

REQUEST FOR PROPOSAL

NOT A PURCHASE ORDER

**MAIL FORM TO: CLARENCE CENTRAL SCHOOL DISTRICT
9625 Main Street
Clarence, New York 14031
Attn: Mrs. Kelly Kuzara
Purchasing Department**

Sealed proposals will be received and publicly opened at **9:00 A. M., Thursday, May 16, 2019** at the office of the School District Clerk, 9625 Main Street, Clarence, New York, for a Security Service in accordance with specifications and instructions on file at the above office.

**Richard J. Mancuso
School District Clerk**

BID FORM

SECURITY SERVICE

The _____
(Name and Address of Bidder)

hereby proposes to furnish and deliver to the Clarence Central School District, Clarence, New York and Depew Union Free School District, Depew, NY , subject to the specifications and instructions to bidders, the following Security Service for the amounts stated. It is hereby certified that no officer or employee of Clarence and Depew School Districts or members of the Board of Education is directly or indirectly interested in this proposal.

Company

Authorized Signature

Name/Title (Please Print)

Telephone Number

Date

Fax Number

CLARENCE CENTRAL SCHOOL DISTRICT

GENERAL INSTRUCTIONS TO BIDDERS

THESE INSTRUCTIONS APPLY TO ALL BIDS UNLESS MODIFIED BY SPECIAL INSTRUCTIONS OF THE SPECIFICATIONS FOR A PARTICULAR BID.

1. Sealed proposals for the furnishing and delivery, and installing, where called for, of the services, materials, equipment and/or supplies, as required by the Board of Education of the Clarence Central School District, County of Erie, popularly known as Clarence Central Schools, and as set forth in the following specifications prepared under the direction of said Board of Education, will be opened in the Board of Education Conference Room, located at 9625 Main Street, Clarence, New York 14031, on the day and hour stated on page 1 hereof.

2. The person, firm, or corporation making such proposal shall submit it in a sealed envelope to the Purchasing Agent, or his duly designated representative at the place herein mentioned on or before the hour and day stated on page 1 hereof, and the envelope shall be endorsed on its face with the name of the person, firm, or corporation making such proposal, the date of its presentation, and the title of the services, materials, equipment, or supplies for which such proposal is made.

3. Any bid submitted will be binding for 45 days subsequent to the date of bid opening. This period may be extended by mutual agreement.

4. The Board of Education reserves the right to accept this bid by items or as a whole, or, in its discretion, to reject all bids and readvertise in the manner provided by Section 103 of the General Municipal Law.

5. Brand Names: When articles are designated by a manufacturer's or brand name, it is for the purpose of establishing and indicating a standard of quality and type of article desired, but it is not the intention to limit competition exclusively to the names listed. However, the decision of the Board of Education shall be final as to whether or not a substitute or alternate article is satisfactorily equal to and in accord with the specifications, design, and requirements indicated for the article in the base bid.

6. The bidder shall insert the price per stated unit and the extension against each item in the schedule hereto annexed, which he proposes to furnish and deliver. In the event of a discrepancy between the unit price and the extension, the unit price will govern. The price inserted must be net and must include delivery charges. Computation must be made of the total amount of the bid for all items bid upon, and the total shall be stated in the space provided at the end of the schedule.

7. To avoid any misunderstanding, all discounts shall be deducted from the list prices in arriving at the bid price. Thus, unit prices bid and any extension thereof shall be net of any and all discounts.

GENERAL INSTRUCTIONS TO BIDDERS (CONTINUED)

8. No charge will be allowed for cases, boxes, carboys, bottles, etc. nor for freight expenses, expressage, or cartage. No empty packages, cases, boxes, carboys, bottles, etc., will be returned to the bidder or contractor, and none will be paid for by the Board of Education. Such empty cases, boxes, etc. may be removed by the bidder or contractor at his own expense.

9. No charge will be allowed for federal, state, or municipal sales and excise taxes, from which the Board of Education is exempt. The price bid shall be net and shall not include the amount of any such tax. Exemption certificates, if required, will be furnished on forms provided by the bidder.

10. If a bidder desires to bid on an alternate or substitute article, which is claimed to be equal to the standard specified, it should be identified as such on the bid form and a complete description and specification given either in or with the bid.

