



**Long Lake**  
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING  
Thursday, March 9, 2023  
6:00 p.m. Regular Meeting, LLCS Cafeteria

- I. Call to Order – President of the Board
  - a. Pledge of Allegiance
  - b. \*Minutes of the February 9, 2023 Regular Meeting
  - c. \*Minutes of the February 23, 2023 Special Meeting
  - d. Next Regular Meeting April 20, 2023
- II. Public Participation
- III. Presentations
  - a. Patrick Crouse, Hamilton County Youth Substance Use 2012-2022
- IV. Superintendent's Update
- V. Business Affairs
  - a. \*January 2023 Treasurer Reports
  - b. Comprehensive Budget and Revenue Status Reports
  - c. Warrants
- VI. Recommendations for Approval
  - a. \*Policy #7530 Child Abuse and Maltreatment
  - b. \*Request for Disposal of School Property Declared Obsolete
  - c. \*2023-2024 School Calendar
  - d. \*2022-2023 Sports Merger Application
  - e. \*Snow Days, if Unused, Thursday, April 6, 2023 and Friday, May 26, 2023
  - f. \*CSE Recommendations for Student #s 202755, 202805, 202753
  - g. \*Lacey Dukett for Tenure Effective September 1, 2023
  - h. \*Sean O'Shell for Tenure Effective September 1, 2023
  - i. \*Joshua Tremblay for Tenure Effective September 1, 2023
- VII. General Discussion
  - a. Health Insurance
  - b. 2023-2024 Budget
  - c. FEH BOCES Board Vacancy
- VIII. Policy 1<sup>st</sup> Readings
  - a. Policy #7512 Student Physicals
  - b. Policy #7670 Due Process Complaints: Selection and Board Appointment of Impartial Hearing Officers
- IX. 2<sup>nd</sup> Public Participation

- X. Executive Session
  - a. Employment History of One Particular Person

- XI. Adjourn

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

**Date:** February 9, 2023

**Time:** 6:00 p.m.

**Type of Meeting:** Regular Meeting

**Place:** LLCS Cafeteria

**Members Present:** Brian Penrose  
Michael Farrell  
Trisha Hosley  
Joan Paula  
Tara Murphy

**Members Absent:** None

**Others Present:** Noelle Short-Principal/Superintendent, Elizabeth Hosley-Clerk of the Board, Sean O'Shell, Patrick Curtin

**Call to Order:** The President called the meeting to order at 6:01 p.m. and followed with the Pledge of Allegiance.

**Approved:** On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, **minutes of the January 12, 2023, regular meeting.**

The next meeting date is Thursday, March 9, 2023, at 6 p.m.

**Public Participation:** None

**Presentations:** None

**Superintendent's Update:** It is National School Counseling Week.

Our girls' varsity **basketball** team will compete in sectionals, and they won the MVAC Division III title. **Senior Night** is February 16<sup>th</sup>. Elementary basketball has started.

After School skate club at Geiger Arena is being offered through the After School Program.

Arts In Education organized for Adirondack Sky Center & Observation, out of Tupper Lake, to bring a **StarLab Portable Planetarium** for all students and staff the experience.

**February break** is February 20, 2023, through February 24, 2023.

**Staff budget** meetings will begin Monday, February 13, 2023.

NuFlow was in to look at the **grease trap** and provide a quote for the needed pipe lining work. The plan is to have this work done over the summer.

The **Fuel Tank** will be delivered and installed in April.

We met with Wayne Williams from Mosaic to discuss the schedule for phase two of the **Capital Project**. All contractors have signed contracts. Most of the work will be completed this summer.

We will have an update regarding the **softball field** at the next meeting.

#### **Business Affairs:**

**Approved:** On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the December 2022 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds and **Warrants** were reviewed.

#### **Recommendations for Approval:**

**Approved:** On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, **Resolution Amending Income Limits for Senior Citizen Tax Exemption**.

### **RESOLUTION AMENDING INCOME THRESHOLDS FOR SENIOR CITIZENS**

WHEREAS, Real Property Tax Law Section 467 authorizes school districts, after a public hearing, to adopt or amend income limits entitling senior citizens to a percentage exemption on school taxes on their primary residence; and

WHEREAS, on November 9, 2006, a resolution was adopted by the Board of Education establishing annual income levels for the Senior Citizens Exemptions on a sliding scale; and

WHEREAS, on April 15, 2021, the Board of Education, after a public hearing, increased such exemptions as to provide additional brackets of income for which senior citizens would be eligible; and

WHEREAS, the District desires to amend the thresholds entitling qualified senior citizens to the exemptions once again, based on their income category; and

WHEREAS, a hearing was held on this matter on January 12, 2023, where public input was received and considered; and

THEREFORE, BE IT RESOLVED:

Pursuant to the authority granted by Real Property Tax Law Section 467 the Long Lake Central School District hereby amends the levels of exemptions, entitling eligible senior citizens to an exemption from taxation, in accordance with the scale, effective with the 2023 assessment roll. The amended exemptions are below.

ANNUAL INCOME	EXEMPTION FROM TAXATION
Less than \$50,000	50%
\$50,001-\$55,699	20%
\$55,700-\$57,499	10%
\$57,500-\$58,399	5%

**Approved:** On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, the following proposition to be put before the voters in May 2023: The Board of Education is hereby authorized to: (a) acquire one (1) 35 passenger school bus at a maximum aggregate cost of \$90,000.00; (b) expend such sums for such purpose; (c) expend from the **Bus Purchase Reserve Fund** an amount not to exceed \$57,068.19 for such purpose; (d) **levy the necessary tax therefore**, to be levied and collected in such amounts as may be determined by the Board of Education, less any state aid received and amounts disbursed from the reserve fund.

**Approved:** On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, **NYS and Local Retirement System Standard Work Day and Reporting Resolution for Elected and Appointed Officials.**

**Approved:** On Motion by Trisha Hosley, seconded by Joan Paula, with all in favor, **Policy #3430 Diversity, Equity, and Inclusion in the District.**

**Approved:** On Motion by Trisha Hosley, seconded by Tara Murphy, with all in favor, **Elliptical Donation to Fitness Center.**

**Approved:** On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, **Resignation of Kevin Willette as School Bus Driver.**

**Approved:** On Motion by Trisha Hosley, seconded by Tara Murphy, with all in favor, **Request for Disposal of School Property Declared Obsolete.**

**General Discussion:**

The Board reviewed the **District's Health Insurance** and discussed a plan to switch providers.

The Board reviewed the **2023-2024 budget** details and tax cap levy.

The Board reviewed the **2023-2024 draft school calendar**.

**Policy 1<sup>st</sup> Readings:** Policy #7530 Child Abuse and Maltreatment

**2nd Public Participation:** An explanation was given on how lifetime maximum works in Health Insurance.

**Executive Session:** On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor to enter Executive Session at 7:05 to discuss employment history of four particular persons.

**Approved:** On Motion by Trisha Hosley, seconded by Tara Murphy, with all in favor, to leave Executive Session at 8:04 p.m.

**Approved:** On Motion by Michael Farrell, with regret, seconded by Trisha Hosley, with all in favor, to accept the resignation of Brian Penrose as Board President effective at the end of the February 9, 2023, meeting.

Michael Farrell becomes President by default.

**Approved:** On Motion to nominate a new Vice President, Joan Paula nominated Trisha Hosley, with all in favor.

**Approved:** On Motion by Trisha Hosley, seconded by Tara Murphy, with all in favor, to leave Executive Session at 8:05 p.m.

**Adjournment:** On Motion by Trisha Hosley, seconded by Tara Murphy, with all in favor, the Board adjourned at 8:06 p.m.

Clerk of the Board

Elizabeth Hosley

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

**Date:** February 23, 2023  
**Time:** 4:00 p.m.  
**Type of Meeting:** Special Meeting  
**Place:** LLCS Cafeteria  
**Members Present:** Michael Farrell  
Joan Paula  
Trisha Hosley (via Google Meet)  
Tara Murphy  
**Members Absent:** None

**Others Present:** Noelle Short-Principal/Superintendent, Elizabeth Hosley-Clerk of the Board

**Call to Order:** The President called the meeting to order at 4:00 p.m.

**Approved:** On Motion by Michael Farrell, seconded by Joan Paula, with all in favor, to **dispense with the Pledge of Allegiance.**

**Approved:** On Motion by Michael Farrell, with regret, seconded by Tara Murphy, with all in favor, the **resignation of Tina Thompson Pine** for the purpose of retirement effective June 30, 2023.

**General Discussion:**

The **Open Board of Education Seat** was discussed. It was decided no appointment would be made at this time. Interested candidates have until April 17, 2023, at 5:00 p.m. to submit petitions to be considered in the May 2023 election.

**2023-2024 Budget** was discussed. It was decided the District would not exceed the tax cap.

**Adjournment:** On Motion by Trisha Hosley, seconded by Tara Murphy, with all in favor, the Board adjourned at 5:42 p.m.

Clerk of the Board

Elizabeth Hosley

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TREASURER'S MONTHLY REPORT      FUND: GENERAL FUND

For Period from January 1, 2022 thru January 31, 2022

Total available balance as reported at the end of preceding period      \$      70,847.30

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$      560,217.69
	Interest	1.23

Total Receipts      \$      560,218.92

Total receipts, including balance      \$      631,066.22

Disbursements made during the month:

By Check-From Check #17885 - 17959	\$      310,810.02
EFT Transfers	160,107.13
	\$      -

Total amount of checks issued and debit charges      \$      470,917.15

Cash balance as shown by records      \$      160,149.07

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month      \$      216,288.60

Deposit in transit      \$      53,080.55

Less outstanding checks      see attached      \$      109,220.08

Net balance in bank (Should agree with Cash Balance above unless      \$      160,149.07

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

Amount of receipts undeposited(See attached schedules)

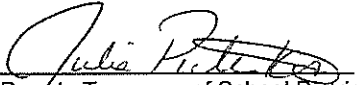
Total available balance (must agree with Cash Balance above if there is a true reconciliation)      \$      160,149.07

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.

  
Deputy Treasurer of School District



TREASURER'S MONTHLY REPORT      FUND: EXTRACURRICULAR ACCT.

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period      \$      6,370.22

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$      220.50
	Interest	\$      0.06

Total Receipts      \$      220.56

Total receipts, including balance      \$      6,590.78

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      \$      6,590.78

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month      \$      6,590.78

Less outstanding checks      \$      -

See attached

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

\$      6,590.78

Amount of receipts undeposited (See attached schedules)

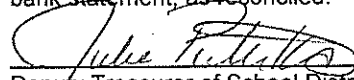
Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)      \$      6,590.78

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

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bank statement, as reconciled.



Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 57,068.19

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

<u>Date</u>	<u>Source</u>	
January	Deposits	-
	Interest	\$ 199.05

Total Receipts \$ 199.05

Total receipts, including balance \$ 57,267.24

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 \$ 57,267.24

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 57,267.24

less outstanding checks

see attached	\$ -
	\$ -

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

\$ 57,267.24

Amount of receipts undeposited (See attached schedules)

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

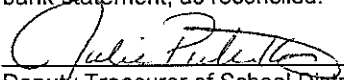
\$ 57,267.24

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.

  
Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 10,147.74

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

<u>Date</u>	<u>Source</u>	
January	Deposits	-
	Interest	\$ 35.38

Total Receipts \$ 35.38

Total receipts, including balance \$ 10,183.12

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 \$ 10,183.12

**RECONCILIATION WITH BANK STATEMENT**Balance as given on bank statement, end of month \$ 10,183.12  
less outstanding checkssee attached \$ -  
\$ -Net balance in bank (Should agree with Cash Balance above unless  
There are undeposited funds in treasurer's hands)

\$ 10,183.12

Amount of receipts undeposited (See attached schedules)

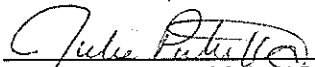
Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)

\$ 10,183.12

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

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bank statement, as reconciled.

Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: REPAIR RESERVE-NY CLASS

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 14,069.32

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

<u>Date</u>	<u>Source</u>	
January	Deposits	-
	Interest	\$ 49.09

Total Receipts \$ 49.09

Total receipts, including balance \$ 14,118.41

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 \$ 14,118.41

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 14,118.41

less outstanding checks

\$ -
\$ -

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

\$ 14,118.41

Amount of receipts undeposited (See attached schedules)

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

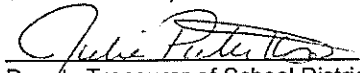
\$ 14,118.41

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.

  
Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 39,849.51

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

<u>Date</u>	<u>Source</u>	
January	Deposits	-
	Interest	\$ 139.02

Total Receipts \$ 139.02

Total receipts, including balance \$ 39,988.53

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 \$ 39,988.53

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 39,988.53

less outstanding checks

see attached

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

There are undeposited funds in treasurer's hands)

\$ 39,988.53

Amount of receipts undeposited (See attached schedules)

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

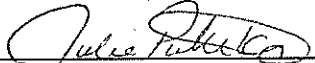
\$ 39,988.53

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.

  
Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 2,111.12

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 7.38

Total Receipts \$ 7.38

Total receipts, including balance \$ 2,118.50

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 \$ 2,118.50

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 2,118.50

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)

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


\$ 2,118.50

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.

  
Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: VARTULI SCHOLARSHIP-NY CLASS

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 6,875.31

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ -
	Interest	\$ 23.98

Total Receipts \$ 23.98

Total receipts, including balance \$ 6,899.29

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 \$ 6,899.29

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,899.29

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 6,899.29

Amount of receipts undeposited (See attached schedules)

-

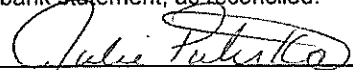
Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)

\$ 6,899.29

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  
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bank statement, as reconciled.

Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 9,229.97

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 32.20

Total Receipts \$ 32.20

Total receipts, including balance \$ 9,262.17

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 \$ 9,262.17

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 9,262.17

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 9,262.17

Amount of receipts undeposited (See attached schedules)

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

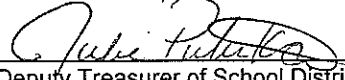
\$ 9,262.17

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.

  
Deputy Treasurer of School District



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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 73,377.82

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 255.92

Total Receipts \$ 255.92

Total receipts, including balance \$ 73,633.74

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 \$ 73,633.74

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 73,633.74

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 73,633.74

Amount of receipts undeposited (See attached schedules) -

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

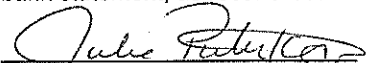
\$ 73,633.74

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.

  
Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

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>	
January	Deposits	156,639.42

Total Receipts \$ 156,639.42

Total receipts, including balance \$ 157,639.42

Disbursements made during the month:

By Check: #	
EFT Transfers/Direct Deposit	\$ 156,639.42
	\$ -

Total amount of checks issued and debit charges: \$ 156,639.42

Cash balance as shown by records \$ 1,000.00

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 1,000.00

Less Outstanding Checks - See Attached \$ -

\$ 1,000.00

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

\$ -

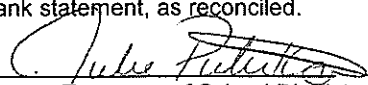
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,000.00

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.

  
Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: SCHOLARSHIP FUND

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 1,491.85

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

<u>Date</u>	<u>Source</u>
January	Deposits
	Interest

\$ 0.01

Total Receipts \$ 0.01

Total receipts, including balance \$ 1,491.86

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

\$ 1,491.86

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month  
less outstanding checks

\$ 1,491.86

see attached

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

There are undeposited funds in treasurer's hands)

\$ 1,491.86

Amount of receipts undeposited (See attached schedules)

-

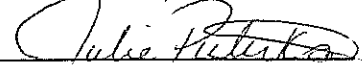
Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)

\$ 1,491.86

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.

Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 974,905.86

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 3,400.49
	Total Receipts	\$ 3,400.49
	Total receipts, including balance	\$ 978,306.35

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 \$ 978,306.35

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$ 978,306.35
Less outstanding checks	

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands)	\$ 978,306.35
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Amount of receipts undeposited	\$ -
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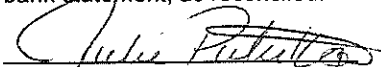
Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$ 978,306.35
--	---------------

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.

  
Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 18,833.33

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ 1,278.40
	Interest	<u>0.12</u>

Total Receipts \$ 1,278.52

Total receipts, including balance \$ 20,111.85

Disbursements made during the month:

By Check-From Check 2436 - 2440	\$ 2,650.25
EFT Transfers	<u>9,261.30</u>

Total amount of checks issued and debit charges \$ 11,911.55

Cash balance as shown by records \$ 8,200.30

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 8,599.91

Less outstanding checks see attached \$ 399.61

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

There are undeposited funds in treasurer's hands)

\$ 8,200.30

Amount of receipts undeposited

-

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

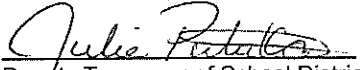
\$ 8,200.30

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.

  
Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$ 2,316,361.75

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ 148,853.70
	Interest	\$ 181.82
	Total Receipts	\$ 149,035.52
	Total receipts, including balance	\$ 2,465,397.27

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 550,906.39
By Debit	\$ -

Total amount of checks issued and debit charges \$ 550,906.39

Cash balance as shown by records \$ 1,914,490.88

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 1,914,490.88

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,914,490.88

Amount of receipts undeposited \$ -

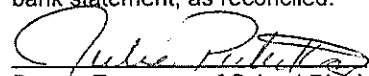
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,914,490.88

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.



Deputy Treasurer of School District

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

For the Period from January 1, 2023 thru January 31, 2023

Total available balance as reported at the end of preceding period \$75,934.57

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

<u>Date</u>	<u>Source</u>	
January	Deposits	-
	Interest	\$ 0.64

Total Receipts \$ 0.64

Total receipts, including balance \$ 75,935.21

Disbursements made during the month:

By Check: 1091-1094	\$ 16,825.44
EFT Transfers	\$ -
By Debit Charge	\$ -

Total amount of checks issued and debit charges: \$ 16,825.44

Cash balance as shown by records \$ 59,109.77

**RECONCILIATION WITH BANK STATEMENT**

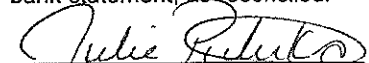
Balance as given on bank statement, end of month \$75,935.21

Less total of outstanding checks

16,825.44Net balance in bank (Should agree with Cash Balance above unless  
There are undeposited funds in treasurer's hands)

\$ 59,109.77

Amount of receipts undeposited (See attached schedules)

-Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)\$59,109.77Received by the Board of Education and entered  
as a part of the minutes of the Board meeting held\_\_\_\_\_  
20\_\_\_\_\_  
Clerk of the Board of EducationThis is to certify that the  
above cash balance is  
in agreement with my  
bank statement, as reconciled.

