



BOARD OF EDUCATION MEETING
Tuesday, February 13, 2024
5:00 p.m. Regular Meeting, LLCS Cafeteria

- I. Call to Order – President of the Board
 - a. Pledge of Allegiance
 - b. *Minutes of the January 9, 2024 Regular Meeting
 - c. Next Regular Meeting March 12, 2024
- II. Executive Session
 - a. Details of medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.
- III. Public Participation
- IV. Presentations
 - a. Dale Breault, FEH BOCES, Superintendent Search Update
- V. Superintendent's Update
- VI. Business Affairs
 - a. *December 2023 Treasurer Reports
 - b. Comprehensive Budget and Revenue Status Reports
 - c. Warrants
- VII. Recommendations for Approval
 - a. *CSE Recommendations for Student #s 202834
 - b. *Junior Class Trip to Boston
 - c. *Donna Furlong as Occasional Driver
- VIII. General Discussion
 - a. 2024-2025 Budget
 - b. 2024-2025 School Calendar
 - c. BOE Seat Opening
- IX. Policy 1st Readings
 - a. Policy #1510 Regular Board Meetings And Rules (Quorum And Parliamentary Procedure)
 - b. Policy #2110 Orienting And Training Board Members
 - c. Policy #3110 Media/Municipal Governments/Senior Citizens
 - d. Policy #3271 Solicitation Of Charitable Donations
 - e. Policy #6213 Registration And Professional Learning
 - f. Policy #5130 Budget Adoption

- g. Policy #5140 Administration of the Budget
- h. Policy #6550 Leaves of Absence
- i. Policy #7470 Student Voter Registration and Pre-Registration

X. 2nd Public Participation

XI. Executive Session

- a. Collective Negotiations Pursuant to Article 14 of the Civil Service Law (the Taylor Law)

XII. Adjourn

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

Date: January 9, 2024

Time: 6:00 p.m.

Type of Meeting: Regular Meeting

Place: LLCS Cafeteria

Members Present: Michael Farrell
Trisha Hosley
Tara Murphy

Members Absent: PJ Preuss
Joan Paula

Others Present: David Snide-Principal/Superintendent, Liz Hosley-Clerk of the Board

Call to Order: Board President called the meeting to order at 6:03 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 December 19, 2023 Regular Meeting.**

The next meeting date is Tuesday, February 13, 2024, at 6 p.m.

Public Participation: None

Presentations: None

Superintendent's Update:

K-4 enjoyed a visit to the **CVW Long Lake Public Library** prior to the holiday break where they made crafts and listened to a story.

As part of **their community service projects** the 10th grade class and art club students collaborated to create and decorate ceramic bird ornaments to be given out to seniors at the Long Lake Nutrition Site with their meals.

Midterms, Finals, Regents (English, US History, and Algebra 1) will be taking place during the week of 1/22/24-1/26/24.

Friday, January 26, is a half day. Students will be released at noon. There will be a series of faculty meetings as well as time for teachers to work on curriculum for the beginning of the second semester.

The After School Program (ASP) has started going to Mt. Sabattis twice a week for skating and sledding. The Town received a grant to support the project.

Senior Night is January 18, 2024.

The Second Step program, a research-based program for elementary students targeting social and emotional learning, will start this week. A county employee will be here once a week to provide the programming. It will continue for twenty weeks.

Business Affairs:

Approved: On Motion by Tara Murphy, seconded by Trisha Hosley, with all in favor, the November 2023 **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 Tara Murphy, with all in favor, **Deletion of Outdated Policies**.

Approved: On Motion by Trisha Hosley, seconded by Tara Murphy, with all in favor, **Clay Target Donation**.

Approved: On Motion by Tara Murphy, seconded by Michael Farrell, with all in favor, **Christopher Sass as Mentor for Hildegaard Link**.

General Discussion:

The Board reviewed the initial 2024-2025 budget details and tax cap levy.

The Board discussed current open gym policies.

Michael Farrell will attend the Legislative Advocacy Breakfast with David Snide in February.

Policy 1st Readings: None

2nd Public Participation: None

Executive Session: On Motion by Michael Farrell seconded by Trisha Hosley, with all in favor, **enter Executive Session at 6:54**, to discuss the Collective Negotiations Pursuant to Article 14 of the Civil Service Law (the Taylor Law).

Approved: On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, to leave Executive Session at 8:03 p.m.

Adjournment: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the Board adjourned at 8:03 p.m.

Clerk of the Board

Elizabeth Hosley

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

Vn

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

Total available balance as reported at the end of preceding period \$ 1,338.78

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

<u>Date</u>	<u>Source</u>	
December	Deposits	111,076.80

Total Receipts \$ 111,076.80

Total receipts, including balance \$ 112,415.58

Disbursements made during the month:

By Check: # 16573 \$ 338.78

EFT Transfers/Direct Deposit \$ 110,738.02

Total amount of checks issued and debit charges: \$ 111,076.80

Cash balance as shown by records \$ 1,338.78

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,338.78

Less Outstanding Checks - See Attached \$ 338.78

\$ 1,338.78

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)

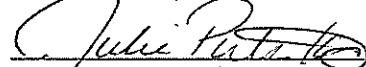
\$ 1,338.78

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

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: EXTRACURRICULAR ACCT.