11. Packaging and method of shipment shall be strictly in accord with our requirements. General shipping instructions are attached.

12. Qualifications of Bidders: The competency and responsibility of bidders and their proposed subcontractors will be considered in making the award. The owner does not obligate himself to accept the lowest or any other bid.

13. Warranty: All equipment, materials, and work shall be guaranteed free from defects for a period of not less than 1 year, and if found defective within the period specified, shall be replaced by the contractor at no cost to the owner.

14. Samples: If available, catalogs or other descriptive literature should be submitted with the bid. Samples indicative of the construction, style, finish, and quality of all items bid upon shall be available to inspection at the regular business establishment of the bidder and, if requested, shall be delivered to the Clarence Central School District, Administration Building, at the bidder's expense for further inspection.

15. Delivery: Delivery is required on or before September 1st following the date of bid opening, unless otherwise specified. Bidder shall state the earliest date on which he can reasonably expect to make delivery.

16. The Board of Education reserves the right to make awards, in part or as a whole.

17. When a catalog reference follows the description of an item, such catalog reference is intended as a means of more fully describing the item in the shortest possible space and is to be regarded as part of the description of the item. All catalogs to which reference is made are available at the office of the Purchasing Agent. The use of such catalog or catalog names or numbers is not intended to limit competition.

GENERAL INSTRUCTIONS TO BIDDERS (CONTINUED)

18. Unless the schedule contains a complete specification, items listed in the schedule must be equal to the sample on exhibition in the office of the Purchasing Agent. Items delivered by successful bidder must be equal in all respects to the sample or those referred to by catalog number. If the bidder proposes to furnish a substitute for the item called for on an “or equal or approved” basis, the determination of whether it is the equal shall be by the Board of Education.

19. Each bidder must state that no member of the Board of Education of Clarence Central School District, Towns of Clarence, Lancaster, Newstead and Amherst, nor any officer or employee thereof, is directly or indirectly interested in the proposal.

20. Delivery will be required to be made to the receiving platform of buildings as specified on the bid form or on the purchase order issued to the successful bidder. Where the schedule or purchase order provides for direct delivery to schools, the items must be placed at a point within the building as directed at the place of delivery. The weight, count, measure, etc., will be determined at the points of delivery. The contractor will be required to furnish proof of delivery in every instance. Bulk materials are to be placed on skids or pallets on the receiving platform as directed by the receiving clerk. Suppliers shall deliver between the hours of 9 A. M. and 4 P. M. on weekdays other than Saturdays and holidays. All material and supplies must be securely packed in uniform containers, adequately marked as to contents, and delivered without damage or breakage in such units as are specified in the schedule.

21. These instructions are to be considered an integral part of all proposals.

CLARENCE CENTRAL SCHOOL DISTRICT

NON-COLLUSIVE BIDDING CERTIFICATION

General Municipal Law Section 103-d to political subdivision of the state. Statement of non-collusion in bids and proposals.

Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed, or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury: Non- collusive bidding certification.

A. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his knowledge and beliefs:

- 1) "The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; AND
- 3) No attempt has been made or will be made by the bidder to induce an other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition."

B. A bid shall not be considered for award nor shall any award be made A. 1) , 2) and 3) above have not been complied with; provided however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons there for.

Where A. 1) , 2) and 3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that a bidder; has published price lists, rates, or tariffs covering items being procured; has informed prospective customers of proposed or pending publication of new or revised price lists for such items; or has sold the same items to other customers at the same prices being bid, does not constitute a disclosure within the meaning of subparagraph A. 1).

C. Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed, or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision

A. 1), shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation.

THE FOREGOING STATEMENT IS SUBSCRIBED AND AFFIRMED BY THE
UNDERSIGNED AS TRUE UNDER THE PENALTIES OF PERJURY.

Authorized Signature

CLARENCE CENTRAL SCHOOL DISTRICT
DEPEW UNION FREE SCHOOL DISTRICT

SECURITY SERVICE
PROPOSAL SHEET

PURPOSE: The school districts included in this request for proposal desire to contract with one company to provide security services in order to receive the best competitive price.