Deputy Treasurer of School District

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	7,100.00	0.00	7,100.00	1,321.34	0.00	5,778.66
A 1010.450-0000	BOE Materials and Supplies	1,800.00	0.00	1,800.00	441.70	0.00	1,358.30
A 1010.490-0000	BOE BOCES Services	7,687.00	0.00	7,687.00	3,131.50	0.00	4,555.50
<b>1010</b>	<b>BOARD OF EDUCATION</b>						
A 1040.160-0000	BOE District Clerk Salaries	16,587.00	0.00	16,587.00	4,894.54	0.00	11,692.46
A 1040.400-0000	BOE District Clerk Contractual	2,496.00	0.00	2,496.00	1,728.72	0.00	767.28
<b>1040</b>	<b>DISTRICT CLERK</b>						
<b>10</b>							
A 1240.160-0000	Support Staff Salaries	6,996.00	0.00	6,996.00	4,734.52	0.00	2,261.48
A 1240.170-0000	Leave Sellback	23,583.00	0.00	23,583.00	9,629.06	0.00	13,953.94
A 1240.200-0000	Central Admin Equipment	140,175.00	0.00	140,175.00	82,410.50	0.00	57,764.50
A 1240.400-0000	Central Admin Contractual	0.00	9,234.00	9,234.00	9,234.00	0.00	0.00
A 1240.450-0000	Central Admin Materials & Supplies	1,000.00	0.00	1,000.00	483.83	0.00	516.17
<b>1240</b>		15,805.00	-2,440.00	13,365.00	4,868.10	0.00	8,496.90
<b>12</b>		2,000.00	71.97	2,071.97	1,296.11	0.00	775.86
A 1310.160-0000	CHIEF SCHOOL ADMINISTRATOR	158,980.00	6,865.97	165,845.97	98,292.54	0.00	67,553.43
A 1310.490-0000	Finance Business Admin Salaries	158,980.00	6,865.97	165,845.97	98,292.54	0.00	67,553.43
<b>1310</b>	Finance BOCES Services	78,669.00	0.00	78,669.00	54,161.94	0.00	24,507.06
A 1320.160-0000	BUSINESS ADMINISTRATION	24,370.00	0.00	24,370.00	10,395.57	0.00	13,974.43
A 1320.400-0000	Finance Auditing Salaries	103,039.00	0.00	103,039.00	64,557.51	0.00	38,481.49
A 1320.450-0000	Finance Auditor Contractual	583.00	0.00	583.00	22.65	0.00	560.35
<b>1320</b>	AUDITING	8,000.00	0.00	8,000.00	900.00	0.00	7,100.00
A 1325.160-0000	Finance District Treasurer	8,583.00	0.00	8,583.00	922.65	0.00	7,660.35
A 1325.450-0000	Finance District Treasurer Supplies	19,282.00	0.00	19,282.00	13,327.20	0.00	5,954.80
<b>1325</b>	TREASURER	250.00	0.00	250.00	0.00	0.00	250.00
A 1330.160-0000	Finance Tax Collector Salary	19,532.00	0.00	19,532.00	13,327.20	0.00	6,204.80
A 1330.400-0000	Finance Tax Collector Contractual	4,304.00	0.00	4,304.00	4,304.00	0.00	0.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	1,500.00	0.00	1,500.00	1,428.52	0.00	71.48
<b>1330</b>	TAX COLLECTOR	100.00	0.00	100.00	0.00	0.00	100.00
<b>13</b>							
A 1420.400-0000	Legal Contractual	5,904.00	0.00	5,904.00	5,732.52	0.00	171.48
<b>1420</b>	LEGAL	137,058.00	0.00	137,058.00	84,539.88	0.00	52,518.12
A 1430.490-0000	Personnel - BOCES Services	14,000.00	0.00	14,000.00	4,812.50	0.00	9,187.50
<b>1430</b>	PERSONNEL	14,000.00	0.00	14,000.00	4,812.50	0.00	9,187.50
		1,957.00	0.00	1,957.00	547.58	0.00	1,409.42
		1,957.00	0.00	1,957.00	547.58	0.00	1,409.42

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# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1480.400-0000	Public Info Contractual	400.00	0.00	400.00	0.00	0.00	400.00
A 1480.450-0000	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>1480</b>	<b>PUBLIC INFORMATION &amp; SERVICES</b>	<b>*</b>	<b>0.00</b>	<b>1,400.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,400.00</b>
<b>14</b>		<b>**</b>		<b>17,357.00</b>	<b>5,360.08</b>	<b>0.00</b>	<b>11,996.92</b>
A 1620.160-0000	Central Services Support Staff Salaries	100,829.00	0.00	100,829.00	71,844.32	0.00	28,984.68
A 1620.200-0000	Central Services Equipment	0.00	0.00	0.00	0.00	0.00	0.00
A 1620.400-0000	Central Services Contractual	72,166.00	150.00	72,316.00	129,476.45	90,000.00	-147,160.45
A 1620.410-0000	Central Services Fuel Oil	85,000.00	0.00	85,000.00	37,305.42	47,422.93	271.65
A 1620.420-0000	Central Services Television	2,000.00	0.00	2,000.00	1,180.54	0.00	819.46
A 1620.430-0000	Central Services Electricity	25,000.00	0.00	25,000.00	17,879.56	0.00	7,120.44
A 1620.440-0000	Central Services Water Rent	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
A 1620.450-0000	Central Services Materials & Supplies	25,000.00	749.49	25,749.49	17,573.79	5,537.37	2,638.33
A 1620.451-0000	Custodial Supplies - COVID	0.00	2,443.16	2,443.16	2,443.16	0.00	0.00
A 1620.460-0000	Central Services Telephone	9,000.00	0.00	9,000.00	3,243.53	0.00	5,756.47
A 1620.480-0000	Central Services LP Gas	100.00	0.00	100.00	36.72	0.00	63.28
A 1620.490-0000	Central Services BOCES	11,000.00	0.00	11,000.00	5,068.56	0.00	5,931.44
<b>1620</b>	<b>OPERATION OF PLANT</b>	<b>*</b>	<b>3,342.65</b>	<b>334,437.65</b>	<b>287,052.05</b>	<b>142,960.30</b>	<b>-95,574.70</b>
A 1621.160-0000	Mainten Support Staff Salaries	15,856.00	0.00	15,856.00	11,718.39	0.00	4,137.61
A 1621.400-0000	Maintenance Contractual Exp	27,500.00	40,300.00	67,800.00	45,124.88	390.00	22,285.12
<b>1621</b>	<b>MAINTENANCE OF PLANT</b>	<b>*</b>	<b>40,300.00</b>	<b>83,656.00</b>	<b>56,843.27</b>	<b>390.00</b>	<b>26,422.73</b>
A 1670.400-0000	Contractual	825.00	0.00	825.00	811.80	0.00	13.20
A 1670.450-0000	Postage	3,000.00	14.89	3,014.89	1,041.23	0.00	1,973.66
A 1670.490-0000	Printing - BOCES Services	1,000.00	0.00	1,000.00	165.00	0.00	835.00
<b>1670</b>	<b>CENTRAL PRINTING &amp; MAILING</b>	<b>*</b>	<b>14.89</b>	<b>4,839.89</b>	<b>2,018.03</b>	<b>0.00</b>	<b>2,821.86</b>
A 1680.490-0000	Central DP - BOCES Services	62,000.00	0.00	62,000.00	37,656.83	0.00	24,343.17
<b>1680</b>	<b>CENTRAL DATA PROCESSING</b>	<b>*</b>	<b>0.00</b>	<b>62,000.00</b>	<b>37,656.83</b>	<b>0.00</b>	<b>24,343.17</b>
<b>16</b>		<b>**</b>	<b>43,657.54</b>	<b>484,933.54</b>	<b>383,570.18</b>	<b>143,350.30</b>	<b>-41,986.94</b>
A 1910.400-0000	Unallocated Insurance	1,000.00	0.00	1,000.00	584.10	0.00	415.90
<b>1910</b>	<b>UNALLOCATED INSURANCE</b>	<b>*</b>	<b>0.00</b>	<b>1,000.00</b>	<b>584.10</b>	<b>0.00</b>	<b>415.90</b>
A 1920.400-0000	School Association Dues	5,450.00	0.00	5,450.00	4,880.00	0.00	570.00
<b>1920</b>	<b>SCHOOL ASSOCIATION DUES</b>	<b>*</b>	<b>0.00</b>	<b>5,450.00</b>	<b>4,880.00</b>	<b>0.00</b>	<b>570.00</b>
A 1981.490-0000	BOCES Administrative Costs	25,000.00	0.00	25,000.00	12,364.50	0.00	12,635.50
<b>1981</b>	<b>BOCES ADMINISTRATIVE COSTS</b>	<b>*</b>	<b>0.00</b>	<b>25,000.00</b>	<b>12,364.50</b>	<b>0.00</b>	<b>12,635.50</b>

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1983.490-0000	BOCES Capital Expenses	2,900.00	0.00	2,900.00	1,402.50	0.00	1,497.50
1983	BOCES CAPITAL EXPENSE	*	0.00	2,900.00	1,402.50	0.00	1,497.50
19		**	0.00	34,350.00	19,231.10	0.00	15,118.90
1		***	50,523.51	863,127.51	600,622.84	143,350.30	119,154.37
A 2010.150-0000	Curriculum Devevelopment Salaries	0.00	0.00	0.00	0.00	0.00	0.00
2010	CURRICULUM DEVELOPMENT & SUPERVISION	*	0.00	0.00	0.00	0.00	0.00
A 2020.150-0000	Supervision Instructional	25,000.00	0.00	25,000.00	17,307.54	0.00	7,692.46
2020	SUPERVISION - REGULAR SCHOOL	*	0.00	25,000.00	17,307.54	0.00	7,692.46
A 2070.150-0000	Instructional Salaries	14,154.00	0.00	14,154.00	5,293.50	0.00	8,860.50
A 2070.490-0000	Inservices - BOCES Services	20,000.00	0.00	20,000.00	10,118.50	0.00	9,881.50
2070	INSERVICE TRAINING - INSTRUCTION	*	0.00	34,154.00	15,412.00	0.00	18,742.00
20		**	0.00	59,154.00	32,719.54	0.00	26,434.46
A 2110.120-0000	Teaching K-6 Salaries	513,235.00	0.00	513,235.00	245,401.25	0.00	267,833.75
A 2110.130-0000	Teaching 7-12 Salaries	483,211.00	0.00	483,211.00	244,119.11	0.00	239,091.89
A 2110.140-0000	Substitute Teachers	25,000.00	0.00	25,000.00	15,004.30	0.00	9,995.70
A 2110.160-0000	Support Staff Salaries	44,259.00	0.00	44,259.00	21,592.75	0.00	22,666.25
A 2110.170-0000	Payment in Lieu of Health Insurance	24,000.00	0.00	24,000.00	0.00	0.00	24,000.00
A 2110.200-0000	Teaching Equipment	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.400-0000	Teaching Contractual	16,058.00	1,033.70	17,091.70	7,077.19	0.00	10,014.51
A 2110.410-0000	Field Trips	23,000.00	0.00	23,000.00	6,057.03	50.00	16,892.97
A 2110.411-0000	Conference Attendance	7,000.00	315.00	7,315.00	1,064.25	0.00	6,250.75
A 2110.412-0000	Mileage Reimbursement	2,000.00	0.00	2,000.00	127.92	0.00	1,872.08
A 2110.413-0000	Arts in Education	3,000.00	1,693.78	4,693.78	3,610.05	19.96	1,063.77
A 2110.450-0000	Teaching Materials & Supplies	8,000.00	2,800.00	10,800.00	20,252.71	0.00	-9,452.71
A 2110.451-0000	Elementary - Grade 1	2,265.00	0.00	2,265.00	1,747.62	0.00	517.38
A 2110.451-1000	Summer School	100.00	0.00	100.00	13.97	0.00	86.03
A 2110.451-2000	Art Program	2,360.00	0.00	2,360.00	1,475.28	586.94	297.78
A 2110.451-4000	Teachers Assistant-Dukett	200.00	0.00	200.00	189.08	0.00	10.92
A 2110.451-5000	English	574.00	0.00	574.00	466.88	0.00	107.12
A 2110.451-6000	Spanish	500.00	0.00	500.00	262.24	0.00	237.76
A 2110.451-8000	Health Education	100.00	0.00	100.00	0.00	0.00	100.00
A 2110.451-9000	Math	311.00	0.00	311.00	212.62	0.00	98.38
A 2110.452-0000	Driver Education	0.00	0.00	0.00	0.00	0.00	0.00

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-1000	Elementary - Gaffney/SPED	300.00	0.00	300.00	19.46	0.00	280.54
A 2110.452-2000	Music	1,162.00	0.00	1,162.00	464.98	509.95	187.07
A 2110.452-3000	Phys Ed	1,715.00	0.00	1,715.00	1,568.14	0.00	146.86
A 2110.452-4000	Science	1,080.00	0.00	1,080.00	370.16	100.00	609.84
A 2110.452-5000	Social Studies	150.00	0.00	150.00	143.31	0.00	6.69
A 2110.452-6000	Technology	1,650.00	0.00	1,650.00	383.90	227.42	1,038.68
A 2110.452-7000	Elementary - PreK/Teaching Assistant	900.00	0.00	900.00	686.55	0.00	213.45
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	250.00	0.00	250.00	215.22	0.00	34.78
A 2110.453-0000	Elementary - Furlong	416.00	0.00	416.00	211.56	87.96	116.48
A 2110.454-0000	Elementary - Grade 2	650.00	0.00	650.00	412.74	5.00	232.26
A 2110.455-0000	Elementary - Grade 3/4	600.00	0.00	600.00	321.92	19.75	258.33
A 2110.456-0000	Elementary - Grade 5/6	250.00	0.00	250.00	30.97	0.00	219.03
A 2110.458-0000	Elementary - Grade K	500.00	0.00	500.00	63.98	0.00	436.02
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	60.00	0.00	1,440.00
A 2110.459-2000	STEM	1,160.00	0.00	1,160.00	862.67	0.00	297.33
A 2110.459-3000	Committees	1,500.00	0.00	1,500.00	135.38	225.00	1,139.62
A 2110.480-0000	Teaching Textbooks	7,550.00	0.00	7,550.00	4,790.57	0.00	2,759.43
A 2110.490-0000	Teaching BOCES	0.00	0.00	0.00	19,490.63	0.00	-19,490.63
<b>2110</b>	<b>TEACHING - REGULAR SCHOOL</b>	<b>1,178,506.00</b>	<b>5,842.48</b>	<b>1,184,348.48</b>	<b>598,906.39</b>	<b>1,831.98</b>	<b>583,610.11</b>
<b>21</b>		<b>1,178,506.00</b>	<b>5,842.48</b>	<b>1,184,348.48</b>	<b>598,906.39</b>	<b>1,831.98</b>	<b>583,610.11</b>
A 2250.150-0000	Instructional Salaries	82,878.00	0.00	82,878.00	-1,993.68	0.00	84,871.68
A 2250.160-0000	Non Instructional Salaries	37,347.00	0.00	37,347.00	20,728.62	0.00	16,618.38
A 2250.400-0000	Students w/Disab Contractual	5,004.00	0.00	5,004.00	5,003.23	0.00	0.77
A 2250.450-0000	Special Ed Materials & Supplies	175.00	0.00	175.00	150.33	0.00	24.67
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	92,000.00	0.00	92,000.00	11,438.15	0.00	80,561.85
<b>2250</b>	<b>PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR</b>	<b>219,904.00</b>	<b>0.00</b>	<b>219,904.00</b>	<b>35,326.65</b>	<b>0.00</b>	<b>184,577.35</b>
A 2280.490-0000	BOCES Services	40,500.00	0.00	40,500.00	12,600.00	0.00	27,900.00
<b>2280</b>	<b>OCCUPATIONAL EDUCATION (GRADES 9-12)</b>	<b>40,500.00</b>	<b>0.00</b>	<b>40,500.00</b>	<b>12,600.00</b>	<b>0.00</b>	<b>27,900.00</b>
<b>22</b>		<b>260,404.00</b>	<b>0.00</b>	<b>260,404.00</b>	<b>47,926.65</b>	<b>0.00</b>	<b>212,477.35</b>
A 2330.150-0000	Adult Education Salary	11,976.00	0.00	11,976.00	707.40	0.00	11,268.60