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

Total available balance as reported at the end of preceding period \$ 7,913.15

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 147.00
	Interest	\$ 1.36

Total Receipts \$ 148.36

Total receipts, including balance \$ 8,061.51

Disbursements made during the month:

By Check-From Check : 1361	\$ 100.00
EFT Transfers	\$0.00
By Debit Charge	

Total amount of checks issued and debit charges \$ 100.00

Cash balance as shown by records \$ 7,961.51

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 8,003.51

Less outstanding checks or Internal transfers
See attached \$ 42.00

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

There are undeposited funds in treasurer's hands)

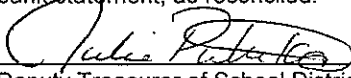
\$ 7,961.51

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a
true reconciliation) \$ 7,961.51Received by the Board of Education and entered
as a part of the minutes of the Board meeting held

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Clerk of the Board of Education

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above cash balance is
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bank statement, as reconciled.
Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: GENERAL FUND

For Period from December 1, 2023 thru December 31, 2023

Total available balance as reported at the end of preceding period \$ 44,563.37

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

Date	Source	
December	Deposits	\$ 433,366.01
	Interest	22.60

Total Receipts \$ 433,388.61

Total receipts, including balance \$ 477,951.98

Disbursements made during the month:

By Check-From Check # 18430 - 18464	\$ 263,425.04
EFT Transfers	168,123.85
	\$ -

Total amount of checks issued and debit charges \$ 431,548.89

Cash balance as shown by records \$ 46,403.09

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 47,426.36

Less ERS deduction correction \$ 21.82

Less outstanding checks see attached \$ 37,001.45

Deposit in transit \$ 36,000.00

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 46,403.09

Amount of receipts undeposited(See attached schedules) \$ -

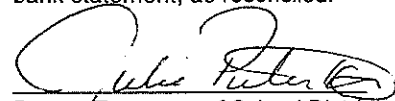
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 46,403.09

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_____, 20____

Clerk of the Board of Education

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Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: MONEY MARKET ACCOUNT

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

Total available balance as reported at the end of preceding period \$ 3,446,735.82

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

Date	Source	
December	Deposits	\$ 55,437.97
	Interest	\$ 14,405.23
	Total Receipts	\$ 69,843.20
	Total receipts, including balance	\$ 3,516,579.02

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 470,112.48
By Debit	

Total amount of checks issued and debit charges \$ 470,112.48

Cash balance as shown by records \$ 3,046,466.54

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 3,082,466.54

Less outstanding checks

Other Debit \$ 36,000.00

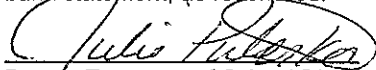
Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 3,046,466.54

Amount of receipts undeposited

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 3,046,466.54

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Clerk of the Board of EducationThis is to certify that the
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Deputy Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 59,659.04

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	\$ 268.29

Total Receipts \$ 268.29

Total receipts, including balance \$ 59,927.33

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 \$ 59,927.33

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month \$ 59,927.33
less outstanding checkssee attached \$ -
\$ -Net balance in bank (Should agree with Cash Balance above unless
There are undeposited funds in treasurer's hands)

\$ 59,927.33

Amount of receipts undeposited (See attached schedules)

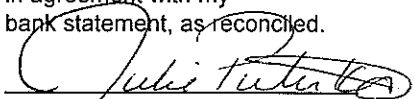
Total available balance (must agree with Cash Balance above if there is a
true reconciliation)

\$ 59,927.33

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Clerk of the Board of Education

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Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: TAX RESERVE-NY CLASS

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

Total available balance as reported at the end of preceding period \$ 10,608.38

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	\$ 47.74

Total Receipts \$ 47.74

Total receipts, including balance \$ 10,656.12

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 \$ 10,656.12

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 10,656.12

less outstanding checks

see attached \$ -
\$ -

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

\$ 10,656.12

Amount of receipts undeposited (See attached schedules)

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

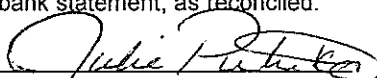
\$ 10,656.12

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Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: REPAIR RESERVE-NY CLASS

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

Total available balance as reported at the end of preceding period \$ 14,708.12

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	\$ 66.13

Total Receipts \$ 66.13

Total receipts, including balance \$ 14,774.25

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 \$ 14,774.25

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 14,774.25

less outstanding checks

\$ -
\$ -

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

\$ 14,774.25

Amount of receipts undeposited (See attached schedules)

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

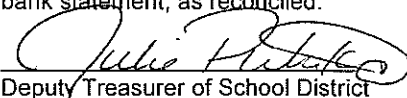
\$ 14,774.25

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Clerk of the Board of Education

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Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: CAPITAL RESERVE-NY CLASS

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

Total available balance as reported at the end of preceding period \$ 41,658.75

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	\$ 187.35

Total Receipts \$ 187.35

Total receipts, including balance \$ 41,846.10

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 41,846.10

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month \$ 41,846.10
less outstanding checks

see attached

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

\$ 41,846.10

Amount of receipts undeposited (See attached schedules)

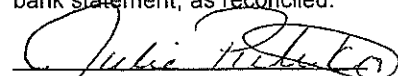
Total available balance (must agree with Cash Balance above if there is a
true reconciliation)

\$ 41,846.10

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Clerk of the Board of Education

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Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: HRA

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

Total available balance as reported at the end of preceding period \$ 144,187.52

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 89.61
	Interest	\$ 24.19

Total Receipts \$ 113.80

Total receipts, including balance \$ 144,301.32

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 3,342.86
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 3,342.86

Cash balance as shown by records \$ 140,958.46

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$140,958.46

Less outstanding checks \$ -

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 140,958.46

Amount of receipts undeposited(See attached schedules) -

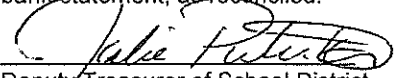
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$140,958.46

