

4.2.5.2

FINANCE COMMITTEE MEETING

AGENDA

June 21, 2016

New Business

1. Cafeteria Financials
2. Cafeteria Price Increase Recommendation
3. The Cooperative Purchasing Network (TCPN) Cooperative Purchasing Program
4. Budget Transfers
5. M&T Banking Agreement
6. Computer Lease 2016-17

Next Meetings:           TBD







# Memorandum

**To:** Joseph Phelan, Superintendent  
**From:** Thomas E. Burnell, Asst. Supt. for Support Services  
**Date:** June 21, 2016  
**Subject:** Agenda Item

Please place the following item on the agenda on the next Board of Education meeting.

## **Transfer of Unappropriated Fund Balance to School Lunch Fund**

Resolved that the Board of Education of the Rhinebeck Central School District hereby authorizes the appropriation of \$45,000 from General Fund Unappropriated Fund Balance to be transferred to the School Lunch Fund to cover the prior year's School Lunch Fund deficit and the current year operating loss by June 30, 2016.



# RHINEBECK CENTRAL SCHOOL DISTRICT

## FOOD SERVICE DEPARTMENT

# Memo

**To:** Tom Burnell/Finance Committee

**From:** Larry Anthony

**Date:** June 21, 2016

**Re:** Proposed School Year 2016/2017 Breakfast/Lunch Price Increase

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Tom,

It is my recommendation that we consider a modest price increase for Breakfast and Lunch for the upcoming 2016/2017 School Year.

Below, I propose the following price schedule and cite the justification of the price increases.

**Chancellor Livingston:**

Proposed Breakfast Price \$1.60 for School Year 2016/2017, a .10 cent increase from SY 2015/2016.

**Bulkeley Middle and Rhinebeck High School:**

Proposed Lunch Price \$3.50 for School Year 2016/2017, a .25 cent increase from SY 2015/2016. I cite the following reasons for the proposed price increases:

- ❖ Larger food portion sizes at the Secondary School in contrast to the Primary.
- ❖ An across the board approximate 5% price increase in food, paper and cleaning supplies from the previous school year from our vendors.
- ❖ Anticipated 3% salary increase for Food Service Helpers as it relates to our daily operations as well as MANDATED documented Professional Development. Training is to include subjects of Food Safety, Production Records, Recognizing Reimbursable Meals and Nutrition.

For these reasons, I respectfully request that you consider the proposed modest price increases to help balance the cost of providing a safe nutritious meal to our students and staff in the Rhinebeck School District.

Should you have any questions or in need of additional information, please contact me.

Larry Anthony

Food Service Director.

Dutchess County	ARLINGTON		BEACON		DOVER		HYDE PARK		MILLBROOK		PAWLING		RED HOOK		RHINEBECK		SPACKNEKILL		WAPPINGERS	
	15-16	16-17	15-16	16-17	15-16	16-17	15-16	16-17	15-16	16-17	15-16	16-17	15-16	16-17	15-16	16-17	15-16	16-17	15-16	16-17
PERCENT AGE F/R	24.00%	24.00%	46.00%	46.00%	46.00%	49.00%	48.20%	47.50%					19.00%		15.00%		24.00%	22.00%	21.00%	
elem BREAKFAST	\$1.50	\$1.50	\$1.25	\$1.35	\$1.75	\$2.00	\$1.50	\$1.50	\$1.50	\$0.00	\$1.50	\$1.50	\$1.75	\$0.00	\$1.50	\$0.00	\$1.50	\$1.75	\$1.25	\$1.50
second BREAKFAST	\$1.75	\$1.75	\$1.50	\$1.60	\$1.75	\$2.00	\$1.50	\$1.50	\$1.50	\$0.00	\$1.50	\$1.50	\$1.75	\$0.00	\$1.75	\$0.00	\$1.50	\$1.75	\$1.25	\$1.50
ELEM LUNCH	\$2.65	\$2.70	\$2.50	\$2.60	\$2.75	\$3.00	\$2.75	\$2.75	\$2.75	\$0.00	\$2.65	\$2.65	\$2.75	\$0.00	\$3.25	\$0.00	\$2.75	\$3.00	\$2.60	\$2.70
MS LUNCH	\$2.90	\$2.95	\$2.75	\$2.85	\$2.75	\$3.00	\$3.00	\$3.00	\$3.00	\$0.00	\$2.75	\$2.75	\$3.00	\$0.00	\$3.25	\$0.00	\$2.75	\$3.00	\$2.80	\$2.90
HS LUNCH	\$2.90	\$2.95	\$2.75	\$2.85	\$2.75	\$3.00	\$3.25	\$3.25	\$3.00	\$0.00	\$2.75	\$2.75	\$3.00	\$0.00	\$3.25	\$0.00	\$2.75	\$3.00	\$2.80	\$2.90
MILK	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60	\$0.60	\$0.50	\$0.50	\$0.50	\$0.00	\$0.50	\$0.50	\$0.60	\$0.00	\$0.60	\$0.00	\$0.50	\$0.60	\$0.60	\$0.00
ADULT LUNCH (inc tax)	\$3.75	\$3.75	\$3.94	\$3.94	\$3.80	\$4.87	\$4.87	\$4.87	\$4.33	\$0.00	\$4.05	\$4.05	\$4.49	\$0.00	\$4.49	\$0.00	\$4.75	\$4.75	\$3.75	\$0.00
proposed lunch price increases bolded	.05 increase		.10 increase		.25 increase		no increase				no increase						.25 increase		.25 breakfast lunch .10	