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2330.151-0000</u>	Special Schools Salary	21,240.00	0.00	21,240.00	9,283.40	0.00	11,956.60
<u>A 2330.400-0000</u>	Special Schools Contractual	3,802.00	0.00	3,802.00	186.80	0.00	3,615.20
<u>A 2330.450-0000</u>	Special Schools Materials & Supplies	500.00	0.00	500.00	114.33	25.95	359.72
<b>2330</b>	<b>TEACHING - SPECIAL SCHOOLS</b>	<b>*</b>	<b>0.00</b>	<b>37,518.00</b>	<b>10,291.93</b>	<b>25.95</b>	<b>27,200.12</b>
<b>23</b>		<b>**</b>	<b>0.00</b>	<b>37,518.00</b>	<b>10,291.93</b>	<b>25.95</b>	<b>27,200.12</b>
<u>A 2610.150-0000</u>	Library Salaries	57,768.00	0.00	57,768.00	30,039.36	0.00	27,728.64
<u>A 2610.450-0000</u>	Library Materials & Supplies	1,150.00	0.00	1,150.00	356.69	0.00	793.31
<u>A 2610.451-0000</u>	Library Computers/Media	1,365.00	0.00	1,365.00	1,071.65	0.00	293.35
<u>A 2610.460-0000</u>	Library Books/Magazines/Subscriptions	3,280.00	0.00	3,280.00	1,004.25	0.00	2,275.75
<u>A 2610.490-0000</u>	Library BOCES Services	9,100.00	0.00	9,100.00	4,524.50	0.00	4,575.50
<b>2610</b>	<b>SCHOOL LIBRARY &amp; AUDIOVISUAL</b>	<b>*</b>	<b>0.00</b>	<b>72,663.00</b>	<b>36,996.45</b>	<b>0.00</b>	<b>35,666.55</b>
<u>A 2630.220-0000</u>	Computer Hardware	25,000.00	1,064.24	26,064.24	3,309.68	166.00	22,588.56
<u>A 2630.450-0000</u>	Computer Materials & Supplies	1,870.00	0.00	1,870.00	916.07	0.00	953.93
<u>A 2630.460-0000</u>	Computer Software	8,000.00	0.00	8,000.00	3,088.47	0.00	4,911.53
<u>A 2630.490-0000</u>	Computer BOCES	56,000.00	0.00	56,000.00	27,954.99	0.00	28,045.01
<b>2630</b>	<b>COMPUTER ASSISTED INSTRUCTION</b>	<b>*</b>	<b>1,064.24</b>	<b>91,934.24</b>	<b>35,269.21</b>	<b>166.00</b>	<b>56,499.03</b>
<b>26</b>		<b>**</b>	<b>1,064.24</b>	<b>164,597.24</b>	<b>72,265.66</b>	<b>166.00</b>	<b>92,165.58</b>
<u>A 2805.160-0000</u>	Attendance	4,500.00	0.00	4,500.00	4,500.00	0.00	0.00
<b>2805</b>	<b>ATTENDANCE - REGULAR SCHOOL</b>	<b>*</b>	<b>0.00</b>	<b>4,500.00</b>	<b>4,500.00</b>	<b>0.00</b>	<b>0.00</b>
<u>A 2810.150-0000</u>	Guidance Instructional Salaries	68,195.00	0.00	68,195.00	36,453.39	0.00	31,741.61
<u>A 2810.450-0000</u>	Guidance Materials & Supplies	660.00	12.00	672.00	243.75	0.00	428.25
<u>A 2810.451-0000</u>	Guidance Testing and Materials	1,220.00	0.00	1,220.00	159.00	134.00	927.00
<b>2810</b>	<b>GUIDANCE - REGULAR SCHOOL</b>	<b>*</b>	<b>12.00</b>	<b>70,075.00</b>	<b>36,856.14</b>	<b>134.00</b>	<b>33,096.86</b>
<u>A 2815.160-0000</u>	Support Staff Salaries	38,340.00	0.00	38,340.00	18,477.60	0.00	19,862.40
<u>A 2815.400-0000</u>	Health Contractual	6,500.00	0.00	6,500.00	3,047.35	13.90	3,438.75
<u>A 2815.450-0000</u>	Health Materials & Supplies	1,400.00	0.00	1,400.00	602.96	82.20	714.84
<b>2815</b>	<b>HEALTH SERVICES - REGULAR SCHOOL</b>	<b>*</b>	<b>0.00</b>	<b>46,240.00</b>	<b>22,127.91</b>	<b>96.10</b>	<b>24,015.99</b>
<u>A 2820.400-0000</u>	Psychologist Contractual	50,357.00	0.00	50,357.00	0.00	0.00	50,357.00
<u>A 2820.450-0000</u>	Psychologist Materials & Supplies	700.00	0.00	700.00	0.00	0.00	700.00
<u>A 2820.490-0000</u>	BOCES Psychologist	12,000.00	0.00	12,000.00	23,214.00	0.00	-11,214.00
<b>2820</b>	<b>PSYCHOLOGICAL SERVICES - REGULAR SCHOOL</b>	<b>*</b>	<b>0.00</b>	<b>63,057.00</b>	<b>23,214.00</b>	<b>0.00</b>	<b>39,843.00</b>
<u>A 2825.400-0000</u>	Contractual	6,000.00	0.00	6,000.00	6,450.00	0.00	-450.00

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>2825</b>	<b>SOCIAL WORK SERVICES - REGULAR SCHOOL</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>6,450.00</b>	<b>0.00</b>	<b>-450.00</b>
<u>A 2850.150-0000</u>	Co-curricular Salaries	31,815.00	0.00	31,815.00	4,718.00	0.00	27,097.00
<u>A 2850.450-0000</u>	Co-curricular Materials & Supplies	500.00	0.00	500.00	-608.60	0.00	1,108.60
<b>2850</b>	<b>CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL</b>	<b>32,315.00</b>	<b>0.00</b>	<b>32,315.00</b>	<b>4,109.40</b>	<b>0.00</b>	<b>28,205.60</b>
<u>A 2855.150-0000</u>	Interscholastic Salaries	10,000.00	0.00	10,000.00	13,637.00	0.00	-3,637.00
<u>A 2855.400-0000</u>	Interscholastic Contractual	20,500.00	-750.00	19,750.00	5,022.35	100.00	14,627.65
<u>A 2855.450-0000</u>	Interscholastic Materials & Supplies	2,500.00	750.00	3,250.00	3,119.54	932.26	-801.80
<u>A 2855.490-0000</u>	BOCES Interscholastic	2,100.00	0.00	2,100.00	1,034.50	0.00	1,065.50
<b>2855</b>	<b>INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL</b>	<b>35,100.00</b>	<b>0.00</b>	<b>35,100.00</b>	<b>22,813.39</b>	<b>1,032.26</b>	<b>11,254.35</b>
<b>28</b>		<b>257,287.00</b>	<b>12.00</b>	<b>257,299.00</b>	<b>120,070.84</b>	<b>1,262.36</b>	<b>135,965.80</b>
<b>2</b>		<b>1,956,402.00</b>	<b>6,918.72</b>	<b>1,963,320.72</b>	<b>882,181.01</b>	<b>3,286.29</b>	<b>1,077,853.42</b>
<u>A 5510.160-0000</u>	Transportation Salaries	73,775.00	0.00	73,775.00	46,647.06	0.00	27,127.94
<u>A 5510.200-0000</u>	Transportation Equipment	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 5510.210-0000</u>	Purchase of Buses	0.00	34,929.00	34,929.00	34,929.00	0.00	0.00
<u>A 5510.400-0000</u>	Transportation Contractual	15,600.00	0.00	15,600.00	15,372.47	155.00	72.53
<u>A 5510.450-0000</u>	Transportation Materials & Supplies/Parts	10,500.00	0.00	10,500.00	4,506.41	2,225.85	3,767.74
<u>A 5510.451-0000</u>	Diesel/Gasoline	18,000.00	0.00	18,000.00	7,257.93	0.00	10,742.07
<u>A 5510.452-0000</u>	Tires	0.00	0.00	0.00	1,057.24	0.00	-1,057.24
<u>A 5510.454-0000</u>	Labor	13,000.00	0.00	13,000.00	5,439.45	0.00	7,560.55
<u>A 5510.490-0000</u>	BOCES Contractual	1,400.00	0.00	1,400.00	706.50	0.00	693.50
<b>5510</b>	<b>DISTRICT TRANSPORTATION SERVICES</b>	<b>133,275.00</b>	<b>34,929.00</b>	<b>168,204.00</b>	<b>115,916.06</b>	<b>2,380.85</b>	<b>49,907.09</b>
<b>55</b>		<b>133,275.00</b>	<b>34,929.00</b>	<b>168,204.00</b>	<b>115,916.06</b>	<b>2,380.85</b>	<b>49,907.09</b>
<b>5</b>		<b>133,275.00</b>	<b>34,929.00</b>	<b>168,204.00</b>	<b>115,916.06</b>	<b>2,380.85</b>	<b>49,907.09</b>
<u>A 9010.800-0000</u>	NYS Retirement	45,000.00	0.00	45,000.00	41,959.00	0.00	3,041.00
<b>9010</b>	<b>STATE RETIREMENT</b>	<b>45,000.00</b>	<b>0.00</b>	<b>45,000.00</b>	<b>41,959.00</b>	<b>0.00</b>	<b>3,041.00</b>
<u>A 9020.800-0000</u>	Teacher Retirement	153,000.00	0.00	153,000.00	-36.16	0.00	153,036.16
<b>9020</b>	<b>TEACHERS' RETIREMENT</b>	<b>153,000.00</b>	<b>0.00</b>	<b>153,000.00</b>	<b>-36.16</b>	<b>0.00</b>	<b>153,036.16</b>
<u>A 9030.800-0000</u>	Social Security	147,178.00	0.00	147,178.00	76,899.69	0.00	70,278.31
<b>9030</b>	<b>SOCIAL SECURITY</b>	<b>147,178.00</b>	<b>0.00</b>	<b>147,178.00</b>	<b>76,899.69</b>	<b>0.00</b>	<b>70,278.31</b>
<u>A 9040.800-0000</u>	Worker Compensation	12,633.00	0.00	12,633.00	12,633.00	0.00	0.00
<b>9040</b>	<b>WORKERS' COMPENSATION</b>	<b>12,633.00</b>	<b>0.00</b>	<b>12,633.00</b>	<b>12,633.00</b>	<b>0.00</b>	<b>0.00</b>

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 9050.800-0000</u>	Unemployment	20,000.00	0.00	20,000.00	2,445.31	0.00	17,554.69
9050	UNEMPLOYMENT INSURANCE	*	0.00	20,000.00	2,445.31	0.00	17,554.69
<u>A 9055.800-0000</u>	Disability Plan	3,300.00	0.00	3,300.00	2,204.40	0.00	1,095.60
9055	DISABILITY INSURANCE	*	0.00	3,300.00	2,204.40	0.00	1,095.60
<u>A 9060.800-0000</u>	Hospitalization	1,045,000.00	0.00	1,045,000.00	824,899.57	0.00	220,100.43
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	*	0.00	1,045,000.00	824,899.57	0.00	220,100.43
<u>A 9089.800-0000</u>	Other Employee Benefits	1,700.00	0.00	1,700.00	3,893.46	0.00	-2,193.46
9089	Other Employee Benefits	*	0.00	1,700.00	3,893.46	0.00	-2,193.46
90							
<u>A 9711.600-0000</u>	Serial Bonds - Principal	1,427,811.00	0.00	1,427,811.00	964,898.27	0.00	462,912.73
<u>A 9711.700-0000</u>	Serial Bonds - Interest	195,000.00	0.00	195,000.00	0.00	0.00	195,000.00
9711	Serial Bonds	*	0.00	243,100.00	24,050.00	0.00	219,050.00
<u>A 9731.700-0000</u>	Bond Anticipation Notes - Interest	12,500.00	0.00	12,500.00	0.00	0.00	12,500.00
9731	Bond Anticipation Notes	*	0.00	12,500.00	0.00	0.00	12,500.00
97							
<u>A 9901.930-0000</u>	Transfer to School Food Svc Fund	255,600.00	0.00	255,600.00	24,050.00	0.00	231,550.00
9901	TRANSFERS TO FUNDS	*	0.00	148,996.00	75,000.00	0.00	73,996.00
99		**	0.00	148,996.00	75,000.00	0.00	73,996.00
9		***	0.00	1,832,407.00	1,063,948.27	0.00	768,458.73
Fund A Totals:		4,734,688.00	92,371.23	4,827,059.23	2,662,668.18	149,017.44	2,015,373.61
Grand Totals:		4,734,688.00	92,371.23	4,827,059.23	2,662,668.18	149,017.44	2,015,373.61

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	70,841.00	0.00	70,841.00	43,944.50	0.00	26,896.50
C 2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	2,018.00	0.00	982.00
C 2860.410-0000	Cafeteria Food	30,300.00	0.00	30,300.00	17,243.56	8,596.54	4,459.90
C 2860.450-0000	Cafeteria Materials & Supplies	2,750.00	341.04	3,091.04	2,021.13	570.73	499.18
2860	SCHOOL FOOD SERVICE	106,891.00	341.04	107,232.04	65,227.19	9,167.27	32,837.58
28		106,891.00	341.04	107,232.04	65,227.19	9,167.27	32,837.58
2		106,891.00	341.04	107,232.04	65,227.19	9,167.27	32,837.58
C 9010.800-0000	Cafeteria Employees Retirement	9,500.00	0.00	9,500.00	-2,500.00	0.00	12,000.00
9010	STATE RETIREMENT	9,500.00	0.00	9,500.00	-2,500.00	0.00	12,000.00
C 9030.800-0000	Cafeteria Social Security	5,573.00	0.00	5,573.00	0.00	0.00	5,573.00
9030	SOCIAL SECURITY	5,573.00	0.00	5,573.00	0.00	0.00	5,573.00
C 9060.800-0000	Cafeteria Health Insurance	62,682.00	0.00	62,682.00	0.00	0.00	62,682.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	62,682.00	0.00	62,682.00	0.00	0.00	62,682.00
90		77,755.00	0.00	77,755.00	-2,500.00	0.00	80,255.00
9		77,755.00	0.00	77,755.00	-2,500.00	0.00	80,255.00
Fund CTotals:		184,646.00	341.04	184,987.04	62,727.19	9,167.27	113,092.58
Grand Totals:		184,646.00	341.04	184,987.04	62,727.19	9,167.27	113,092.58

# LONG LAKE CSD

Revenue Status Report By Function From 7/1/2022 To 6/30/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	Real Property Taxes	3,263,298.00	0.00	3,263,298.00	3,263,014.07	283.93
<u>A 1081</u>	Other Payments in Lieu of Taxes	0.00	0.00	0.00	2,946.03	-2,946.03
<u>A 1085</u>	School Tax Relief Reimb (STAR)	28,602.00	0.00	28,602.00	28,602.00	0.00
<u>A 1090</u>	Penalty on Taxes	3,000.00	0.00	3,000.00	1,503.12	1,496.88
<u>A 1310</u>	Day School Tuition	2,850.00	0.00	2,850.00	3,650.00	-800.00
<u>A 1335</u>	Other Student Fees/Charges	1,000.00	0.00	1,000.00	362.00	638.00
<u>A 2401</u>	Interest on Earnings	550.00	0.00	550.00	19,084.39	-18,534.39
<u>A 2701</u>	Refunds of Prior Years Expenditures	0.00	0.00	0.00	2,920.85	-2,920.85
<u>A 3101.A</u>	General Aid	490,000.00	0.00	490,000.00	220,344.99	269,655.01
<u>A 3101.B</u>	Excess Cost Aid	0.00	0.00	0.00	8,662.00	-8,662.00
<u>A 3102</u>	VLT Lottery Aid	0.00	0.00	0.00	16,085.58	-16,085.58
<u>A 3103</u>	BOCES Aid	65,000.00	0.00	65,000.00	-7.00	65,007.00
<u>A 3260</u>	Textbook Aid	4,000.00	0.00	4,000.00	840.00	3,160.00
<u>A 3265</u>	Small Government Assistance	0.00	0.00	0.00	158,956.00	-158,956.00
<u>A 4601</u>	Medicaid Assistance, HRSS	10,000.00	0.00	10,000.00	1,636.24	8,363.76
<b>A Totals:</b>		<b>3,868,300.00</b>	<b>0.00</b>	<b>3,868,300.00</b>	<b>3,728,600.27</b>	<b>139,699.73</b>
<b>Grand Totals:</b>		<b>3,868,300.00</b>	<b>0.00</b>	<b>3,868,300.00</b>	<b>3,728,600.27</b>	<b>139,699.73</b>



# LONG LAKE CSD

Revenue Status Report By Function From 7/1/2022 To 6/30/2023



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	1,666.10	833.90
<u>C.1440.L</u>	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	5,912.00	3,588.00
<u>C.1445.B</u>	A La Carte Sales	0.00	0.00	0.00	9.95	-9.95
<u>C.1445.L</u>	A La Carte Sales	750.00	0.00	750.00	371.07	378.93
<u>C.2401</u>	Interest and Earnings	0.00	0.00	0.00	0.61	-0.61
<u>C.2770</u>	Misc. Revenues	0.00	0.00	0.00	-84.90	84.90
<u>C.3190.FB</u>	Breakfast - Federal Reimbursement	6,000.00	0.00	6,000.00	2,253.00	3,747.00
<u>C.3190.FL</u>	Lunch - Federal Reimbursement	14,000.00	0.00	14,000.00	7,255.00	6,745.00
<u>C.3190.FS</u>	Snack - Federal Reimbursement	550.00	0.00	550.00	265.00	285.00
<u>C.3190.SB</u>	Breakfast - State Reimbursement	300.00	0.00	300.00	99.00	201.00
<u>C.3190.SL</u>	Lunch - State Reimbursement	550.00	0.00	550.00	231.00	319.00
<u>C.4190</u>	USDA Surplus Food	1,500.00	0.00	1,500.00	0.00	1,500.00
<u>C.4190.EBI</u>	Federal Reimbursement EBT	0.00	0.00	0.00	628.00	-628.00
<u>C.5031</u>	Interfund Transfer	148,996.00	0.00	148,996.00	75,000.00	73,996.00
<b>C Totals:</b>		<b>184,646.00</b>	<b>0.00</b>	<b>184,646.00</b>	<b>93,605.83</b>	<b>91,040.17</b>
<b>Grand Totals:</b>		<b>184,646.00</b>	<b>0.00</b>	<b>184,646.00</b>	<b>93,605.83</b>	<b>91,040.17</b>

# LONG LAKE CSD

Check Warrant Report For A - 23: Payroll Deductions From General Fund For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
954	01/01/2023	3407	NYS INCOME TAX	Trust & Agency Payment		2,902.75
955	01/01/2023	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,750.00
956	01/01/2023	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment		200.00
957	01/01/2023	4340	LLCS GENERAL FUND	Trust & Agency Payment		52,228.30
958	01/01/2023	4375	EFTPS Enrollment Processing	Trust & Agency Payment		16,230.92
959	01/19/2023	3407	NYS INCOME TAX	Trust & Agency Payment		2,808.12
960	01/19/2023	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,750.00
961	01/19/2023	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		819.27
962	01/19/2023	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment		200.00
963	01/19/2023	4340	LLCS GENERAL FUND	Trust & Agency Payment		51,330.57
964	01/19/2023	4375	EFTPS Enrollment Processing	Trust & Agency Payment		15,815.76
17885	01/06/2023	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		148.67
17886	01/06/2023	3454	LLCS TEACHERS' ASSOCIATION	Trust & Agency Payment - DUES-FACULTY		1,072.04
17939	01/19/2023	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		148.67
17940	01/19/2023	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - DENTAL/VISION		2,207.70
17941	01/19/2023	3454	LLCS TEACHERS' ASSOCIATION	Trust & Agency Payment - DUES-FACULTY		1,072.04

Number of Transactions: 16

Warrant Total: 152,684.81  
Vendor Portion: 152,684.81

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 16 in number, in the total amount of \$152,684.81. 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.

