

**Northern Adirondack Central School District
Ellenburg, NY
Minutes of the Regular Meeting of the Board of Education
August 18, 2014 – 6:00 PM – District office Conference Room**

MEMBERS PRESENT:

Mark DeCoste
Walter Trombley
Michael LaBombard
Shirley Durnin
Sarah Lawrence

ABSENT:

Jon Rebideau
Paul Gilmore (Excused)

Mr. DeCoste, Vice President, called the meeting to order at 6:03 PM and led the Pledge of Allegiance.

Five Board of Education members were present for this evening's meeting.

A motion was made by Ms. Lawrence, seconded by Mr. LaBombard, and passed unanimously to go into Executive Session, at 6:03 PM. The purpose of this meeting is to discuss a matter of collective negotiations pursuant to article 14 of civil service law (the Taylor Law).

All Board Members present voted yes – motion carried.

A motion was made by Ms. Lawrence, seconded by Mr. Trombley, and passed unanimously to come out of Executive Session, at 6:50 PM.

All Board Members present voted yes – motion carried.

A motion was made by Ms. Lawrence, seconded by Ms. Durnin to accept the meeting minutes from the previous meeting:

- August 8, 2014 – Special Board Meeting

All Board Members present voted yes – motion carried.

The Superintendents Report included an overview of the Summer 2014 Library use statistics. It was opened in July on Wednesdays at the Elementary. The statistics showed that it was worth keeping it open for the summer. We averaged between 14 and 22 students per day. Our Fitness Center will open in September. She also gave an update on our Security Project. We had a bid approval for the update and it is our hope that our main entrances will have the camera monitors installed by the start of school. Mrs. Marlow also gave an overview of our Staff Development Agenda for our faculty and staff returning and presented each Board member with a copy.

A motion was made by Mr. Trombley, and seconded by Mr. LaBombard, to accept the Schedules of Expenditures (Warrants) as presented.

All Board Members present voted yes – motion carried.

A motion was made by Mr. LaBombard, seconded by Mr. Trombley, to accept the Treasurer's Report and Budget Status Report for the month of June and July 2014.

All Board Members present voted yes – motion carried.

A motion was made by Ms. Lawrence, and seconded by Ms. Durkin, to accept the CSE recommendations.

All Board Members present voted yes – motion carried.

The Board reviewed the Food Service Report. We are looking at a new option to offer a universal free breakfast and lunch across the district as long as we meet the eligibility requirements. The success or failure will depend how the participation goes.

The Board reviewed the Custodial – Maintenance report. We are in the process of putting up a Greenhouse. We are working with State Ed engineers to meet the necessary requirements.

The Board reviewed the Student Association Report and Bank Reconciliation. There were no updates.

The Board opened the meeting for public comment. There was a comment about our Calendars and Newsletters and when they should be sent out to the public.

Our next Board of Education Meeting will be Monday September 15, 2014 at 6:00 PM. in the District Office.

A motion was made by Ms. Lawrence and seconded by Mr. Trombley to approve the School Tax Warrant for the 2014-2015 school year.

All Board Members present voted yes – motion carried.

A motion was made by Mr. LaBombard and seconded by Mr. Trombley to approve the revised Cheerleading Club Bylaws.

All Board Members present voted yes – motion carried.

A motion was made by Mr. Trombley, and seconded by Mr. LaBombard, to approve the Contract Proposal with CSArch to administer Solar Power (REP). (See Attached).

All Board Members present voted yes – motion carried.

A motion was made by Ms. Lawrence, and seconded by Ms. Durnin, to approve the Parent Involvement Policy (1900).

All Board Members present voted yes – motion carried.

A motion was made by Mr. Trombley, and seconded by Mr. LaBombard, to declare as surplus, for the purpose of advertising for sealed bids the following items:

- 1 – Champion Air Compressor
- 2 – 2002 Ford Windstar Van

All Board Members present voted yes – motion carried.

A motion was made by Ms. Durnin, and seconded by Mr. Trombley, to approve the following Personnel – Appointments – Resignations – and Retirement

Employee	Position	Department	Effective Date	Pay Rate	Comments
A. Maureen McNeil	FT Bus Driver	Transportation	Sept 1, 2014	Step 1 per CSEA Contract	
B. Melinda Fortin	FT Bus Driver	Transportation	Sept 1, 2014	Step 1 per CSEA Contract	
C. Douglas Trombley	TOC Substitute Bus Driver	Transportation	Sept 1, 2014	\$25.00 a run	
D. Barbara Poupore	TOC Substitute Bus Driver	Transportation	Sept 1, 2014	\$25.00 a run	
E. Janet Drown	BOCES Bus Driver	Transportation	Sept 1, 2014	Per CSEA Contract	
F. Linda Trombley	BOCES Bus Driver	Transportation	Sept 1, 2014	Per CSEA Contract	
G. Rebecca Rees	FT Bus Monitor	Transportation	Sept 1, 2014	Step 1 per CSEA Contract	
H. Tammy Cole	TOC Substitute Bus Monitor	Transportation	Sept 1, 2014	\$8.25/hr.	
I. Darcy Dibble	Substitute Teacher	District	Sept 1, 2014	\$80/day	Pending Fingerprint Clearance
J. Tammy LaBombard	PT Food Service Helper	District	Sept 1, 2014	Step 1 per CSEA Contract	
K. George Miller	School Nurse	District	Sept 1, 2014	N/A	Resignation

