

MORRIS CENTRAL SCHOOL BOARD OF EDUCATION

Date of Meeting: February 28, 2024

Kind of Meeting: Special

Board Members Present: Mary Dugan, Russell Tilley, Emily Boss, Wendy Moore

Board Member Absent: Teresa DeLaurentiis

Others Present: Jamie Maistros, Superintendent; Student Rachel Hill

The meeting was called to order by President Mary Dugan at 7:46 a.m.

Public Comment: None

Be It Resolved upon recommendation of the Superintendent, that the Board of Education of the Morris Central School District approve the following:

The following business items 1 through 3 were approved as presented on the motion of Russell Tilley, seconded by Wendy Moore, and carried 4-0:

1. **Be It Resolved** that the Board of Education of the Morris Central School District approves the Response to Audit Findings and Recommendations for the Extra Classroom Activity from our External Audit of 2022-2023, as attached. (See Attachment #1)
2. **Be It Resolved** that the Board of Education of the Morris Central School District authorizes Superintendent Jamie Maistros to approve up to and including \$25,000 for Change Orders of the Capital Project.
3. **Approval of Resolution Awarding Contracts** – Upon the recommendation of the Superintendent, the Board of Education of the Morris Central School District approved the following Resolution:
 - i. **WHEREAS**, The Board of Education of the Morris Central School District solicited bids from Prime Contractors for construction services in conjunction with its Alterations to Morris Central Schools and New Bus Garage (the "Project"); and
 - ii. **WHEREAS**, bids were received publicly opened February 22, 2024; and
 - iii. **WHEREAS**, the Project Architect, BCA Architects and Engineers, has reviewed the bids and bidders' qualifications for the Project, discussed the Project with the lowest bidders and by letter dated February 28, 2024, recommends award of a contract to the following lowest responsible bidders:
 - Contract #1, Upstate Companies I, LLC in the amount of \$3,546,000.00
 - Contract #2, Louis N. Picciano and Son, Inc. in the amount of \$1,192,050.00
 - Contract #3, Louis N. Picciano and Son, Inc. in the amount of \$428,200.00
 - Contract #4, Diekow Electric, Inc., in the amount of \$708,500.00
 - Contract #5, Maple Ridge Organics, LLC, in the amount of \$1,970,405.42
 - Contract #6, Garland DBS Inc. in the amount of \$1,948,230.00
 - Contract #7, Rotary Lift in the amount of \$312,732,77
 - Contract #8, Stark Equipment, LLC in the amount of \$63,523.00

Contract #9, Syracuse Time and Alarm in the amount of \$80,500.00

Contract #10 Toth's Sports in the amount of \$109,076.00

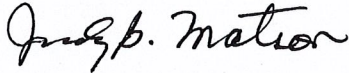
Contract #11 Siemens Industry, Inc., in the amount of \$75,840

- vi. The Board hereby authorizes its President, the Superintendent of Schools, and their designee to execute contracts in compliance with this Resolution, the bid solicitation documents, the project scope, and the Project timeline and take all actions necessary or convenient on behalf of the Board of Education to enter into said contracts and complete the project.
- vii. Upon approval by the Board of Education, this resolution shall take effect immediately, as attached. (See Attachment #2)

Public Comment: None.

The Board adjourned at 7:47 a.m. without further discussion on the motion of Russell Tilley, seconded by Emily Boss, and carried 4-0.

Respectfully submitted,



Judy B. Matson
District Clerk

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**MORRIS CENTRAL SCHOOL DISTRICT
RESPONSE TO AUDIT FINDINGS AND RECOMMENDATIONS
EXTRA CLASSROOM ACTIVITY
For the 2022-2023 School Year**

Current-Year Findings

Significant Audit Findings

No significant findings found.

Material Control Weaknesses

No material control weaknesses were found.

Deficiencies in Internal Controls

No deficiencies found.

Findings

Cash Receipts

Finding: Generally, the internal accounting controls with regards to cash receipts were adequate to maintain proper accountability beyond the point of initial recording of the cash receipts.

