


SCOTIA-GLENVILLE CENTRAL SCHOOL DISTRICT

TO: Susan Swartz, Superintendent  
FROM: Andrew Giaquinto, School Business Manager   
DATE: April 16, 2024  
RE: Questar III Contract – 2024/25

Attached please find the 2024/25 agreement with Questar III for Internal Audit Services. The agreement is consistent with the 23/24 agreement and reflects a 5% increase of \$611 with an annual cost of \$12,820.

I recommend that we continue the internal audit services provided by Questar III and suggest that this agreement be submitted for Board approval at the April 24 meeting. Thank you for your attention to this matter.

Attachment

AG/cc

# QUESTAR III

10 Empire State Blvd  
Castleton, New York 12033

April 10, 2024

Mr. Andrew Giaquinto  
School Business Manager  
Scotia-Glenville Central School District  
900 Preddice Parkway  
Scotia, NY 12302  
[agiaquinto@sgcsd.net](mailto:agiaquinto@sgcsd.net)

Dear Mr. Giaquinto:

Questar III is pleased to confirm its understanding of the services that it will provide to Scotia-Glenville Central School District under the enclosed intermunicipal agreement. Please note that the intermunicipal agreement requires the approval of your district's board and Questar III's board.

The attached agreement reflects an all-inclusive fixed fee of \$12,820 for fiscal year 2024-25. This fee includes all out-of-pocket expenses (hotel, mileage, etc). Your district will be billed in equal amounts quarterly over the next school year.

Our fixed fee billing model allows us to maintain our staffing levels and ensure that our BOCES covers the cost of maintaining the highest caliber auditors. Our staff is highly trained and specialize in school district internal auditing.

Please present this agreement to your audit committee and Board for approval. The agreement should be signed and dated by an authorized individual and by the Board Clerk. If you have any questions or concerns, contact me at 518-479-6814. Please forward two (2) original copies of the executed intermunicipal agreement to the attention of Barbara Boudreau, Questar III Administrative Office, 10 Empire State Blvd., Castleton, NY 12033.

Sincerely,



Ken Ziobrowski  
Director of Financial Services

Enclosure  
/bab

*\$12,820  
5.01%  
w/area*

## AGREEMENT

AGREEMENT made this April (month) 25<sup>th</sup> (day), 2024 by and between the Rensselaer, Columbia and Greene Counties Board of Cooperative Educational Services, also known as and hereinafter referred to as "**QUESTAR III**" with its principal business address at 10 Empire State Boulevard, Castleton, New York 12033 and **Scotia-Glenville Central School District**, hereinafter referred to as "DISTRICT" with a principal business address at 900 Preddice Parkway, Scotia, NY 12302.

### WITNESSETH:

WHEREAS, Education Law, section 1950(4) (k), as amended by Chapter 263 of the Laws of 2005, provides that a board of cooperative educational services ("BOCES") has the power and duty to establish an internal audit function;

WHEREAS, Education Law, section 2116-b, as added by Chapter 263 of the Laws of 2005, directs that each school district establish an internal audit function to include, among other things, the development of risk assessment of district operations, a review of financial policies and procedures; the testing and evaluation of district internal controls; and an annual review of risk assessment;

WHEREAS, Education Law, section 2116-b authorizes school districts to use inter-municipal agreements to fulfill the internal audit function provided that such function comply with regulations of the Commissioner of Education and meet professional auditing standards;

WHEREAS, General Municipal Law, Article 5-G authorizes the District and Questar III to enter into an inter-municipal agreement to carry out any function or responsibility each has authority to undertake alone;

WHEREAS, QUESTAR III has established an internal audit function and appointed an internal auditor who will provide internal audit functions for QUESTAR III and is ready, willing and able to provide such functions for school districts as may be agreed upon;

WHEREAS, District is desirous of establishing an internal audit function and has determined that QUESTAR III can provide DISTRICT with professional expertise for such purpose; and

WHEREAS, DISTRICT has undertaken a reasonable review of the cost of obtaining professional audit services and has determined that obtaining such services through QUESTAR III will afford best value to the DISTRICT.