Employee	Position	Department	Effective Date	Pay Rate	Comments
L. Rosemary Trombley	FT Custodian	Buildings & Grounds	Sept 2, 2014	N/A	Retirement
M. Jennifer Hutchins	PT Art Teacher	District	Sept 1, 2014	\$22,414.50	
N. Shawna DeAngelo	Per Diem Nurse	District	Aug 19, 2014	Per Diem Per Contract Step 1	Pending Fingerprint Clearance
O. Shawna DeAngelo	FT Nurse	District	Sept 1, 2014	\$28,472	Pending Fingerprint Clearance

All Board Members present voted yes – motion carried.

The Board opened the meeting for public comment. There were was a concern about the vehicles entering and exiting near the old Bus Garage.

The Board President stated that a second Executive Session was not necessary.

A motion was made by Ms. Lawrence and seconded by Mr. LaBombard. to adjourn the meeting at 7:42 PM.

All Board Members present voted yes – motion carried.

Helen Yelle, District Clerk
N.A.C.S. Board of Education



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Albany, New York 12207-1511
518.463.8068 Fax 518.463.8069
www.csarchpc.com

July 28, 2014

Mr. Brian Tousignant
Business Administrator
Northern Adirondack Central School District
5572 Route 11
PO Box 164
Ellenburg Depot, NY 12935

SUBJECT: RFP for Photovoltaic Power Production

Dear Mr. Tousignant:

CSArch is pleased to offer Northern Adirondack Central School District a proposal for professional services in support of its District-wide Solar Power Project. We understand the District is interested in pursuing a solar project in earnest and wishes to engage CSArch to facilitate the competitive procurement process and to provide consultation and support for the duration of the solar project. Below please find our proposed scope of services associated with the competitive procurement, design and construction phases of this project. We applaud your interest in renewable, solar-generated power and are glad to assist with making it a reality.

COMPETITIVE PROCUREMENT OF SOLAR-GENERATED ELECTRICITY

As you may be aware, school districts are reducing their carbon footprint and realizing utility cost savings by hosting roof or ground-mounted solar generation facilities. This is increasingly accomplished using a long-term Power Purchase Agreement (PPA) executed between a third party solar developer and a school district. The District then purchases the solar electricity that is generated on-site at a discounted rate from the solar developer who owns and maintains the system for the full-term of the PPA.

CSArch has developed an expertise in this area and is working with numerous school districts to assess their options and help manage the competitive procurement process. We have developed a rigorous Request for Proposals (RFP) and corresponding evaluations, which allow an apples-to-apples comparison of proposers' qualifications, different PPA pricing mechanisms, contract terms and conditions. CSArch administers the RFP process at a reasonable cost, which would ultimately be rolled into a developer's project costs if a PPA is executed. CSArch would also continue to act on the District's behalf and advise on project issues and decisions for the duration of the project.

SCOPE OF PROCUREMENT SERVICES

CSArch will assist Northern Adirondack Central School District to solicit solar-generated electricity through a Request for Proposal of Photovoltaic Power Production. As a result of this solicitation, it is expected that the District would enter into a Power Purchase Agreement (PPA) with a solar developer capable of owning and operating solar generation facilities for a term of 20 years. CSArch will work with the District to prepare the RFP and then assist with the solicitation, procurement and evaluation of the proposals.

This letter states our approach to assisting in the procurement of solar-generated electricity at no cost to the District. However, if Northern Adirondack Central School District does not execute a power purchase agreement, CSArch will be paid a fee for the RFP process.

PHASE I: Competitive Procurement Scope of Services:

- Meet with District stakeholders to understand the District's goals, needs and requirements.
- Provide feasibility of cost savings based on the following District provided documents:
 - One to two years history of utility bills (for review of electric utility delivery and supply)
 - Building, roof and site plans and/or site surveys (for solar system sizing and land issues)
- Prepare draft RFP for District's and District's Legal Counsel's review (with revisions as required).
- Issue approved RFP to CSArch's extensive solar developer distribution list.
 - Clearly define process & PPA conditions, District goals, concerns & rights, potential sites, District utility usage/costs, CSArch's role, etc.
- Host a mandatory project meeting & site visit for proposers.
 - Review project & sites, state our understanding of issues and potential development scenarios.
 - Task proposers with crafting the best solution based on all of the above variables, unknowns, etc.
- Analyze proposals & conduct callback interviews as necessary.
- Finalize evaluation and make recommendations to the District based on Proposers' price and qualifications.
- Select a solar developer with CSArch's guidance.

