00	-250.00	0.00	0.00	0.00	0.00
2110-160-05-0000	NON-INSTR SALARIES - 7-12	0.00	751.00	751.00	654.96	0.00	96.04
2110-200-00-0000	General Equipment K-12	27,000.00	0.00	27,000.00	17,840.00	0.00	9,160.00
2110-400-00-0000	General Other Expense	19,000.00	-300.00	18,700.00	4,884.99	27.91	13,787.10
2110-400-01-0000	General Other Exp Pre-K	200.00	0.00	200.00	0.00	0.00	200.00
2110-400-01-1000	General Other Exp K-5	1,500.00	340.00	1,840.00	1,840.00	0.00	0.00



**MADRID-WADDINGTON CSD**  
Budget Status Report As Of: 12/31/2024  
Fiscal Year: 2025

**Fund: A GENERAL FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2110-400-02-0000	General Other	650.00	-650.00	0.00	0.00	0.00	0.00
2110-400-03-0000	General Other Exp 6	250.00	0.00	250.00	0.00	0.00	250.00
2110-400-03-1000	Instrum Music k-5 Other E	500.00	522.00	1,022.00	1,003.24	0.00	18.76
2110-400-03-1100	Instrum Music Other	127.00	-127.00	0.00	0.00	0.00	0.00
2110-400-03-1200	Instrum Music 6 Other E	74.00	0.00	74.00	0.00	0.00	74.00
2110-400-03-1300	PRE-K Comm & Assem Other	75.00	0.00	75.00	0.00	0.00	75.00
2110-400-03-1400	K-5 Comm & Assem Other	175.00	175.00	350.00	115.45	0.00	234.55
2110-400-03-1500	Comm & Assem Other	175.00	-175.00	0.00	0.00	0.00	0.00
2110-400-03-1600	6 Comm & Assem Other	75.00	0.00	75.00	0.00	0.00	75.00
2110-400-03-1700	PRE-K Teacher Conference	750.00	-750.00	0.00	0.00	0.00	0.00
2110-400-03-1800	K-5 Teacher Conference	1,000.00	965.00	1,965.00	1,965.00	0.00	0.00
2110-400-03-1900	Teacher Conference	625.00	-625.00	0.00	0.00	0.00	0.00
2110-400-03-2000	6 Teacher Conference	100.00	1,042.00	1,142.00	1,142.00	0.00	0.00
2110-400-05-0000	General Other Exp 7-12	7,500.00	-632.00	6,868.00	3,520.53	0.00	3,347.47
2110-400-05-0700	Phys Ed 7-12 Other Expens	361.00	0.00	361.00	0.00	0.00	361.00
2110-400-05-0800	Music Piano Accompanist	1,000.00	0.00	1,000.00	250.00	0.00	750.00
2110-400-05-1100	Instrum Music 7-12 Other	1,750.00	0.00	1,750.00	701.25	0.00	1,048.75
2110-400-05-1200	Vocal Music 7-12 Other	750.00	150.00	900.00	855.50	0.00	44.50
2110-400-05-1300	State/Nat'l Music Other 7	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
2110-400-05-1600	7-12 Comm & Assem Other	1,650.00	0.00	1,650.00	0.00	0.00	1,650.00
2110-400-05-1700	7-12 Teacher Conference	3,000.00	0.00	3,000.00	2,650.18	0.00	349.82
2110-470-00-0000	Tuition - K-5	15,000.00	8,500.00	23,500.00	0.00	0.00	23,500.00
2110-470-03-0000	Tuition	8,500.00	-8,500.00	0.00	0.00	0.00	0.00
2110-470-03-1000	Tuition - 6	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
2110-470-03-1100	Tuition - 7-12	35,000.00	0.00	35,000.00	1,594.01	32,728.00	677.99
2110-480-01-0000	Campus/St. Mary's Text	850.00	0.00	850.00	0.00	0.00	850.00
2110-480-03-0100	Textbooks K-5	7,500.00	7,500.00	15,000.00	565.28	8,872.60	5,562.12
2110-480-03-0200	Textbooks	7,500.00	-7,500.00	0.00	0.00	0.00	0.00
2110-480-03-0300	Textbooks 6	3,500.00	0.00	3,500.00	0.00	113.96	3,386.04
2110-480-05-0100	Textbooks 7-12	13,538.00	0.00	13,538.00	9,230.86	137.50	4,169.64
2110-490-00-0000	BOCES Services	239,827.00	0.00	239,827.00	138,450.35	0.00	101,376.65
2110-500-00-0000	General K-12 Supplies	25,000.00	0.00	25,000.00	6,713.32	5,419.72	12,866.96
2110-500-03-0000	General Pre-K Supplies	1,500.00	0.00	1,500.00	171.91	0.00	1,328.09
2110-500-03-0100	General K-5 Supplies	12,000.00	7,472.18	19,472.18	19,253.16	0.00	219.02
2110-500-03-0110	General Supplies	7,500.00	-7,500.00	0.00	0.00	0.00	0.00
2110-500-03-0120	General 6 Supplies	2,500.00	0.00	2,500.00	118.33	0.00	2,381.67
2110-500-03-0200	Art Pre-k Supplies	250.00	0.00	250.00	0.00	0.00	250.00
2110-500-03-0300	Art K-5 Supplies	1,000.00	1,250.00	2,250.00	2,174.70	0.00	75.30
2110-500-03-0400	Art Supplies	1,250.00	-1,250.00	0.00	0.00	0.00	0.00

**MADRID-WADDINGTON CSD**

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2110-500-03-0500	Art 6 Supplies	400.00	0.00	400.00	313.08	0.00	86.92
2110-500-03-0800	Phys Ed PRE-K Supplies	76.00	0.00	76.00	0.00	0.00	76.00
2110-500-03-0700	Phys Ed K-5 Supplies	350.00	350.00	700.00	0.00	0.00	700.00
2110-500-03-0800	Phys Ed Supplies	350.00	-350.00	0.00	0.00	0.00	0.00
2110-500-03-0900	Phys Ed 6 Supplies	100.00	0.00	100.00	0.00	0.00	100.00
2110-500-03-1100	Instrum Music K-5 Supplie	100.00	100.00	200.00	131.97	0.00	68.03
2110-500-03-1110	Instrum Music Supplie	100.00	-100.00	0.00	0.00	0.00	0.00
2110-500-03-1120	Instrum Music 6 Supplie	50.00	0.00	50.00	0.00	0.00	50.00
2110-500-03-1200	Vocal Music K-5 Supplies	100.00	192.82	292.82	192.82	0.00	100.00
2110-500-03-1500	Vocal Music Supplies	100.00	-100.00	0.00	0.00	0.00	0.00
2110-500-03-1600	Vocal Music 6 Supplies	50.00	0.00	50.00	0.00	0.00	50.00
2110-500-05-0000	General 7-12 Supplies	12,000.00	-1,720.68	10,279.32	8,354.71	169.38	1,755.23
2110-500-05-0200	Art 7-12 Supplies	2,500.00	0.00	2,500.00	1,017.22	1,190.81	291.97
2110-500-05-0300	Health 7-12 Supplies	105.00	0.00	105.00	0.00	0.00	105.00
2110-500-05-0400	English 7-12 Supplies	105.00	0.00	105.00	0.00	0.00	105.00
2110-500-05-0500	French 7-12 Supplies	300.00	80.68	380.68	380.68	0.00	0.00
2110-500-05-0600	Spanish 7-12 Supplies	300.00	0.00	300.00	0.00	0.00	300.00
2110-500-05-0700	Phys Ed Supplies Jones	600.00	0.00	600.00	219.98	0.00	380.02
2110-500-05-0800	Phys Ed Supplies Shoen	600.00	0.00	600.00	0.00	0.00	600.00
2110-500-05-1000	Math 7-12 Supplies	775.00	530.00	1,305.00	1,294.08	0.00	10.92
2110-500-05-1100	Instrum Music 7-12 Suppli	1,750.00	0.00	1,750.00	0.00	0.00	1,750.00
2110-500-05-1200	Vocal Music 7-12 Supplies	1,300.00	0.00	1,300.00	670.13	76.98	552.89
2110-500-05-1300	Science 7-12 Supplies	3,600.00	1,131.90	4,731.90	4,731.90	0.00	0.00
2110-500-05-1400	Social Studies 7-12 Suppl	400.00	-21.90	378.10	0.00	29.99	348.11
2110-500-05-1700	Music 7-12 Instruments	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
2250-150-00-0000	Handicapped TCH SAL K-5	216,228.00	-25,829.00	180,399.00	59,175.41	122,175.47	9,048.12
2250-150-00-0100	Sub Hdip Tch Sal K-5	1,500.00	1,000.00	2,500.00	568.90	0.00	1,931.10
2250-150-00-1000	Hdip Tch Prof Dev K-5	350.00	3,150.00	3,500.00	3,500.00	0.00	0.00
2250-150-03-0000	Handicapped TCH SAL	48,446.00	-47,946.00	500.00	0.00	500.00	0.00
2250-150-03-0100	Handicapped TCH SAL 6	40,084.00	19,535.00	59,619.00	21,497.44	36,117.34	4.22
2250-150-03-0200	Sub Hdip TCH SAL	1,000.00	-1,000.00	0.00	0.00	0.00	0.00
2250-150-03-0300	Sub Hdip TCH SAL 6	500.00	0.00	500.00	457.30	0.00	42.70
2250-150-03-1000	Hdip TCH SAL Prof Dev	200.00	-200.00	0.00	0.00	0.00	0.00
2250-150-03-1100	Hdip TCH SAL 6 Prof Dev	100.00	0.00	100.00	0.00	0.00	100.00
2250-150-05-0000	Handicapped TCH SAL 7-12	161,625.00	28,002.00	189,627.00	61,929.80	127,627.94	69.26
2250-150-05-0100	Sub Hdip TCH SAL 7-12	2,500.00	0.00	2,500.00	637.50	0.00	1,862.50
2250-150-05-1000	Hdip TchSal 7-12 Prof Dev	300.00	1,500.00	1,800.00	1,800.00	0.00	0.00
2250-151-00-0000	Hdip Tch Asst K-5	125,088.00	-2,944.00	122,144.00	42,936.67	78,976.86	230.47

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2250-151-03-0000	Hdkp Tch Asst	54,456.00	-52,858.00	1,600.00	245.00	1,305.80	49.20
2250-151-03-0100	Hdkp Tch Asst 6	29,484.00	-13,250.00	16,234.00	7,946.64	8,215.33	72.03
2250-151-05-0000	Hdkp Tch Asst 7-12	63,902.00	126,495.00	190,397.00	66,885.70	123,429.15	82.15
2250-160-00-0000	Hdkp Noninstr Sal Pre-K	3,500.00	0.00	3,500.00	134.03	133.97	3,232.00
2250-160-01-0000	Hdkp Noninstr Sal K-5	456.00	2,950.00	3,406.00	3,278.08	0.00	127.92
2250-160-03-0000	Hdkp Noninstr Sal	1,766.00	-1,766.00	0.00	0.00	0.00	0.00
2250-160-03-0100	Hdkp Noninstr Sal 6	853.00	787.00	1,640.00	1,639.03	0.00	0.97
2250-160-05-0000	Hdkp Noninstr Sal 7-12	2,992.00	18,925.00	21,917.00	13,684.57	7,471.66	760.77
2250-200-00-0000	Hdkp Equip - K-5	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
2250-400-00-0000	Hdkp Other Expense - K-5	73,750.00	58,200.00	131,950.00	11,639.29	0.00	120,310.71
2250-400-00-1000	Hdkp Prof Dev Other - K-5	750.00	2,300.00	3,050.00	3,049.60	0.00	0.40
2250-400-00-1100	Hdkp Other Exp - Pre-K	500.00	0.00	500.00	0.00	0.00	500.00
2250-400-03-0000	Hdkp Other Expense	60,000.00	-60,000.00	0.00	0.00	0.00	0.00
2250-400-03-0100	Hdkp Other Expense - 6	15,000.00	0.00	15,000.00	4,192.20	0.00	10,807.80
2250-400-03-1000	Hdkp Prof Dev Other	500.00	-500.00	0.00	0.00	0.00	0.00
2250-400-03-1100	Hdkp Prof Dev Other - 6	250.00	0.00	250.00	0.00	0.00	250.00
2250-400-05-0000	Hdkp Other Expense - 7-12	45,000.00	0.00	45,000.00	4,516.15	0.00	40,483.85
2250-400-05-1000	Hdkp Prof Dev Other 7-12	1,000.00	0.00	1,000.00	818.06	0.00	181.94
2250-470-00-0000	Handicapped tuition K-5	10,000.00	181,500.00	191,500.00	36,332.13	154,751.14	416.73
2250-470-03-0000	Handicapped tuition	20,000.00	-20,000.00	0.00	0.00	0.00	0.00
2250-470-03-0100	Handicapped tuition 6	5,000.00	-5,000.00	0.00	0.00	0.00	0.00
2250-470-05-0000	Handicapped tuition 7-12	20,000.00	102,100.00	122,100.00	0.00	122,048.00	52.00
2250-480-00-0000	Hdkp Textbooks - K-5	500.00	750.00	1,250.00	0.00	0.00	1,250.00
2250-480-03-0000	Hdkp Textbooks	750.00	-750.00	0.00	0.00	0.00	0.00
2250-480-03-0100	Hdkp Textbooks - 6	200.00	0.00	200.00	0.00	0.00	200.00
2250-480-05-0000	Hdkp Textbooks - 7-12	550.00	0.00	550.00	0.00	0.00	550.00
2250-490-00-0000	Handicapped BOCES Svces	1,721,850.00	-258,600.00	1,463,250.00	333,063.19	0.00	1,130,186.81
2250-500-00-0000	CSE Supplies	3,500.00	-2,207.00	1,293.00	0.00	0.00	1,293.00
2250-500-00-1000	CSE Supplies - UPK	0.00	2,094.00	2,094.00	1,540.73	0.00	553.27
2250-500-03-0000	Handicapped K-5 Supplies	3,500.00	5,000.00	8,500.00	661.71	29.90	7,808.39
2250-500-03-0100	Handicapped Supplies	5,000.00	-5,000.00	0.00	0.00	0.00	0.00
2250-500-03-0200	Handicapped 6 Supplies	2,500.00	0.00	2,500.00	302.88	56.06	2,141.06
2250-500-05-0000	Handicapped 7-12 Supplies	4,250.00	113.00	4,363.00	4,362.85	0.00	0.15
2280-150-00-0000	Occ Ed Teacher Salaries	63,375.00	-8,883.00	54,492.00	14,123.04	25,451.35	14,917.61
2280-150-00-0100	Sub Occ Ed Tch Salaries	500.00	0.00	500.00	0.00	0.00	500.00
2280-150-00-1100	Occ Ed Prof Dev Tch Sal	500.00	300.00	800.00	350.00	0.00	450.00
2280-400-05-0000	General Occ Ed Other Exp	2,000.00	0.00	2,000.00	175.00	0.00	1,825.00
2280-490-00-0000	Occ Ed BOCES Services	653,712.00	0.00	653,712.00	263,984.80	0.00	389,727.20
2280-500-05-0000	General Occ Ed Supplies	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00

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2330-490-00-0000	BOCES Teaching Spec Sch	20,979.00	0.00	20,979.00	5,594.40	0.00	15,384.60
21 Teaching - State Function Group Subtotal		7,717,384.00	-8,869.00	7,708,715.00	2,383,511.66	3,088,490.75	2,256,712.59
2610-150-00-0000	Library InstrSal - K-5	0.00	55,700.00	55,700.00	17,263.09	38,388.07	50.84
2610-150-00-0100	Sub Lib Instr Sal - K-5	150.00	150.00	300.00	238.42	0.00	61.58
2610-150-00-1100	Lib Sal Prof Dev -K-5	0.00	1,000.00	1,000.00	1,000.00	0.00	0.00
2610-150-03-0100	Library InstrSal - 6	9,191.00	-9,190.00	1.00	0.00	0.00	1.00
2610-150-03-0200	Sub Lib InstrSal	150.00	-150.00	0.00	0.00	0.00	0.00
2610-150-03-0400	Sub Lib InstrSal - 6	150.00	0.00	150.00	0.00	0.00	150.00
2610-150-05-0000	Library InstrSal - 7-12	23,171.00	-18,120.00	5,051.00	1,562.71	3,488.13	0.16
2610-150-05-0100	Sub Library Tch Sal 7-12	250.00	0.00	250.00	21.58	0.00	228.42
2610-150-05-1100	Prof Dev Lib Tch Sal 7-12	250.00	0.00	250.00	0.00	0.00	250.00
2610-151-00-0000	LIB TCH ASSIST SAL - K-5	13,872.00	-13,872.00	0.00	0.00	0.00	0.00
2610-151-03-0000	LIB TCH ASSIST SAL	7,435.00	-6,935.00	500.00	0.00	494.98	5.02
2610-400-00-0000	Lib & AV K-5 Other E	125.00	100.00	225.00	0.00	0.00	225.00
2610-400-03-0000	Lib & AV Other Exp	100.00	-100.00	0.00	0.00	0.00	0.00
2610-400-03-0100	Lib & AV 6 Other E	75.00	0.00	75.00	0.00	0.00	75.00
2610-400-05-0000	Lib & AV 7-12 Other E	200.00	0.00	200.00	0.00	0.00	200.00
2610-460-00-0000	K-5 Library & AV Loan	2,000.00	1,000.00	3,000.00	2,044.28	271.95	683.77
2610-460-03-0000	Library & AV Loan	1,000.00	-1,000.00	0.00	0.00	0.00	0.00
2610-460-03-0100	6 Library & AV Loan	1,000.00	0.00	1,000.00	902.61	0.00	97.39
2610-460-05-0000	7-12 Library & AV Loan	4,000.00	0.00	4,000.00	1,539.47	0.00	2,460.53
2610-490-00-0000	Library & AV BOCES	45,086.00	0.00	45,086.00	18,034.45	0.00	27,051.55
2610-500-00-0000	Library & AV K-5 Supplie	500.00	250.00	750.00	675.25	0.00	74.75
2610-500-03-0000	Library & AVSupplies	250.00	-250.00	0.00	0.00	0.00	0.00
2610-500-03-0100	Library & AV 6 Supplie	200.00	0.00	200.00	144.00	0.00	56.00
2610-500-05-0000	Library & AV 7-12 Supplie	800.00	0.00	800.00	793.94	0.00	6.06
2630-220-00-0000	State Aided Comput Hrdwre	16,000.00	0.00	16,000.00	4,946.47	0.00	11,053.53
2630-400-00-0000	Computer Other	1,500.00	-263.20	1,236.80	400.00	0.00	836.80
2630-400-00-1000	Comp Prof Dev Other	1,500.00	263.20	1,763.20	1,763.20	0.00	0.00
2630-460-03-0000	K-5 Software	7,000.00	0.00	7,000.00	3,821.99	1,565.78	1,612.23
2630-460-05-0000	6-12 Software	7,000.00	0.00	7,000.00	4,559.99	395.77	2,044.24
2630-490-00-0000	Computer BOCES	105,000.00	0.00	105,000.00	75,619.13	0.00	29,380.87
2630-500-00-0000	Comp & STEAM Supplies K-5	17,000.00	0.00	17,000.00	9,169.33	691.20	7,139.47
2630-500-05-0000	Comp & STEAM Sup. 6-12	18,000.00	0.00	18,000.00	6,444.64	1,765.93	9,789.43
26 Instructional Media - State Function Group Subtotal		282,955.00	8,583.00	291,538.00	150,944.55	47,059.81	93,533.64
2805-160-00-0000	Attendance Salaries	35,046.00	0.00	35,046.00	10,074.64	22,667.86	2,303.50
2805-400-00-0000	Attendance Other Exp	600.00	0.00	600.00	0.00	0.00	600.00
2810-150-00-0000	Guidance Instr Sal K-5	43,638.00	25,389.00	69,027.00	21,498.40	47,528.27	0.33