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

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Clerk of the Board of Education

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Deputy Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 2,207.08

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	\$ 9.92

Total Receipts \$ 9.92

Total receipts, including balance \$ 2,217.00

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 \$ 2,217.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,217.00

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)

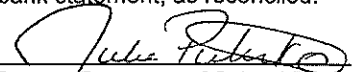
\$ 2,217.00

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Clerk of the Board of Education

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Deputy Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 7,187.52

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	\$ 32.29

Total Receipts \$ 32.29

Total receipts, including balance \$ 7,219.81

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 7,219.81

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 7,219.81

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 7,219.81

Amount of receipts undeposited (See attached schedules)

-

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

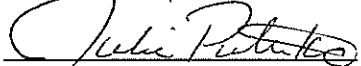
\$ 7,219.81

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Clerk of the Board of Education

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Deputy Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 9,140.33

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	\$ 41.12

Total Receipts \$ 41.12

Total receipts, including balance \$ 9,181.45

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 \$ 9,181.45

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 9,181.45

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 9,181.45

Amount of receipts undeposited (See attached schedules)

-

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

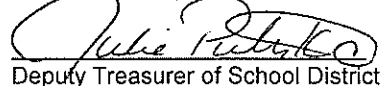
\$ 9,181.45

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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 December 1, 2023 thru December 31, 2023

Total available balance as reported at the end of preceding period \$ 72,101.92

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	\$ 324.25

Total Receipts \$ 324.25

Total receipts, including balance \$ 72,426.17

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 \$ 72,426.17

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 72,426.17

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited (See attached schedules) 72,426.17

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

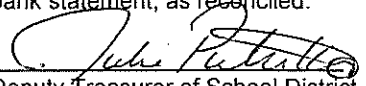
\$ 72,426.17

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Clerk of the Board of Education

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Deputy Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 4,542.13

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	\$ 0.79

Total Receipts \$ 0.79

Total receipts, including balance \$ 4,542.92

Disbursements made during the month:

By Check-from Check # (voided 1454) \$ (100.00)

EFT Transfers -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 4,642.92

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 4,642.92

less outstanding checks
see attached

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

There are undeposited funds in treasurer's hands)

\$ 4,642.92

Amount of receipts undeposited (See attached schedules)

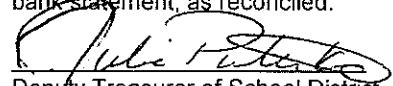
Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 4,642.92

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

20

Clerk of the Board of Education

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

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

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

Total available balance as reported at the end of preceding period \$ 260,551.42

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	\$ 1,171.77
	Total Receipts	\$ 1,171.77
	Total receipts, including balance	\$ 261,723.19

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 \$ 261,723.19

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 261,723.19

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 261,723.19

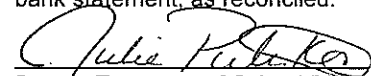
Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 261,723.19

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 December 1, 2023 thru December 31, 2023

Total available balance as reported at the end of preceding period \$ 6,963.88

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 64.75
	Interest	<u>1.68</u>

Total Receipts \$ 66.43

Total receipts, including balance \$ 7,030.31

Disbursements made during the month:

By Check-From Check	
EFT Transfers	<u>1,827.56</u>

Total amount of checks issued and debit charges \$ 1,827.56

Cash balance as shown by records \$ 5,202.75

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 5,202.75

Less outstanding checks see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 5,202.75

Amount of receipts undeposited -

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

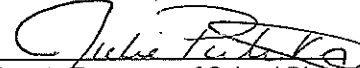
\$ 5,202.75

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: CAPITAL FUND

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

Total available balance as reported at the end of preceding period \$103,792.55

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	\$ 17.63

Total Receipts \$ 17.63

Total receipts, including balance \$ 103,810.18

Disbursements made during the month:

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

Total amount of checks issued and debit charges:

Cash balance as shown by records \$ 103,810.18

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$103,810.18

Less total of outstanding checks \$ -

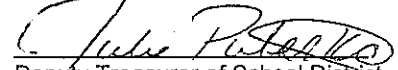
Net balance in bank (Should agree with Cash Balance above unless
There are undeposited funds in treasurer's hands) \$103,810.18

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a
true reconciliation) \$103,810.18Received 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

