

**WAVERLY CENTRAL SCHOOL DISTRICT**  
**Waverly New York**  
**SPECIAL MEETING – BOARD OF EDUCATION**  
**Thursday, April 11, 2019 @ 6 pm – Learning Commons**

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**AGENDA**

- 1.0 Call to Order and Pledge of Allegiance**
- 2.0 Statements by Waverly District Residents in Attendance**
- 3.0 Acceptance of the Agenda and Starred Items**
- 4.0 Approval of Minutes**
  - 4.1 March 21, 2019 Meeting Minutes
- 5.0 Communication**
- 6.0 Student Involvement**
  - 6.1 Nick Soprano with students from REACH program.
- 7.0 Personnel – Approval of the attached personnel recommendations report.**
- 8.0 Finance**
  - 8.1 Recommendation to approve the 2018-2019 Internal Audit Risk Assessment Update Report – Corrective Action Plan.
  - 8.2 Review revenues and final budget review.
- 9.0 President’s Report**
- 10.0 Old Business**
- 11.0 New Business**
  - 11.1 Presentation of Safety Award from Utica National. – Bill Soprano
  - 11.2 Request approval for the transportation of Glenn Brown, Grade 6, from his residence to North Spencer Christian Academy, 721 Ithaca Road, Spencer, NY for the 2019-2020 school year.
  - 11.3 Request approval to appoint Beth Hansen as District Deputy Treasurer, effective April 12, 2019.

- 11.4 Recommendation to approve the 2018-2019 Fueling Station Agreement between Waverly Central School District and the Town of Barton for the use of Waverly Central School District's fueling station.
- 11.5 Recommendation to approve the 2019-2020 Waverly Central School District calendar.
- 11.6 Recommendation to approve the attached Election Inspectors for the May 21, 2019 Vote.
- 11.7 Request approval for the transportation of Leland Baggerly, Grade 1, Lily Baggerly, Grade 5, and Dylon Baggerly, Grade 7, from their residence to Zion Academy, 241 Glory Hill Road, Waverly NY for the 2019-2020 school year.

**12.0 Superintendent's Report**

- 12.1 Request approval to house volunteers for a home repair Group Workcamp through Tioga Opportunities, at the Waverly High School, from June 28, 2020 through July 4, 2020. Mike, Krantz, Developer, will be present for questions.

**13.0 CSE/CPSE Recommendations**

**14.0 Information and Reminders**

- Wednesday, April 24, @ 6 pm – Regular BOE Meeting in Learning Commons
- April 30 @ 6 pm – Policy Committee Meeting in District Office
- May 2 @ 6 – Rotary Top Ten Banquet @ Best Western
- May 15 @ 3:30 pm – Community Connections Meeting in Learning Commons
- May 21 from Noon – 8 pm – Budget Vote
- May 22 @ 3:30 pm – Academic Committee Meeting in District Office
- May 28 @ 5 pm – CAPP Meeting in District Office
- May 28 @ 6 pm – Policy Committee Meeting in District Office

**15.0 Adjournment**

4.1

WAVERLY CENTRAL SCHOOLS  
Waverly, NY  
REGULAR MEETING – BOARD OF EDUCATION  
Thursday, March 21, 2019 @ 6 pm in the Learning Commons

MINUTES

MEMBERS PRESENT

Andrew Aronstam, Renee Kinsley, Parvin Mensch, Cory Robinson, Colleen Talada, Kasey Traub and Jennifer Vaughn

MEMBERS ABSENT

Donald Mattison and Kristi Zimmer

OTHERS PRESENT

Paul Vesce, Brian Miller, Ashlee Hunt, Catherine Pichany, Jeff DeAngelo, Elizabeth McIntosh, Colleen Hall, Johnny Williams and Karen from WATS/WAVR

**1.0 Call to Order and Pledge of Allegiance.**

Parvin Mensch called the meeting to order at 6 p.m.

**2.0 Statements by Waverly District Residents in Attendance**

None.

**3.0 Acceptance of the Agenda and Starred Items**

Upon motion of Kasey Traub, seconded by Cory Robinson and unanimously carried to accept the agenda and starred items for this meeting.