During our audit, we noted deposits are now being made more frequently but still not within the recommended timeframe.

Recommendation: We recommend that cash receipts be properly completed and funds are forwarded by the Clubs to the Central Treasurer for deposit within three days. In turn, the Central Treasurer should then deposit within a three-day period after receipt of these funds. The cash receipts should then be properly filed and accessible.

District Response: The directive that cash receipts be directed to the Central Treasurer for deposit within three days has been communicated to all extra-classroom advisors and treasurers. The Central Treasurer will deposit receipts on a weekly basis and will ensure that cash receipts are properly filed and accessible. As our local bank closed its doors in January 2024, we are working to adjust to needing to travel to Oneonta to make deposits.

Completion Date: Communication to extra-classroom advisors and treasurers was made in February of 2024. Central Treasure was also made aware of the need to deposit cash receipts in a timely fashion in February of 2024.

Person Responsible: Central Treasurer

Inactive Clubs:

Finding: It was found that five clubs were financially inactive and funds remained for the Class of 2023.

Recommendation: We recommend that if a club is no longer in existence, the remaining funds should be disposed of as prescribed by the Board of Education.

District Response: The remaining funds from the Class of 2023 were taken care of during January of 2024. In addition, a plan was put in place to have funds transferred or spent by the senior class prior to July 1 of each year. Of the remaining clubs that were inactive during the 2022-2023 school year, all are now active or will become active when our staff returns to full activity following the impacts of the pandemic and the current staff shortages.

Completion Date: 7/01/2024

Person Responsible: Superintendent

Fundraising Activities:

Finding: All fundraising activities must have the written approval of the Building Principal before they can be undertaken. When any such activity is completed, be it a dance involving admissions or an actual fundraiser, the organization must submit a Profit and Loss Statement to the Central Treasurer showing the complete results of the event. In addition, during a fundraiser, the organization should maintain "tally sheets" whereby those turning in funds will be duly recorded to backup all deposits. Currently we noted that Profit and Loss Statements are not being prepared for fundraisers and related activities.

Recommendation: We recommend that this process be instituted as required by all clubs.

District Response: This process has been an expectation in the District, but extra-classroom advisors sometimes do not understand or follow the expectations. This will be reinforced with all advisors and at the beginning of each school year, the Central Treasurer and Building Principal will meet with all advisors to review expectations.

Completion Date: 9/1/2024

Person Responsible: Building Principal

Jamie Maistros

Superintendent
Morris Central School

- a. **Approval of Resolution Awarding Contracts** – Upon the recommendation of the Superintendent, the Board of Education approved the following resolution:
 - i. **WHEREAS**, the Board of Education of the Morris Central School District (the “Board of Education”) solicited bids from Prime Contractors for construction services in conjunction with its Alterations to Morris Central Schools and New Bus Garage (the “Project”); and
 - ii. **WHEREAS**, bids were received and publicly opened February 22, 2024; and
 - iii. **WHEREAS**, the Project Architect, BCA Architects and Engineers, has reviewed the bids and bidders’ qualifications for the project, discussed the Project with the lowest responsible bidders and by letter dated February 28, 2024, recommends award of a contracts to the following lowest responsible bidders:

Contractor Name	Contract
Upstate Companies I, LLC	Contract #1 – General Construction
Louis N. Picciano and Son, Inc.	Contract #2 – Mechanical Construction
Louis N. Picciano and Son, Inc.	Contract #3 – Plumbing Construction
Diekow Electric, Inc.	Contract #4 – Electrical Construction
Maple Ridge Organics, LLC	Contract #5 – Site Construction
Garland DBS Inc.	Roof Construction - OMNIA NYS Contract Purchase Agreement
Rotary Lift	Bus Lifts - HGAC Equipment Cooperative Purchase Agreement
Stark Tech	Generator & Transfer Switch Equipment -Sourcewell Cooperative Purchase Agreement
Syracuse Time and Alarm	Security Equipment - OGS NYS Contract Agreement
Toth’s Sports	Digital Sign & Scoreboard - Sourcewell Cooperative Purchase Agreement
Siemens Industry, Inc	Controls Equipment - OGS NYS Contract Agreement