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1010.400-0000</u>	BOE Contractual Expense	7,100.00	0.00	7,100.00	42.00	0.00	7,058.00
<u>A 1010.450-0000</u>	BOE Materials and Supplies	1,800.00	0.00	1,800.00	215.30	219.25	1,365.45
<u>A 1010.490-0000</u>	BOE BOCES Services	8,000.00	0.00	8,000.00	3,337.50	0.00	4,662.50
1010	BOARD OF EDUCATION	16,900.00	0.00	16,900.00	3,594.80	219.25	13,085.95
<u>A 1040.160-0000</u>	BOE District Clerk Salaries	2,572.00	0.00	2,572.00	1,582.72	0.00	989.28
<u>A 1040.400-0000</u>	BOE District Clerk Contractual	4,500.00	0.00	4,500.00	2,158.31	0.00	2,341.69
1040	DISTRICT CLERK	7,072.00	0.00	7,072.00	3,741.03	0.00	3,330.97
10		23,972.00	0.00	23,972.00	7,335.83	219.25	16,416.92
<u>A 1240.160-0000</u>	Support Staff Salaries	153,906.00	0.00	153,906.00	108,673.17	0.00	45,232.83
<u>A 1240.400-0000</u>	Central Admin Contractual	15,755.00	0.00	15,755.00	3,246.28	0.00	12,508.72
<u>A 1240.450-0000</u>	Central Admin Materials & Supplies	2,000.00	30.97	2,030.97	431.83	16.18	1,582.96
1240	CHIEF SCHOOL ADMINISTRATOR	171,661.00	30.97	171,691.97	112,351.28	16.18	59,324.51
12		171,661.00	30.97	171,691.97	112,351.28	16.18	59,324.51
<u>A 1310.160-0000</u>	Finance Business Admin Salaries	81,104.00	0.00	81,104.00	47,897.60	0.00	33,206.40
<u>A 1310.490-0000</u>	Finance BOCES Services	29,376.00	0.00	29,376.00	12,569.15	0.00	16,806.85
1310	BUSINESS ADMINISTRATION	110,480.00	0.00	110,480.00	60,466.75	0.00	50,013.25
<u>A 1320.160-0000</u>	Finance Auditing Salaries	515.00	0.00	515.00	0.00	0.00	515.00
<u>A 1320.400-0000</u>	Finance Auditor Contractual	8,400.00	0.00	8,400.00	1,225.00	0.00	7,175.00
1320	AUDITING	8,915.00	0.00	8,915.00	1,225.00	0.00	7,690.00
<u>A 1325.160-0000</u>	Finance District Treasurer	19,864.00	0.00	19,864.00	12,201.60	0.00	7,662.40
<u>A 1325.450-0000</u>	Finance District Treasurer Supplies	250.00	0.00	250.00	0.00	0.00	250.00
1325	TREASURER	20,114.00	0.00	20,114.00	12,201.60	0.00	7,912.40
<u>A 1330.160-0000</u>	Finance Tax Collector Salary	4,433.00	0.00	4,433.00	4,433.00	0.00	0.00
<u>A 1330.400-0000</u>	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	1,518.48	0.00	-18.48
<u>A 1330.450-0000</u>	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	6,033.00	0.00	6,033.00	5,951.48	0.00	81.52
13		145,542.00	0.00	145,542.00	79,844.83	0.00	65,697.17
<u>A 1420.400-0000</u>	Legal Contractual	14,000.00	0.00	14,000.00	3,750.00	0.00	10,250.00
1420	LEGAL	14,000.00	0.00	14,000.00	3,750.00	0.00	10,250.00
<u>A 1430.490-0000</u>	Personnel - BOCES Services	1,973.00	0.00	1,973.00	892.50	0.00	1,080.50
1430	PERSONNEL	1,973.00	0.00	1,973.00	892.50	0.00	1,080.50
<u>A 1480.400-0000</u>	Public Info Contractual	450.00	0.00	450.00	0.00	0.00	450.00
<u>A 1480.450-0000</u>	Public Info/Printing Charges	500.00	0.00	500.00	0.00	0.00	500.00

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LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1480	PUBLIC INFORMATION & SERVICES	950.00	0.00	950.00	0.00	0.00	950.00
14		16,923.00	0.00	16,923.00	4,642.50	0.00	12,280.50
<u>A 1620.160-0000</u>	Central Services Support Staff Salaries	107,665.00	0.00	107,665.00	65,506.12	0.00	42,158.88
<u>A 1620.400-0000</u>	Central Services Contractual	71,566.00	0.00	71,566.00	149,187.63	0.00	-77,621.63
<u>A 1620.410-0000</u>	Central Services Fuel Oil	103,750.00	0.00	103,750.00	37,985.05	0.00	65,764.95
<u>A 1620.420-0000</u>	Central Services Television	2,000.00	0.00	2,000.00	942.90	0.00	1,057.10
<u>A 1620.430-0000</u>	Central Services Electricity	28,000.00	0.00	28,000.00	13,409.67	0.00	14,590.33
<u>A 1620.440-0000</u>	Central Services Water Rent	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
<u>A 1620.450-0000</u>	Central Services Materials & Supplies	24,000.00	0.00	24,000.00	10,177.78	3,679.40	10,142.82
<u>A 1620.460-0000</u>	Central Services Telephone	5,000.00	0.00	5,000.00	3,084.24	0.00	1,915.76
<u>A 1620.480-0000</u>	Central Services LP Gas	100.00	0.00	100.00	40.00	0.00	60.00
<u>A 1620.490-0000</u>	Central Services BOCES	11,200.00	0.00	11,200.00	5,161.00	0.00	6,039.00
1620	OPERATION OF PLANT	354,281.00	0.00	354,281.00	286,494.39	3,679.40	64,107.21
<u>A 1621.160-0000</u>	Mainten Support Staff Salaries	16,954.00	0.00	16,954.00	10,555.10	0.00	6,398.90
<u>A 1621.400-0000</u>	Maintenance Contractual Exp	33,835.00	5,129.70	38,964.70	38,460.63	0.00	504.07
1621	MAINTENANCE OF PLANT	50,789.00	5,129.70	55,918.70	49,015.73	0.00	6,902.97
<u>A 1670.400-0000</u>	Contractual	825.00	0.00	825.00	811.80	0.00	13.20
<u>A 1670.450-0000</u>	Postage	3,000.00	0.00	3,000.00	1,172.01	0.00	1,827.99
<u>A 1670.490-0000</u>	Printing - BOCES Services	1,000.00	0.00	1,000.00	172.00	0.00	828.00
1670	CENTRAL PRINTING & MAILING	4,825.00	0.00	4,825.00	2,155.81	0.00	2,669.19
<u>A 1680.490-0000</u>	Central DP - BOCES Services	60,000.00	0.00	60,000.00	34,855.37	0.00	25,144.63
1680	CENTRAL DATA PROCESSING	60,000.00	0.00	60,000.00	34,855.37	0.00	25,144.63
16		469,895.00	5,129.70	475,024.70	372,521.30	3,679.40	98,824.00
<u>A 1910.400-0000</u>	Unallocated Insurance	1,000.00	0.00	1,000.00	717.00	0.00	283.00
1910	UNALLOCATED INSURANCE	1,000.00	0.00	1,000.00	717.00	0.00	283.00
<u>A 1920.400-0000</u>	School Association Dues	5,150.00	0.00	5,150.00	4,811.00	0.00	339.00
1920	SCHOOL ASSOCIATION DUES	5,150.00	0.00	5,150.00	4,811.00	0.00	339.00
<u>A 1981.490-0000</u>	BOCES Administrative Costs	26,000.00	0.00	26,000.00	12,717.00	0.00	13,283.00
1981	BOCES ADMINISTRATIVE COSTS	26,000.00	0.00	26,000.00	12,717.00	0.00	13,283.00
<u>A 1983.490-0000</u>	BOCES Capital Expenses	4,000.00	0.00	4,000.00	1,772.00	0.00	2,228.00
1983	BOCES CAPITAL EXPENSE	4,000.00	0.00	4,000.00	1,772.00	0.00	2,228.00
19		36,150.00	0.00	36,150.00	20,017.00	0.00	16,133.00
1		864,143.00	5,160.67	869,303.67	596,712.74	3,914.83	268,676.10