**SAMPLE SCHOOL RESOLUTION**

A RESOLUTION OF THE BOARD OF TRUSTEES OF THE \_\_\_\_\_  
(SCHOOL DISTRICT) IN \_\_\_\_\_ (CITY), \_\_\_\_\_ (STATE), APPROVING  
THE TERMS AND CONDITIONS OF THE INTERLOCAL AGREEMENT BETWEEN REGION  
4 EDUCATION SERVICE CENTER, LEAD AGENCY FOR THE COOPERATIVE  
PURCHASING NETWORK (TCPN), PROVIDING FOR A COOPERATIVE PURCHASING  
PROGRAM FOR GOODS AND SERVICES; DESIGNIATING  
\_\_\_\_\_ (NAME AND/OR TITLE), AS OFFICIAL  
REPRESENTATIVE OF THE \_\_\_\_\_ (SCHOOL  
DISTRICT) RELATING TO THE PROGRAM.

WHEREAS, the Board of Trustees of the \_\_\_\_\_ (School District) has  
been presented a proposed Interlocal Agreement by and between the Region 4 Education Service  
Center, lead agency for The Cooperative Purchasing Network (TCPN), and the  
\_\_\_\_\_ (School District) found to be acceptable and in the  
best interests of the \_\_\_\_\_ (School District) and its citizens,  
are hereby in all things approved.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTESS OF THE  
\_\_\_\_\_ (SCHOOL DISTRICT), \_\_\_\_\_ (CITY),  
\_\_\_\_\_ (STATE).

Section I. The Terms and conditions of the agreement having been reviewed by the Board of Trustees  
of the \_\_\_\_\_ (School District) and found to be acceptable and in the  
best interests of the \_\_\_\_\_ (School District) and its citizens are hereby  
in all things approved.

Section II. The \_\_\_\_\_ (Title/Name) of the  
\_\_\_\_\_ (School District) under the direction of the Board of Trustees of  
the \_\_\_\_\_ (School District) is hereby designated to act for the  
\_\_\_\_\_ (School District) in all matters relating to The Cooperative  
Purchasing Network including the designation of specific contracts in which the  
\_\_\_\_\_ (School District) desires to participate.

Section III. This resolution shall become effective from and after its passage.

DULY PASSED AND APPROVED THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_.

ATTEST:

(Authorized Signature)

\_\_\_\_\_

\_\_\_\_\_

(Title)

(Title)

Budget Transfer Requests for Board Approval  
For the School Year Ending June 30, 2016

For Board of Education Meeting June 28, 2016

Account Code	Account Name	To	From	Explanation of Request
A211013030	TCHR SAL-GRADE 7/8-MS	\$86,000.00		To cover cost of teacher salaries that were incorrectly coded based on budget versus actual.
A21101310	TCHR SAL-GRADE 9-12-HS	\$56,000.00		
A2110171	SAL-TCHR CLASS COVERAGE	\$15,000.00		
A2250152	TCHR SAL-HOME TUTORING	\$12,000.00		
A2110140	TCHR SAL-SUBSTITUTES	\$9,000.00		
A21101202003	TEACHER SALARIES-GRADE 1-3	\$75,000.00		
A2250150	TEACHER SALARIES-SPEC. EDUC.	\$30,000.00		
A211012	FULL DAY KINDEGARTEN	\$25,000.00		
A21101202005	TCHR SAL-GRADE 4&5-ELEM.	\$30,000.00		
A2250472	TUITION-OTHER	\$82,000.00		To cover additional cost of special education and related services.
A2250441	CONSULTANT EXP-EVALUATIONS	\$20,000.00		
A2250490	BOCES SERVICES		\$48,000.00	
A9060800	HEALTH INSURANCE		\$54,000.00	
A202016020	CLERICAL SALARIES-ELEM	\$15,000.00		To reallocated monies from Athletic Department to Principals Office
A2855160	CLERICAL SALARY		\$15,000.00	
A281516020	SALARIES-ELEM-HEALTH	\$10,000.00		To reallocate monies from HS Health to CLS Health.
A281516010	SALARIES-HS-HEALTH		\$10,000.00	
A263047950	OTHER EXPENSES - DISTRICT	\$7,500.00		To cover cost of website and other computer related expenses.
A2630490	BOCES SVC-COMPUTERS		\$7,500.00	