**4.0 Approval of Minutes**

4.1 Upon motion of Jennifer Vaughn, seconded by Kasey Traub and unanimously carried to approve the minutes from March 7, 2019.

**5.0 Communication**

GST BOCES Annual Meeting is scheduled for Tuesday, April 2, 2019. Please let Michelle Keene know if you plan to attend.

**6.0 Student Involvement**

None

**7.0 Personnel – Approval of the attached personnel recommendations report.**

**7.1 Recommendation to approve Non-Instructional Substitutes**

Upon motion of Kasey Traub, seconded by Colleen Talada and unanimously carried to approve the following non-instructional substitutes, effective March 22, 2019:

**Amanda Gleason**

Substituting for Position(s): Teacher's Aide, Clerical Worker

**Tiffany Glose**

Substituting for Position(s): Food Service Worker

**Samantha Kasson**

Substituting for Position(s): Food Service Worker

**John Woodcock**

Substituting for Position(s): Custodial Worker, Maintenance Worker, School Bus Driver

**Candida Jump**

Substituting for Position(s): Food Service Worker

**7.2 Recommendation to Approve Game Personnel Appointments for the 2018-2019 Spring Sports Season**

Upon motion of Cory Robinson, seconded by Renee Kinsley and unanimously carried to approve the following Game Personnel Appointments for the 2018-2019 Spring Sports Season.

**Baseball/Softball - Scoreboard (Modified, JV/Varsity)**

Melissa Emerson

Ken Ellers

Michele Cain

Phil Beard

Teresa Rando

Michelle Bartlett

**Track – Helpers (Modified, Varsity)**

Ken Ellers

Phil Beard

Teresa Rando

Michelle Bartlett

**Game Manager**

Pam Beard

**7.3 Recommendation to create one (1) additional Modified Track Coach position with rate of pay as per contract.**

Upon motion of Kasey Traub, seconded by Jennifer Vaughn and unanimously carried to approve the creation of one (1) additional Modified Track Coach position with rate of pay as per contract.

**7.4 Recommendation to approve Probationary Support Staff Appointment**

Upon motion of Renee Kinsley seconded by Cory Robinson and unanimously carried to approve the probationary appointment of **Darcy Dibble as Bus Driver** for the Waverly Central School District, effective March 29, 2019. The probationary period will run from March 29, 2019 to March 28, 2020, with a starting salary of \$11.10 per hour, with benefits.

**8.0 Finance**

**8.1 Treasurer's Report**

**8.2 General Fund Revenue Report**

**8.3 School Lunch Fund Report**

Kathy Rote, Business Manager, reviewed the Treasurer's Report, General Fund Revenue Report and School Lunch Report with the Board of Education.

**8.4 Recommendation to accept the 2018-2019 Internal Audit Risk Assessment Update Report from Tompkins Seneca Tioga BOCES Internal Audit Services, dated March 2019.**

Upon motion of Kasey Traub, seconded by Renee Kinsley and unanimously carried to accept the 2018-2019 Internal Audit Risk Assessment Update Report from Tompkins Seneca Tioga BOCES Internal Audit Services, dated March 2019.

It was also approved that the 3-Year Audit Plan will be as follows:

Year 1: 2018-2019 Payroll and Personnel

Year 2: 2019-2020 Medicaid

Year 3: 2020-2021 Purchasing and Expenditures

**8.5 Budget Review – BOCES**

Kathy Rote, Business Manager, reviewed the BOCES portion of the 2019-2020 proposed budget.

**9.0 President's Report**

None

**10.0 Old Business**

The next meeting of the Growth Committee will be on April 2, 2019. Colleen Talada reported that the Academic Committee met and discussed that the district is looking into a new math program.

**11.0 New Business**

**11.1 Request approval for the transportation of Campbell Leigh Dougherty, Grade 11, Donovan Warren Dougherty, Grade 9, and Garrin Vincent Dougherty, Grade 8, from their residence to Notre Dame High School, 1400 Maple Avenue, Elmira, NY for the 2019-2020 school year.**

Upon motion of Jennifer Vaughn, seconded by Kasey Traub and unanimously carried to approve the transportation of Campbell Leigh Dougherty, Grade 11, Donovan Warren Dougherty, Grade 9, and Garrin Vincent Dougherty, Grade 8, from their residence to Notre Dame High School, 1400 Maple Avenue, Elmira, NY for the 2019-2020 school year.