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2810-150-00-0100	Sub Guid Instr Sal K-5	150.00	0.00	150.00	0.00	0.00	150.00
2810-150-00-1200	Guid Prof Dev K-5	150.00	0.00	150.00	0.00	0.00	150.00
2810-150-00-1300	Guid Prof Dev 6	150.00	0.00	150.00	0.00	0.00	150.00
2810-150-03-0000	Guidance Instr Sal	22,480.00	-22,480.00	0.00	0.00	0.00	0.00
2810-150-03-0100	Guidance Instr Sal 6	38,439.00	3,880.00	42,319.00	13,021.04	29,297.36	0.60
2810-150-05-0000	Guidance Instr Sal 7-12	137,610.00	-5,360.00	132,260.00	42,118.33	67,142.58	22,999.09
2810-150-05-0100	Sub Guid Instr Sal 7-12	200.00	4,300.00	4,500.00	4,500.00	0.00	0.00
2810-150-05-1000	Guid 7-12 Prof Dev	500.00	0.00	500.00	300.00	0.00	200.00
2810-160-00-0000	Guide Noninst Sal - K-5	0.00	1,000.00	1,000.00	873.60	0.00	126.40
2810-160-03-0100	Guide Noninst Sal - 6	6,309.00	0.00	6,309.00	1,630.72	2,905.65	1,772.63
2810-160-05-0000	Guide Noninst Sal - 7-12	33,306.00	-11,071.00	22,235.00	3,203.20	10,377.31	8,654.49
2810-400-00-0000	Guidance Other Exp K-5	1,000.00	750.00	1,750.00	0.00	0.00	1,750.00
2810-400-03-0000	Guidance Other Exp	750.00	-750.00	0.00	0.00	0.00	0.00
2810-400-03-0100	Guidance Other Exp 6	250.00	0.00	250.00	0.00	0.00	250.00
2810-400-05-0000	Guidance Other Exp 7-12	250.00	0.00	250.00	250.96	0.00	749.04
2810-500-00-0000	Guidance Supplies	250.00	0.00	250.00	0.00	0.00	250.00
2810-500-03-0000	Guidance Sup K-5	250.00	250.00	500.00	0.00	0.00	500.00
2810-500-03-0100	Guidance Sup	250.00	-250.00	0.00	0.00	0.00	0.00
2810-500-03-0200	Guidance Sup 6	250.00	0.00	250.00	0.00	0.00	250.00
2810-500-05-0000	Guidance Supplies 7-12	750.00	0.00	750.00	9.28	155.90	584.82
2815-160-00-0000	Health Service Sal	99,499.00	1,336.00	100,835.00	32,976.71	67,857.94	0.35
2815-400-00-0000	Health Services Other Exp	20,000.00	0.00	20,000.00	0.00	12,000.00	8,000.00
2815-500-00-0000	Health Services Supplies	5,000.00	0.00	5,000.00	3,504.63	0.00	1,495.37
2820-150-00-0000	Psychological Salaries	64,464.00	1,311.00	65,775.00	21,131.24	44,643.48	0.28
2820-150-00-1000	Psych. Sal. Prof Dev	250.00	1,685.00	1,935.00	1,934.58	0.00	0.42
2820-400-00-0000	Psychological Other	2,500.00	-1,146.00	1,354.00	0.00	0.00	1,354.00
2820-400-00-1000	Psych Prof Dev Other	250.00	160.00	410.00	410.00	0.00	0.00
2820-500-00-0000	Psychological Supplies	1,500.00	986.00	2,486.00	2,485.65	0.00	0.35
2850-005-02-0000	Not Defined Yet	1,000.00	-1,000.00	0.00	0.00	0.00	0.00
2850-150-00-0000	Cocurruciler Sal. 7-12	67,183.00	-3,699.00	63,484.00	5,980.00	51,953.00	5,571.00
2850-150-03-0000	After School Salaries K-5	4,500.00	2,108.00	6,608.00	2,574.00	3,978.00	56.00
2850-150-03-0100	After School Sal.	2,250.00	3,699.00	5,949.00	0.00	5,949.00	0.00
2850-150-03-0200	After School Sal. 6	1,000.00	-708.00	292.00	120.00	0.00	172.00
2850-150-03-0300	Summer School Elem	25,000.00	0.00	25,000.00	22,396.62	0.00	2,603.38
2850-150-05-0000	After School Prog 7-12	5,000.00	0.00	5,000.00	1,470.00	0.00	3,530.00
2850-400-00-0000	General Co. Other 7-12	1,500.00	0.00	1,500.00	289.00	0.00	1,211.00
2850-400-02-0000	Debate Other Expense	200.00	0.00	200.00	0.00	0.00	200.00
2850-400-03-0000	After School Other - K-5	500.00	100.00	600.00	0.00	0.00	600.00
2850-400-03-0100	After School Other	500.00	-500.00	0.00	0.00	0.00	0.00

**MADRID-WADDINGTON CSD**  
Budget Status Report As Of: 12/31/2024  
Fiscal Year: 2025

**Fund: A GENERAL FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2850-400-03-0200	After School Other - 6	200.00	0.00	200.00	0.00	0.00	200.00
2850-400-03-0300	Summer School Other - Ele	0.00	450.00	450.00	450.00	0.00	0.00
2850-400-05-0000	After School Other - 7-12	500.00	0.00	500.00	175.00	0.00	325.00
2850-400-05-0200	Theatre Other	4,000.00	0.00	4,000.00	0.00	2,929.00	1,071.00
2850-500-00-0000	Cocur. General Sup. 7-12	500.00	0.00	500.00	0.00	0.00	500.00
2850-500-02-0000	Debate Supplies	750.00	0.00	750.00	0.00	0.00	750.00
2850-500-03-0000	After School Sup. K-5	750.00	750.00	1,500.00	0.00	0.00	1,500.00
2850-500-03-0100	After School Sup.	750.00	-750.00	0.00	0.00	0.00	0.00
2850-500-03-0200	After School Sup. 6	300.00	0.00	300.00	0.00	0.00	300.00
2850-500-03-0300	Summer School Sup - Elem	25,000.00	-450.00	24,550.00	791.75	0.00	23,758.25
2850-500-05-0000	After School Sup. 7-12	750.00	0.00	750.00	0.00	0.00	750.00
2850-500-05-0200	Theatre Supplies	10,000.00	0.00	10,000.00	673.98	0.00	9,326.02
2855-150-00-0000	Coaches' Salaries	137,569.00	-5,928.95	131,640.05	40,193.71	81,383.04	10,063.30
2855-200-05-0100	Equipment - Uniforms	8,500.00	1,045.95	9,545.95	9,545.95	0.00	0.00
2855-200-05-1400	General Athletic Equipmen	6,295.00	0.00	6,295.00	0.00	0.00	6,295.00
2855-400-05-0200	Boys' Baseball Other Exp	4,250.00	0.00	4,250.00	0.00	0.00	4,250.00
2855-400-05-0300	Boys' Basketball Other Ex	6,820.00	-4,133.00	2,687.00	2,376.24	0.00	310.76
2855-400-05-0500	Cheering Other Expense	1,100.00	0.00	1,100.00	0.00	0.00	1,100.00
2855-400-05-0700	Boys' Soccer Other Expens	5,500.00	0.00	5,500.00	2,914.50	0.00	2,585.50
2855-400-05-0800	Girls' Soccer Other Expen	4,950.00	0.00	4,950.00	3,765.10	0.00	1,184.90
2855-400-05-0900	Girls' Track Other Expens	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00
2855-400-05-1000	Boys' Track Other	2,200.00	0.00	2,200.00	0.00	0.00	2,200.00
2855-400-05-1200	Girls' Volleyball Other E	5,100.00	0.00	5,100.00	4,210.50	0.00	889.50
2855-400-05-1300	Girls' Basketball Other E	7,150.00	4,133.00	11,283.00	2,297.92	1,004.40	7,980.68
2855-400-05-1400	General Athletic Other Ex	9,500.00	0.00	9,500.00	4,735.00	0.00	4,765.00
2855-400-05-1500	Girls' Softball Other Exp	4,250.00	0.00	4,250.00	74.00	0.00	4,176.00
2855-400-05-1600	Golf Other Expense	1,925.00	0.00	1,925.00	0.00	0.00	1,925.00
2855-490-00-0000	BOCES - Section X Coord	16,758.00	0.00	16,758.00	6,703.20	0.00	10,054.80
2855-500-05-0200	Boys' Baseball Supplies	0.00	750.00	750.00	0.00	0.00	750.00
2855-500-05-0300	Boys' Basketball Supplies	1,200.00	2,117.20	3,317.20	619.40	0.00	2,697.80
2855-500-05-0500	Cheerleading Supplies	600.00	0.00	600.00	0.00	0.00	600.00
2855-500-05-0700	Boys' Soccer Supplies	1,750.00	0.00	1,750.00	1,006.80	0.00	743.20
2855-500-05-0800	Girls' Soccer Supplies	1,750.00	0.00	1,750.00	1,038.20	0.00	711.80
2855-500-05-0900	Girls' Track Supplies	750.00	0.00	750.00	0.00	0.00	750.00
2855-500-05-1000	Boys' Track Supplies	750.00	0.00	750.00	0.00	178.00	572.00
2855-500-05-1200	Girls' Volleyball Supplie	3,200.00	0.00	3,200.00	1,967.60	0.00	1,232.40
2855-500-05-1300	Girls' Basketball Supplie	1,200.00	2,015.80	3,215.80	3,215.80	90.00	-90.00
2855-500-05-1400	General Athletic Supplies	5,000.00	0.00	5,000.00	1,054.50	0.00	3,945.50

**MADRID-WADDINGTON CSD**  
Budget Status Report As Of: 12/31/2024  
Fiscal Year: 2025  
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
2855-500-05-1500	Girls' Softball Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2855-500-05-1600	Golf Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2855-500-05-1700	AED Supplies	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<b>28 Pupil Services - State Function Group Subtotal</b>		<b>913,191.00</b>	<b>0.00</b>	<b>913,191.00</b>	<b>280,541.75</b>	<b>452,040.79</b>	<b>180,608.46</b>
5510-160-00-0000	Transportation Salaries	663,924.00	0.00	663,924.00	225,520.64	311,978.15	126,425.21
5510-160-00-1000	Transp Sal - Pre-K	27,479.00	0.00	27,479.00	10,322.55	6,588.94	10,567.51
5510-162-00-0000	Transp Office-Super Salar	118,927.00	0.00	118,927.00	59,715.75	55,645.47	3,565.78
5510-200-00-0000	Transportation Equipment	5,500.00	0.00	5,500.00	0.00	0.00	5,500.00
5510-210-00-0000	BUSES	0.00	192,449.42	192,449.42	192,449.42	0.00	0.00
5510-400-00-0000	Transportation Other Exp	25,000.00	5,500.00	30,500.00	2,987.73	0.00	27,512.27
5510-400-00-1000	Transp Prof Dev Other Exp	750.00	0.00	750.00	0.00	0.00	750.00
5510-401-00-0000	Transportation Insurance	23,940.00	0.00	23,940.00	23,634.63	0.00	305.37
5510-490-00-0000	BOCES Transp. Services	5,026.00	0.00	5,026.00	2,246.40	0.00	2,779.60
5510-500-00-0000	Transportation Supplies	16,000.00	0.00	16,000.00	610.22	201.78	15,188.00
5510-570-00-0000	Transportation Parts	65,000.00	-5,500.00	59,500.00	15,801.67	167.16	43,531.17
5510-571-00-0000	Transportation Gasoline	138,000.00	-5,500.00	132,500.00	47,386.55	397.01	84,706.44
5510-572-00-0000	Transportation Oil	12,000.00	0.00	12,000.00	5,127.27	0.00	6,872.73
5510-573-00-0000	Transportation Tires & Ch	20,000.00	0.00	20,000.00	6,613.88	0.00	13,386.12
5530-200-00-0000	Equipment	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
5530-400-00-0000	Bus Garage Other Expense	16,500.00	0.00	16,500.00	11,830.95	2,981.26	1,687.79
5530-410-00-0000	Bus Garage Insurance	13,680.00	0.00	13,680.00	10,629.92	0.00	3,050.08
5530-420-00-0000	Fuel Oil	35,000.00	0.00	35,000.00	4,109.49	0.00	30,890.51
5530-470-00-0000	Garage Bldg Electricity	13,000.00	0.00	13,000.00	2,214.89	0.00	10,785.11
5530-500-00-0000	Bus Garage Supplies	2,750.00	500.00	3,250.00	2,778.77	0.00	471.23
5540-400-00-0000	Contract Transportation	15,000.00	5,000.00	20,000.00	7,002.84	12,928.32	68.84
<b>56 Pupil Transportation - State Function Group Subtotal</b>		<b>1,222,476.00</b>	<b>192,449.42</b>	<b>1,414,925.42</b>	<b>630,993.57</b>	<b>380,888.09</b>	<b>393,043.76</b>
7140-150-00-0000	Fitness Center Instruc	4,538.00	0.00	4,538.00	2,269.00	2,269.00	0.00
7140-160-00-0000	Fitness Center Non-Instr	22,000.00	0.00	22,000.00	10,261.00	0.00	11,739.00
7140-200-00-0000	Fitness Center Equip	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
7140-400-00-0000	Fitness Center Other	2,500.00	0.00	2,500.00	1,211.46	285.81	1,002.73
7140-500-00-0000	Fintness center supplies	3,000.00	0.00	3,000.00	301.35	187.25	2,511.40
<b>7 Community Services - State Function Group Subtotal</b>		<b>42,038.00</b>	<b>0.00</b>	<b>42,038.00</b>	<b>14,042.81</b>	<b>2,742.06</b>	<b>25,253.13</b>
9010-800-00-0000	State Retirement	293,460.00	0.00	293,460.00	181,804.31	108,146.69	3,509.00
9020-800-00-0000	Teacher Retirement	551,087.00	0.00	551,087.00	171,958.63	330,176.07	48,952.30
9030-800-00-0000	Social Security	588,435.00	0.00	588,435.00	192,428.27	318,567.92	57,438.81
9040-800-00-0000	Workers' Compensation	48,290.00	0.00	48,290.00	30,139.47	0.00	18,150.53
9050-800-00-0000	Unemployment Insurance	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
9060-800-00-0000	Health Insurance	2,759,071.00	-43,359.26	2,715,711.74	1,284,479.66	1,217.55	1,430,014.53

**MADRID-WADDINGTON CSD**  
Budget Status Report As Of: 12/31/2024  
Fiscal Year: 2025

**Fund: A GENERAL FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
9060-800-00-1000	Health Ins. - Retirees	1,456,949.00	0.00	1,456,949.00	636,528.99	43,585.00	776,835.01
9060-810-00-0000	Dental Insurance	0.00	0.00	0.00	12,362.80	0.00	-12,362.80
9089-800-00-0000	Other Employee Benefits	78,215.00	0.00	78,215.00	73,216.05	0.00	4,998.95
<b>90 Employee Benefits - State Function Group Subtotal</b>		<b>5,780,607.00</b>	<b>-43,359.26</b>	<b>5,737,147.74</b>	<b>2,582,918.18</b>	<b>801,693.23</b>	<b>2,362,636.33</b>
9711-600-00-0000	Building Bond Principal	745,000.00	0.00	745,000.00	0.00	0.00	745,000.00
9711-700-00-0000	Building Bond Interest	269,728.00	0.00	269,728.00	116,690.63	0.00	153,037.37
9770-700-00-0000	Revenue Anticipation Note	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
9788-600-00-0000	Principal	35,000.00	0.00	35,000.00	0.00	0.00	35,000.00
9788-700-00-0000	Interest	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<b>97 Debt Service - State Function Group Subtotal</b>		<b>1,081,228.00</b>	<b>0.00</b>	<b>1,081,228.00</b>	<b>116,690.63</b>	<b>0.00</b>	<b>944,537.37</b>
9901-930-00-0000	Transfer to School Lunch	100,000.00	0.00	100,000.00	0.00	0.00	100,000.00
9901-950-00-0000	Transfer to Special	25,000.00	0.00	25,000.00	10,460.14	0.00	14,539.86
9950-900-00-0000	Transfer to Capital/Debt	450,000.00	-220,124.66	229,875.34	221,842.75	0.00	8,032.59
<b>99 Interfund Transfers - State Function Group Subtotal</b>		<b>575,000.00</b>	<b>-220,124.66</b>	<b>354,875.34</b>	<b>232,302.89</b>	<b>0.00</b>	<b>122,572.45</b>
<b>Total GENERAL FUND</b>		<b>20,989,629.00</b>	<b>0.00</b>	<b>20,989,629.00</b>	<b>7,860,323.09</b>	<b>5,370,773.44</b>	<b>7,758,532.47</b>



**Madrid-Waddington Central School District**  
**BUDGET REPORT**  
For The Period Ending December 31, 2024

**Expenditures:**

	<u>Original Approp</u>	<u>Carry over</u>	<u>Total Approp</u>	<u>Expenditures</u>	<u>Encumb.</u>	<u>Available Balance</u>
Board of Education	\$ 132,144.00	\$ -	\$ 132,144.00	\$ 63,022.50	\$ 52,524.40	\$ 16,597.10
Central Administration	\$ 349,302.00	\$ (6,739.00)	\$ 342,563.00	\$ 150,725.55	\$ 122,612.78	\$ 69,224.67
Finance	\$ 62,902.00	\$ 6,739.00	\$ 69,641.00	\$ 44,774.69	\$ 11,956.23	\$ 12,910.08
Legal Services	\$ 50,360.00	\$ -	\$ 50,360.00	\$ 16,363.50	\$ -	\$ 33,996.50
Central Services	\$ 1,714,456.00	\$ 71,034.50	\$ 1,785,490.50	\$ 726,949.91	\$ 256,550.37	\$ 801,990.22
Special Items	\$ 717,341.00	\$ -	\$ 717,341.00	\$ 322,036.80	\$ -	\$ 395,304.20
Instruction	\$ 9,281,875.00	\$ -	\$ 9,281,875.00	\$ 2,959,502.06	\$ 3,731,806.28	\$ 2,590,566.66
Transportation	\$ 1,222,476.00	\$ 192,449.42	\$ 1,414,925.42	\$ 630,993.57	\$ 390,888.09	\$ 393,043.76
Community Services	\$ 42,038.00	\$ -	\$ 42,038.00	\$ 14,042.81	\$ 2,742.06	\$ 25,253.13
Employee Benefits	\$ 5,780,507.00	\$ (43,359.26)	\$ 5,737,147.74	\$ 2,582,918.18	\$ 801,693.23	\$ 2,352,536.33
Debt Service	\$ 1,061,228.00	\$ -	\$ 1,061,228.00	\$ 116,690.63	\$ -	\$ 944,537.37
Interfund Transfers	\$ 575,000.00	\$ (220,124.66)	\$ 354,875.34	\$ 232,302.89	\$ -	\$ 122,572.45
	<b>\$ 20,989,629.00</b>	<b>\$ 0.00</b>	<b>\$ 20,989,629.00</b>	<b>\$ 7,860,323.09</b>	<b>\$ 5,370,773.44</b>	<b>\$ 7,758,532.47</b>

