



Long Lake
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING
Thursday, September 12, 2019
6:00 p.m. Regular Meeting, LLCS Cafeteria

- I. Call to Order – President of the Board
 - a. Pledge of Allegiance
 - b. *Approval of the August 13, 2019 Regular Meeting Minutes
 - c. *Approval of August 27, 2019 Special Meeting Minutes
 - d. Next Regular Meeting Date, Thursday, October 10, 2019 6:00 p.m. in Cafeteria
- II. Public Participation
- III. Superintendent's Update
- IV. Business Affairs
 - a. *Approval of July 2019 Treasurer's Reports
 - b. Comprehensive Budget and Revenue Status Reports
 - c. Warrants
 - d. Budget Transfers
- V. Recommendations for Approval
 - a. *Approval of Tamara Combs as 2019-2020 Grade 7 Class Advisor, Sean O'Shell as 2019-2020 Grade 8 Class Advisor, Michelle Billings as 2019-2020 Drama Club Advisor, Tamara Combs as 2019-2020 Green Team Club Advisor, Aimee Harkness as 2019-2020 People for People Club Advisor, Aimee Harkness as 2019-2020 Science Olympiad Head Coach, Megan Nevins and Cynthia Brownell as 2019-2020 Science Olympiad Assistants, Michele Gannon as 2019-2020 10th Grade Class Advisor, Michele Gannon as 2019-2020 7-12 Tennis Club Advisor, Joseph Koehring as 2019-2020 Elementary Tennis Coach
 - b. *Approval of Hallie Bond as 2019-2020 Substitute Teacher
 - c. *Recognize of Mike Lamphear as 2019-2020 Boys' Varsity Basketball Coach, Eric McCauliffe as 2019-2020 Girls' Varsity Basketball Coach, Allison Gonyo as 2019-2020 Boys' Modified Basketball Coach, Ashton Eldridge as 2019-2020 Girls' Modified Basketball Coach
 - d. *Approval of Budget Planning Dates for 2020-2021 School Budget
 - e. *Approval of Northeast Music Festival Overnight Field Trip
 - f. *Approval of Mary Leach as 2019-2020 Substitute Teacher
 - g. *Approval of 2019-2020 Outing Club Proposal and Establishment
 - h. *Approval of Nicole Curtin as 2019-2020 Outing Club Advisor
 - i. *Approval of Policies #5681 School Safety Plans and #6212 Certifications and Qualifications

VI. Policy Readings

- a. #5140 Administration of the Budget, #5660 Meal Charging and Prohibition
Against Meal Shaming

VII. General Discussion

VIII. 2nd Public Participation

IX. Executive Session

- a. Employment History of Two Particular Persons

X. Adjourn

**LONG LAKE CENTRAL SCHOOL DISTRICT
DRAFT BOARD MEETING MINUTES**

Date: August 13, 2019

Time: 5:00 p.m.

Type of Meeting: Regular Meeting

Place: Cafeteria

Members Present: Michael Farrell
Alexandria Harris
Trisha Hosley
Joan Paula
Brian Penrose

Others Present: Noelle Short-Principal/Superintendent, Victoria Snide-Clerk of the Board

Call to Order: The President called the meeting to order at 5:00 p.m. and followed with the Pledge of Allegiance.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, **minutes of the July 9, 2019 reorganizational/regular meeting.**

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, **minutes of the July 31, 2019 special meeting.** Michael Farrell, Alexandria Harris, Trisha Hosley and Joan Paula approved the Motion. Brian Penrose abstained.

The **next regular meeting date** is Thursday, September 12, 2019 at 6 p.m. in the cafeteria.

Public Participation: None.

Superintendent Update: Our custodian **Dustin Traynor and his wife Kate recently had a baby girl** and all are well.

We are in the last week of **summer school**. The breakout of grade levels, newly established for summer school, was successful.

The **building was recently used for the Long Lake Library book sale and the Gibson Brothers concert.**

This **summer we had a full custodial crew** which was helpful.

Soccer practices start Monday, August 19, 2019. The **CTSO has a meeting August 21, 2019, PreKindergarten Open House is the same evening** and the **Board of Education Retreat** is during the day on August 21.

A mailing to parents with the required **school year forms** for their children was recently sent.

A **middle school orientation** for grades 7 and 8 parents and students will be August 27, 2019 from 4-5 p.m.

Superintendent's Conference Day is Tuesday, September 3, 2019. We will have safety trainings in the morning followed by a de-escalation strategies workshop in the afternoon.

Lead Teachers this year will be Joseph Koehring, Kristin Delehanty, Tina Pine, Carey Pooler, Mary Phillips-LeBlanc and Michele Gannon.

The **garden shed is finished**, minus some cosmetic items. The Town will help us locate it by the garden.

The **School Tool Parent Portal** will be a focus this year. Although it's been available, it has been underutilized.

Our **mental health services** will start September 10, 2019. Samantha Burgess will be our counselor. A frequently asked question and answer document will be created and distributed to parents.

Nicole Curtin is working with Paul Smith's College on a **watershed pilot program** and will focus on the adverse effect from humans to our water.

We are still **advertising for our Technology Education** position. We have had one applicant who will be interviewed next week.

The **Board was given a listing of various committees** that they could sign up for.

Business Affairs:

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the June 2019 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds, and Warrant TA-1 were reviewed.

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, **Budget Transfer Schedule A-1**.

Recommendations for Approval

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, **Non-Resident Students** Lance Gregson, Ethen Martin, Louis Tremblay and Carson Toohey.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the **2019-2020 Code of Conduct** with changes discussed.

Approved: On Motion by Joan Paula, seconded by Michael Farrell, with all in favor, the **Policy Statement for Free and Reduced Prices Meals or Free Milk.**

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the **2019-2020 Tax Warrant.**

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, any **certified coach from Indian Lake CSD or Long Lake CSD to substitute coach** on an emergency basis.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, Be It Resolved, that the Board of Education hereby **rescinds the June 13, 2019 resolution appointing Mr. Hayden LaMere as a long term technology substitute teacher** for the 2019-2020 school year and, similarly, rescinds the May 14, 2019 resolution authorizing the extension of health insurance benefits for the month of August 2019.

Approved: On Motion by Brian Penrose, seconded by Trisha Hosley, with all in favor, the **2019-2020 District-Wide School Safety Plan.**

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **Dana Goetze as Athletic Coordinator.**

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, **Christopher Sass as Technology Coordinator.**

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, **Heather Kilpatrick as K-12 Teacher Aide** effective September 1, 2019.

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, **Michele Gannon as Yearbook Advisor.**

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, **Kristin Delehanty as Elementary Soccer Coach.**

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, **Carey Pooler as Arts in Education Coordinator.**

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **Emily Farr as a substitute teacher.**

Failed: On Motion by Trisha Hosley, seconded by Brian Penrose, **Eric Knox as a substitute teacher.** Joan Paula approved the Motion. Michael Farrell, Alexandria Harris and Brian Penrose opposed the Motion. Trisha Hosley abstained.

Policy Readings: A first policy reading of #5681 School Safety Plans and #6212 Certifications and Qualifications took place.

General Discussion: A projected timeline for the Capital Project was received from Mosaic Associates and shared with the Board.

The board discussed an **alternative sport of crew/rowing**. Local resident Caleb Davis has two sculls that he could donate to the school if he could use them in the summer as adult education. The Board thought maybe it could start out as a club sport in the spring and would like more information.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, to **establish a Fall Clay Target Club** with a stipend of \$600.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, to change the 2019-2020 **certified substitute rate of pay of \$100/day to include substitutes with a valid in-state or out of state teaching certification**.

2nd Public Participation: None

Executive Session: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor to enter Executive Session at 6:35 p.m. to discuss Matters which will Imperil Student Safety if Disclosed and the Employment History of Two Particular People.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, to come out of Executive Session at 7:17 p.m.

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, the 2019-2020 **Building-Wide School Safety Plan**.

Adjournment: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the Board adjourned at 7:19 p.m.

Clerk of the Board

Victoria J. Snide

**LONG LAKE CENTRAL SCHOOL DISTRICT
DRAFT BOARD MEETING MINUTES**

Date: August 27, 2019

Time: 9:00 a.m.

Type of Meeting: Special Meeting

Place: Room 206

Members Present: Alexandria Harris
Joan Paula
Brian Penrose

Members Absent: Michael Farrell
Trisha Hosley

Others Present: Noelle Short-Principal/Superintendent, Victoria Snide-Clerk of the Board

Call to Order: The President called the meeting to order at 9:15 a.m.

Approved: On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, to dispense with the Pledge of Allegiance.

Recommendations for Approval

Approved: On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, the Conditions of Employment for **Cynthia Brownell as 2019-2020 Long Term Substitute Teacher in Technology Education.**

Approve: On Motion of Joan Paula, seconded by Brian Penrose, with all in favor, **Sherilea Cook-Keller as Fall 2019 and Spring 2020 Clay Target Club Advisor.**

Approve: On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, **Elisha Pylman as 2019-2020 Grade Twelve Class Advisor.**

Approve: On Motion by Joan Paula, seconded by Brian Penrose, with all in favor, **Tina Pine as 2019-2020 National Honor Society Advisor.**

Adjournment: On Motion by Alexandria Harris, seconded by Joan Paula, with all in favor, the Board adjourned at 9:18 a.m.