# Memorandum

**To:** Mary Ann Bovee, District Clerk  
**From:** Thomas E. Burnell, Asst. Supt. for Support Services  
**Date:** June 19, 2016  
**Subject:** Agenda Item

Please place the following item on the agenda for the Board of Education meeting scheduled for Tuesday, June 28, 2016.

## Resolution - Technology IPA

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education hereby approves the contract with Dutchess County BOCES for the acquisition of computer/technology hardware, software, and related equipment through a three-year installment purchase agreement (IPA) commencing in the 2016-2017 school year with a total principal cost of \$114,399.85; and

BE IT FURTHER RESOLVED, that the Rhinebeck Central School District will pay Dutchess County BOCES through its regular monthly billing cycle over the three-year period to commence during the 2016-2017 school year.

## Background

The above resolution authorizes the District to complete its planned Technology IPA equipment acquisition for the 2016-17 school year as included in the budget. The State Comptroller recommends that each Board of Education formally adopt a resolution approving the execution of an installment purchase agreement with the local BOCES.

**AUTHORIZATION OF THREE-YEAR INSTALLMENT PURCHASE  
AGREEMENT WITH DUTCHESS BOCES FOR ACQUISITION OF  
COMPUTER/TECHNOLOGY HARDWARE, SOFTWARE, AND RELATED  
EQUIPMENT**

BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education hereby approves the contract with Dutchess County BOCES for the acquisition of computer/technology hardware, software, and related equipment through a three-year installment purchase agreement (IPA) commencing in the 2016-2017 school year with a total principal cost of \$114,399.85; and

BE IT FURTHER RESOLVED, that the Rhinebeck Central School District will pay Dutchess County BOCES through its regular monthly billing cycle over the three-year period to commence during the 2016-2017 school year.

**CLERK'S CERTIFICATION**

This is to certify that this resolution was approved by a vote of the Board of Education of the Rhinebeck Central School District at a public meeting duly held on June 28, 2016, and has been made a part of the minutes of that meeting.

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Mary Ann Bovee, District Clerk

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Date

# Apple Inc. Education Price Quote

Customer:	Stephen Jensen RHINEBECK CENTRAL SCH DISTRICT Phone: 00 email: sjensen@rhinebeckcsd.org	Apple Inc:	Erica Daniels 5300 Riata Park Court, Bldg C MS: 183-IES Austin, TX 78727 Phone: 512-6746844 Fax: email: EricaDaniels@apple.com
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Apple Quote: 2203130373  
Quote Date: 20-May-2016  
Quote Valid Until: 18-Jun-2016

## Quote Comments:

Please reference Apple Quote number on your Purchase Order.  
Please note that the NY state contract expired on December 28th, and all orders from districts with NY state contracts are being placed in a holding pattern pending the renewal of the contract

Row #	Details & Comments	Qty	Unit List Price	Extended List Price
1	Apple TV 32GB Part Number MGY52LL/A	40	149.00	5,960.00
2	AppleCare Protection Plan for Apple TV - Auto-enroll Part Number S3164LL/A	40	29.00	1,160.00
3	Bretford Mobility Cart 30 for MacBook Part Number TX323LL/A	3	1,799.95	5,399.85
4	MacBook Air 13-inch: 128GB 065-C3J3 1.6GHz Intel Dual-Core Core i5, Turbo Boost up to 2.7GHz 065-C3J5 Intel HD Graphics 6000 065-C3J8 8GB 1600MHz LPDDR3 SDRAM 065-C3J9 128GB Flash Storage 065-C3JJ Backlit Keyboard (English) / User's Guide (English) Part Number MMGF2LL/A	90	949.00	85,410.00
5	AppleCare Protection Plan - 11-inch and 13-inch MacBook Air/13-inch MacBook Pro/12-inch MacBook - Auto Enroll Part Number S3130LL/A	90	183.00	16,470.00