SCOPE OF DESIGN / POST-PROCUREMENT SERVICES

As part of the contract negotiations, the District would approve CSArch to be the Project Architect/ Engineer of Record to be employed by the awarded solar developer. CSArch would then provide the following scope of services as part of the Power Purchase Agreement. Our fee for providing these professional services will be covered by an allowance to be stipulated in the RFP for which the selected solar developer will be responsible. The cost of these design and permitting services is based on 4% of the estimated cost before overhead and profit for the solar systems at \$2.50 per Watt. Because we believe that the proposers may not disclose their costs, we are instead requiring an equivalent fee of \$.10 per Watt. While the solar developer would pay the cost of these services, you can be assured that we will remain your advocate throughout the process.

PHASE II: Design and Post-Procurement Scope of Services:

1. Continue to act on the District's behalf and advise on project issues and decisions for the duration of the Project design and construction phases.
2. Review of photovoltaic system electrical and structural design (designed by the solar developer's engineer) and review of placement on roof/s and ground/s.
3. Provide electrical engineering for the connection of the photovoltaic systems to the existing building electrical systems.
4. Provide structural analysis of existing roof/s' capacity to support roof-mounted array/s.
5. Coordinate with the school's Board of Education regarding motions and required District sign-off of documents for SED submission.
6. Complete all required NYSED forms, compile final plans and specifications for the final plan submission to NYSED, meet with NYSED if required to review final plans and specs
7. Obtain Building Permit, on behalf of the District, from NYSED.
8. Develop agenda for and chair pre-construction meeting, prepare and issue meeting minutes.
9. Review and record all shop drawings.
10. Perform weekly site observations during construction and prepare written site observation reports.
11. Observation at substantial completion and preparation of SED Substantial Completion form.

SCHEDULE FOR PROCUREMENT SERVICES

We anticipate the following schedule, assuming an authorization date of in mid-Aug, 2014.
RFP for Solar Electric Generation October, 2014 (6 weeks)

Should the District enter into a Power Purchase Agreement with a solar developer, we anticipate that final design and construction would be completed within six to nine months after finalizing the PPA.

PROJECT TEAM

Your CSArch project team includes:

Dan Woodside, AIA, Vice President..... Principal-in-Charge
Jonathan Smith, AIA LEED® AP CEM Energy Specialist
Kevin Schaefer PE LEED® AP..... Professional Engineer

PAYMENT TERMS

CSArch will not invoice for services if Northern Adirondack Central School District executes a Power Purchase Agreement (PPA) with a solar developer as part of the RFP for Photovoltaic Power Production and CSArch is subsequently contracted by the selected developer to provide the above scope of services. In the case that no PPA is executed as part of the RFP process and/or CSArch is not contracted by the solar developer, then Northern Adirondack Central School District will compensate CSArch a stipulated sum of six thousand five hundred dollars (\$6,500), plus reimbursable expenses for reproductions, travel and other expenses made in the interest of the project.

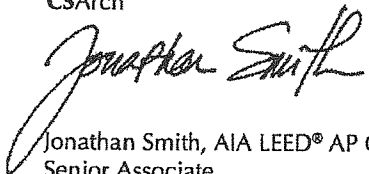
We are very interested in providing professional design and energy services to Northern Adirondack Central School District, and we appreciate the opportunity to work with you on this and future endeavors.

If this proposal meets with your approval, please acknowledge your acceptance by signing and returning one copy to this office. We will consider this our Notice to Proceed, and then follow up with a formal agreement for your review and execution.

Thank you for this opportunity to be of service.

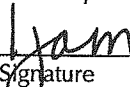
Sincerely,

CSArch



Jonathan Smith, AIA LEED® AP CEM
Senior Associate

Approved and Accepted by:


Authorized Signature

Laura J. Marlow
Printed Signature

8-19-2014
Date

Northern Adirondack Central School District
Proposal for Solar RFP Services
July 28, 2014 – Pg. 4

Attachments

cc: Dan Woodside, CSArch Vice President
Greg Klokiw, CSArch Managing Principal

Resource Links:

Information regarding The NY-Sun Initiative
<http://ny-sun.ny.gov/faq>

Primer on Power Purchase Agreements for State and Local Governments
<http://www.nrel.gov/docs/fy10osti/46668.pdf>

Historical Commercial Electricity Rates
<http://www.nysed.ny.gov/BusinessAreas/Energy-Data-and-Prices-Planning-and-Policy/Energy-Prices-Data-and-Reports/Energy-Prices/Electricity/Monthly-Avg-Electricity-Commercial.aspx>