Clerk of the Board

Victoria J. Snide

TREASURER'S MONTHLY REPORT**FUND: EXTRACURRICULAR ACCT.**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 7,847.84

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ 105.00
	Interest	\$ 0.07

Total Receipts \$ 105.07

Total receipts, including balance \$ 7,952.91

Disbursements made during the month:

By Check-From Check #	\$ -
EFT Transfers	\$0.00
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 7,952.91

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 7,952.91

Less outstanding checks See attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 7,952.91

Amount of receipts undeposited (See attached schedules)


Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 7,952.91

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: TRUST & AGENCY**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 2,601.88

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ 72,408.11

Total Receipts \$ 72,408.11

Total receipts, including balance \$ 75,009.99

Disbursements made during the month:

By Check-from check #3023-3027 \$ 2,518.46

EFT Transfers 62,779.40

By Debit Charge

Total amount of checks issued and debit charges \$ 65,297.86

Cash balance as shown by records \$ 9,712.13

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 9,712.13

less outstanding checks # See Attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited (See attached schedules)

\$ 9,712.13

-

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 9,712.13

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

20



Clerk of the Board of Education

Treasurer of School District

TREASURER'S MONTHLY REPORT FUND: LUNCH FUND

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 10,228.37

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	<u>0.07</u>

Total Receipts \$ 0.07

Total receipts, including balance \$ 10,228.44

Disbursements made during the month:

By Check-From Check #2201	\$ 50.15
EFT Transfers	<u>2,267.40</u>

Total amount of checks issued and debit charges \$ 2,317.55

Cash balance as shown by records \$ 7,910.89

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 7,910.89

Less outstanding checks see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited \$ 7,910.89

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 7,910.89

Received by the Board of Education and entered
as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.Heja Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: PAYROLL FUND**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 1,000.00

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	46,368.37

Total Receipts \$ 46,368.37

Total receipts, including balance \$ 47,368.37

Disbursements made during the month:

By Check: #15869-15897	\$ 350.00
EFT Transfers	\$ 32,328.45
	\$ -

Total amount of checks issued and debit charges: \$ 32,678.45

Cash balance as shown by records \$ 14,689.92

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 14,966.04

Less Outstanding Checks - See Attached \$ 276.12

\$ 14,689.92

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 14,689.92

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Kita Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: GENERAL FUND**

For Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 40,055.09

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ 310,000.00
	Interest	0.78

Total Receipts \$ 310,000.78

Total receipts, including balance \$ 350,055.87

Disbursements made during the month:

By Check-From Check #15615-15653	\$ 238,617.90
EFT Transfers	69,136.62
	\$ -

Total amount of checks issued and debit charges \$ 307,754.52

Cash balance as shown by records \$ 42,301.35

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 43,473.89

Less outstanding checks see attached \$ 1,172.54

Net balance in bank (Should agree with Cash Balance above unless \$ 42,301.35

there are undeposited funds in treasurer's hands) \$ -

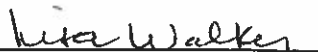
Amount of receipts undeposited(See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 42,301.35

Received by the Board of Education and entered
as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.
Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: SCHOLARSHIP FUND**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 3,145.55

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 0.05

Total Receipts \$ 0.05

Total receipts, including balance \$ 3,145.60

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	-
	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 3,145.60

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 5,345.60
less outstanding checks	\$ 2,200.00
see attached	\$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands)

\$ 3,145.60

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 3,145.60

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____, 20____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Lisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: MONEY MARKET ACCOUNT**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 562,234.03

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ 18,882.97
	Interest	\$ 5.00
	Total Receipts	\$ 18,887.97
	Total receipts, including balance	\$ 581,122.00

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 311,355.09
By Debit	\$ -

Total amount of checks issued and debit charges \$ 311,355.09

Cash balance as shown by records \$ 269,766.91

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month \$ 269,766.91
Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands)	\$ 269,766.91
Amount of receipts undeposited	\$ -
Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$ 269,766.91

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.



Treasurer of School District

Clerk of the Board of Education

TREASURER'S MONTHLY REPORT**FUND: MONEY MARKET-NY CLASS**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 1,143,657.71

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 2,163.42
	Total Receipts	\$ 2,163.42
	Total receipts, including balance	\$ 1,145,821.13

Disbursements made during the month:

By Check:	
EFT Transfers	\$ -
By Debit	\$ -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 1,145,821.13

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,145,821.13

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,145,821.13

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,145,821.13

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Kisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: CAPITAL RESERVE-NY CLASS**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 38,688.82

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	-
	Interest	\$ 73.16

Total Receipts \$ 73.16

Total receipts, including balance \$ 38,761.98

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	-
By Debit Charge	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 38,761.98

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 38,761.98

less outstanding checks

see attached	\$ -
	\$ -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)

\$ 38,761.98

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 38,761.98

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Wisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT **FUND: REPAIR RESERVE-NY CLASS**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 52,780.23

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	-
	Interest	\$ 99.83
	Total Receipts	\$ 99.83
	Total receipts, including balance	\$ 52,880.06

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	-
By Debit Charge	-
Total amount of checks issued and debit charges	\$ -
Cash balance as shown by records	\$ 52,880.06

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 52,880.06
less outstanding checks	
see attached	\$ -
	\$ -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)

\$ 52,880.06

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 52,880.06

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

20

Clerk of the Board of Education

Wisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: TAX RESERVE-NY CLASS**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 33,311.07

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	-
	Interest	\$ 63.00
	Total Receipts	\$ 63.00
	Total receipts, including balance	\$ 33,374.07

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	-
By Debit Charge	-
Total amount of checks issued and debit charges	\$ -

Cash balance as shown by records \$ 33,374.07

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 33,374.07

less outstanding checks

see attached

\$ -
\$ -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)

\$ 33,374.07

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 33,374.07

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____20_____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Wanda Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: SCHOLARSHIP FUND-NY CLASS**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 71,241.16

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 134.77

Total Receipts \$ 134.77

Total receipts, including balance \$ 71,375.93

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	-
	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 71,375.93

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 71,375.93
less outstanding checks	\$ -
see attached	\$ -

Net balance in bank (Should agree with Cash Balance above unless
There are undeposited funds in treasurer's hands)

\$ 71,375.93

Amount of receipts undeposited (See attached schedules)

-

Total available balance (must agree with Cash Balance above if there is a
true reconciliation)

\$ 71,375.93

Received by the Board of Education and entered
as a part of the minutes of the Board meeting heldThis is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.

_____, 20____

Heta Walker
Treasurer of School District_____
Clerk of the Board of Education

TREASURER'S MONTHLY REPORT**FUND: TED ABER SCHOLARSHIP-NY CLASS**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 9,458.93

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 17.89

Total Receipts \$ 17.89

Total receipts, including balance \$ 9,476.82

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	-
	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 9,476.82

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 9,476.82

less outstanding checks \$ -

see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 9,476.82

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 9,476.82

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

_____ 20 _____

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

Heta Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: COURTNEY SCHOLARSHIP-NY CLASS**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 2,050.11

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 3.90

Total Receipts \$ 3.90

Total receipts, including balance \$ 2,054.01

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	-
	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 2,054.01

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,054.01

less outstanding checks \$ -

see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 2,054.01

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 2,054.01

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

_____ 20____

Clerk of the Board of Education

Wisa Walker
Treasurer of School District

TREASURER'S MONTHLY REPORT**FUND: VARTULI SCHOLARSHIP-NY CLASS**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 7,172.56

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 13.57

Total Receipts \$ 13.57

Total receipts, including balance \$ 7,186.13

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	-
	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 7,186.13

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 7,186.13
less outstanding checks	\$ -
see attached	\$ -

Net balance in bank (Should agree with Cash Balance above unless

There are undeposited funds in treasurer's hands) \$ 7,186.13

Amount of receipts undeposited (See attached schedules)

-

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 7,186.13

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.

_____ 20 _____

Wisa Walker
Treasurer of School District

Clerk of the Board of Education

TREASURER'S MONTHLY REPORT**FUND: BUS RESERVE-NY CLASS**

For the Period from July 1, 2019 thru July 31, 2019

Total available balance as reported at the end of preceding period \$ 77,994.54

Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
July	Deposits	-
	Interest	\$ 147.56
	Total Receipts	\$ 147.56
	Total receipts, including balance	\$ 78,142.10

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	-
By Debit Charge	-

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 78,142.10

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 78,142.10

less outstanding checks

see attached \$ -

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)

\$ 78,142.10

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 78,142.10

Received by the Board of Education and entered as a part of the minutes of the Board meeting held

20

Clerk of the Board of Education

This is to certify that the above cash balance is in agreement with my bank statement, as reconciled.


Treasurer of School District

LONG LAKE CSD

Revenue Status Report From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440.B</u>	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	0.00	2,500.00
<u>C 1440.L</u>	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	0.00	9,500.00
<u>C 1445.L</u>	A La Carte Sales	1,800.00	0.00	1,800.00	0.00	1,800.00
<u>C 2401</u>	Interest and Earnings	0.00	0.00	0.00	0.07	-0.07
<u>C 3190.FB</u>	Breakfast - Federal Reimbursement	5,500.00	0.00	5,500.00	0.00	5,500.00
<u>C 3190.FL</u>	Lunch - Federal Reimbursement	12,000.00	0.00	12,000.00	0.00	12,000.00
<u>C 3190.FS</u>	Snack - Federal Reimbursement	550.00	0.00	550.00	0.00	550.00
<u>C 3190.SB</u>	Breakfast - State Reimbursement	250.00	0.00	250.00	0.00	250.00
<u>C 3190.SL</u>	Lunch - State Reimbursement	500.00	0.00	500.00	0.00	500.00
<u>C 4190</u>	USDA Surplus Food	1,800.00	0.00	1,800.00	0.00	1,800.00
<u>C 5031</u>	Interfund Transfer	105,709.00	0.00	105,709.00	0.00	105,709.00
C Totals:		140,109.00	0.00	140,109.00	0.07	140,108.93
Grand Totals:		140,109.00	0.00	140,109.00	0.07	140,108.93

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C.2860.160-0000	Cafeteria Salaries	59,553.00	0.00	59,553.00	3,073.00	0.00	56,480.00
C.2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	409.50	0.00	2,590.50
C.2860.410-0000	Cafeteria Food	30,000.00	50.15	30,050.15	1,301.00	9,075.00	19,674.15
C.2860.450-0000	Cafeteria Materials & Supplies	2,500.00	0.00	2,500.00	76.46	1,500.00	923.54
2860	SCHOOL FOOD SERVICE	95,053.00	50.15	95,103.15	4,859.96	10,575.00	79,668.19
28		95,053.00	50.15	95,103.15	4,859.96	10,575.00	79,668.19
2		95,053.00	50.15	95,103.15	4,859.96	10,575.00	79,668.19
C.9010.800-0000	Cafeteria Employees Retirement	9,500.00	0.00	9,500.00	-2,100.00	0.00	11,600.00
9010	STATE RETIREMENT	9,500.00	0.00	9,500.00	-2,100.00	0.00	11,600.00
C.9030.800-0000	Cafeteria Social Security	4,556.00	0.00	4,556.00	0.00	0.00	4,556.00
9030	SOCIAL SECURITY	4,556.00	0.00	4,556.00	0.00	0.00	4,556.00
C.9060.800-0000	Cafeteria Health Insurance	31,000.00	0.00	31,000.00	0.00	0.00	31,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	31,000.00	0.00	31,000.00	0.00	0.00	31,000.00
90		45,056.00	0.00	45,056.00	-2,100.00	0.00	47,156.00
9		45,056.00	0.00	45,056.00	-2,100.00	0.00	47,156.00
Fund CTotals:		140,109.00	50.15	140,159.15	2,759.96	10,575.00	126,824.19
Grand Totals:		140,109.00	50.15	140,159.15	2,759.96	10,575.00	126,824.19