2/1/23 Date  
Michael Shook Superintendent

## LONG LAKE CSD



Check Warrant Report For H - 5: Cash Disbursement Jan Capital Bills For Dates 1/1/2023 - 1/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1091	01/31/2023	4653	BERNARD P. DONEGAN, INC.	Continuing Disclosure Undertaking and Financial Management Services		4,031.00
1092	01/31/2023	4393	REV	Capital Project Printing		964.44
1093	01/31/2023	4788	COMALLI GROUP INC.	Last Payment TC -08		5,655.00
1094	01/31/2023	4765	SCHOOLHOUSE CONSTRUCTION SERVICES, LLC	Final Payment (Feb 2022-Dec 2022)		6,175.00

Number of Transactions: 4

Warrant Total: 16,825.44

Vendor Portion: 16,825.44

#### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 16,825.44. 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.

2/1/23      Noelle 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 \$ 16,825.44. 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.

2.2.23      Lynn Fairclan  
Date                      Claims Auditor

## LONG LAKE CSD

## Check Warrant Report For C - 7: Cash Disbursement Jan Cafe Bills For Dates 1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
436	01/12/2023	4855	Stewarts Shops Inc	December Milk	230116	244.13
2437	01/12/2023	4198	W.B. MASON CO., INC.	Cafe Supplies	230103	385.45
2438	01/12/2023	4358	SHAHEEN'S MARKET	Groceries December	230175	115.82
2439	01/12/2023	4848	RENZI'S FOODSERVICE	Cafe Food December	230176	1,505.24
2440	01/31/2023	4855	Stewarts Shops Inc	November Milk (reissued)	230116	399.61

Number of Transactions: 5

Warrant Total: 2,650.25

Vendor Portion: 2,650.25

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 5 in number, in the total amount of \$ 2,650.25. 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.

2/1/23 \_\_\_\_\_  
Date Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 2,650.25. 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.

2.2.23 \_\_\_\_\_  
Date Claims Auditor

# LONG LAKE CSD

Check Warrant Report For A - 24: Cash Disbursement January General Fund Bills For Dates  
1/1/2023 - 1/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
17887	01/12/2023	3825	AMAZON		*See Detail Report	1,219.96
17888	01/12/2023	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
17889	01/12/2023	2279	F-E-H BOCES TREASURER	FEH Nov Bill		37,589.21
17890	01/12/2023	4812	FIRST NATIONAL BANK OF OMAHA	Senior Trip ticket purchase		1,949.03
17891	01/12/2023	4198	W.B. MASON CO., INC.	Cleaning Supplies Maintenance	230196	959.45
17892	01/12/2023	3217	FRONTIER	Phone January		414.45
17893	01/12/2023	4838	TEACHER SYNERGY LLC		230204	3.99
17894	01/12/2023	1360	HAMILTON COUNTY TREASURER			2,234.94
17895	01/12/2023	1209	J. W. PEPPER & SON INC.	Music Songs Purchase	230199	409.99
17896	01/12/2023	3986	OLYMPIC REGIONAL DEVAUTHORITY	GORE Passes (1)		150.00
17897	01/12/2023	4802	HARRISON HALL			52.80
17898	01/12/2023	3259	FIRST UNUM LIFE INSURANCE CO.	Disability Insurance January		280.84
17899	01/12/2023	2004	FORTUNE'S HARDWARE		230195	198.23
17900	01/12/2023	4525	SLIC NETWORK SOLUTIONS	Cable TV January		128.25
17901	01/12/2023	3064	TRI-LAKES 3HREE PRESS CORP.	Help Wanted Ads		80.96
17902	01/12/2023	1328	NYSPHSA, INC.	Impact Tests	230111	3.60
17903	01/12/2023	4652	WARREN TIRE	Tires for Bus 30		1,057.24
17904	01/12/2023	4141	NOELLE SHORT	Mileage 1/6/23		106.11
17905	01/12/2023	1414	ROSEMARIE ORDWAY	Reimbursement for Health Insurance Over Payment		54.48
17906	01/12/2023	1359	BERNICE BURNHAM			2,041.20
17907	01/12/2023	1377	SHARON WAAGNER			2,041.20
17908	01/12/2023	1410	BARBARA HOLLENBECK			2,041.20
17909	01/12/2023	1415	DAVID OLBERT			2,041.20
17910	01/12/2023	1531	CHERYL O'HARA			2,041.20
17911	01/12/2023	1535	ELAINE CODDINGTON			2,041.20
17912	01/12/2023	1537	MAUREEN LOPRESTI			2,041.20
17913	01/12/2023	1538	GARY BAKER			2,041.20
17914	01/12/2023	1541	MARY HALL			2,041.20
17915	01/12/2023	1542	MICHAEL FARRELL			2,041.20
17916	01/12/2023	1769	RUTH HOWE			2,041.20
17917	01/12/2023	1866	ROGER AMMON			2,041.20
17918	01/12/2023	1958	JOSEPH TELLSTONE			2,041.20
17919	01/12/2023	2485	GAIL SEAMAN			1,296.00
17920	01/12/2023	2850	DEBORAH HAVAS			2,041.20
17921	01/12/2023	3143	SUSAN VIROSTEK			1,536.00
17922	01/12/2023	3379	JEROME F. FLANAGAN			1,020.60
17923	01/12/2023	3862	GENEVIEVE BOYD			2,041.20
17924	01/12/2023	4222	PATRICIA FARRELL			2,041.20

# LONG LAKE CSD



Check Warrant Report For A - 24: Cash Disbursement January General Fund Bills For Dates  
1/1/2023 - 1/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
17925	01/12/2023	4223	HARRY GRAHAM			2,041.20
17926	01/12/2023	4224	MARIE GRAHAM			2,041.20
17927	01/12/2023	4225	WILLIAM HALL			2,041.20
17928	01/12/2023	4227	SHIRLEY TELLSTONE			2,041.20
17929	01/12/2023	4229	ROBERT VIROSTEK			2,041.20
17930	01/12/2023	4232	JAMES BEARDSLEY			2,041.20
17931	01/12/2023	4234	JAMES BATEMAN			5,307.60
17932	01/12/2023	4235	JACQUELINE BACKUS			2,041.20
17933	01/12/2023	4236	GAIL AMMON			2,041.20
17934	01/12/2023	4704	KEITH B. HOLLENBECK			2,041.20
17935	01/12/2023	4746	ANTHONY LEBLANC			2,041.20
17936	01/12/2023	4811	MICHAEL ORDWAY			2,041.20
17937	01/12/2023	4606	NORTH COUNTRY XEROGRAPHICS, INC.	Copier Usage Charges December		270.68
17938	01/12/2023	4199	NYS EMPLOYEES' HEALTH INSURANCE	Feb Health Insurance		96,647.25
17942	01/31/2023	2742	TUPPER LAKE CENTRAL SCHOOL	Bus Maintance August-December		5,439.45
17943	01/31/2023	4838	TEACHER SYNERGY LLC	Self Awareness Bundle	230216	36.00
17944	01/31/2023	4651	PETROLEUM TRADERS CORP	Fuel delivery #2	230205	16,577.07
17945	01/31/2023	2695	CDW		*See Detail Report	8,919.68
17946	01/31/2023	4141	NOELLE SHORT			655.37
17947	01/31/2023	4873	HAND2MIND	Math 3-4 Fraction Towers	230210	199.99
17948	01/31/2023	1138	DISCOUNT MAGAZINE SUB. SERVICE	Magazine Subscriptions	230032	169.80
17949	01/31/2023	3958	PSAT	PSAT tests	230073	108.00
17950	01/31/2023	4846	ENVIRONMENTAL & FUELING SYSTEMS	Fuel Tank	230223	60,000.00
17951	01/31/2023	4752	LAMINATOR.COM	Laminating Film	230173	216.24
17952	01/31/2023	4875	Nu Flow	Camera Work for grease trap		1,500.00
17953	01/31/2023	3259	FIRST UNUM LIFE INSURANCE CO.	Disability Insurance February		280.84
17954	01/31/2023	4716	QUADIENT FINANCE USA, INC.	Postage		10.87
17955	01/31/2023	4014	TBS	Labor and Materials for Air Compressor repair		614.80
17956	01/31/2023	1869	NYS UNEMPLOYMENT INSURANCE	Unemployment Insurance Q4 2022		687.50
17957	01/31/2023	4198	W.B. MASON CO., INC.	Muti Purpose Cleaner Bath Tissur, Hand towels ect	230196	768.64
17958	01/31/2023	3825	AMAZON		*See Detail Report	754.25
17959	01/31/2023	3590	CLAY-KING	Kiln Repairs	220213	1,138.34

## LONG LAKE CSD

Check Warrant Report For A - 24: Cash Disbursement January General Fund Bills For Dates  
1/1/2023 - 1/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
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Number of Transactions: 70

Warrant Total: 306,160.90

Vendor Portion: 306,160.90

\*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 70 in number, in the total amount of \$306,160.90. 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.

2/2/23 Noelle Shook  
Date Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$306,160.90. 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.

2.2.23 Hym Faidan  
Date Claims Auditor

Vla

2023

7530  
1 of 6

Students

## **SUBJECT: CHILD ABUSE AND MALTREATMENT**

### **Child Abuse in a Domestic Setting**

The District takes seriously the obligations of its officers and employees to report cases of child abuse or maltreatment. To this end, regulations will be developed, maintained, and disseminated by administration regarding the:

- a) Mandatory reporting of suspected child abuse or maltreatment;
- b) Reporting procedures and obligations of persons required to report;
- c) Provisions for taking a child into protective custody;
- d) Mandatory reporting of deaths;
- e) Immunity from liability and penalties for failure to report;
- f) Obligations for provision of services and procedures necessary to safeguard the life or health of a child; and
- g) Provision of information in recognizing signs of unlawful methamphetamine laboratories for all current and new school officials (i.e., "mandated reporters") who, as part of their usual responsibilities, visit children's homes.

Additionally, an ongoing training program for all current and new school officials will be established and implemented to enable the staff to carry out their reporting responsibilities.

### Reporting Information

The District will post the child abuse hotline telephone number and directions for accessing the Office of Children and Family Services (OCFS) website in English and Spanish on its website and in clearly and highly visible areas of school buildings. The District will also make this information available from its administrative offices; provide it to parents and persons in parental relation at least once per school year by electronic communication, sending the information home with students, or otherwise; and provide it to each teacher and administrator. The District may post and provide this information in other, common languages used by the school community.

### Persons Required to Report

Persons required to report cases of child abuse or maltreatment to the State Central Register (SCR) in accordance with Social Services Law Section 413(1) include, but are not limited to, school teachers, school counselors, school psychologists, school social workers, school nurses, school administrators or

(Continued)



**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**

other school personnel required to hold a teaching or administrative license or certificate, and full- or part-time compensated school employees required to hold a temporary coaching license or professional coaching certificate.

All mandated reporters must make the report themselves and then immediately notify the building principal or designee. The building principal or designee will be responsible for all subsequent administration necessitated by the report. Any report must include the name, title, and contact information for every staff member who is believed to have direct knowledge of the allegations in the report.

**Prohibition of Retaliatory Personnel Action**

The District will not take any retaliatory action against an employee because the employee believes that they have reasonable cause to suspect that a child is an abused or maltreated child and that employee makes a report to SCR. Further, no school official will impose any conditions, including prior approval or prior notification, upon any staff member specifically designated a mandated reporter.

**Report Form**

The "Report of Suspected Child Abuse or Maltreatment" Form LDSS-2221A may be accessed at the OCFS website.

**Child Abuse in an Educational Setting**

The District is committed to the protection of students in educational settings from abuse and maltreatment by employees or volunteers.

**Definitions**

"Administrator" or "school administrator" means a principal, or the equivalent title, in a school, or other chief school officer.

"Child abuse" means any of the following acts committed in an educational setting by an employee or volunteer against a child (defined as a person under the age of 21 years enrolled in a school):

- a) Intentionally or recklessly inflicting physical injury, serious physical injury, or death;
- b) Intentionally or recklessly engaging in conduct which creates a substantial risk of physical injury, serious physical injury, or death;
- c) Any child sexual abuse, defined as conduct prohibited by Penal Law Articles 130 or 263; or

(Continued)

## Students

**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**

- d) The commission or attempted commission against a child of the crime of disseminating indecent materials to minors in accordance with Penal Law Article 235.

"Educational setting" means the building(s) and grounds of a school; the vehicles provided directly or by contract by the school for the transportation of students to and from school buildings, field trips, co-curricular and extracurricular activities both on and off school grounds; all co-curricular and extracurricular activity sites; and any other location where direct contact between an employee or volunteer and a child has allegedly occurred.

"School" means a school district, public school, charter school, nonpublic school, board of cooperative educational services (BOCES), special act school district as defined in Education Law Section 4001, approved preschool special education program pursuant to Education Law Section 4410, approved private residential or non-residential school for the education of students with disabilities including certain private schools, or state-operated or state-supported school in accordance with Education Law Articles 85, 87, or 88.

Duties Upon Receipt of an Allegation of Child Abuse in an Educational Setting

In any case where an oral or written allegation is made to a teacher, school nurse, school counselor, school psychologist, school social worker, school administrator, Board member, or other school personnel required to hold a teaching or administrative license or certificate, as well as a licensed and registered physical therapist, licensed and registered occupational therapist, licensed and registered speech-language pathologist, teacher aide, or school resource officer that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that person will upon receipt of the allegation:

- a) Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This written report must be completed on a form prescribed by the Commissioner of Education.
- b) Except where the school administrator is the person receiving the oral or written allegation, the employee completing the written report must promptly personally deliver a copy of that written report to the school administrator of the school in which the child abuse allegedly occurred.

In any case where an oral or written allegation is made to a school bus driver employed by a school or a person or entity that contracts with a school to provide transportation services to children that a child has been subjected to child abuse by an employee or volunteer in an educational setting, that school bus driver will upon receipt of the allegation, promptly report or cause a report to be made to their supervisor employed by the school or the contracting person or entity.

(Continued)

## Students

**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**

In any case where an oral or written report or allegation is made to a supervisor who is employed by a school or a person or entity that contracts with a school to provide transportation services to children from a person employed by the school or the contracted person or entity that a child has been subjected to child abuse by an employee or volunteer in an educational setting, the supervisor must, upon receipt of an allegation:

- a) Promptly complete a written report of the allegation including the full name of the child alleged to be abused; the name of the child's parent or guardian; the identity of the person making the allegation and their relationship to the alleged child victim; the name of the employee or volunteer against whom the allegation was made; and a listing of the specific allegations of child abuse in an educational setting. This written report must be completed on a form prescribed by the Commissioner.
- b) Ensure that the written report is personally delivered to the superintendent employed by the school district where the child abuse occurred or, for a school other than a school district or public school, the school administrator employed by the school where the child abuse occurred.

In any case where it is alleged a child was abused by an employee or volunteer of a school other than a school within the school district of the child's attendance, the report of these allegations will be promptly forwarded to the superintendent of the school district of the child's attendance and the superintendent of the school district where the abuse of the child allegedly occurred. If a case involves a school that is not a school district or public school, the appropriate school administrator or administrators, in addition to any appropriate superintendent, must be notified of the allegations of abuse.

If it is alleged the child was abused by the superintendent or administrator, the report of the allegations will be made to another designated administrator.

Upon receipt of a written report alleging child abuse in an educational setting, a school administrator or superintendent must then determine whether there is reasonable suspicion to believe that an act of child abuse has occurred. If it is determined that reasonable suspicion exists, the school administrator or superintendent must follow the procedures mandated in law and further described in administrative regulations including parental notification. When the school administrator receives a written report, they must promptly provide a copy of the report to the superintendent. The report must be promptly forwarded to appropriate law enforcement. In no event will reporting to law enforcement be delayed by an inability to contact the superintendent.

Where the superintendent or, in a school other than a school district or public school, the school administrator has forwarded a written report of child abuse in an educational setting to law enforcement authorities, they will also refer the report to the Commissioner if the employee or volunteer alleged to have committed an act of child abuse holds a certification or license issued by NYSED.

(Continued)

## Students

**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**Civil Immunity

Any employee, volunteer, or supervisor who is employed by a person or entity that contracts with a school to provide transportation services to children who reasonably and in good faith makes a report of allegations of child abuse in an educational setting in accordance with the reporting requirements of the law will have immunity from civil liability which might otherwise result by reason of those actions.

Any school administrator or superintendent who reasonably and in good faith makes a report of allegations of child abuse in an educational setting, or reasonably and in good faith transmits a report to a person or agency as required by law, will have immunity from civil liability which might otherwise result by reason of those actions.

Confidentiality

Reports and other written material submitted in accordance with law with regard to allegations of child abuse in an educational setting, and photographs taken concerning those reports that are in the possession of any person legally authorized to receive that information, will be confidential and will not be redisclosed except to law enforcement authorities involved in an investigation of child abuse in an educational setting or as expressly authorized by law or in accordance with a court-ordered subpoena. School administrators and the Superintendent will exercise reasonable care in preventing unauthorized disclosure.

Training

The District will implement a training program regarding child abuse in an educational setting for all current and new teachers, school nurses, school counselors, school psychologists, school social workers, school administrators, Board members, other school personnel required to hold a teaching or administrative license or certificate, and any school bus driver or supervisor employed by the District or any person or entity that contracts with the District to provide transportation services to children, as well as licensed and registered physical therapists, licensed and registered occupational therapists, licensed and registered speech-language pathologists, teacher aides, and school resource officers.

Prohibition of "Silent" (Unreported) Resignations

The Superintendent and other school administrators are prohibited from withholding from law enforcement authorities, the Superintendent, or the Commissioner, as appropriate, information concerning allegations of child abuse in an educational setting against an employee or volunteer in exchange for that individual's resignation or voluntary suspension from their position.

(Continued)

**SUBJECT: CHILD ABUSE AND MALTREATMENT (Cont'd.)**

The Superintendent or other school administrator who reasonably and in good faith reports to law enforcement officials information regarding allegations of child abuse or a resignation as required by law will have immunity from any liability, civil or criminal, which might otherwise result by reason of those actions.

**Notification**

Teachers and all other school officials will be provided an annual written explanation concerning the reporting of child abuse and child abuse in an educational setting including the immunity provisions as set forth in law. The Commissioner will furnish the District with required information, including rules and regulations for training necessary to implement District and staff responsibilities under the law.

**Prohibition on Aiding and Abetting Sexual Abuse**

Unless exempted by law, no District employee, contractor, or agent of the District will assist another District employee, contractor, or agent in obtaining a new job, apart from the routine transmission of administrative and personnel files, if the individual or agency knows or has probable cause to believe, that the individual engaged in sexual misconduct regarding a minor or student in violation of the law.