SCOPE:

The bidder will furnish uniformed, unarmed security service for the Buildings and Grounds of the Clarence Central School District, Clarence, New York and Depew Union Free School District for the period from July 1, 2019 through June 30, 2020. The guard service will be a one (1) man patrol unless specified otherwise for the following purposes, including but not limited to:

1. Check all buildings for security.
2. Reporting any unauthorized use of school property.
3. Reporting abnormal Buildings and Grounds conditions.
(I.e. vandalism, lawn damage, equipment malfunction).
4. Reporting on weather conditions that could cause disruption of school function.
5. Check and record freezer/cooler temperatures and confirm boiler function during heating season.

REQUIREMENTS:

Clarence Central Schools
9625 Main Street
Clarence, NY 14031

The bidder will furnish a uniformed guard for all times indicated in the following schedule:

- 1) A. Friday from 12:00 A.M. to 4:00 A.M. (Student attendance days)
B. Saturday and Sunday, from 8:00 P.M. to 2:00 A.M. (6 hrs)
C. Additional service for Holidays and special event days (i.e. Class Day, Budget Vote, Halloween, etc.) OR on call extra service if needed.
- 2) Guards will have direct contact with their dispatching office.
- 3) The bidder will maintain a manned control dispatch 24 hours each day. Bidder will provide additional coverage upon request from the District for emergencies, special events and holidays.
- 4) The guards will use a district owned GCS Proxi Pen for recording visitations to buildings. The pen will be picked up at the beginning of each day's patrol and returned at the

conclusion of each patrol with all stations recorded. If the pen should malfunction, a handwritten record of arrival time at each location will be submitted. The guard will submit a daily record of any unusual or abnormal conditions occurring during the patrol. The bidder will be responsible for the safekeeping and reasonable care of the district owned equipment. (Sample or security check from enclosed).

- 5) The bidder will submit proof of ten years' experience in patrol guard service.
- 6) A certified check in the amount of 10% of submitted bid is required with the bid.

- 7) The company must submit background check information on all security personnel used at our buildings.

The district reserves the right to do background checks on all individuals and furthermore reserves the right to refuse any personnel submitted, without a reason or justification.

- 8) The patrol period will be four (4) or six (6) consecutive hours per day according to the prescribed time schedule. This time period may be expanded seasonally as dictated by the District.

This will include a minimum of two (2) visitations to each building on Saturday and Sundays, one of which shall be external. One (1) combined internal and external site visit to each building on Fridays.

a. Approximate times in each building:

Senior High School	45 minutes
Middle School	45 minutes
Clarence Center	20 minutes
Harris Hill	15 minutes
Sheridan Hill	15 minutes
Ledgeview	10 minutes
Transportation Bldg.	10 minutes

- 9) The total mileage traveled per shift will be about 52 miles for each four (4) hour patrol.

- 10) Patrols will change route schedule frequently to break up any pattern of arrival at the building locations, and adjust start and finish times as dictated by the District.

- 11) The undersigned has examined the locations of the proposed service, the specifications, and other contract documents, and is familiar with the local conditions in the community and school areas where the service is to be performed.

REQUIREMENTS CONT:

Depew Union Free School District
5201 S. Transit Rd
Depew, NY 14043-3610

- 1) The District agrees to pay the Contractor an hourly rate on student attendance days (see Exhibit A attached) for the following services:

- 1 Security Guard 7:15 a.m. – 2:45 p.m. Depew High School
- 1 Security Guard 7:15 a.m. – 2:45 p.m. Depew Middle School
- 1 Security Guard 7:00 a.m. – 3:15 p.m. Cayuga Heights Elementary School

Security Guards will be assigned a 30-minute meal period to be designated by the District during which time he/she must remain on premises and be available to respond to emergencies.

District agrees that the Contractor may adjust such hourly rates for security guard services in order to comply with Article 9 of the New York State Labor Law prevailing wage requirements providing that Contractor notifies the District in writing prior to adjusting hourly rates.

- A) The District may request the Contractor to provide additional coverage for special events which may occur during the school day, after the school day, or on Saturdays and/or Sundays at Depew High School, Depew Middle School, Cayuga Heights Elementary School.
- B) Each Security Guard assigned to the District must visibly display the DOS Photo ID on his/her person at all times while on duty.
- C) Security Guards will report to the Building Administrator or his/her designee.
- D) The Contractor shall provide any and all reports and data requested by the District and/or the Building Administrator concerning security issues and/or incidents
- E) The Contractor will provide their security guards all the necessary appropriate training as required by the District.