LONG LAKE CSD

Revenue Status Report From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	2,885,565.18	0.00	2,885,565.18	0.00	2,885,565.18
A 1085	School Tax Relief Reimb (STAR)	32,434.82	0.00	32,434.82	0.00	32,434.82
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	0.00	3,000.00
A 1310	Day School Tuition	3,600.00	0.00	3,600.00	1,600.00	2,000.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	0.00	1,000.00
A 2401	Interest on Earnings	15,000.00	0.00	15,000.00	2,552.75	12,447.25
A 2770	Other Unclassified Revenues	0.00	0.00	0.00	64.80	-64.80
A 3101.A	General Aid	480,000.00	0.00	480,000.00	0.00	480,000.00
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	1,080.36	-1,080.36
A 3103	BOCES Aid	45,000.00	0.00	45,000.00	-31,459.03	76,459.03
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	0.00	4,000.00
A 4601	Medicaid Assistance, HRSS	4,000.00	0.00	4,000.00	0.00	4,000.00
A Totals:		3,473,600.00	0.00	3,473,600.00	-26,161.12	3,499,761.12
Grand Totals:		3,473,600.00	0.00	3,473,600.00	-26,161.12	3,499,761.12

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	7,920.00	0.00	7,920.00	471.40	0.00	7,448.60
A 1010.450-0000	BOE Materials and Supplies	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 1010.490-0000	BOE BOCES Services	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00
1010	BOARD OF EDUCATION	17,920.00	0.00	17,920.00	471.40	0.00	17,448.60
A 1040.160-0000	BOE District Clerk Salaries	2,284.00	0.00	2,284.00	432.17	0.00	1,851.83
A 1040.400-0000	BOE District Clerk Contractual	3,000.00	0.00	3,000.00	2,025.71	0.00	974.29
1040	DISTRICT CLERK	5,284.00	0.00	5,284.00	2,457.88	0.00	2,826.12
10		23,204.00	0.00	23,204.00	2,929.28	0.00	20,274.72
A 1240.160-0000	Support Staff Salaries	117,579.00	0.00	117,579.00	22,850.55	0.00	94,728.45
A 1240.200-0000	Central Admin Equipment	2,000.00	0.00	2,000.00	0.00	1,182.00	818.00
A 1240.400-0000	Central Admin Contractual	12,280.00	330.00	12,610.00	2,905.71	0.00	9,704.29
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	0.00	2,500.00	356.95	151.95	1,991.10
1240	CHIEF SCHOOL ADMINISTRATOR	134,359.00	330.00	134,689.00	26,113.21	1,333.95	107,241.84
12		134,359.00	330.00	134,689.00	26,113.21	1,333.95	107,241.84
A 1310.160-0000	Finance Business Admin Salaries	82,966.00	0.00	82,966.00	15,934.50	0.00	67,031.50
A 1310.490-0000	Finance BOCES Services	27,500.00	0.00	27,500.00	0.00	0.00	27,500.00
1310	BUSINESS ADMINISTRATION	110,466.00	0.00	110,466.00	15,934.50	0.00	94,531.50
A 1320.160-0000	Finance Auditing Salaries	534.00	0.00	534.00	240.19	0.00	293.81
A 1320.400-0000	Finance Auditor Contractual	8,800.00	0.00	8,800.00	0.00	0.00	8,800.00
1320	AUDITING	9,334.00	0.00	9,334.00	240.19	0.00	9,093.81
A 1325.160-0000	Finance District Treasurer	20,374.00	0.00	20,374.00	3,893.60	0.00	16,480.40
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	0.00	0.00	250.00
1325	TREASURER	20,624.00	0.00	20,624.00	3,893.60	0.00	16,730.40
A 1330.160-0000	Finance Tax Collector Salary	3,939.00	0.00	3,939.00	0.00	0.00	3,939.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	5,539.00	0.00	5,539.00	0.00	0.00	5,539.00
13		145,963.00	0.00	145,963.00	20,068.29	0.00	125,894.71
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	702.00	0.00	13,298.00
1420	LEGAL	14,000.00	0.00	14,000.00	702.00	0.00	13,298.00
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	0.00	0.00	1,950.00
1430	PERSONNEL	1,950.00	0.00	1,950.00	0.00	0.00	1,950.00
A 1480.400-0000	Public Info Contractual	250.00	0.00	250.00	0.00	0.00	250.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1480.450-0000	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1480	PUBLIC INFORMATION & SERVICES	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00
14							
A 1620.160-0000	Central Services Support Staff Salaries	17,200.00	0.00	17,200.00	702.00	0.00	16,498.00
A 1620.200-0000	Central Services Equipment	91,375.00	0.00	91,375.00	20,574.86	0.00	70,800.14
A 1620.400-0000	Central Services Contractual	21,300.00	0.00	21,300.00	0.00	21,118.77	181.23
A 1620.410-0000	Central Services Fuel Oil	62,700.00	0.00	62,700.00	32,921.00	6,959.00	22,820.00
A 1620.420-0000	Central Services Television	80,000.00	0.00	80,000.00	0.00	0.00	80,000.00
A 1620.430-0000	Central Services Electricity	1,800.00	0.00	1,800.00	295.10	0.00	1,504.90
A 1620.440-0000	Central Services Water Rent	27,000.00	0.00	27,000.00	3,879.12	0.00	23,120.88
A 1620.450-0000	Central Services Materials & Supplies	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
A 1620.460-0000	Central Services Telephone	21,500.00	0.00	21,500.00	2,421.84	5,328.04	13,750.12
A 1620.480-0000	Central Services Telephone	8,500.00	0.00	8,500.00	1,234.88	0.00	7,265.12
A 1620.480-0000	Central Services LP Gas	100.00	0.00	100.00	0.00	0.00	100.00
A 1620.490-0000	Central Services BOCES	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1620	OPERATION OF PLANT	316,275.00	0.00	316,275.00	62,326.80	33,405.81	220,542.39
A 1621.160-0000	Mainten Support Staff Salaries	13,928.00	0.00	13,928.00	2,763.20	0.00	11,164.80
A 1621.400-0000	Maintenance Contractual Exp	17,500.00	0.00	17,500.00	3,475.00	0.00	14,025.00
1621	MAINTENANCE OF PLANT	31,428.00	0.00	31,428.00	6,238.20	0.00	25,189.80
A 1670.400-0000	Contractual	1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
A 1670.450-0000	Postage	3,200.00	0.00	3,200.00	320.14	0.00	2,879.86
A 1670.490-0000	Printing - BOCES Services	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
1670	CENTRAL PRINTING & MAILING	6,400.00	0.00	6,400.00	320.14	0.00	6,079.86
A 1680.490-0000	Central DP - BOCES Services	37,500.00	0.00	37,500.00	0.00	0.00	37,500.00
1680	CENTRAL DATA PROCESSING	37,500.00	0.00	37,500.00	0.00	0.00	37,500.00
16							
A 1910.400-0000	Unallocated Insurance	391,603.00	0.00	391,603.00	68,885.14	33,405.81	289,312.05
1910	UNALLOCATED INSURANCE	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 1920.400-0000	School Association Dues	4,500.00	0.00	4,500.00	3,720.00	0.00	780.00
1920	SCHOOL ASSOCIATION DUES	4,500.00	0.00	4,500.00	3,720.00	0.00	780.00
A 1981.490-0000	BOCES Administrative Costs	19,500.00	0.00	19,500.00	0.00	0.00	19,500.00
1981	BOCES ADMINISTRATIVE COSTS	19,500.00	0.00	19,500.00	0.00	0.00	19,500.00
A 1983.490-0000	BOCES Capital Expenses	100.00	0.00	100.00	73,241.00	0.00	-73,141.00
1983	BOCES CAPITAL EXPENSE	100.00	0.00	100.00	73,241.00	0.00	-73,141.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
19		25,100.00	0.00	25,100.00	76,961.00	0.00	-51,861.00
1		737,429.00	330.00	737,759.00	195,658.92	34,739.76	507,360.32
<u>A 2020.150-0000</u>	Supervision Instructional	25,000.00	0.00	25,000.00	4,807.70	0.00	20,192.30
2020		25,000.00	0.00	25,000.00	4,807.70	0.00	20,192.30
<u>A 2070.150-0000</u>	Instructional Salaries	13,180.00	0.00	13,180.00	720.00	0.00	12,460.00
<u>A 2070.490-0000</u>	Inservices - BOCES Services	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
2070		33,180.00	0.00	33,180.00	720.00	0.00	32,460.00
20		58,180.00	0.00	58,180.00	5,527.70	0.00	52,652.30
<u>A 2110.120-0000</u>	Teaching K-6 Salaries	480,452.00	0.00	480,452.00	5,520.00	0.00	474,932.00
<u>A 2110.130-0000</u>	Teaching 7-12 Salaries	477,469.00	0.00	477,469.00	2,394.25	0.00	475,074.75
<u>A 2110.140-0000</u>	Substitute Teachers	18,000.00	0.00	18,000.00	320.00	0.00	17,680.00
<u>A 2110.160-0000</u>	Support Staff Salaries	53,753.00	-23,627.00	30,126.00	0.00	0.00	30,126.00
<u>A 2110.170-0000</u>	Payment in Lieu of Health Insurance	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 2110.180-0000</u>	Leave Sallback	0.00	0.00	0.00	7,050.00	0.00	-7,050.00
<u>A 2110.200-0000</u>	Teaching Equipment	10,000.00	0.00	10,000.00	2,619.00	3,960.00	3,421.00
<u>A 2110.400-0000</u>	Teaching Contractual	16,650.00	226.99	16,876.99	2,992.52	274.00	13,610.47
<u>A 2110.410-0000</u>	Field Trips	20,000.00	0.00	20,000.00	188.00	0.00	19,812.00
<u>A 2110.411-0000</u>	Conference Attendance	8,500.00	200.00	8,700.00	508.00	200.00	7,992.00
<u>A 2110.412-0000</u>	Mileage Reimbursement	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2110.413-0000</u>	Arts in Education	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2110.450-0000</u>	Teaching Materials & Supplies	9,000.00	0.00	9,000.00	4,989.58	190.59	3,819.83
<u>A 2110.451-0000</u>	Elementary - Grade 1	2,631.00	0.00	2,631.00	876.80	1,355.40	398.80
<u>A 2110.451-1000</u>	Summer School	78.00	0.00	78.00	0.00	0.00	78.00
<u>A 2110.451-2000</u>	Art Program	2,869.00	776.33	3,645.33	1,398.79	0.00	2,246.54
<u>A 2110.451-4000</u>	Teachers Assistant	250.00	0.00	250.00	180.00	0.00	70.00
<u>A 2110.451-5000</u>	English	621.00	0.00	621.00	483.90	131.87	5.23
<u>A 2110.451-7000</u>	Family Consumer Science	675.00	0.00	675.00	0.00	0.00	675.00
<u>A 2110.451-8000</u>	Health Education	250.00	0.00	250.00	0.00	0.00	250.00
<u>A 2110.451-9000</u>	Math	500.00	0.00	500.00	0.00	0.00	500.00
<u>A 2110.452-1000</u>	Elementary - Conboy/SPED	750.00	0.00	750.00	339.24	0.00	410.76
<u>A 2110.452-2000</u>	Music	2,366.00	0.00	2,366.00	279.99	510.00	1,576.01
<u>A 2110.452-3000</u>	Phys Ed	300.00	0.00	300.00	0.00	73.00	227.00
<u>A 2110.452-4000</u>	Science	750.00	0.00	750.00	136.95	104.39	508.66

