Summer Contract Extensions

How to complete

FORM CES

(Contract Extension Summer)

to submit an eligible contract*

*Only competitively or RFP bid summer contracts may be extended in subsequent summers
Contract Categories

Contracts are broken down into several Categories:

**CES Contract** – *Summer Service Extension* contracts, July – August Only.

  -- as with original contracts, *Special Education* remains separate from *Non-Special Education*.

**TC Contract** – new school year (September – June) for Home to School & Spec Ed. This set of instructions deals with TC contracts.

  -- *separate* contract(s) used for new school year (Sept - June) for Athletic & Field Trips.

**TCS Contract** – Summer transportation, July – August Only.

  -- *Special Education* is contracted separately from *Non-Special Education*.

**CE Contract** – School Year Extension contracts for Home to School & Spec Ed.

  -- as with original contracts, *separate* school year contracts used for Athletic & Field Trips.
Form CES

INSTRUCTIONS

Form has been broken into several sections with specific instructions on how to complete each section.

1. Please fill in SED # (first six digits of BEDS CODE).
2. Enter the prior year contract/extension number issued by SED. All Extensions start with E_ _ _ _ _ _ followed by the six digit contract #.
3. **Check type of summer program** (Special Ed filed separately from Non-Special Ed.)
4. Fill in School District Contact information. Please include email. BOCES: if you are filling out paperwork please use school name and address, not BOCES.
5. Make sure to check applicable boxes based on original contract specs (Cost Justification**, Special Education, Maintenance only, Provisions & Clauses, etc.)

**Check the applicable Cost Justification Form box if the contractor has justified the percentage increase in price and whether the board of education has agreed to a CPI "pass-thru". District must analyze all Cost Justification Forms to determine whether the percentage increase in the contractor's cost is at least equal to the percentage increase in the price of the extension. The Cost Justification Form must be filed with the Department whenever a board of education agrees to pay a contractor in excess of CPI. Where there are no such excess costs, the Justification Form is not filed, but retained in the district for six years.
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<table>
<thead>
<tr>
<th>School District</th>
<th>Contractor</th>
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**CONTRACT EXTENSION – COST JUSTIFICATION FORM**

- **For 2016-17 Extension**
  - **Actual Cost 6/1/14-5/31/15**
  - **Actual Cost 6/1/15-5/31/16**

- **Wages**
  - Drivers
  - Mechanics

- **Payroll Taxes**

- **Supplies and Materials**
  - Automotive Parts
  - School Bus Fuel
  - Oil, Lubricants, Antifreeze
  - Tires and Chains

- **Insurance**
  - Rental
  - Heating Fuel
  - Electric
  - Water
  - Telephone

- **Depreciation**

- **Other (Specify)**

  **SUB-TOTAL**

- **Pass Throughs**
  - Criminal History/ Licensing Tests **
  - Diagnostic Tests
  - Physical Performance Tests
  - Drug/Alcohol Tests

  **SUB-TOTAL**

  **GRAND TOTAL**

**Do not include cost of driver’s permit, license, or training.**

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Signed (Contractor)  

% Increase

*NOTARIZED: Please submit this form to SED only when “Pass Through” costs are included.*
6. Agreement date is the original date the BOE agreed to enter into this contract with the contractor.

7. Fill in School District or BOCES, County and Contractor. ***If contractor name has changed or been bought out, please send assignment of contract form, as seen on next page.

8. Fill in Service dates. **Note**: Summer service dates can only be **July 1st thru Aug 31st**. School Year (Form CE) dates are between Sept. 1st and June 30th. ONLY contracts that are for Maintenance or Operations & Maintenance can be July 1st thru June 30th.
ASSIGNMENT OF CONTRACT

It is hereby mutually agreed that the transportation contract entered into between the Board of Education of School District _________________ in _________________ County and _________________ under date of _________________ for a period of _________________ years beginning on _________________ is hereby assigned to _________________.

In agreeing to such assignment the Board of Education agrees to pay to the assignee the amounts of money specified in the original contract. It is also agreed by the assignee that the conditions of the original contract will be carried out in exactly the manner specified therein and in accordance with the intentions of the Board of Education at the time the contract was entered into for the amounts of money specified.

__________________________
Trustee or President of the Board of Education*

__________________________
Effective Date of Assignment

__________________________
Contractor (Assignor)

__________________________
New Contractor (Assignee)

I have reviewed the original contract as well as the above assignment of same.