**MADRID-WADDINGTON CSD**

**A/P Check Register**

Bank Account: CBSPECAID - COMMUNITY BANK SPECIAL AID FUND

Check Number	Check Date	Pay Type	Remit To	Warrant Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
005527	12/12/2024	C	ST LAWRENCE-LEWIS BOCES	0049	No	No			\$33,180.78	005527
005528	12/12/2024	C	MWCS GENERAL FUND	0051	No	No			\$152,433.24	005528
<b>Subtotal for Bank Account: CBSPECAID - COMMUNITY BANK SPECIAL AID FUND</b>									<b>Grand Total</b>	<b>\$185,614.02</b>
									<b>Void Total</b>	<b>\$0.00</b>
									<b>Net</b>	<b>\$185,614.02</b>
									<b>Grand Total</b>	<b>\$185,614.02</b>
									<b>Void Total</b>	<b>\$0.00</b>
									<b>Net</b>	<b>\$185,614.02</b>

**Selection Criteria**

Bank Account: CBSPECAID  
 Check date is between 12/01/2024 and 12/31/2024  
 Sort by: Check Number  
 Printed by JULIE K. ABRANTES

**MADRID-WASHINGTON CSD**

A/P Check Register  
Bank Account: CBGENFUND - COMMUNITY BANK GENERAL FUND

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
094750	11/07/2024	C	AUTO ZONE STORE 02984	0037		No	Yes	12/12/2024	WRONG REMITTANCE ADDRESS	(\$69.47)	094750
094838	12/03/2024	C	MWCS PAYROLL ACCOUNT	0045		No	No			\$303,053.63	094838
094839	12/04/2024	C	ARQUIETTJANICE	0046		No	No			\$1,048.20	094839
094840	12/04/2024	C	ASHLEYCRAIG S.	0046		No	No			\$1,048.20	094840
094841	12/04/2024	C	BACKUSILONNIE	0046		No	No			\$1,058.50	094841
094842	12/04/2024	C	BARKEYMONICA L.	0046		No	No			\$599.40	094842
094843	12/04/2024	C	BARNEYMARJORIE	0046		No	No			\$1,048.20	094843
094844	12/04/2024	C	BOAKGAYLE	0046		No	No			\$1,048.20	094844
094845	12/04/2024	C	BOYDBONNIE	0046		No	No			\$2,296.20	094845
094846	12/04/2024	C	BRUSOLEE	0046		No	No			\$1,647.60	094846
094847	12/04/2024	C	BUCKINGHAMJEFFREY	0046		No	No			\$1,048.20	094847
094848	12/04/2024	C	CLARK ILINDA	0046		No	No			\$1,048.20	094848
094849	12/04/2024	C	COONSICAROL	0046		No	No			\$2,096.40	094849
094850	12/04/2024	C	CORNEAULTTHOMAS	0046		No	No			\$2,096.40	094850
094851	12/04/2024	C	COTE WORMAN	0046		No	No			\$2,096.40	094851
094852	12/04/2024	C	CRYDERMANDIANA L.	0046		No	No			\$599.40	094852
094853	12/04/2024	C	CURLEYWORA	0046		No	No			\$599.40	094853
094854	12/04/2024	C	DAILEY WILLIAM	0046		No	No			\$1,048.20	094854
094855	12/04/2024	C	DAVEYBRIDGET	0046		No	No			\$599.40	094855
094856	12/04/2024	C	DELEELJOANNE	0046		No	No			\$1,048.20	094856
094857	12/04/2024	C	DENISONJEAN	0046		No	No			\$2,096.40	094857
094858	12/04/2024	C	DICKINSONSHIRLEY	0046		No	No			\$1,048.20	094858
094859	12/04/2024	C	DINNEENSANDRA	0046		No	No			\$1,048.20	094859
094860	12/04/2024	C	ELLISCAROLYN	0046		No	No			\$599.40	094860
094861	12/04/2024	C	FINNEGANDEBRA	0046		No	No			\$2,096.40	094861
094862	12/04/2024	C	FISHERMELINDA	0046		No	No			\$1,048.20	094862
094863	12/04/2024	C	FITZGERALDWICHELE	0046		No	No			\$599.40	094863
094864	12/04/2024	C	FORDLINDA	0046		No	No			\$1,048.20	094864
094865	12/04/2024	C	FRANCIS IPENNY	0046		No	No			\$1,048.20	094865
094866	12/04/2024	C	GAUSBYDAVID P.	0046		No	No			\$1,048.20	094866
094867	12/04/2024	C	GRASSOLINDA	0046		No	No			\$3,799.20	094867
094868	12/04/2024	C	GRIFFINELIZABETH	0046		No	No			\$1,048.20	094868
094869	12/04/2024	C	HAGGARDMARGARET	0046		No	No			\$1,647.60	094869
094870	12/04/2024	C	HENRYCATHERINE	0046		No	No			\$1,048.20	094870
094871	12/04/2024	C	HICKSISHARON	0046		No	No			\$1,048.20	094871
094872	12/04/2024	C	HIGGINSKATHRYN	0046		No	No			\$1,048.20	094872
094873	12/04/2024	C	HILDRETHSANDRA	0046		No	No			\$1,048.20	094873
094874	12/04/2024	C	HOSMERROBIN	0046		No	No			\$599.40	094874
094875	12/04/2024	C	JAQUITHLAURI	0046		No	No			\$599.40	094875
094876	12/04/2024	C	JONESPAUL S.	0046		No	No			\$1,647.60	094876

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**MADRID-WASHINGTON CSD**

A/P Check Register

Bank Account: CBGENFUND - COMMUNITY BANK GENERAL FUND

Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
094877	12/04/2024	C	KING/DONALD	0046		No	No			\$1,048.20	094877
094878	12/04/2024	C	KOWALCHUK KRISTINA	0046		No	No			\$1,545.00	094878
094879	12/04/2024	C	LAMERELARRY	0046		No	No			\$1,048.20	094879
094880	12/04/2024	C	LATIMERISUSAN	0046		No	No			\$1,048.20	094880
094881	12/04/2024	C	MACAULAYJOSEPH	0046		No	No			\$1,048.20	094881
094882	12/04/2024	C	MANCHESTERMARY	0046		No	No			\$1,647.80	094882
094883	12/04/2024	C	MARQUARTSUSAN	0046		No	No			\$1,188.00	094883
094884	12/04/2024	C	MARTIN, SHIRLEY	0046		No	No			\$1,048.20	094884
094885	12/04/2024	C	MCCOMBERTRACY L.	0046		No	No			\$599.40	094885
094886	12/04/2024	C	MCGRATHLORETTA	0046		No	No			\$1,647.60	094886
094887	12/04/2024	C	MIDDLEMISSIRICKY	0046		No	No			\$599.40	094887
094888	12/04/2024	C	MILLERDONNA	0046		No	No			\$1,048.20	094888
094889	12/04/2024	C	MOLNARMELODY	0046		No	No			\$1,048.20	094889
094890	12/04/2024	C	MOULTONCLAUDIA	0046		No	No			\$1,048.20	094890
094891	12/04/2024	C	MOULTONISANDRA	0046		No	No			\$2,096.40	094891
094892	12/04/2024	C	ONEYMARCIA	0046		No	No			\$1,048.20	094892
094893	12/04/2024	C	PARMETERLAURA	0046		No	No			\$214.65	094893
094894	12/04/2024	C	PINOVERRICHARD	0046		No	No			\$1,048.20	094894
094895	12/04/2024	C	PRESEYMOLLY	0046		No	No			\$1,545.00	094895
094896	12/04/2024	C	RAINESDIANE	0046		No	No			\$1,048.20	094896
094897	12/04/2024	C	ROCKERJENNETTIE	0046		No	No			\$2,096.40	094897
094898	12/04/2024	C	ROOKEYJULIA	0046		No	No			\$1,048.20	094898
094899	12/04/2024	C	ROSECARL	0046		No	No			\$599.40	094899
094900	12/04/2024	C	ROSEMICHELE	0046		No	No			\$599.40	094900
094901	12/04/2024	C	RUDDYJOSEPH	0046		No	No			\$1,048.20	094901
094902	12/04/2024	C	SALTONHELEN	0046		No	No			\$1,048.20	094902
094903	12/04/2024	C	SANTAMONTI BARBARA	0046		No	No			\$1,647.60	094903
094904	12/04/2024	C	SEGUINGERALD	0046		No	No			\$1,248.00	094904
094905	12/04/2024	C	SHELLYDENISE	0046		No	No			\$2,096.40	094905
094906	12/04/2024	C	SHOENHELEN A.	0046		No	No			\$1,048.20	094906
094907	12/04/2024	C	SMALLWOODMARY	0046		No	No			\$1,647.60	094907
094908	12/04/2024	C	SMITHJOHN	0046		No	No			\$599.40	094908
094909	12/04/2024	C	SPEARS PATRICIA	0046		No	No			\$1,048.20	094909
094910	12/04/2024	C	STEBBINS WANCY	0046		No	No			\$1,048.20	094910
094911	12/04/2024	C	STEBBINS ROBERT	0046		No	No			\$1,048.20	094911
094912	12/04/2024	C	STEINBERG SANDRA	0046		No	No			\$1,048.20	094912
094913	12/04/2024	C	STOCKWELL LAURINDA	0046		No	No			\$1,048.20	094913
094914	12/04/2024	C	STRAIGHT KENDALL	0046		No	No			\$2,096.40	094914
094915	12/04/2024	C	STREETER JEAN	0046		No	No			\$1,048.20	094915
094916	12/04/2024	C	THOMPSON ELLEN	0046		No	No			\$1,048.20	094916

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**MADRID-WADDINGTON CSD**

A/P Check Register

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Check Number	Check Date	Pay Type	Remit To	Warrant Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
094917	12/04/2024	C	THOMPSONSHARLENE	0046	No	No			\$1,048.20	094917
094918	12/04/2024	C	TSCHELERGERHARD	0046	No	No			\$1,198.80	094918
094919	12/04/2024	C	VANPATTEN IPATRICIA	0046	No	No			\$1,647.60	094919
094920	12/04/2024	C	WHITERANDOLPH	0046	No	No			\$1,048.20	094920
094921	12/04/2024	C	WIMMERUNGRIID	0046	No	No			\$1,048.20	094921
094922	12/04/2024	C	WISNERSHIRLEY	0046	No	No			\$599.40	094922
094923	12/04/2024	C	WOODWARDICAROL	0046	No	No			\$1,048.20	094923
094924	12/04/2024	C	YOUNGMANNIE	0046	No	No			\$1,058.50	094924
094925	12/05/2024	C	RUTHERFORDDANIEL	0047	No	Yes	12/5/2024	Nicole is no longer insured through MW. Does not get Med Part B retrib.	\$599.40	094925
094926	12/06/2024	C	ADVANTAGE SPORT & FITNESS, INC	0048	No	No			\$258.00	094926
094927	12/06/2024	C	AMAZON.COM	0048	No	No			\$792.01	094927
094928	12/06/2024	C	BIG SPOON KITCHEN	0048	No	No			\$972.00	094928
094929	12/06/2024	C	BIMBO FOODS	0048	No	No			\$658.02	094929
094930	12/06/2024	C	BLICK ART MATERIALS	0048	No	No			\$1,460.31	094930
094931	12/06/2024	C	COLDTECH COMMERCIAL SERVICES, INC	0048	No	No			\$587.90	094931
094932	12/06/2024	C	EI US, LLC	0048	No	No			\$1,541.15	094932
094933	12/06/2024	C	GILLEES AUTO TRUCK & MARINE	0048	No	No			\$4,268.98	094933
094934	12/06/2024	C	GLAZIER PACKING COINC.	0048	No	No			\$2,020.25	094934
094935	12/06/2024	C	HITSMANJEFF	0048	No	No			\$146.24	094935
094936	12/06/2024	C	HOMIE DEPOT	0048	No	No			\$348.94	094936
094937	12/06/2024	C	INTERNATIONAL FOOD SOLUTIONS, INC.	0048	No	No			\$584.00	094937
094938	12/06/2024	C	JOCKHEATHER	0048	No	No			\$5.99	094938
094939	12/06/2024	C	LAWTON ELECTRIC COMPANY	0048	No	No			\$363.00	094939
094940	12/06/2024	C	LJC DISTRIBUTORS	0048	No	No			\$222.00	094940
094941	12/06/2024	C	NY BUS SALES	0048	No	No			\$730.11	094941
094942	12/06/2024	C	ORTMAN DAIRY, LLC	0048	No	No			\$1,875.00	094942
094943	12/06/2024	C	PEPSI COLA OGDENSBURG BOTTLERS	0048	No	No			\$1,729.65	094943
094944	12/06/2024	C	QUILL CORPORATION	0048	No	No			\$352.35	094944
094945	12/06/2024	C	REDMONDIBROOKE	0048	No	No			\$86.00	094945
094946	12/06/2024	C	ROCHESTER SCHOOL FOR THE DEAF	0048	No	No			\$18,166.06	094946
094947	12/06/2024	C	SCHULZTHEODORE	0048	No	No			\$247.06	094947
094948	12/06/2024	C	SICMEA	0048	No	No			\$182.50	094948
094949	12/06/2024	C	SILC FIBER	0048	No	No			\$220.47	094949
094950	12/06/2024	C	ST LAWRENCE SUPPLY COMPANY	0048	No	No			\$15.95	094950
094951	12/06/2024	C	STANTONSHERRIE L	0048	No	No			\$125.00	094951
094952	12/06/2024	C	StramaCarol	0048	No	No			\$100.00	094952
094953	12/06/2024	C	TWOMBLYCOREY	0048	No	No			\$2,154.72	094953

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**MADRID-WADDINGTON CSD**

A/P Check Register  
Bank Account: CBGENFUND - COMMUNITY BANK GENERAL FUND

Check Number	Check Date	Pay Type	Remit To	Warrant Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
094954	12/06/2024	C	US FOODS	0048	No	No			\$30,873.18	094954
094955	12/06/2024	C	VICTORY PROMOTIONS, INC.	0048	No	No			\$632.50	094955
094956	12/06/2024	C	WADDINGTON HARDWARE BUILDING SUPPLY	0048	No	No			\$13.86	094956
094957	12/06/2024	C	WHITESBORO PLOW SHOP INC	0048	No	No			\$536.46	094957
094958	12/12/2024	C	A & J EMBROIDERY SERVICE	0049	No	No			\$115.00	094958
094959	12/12/2024	C	ACTURE SOLUTIONS	0049	No	No			\$825.00	094959
094960	12/12/2024	C	AMAZON.COM	0049	No	No			\$210.06	094960
094961	12/12/2024	C	ANDREWSISTEVE	0049	No	No			\$105.00	094961
094962	12/12/2024	C	ARMSTRONGDANIELLE K.	0049	No	No			\$1,045.95	094962
094963	12/12/2024	C	AUTO ZONE STORE 02984	0049	No	No			\$300.45	094963
094964	12/12/2024	C	BigwaterBrooks	0049	No	No			\$93.94	094964
094965	12/12/2024	C	BOUCHEYBRIAN	0049	No	No			\$93.94	094965
094966	12/12/2024	C	BOUNCY BAND LLC	0049	No	No			\$302.88	094966
094967	12/12/2024	C	CAUFIELD MATTHEW	0049	No	No			\$88.33	094967
094968	12/12/2024	C	CENTRAL POLY-BAG CORP	0049	No	No			\$1,695.00	094968
094969	12/12/2024	C	CONVERSE LABORATORIES, INC	0049	No	No			\$32.00	094969
094970	12/12/2024	C	DEDEKERAANDREW	0049	No	No			\$189.34	094970
094971	12/12/2024	C	DURANTJEFFERY	0049	No	No			\$150.00	094971
094972	12/12/2024	C	EI US, LLC	0049	No	No			\$616.46	094972
094973	12/12/2024	C	ELLIOTTMORGAN	0049	No	No			\$93.94	094973
094974	12/12/2024	C	FILTREC CORPORATION	0049	No	No			\$1,457.22	094974
094975	12/12/2024	C	GAMETIME	0049	No	No			\$3,700.46	094975
094976	12/12/2024	C	GOLLINGERROBERT	0049	No	No			\$130.40	094976
094977	12/12/2024	C	GRAINGER	0049	No	No			\$476.19	094977
094978	12/12/2024	C	HANSONWALBERT	0049	No	No			\$78.34	094978
094979	12/12/2024	C	JOCKHEATHER	0049	No	No			\$13.89	094979
094980	12/12/2024	C	KELLERZACHARY	0049	No	No			\$83.34	094980
094981	12/12/2024	C	KELLY SALES CORPORATION	0049	No	No			\$336.01	094981
094982	12/12/2024	C	LAMICATONY	0049	No	No			\$132.50	094982
094983	12/12/2024	C	LaQuierHenry	0049	No	No			\$257.33	094983
094984	12/12/2024	C	LEBERGE & GUPJIS CO INC	0049	No	No			\$221.71	094984
094985	12/12/2024	C	LIBERTY UTILITIES - NY	0049	No	No			\$982.91	094985
094986	12/12/2024	C	LIBERTY UTILITIES - NY	0049	No	No			\$10,941.74	094986
094987	12/12/2024	C	LOWE'S WAREHOUSE	0049	No	No			\$859.08	094987
094988	12/12/2024	C	LYONMARK	0049	No	No			\$83.34	094988
094989	12/12/2024	C	MARQUARTSTUART	0049	No	No			\$378.00	094989
094990	12/12/2024	C	MASHAWTODD	0049	No	No			\$101.00	094990
094991	12/12/2024	C	MAX FUELS	0049	No	No			\$2,474.17	094991
094992	12/12/2024	C	NORTH COAST THERAPY	0049	No	No			\$4,657.50	094992