2) Performance Responsibilities

- A) Assists in supervision of and maintains order in corridors, recreation areas, parking lots and other school facilities and grounds before, during and after school hours. Greets and furnishes information and assistance to visitors and employees and maintains a log of all visitors.
 - B) Monitors buildings and grounds to prevent vandalism, theft and illegal entry.
 - C) Guides students in safe practices inside and outside the school building.
 - D) Reports any unusual or suspicious circumstances to building administration.
 - E) Monitors school grounds to detect unauthorized persons, vehicles or gatherings.
 - F) Confronts unauthorized persons for questioning, routes or detains them, calling building administration for assistance when appropriate.
 - G) Assists in record-keeping as necessary (logging incidents, periodic clerical duties, etc.)
 - H) Assists students with special needs.
 - I) Performs other related work as assigned by school administration.
 - J) May operate equipment such as, but not limited to, security television monitors, radio communication systems, typewriters, and computers.
- 3) Contractor agrees that all Security Guards assigned to the District will have current registration with the New York State Department of State as a registered Security Guard and will have completed all NYS Department of State and Department of Criminal Justice Services (DCJS) security guard training requirements and have a minimum six (6) months experience as a NYS Department of State registered Security Guard. Contractor agrees that each Security Guard assigned to the District will have a copy of his/her current NYS Department of State photo ID card and Certification of Compliance on file with the Contractor.

IN ADDITION HERETO all Security Guards assigned to the Depew Union Free School District must meet or exceed the following requirements:

- A) Able to effectively communicate with visitors and prepare incident reports.
- B) Physical condition sufficient to perform the essential duties of a Security Guard with or without reasonable accommodation.

- C) Have a copy of their current NYS Department of State photo ID card and Certification of Compliance on file with the Contractor. Contractor is to provide this information to the Depew Union Free School District for all Security Guards assigned to the District.
 - D) Contractor to provide the District with a copy of satisfactory (negative) drug test results conducted within twelve (12) months of the assignment of any Security Guard(s) assigned to the District.
 - E) Contractor must provide the District with a copy of Contractor's background check information on all Security Guards assigned to the Depew Union Free School District prior to their work in the District. The District reserves the right to do additional background checks on all individuals assigned to the District.
 - F) The District reserves the right to refuse to accept any personnel submitted by the Contractor at the sole discretion of the District.
- 4) The Contractor shall comply with the fingerprinting requirements in accordance with Part 87 of the regulations of the Commission of Education and the Schools Against Violence in Education ("SAVE") Chapter 180 of the Laws of 2000.

CONTRACTOR'S INSURANCE

- a. The contractor shall procure and maintain at his own expense, and without expense to the Owner, insurance for liability for damages imposed by Law of the kinds and in the amount here-in- after provided, in insurance companies authorized to do such business in the State of New York covering all operations under the Contract.
- b. INSURANCE REQUIREMENTS: Your Organization (User) must provide the insurance certificate when you submit this application with the following being stated:
 - a. The User hereby agrees to effectuate the naming of the District as an unrestricted additional insured on the User's policy;
 - b. The policy naming the District (Clarence Central School District, 9625 Main Street, Clarence, NY 14031, Depew Union Free School District, 5201 S. Transit Rd., Depew, NY 14043) as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secured" New York State licensed insurer;
 - Contain a 30-day notice of cancelation;
 - State that the Organization's coverage shall be primary coverage for the District, its Board, employees and volunteers; and
 - Additional insured status shall be provided with ISO endorsement CG 20 26 11 85 or its equivalent;

- c. The User agrees to indemnify the District for any applicable deductibles;
- d. Required Insurance – Commercial General Liability limit of \$1,000,000 per occurrence and General Aggregate limit of \$2,000,000;
- e. User acknowledges that failure to obtain such insurance on behalf of the District constitutes a material breach of contract and subjects it to liability for damages, indemnification and all other legal remedies available to the District. The User is to provide the District with a certificate of insurance and additional insured endorsement, evidencing the above requirements have been met. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District; and
- f. All insurance certificates will be kept on file in the Buildings & Grounds Department.