**11.2 Request approval for the transportation of Mckaylin Baldwin, Grade 9, from their residence to Twin Tiers Christian Academy, 1811 North Chemung Road, Breesport, NY for the 2019-2020 school year.**

Upon motion of Jennifer Vaughn, seconded by Kasey Traub and unanimously carried to approve the transportation of Mckaylin Baldwin, Grade 9, from their residence to Twin Tiers Christian Academy, 1811 North Chemung Road, Breesport, NY for the 2019-2020 school year.

**11.3 Request approval of the use of Benny, a Golden Doodle, who is a therapy dog from Love on a Leash, The Foundation for Pet Provided Therapy. Benny is an evaluated and recognized Love on a Leash Therapy Dog, and Kelly Goodwin is a Love on a Leash member in good standing.**

Upon motion of Jennifer Vaughn, seconded by Kasey Traub and unanimously carried to approve the use of Benny, a Golden Doodle, who is a therapy dog from Love on a Leash, The Foundation for Pet Provided Therapy.

**11.4 Recommendation to adopt the 2019 Annual Meeting Resolution of the Waverly Central School District.**

Upon motion of Renee Kinsley, seconded by Kasey Traub and unanimously carried to approve the 2019 Annual Meeting Resolution of the Waverly Central School District.

**BOARD POLL:**      AYE:            0  
                                 NAY:            0  
                                 Abstain:        0

Absent: 2 (Mattison & Zimmer)

**MOTION CARRIED.**

## **12.0 Superintendent's Report**

- 12.1** Mr. Knolles thanked George Greeno for his dedication to our students as a long-time crossing guard. He took great care of our students and will be hard to replace.
- 12.2** Secure vestibules at all school buildings are Phase Two of the building project, but since the smart schools money has not released, we cannot go to bid on the full project. At this point, the project is being reconfigured for the \$600,000 local share of the money to install the secure vestibules at the three main high school entrances. The cost of that portion is about \$600,000, so we are attempting to get the high school finished. The proposal is currently under a third-party review with New York State, and we are hoping for approval within the next few weeks.

## **13.0 CSE/CPSE Recommendations**

Upon motion of Jennifer Vaughn, seconded by Cory Robinson and unanimously carried to approve the CSE/CPSE recommendations as presented.

## **14.0 Information and Reminders**

April 2 – GST BOCES Annual Meeting – 5:45 Reception 6:30 Meeting –  
April 11 @ 6 pm – Special BOE Meeting in Learning Commons  
April 24 @ 6 pm – (Wednesday) – Regular BOE Meeting & GST BOCES Budget  
Vote and Board Election

## **15.0 Anticipated Executive Session**

Upon motion of Colleen Talada, seconded by Kasey Traub and unanimously carried to move into Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, or removal of a particular person or corporation at 6:37 p.m.

## **16.0 Resume Regular Order of Business**

Upon motion of Renee Kinsley, seconded by Kasey Traub and unanimously carried to exit executive session and resume the regular order of business at 7:03 p.m.

## **17.0 Adjournment**

Upon motion of Jennifer Vaughn, seconded by Kasey Traub and unanimously carried to adjourn the meeting at 7:04 p.m.

Dated: March 22, 2019

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## Personnel Recommendations – April 11, 2019

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### 7.1 Recommendation to approve Non-Instructional Substitutes

#### **Meghan Button**

Substituting for Position(s): Bus Monitor, Food Service Worker, School Bus Driver  
Effective: April 12, 2019

### 7.2 Recommendation to approve Substitute Teacher

#### **Capria Picco**

Position: Non-certified substitute teacher  
Effective: April 12, 2019

### 7.3 Recommendation to approve Probationary Support Staff Appointment

#### **Stacie Lohmann**

Position: Bus Monitor  
Effective: April 22, 2019  
Probationary Period: April 22, 2019 to April 21, 2020  
Starting Salary: \$11.10 per hour with benefits