Education Law Article 23-B and §§ 409-1, 3028-b, and 3209-a  
Family Court Act § 1012  
Labor Law § 740(1)(e)  
Penal Law Articles 130, 235, and 263  
Social Services Law §§ 411-428  
8 NYCRR Part 83 and § 100.2(hh) and (nn)  
20 USC § 7926

Adoption Date



Long Lake  
SCHOOL DISTRICT

### Request for Disposal of School Property

Please fill out all applicable boxes and submit this form to the Superintendent. You will be notified if the Board of Education approves.

Name of Requestor: \_\_\_\_\_ NERIC IT Department

Date of Request: 2/22/2023

I request permission to dispose of the following piece(s) of school-owned materials and/or equipment:

Qty.	Inventory ID # or ISBN	Description (Include Manufacturer, Model / Make, Color, Style, Etc.)	Reason
1	414	HP Printer M1212, CNG9D4F01S	Non functioning
1	112	Epson Artisan50 Printer, LCJK112285	Obsolete
1	469	RICOH SP-C320dn Printer, S9948500519	Obsolete
1	568	HP Officejet Pro X451, SG4AH1K437	Non functioning
1	810	Brother Printer MFC-L2710DW, U64969G8N330605	Non functioning

Superintendent Approval: Wade Shot Date of Approval: 2/23/23

Date of Board of Education Approval: \_\_\_\_\_

Copy: Originator, Superintendent, District Treasurer

V16





# 2023-2024 School Calendar *vlc*

BOE Approved: DRAFT 2/27/23

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6		8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27		29
30						

Summary of School Days	
September: 19	February: 16
October: 21	March: 20
November: 18	April: 17
December: 14	May: 22
January: 20	June: 17
Emergency Days: 3    Total Days: 184	

Dates to Remember	
9/4: Labor Day	3/15: Sup't Conference Day
9/5-6: Sup't Conference Day	3/29-4/5: Spring Recess
9/7: Classes Begin	4/16-17: Grades 3-8 ELA Testing
9/29: Sup't Conference Day	4/30-5/1: Grades 3-8 Math Testing
10/9: Columbus Day	5/27: Memorial Day
11/10: Veterans Day	5/14: Grades 5 & 8 Science Testing
11/22-24: Thanksgiving Recess	6/4, 14-26: Regents Exams
12/22-1/2: Holiday Recess	6/11-13: Local Exams
1/15: Martin Luther King Jr. Day	6/19: Juneteenth
1/22-26: 7-12 Exams [half day 1/26]	6/26: Last Day of School
2/19-23: Winter Recess	6/28: Graduation

Marking Period Dates	
1st Quarter: 9/5/23-11/10/23	
Parent Teacher Conf Day: 11/16/23	
2nd Quarter: 11/13/23-1/26/24	
3rd Quarter: 1/29/24-4/12/24	
Parent Teacher Conf Day: 3/14/24	
4th Quarter: 4/15/24-6/26/24	

Six Day Cycle Rotation	
A Day	D Day
B Day	E Day
C Day	F Day

Wd

## SECTION VII COMBINING OF TEAMS APPLICATION

- A. Completed by EACH school involved in the sport
- B. Reviewed and approved by the Athletic Conference(s) involved
- C. Submitted for approval to the Section VII Athletic Council after "A" & "B" have been completed and prior to the beginning of that sport season.
- D. Submitted directly to the Section VII Athletic Council only if the activity DOES NOT involve conference play

### PART I

School: Long Lake Central

Address: 20 School Lane

Long Lake NY Zip: 12847

Other Schools Involved: Indian Lake Central

Sport to be Combined: All sports/all levels

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BEDS ENROLLMENT NUMBER OF THIS SCHOOL: 15

BEDS ENROLLMENT NUMBER OF OTHER SCHOOLS INVOLVED: 22

TOTAL ENROLLMENT: 37

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Conditions, which prompted your school to file for a merger (Please do not use continuation as a condition.):

Not enough students to field teams.

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List the number of students from your school that participated in this sport. Use zero (0) if your school has not sponsored the activity in the past.

	DATES	9	10	GRADES 11	12
LAST SCHOOL YEAR	<u>2021-22</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>1</u>
CURRENT SCHOOL YEAR	<u>2022-23</u>	<u>5</u>	<u>3</u>	<u>3</u>	<u>7</u>

What will be the name of the combined team? The Orange

Where will practices be held? At both schools

Where will home competitions be held? At both schools

Which school will be responsible for administering the program?

Both schools

Name of Athletic Director responsible for administering the program:

Josh Tremblay

Long Lake CSD

NAME

SCHOOL

Other information, which may assist in reaching a decision on this application:

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**SIGNATURES:**

SUPERINTENDENT OF SCHOOLS:

Wade J. Short

BOARD OF EDUCATION PRESIDENT:

\_\_\_\_\_

ATHLETIC DIRECTOR:

Josh Tremblay

DATE OF APPLICATION: 3/2/23

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**PLEASE FORWARD THIS FORM TO THE EXECUTIVE OFFICER OF THE LEAGUE IN WHICH THE PROPOSED MERGER TEAM WILL PARTICIPATE FOR ACTION.**

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**PART II – LEAGUE ACTION**

**NAME OF LEAGUE**

This request for cooperative sponsorship is (approved / not approved ).

Vote of member schools: YES: \_\_\_\_\_ NO : \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

SIGNATURE OF EXECUTIVE SECRETARY: \_\_\_\_\_

DATE: \_\_\_\_\_

**If the request is approved:**

**LEAGUE EXECUTIVE OFFICER: PLEASE FORWARD THIS FORM TO THE SECTION VII OFFICE**

**If the request is not approved:**

**LEAGUE EXECUTIVE OFFICER: PLEASE RETURN THIS FORM TO THE ATHLETIC ADMINISTRATOR OR SUPERINTENDENT OF THE SCHOOL INVOLVED AT THE ADDRESS INDICATED IN PART ONE OF THIS FORM WITH AN ATTACHED LIST OF REASONS . THANK YOU.**

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**PART III – ACTION OF THE SECTION VII ATHLETIC COUNCIL**

The above request for cooperative sponsorship is (approved / not approved) for the sport of \_\_\_\_\_ for the school year of \_\_\_\_\_.

**CLASSIFICATION OF THE MERGED TEAM:**

Signature of Section VII President: \_\_\_\_\_ Date: \_\_\_\_\_

**If not approved, reason (s):**

\_\_\_\_\_  
\_\_\_\_\_

V/g

### **Board Resolution**

BE IT RESOLVED, that the Board of Education of the Long Lake Central School District hereby accepts the recommendation of the Superintendent that Lacey Dukett has successfully completed her probationary period and, effective September 1, 2023, shall be conferred with tenure in the Teaching Assistant tenure area.

1/1

### **Board Resolution**

BE IT RESOLVED, that the Board of Education of the Long Lake Central School District hereby accepts the recommendation of the Superintendent that Sean O'Shell has successfully completed his probationary period and, effective September 1, 2023, shall be conferred with tenure in the Social Studies tenure area.

vi

### **Board Resolution**

BE IT RESOLVED, that the Board of Education of the Long Lake Central School District hereby accepts the recommendation of the Superintendent that Joshua Tremblay has successfully completed his probationary period and, effective September 1, 2023, shall be conferred with tenure in the School Media Specialist (Library) tenure area, contingent upon receipt of certification not later than August 31, 2023.

v1/b

To: Board of Education Members  
From: Liz Hosley  
Re: Budget Information Worksheet  
Date: March 1, 2023

Attached is the current 2023-2024 budget. This budget is currently still above the tax levy limit by approximately \$66,000. Before the April meeting we will have made adjustments to keep the levy below the tax levy limit. This budget reflects:

- Adjustment to health insurance to show CSEA members and retirees and Administrative members and retirees moving to a new health plan.
- Usage of ERS Reserve to offset the General Fund ERS budget line.
- Changes in staffing.
- Reduction in new equipment.
- Reduction to materials and supplies.
- Usage of ARP funding to offset expenditures.

The Tax Levy Limit Calculation, attached, has been filed with NYS Comptroller's Office by their March 1, 2023 deadline.

Budget Spreadsheet/Appropriated Fund Balance – Appropriated Fund Balance can significantly change month to month, and continues to change until my books are closed for the school year.

I have attached a Budget Percentage Comparison Report for your information.

State Aid Revenues – I am budgeting based upon the Governor's state aid projections. These will be adjusted when the State passes a budget.

There are two open board of education seats. One will be a 5 year term to begin 7/1/23 for Trisha Hosley's seat. One will be a 3 year term to begin as soon as the member is sworn in for Brian Penrose's seat. Currently I have not received any petitions.

**TAX LEVY LIMIT CALCULATION – FINAL For 2023-2024 School Year  
2/14/23**

Prior Year Tax Levy -2022-2023 school year tax levy	\$3,291,900
x 2023 Tax Base Growth Factor -Comes from Office of Real Property Tax Services	<u>x 1.0065</u> \$3,313,297
+ Prior year PILOT's -we currently do not have any of these	-0-
- Prior year exclusions	
-capital local & BOCES expenditures – example is principal and interest payments on debt, equipment expenses for transportation (bus purchases) (buses purchased through reserves does not apply) less building and transportation aid	210,528
-court orders – we currently do not have any	<u>-0-</u>
Adjusted Prior Year Levy	\$3,102,769
x Allowable Growth Factor -Lesser of CPI or 2%	<u>x 2.00%</u> \$3,164,824
- PILOTS for coming year -we currently do not have any of these	-0-
+ Available Carryover	<u>\$ -0-</u>
TAX LEVY LIMIT - This must be reported to NYS March 1	\$3,164,824 (-\$127,076)
+ 2023-2024 Exclusions	
--capital local & BOCES expenditures – example is principal and interest payments on debt, equipment expenses for transportation (bus purchases) (buses purchased through reserves does not apply) less building and transportation aid	\$232,041
-court orders – we currently do not have any	-0-
-Employees Retirement System costs above 2 percentage points increase, which is 0 for 2023-2024 as the ERS average contribution rate is not 2.0 percentage points higher than '22-'23	-0-
-Teachers Retirement System costs above 2 percentage points increase, which is 0 for 2023-2024 as the TRS rate is not 2.0 percentage points higher than '22-'23	<u>-0-</u>
MAXIMUM ALLOWABLE LEVY – To exceed this, need super majority vote	<b>Final</b> \$3,396,865 (\$104,965 or 3.19% higher than prior year levy)

### **NOTES OF INTEREST**

- School Districts must submit the Tax Levy Limit (above) by March 1<sup>st</sup> to the NYS Comptroller.
- Districts are NOT required to have proposed budgets available by March 1<sup>st</sup>.
- If the budget proposal is not approved by the voters (2 votes allowed), the Board of Education must adopt a budget that levies a tax no greater than that of the prior year (0% increase in the tax levy).

### **ITEMS THAT MUST BE COMMUNICATED TO THE PUBLIC**

- NYS has a property tax cap, not a “2% cap”.
- The property tax cap limits the school district levy, not the individual tax bill of resident taxpayers.
- The actual allowable tax levy increase will vary by district.
- The formula allows for certain expenses to be exempt from the cap, therefore allowing the total tax levy increase to be greater or lesser than the “perceived” cap.
- Board of Education’s can present a budget that overrides the cap, but will need 60% voter approval.
- Voters are still approving the budget, not the tax levy.



## BUDGET SPREADSHEET

	2021-2022	2022-2023	Proposed 2023-2024
<b>Budget Summary</b>			
General Support	768,106	812,604	867,931
Instruction	1,915,008	1,956,402	1,830,623
Pupil Transportation	176,279	133,275	155,492
Undistributed	<u>1,748,627</u>	<u>1,832,407</u>	<u>1,902,802</u>
General Fund Budget Total	4,608,020	4,734,688	4,756,848
<b>Projected Revenues</b>			
State Aid	484,000	494,000	499,000
BOCES	55,000	65,000	65,000
Interest on Deposits	1,500	550	15,000
Miscellaneous	<u>18,600</u>	<u>16,850</u>	<u>17,150</u>
Total External Revenues	559,100	576,400	596,150
Appropriated Fund Balance	813,920	866,388	697,849
<b>Total Revenues &amp; Appropriated FB</b>	1,373,020	1,442,788	1,293,999
Planned Balance	285,000	285,000	285,000
<b>Tax Levy Summary</b>			
General Fund Appropriation	4,608,020	4,734,688	4,756,848
Less Projected Revenues & App. FB	<u>1,373,020</u>	<u>1,442,788</u>	<u>1,293,999</u>
Tax Levy Summary	3,235,000	3,291,900	3,462,849
 Tax Rate Summary-Long Lake (Per \$1,000 Assessed Value)	 \$5.3548	 \$5.4213	 \$5.7028

Tentative, March 2023

## TAX RATE PROJECTION

### SCHOOL YEAR 2023-2024

The tax rate is determined annually and is based on taxable assessed property values and the tax levy required to support the General Fund Budget. Our district has two geographic components: state lands in Arietta and taxable assessed property in the Town of Long Lake. The state establishes Arietta's assessed value and the Town of Long Lake's assessed values are established by the assessor. For the 2023-2024 school year, the State set the Town of Long Lake's equalization rate at 90% for both Arietta and Long Lake. The combination of these two property values equals the district's total value. The tax levy is then apportioned between Arietta and Long Lake based on their respective percentage of the district's total assessed value. The separate tax levies are then calculated by dividing the apportioned levy by the associated assessed value. The resulting figure is the tax rate per \$1,000 of assessed value. The tax levy calculations for school year 2023-2024 are estimated below.

	ARIETTA	LONG LAKE
Taxable Assessed Value:	\$26,078,062	\$581,135,867
State Equalization Rate	90%	90%
Full Value used for Apportionment	\$28,975,624	\$645,706,519
Total district value:	\$674,682,143	
Proportion of district value:	4.294707%	95.705293%
School tax levy:	\$3,462,849	
Levy Apportioned by Municipality:	\$148,719	\$3,314,130
Tax rate per \$1,000 of assessed value 2023-2024:	\$ 5.702839	\$ 5.702849

#### Tax Rate Comparison:

2022-2023	\$5.421318	\$5.421318
2021-2022	5.354765	5.354765
2020-2021	5.106079	5.106079
2019-2020	4.796276	4.796276
2018-2019	4.673761	4.673761
2017-2018	4.572867	4.572867
2016-2017	4.486221	4.486221
2015-2016	4.471709	4.471709
2014-2015	4.304469	4.304469
2013-2014	4.159804	4.159804
2012-2013	3.75275	3.75275
2011-2012	3.65934	3.65934

(Tentative, March 2023)

Budget Percentage Comparisons
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SCHOOL YEAR	TOTAL BUDGET	% OF INCREASE IN BUDGET OVER PRIOR YEAR	TAX LEVY	% OF INCREASE IN TAX LEVY OVER PRIOR YEAR	TAX RATE	% OF INCREASE IN TAX RATE
2023-2024	\$4,756,848	0.47%	\$3,462,849	5.19%	\$ 5.702849	5.19%
2022-2023	\$4,734,688	2.75%	\$3,291,900	1.76%	\$ 5.421318	1.24%
2021-2022	\$4,608,020	5.19%	\$3,235,000	4.73%	\$ 5.35480	4.87%
2020-2021	\$4,380,864	4.66%	\$3,089,000	5.86%	\$ 5.10608	6.46%
2019-2020	\$4,185,640	2.90%	\$2,918,000	2.42%	\$ 4.79628	2.62%
2018-2019	\$4,067,872	1.95%	\$2,849,000	2.15%	\$ 4.67376	2.21%
2017-2018	\$3,990,242	2.45%	\$2,788,942	1.54%	\$ 4.57287	1.93%
2016-2017	\$3,894,743	-0.74%	\$2,746,561	-0.67%	\$ 4.48622	0.32%
2015-2016	\$3,923,935	2.74%	\$2,765,000	2.83%	\$ 4.47171	3.88%
2014-2015	\$3,819,403	3.67%	\$2,688,896	3.36%	\$ 4.30450	3.48%
2013-2014	\$3,684,259	1.91%	\$2,601,546	3.31%	\$ 4.15980	10.85%
2012-2013	\$3,615,151	-1.91%	\$2,518,214	2.32%	\$ 3.75275	2.55%
2011-2012	\$3,685,596	1.52%	\$2,461,129	5.04%	\$ 3.65934	5.64%
2010-2011	\$3,630,301	-4.35%	\$2,343,078	-13.26%	\$ 3.46400	-12.03%
2009-2010	\$3,795,355	-0.01%	\$2,701,318	9.40%	\$ 3.93760	-29.70%
2008-2009	\$3,795,660	-2.30%	\$2,469,136	-14.42%	\$ 5.60150	-14.68%
2007-2008	\$3,884,926	1.41%	\$2,885,158	-4.46%	\$ 6.56520	-5.61%
2006-2007	\$3,831,090	4.41%	\$3,019,840	7.35%	\$ 6.95550	9.46%
2005-2006	\$3,669,112	4.35%	\$2,812,952	-0.45%	\$ 6.35410	-18.57%
2004-2005	\$3,516,062	0.95%	\$2,825,775	1.59%	\$ 7.80330	1.19%
2003-2004	\$3,483,018	4.20%	\$2,781,593	7.30%	\$ 7.71130	-4.18%
2002-2003	\$3,342,538	2.90%	\$2,592,288	3.07%	\$ 8.04730	1.63%
2001-2002	\$3,248,335	3.93%	\$2,515,085	3.95%	\$ 7.91840	-2.09%
2000-2001	\$3,125,606	4.20%	\$2,419,437	3.37%	\$ 8.08780	3.56%

Tax Rate: 2005-2006 school year - Revaluation? Or Tax Roll Maintenance?  
2009-2010 school year - Revaluation - TownWide  
2013-2014 school year - Roll Maintenance - Waterfront Properties Adjusted  
2016-2017 school year - Roll Maintenance - Off Water Properties Adjusted

