

END, 10, 4
JUN 3, 2010

**Educational & Management Services
P.O. Box 333
Palenville, New York 12463
(518) 678-5585**

Proposal to the Horseheads Central School District

Educational and Management Services Inc. proposes to provide the following services:

1. Scope of Services

The following services will be inclusive of the following:

- A. Educational and Management Services (EMS) will provide consultant(s), at a mutually agreeable time, on site to work with District personnel to collect necessary data to file school age STAC forms. EMS will also complete, and amend as necessary, automated verification listing (AVLs) and submit to District for timely submission to SED. EMS will work with district personnel to obtain approvals for private school placement as necessary.*
- B. Provide training to designated staff regarding STAC procedures, state aid reimbursement, electronic filing, review of automated verification listings and approved payment reports etc.*
- C. A report will be provided to the district each year and include: revenue projections by STAC aid category e.g. public and private high cost aid, extended school year etc., a list of students generating aids paid through the STAC system.*
- D. File STACS for all eligible homeless students after consultation with district "Homeless Coordinator".*
- E. Identify and determine individual program costs for all students eligible for high cost aid.*
- F. Review and analyze SA-100 pupil counts and make recommendations for changes in consultation with the Business Official and Director of Special Education.*
- G. Complete and/or review supplemental schedules 10-16 for the school year for all eligible programs.*
- H. Complete schedules 31-34 CPSE administrative costs to ensure reimbursement of eligible expenses by the municipality.*
- I. Review billing methodology associated with nonresident students attending nonpublic schools within the district and resident students attending nonpublic schools located in another public school district.*
- J. Consult with Business Office regarding new billing procedures for nonresident students attending district operated/BOCES programs.*

(over)

2. Responsibility of the School District

The school district agrees to provide:

- A. Access to the student data base*
- B. Necessary billing information and other documents as needed*

3. Terms of Agreement

- A. EMS will be due \$18,000 per year paid in twelve monthly installments of \$ 1,500 each.*
- B. This Agreement will be in effect from July 1, 2010 to June 30, 2011.*
- C. Either party may terminate the agreement with 60 days written notice.*
- D. Travel and incidental expenses will be billed separately.*
- E. At the district's discretion additional work/projects may be assigned to the consultant. Such work will be billed at \$550 per day.*

4. Authorization

Superintendent of Schools

Date

Educational & Management Services Inc.

Date