#### **Peggy Huber**

Position: 4 Hour Cafeteria Position  
Effective: April 22, 2019  
Probationary Period: April 22, 2019 to April 21, 2020  
Starting Salary: \$11.10 per hour without benefits

#### **Jerrilyn Hollywood**

Position: 5 Hour Cafeteria Position  
Effective: April 22, 2019  
Probationary Period: April 22, 2019 to April 21, 2020  
Starting Salary: \$11.10 per hour without benefits

### 7.4 Recommendation to accept Resignation

#### **Brittany Roberts**

Position: Food Service Worker  
Effective: March 15, 2019

## Personnel Recommendations – April 11, 2019

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### 7.5 Recommendation to Approve Coaching Appointments for the 2018-2019 Season

#### **Frank Brown**

Position: Coach for Esports and Gaming Club for 2018-2019 Season

Effective: April 12, 2019

#### **Nate Harvey**

Position: Volunteer Coach for Waverly Sporting Clay Team

Effective: April 12, 2019

#### **Austin Hettinger**

Position: Volunteer Coach for Waverly Sporting Clay Team

Effective: April 12, 2019

### 7.6 Recommendation to create one (1) additional Modified Softball Coach position with rate of pay as per contract.

To: The Office of the State Comptroller  
From: Kathy J. Rote, Business Administrator  
Date: April 11, 2019  
Re: 2018-19 Internal Audit Risk Assessment Update Report – Corrective Action Plan

- **Inventory & Fixed Assets**

Internal Audit noted that 2 new ovens at the high school are not tagged or included on the asset listing. Also, the old high school oven is now at Elm St, but is included on high school listing. The old Elm St oven was disposed of, but still on the listing. In addition, one high power specialty blender is not tagged or included on listing. All of these issues have been corrected on the fixed asset report.

- **Time Sheets**

Internal audit noted that 1 of 6 timesheets was calculated incorrectly and employee paid for one extra hour. Recommendation to correct pay. This was completed in a March pay.

- **Shift Differential**

Internal audit noted that an employee who begins work at 3:00 is being paid a shift differential when the contract calls for a differential when beginning at 3:30 or after. The district will negotiate with the association to change the time to 3:00.

- **State Withholding Form**

Internal Audit noted that in 1 in 9 files tested, one was missing a NYS Employee's Withholding form. The form has been obtained from the employee.

- **Coach Certifications**

Internal Audit noted that 2 coaches had not completed the concussion training and recommends that coaches not be allowed to coach without the proper documentation on file. Athletics is reviewing all files.

- **Bus Driver and Mechanic Testing**

Internal Audit noted that the testing pool was not updated with BOCES to ensure random testing for all. The list has been submitted.

- **Medicaid Prescriptions**

Internal audit noted that 3 Medicaid eligible students were missing prescriptions, and recommends all prescriptions be written in a timely manner. One prescription is now on file and CSE is working on the others.

- **Medicaid Reimbursements**

Internal audit noted that 1 student enrolled in another BOCES has not been billed for. Sessions notes have not been entered and prescriptions have expired. The CSE office is working on this.

- **Approval Signatures**

- Internal audit noted that 5 purchases tested were missing the authorization signature. The Business Office will be more diligent in making sure all purchases have signatures.

- **Accounts Payable Procedures**

Internal audit noted that in some cases when there are multiple invoices, an aggregate amount was entered as opposed to every invoice. This long held practice has been changed, and Accounts Payable is now entering each invoice.

- **Reimbursement**

Internal audit noted that a reimbursement for supplies was calculated incorrectly and overpaid by \$39.80. The district has recouped this money and it has been deposited.

- **Student Officers**

Internal audit noted that the Spanish Club has not elected officers due to not enough members, and recommends another meeting to elect officers. The Spanish Club will try to encourage more participation.