__________________________
Approved:

District Superintendent of Schools

*Signatures required for school districts:
For Board of Education, President
For Three Trustee Districts, Chairman
For Sole Trustee Districts, Trustee Only

3/15

***Submit with contract extension if assignment of contract has legally changed.
9. Enter Lump Sum or Unit Cost (On your bid specs, what was the unit you were asking for? Per pupil per month / Per bus per day / Per bus per hour, with matron and/ so on). In the space below the "unit cost" line, enter the prior year contract or extension price(s) and the percentage increase for the current year. If necessary, attach a separate sheet.

10. Enter Total Anticipated Cost.

11. This Agreement date is the date of the Board Meeting upon which an agreement was made to enter into an EXTENSION contract with this Contractor.
12. Signatures: Must be in **ORIGINAL** ink from BOE, CONTRACTOR & SUPERINTENDENT.

13. **DATE of APPROVAL** by SUPERINTENDENT. **NOTE:** **THIS DATE MUST BE ON OR AFTER THE BOE AGREEMENT DATE** (used in Step 11.)

**ALSO:** Extension must be approved by the Superintendents of Schools and filed within **90 calendar days** of the first day of service; otherwise, an aid deduction will be taken for each school day that a contract is late.

(Please only send one original contract to SED. We do not require duplicates/copies.)
Things to Remember

- Separate contracts must be awarded for each of the three different types of summer programs indicated in **Step 3**: 1. Programs for students **with disabilities** under Section 4408 of the Education Law; 2. District-operated programs for students **without disabilities**; and 3. BOCES-operated programs for students **without disabilities**.

- If your district has already completed an extension which includes more than one of the three summer types indicated in Item 3 of the CES instructions, you must send us a copy of that extension, on which you must note the total anticipated cost for each program separately. (The cost of summer transportation for students with disabilities is aided through the STAC system. Such contract costs should be accounted for in the Special Aid Fund. The cost for a district-operated program for students without disabilities is aidable. The cost of transportation to a BOCES-operated summer program for students without disabilities is not aidable.)

- A board of education may agree to extend a contract as many times as it wishes; there is no statutory limit. However, there are two types of extensions:
  1. A one-year extension that does not require prior voter approval
  2. A multi-year extension of 2, 3, 4, or 5 school years that requires prior voter approval (5 years is the max for a multi-year extension).

- The full term of a multi-year extension must be included in a single Extension Form. For example, where an extension covers a 5-year term, the ending date will be Aug 31st of the fifth summer session. However, the total anticipated ANNUAL cost is only listed for the first year. (The subsequent year amounts are listed on a separate spreadsheet to be attached to the multi year contract.)

- Only competitively bid or RFP summer contracts may be extended in subsequent summers.

- A regular school year contract extension may not include transportation provided during July and August. Separate contract extensions are required for summer transportation.
Contract Submission to SED

• When submitting contracts to SED, please include a cover sheet listing each contract being submitted. This helps us verify that we have received the full contract submission.

• The cover sheet can also include any explanations that may be required for submission (missed deadlines, linked to prior emergency contract, etc.)

• Please also verify that all dates are completed and are in logical & necessary sequence.

• Verify that all 3 required signatures are in original ink.

• Send only one original to SED (keep other 2 original documents in district files). We do not need multiples of contracts or copies. This helps us all cut down on paper waste.

• Have someone review contract submission prior to sending to SED.

• Mail within 90 days of 1st day of service & mail with return receipt for proof.

• Thank you for your attention to detail in submitting your district’s contracts. Your time and efforts are much appreciated.
Form CES Key

1. (SED CODE)
2. Prior Year Contract/Extension
3. Special Education
4. School District/BOCES
5. District-operated non-special education
6. BOCES-operated non-special education
7. WHEREAS a transportation contract agreement was made on
8. by and between
9. NOW, THEREFORE, pursuant to the provisions of Section 305, subdivision 22 of Education Law and Section 156.5 of the Regulations of the Commissioner of Education, the parties hereto mutually agree to extend the contract for a period commencing
10. Total Anticipated Annual Cost
11. IN WITNESS WHEREOF, the parties hereto have executed this extension of agreement this day of _ , 20__
12. Compliance Certification
13. CPI "Pass-Through". Boards of education may pay, in excess of the CPI, for the cost of qualifying criminal history and certain driver testing fees. (See subdivision 22 above). Submit original to the State Education Department, retain a copy for your school district records.
Office of Pupil Transportation

Please feel free to contact our office for further information:

Educational Management (518) 474-6541

or

Transportation@nysed.gov