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2020.150-0000	Supervision Instructional	15,077.00	0.00	15,077.00	0.00	0.00	15,077.00
2020	SUPERVISION - REGULAR SCHOOL	*		15,077.00	0.00	0.00	15,077.00
A 2070.150-0000	Instructional Salaries	6,228.00	0.00	6,228.00	14,455.72	0.00	-8,227.72
A 2070.490-0000	Inservices - BOCES Services	20,000.00	0.00	20,000.00	6,892.00	0.00	13,108.00
2070	INSERVICE TRAINING - INSTRUCTION	*		26,228.00	21,347.72	0.00	4,880.28
20		**		41,305.00	21,347.72	0.00	19,957.28
A 2110.120-0000	Teaching K-6 Salaries	427,860.00	0.00	427,860.00	185,738.30	0.00	242,121.70
A 2110.130-0000	Teaching 7-12 Salaries	500,272.00	0.00	500,272.00	233,028.91	0.00	267,243.09
A 2110.140-0000	Substitute Teachers	25,000.00	0.00	25,000.00	16,482.70	0.00	8,517.30
A 2110.160-0000	Support Staff Salaries	46,095.00	0.00	46,095.00	22,776.44	0.00	23,318.56
A 2110.170-0000	Payment in Lieu of Health Insurance	15,000.00	0.00	15,000.00	1,000.00	0.00	14,000.00
A 2110.180-0000	Leave Sellback	0.00	0.00	0.00	10,000.00	0.00	-10,000.00
A 2110.200-0000	Teaching Equipment	5,200.00	0.00	5,200.00	300.00	0.00	4,900.00
A 2110.400-0000	Teaching Contractual	16,730.00	145.20	16,875.20	6,093.95	0.00	10,781.25
A 2110.410-0000	Field Trips	25,000.00	0.00	25,000.00	2,863.58	0.00	22,136.42
A 2110.411-0000	Conference Attendance	5,000.00	0.00	5,000.00	2,210.05	0.00	2,789.95
A 2110.412-0000	Mileage Reimbursement	1,000.00	0.00	1,000.00	830.57	0.00	169.43
A 2110.413-0000	Arts in Education	3,000.00	0.00	3,000.00	117.00	0.00	2,883.00
A 2110.450-0000	Teaching Materials & Supplies	8,000.00	2,555.25	10,555.25	5,377.39	15.99	5,161.87
A 2110.451-0000	Elementary - Grade 1	150.00	0.00	150.00	126.43	0.00	23.57
A 2110.451-1000	Summer School	100.00	0.00	100.00	0.00	0.00	100.00
A 2110.451-2000	Art Program	1,500.00	0.00	1,500.00	574.07	853.27	72.66
A 2110.451-4000	Teachers Assistant- Kilpatrick	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.451-5000	English	150.00	0.00	150.00	109.07	0.00	40.93
A 2110.451-6000	Spanish	100.00	0.00	100.00	0.00	60.00	40.00
A 2110.451-8000	Health Education	90.00	0.00	90.00	0.00	0.00	90.00
A 2110.451-9000	Math	185.00	0.00	185.00	0.00	0.00	185.00
A 2110.452-1000	Elementary - Gaffney/SPED	300.00	0.00	300.00	70.67	0.00	229.33
A 2110.452-2000	Music	850.00	0.00	850.00	573.52	0.00	276.48
A 2110.452-3000	Phys Ed	800.00	0.00	800.00	0.00	0.00	800.00
A 2110.452-4000	Science	980.00	0.00	980.00	682.20	0.00	297.80
A 2110.452-6000	Technology	900.00	0.00	900.00	0.00	0.00	900.00
A 2110.452-7000	Elementary - PreK/Teaching Assistant	250.00	0.00	250.00	0.00	0.00	250.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-9000	Teachers Aide Supplies- KTraynor/CLewis	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.454-0000	Elementary - Grade 1/2	150.00	0.00	150.00	112.94	0.00	37.06
A 2110.455-0000	Elementary - Grade 3/4	150.00	0.00	150.00	89.68	0.00	60.32
A 2110.456-0000	Elementary - Grade 5/6	300.00	0.00	300.00	132.06	115.00	52.94
A 2110.458-0000	Elementary - Grade PreK/K	300.00	0.00	300.00	155.11	55.00	89.89
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	520.00	0.00	980.00
A 2110.459-2000	STEM	50.00	0.00	50.00	0.00	0.00	50.00
A 2110.459-3000	Committees	1,000.00	0.00	1,000.00	69.21	0.00	930.79
A 2110.480-0000	Teaching Textbooks	1,000.00	0.00	1,000.00	371.41	0.00	628.59
A 2110.490-0000	Teaching BOCES	2,000.00	0.00	2,000.00	639.50	0.00	1,360.50
2110	TEACHING - REGULAR SCHOOL	1,091,362.00	2,700.45	1,094,062.45	491,044.76	1,099.26	601,918.43
21		1,091,362.00	2,700.45	1,094,062.45	491,044.76	1,099.26	601,918.43
A 2250.150-0000	Instructional Salaries	64,726.00	0.00	64,726.00	34,381.31	0.00	30,344.69
A 2250.160-0000	Non Instructional Salaries	39,120.00	0.00	39,120.00	23,559.16	0.00	15,560.84
A 2250.400-0000	Students w/Disab Contractual	5,400.00	0.00	5,400.00	5,378.47	0.00	21.53
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	4,773.86	0.00	87,226.14
2250	PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	203,746.00	0.00	203,746.00	68,092.80	0.00	135,653.20
A 2280.490-0000	BOCES Services	40,500.00	0.00	40,500.00	13,226.00	0.00	27,274.00
2280	OCCUPATIONAL EDUCATION (GRADES 9-12)	40,500.00	0.00	40,500.00	13,226.00	0.00	27,274.00
22		244,246.00	0.00	244,246.00	81,318.80	0.00	162,927.20
A 2330.150-0000	Adult Education Salary	12,836.00	0.00	12,836.00	0.00	0.00	12,836.00
A 2330.151-0000	Special Schools Salary	15,696.00	0.00	15,696.00	7,102.00	0.00	8,594.00
A 2330.400-0000	Special Schools Contractual	4,090.00	0.00	4,090.00	0.00	0.00	4,090.00
A 2330.450-0000	Special Schools Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2330	TEACHING - SPECIAL SCHOOLS	33,122.00	0.00	33,122.00	7,102.00	0.00	26,020.00
23		33,122.00	0.00	33,122.00	7,102.00	0.00	26,020.00
A 2610.150-0000	Library Salaries	59,934.00	0.00	59,934.00	26,370.96	0.00	33,563.04
A 2610.450-0000	Library Materials & Supplies	400.00	0.00	400.00	0.00	0.00	400.00
A 2610.451-0000	Library Computers/Media	900.00	0.00	900.00	0.00	0.00	900.00
A 2610.460-0000	Library Books/Magazines/Subscriptions	1,000.00	0.00	1,000.00	1,027.60	0.00	-27.60