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**Eric A. Knolles, Superintendent**  
**Kathy J. Rote, Business Administrator**  
**David Mastrantuono, Director of Management Services**

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To: Eric Knolles  
From: Kathy Rote  
Re: Fueling Station Agreements  
Date: April 11, 2019

Upon analysis of the cost of the maintenance agreement for the fueling station and the estimated percentage of use for the Town of Barton, I would like to recommend to the Board of Education that the annual fees for 2018-2019 for the Town of Barton be set at \$150.

# Waverly Central School District 2019-2020 School Calendar

11.5

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

FEBRUARY						
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OCTOBER						
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27	28	29	30	31		

MARCH						
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29	30	31				

NOVEMBER						
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APRIL						
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DECEMBER						
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MAY						
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31						

JANUARY						
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JUNE						
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28	29	30				

- 9/2/2019 Labor Day
- 9/3/2019 Conference Day
- 9/4/2019 Conference Day
- 9/5/2019 First Day of School
- 10/11/2019 Emergency Release -  
(Students dismissed 15 minutes early)
- 10/14/2019 Columbus Day
- 11/11/2019 Veterans Day
- 11/27/2019 to 11/29/2019 Thanksgiving Recess
- 12/16/2019 Early Release @ 1:15 pm
- 12/23/2019 to 1/3/2020 Winter Recess
- 1/20/2020 Martin Luther King Day
- 1/27/2020 Conference Day
- 2/17/2020 to 2/21/2020 Mid Winter Recess
- 3/20/2020 Conference Day
- 4/6/2020-4/10/2020 Spring Recess
- 5/22/2020-5/25/2020 Memorial Day
- 6/26/2020 Regents Rating Day






**DAYS SCHOOLS ARE IN SESSION:**  
 Sept.....18 + 2      Feb.....15  
 Oct.....22              Mar....21+1  
 Nov.....17              Apr.....17  
 Dec.....15              May....19  
 Jan.....18 + 1        June....19

**END OF MARKING PERIODS K-6**

- 26-Nov-19
- 13-Mar-20
- 12-Jun-20

**END OF MARKING PERIODS 7-12**

- 8-Nov-19              17-Apr-20
- 24-Jan-20            26-Jun-20

- Holiday or Recess 
- Conference Day 
- Early Dismissal Day 
- Early Release Drill - Students Released 15 Minutes Early 
- Regents Exam Days 

**END OF YEAR SCHEDULE:**

**Elementary (K-6)**  
 Early Release at 1:15 pm  
 on June 23, 24 & 25, 2020  
 Last Day of classes is June 25, 2020

**Grades 7-8**  
 Last Day of Classes is June 24, 2020  
**Grades 9-12**  
 Last Day of Classes June 16, 2020

**Election Inspectors**  
**Vote, Tuesday, May 21, 2019**

1. Beverly Correll
2. Norma Maslin
3. June Satterly
4. Janet Keene
5. Marcia Murray
6. Virginia Schliecker



Thanks for your consideration in housing volunteers for a home repair Group Workcamp in the summer of 2020.

Group Cares is a non-profit volunteer service organization headquartered in Fort Collins, Colorado. For several years we have partnered with communities, schools and other lodging facilities across the country conducting home repair and community service workcamps. Each of our workcamps involves around 400 teenage young people and their leaders, members of churches from many different Christian denominations from all over America and Canada, who come to the community to volunteer their labor. Our work days are Monday through Friday of a specific week selected by the lodging facility leaders.

It's important to note that we do not come to the community to evangelize or proselytize-but simply to work on homes and serve the community.

During each week-long workcamp, we typically work on 50-70 homes, performing weatherization, light carpentry, interior and exterior painting, porch and wheelchair ramp construction and repair, and other labor-intensive, reasonably simple work, for those most in need.

Identifying and securing lodging early is very important. We've learned that the campers who come to do this work typically spend about a year raising the funds for their trip. This in turn, means we need to prepare a brochure showcasing our locations for 2020 by early May of 2019. So, we'll need to get an agreement in place with a school as soon as possible. As soon as an administrator from the School District or the School Board are agreeable to discuss this possibility, someone from our staff will come to the community to meet, share complete details-or do a presentation to the School Board, and plan for a tour of facilities.