<b>Edu List Price Total</b>	<b>114,399.85</b>
- eWaste Fee / Recycling Fee	0.00
-	
-	
<b>Extended Total Price*</b>	<b>114,399.85</b>

\*In most cases Extended discounted Total price does not include Sales Tax  
\*if applicable, eWaste/Recycling Fees are included. Standard shipping is complimentary

Complete your order by one of the following:

- This document has been created for you as Apple Quote ID 2203130373. Please contact your institution's Authorized Purchaser to submit the above quote online at <https://ecommerce.apple.com>. Simply go to the Quote area of your Apple Education Online Store, click on it and convert to an order.
  - If you are the Authorized Purchaser and need to register for access to the Apple Education Online Store, go to <http://myaccess.apple.com>. For registration assistance, call 1.800.800.2775, option 4, option 1.
- If you are unable to submit your order online, please send a copy of this Quote with your Purchase Order via email to [institutionorders@apple.com](mailto:institutionorders@apple.com). Be sure to reference the Apple Quote number on the PO to ensure expedited processing of your order.
  - For more information, go to provision C below, for details.

THIS IS A QUOTE FOR THE SALE OF PRODUCTS OR SERVICES. YOUR USE OF THIS QUOTE IS SUBJECT TO THE FOLLOWING PROVISIONS WHICH CAN CHANGE ON SUBSEQUENT QUOTES:

- A. ANY ORDER THAT YOU PLACE IN RESPONSE TO THIS QUOTE WILL BE GOVERNED BY (1) ANY CONTRACT IN EFFECT BETWEEN APPLE INC. ("APPLE") AND YOU AT THE TIME YOU PLACE THE ORDER OR (2), IF YOU DO NOT HAVE A CONTRACT IN EFFECT WITH APPLE, CONTACT [austincontracts@apple.com](mailto:austincontracts@apple.com).
- B. ALL SALES ARE FINAL. PLEASE REVIEW RETURN POLICY BELOW IF YOU HAVE ANY QUESTIONS. IF YOU USE YOUR INSTITUTION'S PURCHASE ORDER FORM TO PLACE AN ORDER IN RESPONSE TO THIS QUOTE, APPLE REJECTS ANY TERMS SET OUT ON THE PURCHASE ORDER THAT ARE INCONSISTENT WITH OR IN ADDITION TO THE TERMS OF YOUR AGREEMENT WITH APPLE.
- C. YOUR ORDER MUST REFER SPECIFICALLY TO THIS QUOTE AND IS SUBJECT TO APPLE'S ACCEPTANCE. ALL FORMAL PURCHASE ORDERS SUBMITTED BY EMAIL MUST SHOW THE INFORMATION BELOW:
- APPLE INC. AS THE VENDOR
  - BILL-TO NAME AND ADDRESS FOR YOUR APPLE ACCOUNT
  - PHYSICAL SHIP-TO NAME AND ADDRESS (NO PO BOXES)
  - PURCHASE ORDER NUMBER
  - VALID SIGNATURE OF AN AUTHORIZED PURCHASER
  - APPLE PART NUMBER AND/OR DESCRIPTION OF PRODUCT AND QUANTITY
  - TOTAL DOLLAR AMOUNT AUTHORIZED OR UNIT PRICE AND EXTENDED PRICE ON ALL LINE ITEMS
  - CONTACT INFORMATION: NAME, PHONE NUMBER AND EMAIL
- D. UNLESS THIS QUOTE SPECIFIES OTHERWISE, IT REMAINS IN EFFECT UNTIL 18-Jun-2016 UNLESS APPLE WITHDRAWS IT BEFORE YOU PLACE AN ORDER, BY SENDING NOTICE OF ITS INTENTION TO WITHDRAW THE QUOTE TO YOUR ADDRESS SET OUT IN THE QUOTE.
- APPLE MAY MODIFY OR CANCEL ANY PROVISION OF THIS QUOTE, OR CANCEL ANY ORDER YOU PLACE PURSUANT TO THIS QUOTE, IF IT CONTAINS A TYPOGRAPHIC OR OTHER ERROR.
- E. THE AMOUNT OF THE VOLUME PURCHASE PROGRAM (VPP) CREDIT SHOWN ON THIS QUOTE WILL ALWAYS BE AT UNIT LIST PRICE VALUE DURING REDEMPTION ON THE VPP STORE.
- F. UNLESS SPECIFIED ABOVE, APPLE'S STANDARD SHIPPING IS INCLUDED IN THE TOTAL PRICE.

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