Tentative, March 2023

Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
A 1010.400-0000	BOE Contractual Expense	7,100.00	7,100.00
A 1010.450-0000	BOE Materials and Supplies	1,800.00	1,800.00
A 1010.490-0000	BOE BOCES Services	7,888.00	7,687.00
<b>1010</b>	<b>BOARD OF EDUCATION *</b>	<b>16,788.00</b>	<b>16,587.00</b>
A 1040.160-0000	BOE District Clerk Salaries	2,572.00	2,496.00
A 1040.400-0000	BOE District Clerk Contractual	4,500.00	4,500.00
<b>1040</b>	<b>DISTRICT CLERK *</b>	<b>7,072.00</b>	<b>6,996.00</b>
<b>10</b>	<b>**</b>	<b>23,860.00</b>	<b>23,583.00</b>
A 1240.160-0000	Support Staff Salaries	153,906.00	140,175.00
A 1240.200-0000	Central Admin Equipment	0.00	1,000.00
A 1240.400-0000	Central Admin Contractual	15,755.00	15,805.00
A 1240.450-0000	Central Admin Materials & Supplies	2,000.00	2,000.00
<b>1240</b>	<b>CHIEF SCHOOL ADMINISTRATOR *</b>	<b>171,661.00</b>	<b>158,980.00</b>
<b>12</b>	<b>**</b>	<b>171,661.00</b>	<b>158,980.00</b>
A 1310.160-0000	Finance Business Admin Salaries	81,104.00	78,669.00
A 1310.490-0000	Finance BOCES Services	29,176.00	24,370.00
	Increase due to GASB 45 Full Valuation Year		
<b>1310</b>	<b>BUSINESS ADMINISTRATION *</b>	<b>110,280.00</b>	<b>103,039.00</b>
A 1320.160-0000	Finance Auditing Salaries	515.00	583.00
A 1320.400-0000	Finance Auditor Contractual	8,400.00	8,000.00
<b>1320</b>	<b>AUDITING *</b>	<b>8,915.00</b>	<b>8,583.00</b>
A 1325.160-0000	Finance District Treasurer	19,864.00	19,282.00
A 1325.450-0000	Finance District Treasurer	250.00	250.00

Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
<b>1325</b>	<b>TREASURER</b>	<b>20,114.00</b>	<b>19,532.00</b>
	Supplies		
A 1330.160-0000	Finance Tax Collector Salary	4,433.00	4,304.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	1,500.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	100.00
<b>1330</b>	<b>TAX COLLECTOR</b>	<b>6,033.00</b>	<b>5,904.00</b>
<b>13</b>		<b>145,342.00</b>	<b>137,058.00</b>
	**		
A 1420.400-0000	Legal Contractual	14,000.00	14,000.00
<b>1420</b>	<b>LEGAL</b>	<b>14,000.00</b>	<b>14,000.00</b>
A 1430.490-0000	Personnel - BOCES Services	1,973.00	1,957.00
<b>1430</b>	<b>PERSONNEL</b>	<b>1,973.00</b>	<b>1,957.00</b>
A 1480.400-0000	Public Info Contractual	450.00	400.00
A 1480.450-0000	Public Info/Printing Charges	500.00	1,000.00
<b>1480</b>	<b>PUBLIC INFORMATION &amp; SERVICES</b>	<b>950.00</b>	<b>1,400.00</b>
<b>14</b>		<b>16,923.00</b>	<b>17,357.00</b>
	**		
A 1620.160-0000	Central Services Support Staff Salaries	107,665.00	100,829.00
A 1620.400-0000	Central Services Contractual	71,566.00	72,166.00
	Includes security camera mtnce contract		
A 1620.410-0000	Central Services Fuel Oil	103,750.00	85,000.00
A 1620.420-0000	Central Services Television	2,000.00	2,000.00
A 1620.430-0000	Central Services Electricity	28,000.00	25,000.00
A 1620.440-0000	Central Services Water Rent	1,000.00	1,000.00

Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
A 1620.450-0000	Central Services Materials & Supplies	24,000.00	25,000.00
A 1620.460-0000	Central Services Telephone	5,000.00	9,000.00
	Some telephone charges now through BOCES/OIP		
A 1620.480-0000	Central Services LP Gas	100.00	100.00
A 1620.490-0000	Central Services BOCES	11,200.00	11,000.00
1620	OPERATION OF PLANT *	354,281.00	331,095.00
A 1621.160-0000	Mainten Support Staff Salaries	16,954.00	15,856.00
A 1621.400-0000	Maintenance Contractual Exp	33,835.00	27,500.00
	Grease trap		
1621	MAINTENANCE OF PLANT *	50,789.00	43,356.00
A 1670.400-0000	Contractual	825.00	825.00
A 1670.450-0000	Postage	3,000.00	3,000.00
A 1670.490-0000	Printing - BOCES Services	1,000.00	1,000.00
1670	CENTRAL PRINTING & MAILING *	4,825.00	4,825.00
A 1680.490-0000	Central DP - BOCES Services	65,100.00	62,000.00
	Includes Parent Square		
1680	CENTRAL DATA PROCESSING *	65,100.00	62,000.00
16	**	474,995.00	441,276.00
A 1910.400-0000	Unallocated Insurance	1,000.00	1,000.00
1910	UNALLOCATED INSURANCE *	1,000.00	1,000.00
A 1920.400-0000	School Association Dues	5,150.00	5,450.00
1920	SCHOOL ASSOCIATION DUES *	5,150.00	5,450.00

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2023-2024 GENERAL FUND EXPENSES BUDGET (Detail)



Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
A 1981.490-0000	BOCES Administrative Costs	26,000.00	25,000.00
1981	BOCES ADMINISTRATIVE * COSTS	26,000.00	25,000.00
A 1983.490-0000	BOCES Capital Expenses	3,000.00	2,900.00
1983	BOCES CAPITAL * EXPENSE	3,000.00	2,900.00
19	**	35,150.00	34,350.00
1	***	867,931.00	812,604.00
A 2020.150-0000	Supervision Instructional Includes ARP Funding	15,077.00	25,000.00
2020	SUPERVISION - * REGULAR SCHOOL	15,077.00	25,000.00
A 2070.150-0000	Instructional Salaries Includes ARP Funding	6,228.00	14,154.00
A 2070.490-0000	Inservices - BOCES Services	20,000.00	20,000.00
2070	INSERVICE TRAINING - * INSTRUCTION	26,228.00	34,154.00
20	**	41,305.00	59,154.00
A 2110.120-0000	Teaching K-6 Salaries Includes ARP Funding	455,371.00	513,235.00
	Includes staffing adjustments		
A 2110.130-0000	Teaching 7-12 Salaries	500,272.00	483,211.00
A 2110.140-0000	Substitute Teachers	25,000.00	25,000.00
A 2110.160-0000	Support Staff Salaries	46,095.00	44,259.00
A 2110.170-0000	Payment in Lieu of Health Insurance	15,000.00	24,000.00
A 2110.200-0000	Teaching Equipment Elem. Library Bookshelves	5,200.00	2,000.00

Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
A 2110.400-0000	Teaching Contractual	16,730.00	16,058.00
A 2110.410-0000	Field Trips	25,000.00	23,000.00
A 2110.411-0000	Conference Attendance	5,000.00	7,000.00
A 2110.412-0000	Mileage Reimbursement	1,000.00	2,000.00
A 2110.413-0000	Arts in Education	3,000.00	3,000.00
A 2110.450-0000	Teaching Materials & Supplies	8,000.00	8,000.00
A 2110.451-0000	Elementary - Grade 1	150.00	2,265.00
A 2110.451-1000	Summer School	100.00	100.00
A 2110.451-2000	Art Program	1,500.00	2,360.00
A 2110.451-4000	Teachers Assistant-Dukett	200.00	200.00
A 2110.451-5000	English	150.00	574.00
A 2110.451-6000	Spanish	100.00	500.00
A 2110.451-8000	Health Education	90.00	100.00
A 2110.451-9000	Math	185.00	311.00
A 2110.452-1000	Elementary - Gaffney/SPED	300.00	300.00
A 2110.452-2000	Music	850.00	1,162.00
A 2110.452-3000	Phys Ed	800.00	1,715.00
A 2110.452-4000	Science	980.00	1,080.00
A 2110.452-5000	Social Studies	0.00	150.00
A 2110.452-6000	Technology	900.00	1,650.00
A 2110.452-7000	Elementary - PreK/Teaching Assistant	250.00	900.00
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	200.00	250.00
A 2110.453-0000	Elementary - Furlong	0.00	416.00
A 2110.454-0000	Elementary - Grade 2	150.00	650.00
A 2110.455-0000	Elementary - Grade 3/4	150.00	600.00
A 2110.456-0000	Elementary - Grade 5/6	300.00	250.00
A 2110.458-0000	Elementary - Grade K	300.00	500.00
A 2110.459-1000	Ace Committee	1,500.00	1,500.00
A 2110.459-2000	STEM	50.00	1,160.00
A 2110.459-3000	Committees	1,000.00	1,500.00
A 2110.480-0000	Teaching Textbooks	1,000.00	7,550.00



# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2023-2024 GENERAL FUND EXPENSES BUDGET (Detail)



Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
A 2110.490-0000	Teaching BOCES	700.00	
2110	TEACHING - REGULAR * SCHOOL	1,117,573.00	1,178,506.00
21	**	1,117,573.00	1,178,506.00
A 2250.150-0000	Instructional Salaries Includes CSE Stipend	92,237.00	82,878.00
A 2250.160-0000	Non Instructional Salaries	39,120.00	37,347.00
A 2250.400-0000	Students w/Disab Contractual	5,400.00	5,004.00
A 2250.450-0000	Special Ed Materials & Supplies	0.00	175.00
A 2250.470-0000	Special Tuition	2,500.00	2,500.00
A 2250.490-0000	BOCES Services	92,000.00	92,000.00
2250	PROGRAM FOR * STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	231,257.00	219,904.00
A 2280.490-0000	BOCES Services	40,500.00	40,500.00
2280	OCCUPATIONAL * EDUCATION (GRADES 9 -12)	40,500.00	40,500.00
22	**	271,757.00	260,404.00
A 2330.150-0000	Adult Education Salary	12,836.00	11,976.00
A 2330.151-0000	Special Schools Salary	15,696.00	21,240.00
A 2330.400-0000	Includes ARP Funding Special Schools Contractual	4,090.00	3,802.00
A 2330.450-0000	Special Schools Materials & Supplies	500.00	500.00
2330	TEACHING - SPECIAL * SCHOOLS	33,122.00	37,518.00
23	**	33,122.00	37,518.00

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2023-2024 GENERAL FUND EXPENSES BUDGET (Detail)



Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
A 2610.150-0000	Library Salaries	59,934.00	57,768.00
A 2610.450-0000	Library Materials & Supplies	400.00	1,150.00
A 2610.451-0000	Library Computers/Media	900.00	1,365.00
A 2610.460-0000	Library Books/Magazines/Subscriptions	1,000.00	3,280.00
A 2610.490-0000	Library BOCES Services	9,500.00	9,100.00
2610	SCHOOL LIBRARY & AUDIOVISUAL *	71,734.00	72,663.00
A 2630.220-0000	Computer Hardware	5,000.00	25,000.00
	Reduced to help pay grease trap		
A 2630.450-0000	Computer Materials & Supplies	1,800.00	1,870.00
A 2630.460-0000	Computer Software	4,000.00	8,000.00
	Reduced to help pay for grease trap		
A 2630.490-0000	Computer BOCES	58,000.00	56,000.00
2630	COMPUTER ASSISTED INSTRUCTION *	68,800.00	90,870.00
26	**	140,534.00	163,533.00
A 2805.160-0000	Attendance	4,500.00	4,500.00
2805	ATTENDANCE - REGULAR SCHOOL *	4,500.00	4,500.00
A 2810.150-0000	Guidance Instructional Salaries	70,752.00	68,195.00
A 2810.450-0000	Guidance Materials & Supplies	575.00	660.00
A 2810.451-0000	Guidance Testing and Materials	365.00	1,220.00
2810	GUIDANCE - REGULAR SCHOOL *	71,692.00	70,075.00
A 2815.160-0000	Support Staff Salaries	41,276.00	38,340.00
A 2815.400-0000	Health Contractual	6,500.00	6,500.00

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2023-2024 GENERAL FUND EXPENSES BUDGET (Detail)



Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
A 2815.450-0000	Health Materials & Supplies	1,300.00	1,400.00
2815	HEALTH SERVICES - REGULAR SCHOOL *	49,076.00	46,240.00
A 2820.400-0000	Psychologist Contractual Budget for evals/testing only	20,000.00	50,357.00
A 2820.450-0000	Psychologist Materials & Supplies	0.00	700.00
A 2820.490-0000	BOCES Psychologist Remove Citizens Advocate, moving to Ham. Cty for services	0.00	12,000.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL *	20,000.00	63,057.00
A 2825.400-0000	Contractual Includes Ham. Cty. Social Worker 1 day/week	16,000.00	6,000.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL *	16,000.00	6,000.00
A 2850.150-0000	Co-curricular Salaries	28,264.00	31,815.00
A 2850.450-0000	Co-curricular Materials & Supplies	500.00	500.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL *	28,764.00	32,315.00
A 2855.150-0000	Interscholastic Salaries	10,000.00	10,000.00
A 2855.400-0000	Interscholastic Contractual	20,500.00	20,500.00
A 2855.450-0000	Interscholastic Materials & Supplies Includes boys soccer uniforms	3,300.00	2,500.00
A 2855.490-0000	BOCES Interscholastic	2,500.00	2,100.00
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL *	36,300.00	35,100.00

Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
28		** 226,332.00	257,287.00
2		*** 1,830,623.00	1,956,402.00
A 5510.160-0000	Transportation Salaries	73,992.00	73,775.00
A 5510.200-0000	Transportation Equipment		1,000.00
A 5510.210-0000	Purchase of Buses	22,000.00	
	Replacement of Bus 28		
	Quote \$78,500 less Bus		
	Reserve Fund \$56,500		
A 5510.400-0000	Transportation Contractual	14,000.00	15,600.00
	No longer facility fees		
	charged		
A 5510.450-0000	Transportation Materials & Supplies/Parts	13,000.00	10,500.00
A 5510.451-0000	Diesel/Gasoline	18,000.00	18,000.00
A 5510.454-0000	Labor	13,000.00	13,000.00
A 5510.490-0000	BOCES Contractual	1,500.00	1,400.00
5510	DISTRICT TRANSPORTATION SERVICES	* 155,492.00	133,275.00
55		** 155,492.00	133,275.00
5		*** 155,492.00	133,275.00
A 9010.800-0000	NYS Retirement	0.00	45,000.00
	Using ERS Reserve Fund		
9010	STATE RETIREMENT	* 0.00	45,000.00
A 9020.800-0000	Teacher Retirement	155,000.00	153,000.00
9020	TEACHERS' RETIREMENT	* 155,000.00	153,000.00
A 9030.800-0000	Social Security	155,000.00	147,178.00
9030	SOCIAL SECURITY	* 155,000.00	147,178.00

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2023-2024 GENERAL FUND EXPENSES BUDGET (Detail)



Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
A 9040.800-0000	Worker Compensation	13,000.00	12,633.00
9040	WORKERS' COMPENSATION *	13,000.00	12,633.00
A 9050.800-0000	Unemployment	20,000.00	20,000.00
9050	UNEMPLOYMENT INSURANCE *	20,000.00	20,000.00
A 9055.800-0000	Disability Plan	3,400.00	3,300.00
9055	DISABILITY INSURANCE *	3,400.00	3,300.00
A 9060.800-0000	Hospitalization	1,151,150.00	1,045,000.00
	Combo HRA & NYSHIP		
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE *	1,151,150.00	1,045,000.00
A 9089.800-0000	Other Employee Benefits	3,700.00	1,700.00
	Includes HRA fees		
9089	Other Employee Benefits *	3,700.00	1,700.00
90		1,501,250.00	1,427,811.00
A 9711.600-0000	Serial Bonds - Principal	170,000.00	195,000.00
A 9711.700-0000	Serial Bonds - Interest	78,575.00	48,100.00
9711	Serial Bonds *	248,575.00	243,100.00
A 9731.700-0000	Bond Anticipation Notes - Interest		12,500.00
9731	Bond Anticipation Notes *	0.00	12,500.00
97		248,575.00	255,600.00
A 9901.930-0000	Transfer to School Food Svc Fund	152,977.00	148,996.00
9901	TRANSFERS TO FUNDS *	152,977.00	148,996.00

Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
99	**	152,977.00	148,996.00
9	***	1,902,802.00	1,832,407.00
Grand Totals:		4,756,848.00	4,734,688.00

# LONG LAKE CSD

## Revenue Status Report For 2023-2024 GENERAL FUND REVENUE BUDGET



Account	Description	2023 - 24	2022 - 23
		Proposed Budget	Budget
A 1001	Real Property Taxes		3,263,298.00
A 1040	Appropriation of Planned Balance		
A 1080	Federal Payment in Lieu of Taxes		
A 1081	Other Payments in Lieu of Taxes		0.00
A 1085	School Tax Relief Reimb. (STAR)		28,602.00
A 1090	Penalty on Taxes	3,000.00	3,000.00
A 1310	Day School Tuition	3,150.00	2,850.00
A 1315	CONTINUING EDUCATION		
A 1335	Other Student Fees/Charges	1,000.00	1,000.00
A 2350	Youth Services, Other Governments		
A 2401	Interest on Earnings	15,000.00	550.00
A 2650	Sale of Excess Materials		
A 2680	Insurance Recoveries		
A 2701	Refunds of Prior Years Expenditures		0.00
A 2770	Other Unclassified Revenues		0.00
A 3040	State Aid Other - STAR Admin		
A 3101.A	General Aid	495,000.00	490,000.00
A 3101.B	Excess Cost Aid		0.00
A 3102	VLT Lottery Aid		0.00
A 3103	BOCES Aid	65,000.00	65,000.00
A 3106	Sound Basic Education Aid		
A 3260	Textbook Aid	4,000.00	4,000.00
A 3262	Computer Software Aid		
A 3263	Library Material Aid		
A 3265	Small Government Assistance		0.00
A 3289	Other State Aid		
A 4285	Deficit Reduction Assessment Rest		
A 4289	Other Federal Educational Aid		
A 4601	Medicaid Assistance, HRSS	10,000.00	10,000.00
A 5031	Interfund Transfer		

These lines will not be known until the levy is finalized in August

LONG LAKE CSD

Revenue Status Report For 2023-2024 GENERAL FUND REVENUE BUDGET



Account	Description	2023 - 24	2022 - 23
		Proposed Budget	Budget

Grand Totals: 596,150.00 3,868,300.00



# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2023-2024 LUNCH FUND EXPENSES BUDGET (Detail)