The basic Needs of a Lodging Facility:

- 25-30 classrooms – we sleep on floors with air mattresses
- Gym with bleachers open all week – we use as evening and morning program for 400 people. (alternatively, and auditorium can be used if it makes more sense)
- Use of showers and locker rooms – 6 to 10 showers per gender, used in early am, and 3:30-7:30 pm, and 10-11 adult only
- Use of Cafeteria for morning and evening meals. We pay the cooks, do food ordering with existing vendors, and provide staff person to help
- Office space with landline and internet access – centrally located
- Shop or large room for materials/tool storage
- A custodian – who's wages we pay – during scheduled times of the week.

Thanks again for your consideration! We look forward to hearing back very soon.





## 2020 School/Lodging Memorandum of Agreement

Group Cares, a non-profit 501 (c) (3) headquartered in Fort Collins Colorado, and

<i>Lodging Provider or School District</i>	agree to use
<i>Facility Name</i>	located in
<i>City</i>	<i>State</i>

to house up to 450 volunteers for a weeklong Workcamp in the summer of 2020. The participants will repair the homes of low-income residents, including the elderly and disabled. Also, the program will provide thousands of dollars in construction materials and up to 12,000 hours of volunteer labor during the camp.

**DATES AVAILABLE:**

The Lodging Provider authorizes use of the above facility during one, of the following periods. Selection and notification of the date(s) will occur in April, 2019: Please indicate 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> preferences. *(note: PLEASE select a minimum of 2 selections from the list below) Sunday through Saturday:*

- |   |                                     |  |
|---|-------------------------------------|--|
| <input type="checkbox"/> June 14-20       | <input type="checkbox"/> July 5-11  | <input type="checkbox"/> July 26-Aug 1 |
| <input type="checkbox"/> June 21-27       | <input type="checkbox"/> July 12-18 |  |
| <input type="checkbox"/> June 28 – July 4 | <input type="checkbox"/> July 19-25 |  |

**Lodging Provider agrees to:**

- Allow Workcamp staff scheduled, limited access to the facility at least four days before the Workcamp for “set up.” Full access Saturday before through the Saturday after camp week. Group Workcamps staff (approx. 15 people) will move into, occupy, and spend the night at the school the Saturday prior to camp start.
- Allow Group Cares access to and keys issued to Office staff only, for all areas of the facility except the following:

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(Also, please provide a floor plan or map indicating rooms or areas that will **not** be available.)

**FOOD SERVICE/CUSTODIAL SERVICE:**

- (check) In cases where food service is contracted to an outside source or vendor:
  - Provide contact information and general pricing of the outside source/vendor
- (check) In cases where school district employs their own food service staff:
  - Employ School District food service staff at regular wage rates according to schedules agreed to with Group Cares. Wage rates should be provided to Group Cares no later than Oct 1, 2019.
- ◆ Direct food service staff to follow Group Cares’ menus, serving schedules, and serving methods to prepare and serve 16 meals. (6 breakfasts, 5 sack lunches, 5 dinners) Starting with dinner Sunday of camp ending with breakfast Saturday of camp, no dinner Wednesday (\*\*Remote location camps may have an additional dinner)
- ◆ In cooperation with Group Cares staff, arrange for the purchase of all necessary food, food service items, beverages, and ice using the facility’s usual channels and vendors.
- ◆ Receive, inventory, and store all food and food service items purchased for the Workcamp.
- ◆ Inventory and return acceptable food items to vendors. Returns are credited to Group Cares.
  - Employ School District custodial staff at regular wage rates according to schedules agreed to with Group Cares. Wage rates should be provided to Group Cares no later than Oct 1, 2019.
- ◆ Provide and maintain a clean facility, especially the cafeteria, gym, hallways, restrooms, locker rooms, shower areas, and common areas.
- ◆ Ensure that showers, shower drains, toilets, and sinks are in good working order.
- ◆ Arrange for adequate trash disposal and removal during the camp week and after camp is complete
- ◆ Conduct pre-camp and post camp facility inspection (walkthrough) with the Group Cares staff
- Provide a School District maintenance representative to remain “on call” as needed.
- Waive building use fees charging only utility fees that result from the Workcamp operation, if necessary.