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MADRID-WADDINGTON CSD

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Check Number	Check Date	Pay Type	Remit To	Warrant Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
094993	12/12/2024	C	NYS DEPT OF ENVIRONMENTAL CONSERVATION	0049	No	No			\$330.00	094993
094984	12/12/2024	C	PAYNEWILLIAM	0049	No	No			\$176.00	094984
094985	12/12/2024	C	PITNEY BOWES GLOBAL FINANCIAL SERVICES,	0049	No	No			\$154.68	094985
094986	12/12/2024	C	PRASHAWCRAIG	0049	No	No			\$111.40	094986
094987	12/12/2024	C	RAFTERHOMER R.	0049	No	No			\$108.88	094987
094988	12/12/2024	C	RobertLJill	0049	No	No			\$580.23	094988
094989	12/12/2024	C	RobertsMichael	0049	No	No			\$151.20	094989
095000	12/12/2024	C	SharpSkye	0049	No	No			\$90.60	095000
095001	12/12/2024	C	ShowersChristopher M.	0049	No	No			\$104.00	095001
095002	12/12/2024	C	StoneBrad	0049	No	No			\$83.33	095002
095003	12/12/2024	C	TYO COMPANIES MASSENA, LLC	0049	No	No			\$248.95	095003
095004	12/12/2024	C	WALBRIDGEKEVIN	0049	No	No			\$104.34	095004
095005	12/12/2024	C	WATSON ELECTRIC, INC	0049	No	No			\$2,240.00	095005
095006	12/12/2024	C	WOODCONNOR	0049	No	No			\$83.33	095006
095007	12/12/2024	C	MWCS FEDERAL FUNDS	0050	No	No			\$33,180.78	095007
095008	12/17/2024	C	MWCS PAYROLL ACCOUNT	0052	No	No			\$364,770.63	095008
095009	12/19/2024	C	ALLTECH INTEGRATIONS, INC.	0053	No	No			\$1,700.00	095009
095010	12/19/2024	C	AMAZON.COM	0053	No	No			\$647.86	095010
095011	12/19/2024	C	AMERICAN PRINTING HOUSE FOR THE BLIND, I	0053	No	No			\$182.05	095011
095012	12/19/2024	C	AUTO ZONE STORE 02984	0053	No	No			\$108.88	095012
095013	12/19/2024	C	BigwaterBrooks	0053	No	No			\$147.00	095013
095014	12/19/2024	C	BREAKOUT INC	0053	No	No			\$144.00	095014
095015	12/19/2024	C	EXCELLUS HEALTH PLAN - GROUP	0053	No	No			\$245,558.84	095015
095016	12/19/2024	C	FROATSABIGAIL	0053	No	No			\$20.00	095016
095017	12/19/2024	C	FURGISONJAMES	0053	No	No			\$215.80	095017
095018	12/19/2024	C	GUARDIAN	0053	No	No			\$4,282.93	095018
095019	12/19/2024	C	HANCOCK ESTABROOK	0053	No	No			\$382.50	095019
095020	12/19/2024	C	HANSONWALBERT	0053	No	No			\$140.84	095020
095021	12/19/2024	C	JOHNSTONS WATER, LLC	0053	No	No			\$23.90	095021
095022	12/19/2024	C	JOHNSTONRAE	0053	No	No			\$169.00	095022
095023	12/19/2024	C	KELLERZACHARY	0053	No	No			\$101.00	095023
095024	12/19/2024	C	MASHAWTODD	0053	No	No			\$101.00	095024
095025	12/19/2024	C	MX FUELS	0053	No	No			\$20,349.24	095025
095026	12/19/2024	C	NATIONAL GRID	0053	No	No			\$5,550.33	095026
095027	12/19/2024	C	NEVCO SPORTS, LLC	0053	No	No			\$285.00	095027
095028	12/19/2024	C	NYSIR	0053	No	No			\$195.00	095028
095029	12/19/2024	C	PALMERICORY	0053	No	No			\$147.10	095029
095030	12/19/2024	C	QUILL CORPORATION	0053	No	No			\$39.94	095030

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**MADRID-WADDINGTON CSD**

A/P Check Register

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Check Number	Check Date	Pay Type	Remit To	Warrant	Fund	Recorded	Void	Date	Reason	Check Amount	Check Number
095031	12/19/2024	C	QUINTAVALLEMELISSA M.	0053		No	No			\$71.99	095031
095032	12/19/2024	C	REGANSTEPHANIE	0053		No	No			\$157.50	095032
095033	12/19/2024	C	REIDIERNIE	0053		No	No			\$187.64	095033
095034	12/19/2024	C	ROBOTICS ED & COMP FOUNDATION	0053		No	No			\$175.00	095034
095035	12/19/2024	C	RockhillJoe	0053		No	No			\$166.84	095035
095036	12/19/2024	C	ShowersChristopher M.	0053		No	No			\$157.50	095036
095037	12/19/2024	C	SMEC	0053		No	No			\$6,100.18	095037
095038	12/19/2024	C	SPRAGUE ENERGY SOLUTIONS, INC.	0053		No	No			\$3,151.92	095038
095039	12/19/2024	C	ST LAWRENCE SUPPLY COMPANY	0053		No	No			\$342.11	095039
095040	12/19/2024	C	ST LAWRENCE-LEWIS BOCES	0053		No	No			\$298,009.36	095040
095041	12/19/2024	C	THOMPSON'S DIESEL WORKS	0053		No	No			\$100.00	095041
095042	12/19/2024	C	VERIZON WIRELESS	0053		No	No			\$261.45	095042
095043	12/19/2024	C	WADDINGTON HARDWARE BUILDING SUPPLY	0053		No	No			\$41.85	095043
095044	12/19/2024	C	WEAKFALLNICOLE	0053		No	No			\$240.00	095044
<b>Subtotal for Bank Account: CBGENFUND - COMMUNITY BANK GENERAL FUND</b>									<b>Grand Total</b>	<b>\$1,504,149.80</b>	
									<b>Void Total</b>	<b>(\$668.87)</b>	
									<b>Net</b>	<b>\$1,503,480.93</b>	
									<b>Grand Total</b>	<b>\$1,504,149.80</b>	
									<b>Void Total</b>	<b>(\$668.87)</b>	
									<b>Net</b>	<b>\$1,503,480.93</b>	

**Selection Criteria**

Bank Account: CBGENFUND  
Check date is between 12/01/2024 and 12/31/2024  
Sort by: Check Number  
Printed by JULIE K. ABRANTES



**MADRID-WADDINGTON CSD**  
Revenue Status Report As Of: 12/31/2024  
Fiscal Year: 2025  
Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	4,230,922.00	0.00	4,230,922.00	4,296,672.25		65,750.25
1081.000		Other Prmts in Lieu of Taxes	50,353.00	0.00	50,353.00	0.00	50,353.00	
1085.000		STAR Reimbursement	650,000.00	0.00	650,000.00	0.00	650,000.00	
1090.000		Int. & Penal. on Real Prop.Tax	7,000.00	0.00	7,000.00	0.00	7,000.00	
1311.000		Other Day School Tuition (Indv	0.00	0.00	0.00	8,555.00		8,555.00
2401.000		Interest and Earnings	15,000.00	0.00	15,000.00	31,717.99		16,717.99
2410.000		Rental of Real Property,Indiv.	0.00	0.00	0.00	225.00		225.00
2650.000		Sale Scrap & Excess Material	1,000.00	0.00	1,000.00	0.00	1,000.00	
2701.000		Refund PY Exp-BOCES Aided Srvc	190,000.00	0.00	190,000.00	0.00	190,000.00	
2703.000		Refund PY Exp-Other-Not Trans	500.00	0.00	500.00	0.00	500.00	
2705.000		Gifts and Donations	185,600.00	0.00	185,600.00	0.00	185,600.00	
2770.000		Other Unclassified Rev.(Spec)	60,000.00	0.00	60,000.00	54,992.08	5,007.92	
3101.000		Basic Formula Aid-Gen Aids (Ex	10,334,944.00	0.00	10,334,944.00	1,513,890.23	8,821,053.77	
3101.100		Excess Cost Aid	630,890.00	0.00	630,890.00	128,846.00	502,044.00	
3102.000		Lottery Aid	800,000.00	0.00	800,000.00	992,153.81		192,153.81
3102.100		VLT Lottery Grants Aid	0.00	0.00	0.00	219,986.62		219,986.62
3102.300		Mobile Sports Wagering Funds	0.00	0.00	0.00	369,787.54		369,787.54
3103.000		BOCES Aid (Sect 3609a Ed Law)	1,348,243.00	0.00	1,348,243.00	-0.20	1,348,243.20	
3260.000		Textbook Aid (Incl Txtbk/Lott)	46,390.00	0.00	46,390.00	0.00	46,390.00	
3262.000		Computer Sftwre, Hrdwre Aid	12,390.00	0.00	12,390.00	0.00	12,390.00	
3263.000		Library A/V Loan Program Aid	4,200.00	0.00	4,200.00	0.00	4,200.00	
3289.000		Other State Aid	30,000.00	0.00	30,000.00	0.00	30,000.00	
4601.000		Medic.Ass't-Sch Age-Sch Yr Pro	50,000.00	0.00	50,000.00	8,720.91	41,279.09	
5031.000		Interfund Transfers(Not D.Serv	450,000.00	0.00	450,000.00	0.00	450,000.00	
5031.100		Interfund Transfers(UI)	25,000.00	0.00	25,000.00	0.00	25,000.00	
5031.200		EBALR	67,215.00	0.00	67,215.00	0.00	67,215.00	
5050.000		Interfund Trans. for Debt Svs	494,982.00	0.00	494,982.00	200,000.00	294,982.00	
	<b>Subfund Subtotal</b>		<b>19,684,629.00</b>	<b>0.00</b>	<b>19,684,629.00</b>	<b>7,825,547.23</b>	<b>12,732,257.98</b>	<b>873,176.21</b>
<b>Total GENERAL FUND</b>			<b>19,684,629.00</b>	<b>0.00</b>	<b>19,684,629.00</b>	<b>7,825,547.23</b>	<b>12,732,257.98</b>	<b>873,176.21</b>

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.  
These are estimates to balance the budget

**Madrid-Waddington Central School District**  
**BUDGET REPORT**  
For The Period Ending December 31, 2024

**Revenue:**

	<u>Initial Est Rev</u>	<u>Adjustments</u>	<u>Current Est Rev</u>	<u>Actual Revenue</u>	<u>Variance</u>
Property Taxes	\$ 4,938,275.00	\$ -	\$ 4,938,275.00	\$ 4,296,672.25	\$ (641,602.75)
Tuition	\$ -	\$ -	\$ -	\$ 8,555.00	\$ 8,555.00
Interest & Earnings	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 31,942.99	\$ 16,942.99
Sale of Scrap & Excess	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ (1,000.00)
Insurance Recoveries	\$ -	\$ -	\$ -	\$ -	\$ -
Refund of Prior Yrs Exp	\$ 190,500.00	\$ -	\$ 190,500.00	\$ -	\$ (190,500.00)
Gifts & Donations	\$ 185,600.00	\$ -	\$ 185,600.00	\$ -	\$ (185,600.00)
Unclassified Revenues	\$ 60,000.00	\$ -	\$ 60,000.00	\$ 54,992.08	\$ (5,007.92)
Basic Aid	\$ 11,765,834.00	\$ -	\$ 11,765,834.00	\$ 3,224,664.20	\$ (8,541,169.80)
BOCES Aid	\$ 1,348,243.00	\$ -	\$ 1,348,243.00	\$ (0.20)	\$ (1,348,243.20)
Other State Aid	\$ 142,980.00	\$ -	\$ 142,980.00	\$ 8,720.91	\$ (134,259.09)
Appropriated Res FB	\$ 542,215.00	\$ -	\$ 542,215.00	\$ -	\$ (542,215.00)
Interfund Transfer - Debt Service	\$ 494,982.00	\$ -	\$ 494,982.00	\$ 200,000.00	\$ (294,982.00)
Appropriated Fund Balance	\$ 1,305,000.00	\$ -	\$ 1,305,000.00	\$ 1,305,000.00	\$ -
	\$ 20,989,629.00	\$ -	\$ 20,989,629.00	\$ 9,130,547.23	\$ (11,859,081.77)

**School Lunch Fund**  
**Monthly Analysis Worksheet**  
**For the Period Ending December 31, 2024**

<b>Beginning Fund Balance</b>	\$17,196.07
Profit or (Loss)	(\$13,431.80)
<b>Ending Fund Balance</b>	<b>\$3,764.28</b>

**Revenues**

<i>Type A Sales</i>	
Breakfast	\$2.95
Lunch	\$399.10
<i>Other Sales</i>	
Breakfast	\$1,004.95
Lunch *	\$2,979.59
<b>Total Sales</b>	<b>\$4,386.59</b>
<i>Federal Aid Receivable</i>	
Breakfast	\$8,526.00
Lunch	\$18,668.00
<i>State Aid Receivable</i>	
Breakfast	\$4,816.00
Lunch	\$10,332.00
<b>Total Aid Receivable</b>	<b>\$42,342.00</b>
<i>Surplus Food</i>	\$0.00
<i>Other Revenue</i>	\$0.00
<b>Total Revenues</b>	<b>\$46,728.59</b>

**Expenses**

<i>Beginning Food Inventory</i>	
Add: Purchases	\$27,774.18
Less: Ending Inventory	\$27,421.18
<b>Food Used</b>	<b>\$29,116.75</b>
<i>Beginning Federal Food Inventory</i>	
Add: Surplus Food	\$4,996.22
Less: Ending Inventory	\$0.00
<b>Federal Food Used</b>	<b>\$4,774.20</b>
Salary	\$17,166.34
Fringe Benefits	\$13,389.75
Equipment	\$0.00
Other Expenses	\$0.00
<i>Beginning Supply Inventory</i>	
Add: Supplies Purchased	\$4,256.55
Less: Ending Inventory	\$2,183.12
<b>Supplies Used</b>	<b>\$4,080.71</b>
<b>Total Expenses</b>	<b>\$60,160.39</b>

<b>Profit or (Loss) for Month</b>	<b>(\$13,431.80)</b>
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**Madrid-Waddington Central School  
Treasurer's Report  
For The Period Ending December 31, 2024**

General Fund	529,399.15
School Lunch Fund	(20,064.01)
General Fund Checking Account	509,335.14
 Federal Fund Checking Account	 8,299.83
Scholarship Account	3,737.90
Payroll Checking Account	0.00
Capital Fund Checking Account	313,792.15
 General Fund Money Market Account - Chase Bank @ 1.52%	
General Fund Savings	1,322,948.96
Insurance Reserve	667,413.65
Unemployment	42,139.39
Building Reserve	706,271.09
Retirement Reserve - TRS	75,670.65
Employee Benefit Reserve	200,869.63
Transportation Reserve	538,489.99
School Lunch	0.00
Federal Fund	0.00
Debt Service	988,804.53
Capital Fund	621,212.88
Chase Money Market Account	5,163,820.77
 Fidelity Investment -Scholarship Account	 11,073.98

**Madrid-Waddington Central School District**  
**Interfund Transfer Activity**  
**For the Period July 1 - December 31, 2024**  
**For the Fiscal Year Ending June 30, 2025**

<b>General Fund</b>		<b>Amount</b>
<i>Expenditures</i>		
9901-950	Transfer To Special Funds (F) (Summer School F62025)	10,460.14
9950-900	Transfer to Capital/Debt Service	
	Bus Purchase with Cap Funds	121,842.75
	Cap Outlay Proj 2024-25	100,000.00
		<u>232,302.89</u>
<b>Federal Funds</b>		
<i>Revenues</i>		
5031-F62025	Summer School F62025	10,460.14
<b>Capital Funds</b>		
5031-H12025	Capital Outlay Proj 2024-25	100,000.00
5031-H22025	Bus	121,842.75
		<u>232,302.89</u>



**MADRID-WADDINGTON CSD**

**Expenditure Detail Report  
Fund: A GENERAL FUND  
Fiscal Year: 2025**

Effective Date	Tran Type	Tran ID#	Description	PO#	Issue Date	Check Number	Check Date	Liquidation	Expenditure	
9901-950-00-0000 R			Transfer to Special							
12/12/2024	GJ-X	001898	JE0217-25 rev for F62025 (22% GF, 78% State Aid Rec)					0.00	10,460.14	
<b>Subtotal 9901-950-00-0000</b>								<b>Totals</b>	<b>0.00</b>	<b>10,460.14</b>
9950-900-00-0000 R			Transfer to Capital/Debt							
07/22/2024	GJ-X	000245	JE0091-25 transfer funds from trans reserve to cap fund for bus #138 voter approval May 2024					0.00	121,842.75	
10/02/2024	GJ-X	001063	JE0157-25 transfer funds to cap from gen for capital outlay project					0.00	100,000.00	
<b>Subtotal 9950-900-00-0000</b>								<b>Totals</b>	<b>0.00</b>	<b>221,842.75</b>
<b>Total GENERAL FUND</b>								<b>Totals</b>	<b>0.00</b>	<b>232,302.89</b>

**Selection Criteria**

Transaction date(s): Effective in Budget from 07/01/2024 to 12/31/2024  
 Criteria Name: Last Run  
 Fund: A  
 Budget code like: 99??-??-??-????  
 Budget type: Regular  
 Payroll: No  
 Sort by: Fund/BudgetCode/Date/Transaction Type/PO#  
 Printed by JULIE K. ABRANTES

**MADRID-WADDINGTON CSD**

Revenue Account Activity Report

Fiscal Year: 2025

Fund: F SPECIAL AID FUND

Tran Date	Tran Type	RevTran Group	Customer	Description	Estimate	Revenue
5031.000-F62025	Interfund Transfers					
12/12/2024	GJ-Y	000097		JE0217-25 rev for F62025 (22% GF, 78% State Aid Rec)	0.00	10,460.14
<b>Subtotal 5031.000-F62025</b>					<b>0.00</b>	<b>10,460.14</b>
F62025 Summer Spec. Ed Subfund SubTotal					0.00	10,460.14

# MADRID-WADDINGTON CSD

## Revenue Account Activity Report

Fiscal Year: 2025

Fund: H CAPITAL FUND

Tran Date	Tran Type	RevTran Group	Customer	Description	Estimate	Revenue
<b>5031.000-H12025 Interfund Transfers</b>						
10/2/2024	GJ-Y	000059		JE0157-25 transfer funds to cap from gen for capital outlay project	0.00	100,000.00
<b>Subtotal 5031.000-H12025</b>					<b>0.00</b>	<b>100,000.00</b>
<b>H12025 Capital Project Subfund SubTotal</b>					<b>0.00</b>	<b>100,000.00</b>



# MADRID-WADDINGTON CSD

## Revenue Account Activity Report Fiscal Year: 2025 Fund: H CAPITAL FUND

Tran Date	Tran Type	RevTran Group	Customer	Description	Estimate	Revenue
5031.000-H22025	Interfund Transfers					
7/22/2024	GJ-Y	000011		JE0091-25 transfer funds from trans reserve to cap fund for bus #138 voter approval May 2024	0.00	121,842.75
<b>Subtotal 5031.000-H22025</b>					<b>0.00</b>	<b>121,842.75</b>
<b>H22025 BUSES Subfund SubTotal</b>					<b>0.00</b>	<b>121,842.75</b>

Madrid-Waddington Central School District  
 Quarterly Report of Reserves  
 Three Month Period Ending December 31, 2024  
 Fiscal Year Ending June 30, 2025

<b>Name of Reserve</b>	<b>Reserve Description</b>	<b>Ending Balance</b>	<b>Intended Use of the Reserve in the 2024-2025 School Year</b>
<b>Restricted Fund Balance</b>  Unemployment Reserve	Established for payment of unemployment claims.	\$42,139.39	No activity – interest earnings only. At the current time, the district intends to use a portion of the reserve to offset claims paid in 2024-2025.
<b>Restricted Fund Balance</b>  Insurance Reserve	Established for payment of insurance cost	\$667,413.65	No activity – interest earnings only. At the current time, the district intends to use a portion of the reserve to offset insurance cost or change of insurance plans.
<b>Restricted Fund Balance</b>  Reserve for Employee Benefits	Established to pay accrued benefits due employees upon termination of service for vacation, sick leave, personal leave, etc.	\$200,869.63	No activity - interest earnings only. At the current time, the district intends to use a portion of the reserve to offset benefits paid to retirees per contractual language in 2024-25.
<b>Restricted Fund Balance</b>	Established to		No activity - interest earnings only. At the
	pay future retirement	\$75,670.68	current time, the district intends to use a portion of

Retirement Reserve	system payments		the reserve to offset future retirement system invoices.
TRS			
<b>Restricted Fund Balance</b>  Reserve for Capital -Building	Established to pay the cost of any object or purpose for which bonds may be issued.	\$706,271.09	Voter approved 10/18/23 - 10 yrs - \$3,000,000. No activity - interest only. The district intends to use a portion of future deposits to offset future building improvements.
<b>Restricted Fund Balance</b>  Reserve for Capital – Transportation or Equipment	Established to pay the cost of any object or purpose for which bonds may be issued.	\$538,489.99	Voter approved 10/18/23 - 10 yrs - \$2,000,000. No activity - interest earnings only. At the current time, the district intends to use a portion of the reserve to offset future equipment purchases.
<b>Restricted Fund Balance</b>	Portion of Assigned Fund Balance that is held in trust by other Agents	\$1,305,000	The district carried \$1,305,000 from the 2023-2024 fiscal year.
<b>Mandatory Reserve for Debt Service</b>	To cover debt service payments on outstanding obligations after the sale of district capital assets.	\$988,804.53	No activity - interest earnings only. At this current time, the district intends to use a portion of the reserve as payment of the debt obligations due in 2024-2025.