NOW, THEREFORE, in consideration of the mutual promises herein given, and other good and valuable consideration, it is agreed as follows:

1. TERM. The term of this AGREEMENT shall begin on **07/01/2024 and extend for, through and including 06/30/2025**.
2. WORK. QUESTAR III shall perform for DISTRICT the services described in Appendix A (SCOPE OF WORK). QUESTAR III shall undertake such WORK in accordance with generally accepted professional practices and applicable regulations of the Commissioner of Education. WORK shall take place at mutually agreeable dates and times.
3. EQUIPMENT AND OTHER RESOURCES. Unless otherwise provided in the SCOPE OF WORK, DISTRICT shall provide all of the equipment, supplies, and any other resources required to complete the WORK.
4. COMPENSATION. QUESTAR III shall be compensated for the WORK as provided in Appendix B, "SCHEDULE OF FEES." Unless otherwise provided in Appendix B, QUESTAR III's fee shall be all inclusive.
5. PAYMENT. Payment for the WORK provided pursuant to this AGREEMENT is dependent upon the satisfactory completion of the WORK and faithful compliance with the terms and conditions of the AGREEMENT by QUESTAR III.
6. INDEPENDENT CONTRACTOR. QUESTAR III agrees to provide such WORK to DISTRICT as an independent contractor. It is mutually agreed that for purposes of providing this WORK, any employee or contractor of QUESTAR III shall not be an employee of DISTRICT, and shall neither hold himself/herself out nor claim to be an officer, employee, agent or representative of DISTRICT nor make any claim, demand or application to or for any right based upon any different status.
7. LIMITS ON COMPENSATION. QUESTAR III agrees that neither it nor any employee or contractor of it are entitled to participate in any benefit plan provided to the employees of DISTRICT; Worker's Compensation through DISTRICT; unemployment insurance benefits through DISTRICT; nor any other benefit, right and/or privilege available to employees of DISTRICT.
8. INDEMNIFICATION. DISTRICT is responsible for establishing and maintaining internal controls for its financial operations. Questar III shall not indemnify District for theft, loss, unauthorized use or disposition of assets, or failure to comply with law or regulations on the part of District's employees, regardless of whether such theft, loss, unauthorized use or disposition of assets, or failure to comply with law or regulations occurs before, during, or after completion of the WORK, and District shall not indemnify Questar III for theft, loss, unauthorized use or disposition of assets, or failure to comply with law or regulations on the part of Questar III's employees under any circumstances.

9. AVAILABILITY OF INFORMATION, RECORDS AND PERSONNEL. DISTRICT shall be responsible for making all financial records, related information and relevant personnel available to Questar III as may be necessary for Questar III to complete WORK. DISTRICT is responsible for the accuracy and completeness of any such information. DISTRICT acknowledges that Questar III will not perform a detailed examination of all transactions and that there is a risk that material misstatements, illegal acts, or noncompliance may exist and not be detected during WORK. The internal audit shall preserve the confidentiality of all DISTRICT information and/or records unless otherwise required by law.
10. REPORTING RESPONSIBILITIES. Internal auditors assigned to perform WORK for DISTRICT shall report directly to the Board of Education of DISTRICT. The PARTIES agree that such internal auditors shall have suitable qualifications that allow him or her to undertake internal audit functions, as directed by DISTRICT'S Board of Education, in accordance with generally accepted professional practices and applicable regulations of the Commissioner of Education.
11. SUBCONTRACTS. QUESTAR III shall not enter into subcontracts for the performance of work pursuant to this AGREEMENT unless such subcontractors are approved by DISTRICT before the WORK is started.
12. NON-ASSIGNMENT. This AGREEMENT may not be assigned by either PARTY or its right, title or interest therein assigned, transferred, conveyed or otherwise disposed of without the previous consent, in writing, of the OTHER PARTY and any attempt to assign the contract without such written consent will be null and void.
13. DISPUTE RESOLUTION. In the event either PARTY has a dispute relating to the execution of WORK or compensation for WORK, including but not limited to the applicability of professional standards for such WORK, it shall provide written notice to the other PARTY of such dispute and include a detailed description of the nature of the dispute and proposed method of resolution. Within seven (7) days of receiving such notice, the receiving PARTY shall contact the disputing party and a mutually acceptable time shall be set for the PARTIES to meet and discuss the resolution. Both PARTIES shall provide documentation or other information useful for resolution of such dispute. Both PARTIES shall make a good faith effort to resolve such dispute in a mutually acceptable and timely manner. In the event the PARTIES cannot agree to resolve such dispute, either PARTY may exercise its right to terminate pursuant to paragraph fourteen (14) of this AGREEMENT.
14. TERMINATIONS. Both PARTIES reserve the right to terminate this AGREEMENT upon providing thirty (30) days written notice to the other PARTY provided, however, that prior to providing such notice the PARTY seeking termination shall participate in dispute resolution as described in paragraph thirteen (13) of this AGREEMENT.