**Group Cares agrees to:**

- Reimburse the School District for:
  - Food service and custodial wages at regular wage rates. Group Cares will not pay for the time exceeding the agreed upon work schedule.
  - Food and food service items purchased and used for the Workcamp.
  - Supplies used during the Workcamp (such as paper towels, toilet paper, soap, etc.).
  - Security personnel (if needed).
  - Reimburse the School District within 30 days of receiving invoices
- Provide liability insurance for personal injury and property damage incurred as the result of negligent or intentional acts of Group Cares representatives, staff, or volunteers.
- Repair or replace school property determined to be damaged during the Workcamp. It is uncommon for a school to be damaged during a Workcamp. However, if it happens, Group Cares will resolve the matter to the mutual satisfaction of the School District.
- Inspect the condition of the facility with a School District representative before and after the Workcamp.
- Provide professional staff to facilitate and supervise the Workcamp.
- Draft separate contract for food arrangements if the Lodging Provider normally has external food service arrangements through a contracted agency as indicated above under FOOD SERVICE.
- Pay only for actual utility and supplies costs incurred only as a result of Workcamp operation,

The School District will not be responsible for negligent acts of Group Cares representatives, staff, or volunteers. No School District representatives, staff, or volunteers will be considered employees, staff or volunteers of Group Cares. Group Cares will not be responsible for negligent acts of School District representatives, staff, or volunteers. No Group Cares representatives, staff, or volunteers will be considered employees, staff or volunteers of the School District.

**Authority.** By signing below, both Group Cares and Lodging Provider authority confirm this letter of application/agreement has been authorized by their governing boards (if applicable). Please sign this agreement and return it to our office. A signed copy will be forwarded once approved locations are finalized.

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**Name of Lodging Facility**

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**Address** **City** **State** **Zip**

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**Authorized Agent** (Signature) (Printed Name & Title) **Date**

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**Contact email** **Contact Phone**

---

**Group Cares Authorized Agent** (Signature) (Printed Name & Title) **Date**

**Group Workcamps – 2019 - General schedule of facility use for Schools/Lodging.**

Thanks for considering our use of your facility.

Dates of facility use: To be determined by school and district as they see available. Potential options (also listed on the Group Cares standard memorandum of Agreement) are ONE of these weeks in 2019.

June 16-22, June 23-29, (June 30 – July 6,) July 7-13, July 14-20, July 21-27, July 28- Aug 3

This includes limited access to building for a limited number of Group Workcamps staff, Wednesday, Thursday and Friday prior to camp week for purposes of set-up and coordination with school district personnel. Access times are scheduled at the convenience of the school district personnel, and include areas of the school approved for our use. The Workcamp staff will need to set up an office, the gym or auditorium, the classrooms, and materials storage areas. Coordination with the food service staff or manager also occurs for purposes of delivery and inventory of food.

General Times of use: Starting the Saturday prior to the agreed upon week, 24 hour use of the areas identified albeit at certain times, limited to staff of 20. The staff will move in Saturday morning and the remainder of the participants will arrive Sunday at noon. (Note: Monday, Tuesday, Thursday, Friday 8:45am – 3pm and Wednesday 8:45-1pm, the vast majority of volunteers are not in the school – as they are working in the community)

Areas requested for use: 25-35 standard classrooms for sleeping on floors. Gym or Auditorium for program. Locker and shower facilities. Cafeteria for morning and evening meals. An identified "Office space" room. Room for materials and tool storage. 16,000 sq Foot Gym or Auditorium  
Cafeteria

\*most spaces are not occupied for the entire day. Specific times are here:

Classrooms: 24hrs – although volunteers are not allowed access 8:45am-3pm daily, their bedding and personal items remain.

Cafeteria: 5:45am-7:45am, 5pm-7:30pm for meals, and open use after 7:30-11pm for gathering

Gym: our equipment in place for 24 hours. Programs are 7am-8:45am Monday through Friday of camp week, and 4pm-10pm Sunday through Friday of camp week.

Lockers/Showers: 6am-730am, 3pm-7pm daily.

Office: 24 hours daily, tool/material storage 24 hours daily.