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2610.490-0000</u>	Library BOCES Services	11,000.00	0.00	11,000.00	5,396.50	0.00	5,603.50
2610	SCHOOL LIBRARY & AUDIOVISUAL	*					
<u>A 2630.220-0000</u>	Computer Hardware	73,234.00	0.00	73,234.00	32,795.06	0.00	40,438.94
<u>A 2630.450-0000</u>	Computer Materials & Supplies	5,000.00	166.00	5,166.00	0.00	0.00	5,166.00
<u>A 2630.460-0000</u>	Computer Software	1,800.00	0.00	1,800.00	1,046.80	0.00	753.20
<u>A 2630.490-0000</u>	Computer BOCES	4,000.00	0.00	4,000.00	2,141.62	180.00	1,678.38
		62,000.00	0.00	62,000.00	30,579.42	0.00	31,420.58
2630	COMPUTER ASSISTED INSTRUCTION	*					
26		72,800.00	166.00	72,966.00	33,767.84	180.00	39,018.16
<u>A 2805.160-0000</u>	Attendance	146,034.00	166.00	146,200.00	66,562.90	180.00	79,457.10
		4,500.00	0.00	4,500.00	2,357.19	0.00	2,142.81
2805	ATTENDANCE - REGULAR SCHOOL	*					
<u>A 2810.150-0000</u>	Guidance Instructional Salaries	4,500.00	0.00	4,500.00	2,357.19	0.00	2,142.81
<u>A 2810.450-0000</u>	Guidance Materials & Supplies	70,752.00	0.00	70,752.00	32,589.91	0.00	38,162.09
<u>A 2810.451-0000</u>	Guidance Testing and Materials	575.00	0.00	575.00	226.25	0.00	348.75
		365.00	0.00	365.00	59.04	0.00	305.96
2810	GUIDANCE - REGULAR SCHOOL	*					
<u>A 2815.160-0000</u>	Support Staff Salaries	71,692.00	0.00	71,692.00	32,875.20	0.00	38,816.80
<u>A 2815.400-0000</u>	Health Contractual	41,276.00	0.00	41,276.00	20,740.08	0.00	20,535.92
<u>A 2815.450-0000</u>	Health Materials & Supplies	6,500.00	0.00	6,500.00	3,296.00	9.00	3,195.00
		1,300.00	0.00	1,300.00	523.59	0.00	776.41
2815	HEALTH SERVICES - REGULAR SCHOOL	*					
<u>A 2820.400-0000</u>	Psychologist Contractual	49,076.00	0.00	49,076.00	24,559.67	9.00	24,507.33
<u>A 2820.490-0000</u>	BOCES Psychologist	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
		0.00	0.00	0.00	0.00	0.00	0.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	*					
<u>A 2825.400-0000</u>	Contractual	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
		16,000.00	0.00	16,000.00	9,450.00	0.00	6,550.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	*					
<u>A 2850.150-0000</u>	Co-curricular Salaries	28,264.00	0.00	28,264.00	4,084.00	0.00	24,180.00
<u>A 2850.450-0000</u>	Co-curricular Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	*					
<u>A 2855.150-0000</u>	Interscholastic Salaries	28,764.00	0.00	28,764.00	4,084.00	0.00	24,680.00
<u>A 2855.400-0000</u>	Interscholastic Contractual	10,000.00	0.00	10,000.00	3,275.00	0.00	6,725.00
<u>A 2855.450-0000</u>	Interscholastic Materials & Supplies	20,500.00	365.35	20,865.35	1,359.25	411.60	19,094.50
<u>A 2855.490-0000</u>	BOCES Interscholastic	3,300.00	147.45	3,447.45	2,781.75	239.98	425.72
		2,500.00	0.00	2,500.00	1,235.16	0.00	1,264.84
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	*					
		36,300.00	512.80	36,812.80	8,651.16	651.58	27,510.06