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-5000	Social Studies	900.00	0.00	900.00	0.00	0.00	900.00
A 2110.452-6000	Technology	750.00	0.00	750.00	396.53	0.00	353.47
A 2110.452-7000	Elementary - PreK	650.00	0.00	650.00	523.69	49.93	76.38
A 2110.452-9000	Teachers Aide Supplies	341.00	0.00	341.00	195.50	100.29	45.21
A 2110.453-0000	Elementary - Harkness	270.00	0.00	270.00	61.09	93.29	115.62
A 2110.454-0000	Elementary - Grade 2	913.00	0.00	913.00	482.29	90.93	339.78
A 2110.455-0000	Elementary - Grade 3/4	1,100.00	0.00	1,100.00	338.02	12.00	749.98
A 2110.456-0000	Elementary - Grade 5/6	484.00	0.00	484.00	76.88	101.75	305.37
A 2110.458-0000	Elementary - Grade K	1,160.00	0.00	1,160.00	622.90	93.95	443.15
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.459-2000	STEM	1,000.00	0.00	1,000.00	-13.60	0.00	1,013.60
A 2110.480-0000	Teaching Textbooks	3,000.00	0.00	3,000.00	540.30	281.60	2,178.10
A 2110.490-0000	Teaching BOCES	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
2110	TEACHING - REGULAR SCHOOL	1,149,432.00	-22,423.68	1,127,008.32	33,500.62	7,622.99	1,085,884.71
21		1,149,432.00	-22,423.68	1,127,008.32	33,500.62	7,622.99	1,085,884.71
A 2250.150-0000	Instructional Salaries	86,695.00	0.00	86,695.00	0.00	0.00	86,695.00
A 2250.160-0000	Non Instructional Salaries	17,929.00	23,627.00	41,556.00	0.00	0.00	41,556.00
A 2250.400-0000	Students w/Disab Contractual	4,500.00	0.00	4,500.00	4,313.81	0.00	186.19
A 2250.450-0000	Special Ed Materials & Supplies	400.00	0.00	400.00	384.88	0.00	15.12
A 2250.470-0000	Special Tuition	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2250.490-0000	BOCES Services	85,000.00	0.00	85,000.00	0.00	0.00	85,000.00
2250	PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	197,024.00	23,627.00	220,651.00	4,698.69	0.00	215,952.31
A 2280.490-0000	BOCES Services	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
2280	OCCUPATIONAL EDUCATION (GRADES 9-12)	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
22		227,024.00	23,627.00	250,651.00	4,698.69	0.00	245,952.31
A 2330.150-0000	Adult Education Salary	10,804.00	0.00	10,804.00	702.10	0.00	10,101.90
A 2330.151-0000	Special Schools Salary	20,160.00	0.00	20,160.00	0.00	0.00	20,160.00
A 2330.400-0000	Special Schools Contractual	3,398.00	0.00	3,398.00	0.00	0.00	3,398.00
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	100.41	1,100.41	100.41	0.00	1,000.00
2330	TEACHING - SPECIAL SCHOOLS	35,362.00	100.41	35,462.41	802.51	0.00	34,659.90
23		35,362.00	100.41	35,462.41	802.51	0.00	34,659.90

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2610.150-0000</u>	Library Salaries	52,504.00	0.00	52,504.00	0.00	0.00	52,504.00
<u>A 2610.450-0000</u>	Library Materials & Supplies	900.00	0.00	900.00	0.00	0.00	900.00
<u>A 2610.460-0000</u>	Library Collections	7,400.00	0.00	7,400.00	93.00	0.00	7,307.00
<u>A 2610.490-0000</u>	Library BOCES Services	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	69,304.00	0.00	69,304.00	93.00	0.00	69,211.00
<u>A 2630.220-0000</u>	Computer Hardware	21,000.00	14,113.39	35,113.39	12,420.13	3,059.70	19,633.56
<u>A 2630.450-0000</u>	Computer Materials & Supplies	1,000.00	334.54	1,334.54	693.74	0.00	640.80
<u>A 2630.460-0000</u>	Computer Software	7,000.00	0.00	7,000.00	1,897.63	0.00	5,102.37
<u>A 2630.490-0000</u>	Computer BOCES	70,200.00	0.00	70,200.00	0.00	0.00	70,200.00
2630	COMPUTER ASSISTED INSTRUCTION	99,200.00	14,447.93	113,647.93	15,011.50	3,059.70	95,576.73
26	Attendance	168,504.00	14,447.93	182,951.93	15,104.50	3,059.70	164,787.73
<u>A 2805.160-0000</u>		4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<u>A 2810.150-0000</u>	Guidance Instructional Salaries	61,455.00	0.00	61,455.00	5,132.63	0.00	56,322.37
<u>A 2810.450-0000</u>	Guidance Materials & Supplies	500.00	0.00	500.00	215.25	0.00	284.75
<u>A 2810.451-0000</u>	Guidance Testing and Materials	1,150.00	229.25	1,379.25	101.25	128.00	1,150.00
2810	GUIDANCE - REGULAR SCHOOL	63,105.00	229.25	63,334.25	5,449.13	128.00	57,757.12
<u>A 2815.160-0000</u>	Support Staff Salaries	30,855.00	0.00	30,855.00	0.00	0.00	30,855.00
<u>A 2815.400-0000</u>	Health Contractual	6,800.00	0.00	6,800.00	0.00	0.00	6,800.00
<u>A 2815.450-0000</u>	Health Materials & Supplies	1,540.00	0.00	1,540.00	752.25	0.00	787.75
2815	HEALTH SERVICES - REGULAR SCHOOL	39,195.00	0.00	39,195.00	752.25	0.00	38,442.75
<u>A 2820.400-0000</u>	Psychologist Contractual	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
<u>A 2820.450-0000</u>	Psychologist Materials & Supplies	250.00	0.00	250.00	0.00	14.45	235.55
<u>A 2820.490-0000</u>	BOCES Psychologist	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	51,250.00	0.00	51,250.00	0.00	14.45	51,235.55
<u>A 2825.400-0000</u>	Contractual	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<u>A 2850.150-0000</u>	Co-curricular Salaries	25,890.00	0.00	25,890.00	355.00	0.00	25,535.00
<u>A 2850.450-0000</u>	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	26,890.00	0.00	26,890.00	355.00	0.00	26,535.00
<u>A 2855.150-0000</u>	Interscholastic Salaries	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.400-0000	Interscholastic Contractual	20,500.00	0.00	20,500.00	0.00	0.00	20,500.00
A 2855.450-0000	Interscholastic Materials & Supplies	3,000.00	29.30	3,029.30	1,034.57	0.00	1,994.73
A 2855.490-0000	BOCES Interscholastic	500.00	0.00	500.00	0.00	0.00	500.00
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	34,000.00	29.30	34,029.30	1,034.57	0.00	32,994.73
28		225,940.00	258.55	225,198.55	7,590.95	142.45	217,465.15
2		1,863,442.00	16,010.21	1,879,452.21	67,224.97	10,825.14	1,801,402.10
A 5510.160-0000	Transportation Salaries	78,760.00	0.00	78,760.00	8,497.16	0.00	70,262.84
A 5510.400-0000	Transportation Contractual	15,000.00	0.00	15,000.00	4,617.00	0.00	10,383.00
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	0.00	500.00	31.20	0.00	468.80
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	47.04	0.00	17,952.96
A 5510.452-0000	Tires	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5510.453-0000	Parts	7,500.00	0.00	7,500.00	34.61	0.00	7,465.39
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	913.69	0.00	12,086.31
A 5510.490-0000	BOCES Contractual	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
5510	DISTRICT TRANSPORTATION SERVICES	136,560.00	0.00	136,560.00	14,140.70	0.00	122,419.30
55		136,560.00	0.00	136,560.00	14,140.70	0.00	122,419.30
5		136,560.00	0.00	136,560.00	14,140.70	0.00	122,419.30
A 9010.800-0000	NYS Retirement	61,000.00	0.00	61,000.00	-12,000.00	0.00	73,000.00
9010	STATE RETIREMENT	61,000.00	0.00	61,000.00	-12,000.00	0.00	73,000.00
A 9020.800-0000	Teacher Retirement	125,500.00	0.00	125,500.00	-128,558.95	0.00	254,058.95
9020	TEACHERS' RETIREMENT	125,500.00	0.00	125,500.00	-128,558.95	0.00	254,058.95
A 9030.800-0000	Social Security	140,000.00	0.00	140,000.00	7,786.46	0.00	132,213.54
9030	SOCIAL SECURITY	140,000.00	0.00	140,000.00	7,786.46	0.00	132,213.54
A 9040.800-0000	Worker Compensation	12,000.00	0.00	12,000.00	5,783.50	0.00	6,216.50
9040	WORKERS' COMPENSATION	12,000.00	0.00	12,000.00	5,783.50	0.00	6,216.50
A 9050.800-0000	Unemployment	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9050	UNEMPLOYMENT INSURANCE	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
A 9055.800-0000	Disability Plan	4,000.00	0.00	4,000.00	713.40	0.00	3,286.60
9055	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	713.40	0.00	3,286.60
A 9060.800-0000	Hospitalization	980,000.00	0.00	980,000.00	216,116.28	0.00	763,883.72
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	980,000.00	0.00	980,000.00	216,116.28	0.00	763,883.72
90		1,342,500.00	0.00	1,342,500.00	89,840.69	0.00	1,252,659.31

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9901 930-0000	Transfer to School Food Svc Fund	105,709.00	0.00	105,709.00	0.00	0.00	105,709.00
9901	TRANSFERS TO FUNDS	*	0.00	105,709.00	0.00	0.00	105,709.00
99		**	0.00	105,709.00	0.00	0.00	105,709.00
9		***	0.00	1,448,209.00	89,840.69	0.00	1,358,368.31
Fund A Totals:		4,185,640.00	16,340.21	4,201,980.21	366,865.28	45,564.90	3,789,550.03
Grand Totals:		4,185,640.00	16,340.21	4,201,980.21	366,865.28	45,564.90	3,789,550.03

LONG LAKE CSD

Check Warrant Report For TA - 2: Cash Disbursement - Trust & Agency For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
524	08/01/2019	3407	NYS INCOME TAX	Trust & Agency Payment		878.10
525	08/01/2019	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		75.00
526	08/01/2019	4340	LLCS GENERAL FUND	Trust & Agency Payment		13,689.92
527	08/01/2019	4375	EFTPS Enrollment Processing	Trust & Agency Payment		5,084.90
528	08/15/2019	3407	NYS INCOME TAX	Trust & Agency Payment		848.91
529	08/15/2019	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		75.00
530	08/15/2019	4340	LLCS GENERAL FUND	Trust & Agency Payment		13,337.16
531	08/15/2019	4375	EFTPS Enrollment Processing	Trust & Agency Payment		4,949.03
532	08/29/2019	3407	NYS INCOME TAX	Trust & Agency Payment		879.77
533	08/29/2019	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		75.00
534	08/29/2019	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		327.57
535	08/29/2019	4340	LLCS GENERAL FUND	Trust & Agency Payment		14,232.99
536	08/29/2019	4375	EFTPS Enrollment Processing	Trust & Agency Payment		5,160.63
3028	08/05/2019	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		76.26
3029	08/05/2019	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		200.00
3030	08/15/2019	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		76.26
3031	08/15/2019	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		200.00
3032	08/29/2019	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		97.53
3033	08/29/2019	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - F-EBF		1,965.94
3034	08/29/2019	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		200.00