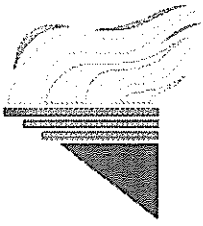
Account	Description	2023 - 24 Proposed Budget	2022 - 23 Budget
C 2860.160-0000	Cafeteria Salaries	75,779.00	70,841.00
C 2860.400-0000	Cafeteria Contractual	3,000.00	3,000.00
C 2860.410-0000	Cafeteria Food	32,800.00	30,300.00
C 2860.450-0000	Cafeteria Materials & Supplies	2,950.00	2,750.00
2860	SCHOOL FOOD SERVICE *	114,529.00	106,891.00
28	**	114,529.00	106,891.00
2	***	114,529.00	106,891.00
C 9010.800-0000	Cafeteria Employees Retirement	8,500.00	9,500.00
9010	STATE RETIREMENT *	8,500.00	9,500.00
C 9030.800-0000	Cafeteria Social Security	5,798.00	5,573.00
9030	SOCIAL SECURITY *	5,798.00	5,573.00
C 9060.800-0000	Cafeteria Health Insurance	61,000.00	62,682.00
HRA Plan			
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE *	61,000.00	62,682.00
90	**	75,298.00	77,755.00
9	***	75,298.00	77,755.00
Grand Totals:		189,827.00	184,646.00

# LONG LAKE CSD

## Revenue Status Report For 2023-2024 LUNCH FUND REVENUE BUDGET



Account	Description	2023 - 24	2022 - 23
		Proposed Budget	Budget
C 1440.B	Breakfast - Student Sale of Meals	2,300.00	2,500.00
C 1440.L	Lunch - Student Sale of Meals	8,500.00	9,500.00
C 1445.B	A La Carte Sales		0.00
C 1445.L	A La Carte Sales	500.00	750.00
C 2401	Interest and Earnings		0.00
C 2665	Sale of Equipment		
C 2770	Misc. Revenues		0.00
C 3190.FB	Breakfast - Federal Reimbursement	7,000.00	6,000.00
C 3190.FL	Lunch - Federal Reimbursement	15,000.00	14,000.00
C 3190.FS	Snack - Federal Reimbursement	550.00	550.00
C 3190.SB	Breakfast - State Reimbursement	400.00	300.00
C 3190.SL	Lunch - State Reimbursement	600.00	550.00
C 3190.SS	Snack - State Reimbursement		
C 4190	USDA Surplus Food	2,000.00	1,500.00
C 4190.EBT	Federal Reimbursement EBT		0.00
C 5031	Interfund Transfer	152,977.00	148,996.00
<b>Grand Totals:</b>		<b>189,827.00</b>	<b>184,646.00</b>



Franklin-Essex-Hamilton Board of Cooperative Educational Services

# BOCES

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Dale L. Breault Jr.  
District Superintendent

Lori L. Tourville  
Assistant Superintendent  
for Instruction

Stacy M. Vincent  
Assistant Superintendent  
for Operations

Dennis J. Egan  
Board President

711 Route 3  
Saranac Lake, NY  
12983

(518) 891-1330

P.O. Box 28  
23 Husky Lane  
Malone, NY 12953

(518) 483-6420

(518) 483-5230

www.fehb.org

DATE: February 17, 2023

TO: Component School District Clerks  
Component District Board of Education Members and Trustees

FROM: Lisa Mastry, Clerk of the BOCES

SUBJECT: Nominating Procedure and Minimum Qualifications of Nominees  
for Individuals Interested in Running for Membership on the  
Franklin-Essex-Hamilton Board of Cooperative Educational  
Services

You are hereby notified that the BOCES will accept nominations until March 24, 2023 for the following vacancies:

Three (3) vacancies each for a three-year term of office from July 1, 2023 to June 30, 2026: The present incumbents whose terms will expire on June 30, 2023 are:

Scott Premo, Constable, New York  
Peter Lynch, Lake Placid, New York  
Donald Whitmore, III, Tupper Lake, New York

One (1) vacancy for a two-year term of office from July 1, 2023 to June 20, 2025  
St. Regis Falls or Long Lake

• There is currently a vacant seat on the BOCES Board and we are soliciting nominations for a two-year term. Currently Long Lake and St. Regis Falls do not have representation on the BOCES Board so we strongly encourage those districts to make a nomination. All other school districts are able to make a nomination to fill the empty seat and that nomination will be considered if Long Lake and/or St. Regis Falls fail to make a nomination.

The election will occur on April 25, 2023, as component district boards of education and trustees vote at meetings held in their individual districts.

**Eligibility Criteria for Nomination of Candidates for Election to the Franklin-Essex-Hamilton Board of Cooperative Educational Services:**

No nomination of a person to be elected to a board of cooperative educational services from a component district which currently has a resident serving on such board shall be accepted unless such board exceeds the number of component school districts or unless an unrepresented district declines to make a nomination. Education Law §1950, Subdivision 2-a(b))

No person shall be eligible to hold the office of member of a board of cooperative educational services who does not reside within the boundaries of a component school district of any such board. (Education Law §1950, Subdivision 9-a)

A certified copy of a resolution nominating a person to the BOCES must be transmitted to the District Clerk of the BOCES by March 24, 2023.

LMM

Enclosure (Current Members of BOCES and Districts of Residence)

cc: Component School Superintendents  
Members, Board of Cooperative Educational Services

Lighting the Way to Your Future

**Franklin-Essex-Hamilton  
Board of Cooperative Educational Services  
2022-2023**

**Current Board Members**

**School District of Residence**

Dennis J. Egan - *President*  
490 County Rt. 16  
North Bangor, New York 12966  
TERM EXPIRES: 2024

Brushton-Moira Central

Courtney Leonard  
PO Box 843  
Chateaugay, New York 12920  
TERM EXPIRES: 2024

Chateaugay Central

Peter H. Lynch  
239 Old Military Road  
Lake Placid, New York 12983  
TERM EXPIRES: 2023

Lake Placid Central

Nicole Dumont  
4163 State Route 11  
Malone, New York 12953  
TERM EXPIRES: 2025

Malone Central

Elizabeth R. Forsell  
291 Poplar Pt. Road  
P.O. Box 12  
Raquette Lake, New York 13436  
TERM EXPIRES: 2025

Raquette Lake Union Free

Scott Premo  
35 State Route 122  
Constable, New York 12926  
TERM EXPIRES: 2023

Salmon River Central

Richard A. Retrosi  
417 Lake Street  
Saranac Lake, New York 12983  
TERM EXPIRES: 2024

Saranac Lake Central

Donald A. Whitmore, III  
1565 St. Route 30  
Tupper Lake, New York 12986  
TERM EXPIRES: 2023

Tupper Lake Central

Vacancy  
TERM EXPIRES: 2025

Long Lake or St. Regis Falls

**SUBJECT: STUDENT PHYSICALS****Health Examination and Certificate**Health Examination

Each student enrolled in a District school must have a satisfactory health examination conducted by a duly licensed physician, physician assistant, or nurse practitioner within 12 months prior to the commencement of the school year of the student's entrance into:

- a) A District school at any grade level;
- b) Pre-kindergarten or kindergarten; and
- c) In grades 1, 3, 5, 7, 9 and 11.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

The District will also provide health examinations before participation in strenuous physical activity and periodically throughout the season as necessary, as well as for the issuance of employment certificates, vacation work permits, newspaper carrier certificates, and street trades badges.

Health Certificate

Each student must submit a health certificate attesting to the health examination within 30 calendar days after his or her entrance into:

- a) A District school at any grade level;
- b) Pre-Kindergarten or kindergarten; and
- c) In grades 1, 3, 5, 7, 9 and 11.

The building principal or designee will send a notice to the parent of, or person in parental relation to, any student who does not present a health certificate, that if the required health certificate is not furnished within 30 calendar days from the date of the notice, an examination by health appraisal will be made of the student by the Director of School Health Services.

The health certificate will be filed in the student's cumulative record. The health certificate must:

- a) Be on a form prescribed by the Commissioner;

(Continued)

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

- b) Describe the condition of the student when the examination was given, provided that such examination was not given more than 12 months prior to the commencement of the school year in which the examination is required;
- c) State the results of any test conducted on the student for sickle cell anemia;
- d) State whether the student is in a fit condition of health to permit his or her attendance at a District school and, where applicable, whether the student has impaired sight or hearing, has received a scoliosis screening, or has any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student;
- e) State the student's body mass index (BMI) and weight status category; and
- f) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is:
  - 1. Authorized by law to practice in New York State consistent with any applicable written practice agreement; or
  - 2. Authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to those of New York State.

A licensed health professional with appropriate training may conduct a scoliosis screening.

**Dental Health Certificate**

The District will request a dental health certificate from each student at the same time that health certificates are required.

The District may also request an assessment and dental health history of a student when it is determined by the District that it would promote the educational interests of the student.

A notice of request for a dental health certificate will be distributed at the same time that the parent or person in parental relation is notified of health examination requirements. The notice of request for a dental health certificate will list dental practices, dentists, and registered dental hygienists to which students may be referred for dental services on a free or reduced cost basis upon request of the student's school.

(Continued)

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

The dental health certificate will be filed in the student's cumulative record. The dental health certificate must:

- a) Describe the dental health condition of the student when the assessment was given, provided that the assessment was not given more than 12 months prior to the commencement of the school year in which the assessment is requested; and
- b) State whether the student is in fit condition of dental health to permit his or her attendance at a District school; and
- c) Be signed by a duly licensed dentist, or a registered dental hygienist, who is:
  - 1. Authorized by law to practice in New York State, and consistent with any applicable written practice agreement; or
  - 2. Authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State.

**Examination by Health Appraisal**

The Director of School Health Services will cause students who are required to, but have not submitted, the required health certificate and students with disabilities to be separately and carefully examined and tested to ascertain whether any student has impaired sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of work to prevent injury to the student.

Each examination will include a calculation of the student's BMI and weight status category. Further, the physician, physician assistant, or nurse practitioner administering the examination will determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, will conduct the test and include the results in the health certificate.

Unless otherwise prohibited by law, if it is ascertained that a student has impaired sight or hearing, or a physical disability or other condition, including sickle cell anemia, the building principal or designee will notify, in writing, the student's parent or person in parental relation as to the existence of the disability. If the parent or person in parental relation is unable or unwilling to provide the necessary relief and treatment for the student, it will be reported by the building principal or designee to the Director of School Health Services, who then has the duty to provide relief for the student.

(Continued)

**SUBJECT: STUDENT PHYSICALS (Cont'd.)****District Reporting of BMI and Weight Status Category**

Each school year, the New York State Department of Health randomly selects a certain number of districts across New York State to report, in the aggregate, students' BMI and weight status categories. Selected districts must report BMI results on-line using the Department of Health's Health Provider Network secure website. A student's parent or person in parental relation may refuse to have the student's BMI and weight status category included in such survey.

**Health Screenings**

The District will provide a:

- a) Scoliosis screening, if not documented on the student's health certificate, at least once each school year for male students in grade 9, and for female students in grades 5 and 7. The positive results of any scoliosis screening examination will be provided in writing to the student's parent or person in parental relation within 90 calendar days after the finding;
- b) Vision screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. The vision screening will test the student's color perception, distance acuity, and near vision. In addition, all students will be screened for distance acuity and near vision in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. The results of any vision screening requiring a follow-up examination will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school; and
- c) Hearing screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. In addition, all students will receive a hearing screening in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. Each hearing screening will include, but not be limited to, pure tone screening. The results of any hearing tests requiring a follow-up examination will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school.
- d) Vital sign screening, if not documented on the student's health certificate, for all students within six months of admission to a District school. In addition, all students will be screened for blood pressure, pulse, and respiration in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, 9 and 11, as well as any other time deemed necessary.

(Continued)



**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

- e) Body Mass Index (BMI) and Weight Status Category, if not documented on the student's health certificate, for all students within six months of admission to a District school. In addition, all students will have their BMI and Weight Status Category calculated in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, 9 and 11, as well as at any other time deemed necessary. The results of a student's height and weight will be used to calculate BMI and Weight Status Category.

The results of all health screenings will be recorded in the student's cumulative health record which will be maintained by the school for at least as long as the minimum retention period for such records.

**Student Health Records**

The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable federal and state laws.

**Accommodation for Religious Beliefs**

No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings will be required where a student or the parent or person in parental relation to that student objects on the grounds that the examinations, health history, and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that the person holds these beliefs must be submitted to the building principal or designee, in which case he or she may require supporting documents.

**Students in Temporary Housing**

For students in temporary housing (i.e., homeless children and youth), the enrolling school must immediately refer the parent or guardian of the student to the District's McKinney-Vento liaison, who will assist them in obtaining the necessary medical records.

2020

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Students

NOTE: Refer also to Policies #5690 -- Exposure Control Program

#5691 -- Communicable Diseases

#5692 -- Human Immunodeficiency Virus (HIV) Related Illnesses

#7121 -- Diagnostic Screening of Students

#7131 -- Education of Homeless Children and Youth

#7250 -- Student Privacy, Parental Access to Information, and  
Administration of Certain Physical Examinations to Minors

#7420 -- Sports and the Athletic Program

#7510 -- School Health Services

#7511 -- Immunization of Students

#7522 -- Concussion Management

Adoption Date – June 11, 2020

*this is now  
called:  
"Education of  
Students in temporary housing"*

## **SUBJECT: STUDENT PHYSICALS**

### **Health Examination**

Each student enrolled in a District school must have a satisfactory health examination conducted by a duly licensed physician, physician assistant, or nurse practitioner within 12 months prior to the commencement of the school year of the student's entrance into:

- a) A District school at any grade level;
- b) Prekindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th, and 11th grades.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

The District will also provide health examinations before participation in strenuous physical activity and periodically throughout the season as necessary, as well as for the issuance of employment certificates, vacation work permits, newspaper carrier certificates, and street trades badges.

### **Health Certificate**

Each student must submit a health certificate attesting to the health examination within 30 calendar days after their entrance into:

- a) A District school at any grade level;
- b) Prekindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th, and 11th grades.

If a student does not submit the required health certificate within 30 calendar days after their entrance, the building principal or designee will send a notice to the student's parent or person in parental relation stating that if the required health certificate is not submitted within 30 calendar days from the date of the notice, the Director of School Health Services will conduct an examination by health appraisal of the student.

The health certificate will be filed in the student's cumulative record. The health certificate must:

- a) Be on a form prescribed by the Commissioner;

(Continued)

## Students

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

- a) Describe the dental health condition of the student when the assessment was given, provided that the assessment was not given more than 12 months prior to the commencement of the school year in which the assessment is requested; and
- b) State whether the student is in fit condition of dental health to permit their attendance at a District school; and
- c) Be signed by a duly licensed dentist, or a registered dental hygienist, who is:
  - 1. Authorized by law to practice in New York State, and consistent with any applicable written practice agreement; or
  - 2. Authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State.

**Examination by Health Appraisal**

The building principal or designee will report to the Director of School Health Services the names of all students who are required to and have not submitted the required health certificate or who are students with disabilities. The Director of School Health Services will separately and carefully examine and test students who are required to and have not submitted the required health certificate and students with disabilities to determine whether any student has impaired sight or hearing, or any other physical disability which may prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of work to prevent injury to the student.

Each examination will also include a calculation of the student's BMI and weight status category. Further, the physician, physician assistant, or nurse practitioner administering the examination will determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, will conduct the test and include the results in the health certificate.

Unless prohibited by law, if it is determined that a student has impaired sight or hearing, or other physical disability or other condition, including sickle cell anemia, the building principal or designee will notify, in writing, the student's parent or person in parental relation as to the existence of the disability. If the parent or person in parental relation is unable or unwilling to provide the necessary relief and treatment for the student, it will be reported by the building principal or designee to the Director of School Health Services, who then has the duty to provide relief for the student.

(Continued)

## Students

**SUBJECT: STUDENT PHYSICALS (Cont'd.)****District Reporting of BMI and Weight Status Category**

Each school year, the New York State Department of Health randomly selects a certain number of districts across New York State to report, in the aggregate, students' BMI and weight status categories. Selected districts must report this information online. A student's parent or person in parental relation may refuse to have the student's BMI and weight status category included in this survey.

**Lead Screenings**

Prior to or within three months after initial enrollment of a student under six years old, the District will obtain from the student's parent or person in parental relation evidence that the student has been screened for lead. If the District does not receive evidence that the student has been screened for lead, the District will provide the student's parent or person in parental relation with information on lead poisoning in children and lead poisoning prevention, as well as refer the parent or person in parental relation to a primary care provider or the local health authority for a blood lead test.

**Health Screenings**

The District will provide a:

- a) Scoliosis screening, if not documented on the student's health certificate, at least once each school year for male students in grade 9, and for female students in grades 5 and 7. The positive results of any scoliosis screening examination will be provided in writing to the student's parent or person in parental relation within 90 calendar days after the finding;
- b) Vision screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. The vision screening will test the student's color perception, distance acuity, and near vision. In addition, all students will be screened for distance acuity and near vision in grades prekindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. The results of all vision screening examinations will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school; and
- c) Hearing screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. In addition, all students will receive a hearing screening in grades prekindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. Each hearing screening will include, but not be limited to, pure tone screening. The results of any hearing tests requiring a follow-up examination will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school.

(Continued)

## Students

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

The results of all health screenings will be recorded in the student's cumulative health record which will be maintained by the school for at least as long as the minimum retention period for these records.

**Student Health Records**

The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable federal and state laws.

**Accommodation for Religious Beliefs**

No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings will be required where a student or the parent or person in parental relation to that student objects on the grounds that the examinations, health history, and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that the person holds these beliefs must be submitted to the building principal or designee, in which case they may require supporting documents.

**Students in Temporary Housing**

For students in temporary housing (i.e., homeless children and youth), the enrolling school must immediately refer the parent or guardian of the student to the District's McKinney-Vento liaison, who will assist them in obtaining the necessary medical records.

20 USC Section 1232g  
Education Law Sections 903, 904, 905, and 3220  
Public Health Law Section 1370-d  
8 NYCRR Sections 136.1 and 136.3

NOTE: Refer also to Policies #5690 -- Exposure Control Program  
#5691 -- Communicable Diseases  
#5692 -- Human Immunodeficiency Virus (HIV) Related Illnesses  
#7121 -- Diagnostic Screening of Students  
#7131 -- Education of Students in Temporary Housing  
#7250 -- Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors  
#7420 -- Sports and the Athletic Program  
#7510 -- School Health Services  
#7511 -- Immunization of Students  
#7522 -- Concussion Management

Adoption Date

**SUBJECT: STUDENT PHYSICALS****~~Health Examination and Certificate~~  
Health Examination**

Each student enrolled in a District school must have a satisfactory health examination conducted by a duly licensed physician, physician assistant, or nurse practitioner within 12 months prior to the commencement of the school year of the student's entrance into:

- a) A District school at any grade level;
- b) Prekindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th, and 11th grades.