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
28		226,332.00	512.80	226,844.80	81,977.22	660.58	144,207.00
2		1,782,401.00	3,379.25	1,785,780.25	749,353.40	1,939.84	1,034,487.01
A 5510.160-0000	Transportation Salaries	73,992.00	0.00	73,992.00	34,949.59	0.00	39,042.41
A 5510.210-0000	Purchase of Buses	22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
A 5510.400-0000	Transportation Contractual	14,000.00	0.00	14,000.00	7,777.50	0.00	6,222.50
A 5510.450-0000	Transportation Materials & Supplies/Parts	13,000.00	0.00	13,000.00	3,935.49	503.15	8,561.36
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	4,781.03	0.00	13,218.97
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	4,565.76	0.00	8,434.24
A 5510.490-0000	BOCES Contractual	1,500.00	0.00	1,500.00	681.00	0.00	819.00
5510	DISTRICT TRANSPORTATION SERVICES	155,492.00	0.00	155,492.00	56,690.37	503.15	98,298.48
55		155,492.00	0.00	155,492.00	56,690.37	503.15	98,298.48
5		155,492.00	0.00	155,492.00	56,690.37	503.15	98,298.48
A 9010.800-0000	NYS Retirement	0.00	0.00	0.00	43,247.00	0.00	-43,247.00
9010	STATE RETIREMENT	0.00	0.00	0.00	43,247.00	0.00	-43,247.00
A 9020.800-0000	Teacher Retirement	155,000.00	0.00	155,000.00	15,467.69	0.00	139,532.31
9020	TEACHERS' RETIREMENT	155,000.00	0.00	155,000.00	15,467.69	0.00	139,532.31
A 9030.800-0000	Social Security	155,000.00	0.00	155,000.00	67,866.16	0.00	87,133.84
9030	SOCIAL SECURITY	155,000.00	0.00	155,000.00	67,866.16	0.00	87,133.84
A 9040.800-0000	Worker Compensation	8,000.00	0.00	8,000.00	7,691.00	0.00	309.00
9040	WORKERS' COMPENSATION	8,000.00	0.00	8,000.00	7,691.00	0.00	309.00
A 9050.800-0000	Unemployment	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9050	UNEMPLOYMENT INSURANCE	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
A 9055.800-0000	Disability Plan	3,400.00	0.00	3,400.00	1,634.01	0.00	1,765.99
9055	DISABILITY INSURANCE	3,400.00	0.00	3,400.00	1,634.01	0.00	1,765.99
A 9060.800-0000	Hospitalization	1,136,751.00	0.00	1,136,751.00	625,907.71	0.00	510,843.29
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	1,136,751.00	0.00	1,136,751.00	625,907.71	0.00	510,843.29
A 9089.800-0000	Other Employee Benefits	3,700.00	0.00	3,700.00	2,076.12	0.00	1,623.88
9089	Other Employee Benefits	3,700.00	0.00	3,700.00	2,076.12	0.00	1,623.88
90		1,481,851.00	0.00	1,481,851.00	763,889.69	0.00	717,961.31
A 9711.600-0000	Serial Bonds - Principal	170,000.00	0.00	170,000.00	0.00	0.00	170,000.00
A 9711.700-0000	Serial Bonds - Interest	78,575.00	0.00	78,575.00	38,574.03	0.00	40,000.97
9711	Serial Bonds	248,575.00	0.00	248,575.00	38,574.03	0.00	210,000.97

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
97		**	248,575.00	0.00	248,575.00	38,574.03	0.00	210,000.97
A 9901.930-0000	Transfer to School Food Svc Fund		152,977.00	0.00	152,977.00	17,500.00	0.00	135,477.00
9901	TRANSFERS TO FUNDS	*	152,977.00	0.00	152,977.00	17,500.00	0.00	135,477.00
99		**	152,977.00	0.00	152,977.00	17,500.00	0.00	135,477.00
9		***	1,883,403.00	0.00	1,883,403.00	819,963.72	0.00	1,063,439.28
	Fund ATotals:		4,685,439.00	8,539.92	4,693,978.92	2,222,720.23	6,357.82	2,464,900.87
	Grand Totals:		4,685,439.00	8,539.92	4,693,978.92	2,222,720.23	6,357.82	2,464,900.87