**MADRID-WADDINGTON CSD**

**Budgetary Transfer Report**

**Fiscal Year: 2025**

**Current Appropriation - Effective From: 12/20/2024 To: 12/20/2024**

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To	
<b>Fund: A - GENERAL FUND</b>							
12/20/2024	001982	2nd qtr 2024-25 transfers					
		A2110-123-00-0000 R		4-5 ELEM TCH ASSISTANT	-4,350.00		
		A2110-400-00-0000 R		General Other Expense	-300.00		
		A2110-500-05-0000 R		General 7-12 Supplies	-50.00		
		A2250-150-00-0000 R		Handicapped TCH SAL K-5	-14,350.00		
		A2250-490-00-0000 R		Handicapped BOCES Svces	-216,500.00		
		A2810-150-05-0000 R		Guidance Instr Sal 7-12	-1,000.00		
		A2850-005-02-0000 R		Not Defined Yet	-1,000.00		
		A2850-400-03-0000 R		After School Other - K-5	-400.00		
		A2855-150-00-0000 R		Coaches' Salaries	-1,045.95		
		A5510-570-00-0000 R		Transportation Parts	-5,500.00		
		A9950-900-00-0000 R		Transfer to Capital/Debt	-192,449.42		
		A2110-120-01-0000 R		TCH Salaries K-3 PROF DEV		1,500.00	
		A2110-120-01-1000 R		TCH Sal Pre-K PROF Dev		500.00	
		A2110-121-01-0000 R		TCH Salaries 4-5 PROF DEV		1,000.00	
		A2110-122-00-0000 R		K-3 ELEM TCH ASSISTANT		100.00	
		A2110-130-01-0000 R		TCH Sal 7-12 PROF DEV		1,000.00	
		A2110-160-05-0000 R		NON-INSTR SALARIES - 7-12		250.00	
		A2110-400-03-1000 R		Instrum Music k-5 Other E		150.00	
		A2110-400-05-1200 R		Vocal Music 7-12 Other		150.00	
		A2110-500-05-1000 R		Math 7-12 Supplies		50.00	
		A2250-150-00-1000 R		Hdcp Tch Prof Dev K-5		600.00	
		A2250-150-05-0000 R		Handicapped TCH SAL 7-12		100.00	
		A2250-150-05-1000 R		Hdkp TchSal 7-12 Prof Dev		600.00	
		A2250-151-00-0000 R		Hdkp Tch Asst K-5		1,200.00	
		A2250-151-03-0100 R		Hdkp Tch Asst 6		750.00	
		A2250-151-05-0000 R		Hdkp Tch Asst 7-12		100.00	
		A2250-160-05-0000 R		Hdkp Noninstr Sal 7-12		11,000.00	
		A2250-470-00-0000 R		Handicapped tuition K-5		118,500.00	
		A2250-470-05-0000 R		Handicapped tuition 7-12		98,000.00	
		A2810-160-00-0000 R		Guide Noninst Sal - K-5		1,000.00	
		A2850-150-03-0000 R		After School Salaries K-5		1,400.00	
		A2855-200-05-0100 R		Equipment - Uniforms		1,045.95	
		A5510-210-00-0000 R		BUSES		192,449.42	
		A5530-500-00-0000 R		Bus Garage Supplies		500.00	
		A5540-400-00-0000 R		Contract Transportation		5,000.00	
		<b>Total for Fund A - GENERAL FUND</b>				<b>-436,945.37</b>	<b>436,945.37</b>

*O Abrantes*  
*12/20/24*  
*[Signature]*



## *Building Stronger Schools & Shaping Brighter Futures*



### **Area 6 Legislative Breakfast 2025**

The **NYSSBA Area 6 Legislative Breakfast Meeting** is an informal event where local lawmakers, community leaders, and constituents come together to discuss key legislative issues. Attendees have the chance to engage with elected officials, ask questions, and share concerns, fostering open dialogue and collaboration on important community matters.

## *Meeting Details*

Event Information

### **Area 6 Legislative Breakfast**

When?

**Friday, Feb 7, 2025, 08:00 AM**

Where?

**High Peaks Resort, Saranac Avenue, Lake Placid, NY, USA**

**Contact Maureen Davey or Candi Poitras**

## **Custodial Report**

January 21, 2025

1. Trying to keep up with the weather and the extra cleaning (inside & outside) that comes with it.
2. Boilers have been running fine.
3. Have been bringing up materials for the spring musical.
4. Starting to clear areas for the upcoming project.

## **Transportation Report**

January 21, 2025

1. The heating project at the bus garage has started. As long as the supplies come in, it should be completed in a couple of months.
2. We are in good shape on buses & DOT inspections are this month.
3. We are preparing for some to retire this June. We are planning ahead for next school year so we will have enough drivers & monitors.
4. The new flatbed truck is on schedule being built & hopefully will be here by the end of the month.



Automation

Security Solutions | Building Automation | Network Infrastructure | Energy Services

November 13, 2024

Eric Burke  
Superintendent of Schools  
Madrid Waddington CSD

**RE: Madrid Waddington CSD - 2023 CAPITAL PROJECT Phase 1 Bus Garage**  
Bus Garage SED # 51-19-01-5-006-008  
SEI Project # 22-4259

**Day Automation NYS OGS Contract PT68783 Equipment Quote for Temperature Control System**

Dear Mr. Burke,

Day Automation is pleased to provide the following proposal for your review and approval.

**Project Summary:** Day Automation is providing the following proposal based upon the plans and specifications provided for the project by SEI Architects. All Addenda up to and including Addendum 1 have been included.

**Our scope will include the following:**

- Temperature Control Systems equipment as shown in plans and specifications for the Bus Garage.

**Clarifications and Exclusions:**

- This quote is for material and labor
- Wiring and control of VRF and electrical duct heater controls (to be completed by mechanical contractor).
- **Trane controls, deprogramming and removal of units and alarms from the current controls system is not included. This should be completed through existing service contract with Trane by owner.**
- All technical services and installation are quoted separately to the bidding mechanical contractors.
- Pricing held for 60 days.
- Includes 1-year warranty.

**Pricing Section: \$41,584.69**

*Please be advised that this proposal was prepared and is in strict accordance with the requirements of Day Automation Systems' NYS OGS contract PT-68783.*

*This proposal has been prepared prior to final project engineering and design. As such, the selection of the equipment is preliminary and may change based upon project design. Technical Services and installation may also change as a function of these modifications however the project pricing is firm and fixed unless these adjustments ultimately result in an overall lower cost for the project. The project will be progress billed monthly.*

Please contact me if you have any questions or would like additional information.

Sincerely,

**DAY AUTOMATION**

Charles Stemples  
Building Automation Account Executive  
Ogdensburg, NY 13658  
315.276.4796





Automation

Security Solutions | Building Automation | Instructional Technology | Energy Services

## 2025 C.I.P. BAS Bus Garage

### Folder Summary

	Non-NYSC Equipment	NYSC Equipment	Day Technical Services	Subcontractor	Total
Bus Garage	\$146.76	\$3,864.68	\$21,583.25	\$15,990.00	\$41,584.69
<b>Totals</b>	<b>\$146.76</b>	<b>\$3,864.68</b>	<b>\$21,583.25</b>	<b>\$15,990.00</b>	<b>\$41,584.69</b>

### Parts Breakdown

Bus Garage						
NYSC	Qty	Manufacturer	Model	Description	Unit Sell	Ext. Sell
NYSC	1	ACI	A/PS24-24V-S	Low Voltage Power Supply, 24Vac Input to 24Vdc 1A Max Output	\$39.47	\$39.47
NYSC	2	Belimo	NFBUP-S	Damper Actuator, 90in-lb, Spring Return, 24 to 240V (UP), On/Off, ES	\$354.20	\$708.40
NYSC	1	Functional Devices	RIB2401B	RIB Relay, 20A, SPDT, 24Vac/dc 120Vac Coil	\$27.41	\$27.41
NYSC	10	Functional Devices	RIBU1C	RIB Relay, 10A, SPDT, 10-30Vac/dc 120Vac Coil	\$18.26	\$182.60
NYSC	6	Greystone	TE200ADGS018	Space Temperature Sensor with Pushbutton Override	\$40.79	\$244.74
NYSC	3	Greystone	TSAPA07D-DAY	8" All Purpose Duct/Immersion Temperature Sensor	\$18.53	\$55.59
NYSC	2	Greystone	TSOSA07X-DAY	Outside Air Temp Sensor, 10k Ohm T3 Thermistor, Accuracy +/-0.36 deg F, N4X	\$33.37	\$66.74
NYSC	1	Schneider Electric	SEBOX392410P	39x24x10" (HxWxD) Hinged Enclosure w/Perforated Back Plate, N4, 71.7 lbs	\$301.51	\$301.51
NYSC	2	Schneider Electric	SXWMP18B10001	SmartX BACnet/IP MPC18B Controller, 10 UIOb, 8 DO Triacs	\$951.89	\$1,903.78
NYSC	11	Veris	E112-800	Solid-Core Current Switch, DO, Power Induced, Fixed Trip 0.25-200A	\$21.54	\$236.94
NYSC	2	Veris	X150CAA030	120-to-24 Vac 150 VA XR 1 Hub w/30 in. leads	\$48.75	\$97.50
FMV	1	HPE	JL810A#ABA	Aruba Instant On 1830 8G Switch, U.S. - English Localization	\$146.76	\$146.76

**Recommended  
PERSONNEL ACTIONS  
January 21, 2025**

Name	Tenure Area	Assignment	Type of Appointment	Effective Date	Salary
<b><u>Appointment</u></b>					
Alaina Armstrong		Substitute Teacher	Annual	December 12, 2024	\$130/day
Summer Foster		Substitute Teacher & Teaching Asst.	Annual	January 21, 2025	\$130/day
Molly Wright		Substitute Teacher & Teaching Asst.	Annual	January 21, 2025	\$130/day
Nicole McDonald RN		Substitute Nurse	Annual	January 21, 2025	\$145/day
<b><u>Resignations</u></b>					
Rachel Sanderson		Co-Ed. Asst. Track Coach		December 11, 2024	
Schiler Monroe		Bus Driver		January 7, 2025	
<b><u>FMLA</u></b>					
Cheryl Ashley		FSW/Monitor/Custodian		Approx. Feb. 6 - May 6, 2025	
Michael Frohm		Science Teacher		January 13 - 27, 2025	

I recommend the foregoing personnel actions:

January 17, 2025
Eric Burke

# **EXPOSURE CONTROL PLAN**

**Madrid-Waddington Central  
School District**

Revision Date: January 2025

Reference: Department of Labor and Industry OSHA Bloodborne Pathogens  
Standard 29 CRF 1910.1303

## **INTRODUCTION**

Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B (HBV), and Hepatitis C (HCV) warrant serious concerns for workers occupationally exposed to blood and certain other body fluids that contain Bloodborne pathogens. It is estimated that more than 5.6 million workers in health care and public safety occupations could be potentially exposed. In recognition of these potential hazards, the Occupational Safety and Health Administration (OSHA) has implemented a regulation Bloodborne Pathogens 29 Code of Federal Regulations (CFR) 1910.1030] to help protect workers from these health hazards.

The major intent of this regulation is to prevent the transmission of Bloodborne diseases within potentially exposed workplace occupations. The standard is expected to reduce and prevent employee exposure to the Human Immunodeficiency Virus (HIV), Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and other Bloodborne diseases. The Occupational Safety and Health Administration (OSHA) estimates the standard could prevent more than 200 deaths and about 9,000 infections per year from HBV alone. The standard requires that employers follow universal precautions, which means that all blood or other potentially infectious material must be treated as being infectious for HIV, HBV and HCV. Each employer must determine the application of universal precautions by performing an employee exposure evaluation. If employee exposure is recognized, as defined by the standard, then the standard mandates of a number of requirements. One of the major requirements is the development of an Exposure Control Plan, which mandates engineering controls, work practices, personal protective equipment, HBV vaccinations and training. The standard also mandates practices and procedures for housekeeping, medical evaluations, hazard communication, and recordkeeping.

## **INTRODUCTION**

Private sector employers who have additional questions concerning this standard or desire a free on-site consultation visit may contact the nearest New York State Department of Labor On-Site Consultation Program Office. A list of locations is provided below:

<b>Albany</b>	(518) 457-2810
<b>Binghamton</b>	(607) 721-8211
<b>Buffalo</b>	(716) 847-7166
<b>Garden City</b>	(516) 228-3960
<b>New York City</b>	(212) 621-0863
<b>Rochester</b>	(585) 258-4570
<b>Syracuse</b>	(315) 479-3205
<b>Utica</b>	(315) 793-2319
<b>White Plains</b>	(914) 997-9511

For Public Sector Employers, you may contact the following State Labor Department Public Employee Safety and Health District Office:

<b>Albany</b>	(518) 457-5508
<b>Binghamton</b>	(607) 721-8211
<b>Buffalo</b>	(716) 847-7133
<b>Garden City</b>	(516) 228-3970
<b>New York City</b>	(212) 621-0773
<b>Rochester</b>	(716) 258-4570
<b>Syracuse</b>	(315) 479-3212
<b>Utica</b>	(315) 793-2316
<b>White Plains</b>	(914) 997-952

# **POLICY**

The Madrid-Waddington Central School is committed to provide a safe and healthful work environment for our entire staff. In pursuit of this endeavor, the following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to Bloodborne pathogens in accordance with OSHA Bloodborne Pathogens Standard, Title 29 Code of Federal Regulations 1910.1030.

The ECP is a key document to assist our firm in implementing and ensuring compliance with the standard, thereby protecting our employees. This ECP includes:

- I.** Employee exposure determination
- II** The procedures for evaluating the circumstances surrounding an exposure incident, and
- II** The schedule and method for implementing the specific sections of the standard, including:

- Methods of compliance
- Hepatitis B vaccination and post-exposure follow-up
- Training and communication of hazards to employees
- Recordkeeping

Exposure Control Plan developed:

Signature or Initials \_\_\_\_\_ Date \_\_\_\_\_

Reviewed/Revised Dates:

Signature or Initials \_\_\_\_\_ Date \_\_\_\_\_

Signature or Initials \_\_\_\_\_ Date \_\_\_\_\_

Signature or Initials \_\_\_\_\_ Date \_\_\_\_\_

Signature or Initials \_\_\_\_\_ Date \_\_\_\_\_

Signature or Initials \_\_\_\_\_ Date \_\_\_\_\_

## **PROGRAM ADMINISTRATION**

The Superintendent in conjunction with the Nursing Department and the Buildings and Grounds Supervisor are responsible for the implementation of the ECP. The Superintendent will maintain and update the written ECP at least annually and whenever necessary to include new or modified tasks and procedures.

Those employees who are reasonably anticipated to have contact with or exposure to blood or other potentially infectious materials are required to comply with the procedures and work practices outlined in this ECP.

Buildings and Grounds Supervisor will have the responsibility for written housekeeping protocols and will ensure that effective disinfectants are purchased.

The Nursing Department will be responsible for ensuring that all medical actions required are performed and that appropriate medical records are maintained.

The Buildings and Grounds Supervisor in conjunction with the Nursing Department and Superintendent will be responsible for training, documentation of training, and making the written ECP available to employees, OSHA and NIOSH representatives.

The Buildings and Grounds department will maintain and provide all necessary personal protective equipment (PPE), engineering controls (i.e., sharp containers, etc.), labels, and red bags as required by the standard. The Supervisor will ensure that adequate supplies of the aforementioned equipment are available.

The Buildings and Grounds Supervisor along with the Business Office will be responsible for the consideration and implementation of appropriate commercially available and effective safer medical devices to eliminate or control occupational exposure (To be performed at least annually)

## I. EMPLOYEE EXPOSURE DETERMINATION

**Note to Employer:** You are not required to complete both sections that follow; you may complete only the section that applies.

- A. As part of the exposure determination section of our ECP, the following is a list of **all** job classifications at our establishment in which all employees have occupational exposure:

Special Education Teacher / Assistants / Aides

Nurse

Custodians / Cleaners

Bus Drivers

- 
- B. The following is a list of job classifications in which **some** employees at our establishment have occupational exposure. Included are a list of tasks and procedures in which occupational exposure may occur for these individuals.

All exposure determinations for A and B were made without regard to the use of Personal Protective Equipment (PPE).

**Note to Employer:** Examples of category B would include custodians who occasionally clean contaminated equipment and laundries where some workers are assigned the task of handling contaminated laundry.

If needed, additional job classification lists and task sheets for Section A and B are provided in the Appendix Section. (see Appendix A-1 and A-2)



## **II. EFFECTIVE DATES-CODE OF FEDERAL REGULATIONS**

Bloodborne Pathogens Standard (Including Universal Precautions)	March 6, 1992
Exposure Control Plan	May 5, 1992
Recordkeeping	June 4, 1992
Information and Training	June 4, 1992
Methods of Compliance (Except Universal Precautions)	July 6, 1992
Hepatitis B Vaccination and Post-Exposure Evaluation and Follow-Up	July 6, 1992
Labels and Signs	July 6, 1992
Bloodborne Pathogens Standard Revised	
Occupational Exposure to Bloodborne Pathogens; Needle stick and other Sharps Injuries;	
Final Rule - January 18, 2001	
Effective date of revisions - April 18, 2001	

The methods of implementation of these elements of the Code are discussed in the subsequent pages of this Exposure Control Plan.

## **III. METHODS OF IMPLEMENTATION AND CONTROL**

### **1.0 Universal Precautions**

**1.1** As of March 6, 1992, all employees will utilize Universal Precautions. Universal Precautions is an infection control method which requires employees to assume that all human blood and specified human body fluids are infectious for HIV, HBV HCV and other Bloodborne pathogens (see Appendix A) and must be treated accordingly.