Note: times and access are typical and general to the operation of a Workcamp. Adjustments can be made, and specifics can be finalized as the Workcamp dates approach.



## 2017 Home Repair and Economic Impact Report

### Newark Valley, NY

#### Home Repair Impact:

Number of homes repaired	53	Number of volunteers	343
Number of work crews	59		

Type of Project	Number Completed
Exterior Paint	32
Interior Paint	10
Porches	23
Siding	2
Skirting	13
Safety Step Construction/Repair	10
Weatherization	5
Wheelchair Ramps	8
Other Work	12

#### States/ Territories Represented:

Connecticut, Delaware, Indiana, Maryland, Massachusetts, Michigan, New Hampshire, New Jersey, Ohio, Rhode Island, Virginia, and Wisconsin

Total: 12



**Home Repair and Economic Impact Report—page two**

**Economic Impact Report**

Type of Investment	Amount Invested
Capital Improvements to Housing Stock--Includes amount spent for building materials/supplies by COSPONSOR & GROUP, permit fees, waste disposal, supervisory staff transportation to/from worksites, setup week/worksites preparation staff expenses	\$24,975.66
Volunteer Housing--Includes amount spent locally for food, salaries/benefits for local cooks and custodians, utilities, supplies, building use fees	\$27,308.10
GROUP camp staff costs--includes staff travel to/from location, salaries, food and lodging	\$7,440.00
Volunteer spending in the community--includes snacks, gasoline, souvenirs, incidentals	\$12,400.00
COSPONSOR staff/vehicle costs--Pre-camp planning, application intake, resident counseling, worksite evaluations, camp execution, project supervision, cleanup, post-camp closeout	\$5,666.50
Volunteer Labor – 343 Workcamp participants each working an estimated 30 hours at a value of \$10.00/hr. and 17 staff each working an estimated 60 hours at \$20.00/hr.	\$123,300.00
GROUP Investment--Includes Development, Project Management, Staffing, Registration, Marketing, Publicity, Insurance	\$60,000.00
Nonperishable food items--Donated by participants to food bank (2,313 cans at .70 each)	\$1,619.10
<b>TOTAL INVESTMENT IN THE COMMUNITY</b>	<b>\$262,709.36</b>

(Based on a camp of 343)



## 2018 Home Repair and Economic Impact Report Owego, NY

Number of Homes Repaired	42
Number of Work Crews	43
Number of Participants	249

Type of Project	Number Completed
Exterior Paint	16
Interior Paint	5
Other Work	14
Porches	17
Skirting	4
Steps	4
Weatherization	5
Wheelchair Ramps	2

**States Represented:** Connecticut, Maryland, North Carolina, New Jersey, Ohio, Pennsylvania, Rhode Island, and Virginia

Type of Investment	Amount Invested
Capital Improvements to Housing Stock—Includes amount spent for building materials/supplies by Cosponsor & Group Mission Trips, permit fees, waste disposal, supervisory staff transportation to/from worksites, setup week/worksites preparation, and staff expenses	\$23,160.80
Volunteer Housing—Includes amount spent locally for food, salaries/benefits for local cooks and custodians, utilities, supplies, and building use fees	\$17,593.36
Group Mission Trips camp staff costs—includes staff travel to/from location, salaries, food, and lodging	\$7,440.00
Volunteer spending in the community—Includes snacks, gasoline, souvenirs, and incidentals	\$12,400.00
Cosponsor staff/vehicle costs—Pre-camp planning, application intake, resident counseling, worksite evaluations, camp execution, project supervision, cleanup, and post-camp closeout	\$5,666.50
Volunteer Labor—Workcamp participants (249) each working an estimated 30 hours at a value of \$10.00/hr. and staff (21) each working an estimated 60 hours at \$20.00/hr.	\$99,900.00
Group Mission Trips Investment—Includes Development, Project Management, Staffing, Registration, Marketing, Publicity, and Insurance	\$60,000.00
Community Gift—Donated by participants to food bank (4,700 cans at .70 each)	\$3,290.00
<b>TOTAL INVESTMENT IN THE COMMUNITY</b> (Based on a camp of 249)	<b>\$229,450.66</b>