Number of Transactions: 20

Warrant Total: 62,429.97

Vendor Portion: 62,429.97

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 20 in number, in the total amount of \$ 62,429.97. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

9/3/19 Noelle J. Shoff
Date Superintendent

LONG LAKE CSD

Check Warrant Report For A - 2: Cash Disbursement - July 2019 For Dates 7/1/2019 - 7/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15615	07/22/2019	4650	**VOID** HAYDEN LAMERE	**VOID**		13.60
15615	07/11/2019	4674	NEWARK ELEMENT14	CUSTODIAL SUPPLIES		46.31
15616	07/11/2019	1583	UNITED PARCEL SERVICE	REGENTS BOX RETURN - 3		60.67
15617	07/11/2019	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER CHARGES		300.65
15618	07/11/2019	3217	FRONTIER	TELEPHONE CHARGES		404.83
15619	07/11/2019	4525	SLIC NETWORK SOLUTIONS	CABLE TV JULY		147.55
15620	07/11/2019	4560	ECHALK INC.	WEBSITE SITE LICENSE 7/1/19-6/30/20		1,325.50
15621	07/11/2019	2543	NASSP	NHS 7/1/19-6/30/20		385.00
15622	07/11/2019	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
15623	07/11/2019	2279	F-E-H BOCES TREASURER	JUNE BOCES CONTRACT BILL		26,360.65
15624	07/11/2019	4131	ONE CALL NOW	PARENT BROADCAST 7/23/19-7/22/20		123.17
15625	07/11/2019	1328	NYS PHSAA, INC.	19-20 MEMBERSHIP DUES		810.00
15626	07/11/2019	1299	NYS SCHOOL BOARDS ASSOCIATION	DUES 7/1/19-6/30/20		2,525.00
15627	07/11/2019	4487	FRONTLINE TECHNOLOGIES GROUP, LLC	IEP DIRECT 7/1/19-6/30/20		4,313.81
15628	07/11/2019	2279	F-E-H BOCES TREASURER	CAPITAL PROJECT BOCES		73,241.00
15629	07/11/2019	2988	GIRVIN & FERLAZZO, P.C.	JUNE RETAINER LEGAL		600.00
15630	07/11/2019	1503	TRILLIUM FLORIST	GRADUATION STAGE FLOWERS		150.00
15631	07/11/2019	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		342.00
15632	07/11/2019	2819	MCCLARY MEDIA INC.	LEGAL AD		36.58
15633	07/11/2019	4377	EDUCATIONAL VISTAS, INC		190176	345.00
15634	07/11/2019	3557	MERIDIAN IT	TELEPHONE SYSTEM MTNCE 7/1/19-9/30/19		360.00
15635	07/11/2019	4675	ALLISON CONBOY	TPT REIMBURSEMENT		148.63
15636	07/11/2019	2742	TUPPER LAKE CENTRAL SCHOOL	JUNE BUS MTNCE		431.00
15637	07/24/2019	4347	WAYFAIR, LLC	COUCH - MENTAL HEALTH OFFICE	190292	226.99
15638	07/24/2019	1360	HAMILTON COUNTY TREASURER	GAS/DIESEL JUNE 2019		575.21
15639	07/24/2019	2695	CDW	CHROMEBOOKS/COMPUTE RS/ETC	190293	14,346.09
15640	07/24/2019	2954	DANIEL SHUMWAY	BUS DRIVER ROAD TEST/PHYSICAL PERFORMANCE TEST		30.00
15641	07/24/2019	3238	EXXONMOBIL	GAS-FIELD TRIP		39.33
15642	07/24/2019	2697	DICK BLICK	ART SUPPLIES	190290	758.79
15643	07/24/2019	4199	NYS EMPLOYEES' HEALTH INSURANCE	AUGUST HEALTH INSURANCE		72,977.17

LONG LAKE CSD

Check Warrant Report For A - 2: Cash Disbursement - July 2019 For Dates 7/1/2019 - 7/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15644	07/24/2019	2833	UTICA NATIONAL INSURANCE GROUP	INSURANCE 7/1/19-6/30/20		30,737.00
15645	07/24/2019	4014	TBS	SERVICE AGREEMENT CONTROLS 7/1/19-6/30/20	200001	4,048.00
15646	07/24/2019	1485	INDUSTRIAL APPRAISAL COMPANY	PROPERTY RECORD REPORT/INVENTORY	190289	150.00
15647	07/24/2019	3825	AMAZON		190284	202.25
15648	07/24/2019	4425	VERIZON	CELL PHONE		28.01
15649	07/24/2019	4212	CK TANK & LINE TESTING	FUEL OIL TANK TESTING		665.00
15650	07/24/2019	3292	DAY WHOLESALE INC.	WATER	200017	51.00
15651	07/24/2019	3926	PIONEER ATHLETICS	FIELD MARKING PAINT	200018	124.50
15652	07/24/2019	2676	SMITH'S SEWAGE SERVICE	SEPTIC PUMPED	200013	600.00
15653	07/24/2019	1305	AMERICAN EXPRESS	JR. CLASS FIELD TRIP HOTEL, ASCD DUES SHORT, SOFTWARE CRASH PLAN		614.81

Number of Transactions: 40

Warrant Total: 238,617.90
Vendor Portion: 238,617.90

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 40 in number, in the total amount of \$238,617.90. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/31/19 Kevin J. Short
Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$238,617.90. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/5/19 James S. Flanagan
Date Claims Auditor

LONG LAKE CSD

Check Warrant Report For A - 4: Cash Disbursement - August General Fund For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15654	08/06/2019	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		435.50
15655	08/15/2019	3259	FIRST UNUM LIFE INSURANCE CO.	AUGUST DISABILITY		226.57
15656	08/15/2019	4679	TOLLS BY MAIL PAYMENT PROCESSING CENTER	JR CLASS FIELD TRIP		2.00
15657	08/15/2019	1709	QUILL		200028	3,804.18
15658	08/15/2019	4118	CONTRACT PAPER GROUP INC.	PAPER	200016	1,559.00
15659	08/15/2019	2279	F-E-H BOCES TREASURER			992.00
15660	08/15/2019	3822	VOYAGER SOPRIS LEARNING	SPECIAL ED SUPPLIES	200030	15.95
15661	08/15/2019	2912	SAANYS	SHORT DUES 19-20 S/Y		600.00
15662	08/15/2019	2469	NYSCOSS	SHORT NYSCOSS/AASA DUES 19-20		1,534.55
15663	08/15/2019	4653	BERNARD P. DONEGAN, INC.	FINANCIAL MGMT SERVICES		3,839.07
15664	08/15/2019	1299	NYS SCHOOL BOARDS ASSOCIATION	PAULA - BOE TRAINING	200015	250.00
15665	08/15/2019	1287	TUPPER LAKE FREE PRESS	LIBRARY SUBSCRIPTION RENEWAL 8/31/19-8/31/20		48.00
15666	08/15/2019	3390	CASTLE SOFTWARE, INC.	SITE LICENSE 19-20 S/Y	200045	169.50
15667	08/15/2019	2560	SCHOOL SPECIALTY	PLAN BOOKS	200033	19.95
15668	08/15/2019	4426	SCHOOL MATE	STUDENT PLANNERS	200027	215.25
15669	08/15/2019	2565	HILLYARD INC.	FLOOR WAX	200014	851.17
15670	08/15/2019	1328	NYS PHSA, INC.	SOCCER & BBALL RULE BOOKS	190287	38.30
15671	08/15/2019	1913	TUPPER LAKE SUPPLY CO.	SHED DOOR & WINDOW		396.53
15672	08/15/2019	3569	LONG LAKE TOWN CLERK	WATER BILL		1,000.00
15673	08/15/2019	4682	D. PETER VANEENENAM, MD MS PLLC	CLARK-RESPIRATOR CLEARANCE TEST		45.00
15674	08/15/2019	2819	MCCLARY MEDIA INC.	HELP WANTED ADS		61.54
15675	08/15/2019	1825	VP SUPPLY CORP	PLUMBING SUPPLIES	200008	64.62
15676	08/15/2019	4066	TOTALFUNDS	POSTAGE		250.00
15677	08/15/2019	1943	ORIENTAL TRADING CO.	TA SUPPLIES	200072	35.17
15678	08/15/2019	4676	SADLER INC	ENGLISH SUPPLIES	200040	171.23
15679	08/15/2019	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER CHARGES		128.21
15680	08/15/2019	4199	NYS EMPLOYEES' HEALTH INSURANCE	SEPTEMBER HEALTH INSURANCE		70,889.72
15681	08/15/2019	2551	W.B. MASON CO. INC.	CUSTODIAL SUPPLIES	200006	155.95
15682	08/15/2019	4681	EDGENUITY	CREDIT RECOVERY	200071	590.00
15683	08/15/2019	1369	NCC SYSTEMS INC.			788.00
15684	08/15/2019	2697	DICK BLICK	ART TABLE	200026	640.00
15685	08/15/2019	3497	SCHOOL SPECIALTY	GRADE 1 SUPPLIES	200081	74.47
15686	08/15/2019	1926	LAKESHORE LEARNING MATERIALS	GRADE K SUPPLIES	200060	85.03