### **2.0 Exposure Control Plan (ECP)**

**2.1** Employees covered by the Bloodborne Pathogens Standard will receive an explanation of this ECP during their initial training sessions. It will also be reviewed in their annual refresher training. All employees will have an opportunity to review this Plan at any time during their work shifts by contacting the Buildings and Grounds office. Employees seeking copies of the Plan may contact the Superintendent. A copy of the Plan will be made available free of charge and within 15 days of the request.

**2.2** The Superintendent in conjunction with the Jefferson Lewis BOCES will be responsible for reviewing and updating the ECP annually or sooner if necessary to reflect any new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.

**2.3** The annual exposure control plan update will also include the following elements:

\*Any new technologies (e.g. engineering controls or work procedures) that reduce or eliminate exposure.

\*Documentation of how the employer considered and implemented the use of available safe medical devices, including:

- A list of devices or procedures that were considered;
- A description of the method(s) used to evaluate each device or procedure;
- A summary of the results of each evaluation.
- A statement of the reasons why each particular device or procedure was selected or rejected.

\*Documentation on how employer solicited employee involvement in the identification, evaluation, and collection of effective engineering and work practice controls. Such input will be solicited from non-managerial employees who are responsible for direct patient care and are potentially exposed to injuries from contaminated sharps.

### **3.0 Engineering Controls and Work Practices**

In the control of occupational exposure to Bloodborne pathogens, the use of effective engineering controls, to include safer medical devices, work practices, administrative controls and personal protective equipment, is emphasized.

**3.1** Engineering controls and work practice controls will be used to prevent or minimize exposure to Bloodborne pathogens. The specific engineering controls and work practice controls we will use and where they will be used are listed below:

#### **Engineering Controls**

##### **self-sheathing needles**

##### **Puncture resistant sharps containers**

New technology for needles and sharps will be evaluated and implemented whenever possible to further prevent accidental needle sticks and cuts. Our engineering controls (i.e. sharps containers, etc.) Will be inspected and maintained or replaced by Nurse in conjunction with the Buildings and Grounds Supervisor annually.

The District will provide:

- Readily available hand washing areas
- After removal of gloves wash hands immediately
- When hand washing areas is not available utilize antiseptic towelettes
  - After doing so wash with soap and water as soon as possible
- Wash body parts that had skin contact with blood or other potentially infectious material

In addition:

- **NO** recapping, bending, shearing or breaking of needles
- **NO** eating, drinking, applying cosmetics or lip balm or handling contact lenses in areas where there is a likelihood of occupational exposure
- Dispose of equipment in properly labelled container
- Any procedures will be evaluated to reduce the potential exposure of employees to blood or other potentially infectious materials (minimize splashing, splattering, etc.)

#### **4.0 Personal Protective Equipment (PPE)**

**4.1** Personal protective equipment must also be used if occupational exposure remains after instituting engineering and work practice controls, or if controls are not feasible. Training will be provided by the Jefferson Lewis BOCES Health and Safety Office in conjunction with the Buildings and Grounds Supervisor in the use of the appropriate personal protective equipment for employees' specific job classifications and tasks/procedures they will perform.

Additional training will be provided, whenever necessary, such as if an employee takes a new position or if new duties are added to their current position.

Appropriate personal protective equipment is required for the following tasks; the specific equipment to be used is listed after the task:

<b>TASK</b>	<b>EQUIPMENT</b>	<b>HOW/WHEN PROVIDED?</b>	<b>WHO PROVIDES PPE?</b>
Spill Cleanup	Disinfectant & Rubber Gloves	Readily available on cleaning carts	District
Custodial Cleaning	Disinfectant wipes & Rubber Gloves	Readily available on cleaning carts	District
Wound treatment	Rubber Gloves	Stocked in Nurse's office and PE office	District

**4.2** As a general rule, all employees using PPE must observe the following precautions:

Wash hands immediately or as soon as feasible after removal of gloves or other personal protective equipment.

Remove protective equipment before leaving the work area and after a garment becomes contaminated.

Place used protective equipment in appropriately designated areas or containers when being stored, washed, decontaminated, or discarded.

Wear appropriate gloves when it can be reasonably anticipated that you may have contact with blood or other potentially infectious materials and when handling or touching contaminated items or surfaces. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised.

Following any contact of body areas with blood or any other infectious materials, you must wash your hands and any other exposed skin with soap and water as soon as possible. Employees must also flush exposed mucous membranes (eyes, mouth, etc.) with water.

Never wash or decontaminate disposable gloves for reuse or before disposal.

Wear appropriate face and eye protection such as a mask with glasses with solid side shields or a chin-length face shield when splashes, sprays, splatters, or droplets of blood or other potentially infectious materials pose a hazard to the eye, nose, or mouth.

If a garment is penetrated by blood and other potentially infectious materials, the garment(s) must be removed immediately or as soon as feasible. If a pullover scrub (as opposed to scrubs with snap closures) becomes minimally contaminated, employees should be trained to remove the pull-over scrub in such a way as to avoid contact with the outer surface; e.g., rolling up the garment as it is pulled toward the head for removal. However, if the amount of blood exposure is such that the blood penetrates the scrub and contaminates the inner surface, not only is it impossible to remove the scrub without exposure to blood, but the penetration itself would constitute exposure. It may be prudent to train employees to cut such a contaminated scrub to aid removal and prevent exposure to the face.

Repair and/or replacement of PPE will be at no cost to employees.

## **5.0 Training**

**5.1** All employees who have or are reasonably anticipated to have occupational exposure to Bloodborne pathogens will receive training conducted by the Jefferson Lewis BOCES Health and Safety Office. Training will be provided at the time of initial assignment to tasks where occupational exposure may occur.

The training will include the epidemiology of Bloodborne pathogen disease. In addition, the training program will cover, at a minimum, the following elements:

- A copy and explanation of the standard
- Epidemiology and symptoms of Bloodborne pathogens
- Modes of transmission
- Our Exposure Control Plan and how to obtain a copy
- Methods to recognize exposure tasks and other activities that may involve exposure to blood
- Use and limitations of Engineering Controls, Work Practices, and PPE
- PPE - types, use, location, removal, handling, decontamination, and disposal
- PPE - the basis for selection
- Hepatitis B Vaccine - offered free of charge. Training will be given prior to vaccination on its safety, effectiveness, benefits, and method of administration. (See Appendix O)
- Emergency procedures - for blood and other potentially infectious materials

**Exposure incident procedures  
Post-exposure evaluation and follow-up  
Signs and labels - and/or color coding  
Questions and answer session**

**Annual training for all employees shall be provided within one year of their previous training. An Employee Education and Training Record (see Appendix B) will be completed for each employee upon completion of training. This document will be kept with the employee's records at the District Office.**

# **TRAINING PROGRAM ELEMENTS**

## **Highlights of Training Program Elements**

Contents of standard

Epidemiology of Bloodborne diseases

Exposure Control Plan

Job duties with exposure

Types of control

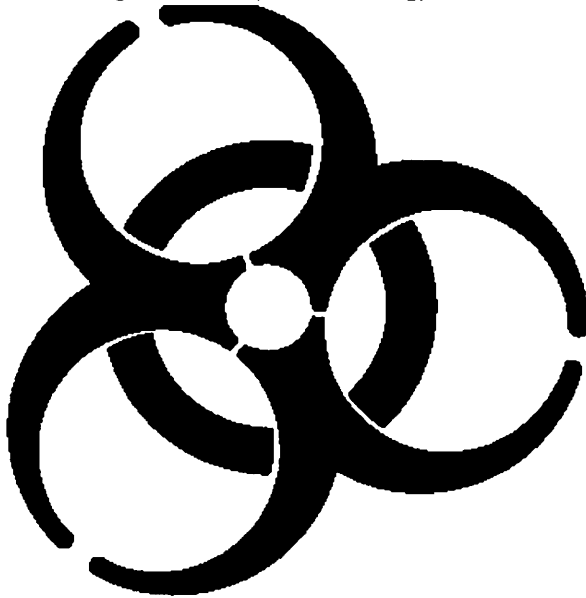
Protective equipment

Hepatitis B vaccination program

Emergency procedures

Post-exposure procedures

Signs/labels/(color coding)



Question and answer session

## **6.0 Hepatitis B Vaccination**

**6.1** The Madrid-Waddington Central School will provide information on Hepatitis B vaccinations addressing its safety, benefits, efficacy, methods of administration and availability. A general overview of these considerations is given in Appendix L for review. The Hepatitis B vaccination series will be made available at no cost within 10 days of initial assignment to employees who have occupational exposure to blood or other potentially infectious materials unless:

The employee has previously received the series;  
Antibody testing reveals that the employee is immune;  
Medical reasons prevent taking the vaccination;  
The employee chooses not to participate;  
Employees are first aid providers who are in a collateral duty as defined in Section 12.0.

All employees are strongly encouraged to receive the Hepatitis B vaccination series. However, if an employee chooses to decline HB vaccination, then the employee must sign a statement to this effect.

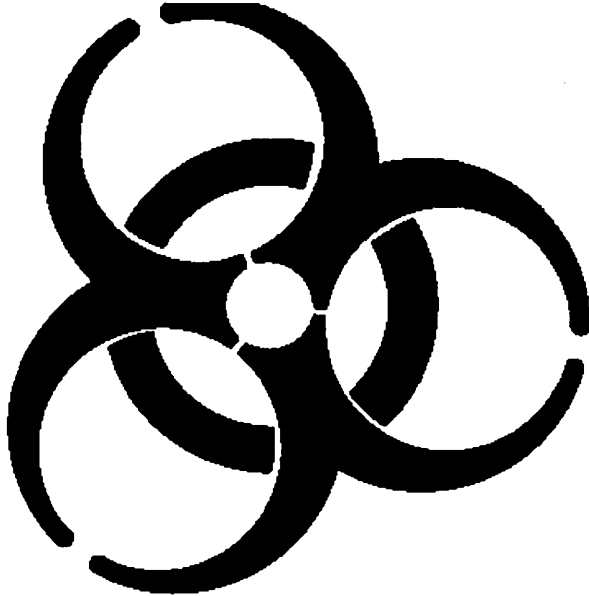
Employees who decline may request and obtain the vaccination at a later date at no cost. Documentation of refusal of the HB vaccination (see Appendix C1) will be kept in the District Office with the employee's other medical records.

Appendix C is an optional form that may be used to record the employee vaccination series information.

# **HEPATITIS B VACCINATION**

## **Highlights of Hepatitis B Vaccination Other Requirements**

- o Participation in Pre-screening is not a prerequisite for receiving Hepatitis B vaccination
- o Hepatitis B vaccination provided even if employee declines but later accepts treatment



- o Employee must sign statement when declining HB vaccination
  - Vaccination administered in accordance with the latest United States Public Health Service (USPHS) recommended protocol
  - HB vaccination booster doses must be available to employees if recommended by USPHS
  - Current USPHS recommendations concerning antibody tests



## **7.0 Post Exposure Evaluation and Follow-up and Procedures for Reporting, Documenting and Evaluating the Exposure**

- 7.1** Should an exposure incident occur contact your supervisor immediately. Each exposure must be documented by the employee on an "Exposure Report Form" (see Appendix D).

Any immediately available confidential medical evaluation and follow-up will be conducted at the Waddington Health Clinic or Claxton-Hepburn Hospital. The following elements will be performed:

Document the routes of exposure and how exposure occurred.

Identify and document the source individual (see Appendix E), unless the employer can establish that identification is infeasible or prohibited by State or local law (See Note #1).

Obtain consent (See Note #2) and test source individual's blood as soon as possible to determine HIV, HBV, and HCV infectivity and document the source's blood test results.

If the source individual is known to be infected with either HIV, HBV or HCV testing need not be repeated to determine the known infectivity.

Provide the exposed employee with the source individual's test results and information about applicable disclosure laws and regulations concerning the source identity and infectious status.

After obtaining consent, collect exposed employee's blood as soon as feasible after the exposure incident and test blood for HBV, HIV, and HCV serological status.

If the employee does not give consent for HIV serological testing during the collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days (See Note #3).

Post exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service.

Counseling.

Evaluation of reported illnesses.

Appendix D "Exposure Incident Report" and Appendix E "Request for Source Individual Evaluation" and Appendix F "Employee Exposure Follow-Up Record" (see Note #4) will be provided to the employee so they may bring them along with any additional relevant medical information to the medical evaluation. Original copies of these appendixes will be maintained with the employee's medical records.

The Buildings and Grounds Supervisor in cooperation with the Jefferson Lewis BOCES Health and Safety Office will review the circumstances of the exposure incident to determine if procedures, protocols, and/or training need to be revised.

**Note to Employer:**

**Note #1** Public Health Law (Article 27-F) requires information about AIDS and HIV to be kept confidential. This law requires that anyone receiving an HIV test **MUST** sign a consent form first. The law strictly limits disclosure of HIV-related information. When disclosure of HIV-related information is authorized by a signed release, the person who has been given the information **MUST** keep it confidential. Re-disclosure may occur with another authorized signed release. The law only applies to people and facilities providing health or social services.

**Note #2** If consent is not obtained, the employer must show that legally required consent could not be obtained. Where consent is not required by law, the source individual's blood, if available, should be tested and the results documented.

**Note #3** If, during this time, the exposed employee elects to have the baseline sample tested, testing shall be done as soon as feasible.

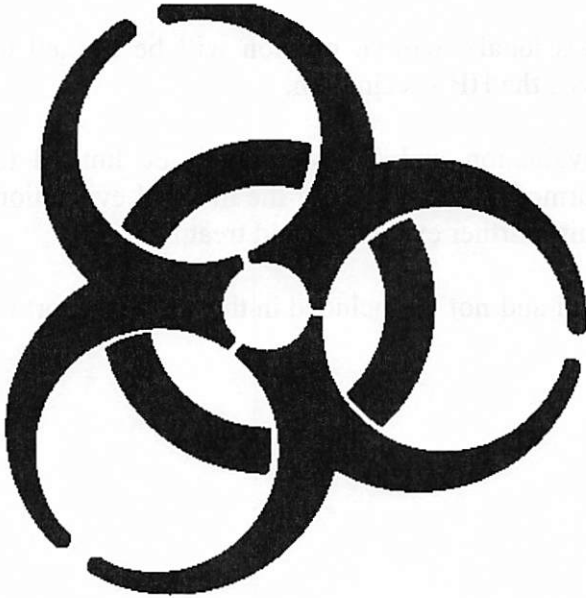
**Note #4** Appendixes D, E, and F are optional forms which have been provided to assist employers with gathering information that is required by the standard. If an employer chooses not to use these forms, this information must still be provided and recorded in accordance with the Standard. Also note that Appendix E letter predominately will apply to Public Sector employers.

**Note #5** Following an exposure incident, prompt medical evaluation and prophylaxis is imperative. Timeliness is, therefore, an important factor in effective medical treatment.

## **POST EXPOSURE EVALUATION**

### **Highlights of Post Exposure Evaluation and Follow-Up Requirements**

- Documentation of exposure routes and how exposure incident occurred
- Identification and documentation of source individual's infectivity, if possible
- Collection and testing of employee's blood for HBV, HCV, and HIV serological status (employee's consent required)
- Post-exposure prophylaxis when medically indicated
- Counseling
- Evaluation of reported illness



## **8.0 Health Care Professionals**

**8.1** The District Office will ensure that health care professionals responsible for employee's HB vaccination and post-exposure evaluation and follow-up be given a copy of the OSHA Bloodborne Standard. The District Office will also ensure that the health care professional evaluating an employee after an exposure incident receives the following:

- A description of the employee's job duties relevant to the exposure incident;
- Route(s) of exposure;
- Circumstances of exposure;
- If possible, results of the source individual's blood test; and
- relevant employee medical records, including vaccination status

## **8.2 Healthcare Professional's Written Opinion**

The District Office will provide the employee with a copy of the evaluating healthcare professional's written opinion within 15 days after completion of the evaluation.

For HB vaccinations, the healthcare professional's written opinion will be limited to whether the employee requires or has received the HB vaccination.

The written opinion for post-exposure evaluation and follow-up will be limited to whether or not the employee has been informed of the results of the medical evaluation and any medical conditions which may require further evaluation and treatment.

All other diagnoses must remain confidential and not be included in the written report to our firm.

## 9.0 Housekeeping

9.1 The Buildings and Grounds Supervisor has developed and implemented a written schedule for cleaning and decontaminating work surfaces as indicated by the standard.

### CLEANING SCHEDULE

AREA	SCHEDULED CLEANING (DAY/TIME)	CLEANERS AND DISINFECTANTS USED	SPECIFIC INSTRUCTION
Toilets / Urinals	Daily	Bacti-Chem Peroxy	Scrub internals with Bacti-Chem
Nurse's area	Daily	Bacti-Chem Peroxy	Wipe down all exposed counter tops & exam benches

Decontaminate work surfaces with an appropriate disinfectant after completion of procedures, immediately when overtly contaminated, after any spill of blood or other potentially infectious materials, and at the end of the work shift when surfaces have become contaminated since the last cleaning.

Remove and replace protective coverings such as plastic wrap and aluminum foil when contaminated.

Inspect and decontaminate, on a regular basis, reusable receptacles such as bins, pails and cans that have a likelihood for becoming contaminated. When contamination is visible, clean and decontaminate receptacles immediately, or as soon as feasible.

Always use mechanical means such as tongs, forceps, or a brush and a dust pan to pick up contaminated broken glassware, never pick up with hands even if gloves are worn.

Store or process reusable sharps in a way that ensures safe handling.

Place regulated waste in closeable and labeled or color-coded containers. When storing, handling, transporting or shipping, place other regulated waste in containers that are constructed to prevent leakage.

When discarding contaminated sharps, place them in containers that are closeable, puncture-resistant, appropriately labeled or color-coded, and leak-proof on the sides and bottom.

Ensure that sharps containers are easily accessible to personnel and located as close as feasible to the immediate area where sharps are used or can be reasonably anticipated to be found. Sharps containers also must be kept upright throughout use, replaced routinely, closed when moved, and now allowed to overfill.

Never manually open, empty, or clean reusable contaminated sharps disposal containers. (See Appendix P - New York State Environmental Conservation Regulations)

Discard all regulated waste according to federal, state, and local regulations, i.e., liquid or semi-liquid blood or other potentially infectious material; items contaminated with blood

or other potentially infectious materials that would release these substances in a liquid or semi-liquid state if compressed; items caked with dried blood or other potentially infectious materials and capable of releasing these materials during handling; contaminated sharps; and pathological and microbiological wastes containing blood or other potentially infectious materials.

## **9.2 Laundry**

**No Laundering occurs at this location.**

If conditions change then new procedures will be enacted.

## **10.0 Labeling**

**10.1** The following labeling method(s) will be used at our facility:

- When appropriate Red bags for medical waste will be utilized
- Sharps containers for needles and other sharp instruments that may have contamination on them

## **11.0 Recordkeeping**

### **11.1 Medical Records**

Medical records are maintained for each employee with occupational exposure in accordance with 29 CFR 1910.1020 (formerly 1910.20).

The District Office is responsible for maintenance of the required medical records and they are kept in the Business Office

In addition to the requirements of 29 CFR 1910.20, the medical record will include:

The name and social security number of employee;

A copy of the employee's Hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccination;

A copy of all results of examinations, medical testing, and follow-up procedures as required by the standard;

A copy of all healthcare professional's written opinion(s) as required by the standard;

A copy of the information provided to the health care professional.