15. CONVERSION TO CO-SER. In the event that a cooperative service agreement ("Co-Ser") is offered through QUESTAR III for the internal auditor services during the term of this AGREEMENT, each PARTY agrees that this AGREEMENT may be converted to a Co-Ser by mutual consent without compliance with the terms of paragraph fourteen (14).

16. NOTICES. Any notices or other communications that must be given in connection with this AGREEMENT shall be in writing and shall be deemed to have been validly made or given when delivered personally or when received if properly deposited with the United States Postal Service, postage prepaid certified or registered mail return receipt requested or with a nationally recognized overnight courier service to the address set forth below:

(a) If to QUESTAR III:

Questar III  
10 Empire State Blvd.  
Castleton, New York 12033  
Attn.: Harry Hadjioannou, Deputy Superintendent

With a copy to:

Questar III  
10 Empire State Blvd.  
Castleton, New York 12033  
Attn.: School Attorney

(b) If to District or BOCES

Mr. Andrew Giaquinto  
School Business Manager  
Scotia-Glenville Central School District  
900 Preddice Parkway  
Scotia, NY 12302

17. HEADINGS. Headings or titles of sections are for convenience of reference only and do not constitute a part of this AGREEMENT.

18. FULL AGREEMENT. This AGREEMENT, including all appendices, constitutes the full agreement between the PARTIES.

*<Signature Page to Follow>*

IN WITNESS WHEREOF, the parties hereto have executed this AGREEMENT on the day and year written below.

Date: \_\_\_\_\_ QUESTAR III

By: \_\_\_\_\_

Name: Dr. Gladys I. Cruz

Title: District Superintendent

Date: \_\_\_\_\_ Scotia-Glenville Central School District

By: \_\_\_\_\_

Name: Andrew M. Giaguinto

Title: Business Administrator

CERTIFICATION BY BOARD CLERK

I, Bobbie DeLong, Clerk of the Board of Education for the **Scotia-Glenville Central School District** do certify that an AGREEMENT for certain internal audit functions between the District and **Questar III** was duly approved by a majority vote of the voting strength of the Board of Education on 4/24/24.

Date: \_\_\_\_\_

Board Clerk: \_\_\_\_\_  
Signature

Name: Bobbie DeLong



CERTIFICATION BY BOARD CLERK

I, Robin Emanatian, Clerk of the Board of Education for the Questar III, Rensselaer Columbia Greene Board of Cooperative Educational Services, do certify that an AGREEMENT for certain internal audit functions between the **Scotia-Glenville Central School District** and **Questar III** was duly approved by a majority vote of the voting strength of the Board of Education on \_\_\_\_\_.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: Robin Emanatian, Board Clerk

## APPENDIX A SCOPE OF WORK

The QUESTAR III will provide the QUESTAR III internal auditor who shall perform the following WORK for DISTRICT on a per diem basis:

### A. Internal Audit Services

QUESTAR III will use sampling techniques to test significant operational controls to determine if DISTRICT's internal control structure is operating as designed. This service follows, and is based upon, DISTRICT's risk assessment undertaken no more than one year before the audit service.

Deliverables: Report to DISTRICT the strengths and/or weaknesses of its internal controls and make recommendations to remediate deficiencies. The internal auditor will also provide an annual update to the financial risk assessment.

### B. Financial Risk Assessment Update

QUESTAR III will review the previously issued financial risk assessment and update the report to reflect the District's progress on correcting previously identified risks. The updated assessment will also consider the current status of the operation and may include risks not previously identified. This service shall include the following:

- Discuss financial controls, operations and procedures with management and key staff members;
- Review past financial risk assessment comments;
- Update previously prepared risk assessment to reflect changes in the control environment;
- Assessment of the current operating environment for the purpose of determining if financial risks have changed and require reporting in the update assessment.

Deliverables: Report to DISTRICT results of financial risk assessment, to include recommendations for process improvements, if any.

APPENDIX B  
SCHEDULE OF FEES

- A. DISTRICT agrees to pay QUESTAR III the following fees for WORK identified in Appendix A of this AGREEMENT:

All-inclusive cost to perform this service is \$12,820.

This fee includes one area of internal audit service as well as one updated risk assessment. This fee was developed based on our understanding of the size and complexity of the district. The fee could be higher or lower depending on the quality and availability of the information requested at the commencement of the engagement.

- B. QUESTAR III will provide DISTRICT with quarterly invoices for services. DISTRICT will pay QUESTAR III no later than thirty (30) days from the date of the billing statement.

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