LONG LAKE CSD

Check Warrant Report For A - 4: Cash Disbursement - August General Fund For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15687	08/15/2019	3194	REALLY GOOD STUFF	GRADE 3/4 SUPPLIES	200069	123.22
15688	08/15/2019	2965	DISCOUNT SCHOOL SUPPLIES		200055	323.21
15689	08/15/2019	2302	WARDS	SCIENCE SUPPLIES	200043	136.95
15690	08/15/2019	3050	PEARSON EDUCATION		200024	272.94
15691	08/15/2019	1331	PRESS REPUBLICAN	HELP WANTED AD		476.12
15692	08/15/2019	3064	TRI-LAKES 3HREE PRESS CORP.	HELP WANTED AD		26.40
15693	08/15/2019	1757	ADIRONDACK DAILY ENTERPRISE	HELP WANTED AD		385.21
15694	08/15/2019	2004	FORTUNE'S HARDWARE	CUSTODIAL SUPPLIES	200010	246.87
15695	08/15/2019	3510	TEACHER DIRECT	GRADE 5/6 SUPPLIES	200029	76.88
15696	08/15/2019	1162	TEACHER'S DISCOVERY	ENGLISH SUPPLIES	200042	41.98
15697	08/15/2019	1141	HAMILTON COUNTY EXPRESS	LIBRARY SUBSCRIPTION 9/30/19-9/30/20		45.00
15698	08/15/2019	4680	ANTHEM SPORTS	SOCCER CORNER FLAGS	200067	300.87
15699	08/15/2019	3926	PIONEER ATHLETICS	FIELD MARKING PAINT	200068	498.00
15700	08/15/2019	3176	DELL MARKETING	DESKTOP COMPUTERS	200063	6,501.00
15701	08/15/2019	1840	GRAINGER	CONVEYOR	200036	368.17
15702	08/15/2019	1346	CASH	REPLENISH PETTY CASH		62.63
15703	08/15/2019	1360	HAMILTON COUNTY TREASURER	JULY GAS/DIESEL		47.04
15704	08/15/2019	2988	GIRVIN & FERLAZZO, P.C.	JULY RETAINER & NON-RETAINER LEGAL SERVICES		702.00
15705	08/15/2019	2385	ADIRONDACK CHAPTER NYSASBO	19-20 DUES SNIDE		30.00
15706	08/15/2019	4586	WILLIAM PENN LIFE INSURANCE	LIFE INSURANCE N. SHORT		153.99
15707	08/15/2019	4411	NYSMEC	ELECTRIC INSTALLMENT 2 OF 6		3,879.12
15708	08/15/2019	3217	FRONTIER	TELEPHONE		414.03
15709	08/15/2019	4525	SLIC NETWORK SOLUTIONS	CABLE TV AUGUST		147.55
15710	08/26/2019	1369	NCC SYSTEMS INC.	FIRE ALARM INSPECTION		625.00
15711	08/26/2019	3758	TEACHER CREATED RESOURCES	GRADE 3/4 SUPPLIES	200070	42.96
15712	08/26/2019	4087	PERMA BOUND	ENGLISH TEXTBOOKS	200041	540.30
15713	08/26/2019	2742	TUPPER LAKE CENTRAL SCHOOL	JULY BUS MTNCE		948.30
15714	08/26/2019	4629	THE POST STAR	HELP WANTED ADS		1,076.44
15715	08/26/2019	4677	B & H	MICROPHONE/MIXER	200044	2,898.99
15716	08/26/2019	4425	VERIZON	CELL PHONE		28.01
15717	08/26/2019	4447	MEGAN NEVINS	SUMMER SCHOOL SUPPLY REIMB.		63.00
15718	08/26/2019	2695	CDW		200046	179.32
15719	08/26/2019	3510	TEACHER DIRECT	GRADE 2 SUPPLIES	200053	305.44
15720	08/26/2019	4098	BENCHMARK EDUCATION CO.	GARDE 1 SUPPLIES	200082	266.20
15721	08/26/2019	4014	TBS	UNIVENT RETROFIT	200003	3,475.00

LONG LAKE CSD

Check Warrant Report For A - 4: Cash Disbursement - August General Fund For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15722	08/26/2019	3944	STUDIES WEEKLY		200022	111.30
15723	08/26/2019	1840	GRAINGER	PARKING LOT PAINT	200086	217.92
15724	08/26/2019	1305	AMERICAN EXPRESS	COMPUTER SOFTWARE		19.98
15725	08/26/2019	3825	**CONTINUED** AMAZON	Voided During Printing		0.00
15726	08/26/2019	3825	AMAZON		200064	3,308.71
15727	08/26/2019	4688	HONOR'S HAVEN	CONFERENCE-COHEN		258.00

Number of Transactions: 74

Warrant Total: 119,600.51

Vendor Portion: 119,600.51

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 74 in number, in the total amount of \$ 119,600.51. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

9/3/19 Nalle J. Shot
Date SUPERINTENDENT

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 119,600.51. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

9/4/19 Jerome S. Maragon
Date CLAIMS AUDITOR

LONG LAKE CSD

Check Warrant Report For C - 1: Cash Disbursement - July 2019 For Dates 7/1/2019 - 7/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2291	07/11/2019	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	190288	50.15
Number of Transactions: 1						Warrant Total: 50.15
						Vendor Portion: 50.15

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 50.15. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/31/19 Noelley J. Short
Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 50.15. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/5/19 James P. Flanagan
Date Claims Auditor

LONG LAKE CSD

Check Warrant Report For C - 2: Cash Disbursement - Lunch Fund For Dates 8/1/2019 - 8/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2202	08/26/2019	4277	HEARTLAND PAYMENT SYSTEMS INC	NUTRIKIDS SOFTWARE 8/1/19-7/31/20		409.50

Number of Transactions: 1

Warrant Total: 409.50

Vendor Portion: 409.50

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 409.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

9/3/19 Noel J. Shot
Date SUPERINTENDENT

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 409.50. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

9/4/19 James S. Narayan
Date CLAIMS AUDITOR

Budget Transfer Schedule Report For A - 2: Budget Transfer



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
111		09/04/2019	TRANSFER TO COVER WHITEBOARD NOT BUDGETED FOR AS ROOM			Not Required		
	A 2110.450-0000		LOCATION CHANGED/T. PINE	Teaching Materials & Supplies			345.10	
	A 2110.456-0000			Elementary - Grade 5/6				345.10

Grand Totals:	345.10	345.10
Net Amount:	0.00	

Number of Budget Transfers: 1

Account Distribution Totals

Account	Description	Debits	Credits
A 2110.450-0000	Teaching Materials & Supplies	345.10	0.00
A 2110.456-0000	Elementary - Grade 5/6	0.00	345.10
Fund A Totals:		345.10	345.10
Grand Totals:		345.10	345.10

**BUDGET PLANNING DATES FOR
SCHOOL YEAR 2019-2020
FOR 2020-2021 BUDGET**

BUDGET CALENDAR	PRESENTATION
September 12, 2019 BOE Mtg.	Present budget calendar for Board approval.
December 12, 2019 BOE Mtg.	Budget assumptions/priorities reviewed.
December, 2019	Request from employees large budgetary needs by 12/31/19
January 9, 2020 BOE Mtg.	Draft budget presented. Budget assumptions and priorities reviewed.
February 13, 2020 BOE Mtg.	Budget revisions.
February, 2020	Meet with various teachers to review budgetary needs.
March 2, 2020	Submission of tax levy limit to NYS.
March 12, 2020 BOE Mtg.	Budget revisions
April 2, 2020	First publication of budget legal notice. Legal notices to be published 4 times with first notice at least 45 days prior to vote. (45 days before vote is 4/4/20).
April 8, 2020 BOE Mtg.	Final budget adoption by Board (must be adopted by 4/24/20). Property Tax Report card submitted to newspapers. Appoint election and alternate election inspectors.
April 20, 2020	Board of Education seat petitions due today.
May 12, 2020 BOE Mtg. (note: Tuesday mtg. date)	Budget hearing same night as board meeting. Mail budget notice to voters after budget hearing but at least 6 days prior to budget vote (mail on 5/13/20).
May 19, 2020	Budget, Proposition and Board of Education vote.

Approved by Board of Education _____

**LONG LAKE CENTRAL SCHOOL
FIELD TRIP REQUEST FORM**

Please submit these forms to the office at least (2) weeks before the trip. **Overnight field trips must be submitted in advance of two board meetings**, unless approved as an exception by the Superintendent. **After approval, you must see Business Office for Purchase Orders or**

Field Trip Request For: Northeast Instrumental Music Festival ^{Checks.}

Date(s) Of Trip: 11/21/19 — 11/24/19 Place: High Peaks Resort, Lake Placid
Month Day(s) Year

Times: Leave: 1:30 P.M. Return: Not Needed

Transportation Availability ☐ YES ☐ NO

Business Manager Signature _____

Substitute Needed: ☒ YES ☐ NO

Number of Students: 1 - Annalise Penrose

(Attach List of Names)

Names of Chaperones (Must have approval): Christopher Suss, Zhanna Pendell

For Office Use

Substitute Name (If Applicable) _____

(Newcomb CSD Music Teacher)

EXPENSES:

Budget Area:	<u>Music</u>
Fees/Registration Expenses (If Any):	\$ <u>85</u> ✓
Chaperone Stipend(s) (If Applicable)	\$ <u>855</u> ✓
Lodging/Meals (If Applicable)	\$ <u>1,197.42</u> ✓
Miscellaneous:	\$ _____
TOTAL COST	\$ <u>2,137.42</u>

Estimated Round Trip Mileage

102

Attachments: the trip **will not** be approved without all of the following:

1. Copy of letter to parents/permission form.
2. Names of Students Attending
3. Lesson plans (pre and post) and teacher guides.
4. Justification.

Field Trip approved by Superintendent: ☐ YES ☐ NO

Superintendent _____

Overnight trip approved by the Board of Education: ☐ YES ☐ NO

COPY: Business Manager, Originator, Cafeteria, Nurse



Website Calendar



AESOP Calendar, confirmation #: _____

Northeast Instrumental Music Festival

Permission Form

Dear Parent or Guardian,

Your child has been invited to participate in the Northeast Instrumental Music Festival! This is an overnight field trip in which the students have an opportunity to play with a much larger and higher level ensemble made up of students throughout the adirondacks. Please read the information at the top of this form, then sign and return the permission slip at the bottom of this form by September 27th.

Field Trip Information:

Dates: November 21 - November 24, 2019

Festival location and Overnight Lodging: High Peaks Resort, 2384 Saranac Ave, Lake Placid, NY 12946

Long Lake CSD will be providing transportation, which will be departing from Long Lake School at 1:30 P.M. on Thursday, November 21, and will return to Long Lake School at approximately 4:30 P.M. on Sunday, November 18th.

There will be a free performance on Sunday at the Lake Placid Center for the Arts at 1:00 P.M. for all of the groups performing at NEIMF, which you are invited to. If you would like to take your child home yourself after the concert, please let me know.

There will be another reminder sheet as soon as I have more information, which will include my cell phone number in case you need to contact me.

If you have any questions, please feel free to contact me at:
Christopher.Sass@LonglakeCSD.com or (518) 624-2221 Ext. 105

Thank you!

Mr. Sass

Save this part of the form for future reference.

Cut here----- Cut here

Sign this part of the form and return it to Mr. Sass.

_____ has permission to attend an overnight field trip to the Northeast Instrumental Music Festival from November 21, 2017 through November 24, 2019.