All employee medical records will be kept confidential and will not be disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by the standard or as may be required by law.

Employee medical records shall be maintained for at least the duration of employment plus 30 years in accordance with 29 CFR 1910.20.

Employee medical records shall be provided upon request of the employee or to anyone having written consent of the employee within 15 working days.

## **11.2 Training Records**

Bloodborne pathogen training records will be maintained by and housed in the District Office.

The training record shall include:

The dates of the training sessions;

The contents or a summary of the training sessions;

The names and qualifications of persons conducting the training;

The names and job titles of all persons attending the training sessions.

Training records will be maintained for a minimum of three (3) years from the date on which the training occurred.

Employee training records will be provided upon request to the employee or the employee's authorized representative within 15 working days.

## **11.3 Transfer of Records**

The employer shall comply with the requirements involving transfer of records as indicated in 29CFR1910.1020(h).

If the Madrid-Waddington Central School ceases to do business and there is no successive employer to receive and retain the records for the prescribed period, the employer shall notify the Director of the National Institute for Occupational Safety and Health (NIOSH) at least three (3) months prior to scheduled record disposal and prepare to transmit them to the Director.

## **11.4 Sharps injury log**

The District Office in conjunction with the Buildings and Grounds Supervisor and Nursing Department will establish and maintain the sharps injury log for recording percutaneous injuries from contaminated sharps.

The sharps injury log will contain at least the following information:

- a. The type and brand of device involved in the incident;
- b. The department or work area where the exposure incident occurred;
- c. A description of how the incident occurred.

# **MEDICAL & TRAINING RECORDS**

## **Highlights of Medical Records**

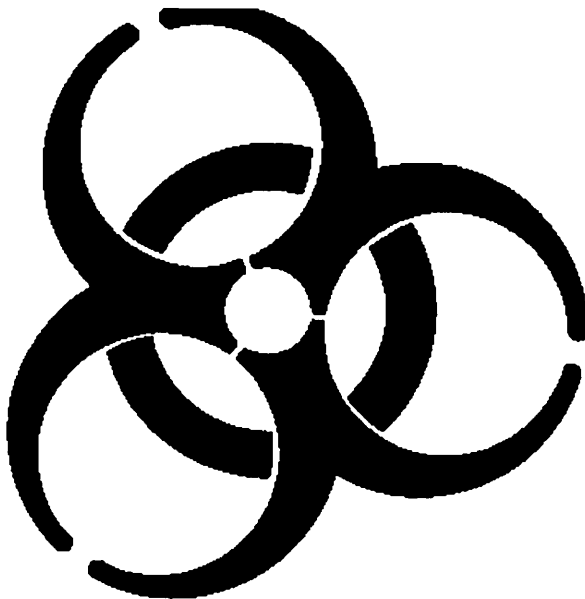
Employee name and social security number

Employee Hepatitis B vaccination status

Medical testing and post-exposure follow-up results

Healthcare Professional's Written Opinion

Information provided to the healthcare professional



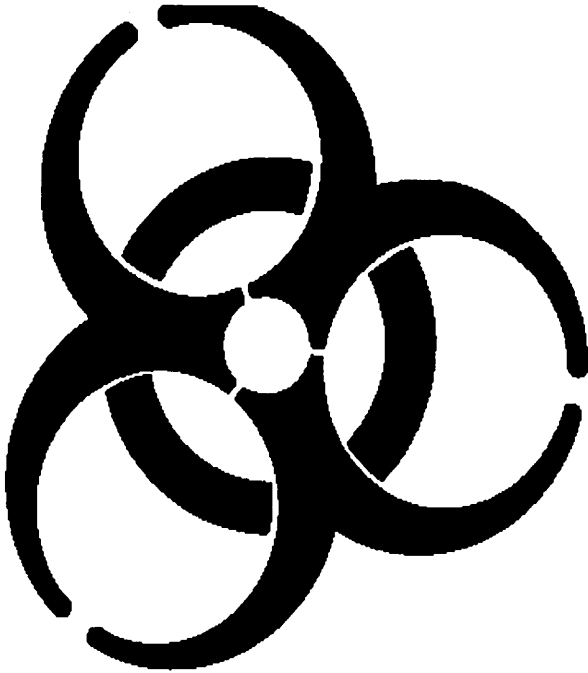


## **Highlights of Training Records**

Training Dates

Training session content or summary

Names and qualifications of trainers



Names and job titles of all trainees

## **12.0 First Aid Providers**

This section only applies to employees who are designated to render first aid assistance, but this assistance is not their primary work assignment. First aid providers who are in this collateral duty category at this facility are listed below for easy reference and also in Section B of the Employer Exposure Determination on page five.

### **Designated First Aid Providers**

Nurse  
Physical Education Instructors

Our facility has decided to:

(Check box for firm's specific policy)

- Offer hepatitis B vaccination to the first aid provider after a first aid incident.
- Offer pre-exposure vaccination.

In the event of a first aid incident where blood or other potentially infectious materials (OPIM) are present, the employee(s) providing the first aid assistance is (are) instructed to report to their immediate Supervisor before the end of their work shift.

The District Office will maintain a report (Appendix D can be used) which describes names of the first aider, date, time and description of the incident.

The District Office will ensure that any first aider that desires the vaccine series after an incident involving blood or OPIM will receive it as soon as possible, but no later than twenty four hours after the incident.

The District Office in cooperation with the Nursing Department will train first aid providers on the specifics of the reporting procedures, in addition to all the training required in Section 5.0. Training.

## **FIRST AID PROVIDERS**

**Note to Employer:** Examples of employees who may meet the above criteria include:

- ◆ Security Guards, Coaches, Bus Drivers, DPW/DOT, Office Workers, Industrial Plant Personnel, who are designated and trained to perform first aid.

Examples of employees who do not meet the criteria and must be offered the hepatitis B vaccination series include:

- ◆ Personnel who provide first aid at a first aid station or clinic, and emergency response or public safety personnel, who are expected to render first aid in the normal course of their work (i.e., EMS personnel, police, firefighters).

This is not an all-inclusive list, nor does it imply that every employee in these job titles are covered.

Also, as a reminder, good samaritan acts are still not covered by the Standard.

**APPENDIX**

**SECTION**

## APPENDIX A

### OCCUPATIONS AT RISK

Occupations that may involve risk from occupational exposure to blood or other potentially infectious material:

Physician  
Physicians Assistant  
Nurse  
Phlebotomist  
Medical Examiner  
Emergency Medical Technician (EMT)  
Supervisor (performing first-aid)  
Dentist  
Dental Hygienist  
Medical Technologist  
Regulated Waste Handler  
Some laundry and housekeeping employees  
Industrial Medical Center Personnel  
Lab Workers  
Life Guards  
Public Safety Workers

### DEFINITIONS

Before beginning a discussion of the standard there are several definitions that should be explained which specifically apply to this regulation. These definitions are also included in paragraph (b) of the standard.

- A. **Blood** - human blood, human blood components, and products made from human blood.
- B. **Bloodborne Pathogens** - pathogenic micro-organisms that are present in human blood and can infect and cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV), and Human Immunodeficiency virus (HIV), and Hepatitis C virus (HCV).
- C. **Contaminated** - the presence or the reasonably anticipated presence of blood or other potentially infectious materials on an item or surface.
- D. **Exposure Incident** - a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that result from the performance of an employee's duties.
- E. **Occupational Exposure** - reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee's duties.

## APPENDIX A

*continued*

### F. **Other Potentially Infectious Materials (OPIM) -**

1. The following human body fluids:
  - a. semen
  - b. vaginal secretions
  - c. cerebrospinal fluid
  - d. synovial fluid
  - e. pleural fluid
  - f. pericardial fluid
  - g. peritoneal fluid
  - h. amniotic fluid
  - i. saliva in dental procedures
  - j. any body fluid visibly contaminated with blood
  - k. all body fluids in situations where it is difficult or impossible to differentiate between body fluids;

2. Any unfixed tissue or organ (other than intact skin) from a human (living or dead)
3. HIV-containing cells or tissue cultures, organ cultures, and HIV or HBV-containing cultures medium or other solutions; and
4. Blood, organs, or other tissue from experimental animals infected with HIV or HBV.

### G. **Regulated Waste -**

1. Liquid or semi-liquid blood or other potentially infectious materials;
2. Contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed;
3. Items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling;
4. Contaminated sharps; and
5. Pathological and microbiological wastes containing blood or other potentially infectious materials.

## APPENDIX A1

### JOB CLASSIFICATIONS IN WHICH ALL EMPLOYEES HAVE OCCUPATIONAL EXPOSURE TO Bloodborne PATHOGENS

Below are listed the job classifications in our facility where all employees in this job classification will have a reasonably anticipated exposure to human blood and other potentially infectious materials.

JOB TITLE	DEPARTMENT/LOCATION
Custodians	Madrid Waddington Central School
Cleaners	Madrid Waddington Central School
Special Education Instructors	Madrid Waddington Central School
Special Education Aides	Madrid Waddington Central School
Nursing Instructors	Madrid Waddington Central School

## APPENDIX B

### EMPLOYEE EDUCATION AND TRAINING RECORD

**EMPLOYEE**

**DATE OF HIRE**

**JOB TITLE**

**DATE ASSIGNED**

**INITIAL TRAINING:**

SUBJECT	DATE	LOCATION	TRAINER	EMPLOYEE SIGNATURE
a. The Standard				
b. Epidemiology & Symptoms of Bloodborne Diseases				
c. Modes of Transmission				
d. Exposure Control Plan				
e. Recognizing Potential Exposure				
f. Use & Limitations of Exposure Control Methods				
g. Personal Protective Equipment (PPE)				
h. Selection of (PPE)				
i. HBV Immunization Program				
j. Emergencies Involving Blood or Potentially Infectious Materials				
k. Exposure Follow-Up Procedures				
l. Post Exposure Evaluation and Follow-Up				
m. Signs & Labels				
n. Opportunity to Ask Questions				

**ADDITIONAL EDUCATION:**

SUBJECT(S)	DATE	LOCATION	TRAINER	EMPLOYEE SIGNATURE

**ANNUAL RETRAINING:**

SUBJECT(S)	DATE	LOCATION	TRAINER	EMPLOYEE SIGNATURE



## APPENDIX C

*CONFIDENTIAL*

### HEPATITIS B VACCINE IMMUNIZATION RECORD

Vaccine is to be administered on:

Elected dates:

First:

One month from elected date:

Six months from elected date:

Employee Name:

Date of first dose:

Date of second dose:

Date of third dose:

Antibody test results - pre-vaccine (optional):

Antibody test results - post-vaccine (optional):

Time interval since last injection:

Employee Signature:

## APPENDIX C1

### DECLINATION STATEMENT

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis B vaccine, at no charge to myself. However, I decline Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series at no charge to me.

<b>Employee Signature</b>	<b>Date</b>
---------------------------	-------------

# APPENDIX D

Side 1 of 2-sided form

## EXPOSURE INCIDENT REPORT (ROUTES AND CIRCUMSTANCES OF EXPOSURE INCIDENT)

Please Print

<b>Date Completed</b>			
<b>Employee's Name</b>		<b>S. S.#</b>	
<b>Home Phone</b>		<b>Business Phone</b>	
<b>DOB</b>		<b>Job Title</b>	
<b>Employee Vaccination Status</b>			
<b>Date of Exposure</b>		<b>Time of Exposure</b>	
		<b>A.M.</b>	<b>P.M.</b>
<b>Location of Incident (Home, Street, Clinic, Etc.)-Be Specific:</b>			
<b>Nature of Incident (Auto Accident, Trauma, Medical Emergency) - Be Specific:</b>			
<b>Describe what task(s) you were performing when the exposure occurred - Be Specific:</b>			
<b>Were you wearing Personal Protective Equipment (PPE)?</b>		<b>YES</b>	<b>NO</b>
<b>Did the PPE Fail?</b>		<b>YES</b>	<b>NO</b>
<b>If YES, Explain how:</b>			
<b>Were you using Engineering Controls?</b>		<b>YES</b>	<b>NO</b>
<b>Did the Engineering Controls fail?</b>		<b>YES</b>	<b>NO</b>
<b>If YES, Explain how:</b>			

**What body fluid(s) were you exposed to (blood or other potentially infectious material)? Be specific:**

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Side 2 of 2-sided form

**What part of your body became exposed? Be specific:**

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**Estimate the size of the area of your body that was exposed:**

---



---



---

**For how long?**

---



---



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**Did a foreign body (needle, nail, auto part, dental wires, etc.) penetrate your body?**

	Yes		No	
--	-----	--	----	--

**If Yes, what was the object?**

---

**Where did it penetrate your body?**

---

**Was any fluid injected into your body?**

	Yes		No	
--	-----	--	----	--

**If Yes, what fluid?** **How much?**

---

**Did you receive medical attention?**

	Yes		No	
--	-----	--	----	--

**If Yes, where?**

---

**When?**

---

**By Whom?**

---

**Identification of Source Individual(s)**

---

**Name(s)**

--	--	--	--	--

<b>Did you treat the patient directly?</b>	<b>Yes</b>		<b>No</b>	
<b>If Yes, what treatment did you provide - Be Specific</b>				
<b>Other pertinent information</b>				

## APPENDIX E (LETTER)

Dear (Emergency Room Medical Director, Infection Control Practitioner):

During a recent transport of a patient to your facility, one of our prehospital care providers was involved in an event which may have resulted in exposure to a Bloodborne Pathogen.

I am asking you to perform an evaluation of the source individual who was transported to your facility. Given the circumstances surrounding this event please determine whether our prehospital care worker is at risk for Infection and/or requires medical follow-up.

Attached is a ADocumentation and Identification of source individual@ form which was initiated by the exposed worker. Please complete the source individual section and communicate the findings to the designated medical provider.

The evaluation form has been developed to provide confidentiality assurances for the patient and the exposed worker concerning the nature of the exposure. Any communication regarding the findings is to be handled at the medical provider level.

We understand that information relative to human immunodeficiency virus (HIV) and AIDS has specific protections under the law and cannot be disclosed or released without the written consent of the patient. It is further understood that disclosure obligates persons who receive such information to hold it confidential.

Thank you for your assistance in this very important matter.

Sincerely,

# EXPOSURE CONTROL PLAN

## APPENDIX E (FORM)

**CONFIDENTIAL**

### DOCUMENTATION AND IDENTIFICATION OF SOURCE INDIVIDUAL

Name of Exposed Employee \_\_\_\_\_

Name and Phone Number of  
Medical Provider Who Should Be Contacted \_\_\_\_\_

**Incident Information**

Date \_\_\_\_\_

Name or Medical Record Number of the Individual Who is the Source of the Exposure  
\_\_\_\_\_

**Nature of Incident**

\_\_\_\_\_ Contaminated Needlestick Injury  
\_\_\_\_\_ Blood or Body Fluid Splash Onto Mucous Membrane or Non-Intact Skin

Other \_\_\_\_\_

**Report of Source Individual Evaluation**

Chart Review By \_\_\_\_\_ Date \_\_\_\_\_

Source Individual Unknown/Researched By \_\_\_\_\_ Date \_\_\_\_\_

Testing of Source Individual's Blood      Consent    Obtained \_\_\_\_      Refused \_\_\_\_\_

**CHECK ONE**

- \_\_\_\_\_ Identification of source Individual infeasible or prohibited by state or Local law. State why if infeasible: \_\_\_\_\_
- \_\_\_\_\_ Evaluation of the source individual reflected no known exposure to Bloodborne Pathogen.
- \_\_\_\_\_ Evaluation of the source individual reflected possible exposure to Bloodborne Pathogen and medical follow-up is recommended.

Person completing report \_\_\_\_\_ Date \_\_\_\_\_

**Note: Report the results of the source individuals blood tests to the medical provider named above who will inform the exposed employee. Do not report blood test findings to the employer.**

**HIV related information cannot be released without the written consent of the source individual.**

# EXPOSURE CONTROL PLAN

## APPENDIX F

**CONFIDENTIAL**

### EMPLOYEE EXPOSURE FOLLOW-UP RECORD

Employee=s Name:	Job Title:
Occurrence Date:	Reported Date:
Occurrence Time:	

<b>SOURCE INDIVIDUAL FOLLOW-UP:</b>	
Request Made To:	
Date:	Time:
Sampling completed or refused	Date

<b>EMPLOYEE FOLLOW-UP:</b>		
Employee=s Health File Reviewed By:	Date	
Information given on source individual=s blood test results.	Yes	Not Obtained

<b>Referred to healthcare professional with required information:</b>	
Name of healthcare professional:	
By Whom:	Date:

<b>Blood Sampling/Testing Offered:</b>	
By Whom:	Date:

<b>Vaccination Offered/Recommended:</b>	
By Whom:	Date:

<b>Counseling Offered:</b>	
By Whom:	Date:

<b>Employee Advised of need for further evaluation of medical condition:</b>	
By Whom:	Date:

# EXPOSURE CONTROL PLAN



# EXPOSURE CONTROL PLAN

## APPENDIX G

### INFORMATION ON REGULATED MEDICAL WASTE

The following information is included to assist you in evaluating and contracting for a transport, handling, and disposal company, should you not be equipped to handle your regulated waste.

**Checklist for regulated waste contracting:**

- Request the company's identification number

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- Request to review the manner of record keeping

---

- Documentation to include

- o List of items collected

- o Method of destruction

- o Site for destruction

- o Proof of destruction

- Requested Information on Insurance and bonding

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**For additional information on  
regulated medical waste, contact:**

Waste Transporter Permit Section  
NYS Department of Environmental Conservation  
625 Broadway, 9<sup>th</sup> Floor  
Albany New York 12233-7253  
(518) 402-8707

# AIA<sup>®</sup> Document B101<sup>®</sup> – 2017

## ***Standard Form of Agreement Between Owner and Architect***

**AGREEMENT** made as of the Twenty-First day of January in the year Two Thousand Twenty Five  
(*In words, indicate day, month and year.*)

**BETWEEN** the Architect's client identified as the Owner:  
(*Name, legal status, address and other information*)

**Madrid-Waddington Central School District**  
2582 State Highway 345, PO Box 67  
Madrid, NY 13660  
(315) 322-5746

and the Architect:  
(*Name, legal status, address and other information*)

**SEI Design Group Architects, D.P.C.**  
224 Mill Street  
Rochester, NY 14614  
(585) 442-7010

for the following Project:  
(*Name, location and detailed description*)

**Madrid-Waddington Central School District**  
2025-2026 Capital Outlay Project  
SEI Project Number: 25-4488

The Owner and Architect agree as follows.

### **ADDITIONS AND DELETIONS:**

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Init.

## TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	SCOPE OF ARCHITECT'S BASIC SERVICES
4	SUPPLEMENTAL AND ADDITIONAL SERVICES
5	OWNER'S RESPONSIBILITIES
6	COST OF THE WORK
7	COPYRIGHTS AND LICENSES
8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

### ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

§ 1.1.1 The Owner's program for the Project:

*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

The scope of work includes selective classroom window replacement at the School Building.

§ 1.1.2 The Project's physical characteristics:

*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

n/a

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

*(Provide total and, if known, a line item breakdown.)*

Approved Authorization of \$100,000.