- c. Before commencing work, the Contractor shall furnish certificates of insurance in form satisfactory to the Owner, showing that he has complied with the paragraphs.
- d. The Contractor shall protect and indemnify the Owner, his officers, or agents against all damages, from and against all suits, actions of Law or inequity which may be brought to recover damages for accidents or other causes which may arise from the performance of this contract and to save them harmless there from.

1. Workmen's Compensation Insurance:

A policy covering the obligations to the Contractor in accordance with the provisions of Chapter 41, of the Laws of 1914, as amended, known as the Workmen's Compensation Law, covering all operations under the Contract. The Contract shall be void and of no effect unless the person or corporation making or executing the same shall secure compensation coverage for the benefit of and keep insured during the life of said Contract, such employees in compliance with the provisions of the Workmen's Compensation Law. (State Finance Law, Section 142).

Minimum hourly rates shall be paid on this project as established by the Industrial commissioner of New York. Payments will be made monthly based on the contract amount

COST OF PATROL SERVICE ACCORDING TO SPECIFICATIONS FROM 7/1/19

THROUGH 6/30/20.

PER HOUR RATE:

Clarence Central School District \$ _____

Depew Union Free School District \$ _____

COMPANY

ADDRESS

SIGNATURE

NAME/TITLE (PLEASE PRINT)

DATE

MILEAGE BETWEEN SCHOOLS
Clarence Central School District

SCHOOL	1	2	3	4	5	6	7
Senior High 9625 Main Street	-	2	3.5	2.7	2.3	1.6	5.2
Middle School 10150 Greiner Road	2	-	2.8	5.3	3.7	2	5.1
Clarence Center Elementary 9600 Clarence Center Road	3.5	2.8	-	5.8	5	2.2	2.5
Harris Hill Elementary 4260 South Harris Hill Road	2.7	5.3	5.8	-	1.7	3.5	7.6
Sheridan Hill Elementary 4560 East Boncrest Drive	2.3	3.7	5	1.7	-	3.5	6.2
Ledgeview Elementary 5150 Old Goodrich Road	1.6	2	2.2	3.5	2.8	-	4
Clarence Bus Garage 9825 County Road	5.2	5.1	2.5	7.6	6.2	4	-

Clarence Central Schools SECURITY REPORT

Date: _____

Day: _____

From: _____

To: _____

Officer on duty: _____

Officer relieved: _____

ACTIVITY REPORT






	TRANSPORTATION	81/B&G	82	83	84	85	87
BOILER, FREEZER & CHECK COOLER							
EXTERIOR DOOR & WINDOW CHECK							
VISUAL EXTERIOR CHECK							
INERIOR DOOR & WINDOW CHECK							
VISUAL INTERIOR CHECK							
REMARKS							

MARK TIMES OF CHECK IN TABLE ABOVE

SIGNATURE _____

DEPEW UNION FREE SCHOOL DISTRICT 2019-2020 INSTRUCTIONAL CALENDAR

Legend

-  1st Day for Students
-  Superintendent's Conference Day
-  Early Dismissal
-  Holiday - No School
- R** Regents Exams
-  Reorganization Day

Special Dates

- 9/2 Labor Day - No School
- 9/3 Superintendent's Conference Day
- 9/4 First Day for Students
- 9/27 Superintendent's Conference Day
- 10/4 K-12 - 15 min. Early Release Drill
- 10/14 Columbus Day - No School
- 11/7 Parent-Teacher Conferences K-5 (1-7 PM) 6-12 (6-9 PM)
- 11/7 Early Dismissal - K-5
- 11/8 Early Dismissal - K-12
- 11/11 Veterans' Day - No School
- 11/18 Early Dismissal K-12 Parent-Teacher Conferences
- 11/27 & 11/29 Thanksgiving Recess - No School
- 12/20 - 1/1 Winter Recess - No School
- 1/20 Martin Luther King's Birthday - No School
- 1/21 - 1/24 Regents Exams
- 1/27 Reorganization Day
- 2/17 President's Day - No School
- 2/17 - 2/21 Mid-Winter Recess - No School
- 3/09-03/10 Superintendent's Conference Day
- 4/10 - 4/17 Spring Recess - No School
- 5/22 - 5/25 Memorial Day Recess - No School
- 6/2 Regents Exams
- 6/17 - 6/26 Regents Exams
- 6/26 Rating Day - Last teacher day

Total Days

- 181 Student attendance days
- 186 Teacher attendance days

If additional student attendance days are needed, the following days will be used in this order and/or in relation to the timing of the snow days: 5/22, 4/17, 4/16, 4/15, 4/14, 4/13, 2/21, 2/20, 2/19.

SEPTEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Student: 18 Teacher: 20

OCTOBER				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Student: 22 Teacher: 22

NOVEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Student: 17 Teacher: 17

DECEMBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Student: 14 Teacher: 14

JANUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21R	22R	23R	24R
27	28	29	30	31

Student: 20 Teacher: 21

FEBRUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Student: 15 Teacher: 15

MARCH				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Student: 20 Teacher: 22

APRIL				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

Student: 16 Teacher: 16

MAY				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Student: 19 Teacher: 19

JUNE				
M	T	W	T	F
1	2R	3	4	5
8	9	10	11	12
15	16	17R	18R	19R
22R	23R	24R	25R	26R

Student: 20 Teacher: 20

CCSD 2019-20 School Calendar

August 2019						
S	M	T	W	T	F	S
25	26	27	28	★ 29	30	31

September 2019						
S	M	T	W	T	F	S
1	2	★ 3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	★ 11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	● 8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	■ 12	▼ 13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	▽ 21	▽ 22	▽ 23	▽ 24	25
26	27	28	29	30	31	

August 29 Superintendent Conference Day K-12
 September 2 Labor Day
 September 3 Superintendent Conference Day K-12
 September 4 First Day of School for Students
 September 5 CHS Open House
 September 11 Elementary Open House Grades 3-5
 September 12 Elementary Open House Grades K-2
 September 17 Grade 8 Open House
 September 18 Grade 6 Open House
 September 19 Grade 7 Open House
 October 4 Emergency Drill- 15 min early dismissal
 October 11 Superintendent's Conference Day K-12
 October 14 Columbus Day
 November 8 Staff Development Half Day K-5
 End of Marking Period 1 (6-12)

November 11 Veterans Day
 November 22 End of Trimester 1 (Elementary)
 November 27-29 Thanksgiving Recess
 December 5 Grade 8 Open House at CHS
 December 11 Grade K-5 Report Cards Home
 December 12 Elementary & CMS Parent Conferences
 December 13 Elementary Parent Conferences Half Day
 Dec. 23-Jan. 1 Winter Recess
 January 20 Martin Luther King Day
 January 21-24 Regents Exams
 End of Marking Period 2 (6-12)

February 17-21 Mid-Winter Recess
 March 13 End of Trimester 2 (Elementary)
 March 20 Superintendent's Conference Day K-12
 March 25-27 NYS ELA 3-8
 April 3 Grades K-5 Report Cards Home
 April 9 End of Marking Period 3 (6-12)
 April 10 Good Friday
 April 13-17 Spring Recess
 April 21-23 NYS Math 3-8
 May 4-15 NYSESLAT Reading/Writing
 May 8 Staff Development Half Day K-5
 May 20 Grades 4 & 8 Science Performance Test
 May 21 Grade 4 Science Performance Test
 May 22-25 Memorial Day Recess
 June 1 Grade 4 and 8 Science Written Exam
 June 2 USHG New Exam
 June 8 Staff Development Half Day K-5
 June 17-26 Regents Exams
 June 23 Last day for K-8 (Full day)
 June 26 Rating Day/Final Teacher Day
 June 27 Commencement

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	★ 20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	● 8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	● 8	9	10	11	12	13
14	15	16	▽ 17	▽ 18	▽ 19	20
21	▽ 22	▽ 23	▽ 24	▽ 25	▽ 26	27
28	29	30				

- No School
- ★ Superintendent Conf. Day
No School/Gr. K-12
- ▲ Emergency Drill
K-5 11 AM Dismissal
- Parent Conferences CMS/Elem
No School/Gr. K-8
- ▼ Elem. Parent Conferences
11 AM Dismissal K-5
- ▽ Regents Exams
- Staff Development Half Day
11 AM Dismissal K-5

12/16/19 is a make up day for CMS and Elementary Parent Teacher Conferences.
 If emergency days are exhausted prior to the February break, make-up days begin 2/21/20 and work backwards.
 If further emergency days are necessary, make-up days begin on 4/17/20 and work backwards.