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

The District will also provide health examinations before participation in strenuous physical activity and periodically throughout the season as necessary, as well as for the issuance of employment certificates, vacation work permits, newspaper carrier certificates, and street trades badges.

**Health Certificate**

Each student must submit a health certificate attesting to the health examination within 30 calendar days after ~~his or her~~ their entrance into:

- a) A District school at any grade level;
- b) Prekindergarten or kindergarten; and
- c) 1st, 3rd, 5th, 7th, 9th, and 11th grades.

If a student does not submit the required health certificate within 30 calendar days after their entrance, ~~the building principal or designee will send a notice to the student's parent of, or person in parental relation to, any student who does not present a health certificate, stating that if the required health certificate is not furnished-submitted within 30 calendar days from the date of the notice, the Director of School Health Services will conduct an examination by health appraisal will be made of the student by the Director of School Health Services.~~

The health certificate will be filed in the student's cumulative record. The health certificate must:

- a) Be on a form prescribed by the Commissioner;

(Continued)

## Students

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

- b) Describe the condition of the student when the examination was given, provided that such examination was not given more than 12 months prior to the commencement of the school year in which the examination is required;
- c) State the results of any test conducted on the student for sickle cell anemia;
- d) State whether the student is in a fit condition of health to permit ~~his or her~~ their attendance at a District school and, where applicable, whether the student has impaired sight or hearing, has received a scoliosis screening, or has any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of ~~such~~ work to prevent injury to the student;
- e) State the student's body mass index (BMI) and weight status category; and
- f) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is:
  - 1. Authorized by law to practice in New York State consistent with any applicable written practice agreement; or
  - 2. Authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to those of New York State.

A licensed health professional with appropriate training may conduct a scoliosis screening.

**Dental Health Certificate**

The District will request a dental health certificate from each student at the same time that health certificates are required.

The District may also request an assessment and dental health history of a student when it is determined by the District that it would promote the educational interests of the student.

A notice of request for a dental health certificate will be distributed at the same time that the parent or person in parental relation is notified of health examination requirements. The notice of request for a dental health certificate will list dental practices, dentists, and registered dental hygienists to which students may be referred for dental services on a free or reduced cost basis upon request of the student's school.

The dental health certificate will be filed in the student's cumulative record. The dental health certificate must:

(Continued)



Students

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

- a) Describe the dental health condition of the student when the assessment was given, provided that the assessment was not given more than 12 months prior to the commencement of the school year in which the assessment is requested; and
- b) State whether the student is in fit condition of dental health to permit ~~his or her~~ their attendance at a District school; and
- c) Be signed by a duly licensed dentist, or a registered dental hygienist, who is:
  - 1. Authorized by law to practice in New York State, and consistent with any applicable written practice agreement; or
  - 2. Authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State.

**Examination by Health Appraisal**

The building principal or designee will report to the Director of School Health Services the names of all students who are required to and have not submitted the required health certificate or who are students with disabilities. The Director of School Health Services will ~~cause separately and carefully examine and test students who are required to, but and have not submitted, the required health certificate and students with disabilities to be separately and carefully examined and tested to ascertain~~ determine whether any student has impaired sight or hearing, or any other physical disability which may ~~tend to~~ prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of work to prevent injury to the student.

Each examination will also include a calculation of the student's BMI and weight status category. Further, the physician, physician assistant, or nurse practitioner administering the examination will determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, will conduct the test and include the results in the health certificate.

~~Unless otherwise prohibited by law, if it is ascertained~~ determined that a student has impaired sight or hearing, or ~~a other physical disability or other condition, including sickle cell anemia,~~ the building principal or designee will notify, in writing, the student's parent or person in parental relation as to the existence of the disability. If the parent or person in parental relation is unable or unwilling to provide the necessary relief and treatment for the student, it will be reported by the building principal or designee to the Director of School Health Services, who then has the duty to provide relief for the student.

(Continued)

## Students

**SUBJECT: STUDENT PHYSICALS (Cont'd.)****District Reporting of BMI and Weight Status Category**

Each school year, the New York State Department of Health randomly selects a certain number of districts across New York State to report, in the aggregate, students' BMI and weight status categories. Selected districts must report BMI results this information on-line using the Department of Health's Health Provider Network secure website online. A student's parent or person in parental relation may refuse to have the student's BMI and weight status category included in such this survey.

**Lead Screenings**

Prior to or within three months after initial enrollment of a student under six years old, the District will obtain from the student's parent or person in parental relation evidence that the student has been screened for lead. If the District does not receive evidence that the student has been screened for lead, the District will provide the student's parent or person in parental relation with information on lead poisoning in children and lead poisoning prevention, as well as refer the parent or person in parental relation to a primary care provider or the local health authority for a blood lead test.

**Health Screenings**

The District will provide a:

- a) Scoliosis screening, if not documented on the student's health certificate, at least once each school year for male students in grade 9, and for female students in grades 5 and 7. The positive results of any scoliosis screening examination will be provided in writing to the student's parent or person in parental relation within 90 calendar days after the finding;
- b) Vision screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. The vision screening will test the student's color perception, distance acuity, and near vision. In addition, all students will be screened for distance acuity and near vision in grades prekindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. The results of all vision screening examinations will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school; and
- c) Hearing screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. In addition, all students will receive a hearing screening in grades prekindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. Each hearing screening will include, but not be limited to, pure tone screening. The results of any hearing tests requiring a follow-up examination will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school.

(Continued)

**SUBJECT: STUDENT PHYSICALS (Cont'd.)**

The results of all health screenings will be recorded in the student's cumulative health record which will be maintained by the school for at least as long as the minimum retention period for ~~such~~ these records.

**Student Health Records**

The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable federal and state laws.

**Accommodation for Religious Beliefs**

No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings will be required where a student or the parent or person in parental relation to that student objects on the grounds that the examinations, health history, and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that the person holds these beliefs must be submitted to the building principal or designee, in which case ~~he or she~~ they may require supporting documents.

**Students in Temporary Housing**

For students in temporary housing (i.e., homeless children and youth), the enrolling school must immediately refer the parent or guardian of the student to the District's McKinney-Vento liaison, who will assist them in obtaining the necessary medical records.

20 USC Section 1232g  
Education Law Sections 903-, 904, 905, and 3220  
Public Health Law Section 1370-d  
8 NYCRR Sections 136.17 and 136.3

NOTE: Refer also to Policies #5690 -- Exposure Control Program  
#5691 -- Communicable Diseases  
#5692 -- Human Immunodeficiency Virus (HIV) Related Illnesses  
#7121 -- Diagnostic Screening of Students  
#7131 -- Education of Students in Temporary Housing  
#7250 -- Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors  
#7420 -- Sports and the Athletic Program  
#7510 -- School Health Services  
#7511 -- Immunization of Students  
#7522 -- Concussion Management

Adoption Date

2018

7670  
1 of 2

Students

**SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT OF IMPARTIAL HEARING OFFICERS****Due Process Complaints**

The District is committed to making every effort to amicably resolve disputes regarding educational programs for students with disabilities. In the event these disputes cannot otherwise be resolved, either a parent or the District may file a due process complaint challenging the identification, evaluation, or educational placement of a student with a disability, or a student suspected of having a disability, or the provision of a free appropriate public education to the student. The complainant may not have an impartial due process hearing until the complainant, or the attorney representing the complainant, files a due process complaint notice that meets the requirements set forth in law for the notice. All due process hearings will be conducted in a manner consistent with the timelines and procedures set forth in law and regulation.

Except as otherwise provided by law, all requests for impartial due process hearings must be submitted within two years of the date the parent or the District knew or should have known about the alleged action forming the basis of the complaint. Upon receipt or filing of the due process complaint notice, the District will provide the most current version of the procedural safeguards notice to the parents. The District will also inform parents in writing of the availability of mediation and any free or low-cost legal and other relevant services available in the area.

An impartial due process hearing will be conducted at a time and location reasonable and convenient to the parent and student involved. The hearing will be closed to the public unless the parent requests otherwise.

A student whose education is the subject of a due process complaint will remain in his or her current placement during the pendency of the impartial due process hearing unless both parties agree or as otherwise permitted by law.

**Resolution Process**

Prior to the opportunity for an impartial due process hearing, the District will convene a meeting with the parents and the relevant member or members of the Committee on Special Education or Committee on Preschool Special Education who have specific knowledge of the facts identified in the complaint. This meeting will provide the parents with an opportunity to discuss their complaint and the facts that form the basis of the complaint, and an opportunity to resolve the complaint with the District. The District will take steps to ensure that one or both of the parents of the student with a disability are present at the resolution meeting, and will notify parents of the meeting early enough to ensure that they have the opportunity to attend. The resolution meeting will be at a mutually agreed upon time and place, and in a location that is accessible to the parents. The District will ensure that all resolution meetings conform to the requirements set forth in the Commissioner's regulations.

(Continued)

Students

**SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT OF IMPARTIAL HEARING OFFICERS (Cont'd.)**

The parents and the District may agree, in writing, however, to waive the resolution process or agree to use the mediation process to resolve the dispute.

**Selection and Board Appointment of Impartial Hearing Officers**

In the event a due process complaint notice is properly filed, the Board will arrange for an impartial due process hearing to be conducted. In these instances, the Board will immediately, but not later than two business days after receipt of the due process complaint notice or mailing of the due process complaint notice to the parent, initiate the process to select an impartial hearing officer (IHO) through a rotational selection process. To expedite this process, the Board may designate one or more of its members to appoint the IHO on its behalf.

The District will utilize the New York State Education Department's (SED) Impartial Hearing Reporting System to access the alphabetical list of the names of each IHO certified in New York State and available to serve in the District. The appointment of an IHO will be made only from this list and in accordance with the alphabetical rotation selection process and the timelines and procedures established by the Commissioner of Education. The District will record and report required information relating to the selection of IHOs and the conduct of impartial due process hearings according to the manner and schedule specified by SED.

The District will be responsible for compensating the IHO for prehearing, hearing, and post-hearing activities at the rate agreed upon at the time of the IHO's appointment. The District will also reimburse the IHO for certain travel and other hearing-related expenses in accordance with an annually determined schedule.

Individuals with Disabilities Education Act (IDEA), 20 USC § 1400 et seq.  
34 CFR Part 300  
Education Law §§ 4005, 4202, 4404(1), and 4410(7)  
8 NYCRR §§ 200.2 and 200.5

NOTE: Refer also to Policies #7313 -- Suspension of Students  
#7660 -- Parent Involvement for Children with Disabilities  
#7690 -- Special Education Mediation

Adoption Date – December 13, 2017

Students

**SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT OF IMPARTIAL HEARING OFFICERS****Due Process Complaints**

The District will make every effort to amicably resolve disputes regarding educational programs for students with disabilities. If these disputes cannot be resolved, either a parent, person in parental relation, or the District may file a due process complaint challenging the identification, evaluation, or educational placement of a student with a disability, or a student suspected of having a disability, or the provision of a free appropriate public education to the student. The complainant may not receive an impartial due process hearing until the complainant, or the complainant's attorney, files a due process complaint notice that meets the requirements set forth in law for the notice. All due process hearings will be conducted in a manner consistent with the timelines and procedures set forth in law and regulation.

Except as otherwise provided by law, all requests for impartial due process hearings must be submitted within two years of the date the parent or the District knew or should have known about the alleged action forming the basis of the complaint. Upon receipt or filing of the due process complaint notice, the District will provide the most current version of the procedural safeguards notice to the parents. The District will also inform parents in writing of the availability of mediation and any free or low-cost legal and other relevant services available in the area.

An impartial due process hearing will be conducted at a time and location reasonable and convenient to the parent and student involved. The hearing will be closed to the public unless the parent requests otherwise. The impartial hearing officer (IHO) may conduct the hearing by videoconference or teleconference with parental consent which may be obtained at a pre-hearing conference, or at a minimum of ten days before the scheduled hearing date, provided that all personally identifiable data, information, or records pertaining to the student during the hearing is kept confidential in accordance with law and regulation.

A student whose education is the subject of a due process complaint will remain in their current placement during the pendency of the impartial due process hearing unless both parties agree or as otherwise permitted by law.

**Resolution Process**

Prior to the opportunity for an impartial due process hearing, the District will convene a meeting with the parents and the relevant member or members of the Committee on Special Education or Committee on Preschool Special Education who have specific knowledge of the facts identified in the complaint. This meeting will provide the parents with an opportunity to discuss their complaint and the facts that form the basis of the complaint, and an opportunity to resolve the complaint with the District. The District will take steps to ensure that one or both of the parents of the student with a disability are present at the resolution meeting, and will notify parents of the meeting early enough to ensure that they have the opportunity to attend. The resolution meeting will be at a mutually agreed upon time and place,

(Continued)

Students

**SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT OF IMPARTIAL HEARING OFFICERS (Cont'd.)**

and in a location that is physically accessible to the parents. The parents and District may agree to use alternative means of meeting participation, such as videoconferences and conference calls. The District will ensure that all resolution meetings conform to the requirements set forth in the Commissioner's regulations.

The parents and the District may agree, in writing to waive the resolution process or agree to use the mediation process to resolve the dispute.

**Selection and Board Appointment of Impartial Hearing Officers**

When a due process complaint notice is properly filed, the Board will arrange for an impartial due process hearing to be conducted. In these instances, the Board will immediately, but not later than two business days after receipt of the due process complaint notice or mailing of the due process complaint notice to the parent, initiate the process to select an IHO through a rotational selection process. To expedite this process, the Board may designate one or more of its members to appoint the IHO on its behalf.

The District will utilize the New York State Education Department's (NYSED) Impartial Hearing Reporting System to access the alphabetical list of the names of each IHO certified in New York State and available to serve in the District. The appointment of an IHO will be made only from this list and in accordance with the alphabetical rotation selection process and the timelines and procedures established by the Commissioner of Education. The District will record and report required information relating to the selection of IHOs and the conduct of impartial due process hearings according to the manner and schedule specified by NYSED.

If an IHO is not appointed within 196 days from receipt by the District of a due process complaint, the District will, no later than five business days after the 196th day has elapsed, provide written notification to parents of their right to request accelerated review. When accelerated review is sought, the District will be deemed to have denied the student a free and appropriate public education (FAPE) by virtue of the 196 day (or more) delay in the appointment of an IHO.

The District will be responsible for compensating the IHO for pre-hearing, hearing, and post-hearing activities at the rate agreed upon at the time of the IHO's appointment. The District will also reimburse the IHO for certain travel and other hearing-related expenses in accordance with an annually determined schedule.

Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.  
34 CFR Part 300  
Education Law Sections 4404 and 4410(7)  
8 NYCRR Sections 200.2 and 200.5

(Continued)

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Students

**SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT  
OF IMPARTIAL HEARING OFFICERS (Cont'd.)**

NOTE: Refer also to Policies #7313 -- Suspension of Students  
#7660 -- Parent Involvement for Children with Disabilities  
#7690 -- Special Education Mediation

Adoption Date



**SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT OF IMPARTIAL HEARING OFFICERS****Due Process Complaints**

The District ~~is committed to making~~ will make every effort to amicably resolve disputes regarding educational programs for students with disabilities. ~~In the event~~ If these disputes cannot ~~otherwise~~ be resolved, either a parent, person in parental relation, or the District may file a due process complaint challenging the identification, evaluation, or educational placement of a student with a disability, or a student suspected of having a disability, or the provision of a free appropriate public education to the student. The complainant may not ~~have~~ receive an impartial due process hearing until the complainant, or the ~~attorney representing the complainant's attorney,~~ files a due process complaint notice that meets the requirements set forth in law for the notice. All due process hearings will be conducted in a manner consistent with the timelines and procedures set forth in law and regulation.

Except as otherwise provided by law, all requests for impartial due process hearings must be submitted within two years of the date the parent or the District knew or should have known about the alleged action forming the basis of the complaint. Upon receipt or filing of the due process complaint notice, the District will provide the most current version of the procedural safeguards notice to the parents. The District will also inform parents in writing of the availability of mediation and any free or low-cost legal and other relevant services available in the area.

An impartial due process hearing will be conducted at a time and location reasonable and convenient to the parent and student involved. The hearing will be closed to the public unless the parent requests otherwise. The impartial hearing officer (IHO) may conduct the hearing by videoconference or teleconference with parental consent which may be obtained at a pre-hearing conference, or at a minimum of ten days before the scheduled hearing date, provided that all personally identifiable data, information, or records pertaining to the student during the hearing is kept confidential in accordance with law and regulation.

A student whose education is the subject of a due process complaint will remain in ~~his or her~~ their current placement during the pendency of the impartial due process hearing unless both parties agree or as otherwise permitted by law.

**Resolution Process**

Prior to the opportunity for an impartial due process hearing, the District will convene a meeting with the parents and the relevant member or members of the Committee on Special Education or Committee on Preschool Special Education who have specific knowledge of the facts identified in the complaint. This meeting will provide the parents with an opportunity to discuss their complaint and the facts that form the basis of the complaint, and an opportunity to resolve the complaint with the District. The District will take steps to ensure that one or both of the parents of the student with a disability are present at the resolution meeting, and will notify parents of the meeting early enough to ensure that they have the opportunity to attend. The resolution meeting will be at a mutually agreed upon time and place,

(Continued)

Students

**SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT OF IMPARTIAL HEARING OFFICERS (Cont'd.)**

and in a location that is physically accessible to the parents. The parents and District may agree to use alternative means of meeting participation, such as videoconferences and conference calls. The District will ensure that all resolution meetings conform to the requirements set forth in the Commissioner's regulations.

The parents and the District may agree, in writing, ~~however~~, to waive the resolution process or agree to use the mediation process to resolve the dispute.

**Selection and Board Appointment of Impartial Hearing Officers**

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Individuals with Disabilities Education Act (IDEA), 20 USC Section 1400 et seq.  
34 CFR Part 300  
Education Law Sections ~~4005, 4202~~; 4404(1); and 4410(7)  
8 NYCRR Sections 200.2 and 200.5

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Students

**SUBJECT: DUE PROCESS COMPLAINTS: SELECTION AND BOARD APPOINTMENT  
OF IMPARTIAL HEARING OFFICERS (Cont'd.)**

NOTE: Refer also to Policies #7313 -- Suspension of Students  
#7660 -- Parent Involvement for Children with Disabilities  
#7690 -- Special Education Mediation

Adoption Date