Please Check one of the following:

- ☐ I will be attending the free concert and will take my child home after the concert on Sunday, November 24, 2019
- ☐ I will be picking up my child at 4:30 at Long Lake CSD on Sunday, November 24, 2019

Name: _____ Phone: _____

Parent/Guardian Signature: _____ Date: _____

NORTHEAST MUSIC FESTIVAL

ARRIVAL: Thursday, November 21, 2019 DEPARTURE: Sunday, November 24, 2019

Student Lodging Reservation Form

	<u>SINGLE</u>	<u>DOUBLE</u>	<u>TRIPLE</u>	<u>QUAD</u>
NYS Tax Exempt	\$ 493.71	\$ 277.71	\$ 205.71	\$ 169.71
Taxable-Outside NYS	\$ 546.18	\$ 306.42	\$ 226.50	\$ 186.54

Rates include 3 Nights' Lodging, 3 Breakfasts, and are subject to applicable taxes.

- A \$200.00 per room deposit is required by Tuesday, October 22, 2019 with this form.
- Reservations received after Tuesday, October 22, 2019 will be accepted based upon availability.
- Cancellations must be received by Thursday, November 7, 2019 to avoid forfeit of the initial \$200 deposit.
- After Thursday, November 7, 2019 refunds will not be given.
- Telephone Reservations will not be accepted.
- Final payment arrangements for your stay will be required in the form of Cash, Credit Card or School check.
- Check in time is 4PM and Check out time is 11AM.

Please indicate accommodations required and complete rooming list below.

☒ Single Rooms @ \$546.18 (or NYS Exempt @ \$493.71) = \$ 987.42
☐ Double Rooms @ \$306.42 pp (or NYS Exempt @ \$277.71 pp) = \$ _____
☐ Triple Rooms @ \$226.50 pp (or NYS Exempt @ \$205.71 pp) = \$ _____
☐ Quad Rooms @ \$186.54 pp (or NYS Exempt @ \$169.71 pp) = \$ _____
TOTAL ENCLOSED \$ 987.42

School Name: Long Lake CSD School Phone #: (518) 624-2221
 School Contact Name: Christopher Sass Phone #: (846) 467-1674

Room #1 M/F M Payment Amount \$ 493.71
 1. Christopher Sass
 2. _____ \$ _____
 3. _____ \$ _____
 4. _____ \$ _____

Room #2 M/F F Payment Amount \$ 493.71
 5. Annalise Penrose
 6. _____ \$ _____
 7. _____ \$ _____
 8. _____ \$ _____

Room #3 M/F _____ Payment Amount \$ _____
 1. _____ \$ _____
 2. _____ \$ _____
 3. _____ \$ _____
 4. _____ \$ _____

Room #4 M/F _____ Payment Amount \$ _____
 1. _____ \$ _____
 2. _____ \$ _____
 3. _____ \$ _____
 4. _____ \$ _____

Room #5 M/F _____ Payment Amount \$ _____
 1. _____ \$ _____
 2. _____ \$ _____
 3. _____ \$ _____
 4. _____ \$ _____

High Peaks Resort
 2384 Saranac Ave., Lake Placid, NY 12946
 Fax # 518 523 9908
 Email: jtyler@highpeaksresort.com

Northeast Instrumental Music Festival

WEBSITE: www.neimf.org
ALL-STAR HIGH SCHOOL CONCERT BAND
November 21-24, 2019

Application

Postmark deadline: Thursday, September 26, 2019

Name (as you would like it to appear in the program) _____ Grade _____ Instrument _____

Home Address _____ City _____ State _____ Zip Code _____

Name of High School _____ e-mail _____ cell phone (w/Area Code) _____

If you have played in the Festival previously, indicate year(s), ensemble(s), and part(s) played _____

NYSSMA, All-State, District, etc. rating (with date) if applicable _____ T-Shirt size _____

"We certify that the above student is in good health and agrees to cooperate fully with officials of the Northeast Instrumental Music Festival. We understand that said student would be immediately dismissed from the Festival if involved with drugs or alcohol with no refund of monies paid. We also understand that the Festival and its management are not responsible for injury, illness, or loss of luggage, instrument, or personal property. Further, we understand that no student may leave the Festival without the written permission of the Festival Directors."

Student's Signature _____ Date _____

Parent's/Guardian's Name _____ Parent's/Guardian's Signature _____ Date _____

Percussionists: Please use the back of this form to indicate your abilities and experience on snare drum, timpani, and mallet percussion.

Cost of participation in the All-Star High School Concert Band is \$85, and is due with the application. Hotel accommodations are not included in the above price. Any applicants not accepted for membership will receive a full refund.

Checks, made payable to Northeast Instrumental Music Festival, and applications should be mailed to:

Richard Butler, NEIMF, PO Box 652, Salem, NY 12865

Director's Evaluation of Applicant:

Tone E G F
Technique E G F
Sight Reading E G F
Rhythm E G F

Musicianship E G F
Intonation E G F
Reliability E G F

Snare E G F

Percussion:
Timpani E G F Mallets E G F

Rank among like instruments: _____
School/Other Experience: _____

Overall rank: _____

Vickie Snide

From: Christopher Sass <christopher.sass@longlakecsd.com>
Sent: Thursday, September 05, 2019 1:44 PM
To: Vickie Snide
Subject: Lodging/Meal cost Breakdown for Northeast

**** External E-Mail - Exercise Caution Before Clicking Links or Attachments ****

Here is the Lodging/Meal cost breakdown for NEIMF:

Breakfast for Th, Fr, Sat, and Sun. is included in the hotel reservation fee.

Lunch Fr, Sat, Sun: $\$15 \times 3 \text{ days} \times 2 \text{ people} = \90 ✓

Dinner Th, Fr, Sat: $\$20 \times 3 \text{ days} \times 2 \text{ people} = \120 ✓

Total Meal cost: \$210 ✓

When combined with the hotel reservation fees (2 Single Rooms @ \$493.71 = \$987.42), total Lodging/Meal cost is \$1,197.42. ✓

If you have any questions or concerns please let me know! Thank you!

--

Christopher Sass
Music Teacher, Long Lake CSD
Christopher.Sass@Longlakecsd.com

Chaperone Stipend

Thurs. night \$200

Fri. night 200

Sat 300

Sunday 5 hrs. 155

\$ 855

NEIMF Lesson Plan

Content Area: Band / Band Lessons	Candidate: Christopher Sass	Week: Several Prior to event
Grade Level: 10- Annalise Penrose		
Learning Objectives: Students will learn the seating audition piece, as well as the concert music for the Northeast Instrumental Music Festival		
Materials and Resources: Audition Piece (To be determined) Concert Pieces (To be determined) Student instruments	Technology: Computer Recordings of Concert and Audition Pieces	
Class Preparation: Chairs and stands will be set up for students		
<div style="text-align: center; margin-bottom: 10px;">Pre-NEIMF Plans:</div> <ol style="list-style-type: none"> 1. Students will warm up individually as per daily routine 2. Students will warm up with multiple scales and exercises as a group as per daily routine 3. Students will listen to the audition pieces to gain a basic understanding of how to perform it 4. Have students practice their pieces, providing feedback and correcting any mistakes. 5. Repeat steps 4 and 5 for the concert pieces as needed 6. Remind students how important practice at home is for an event like this, and that it will be more enjoyable if they are well prepared 7. Remind students what they need to bring to the event; <ol style="list-style-type: none"> a. Instruments b. Reeds c. Music d. Clothes for 3 days e. Any extra spending money they might want (Souvenir shops, trinkets, etc.) <div style="text-align: center; margin-bottom: 10px;">Post-NEIMF Plans:</div> <ol style="list-style-type: none"> 1. Discuss how the students felt about the trip. Would they do it again? Would they suggest it to a friend? 2. Discuss performances and how they felt prepared or unprepared, discuss why it went well or how they could improve their preparation for next time 3. If they are comfortable- discuss and explain NEIMF to the rest of the band during class. Short statements, what they learned, their favorite part, etc. 4. Provide honest feedback, possibly encourage others to try it next year 		

Neimf Justification

The Northeast Instrumental Music Festival is an event that allows advanced band students the opportunity to rehearse and perform with a larger and more advanced group than they would normally be exposed to. The festival consists of the most advanced band students throughout multiple surrounding school districts, creating a very high level ensemble that cannot be replicated in any one school or one school program.

This is an invaluable experience that students truly enjoy, proven by their desire to go back again this year. This festival allows for the students to be engaged with higher level musicians, challenged with higher-level music, and have a fun weekend with friends and colleagues in a safe, positive musical learning environment.

~Christopher Sass, Music Teacher

Outing Club Proposal

- One advisor paid a stipend of \$800 per school year
- A minimum of three weekend day trips and a minimum of three after school day trips that may include but are not limited to the following activities:
 - hiking
 - cross-country skiing
 - snowshoeing
 - downhill skiing
 - canoeing
 - fishing
 - biking
- One beginning of the school year meeting for all students interested in participating in the club that addresses safety and participation standards and expectations.
- One end of the school year celebration/outing (e.g. a picnic at the beach, paddling trip)
- Students in grades 5-12 will be eligible to participate.
- Students will not be required to attend all outings to be a member of the club, but will need to receive the safety and participation standards and expectations information before they can participate in an outing.
- It is noted that some trips will require a second chaperone. This will be requested for trips that will need a second adult to be present due to the number of students participating or the nature of the outing.
- The overall goal of designing a yearlong program is that this program be something that is consistently offered to the students of Long Lake Central School. This will work in conjunction with the athletics program, so athletes and non-athletes, can participate, and it also benefits students in seasons when an athletic team may not be offered. Students who are on an athletic team and are a member of the Outing Club will need to meet their responsibilities as a member of the athletic team before participating in an Outing Club event.
- LLCS will work with ILCS to provide joint opportunities when feasible.

Non-Instructional/Business
Operations**SUBJECT: ADMINISTRATION OF THE BUDGET**

The Superintendent, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. This includes, but is not limited to:

- a) Acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions.
- b) Providing direction to the District in maintaining those records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board, and other procedures, as are deemed necessary.
- c) Keeping the various operational units informed through periodic reports as to the status of their individual budgets.

Unless otherwise provided by law, no claim against the District will be paid unless such claims have been audited and approved by the ~~*Board~~ Claims Auditor.

Budget Transfers

Within monetary limits as established by the Board, the Superintendent is authorized to transfer funds between and within functional unit appropriations for teachers' salaries and ordinary contingent expenses. Whenever changes are made, they are to be incorporated in the next Board agenda for informational purposes only.

Statement of the Total Funding Allocation

When required by law, the District will annually submit, ~~prior to July 1,~~ to the Commissioner of Education and the Director of the Budget a detailed statement of the total funding allocation for each school in the District for the upcoming school budget year. This statement will be in a form developed by the Director of the Budget, in consultation with the Commissioner of Education. This statement will be made publicly available and posted on the District website.

