

***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.*

**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*
- C. Access to STAC online system*

**3. Terms of Agreement**

- A. EMS will be due \$21,000 per year paid in twelve monthly installments of \$ 1,750 each.*
- B. This Agreement will be in effect from July 1, 2013 to June 30, 2014.*
- 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 \$600 per day and require prior written approval.*

**4. Authorization**

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*Superintendent of Schools* *Date*

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*Educational & Management Services Inc.* *Date*

**Educational & Management Services Inc.**  
**P.O. Box 333**  
**Palenville, New York 12463**  
**(518) 678-5585**  
[jfenaughty@hvc.rr.com](mailto:jfenaughty@hvc.rr.com)

**From: Joe Fenaughty**  
**To: Kim Williams**  
**Date: April 10, 2013**

**Subj: Payments received during 2012-13 school year**

**Below is a summary of reimbursements paid through STAC system.**

**STAC 4408 Cert (Summer School)**

**ESY 12-13: \$15,212.05**  
**ESY 11-12: \$187,471.58**  
**ESY 10-11: \$20,088.67**  
**ESY 08-09: \$3,572.80**  
**Total: \$226,345.10**

**STAC Chapter Tuition Aid Cert**

**SY 12-13: \$134,303.00**  
**SY 11-12: \$168,412.00**  
**Total: \$302,715.00**

**STAC Nonresident Homeless Cert**

**SY 10-11: \$2,555.41**  
**SY 11-12: \$22,499**

**Total: \$25,054.41**

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**Subtotal: \$554,114.51**

**Public Excess Cost (High Cost Apportionment): \$705,516.00**

**Private Excess Cost (Regular Private Excess Cost Aid): \$0.00**

**Total: \$1,259,630.50**

**Our fee represents .01% of the aid received.**