§ 1.1.4 The Owner's tentative design and construction milestone dates:

.1 Design phase milestone dates, if any:

Init.

SED Submission: June 2025

.2 Construction commencement date:

October 2025

.3 Substantial Completion date or dates:

June 2026

.4 Other milestone dates:

None

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:  
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

Competitive Bidding

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:  
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

N/A

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™-2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204-2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204-2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:  
*(List name, address, and other contact information.)*

Eric Burke, Superintendent of Schools  
Madrid-Waddington Central School District  
2582 State Highway 345, PO Box 67, Madrid, NY 13660  
(315) 322-5746  
eburke@mwcsk12.org

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:  
*(List name, address, and other contact information.)*

N/A

§ 1.1.9 The Owner shall retain the following consultants and contractors:  
*(List name, legal status, address, and other contact information.)*

.1 Geotechnical Engineer:

n/a

.2 Property (boundary and topographic) Survey:

n/a

- .3 Other, if any:**  
*(List any other consultants and contractors retained by the Owner.)*

Owner's Representative (Clerk of the Works): To Be Determined (if any)

**§ 1.1.10** The Architect identifies the following representative in accordance with Section 2.3:  
*(List name, address, and other contact information.)*

Stephen J. Staveski, AIA  
224 Mill Street  
Rochester, NY 14614  
(585) 442-7010  
sjs@SEIdesigngroup.com

**§ 1.1.11** The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:  
*(List name, legal status, address, and other contact information.)*

**§ 1.1.11.1** Consultants retained under Basic Services:

- .1 Structural Engineer:**

n/a

- .2 Mechanical Engineer:**

n/a

- .3 Electrical Engineer:**

n/a

**§ 1.1.11.2** Consultants retained under Supplemental Services:

- .1 Environmental (Hazardous Materials) Design:**

**Gheen Engineering, PLLC**  
44 Glenridge Rd.  
Whitesboro, NY 13492  
(315) 264-0283

**§ 1.1.12** Other Initial Information on which the Agreement is based:

N/A

**§ 1.2** The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

**§ 1.3** The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than One Million dollars (\$ 1,000,000 ) for each occurrence and Two Million dollars (\$ 2,000,000 ) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than One Million dollars (\$ 1,000,000 ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than Five Hundred Thousand dollars (\$ 500,000 ) each accident, Five Hundred Thousand dollars (\$ 500,000 ) each employee, and Five Hundred Thousand dollars (\$ 500,000 ) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than Two Million dollars (\$ 2,000,000 ) per claim and Three Million dollars (\$ 3,000,000 ) in the aggregate.

§ 2.5.7 Additional Insured Obligations. To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an

additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

§ 2.6 The Architect affirms adoption of a corporate sexual harassment policy and training, in accordance with New York State Labor Law, Section 201-G, Prevention of Sexual Harassment.

§ 2.7 The Architect acknowledges that the Owner is a central school district which is subject to various laws and regulations of the State of New York. The Architect will, in accordance with the professional standards prescribed by Section 2.2, comply with all laws and regulations as they pertain to the design, bidding and construction of the Project. The Architect will consult with the Owner or the Owner's legal counsel with respect to any questions concerning the applicability or interpretation of such laws and regulations.

### **ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES**

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, consult with the Owner, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall, at appropriate times, contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall design the Project to respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

### **§ 3.2 Schematic Design Phase Services**

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies

Init.

discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

### § 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

### § 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.



§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents. The Architect's obligation to design the projects in accordance with standards of care generally applicable to the provision of professional architectural services in the Upstate New York area.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Procurement Phase Services

#### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

#### § 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

#### § 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

**§ 3.6 Construction Phase Services**

**§ 3.6.1 General**

**§ 3.6.1.1** The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

**§ 3.6.1.3** Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

**§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.2** The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

**§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect’s certification for payment shall constitute a representation to the Owner, based on the

Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

#### **§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** In accordance with the Architect-approved submittal schedule, the Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

**§ 3.6.4.3** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

#### **§ 3.6.5 Changes in the Work**

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to

Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

**§ 3.6.6 Project Completion**

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

*(Paragraph deleted)*

**ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES**

**§ 4.1 Supplemental Services**

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project. Supplemental Services indicated as Not Provided can be added after execution of this Agreement subject to the provisions of Section 4.2.

*(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	Not Provided
§ 4.1.1.2 Multiple preliminary designs	Not Provided
§ 4.1.1.3 Measured drawings	Not Provided
§ 4.1.1.4 Existing facilities surveys	Not Provided
§ 4.1.1.5 Site evaluation and planning	Not Provided
§ 4.1.1.6 Building Information Model management responsibilities	Not Provided
§ 4.1.1.7 Development of Building Information Models for post construction use	Not Provided

<b>Supplemental Services</b>	<b>Responsibility</b> <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.8 Civil engineering	Not Provided
§ 4.1.1.9 Landscape design	Not Provided
§ 4.1.1.10 Architectural interior design	Not Provided
§ 4.1.1.11 Value analysis	Not Provided
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	Not Provided
§ 4.1.1.13 On-site project representation	Not Provided
§ 4.1.1.14 Conformed documents for construction	Not Provided
§ 4.1.1.15 As-designed record drawings	Not Provided
§ 4.1.1.16 As-constructed record drawings	Not Provided
§ 4.1.1.17 Post-occupancy evaluation	Not Provided
§ 4.1.1.18 Facility support services	Not Provided
§ 4.1.1.19 Tenant-related services	Not Provided
§ 4.1.1.20 Architect's coordination of the Owner's consultants	Not Provided
§ 4.1.1.21 Telecommunications/data design	Not Provided
§ 4.1.1.22 Security evaluation and planning	Not Provided
§ 4.1.1.23 Commissioning	Not Provided
§ 4.1.1.24 Sustainable Project Services	Not Provided
§ 4.1.1.25 Fast-track design services	Not Provided
§ 4.1.1.26 Multiple bid packages	Architect
§ 4.1.1.27 Historic preservation	Not Provided
§ 4.1.1.28 Furniture, furnishings, and equipment design	Not Provided
§ 4.1.1.29 Other services provided by specialty Consultants	Architect
§ 4.1.1.30 Other Supplemental Services	Not Provided

**§ 4.1.2 Description of Supplemental Services**

**§ 4.1.2.1** A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

- .1 Multiple Bid Packages: Architect shall provide bid packages in accordance with Section 135 of the New York State Finance Law (Wick's Law).
- .2 Other Services Provided by Specialty Consultants: Architect shall provide professional services associated with the removal of Asbestos-Containing Building Materials (ACBM). Field identification surveys, based upon Owner-furnished AHERA report(s), and laboratory testing services required for same shall be retained by the Architect and compensated as a Reimbursable Expense as provided in Section 11.8.2.

**§ 4.1.2.2** A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

None

Init.

(Paragraph deleted)

#### § 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for excessive (construction value greater than 5% of anticipated cost of Base Bid Work) alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .8 Evaluation of the qualifications of entities providing bids or proposals;
- .9 Consultation concerning replacement of Work resulting from fire or other cause during construction;
- .10 Assistance to the Initial Decision Maker, if other than the Architect.
- .11 Providing planning surveys, site evaluations or comparative studies of prospective sites;
- .12 Providing special surveys, studies or submissions for governmental authorities or others having jurisdiction over the Project;
- .13 Providing services made necessary by the default of the Contractor, by major defects or deficiencies in the Work of the Contractor, or by failure of performance of either the Owner or Contractor under the Contract for Construction;
- .14 Providing services to verify the accuracy of drawings or other information furnished by the Owner;
- .15 Providing coordination of construction performed by separate contractors or by the Owner's own forces and coordination of services required in connection with construction performed and equipment supplied by the Owner;
- .16 Providing analyses of owning and operating costs;
- .17 Providing interior design and other similar services required for or in connection with the selection, procurement or installation of furniture, furnishings and related equipment;
- .18 Making investigations, inventories of materials or equipment, or valuations and detailed appraisals of existing facilities;
- .19 Providing detailed estimates of Construction Cost;
- .20 Preparing a set of reproducible (including electronic) record drawings showing significant changes in the Work made during construction based on marked-up prints, drawings and other data furnished by the Contractor to the Architect;
- .21 Providing assistance in the utilization of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance, and consultation during operation;

- .22 Providing services of consultants for other than architectural, site, civil, structural, mechanical and electrical engineering portions of the Project unless provided as a Supplemental Service in Section 4.1.2;  
or
- .23 Providing any other services not otherwise included in this Agreement or not customarily furnished in accordance with generally accepted architectural practice.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall, upon written authorization from the Owner, provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Three ( 3 ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Bi-Weekly visits to the site by the Architect during construction through the date of Substantial Completion identified in Section 1.1.4
- .3 Two ( 2 ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One ( 1 ) inspection for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within Nineteen ( 19 ) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish and periodically update the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

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**§ 5.3** The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

**§ 5.4** The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

**§ 5.5** The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

**§ 5.6** The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

**§ 5.7** Intentionally Omitted.

**§ 5.8** The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

**§ 5.9** The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

**§ 5.10** The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

**§ 5.11** The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

**§ 5.12** Except as otherwise provided in this Agreement, or when direct communications have been specially authorized, the Owner shall endeavor to communicate with the Contractor and the Architect's consultants through the Architect about matters arising out of or relating to the Contract Documents. The Owner shall promptly notify the Architect of any direct communications that may affect the Architect's services.

**§ 5.13** Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

**§ 5.14** The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

**§ 5.15** The Owner shall furnish the required information and services and shall render approvals and decisions as expeditiously as necessary for the orderly progress of the Architect's services and Work of the Contractors.



## ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

**§ 7.2** The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings, Specifications, models and renderings, including those in electronic form, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

**§ 7.3** The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. Any termination of this Agreement prior to completion of the Project shall terminate this license. Upon such termination, the Owner shall refrain from making further reproductions of Instruments of Service and shall return to the Architect within seven days of termination all originals and reproductions in the Owner's possession or control. If and upon the date the Architect is adjudged in default of this Agreement, the foregoing license shall be deemed terminated and replaced by a second, nonexclusive license permitting the Owner to authorize other similarly credentialed design professionals to reproduce and, where permitted by law, to make changes, corrections or additions to the Instruments of Service solely for purposes of completing, using and maintaining the Project.

**§ 7.3.1** In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

**§ 7.4** Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. However, the Owner shall be permitted to authorize the Contractor, Subcontractors, Sub-subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the Work by license granted in Section 7.3. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants. The Owner shall not use the Instruments of Service for future additions or alterations to this Project or for other projects, unless the Owner obtains the prior written agreement of the Architect and the Architect's consultants. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

**§ 7.5** The Owner agrees that the technical methods, design details, techniques and pricing data contained in any material submitted by the Architect pertaining to this Project or this Agreement shall be considered confidential and proprietary, and shall not be released or otherwise made available to any third party without the express written consent of the Architect. The Owner further agrees to waive all claims against the Architect resulting in any way from any unauthorized changes to or reuse of the electronic files for any other project by anyone other than the Architect

**§ 7.6** Under no circumstances shall delivery of electronic files for use by the Owner be deemed a sale by the Architect, and the Architect makes no warranties, either expressed or implied, of the merchantability and fitness for any particular purpose. In no event shall the Architect be liable for indirect or consequential damages as a result of the Owner's use or reuse of the electronic files.

§ 7.7 Prior to the Architect providing to the Owner any Instruments of Service in electronic form or the Owner providing to the Architect any electronic data for incorporation into the Instruments of Service, the Owner and the Architect shall by separate written agreement set forth the specific conditions governing the format of such Instruments of Service or electronic data, including any special limitations or licenses not otherwise provided in this Agreement.

§ 7.8 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

### § 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:  
(Check the appropriate box.)

Arbitration pursuant to Section 8.3 of this Agreement

Litigation in a court of competent jurisdiction

Init.

[ ] Other: *(Specify)*

N/A

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

**§ 8.3 Arbitration**

**§ 8.3.1 Intentionally Omitted.**

*(Paragraphs deleted)*

**§ 8.3.4 Consolidation or Joinder**

**§ 8.3.4.1 Intentionally Omitted.**

*(Paragraphs deleted)*

**§ 8.4** The provisions of this Article 8 shall survive the termination of this Agreement.

**ARTICLE 9 TERMINATION OR SUSPENSION**

**§ 9.1** If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.2** If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

**§ 9.3** If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

**§ 9.4** Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**§ 9.5** The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

**§ 9.6** If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements. However, where the contract is terminated by the Owner due to failure to obtain voter approval and/or failure to obtain approval by the Commissioner of Education and/or failure to obtain/maintain funding, the District shall only be obligated to pay Architect for services performed and Reimbursable Expenses incurred prior to termination and upon such payment, all rights and liabilities to the parties to the other shall be terminated.

*(Paragraphs deleted)*

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

**§ 10.1** This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

Init.

**§ 10.2** Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

**§ 10.3** The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

**§ 10.4** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

**§ 10.5** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

**§ 10.6** Unless otherwise required in this Agreement, the Architect and Architect's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB), mold, fungus, lead or other hazardous or toxic substances.

**§ 10.7** The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project.

**§ 10.8** If the Architect or Owner receives information specifically designated by the other party as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1.

**§ 10.8.1** The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

**§ 10.9** The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

**§ 10.10** The Owner agrees, notwithstanding any other provision of this Agreement, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, partners, employees and consultants (collectively, Architect) from and against any and all claims, suits, demands, liabilities, losses, damages or costs, arising out of or in any way connected with the detection, presence, handling, removal, abatement, or disposal of any asbestos or hazardous or toxic substances, products or materials that exist on, about or adjacent to the Project site, whether liability

Init.

arises under breach of contract or warranty, tort, including negligence, strict liability or statutory liability or any other cause of action, except for the sole negligence or willful misconduct of the Architect.

§ 10.11 As used herein, the word "certify" shall mean an expression of the Architect's professional opinion to the best of its information, knowledge and belief, and does not constitute a warranty or guarantee by the Architect.

§ 10.12 In the event that the Owner requests the Architect to specify a pre-engineered building, the Owner acknowledges that the Architect will not engineer, design, manufacture, assemble or erect said building and is not responsible for defects or deficiencies in the building. The Owner waives all claims against the Architect arising in any way from the specification of the building or for any defects, deficiencies, errors or omissions in the design, fabrication or erection of the building. In addition, the Owner agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Architect, its officers, directors, employees and subconsultants (collectively, Architect) against all damages, liabilities or costs, including reasonable attorney's fees and defense costs, arising out of or in any way connected with the specification, design, fabrication, erection or use of the buildings, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Architect.

§ 10.13 If the Architect becomes aware of delays due to time allowances for review and approval being exceeded, delay by the Contractor, the Owner, the Owner's consultants or any other cause beyond the control of the Architect, which will result in the schedule for performance of the Architect's services not being met, the Architect shall promptly notify the Owner. If the Owner becomes aware of any delays or other causes that will affect the Architect's schedule, the Owner shall promptly notify the Architect. In either event, the Architect's schedule for performance of its services shall be equitably adjusted.

§ 10.14 The Owner agrees that any and all limitations of the Architect's liability and indemnifications by the Owner to the Architect shall include and extend to those individuals and entities the Architect retains for performance of the services under this Agreement, including but not limited to the Architect's officers, partners and employees and their heirs and assigns, as well as the Architect's subconsultants and their officers, employees, heirs and assigns.

§ 10.15 It is recognized that the Owner faces certain obligations under the Americans with Disabilities Act (ADA) that could affect the design of the project. It is further recognized that the ADA is federal civil rights legislation that is not part of, or necessarily compatible with, state or local laws, codes, and regulations governing construction. The Architect will endeavor to design for accessibility by persons with disabilities in conformance with applicable provisions and references in applicable state or local building codes. The Architect further agrees to include in the design such provisions for persons with disabilities as the Owner may request in response to the ADA, provided such requests are timely made, technically achievable and in conformance with all other pertinent codes and regulations.

§ 10.16 The Architect shall be named as additional insured on all Owner's insurance policies associated with the project.

## ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum  
(Insert amount)

*Nine Thousand, Six Hundred Dollars and zero cents (\$9,600.00)*

- .2  
(Paragraphs deleted)  
Intentionally Omitted.

- .3  
(Paragraphs deleted)  
Intentionally Omitted.

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

Compensation for the Architect's Supplemental Services described in Section 4.1.2.1 are included within the Compensation in Section 11.1.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:  
*(Insert amount of, or basis for, compensation.)*

Hourly, as per SEI Design Group hourly billing rates. Reference Attachment "A"; services shall not be provided without prior written authorization.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus Fifteen percent ( 15%), or as follows:  
*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Twenty	percent (	20	%)
Design Development Phase	Twenty	percent (	20	%)
Construction Documents Phase	Thirty-Five	percent (	35	%)
Procurement Phase	Five	percent (	5	%)
Construction Phase	Twenty	percent (	20	%)
<hr/>				
Total Basic Compensation	one hundred	percent (	100	%)

The Owner acknowledges that with an accelerated Project delivery or multiple bid package process, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 11.6 Intentionally Omitted.

§ 11.6.1 Intentionally Omitted.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.  
*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Reference Exhibit "A".  
*(Table deleted)*

**§ 11.8 Compensation for Reimbursable Expenses**

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;
- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;

Init.

- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses; and
- .11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus Fifteen percent ( 15 %) of the expenses incurred.

*(Paragraphs deleted)*

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero (\$ 0.00 ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 Intentionally Omitted.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Thirty ( 30 ) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

*(Insert rate of monthly or annual interest agreed upon.)*

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

**ARTICLE 12 SPECIAL TERMS AND CONDITIONS**

Special terms and conditions that modify this Agreement are as follows:

*(Include other terms and conditions applicable to this Agreement.)*

None

**ARTICLE 13 SCOPE OF THE AGREEMENT**

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2

*(Paragraphs deleted)*

Exhibits:

*(Check the appropriate box for any exhibits incorporated into this Agreement.)*

[ XX ] Other Exhibits incorporated into this Agreement:

*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits*

Init.



and scopes of services identified as exhibits in Section 4.1.2.)

Exhibit "A": Hourly Billing Rates

.3 Other documents:  
(List other documents, if any, forming part of the Agreement.)

None

This Agreement entered into as of the day and year first written above.

MADRID-WADDINGTON CENTRAL SCHOOL DISTRICT

SEI DESIGN GROUP ARCHITECTS, D.P.C.

\_\_\_\_\_  
OWNER (Signature)

\_\_\_\_\_  
ARCHITECT (Signature)

Eric Burke, Superintendent of Schools  
(Printed name and title)

Michael J. Ebertz, AIA Sr. Principal  
(Printed name, title, and license number, if required)



## Hourly Billing Rates

*Effective rates through December 2025*

Senior Principal	\$298.00
Principal	\$265.00
Senior Associate Principal	\$245.00
Associate Principal	\$225.00
Senior Project Manager	\$218.00
Project Manager	\$205.00
Senior Architect	\$185.00
Architect	\$172.00
Graphics	\$160.00
Senior Designer	\$170.00
Designer	\$142.00
Marketing	\$155.00
Draftsperson/CAD Operator	\$130.00
Senior Construction Administrator	\$205.00
Construction Administrator	\$175.00
Clerical	\$105.00
Intern	\$71.00