Education Law §§ 1604(35), 1709(20-a), 1711, 1718, 1724, 1950(4)(k), 2508, 2523-2526, 2554(2-a), and 3614
8 NYCRR §§ 170.12(c) and 170.2(l)

**Customize to District -- ~~Board approval is required in districts that have not adopted a resolution establishing the Office of Claims Auditor and appointed a Claims Auditor.~~*
Adoption Date

SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING

~~[Districts participating in the National School Lunch Program and/or School Breakfast Program must adopt a policy addressing meal charging and prohibiting meal shaming. The policy is not needed where there is District-wide participation in the Community Eligibility Provision (CEP) or Provision 2, but is needed if only some, but not all schools within a district participate in CEP or Provision 2.]~~

It is the District's goal to provide students with access to nutritious no- or low-cost meals each school day and to ensure that a student whose parent/guardian has unpaid meal charges is not shamed or treated differently than a student whose parent/guardian does not have unpaid meal charges.

Unpaid meal charges place a large financial burden on the District. The purpose of this policy is to ensure compliance with federal requirements for the USDA Child Nutrition Program and to provide oversight and accountability for the collection of outstanding student meal balances to ensure that the student is not stigmatized, distressed, or embarrassed.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the District in a way that does not stigmatize, distress, or embarrass students. The provisions of this policy pertain to regular priced reimbursable school breakfast, lunch and snack meals only. Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.

Access to Meals

- a) Free meal benefit eligible students will be allowed to receive a free breakfast and lunch meal of their choice each day. A la carte items or other similar items must be paid/prepaid.
- b) Reduced meal benefit eligible students will be allowed to receive a breakfast of their choice for ~~*[enter amount, maximum \$.25]~~\$0.00 and lunch of their choice for ~~*[enter amount, maximum \$.25]~~\$0.00 each day. ~~The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal.~~ A la carte items or other similar items must be paid/prepaid.
- c) Full pay students will pay for meals at the District's published paid meal rate each day. The charge meals offered to students will be reimbursable meals available to all students, unless the student's parent or guardian has specifically provided written permission to the District to withhold a meal. A la carte items or other similar items must be paid/prepaid.

Ongoing Staff Training

- a) Staff will be trained annually and throughout the year as needed on the procedures for managing meal charges using the State Education Department (SED) Webinar or the District's training program.

~~*Customize to District~~

(Continued)

**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING
(Cont'd.)**

- b) Staff training will include ongoing eligibility certification for free or reduced-price meals.

Parent Notification

Parents/guardians will be notified that a student's meal card or account balance is exhausted and has accrued unpaid meal charges within ~~*[enter number]~~ days of the charge and then every ~~*[enter number] days/week~~ thereafter. ^{two}

Parent Outreach

- a) Staff will communicate with parents/guardians with five or more unpaid meal charges to determine eligibility for free or reduced-price meals.
- b) Staff will make two documented attempts to reach out to parents/guardians to complete a meal application in addition to the application and instructions provided in the school enrollment packet.
- c) Staff will contact the parent/guardian to offer assistance with completion of meal application to determine if there are other issues within the household causing the student to have insufficient funds, offering any other assistance that is appropriate.

Minimizing Student Distress

- a) Staff will not publicly identify or stigmatize any student in line for a meal or discuss any outstanding meal debt in the presence of any other students.
- b) Students with unpaid meal charges will not be required to wear a wristband or handstamp, or to do chores or other work to pay for meals.
- c) Staff will not throw away a meal after it has been served because of the student's inability to pay for the meal or because of previous unpaid meal charges.
- d) Staff will not take any action directed at a student to collect unpaid meal charges.
- e) Staff will deal directly with parents/guardians regarding unpaid meal charges.

Ongoing Eligibility Certification

- a) Staff will conduct direct certification through the New York Student Identification System (NYSSIS) or using SED Roster Upload to maximize free eligibility. NYSED provides updated direct certification data monthly.

~~*Customize to District~~

(Continued)

Non-Instructional/Business
Operations**SUBJECT: MEAL CHARGING AND PROHIBITION AGAINST MEAL SHAMING
(Cont'd.)**

- b) Staff will provide parents/guardians with free and reduced-price application and instructions at the beginning of each school year in the school enrollment packet.
- c) If the District uses an electronic meal application, it will provide an explanation of the process in the school enrollment packet and instructions on how to request a paper application at no cost.
- d) The District will provide at least two additional free and reduced-price applications throughout the school year to families identified as owing meal charges.
- e) The District will use its administrative prerogative to complete an application on a student's behalf judiciously, and only after using exhaustive efforts to obtain a completed application from the student's parent/guardian. The District will complete the application using only available information on family size and income that falls within approvable guidelines.
- Revised* f) The District will coordinate with the foster, homeless, migrant, and runaway coordinators to certify eligible students. School liaisons required for homeless, foster, and migrant students will coordinate with the nutrition department to make sure these students receive free school meals, in accordance with federal law.

Prepaid Accounts*Long Lake Central School District*

Students/Parents/Guardians may pay for meals in advance via ~~*[web address for prepay]~~ or with a check payable to ~~*[lunch fund name]~~. Further details are available on the District's webpage at ~~*[District web address]~~. Funds should be maintained in accounts to minimize the possibility that a student may be without meal money on any given day. Any remaining funds for a particular student ~~*[may/will]~~ be carried over to the next school year.

May
→ www.longlakecsd.org

~~To obtain a refund for a withdrawn or graduating student, a written or e-mailed request for a refund of any money remaining in the student's account must be submitted. Students who are graduating at the end of the year will be given the option to transfer any remaining money to a sibling's account through a written request.~~

~~Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the District Food Service Program.~~

42 USC § 1758
7 CFR §§ 210.12 and 245.5
Education Law § 908
8 NYCRR § 114.5

~~*Customize to District~~
Adoption Date

When a student graduates or withdraws from school, any remaining money in the student's account will be transferred to a sibling's account or refunded.

Proposed New Policy

2019

5681

1 of 2

Non-Instructional/Business
Operations

SUBJECT: SCHOOL SAFETY PLANS

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan will be designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies.

These plans will be reviewed by the appropriate team on at least an annual basis and updated as needed by September 1. Specifically, the Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plans may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. Additionally, the District-wide school safety plan will designate the Superintendent or designee as the chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and for ensuring staff understanding of this plan. Similarly, the Superintendent will be responsible for ensuring the completion and yearly updating of building-level emergency response plans.

District-Wide School Safety Plan

District-wide school safety plan means a comprehensive, multi-hazard school safety plan that covers all school buildings of the District, addresses crisis intervention, emergency response and management at the District level, and has the contents as prescribed in Education Law and Commissioner's regulations.

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board. The District-wide team will include, but not be limited to, representatives of the Board, ~~*student~~, teacher, administrator, and parent organizations, school safety personnel, and other school personnel.

The plan will further address, among other items as set forth in Education Law and Commissioner's regulations, how the District will respond to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves (e.g., suicide).

~~* Allowing a student member to participate on the safety team is now optional, not required. Please customize accordingly. A student may participate provided that no confidential information is shared with that student.~~

(Continued)

SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**Building-Level Emergency Response Plan**

Building-level emergency response plan means a plan that addresses crisis intervention, emergency response and management at the building level and has the contents as prescribed in Education Law and Commissioner's regulations. As part of this plan, the District will define the chain of command in a manner consistent with the National Incident Management System (NIMS)/Incident Command System (ICS).

The building-level emergency response plan will be developed by the building-level emergency response team. The building-level emergency response team is a building-specific team appointed by the building principal, in accordance with regulations or guidelines prescribed by the Board. The building-level team will include, but not be limited to, representatives of teacher, administrator, and parent organizations, school safety personnel and other school personnel, community members, law enforcement officials, fire officials, or other emergency response agencies, and any other representatives the Board deems appropriate.

Classroom door vision panels will not be covered except as outlined in the building-level emergency response plan.

Training Requirement

The District will submit certification to the New York State Education Department that all District and school staff have received annual training on the emergency response plan, and that this training included components on violence prevention and mental health. New employees hired after the start of the school year will receive training within 30 days of hire, or as part of the District's existing new hire training program, whichever is sooner.

Filing/Disclosure Requirements

The District will file a copy of its District-wide school safety plan and any amendments with the Commissioner of Education no later than 30 days after its adoption. A copy of each building-level emergency response plan and any amendments will be filed with the appropriate local law enforcement agency and with the state police within 30 days of its adoption. Building-level emergency response plans will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

Homeland Security Presidential Directives - HSPD-5, HSPD-8
Homeland Security Act of 2002, 6 USC § 101
Education Law §§ 807, 2801-a
Public Officers Law Article 6
8 NYCRR § 155.17

Adoption Date

Personnel

SUBJECT: CERTIFICATION AND QUALIFICATIONS

The following provisions will govern certification and qualifications of District personnel:

- a) ~~In accordance with applicable statutes, Rules of the Board of Regents, and Commissioner's regulations, each~~ Each employee whose employment requires certification or other licensure must inform the Superintendent immediately of any change in his or her certification or licensure status. The changes may include the granting, revocation, upgrading, expiration, conversion, and/or extension of documents as to their periods of validity or their titles.
- b) ~~Commissioner's regulations extend the expiration dates for various certificate holders engaged in active military service for the period of active service and an additional 12 months from the end of the service. The regulations also reduce the professional development requirements for certification holders called to active duty for the time of active service.~~
- eb) Online verification of an employment applicant's certification status will be used in lieu of printed certificates for current and potential employees. The District will also check the TEACH database to ensure that any permanent or professional certificates for new hires remain valid.
- dc) It is the responsibility of the employee to ensure that he or she maintains the appropriate certification and/or licensure required for his or her assignment.

Parent Notification

~~The~~At the beginning of each school year, the District ~~is required to provide~~ will notify parents ~~upon~~ that they may request, ~~with specific~~ information about the professional qualifications of their ~~children's~~ student's classroom teachers. The ~~following will be provided by the~~ District will provide in a timely manner upon request the following information to parents:

- a) ~~If~~ Whether the student's teacher has met New York State qualifications and licensing criteria for the grade levels and subject areas ~~he or she teaches~~ in which the teacher provides instruction;
- b) Whether the student's teacher is teaching under emergency or other provisional status through which the ~~state~~ New York State qualification or licensing criteria have been waived;
- c) ~~The teacher's college major, whether~~ Whether the student's teacher has any advanced degrees and, if so, is teaching in the ~~subject field of~~ discipline of certification ~~of the degree teacher,~~ and
his/her
- d) ~~If~~ Whether the ~~child~~ student is provided services by any instructional aides or similar paraprofessionals and, if so, their qualifications.

~~(Continued)~~ In addition, the District will provide to parents timely notice that their student has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet

applicable New York State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

20 USC § ~~7801(23)~~6312

34 CFR § ~~200.55 and 200.56~~200.61

Education Law §§ 210, 305, 3001, ~~3001-a~~, 3004, ~~3006 and 3008~~

8 NYCRR Subparts ~~80-1, 80-2, 80-3, 80.4, and 80.5~~ 80-6.7

~~8 NYCRR §§ 100.2(dd) and 100.2(e)~~

Adoption Date