- iv. **WHEREAS**, the Board of Education accepts the recommendation of the Project Architect and determines that it is in the best interest of the School District to accept the bids and award the contracts as set forth herein;
- v. **NOW THEREFORE**, the Board of Education hereby resolves to award the following contract for the following Project:

- 1. Upstate Companies I, LLC (Contract #1): Award if contract to low bidder, Upstate Companies I, LLC in the following amount:

Base Bid	\$	3,449,000.00
Alternate #1 – Main Building Ceiling Soffit	\$	8,000.00
Alternate #2 – Main Building Paint Classrooms	\$	65,000.00
Alternate #3 – Undercarriage Bus Wash System	\$	24,000.00

- 2. Louis N. Picciano and Son, Inc. (Contract #2): Award if contract to low bidder, Louis N. Picciano and Son, Inc. in the following amount:

Base Bid	\$	1,190,900.00
Alternate #1 – Main Building Washer/Dryer	\$	1,150.00

3. Louis N. Picciano and Son, Inc. (Contract #3): Award if contract to low bidder, Louis N. Picciano and Son, Inc. in the following amount:

Base Bid	\$	370,000.00
Alternate #1 – Undercarriage Bus Wash System	\$	35,000.00
Alternate #2 – Main Building Washer/Dryer	\$	6,400.00
Alternate #3 – Custodial Main Building Fuel Oil Monitoring	\$	16,800.00

4. Diekow Electric, Inc. (Contract #4): Award if contract to low bidder, Diekow Electric, Inc. in the following amount:

Base Bid	\$	660,000.00
Alternate #1 – Main Building Ceiling Soffit	\$	16,000.00
Alternate #2 - Main Building Washer/Dryer	\$	5,500.00
Alternate #3 – Main Building Digital Sign	\$	5,500.00
Alternate #4 – New Softball Field (Southeast Location)	\$	21,500.00

5. Maple Ridge Organics, LLC (Contract #5): Award if contract to low bidder, Maple Ridge Organics, LLC in the following amount:

Base Bid	\$	1,401,557.15
Alternate #1 – New Softball Field (Southeast Location)	\$	429,848.27
Alternate #3 – Sod in Lieu of Seed for Seed for Alt. SC-01	\$	139,000.00

6. Garland DBS Inc. (Roof Construction - OMNIA NYS Contract Purchase Agreement): Award if contract to low bidder, Dewald Roofing CO. in the following amount:

Base Bid	\$	1,948,230.00
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7. Rotary Lift (Bus Lifts - HGAC Equipment Cooperative Purchase Agreement): Award if contract to low bidder, Rotary Lift in the following amount:

Base Bid	\$	312,732.77
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8. Stark Equipment, LLC (Generator & Transfer Switch Equipment - Sourcewell Cooperative Purchase Agreement): Award if contract to low bidder, Stark Tech in the following amount:

Base Bid	\$	63,523.00
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9. Syracuse Time and Alarm (Security Equipment - OGS NYS Contract Agreement): Award if contract to low bidder, Syracuse Time and Alarm in the following amount:

Base Bid	\$	80,500.00
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10. Toth's Sports (Digital Sign & Scoreboard - Sourcewell Cooperative Purchase Agreement): Award if contract to low bidder, Toth's Sports in the following amount:

Base Bid	\$	-
Alternate #1 – Main Building Digital Sign	\$	100,650.00
Alternate #2 – New Softball Field (Southeast Location)	\$	8,426.00

11. Siemens Industry, Inc (Controls Equipment - OGS NYS Contract Agreement): Award if contract to low bidder, Siemens in the following amount:

Base Bid	\$	75,840.00
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- vi. The Board hereby authorizes its President, the Superintendent of Schools, or their designee to execute contracts in compliance with this Resolution, the bid solicitation documents, the project scope, and the Project timeline and take all actions necessary or convenient on behalf of the Board of Education to enter into said contracts and complete the project.
- vii. Upon approval by the Board of Education, this resolution shall take effect immediately.