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	75,779.00	0.00	75,779.00	16,367.36	0.00	59,411.64
C 2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	703.50	0.00	2,296.50
C 2860.410-0000	Cafeteria Food	32,800.00	0.00	32,800.00	18,894.27	0.00	13,905.73
C 2860.450-0000	Cafeteria Materials & Supplies	2,950.00	37.01	2,987.01	632.23	37.01	2,317.77
2860	SCHOOL FOOD SERVICE	114,529.00	37.01	114,566.01	36,597.36	37.01	77,931.64
28		114,529.00	37.01	114,566.01	36,597.36	37.01	77,931.64
2		114,529.00	37.01	114,566.01	36,597.36	37.01	77,931.64
C 9010.800-0000	Cafeteria Employees Retirement	8,500.00	0.00	8,500.00	-2,800.00	0.00	11,300.00
9010	STATE RETIREMENT	8,500.00	0.00	8,500.00	-2,800.00	0.00	11,300.00
C 9030.800-0000	Cafeteria Social Security	5,798.00	0.00	5,798.00	0.00	0.00	5,798.00
9030	SOCIAL SECURITY	5,798.00	0.00	5,798.00	0.00	0.00	5,798.00
C 9060.800-0000	Cafeteria Health Insurance	61,000.00	0.00	61,000.00	0.00	0.00	61,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	61,000.00	0.00	61,000.00	0.00	0.00	61,000.00
90		75,298.00	0.00	75,298.00	-2,800.00	0.00	78,098.00
9		75,298.00	0.00	75,298.00	-2,800.00	0.00	78,098.00
Fund CTotals:		189,827.00	37.01	189,864.01	33,797.36	37.01	156,029.64
Grand Totals:		189,827.00	37.01	189,864.01	33,797.36	37.01	156,029.64

LONG LAKE CSD

Revenue Status Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>A 1001</u>	Real Property Taxes	3,370,486.19	0.00	3,370,486.19	3,370,486.19	0.00
<u>A 1081</u>	Other Payments in Lieu of Taxes	0.00	0.00	0.00	524.67	-524.67
<u>A 1085</u>	School Tax Relief Reimb (STAR)	26,373.81	0.00	26,373.81	26,373.81	0.00
<u>A 1090</u>	Penalty on Taxes	3,000.00	0.00	3,000.00	1,882.45	1,117.55
<u>A 1310</u>	Day School Tuition	3,150.00	0.00	3,150.00	3,150.00	0.00
<u>A 1335</u>	Other Student Fees/Charges	1,000.00	0.00	1,000.00	366.00	634.00
<u>A 2401</u>	Interest on Earnings	15,000.00	0.00	15,000.00	57,545.58	-42,545.58
<u>A 2650</u>	Sale of Excess Materials	0.00	0.00	0.00	5,930.00	-5,930.00
<u>A 2701</u>	Refunds of Prior Years Expenditures	0.00	0.00	0.00	4,458.60	-4,458.60
<u>A 2770</u>	Other Unclassified Revenues	0.00	0.00	0.00	27.85	-27.85
<u>A 3101.A</u>	General Aid	495,000.00	0.00	495,000.00	236,871.52	258,128.48
<u>A 3101.B</u>	Excess Cost Aid	0.00	0.00	0.00	9,977.75	-9,977.75
<u>A 3102</u>	VLT Lottery Aid	0.00	0.00	0.00	12,193.86	-12,193.86
<u>A 3103</u>	BOCES Aid	65,000.00	0.00	65,000.00	-80.78	65,080.78
<u>A 3260</u>	Textbook Aid	4,000.00	0.00	4,000.00	780.00	3,220.00
<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	4,845.09	5,154.91
A Totals:		3,993,010.00	0.00	3,993,010.00	3,894,288.59	98,721.41
Grand Totals:		3,993,010.00	0.00	3,993,010.00	3,894,288.59	98,721.41

LONG LAKE CSD

Revenue Status Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440.B</u>	Breakfast - Student Sale of Meals	2,300.00	0.00	2,300.00	0.00	2,300.00
<u>C 1440.L</u>	Lunch - Student Sale of Meals	8,500.00	0.00	8,500.00	1,648.66	6,851.34
<u>C 1445.L</u>	A La Carte Sales	500.00	0.00	500.00	0.41	499.59
<u>C 2401</u>	Interest and Earnings	0.00	0.00	0.00	11.66	-11.66
<u>C 3190.FB</u>	Breakfast - Federal Reimbursement	7,000.00	0.00	7,000.00	0.00	7,000.00
<u>C 3190.FL</u>	Lunch - Federal Reimbursement	15,000.00	0.00	15,000.00	0.00	15,000.00
<u>C 3190.FS</u>	Snack - Federal Reimbursement	550.00	0.00	550.00	0.00	550.00
<u>C 3190.SB</u>	Breakfast - State Reimbursement	400.00	0.00	400.00	0.00	400.00
<u>C 3190.SL</u>	Lunch - State Reimbursement	600.00	0.00	600.00	0.00	600.00
<u>C 4190</u>	USDA Surplus Food	2,000.00	0.00	2,000.00	0.00	2,000.00
<u>C 5031</u>	Interfund Transfer	152,977.00	0.00	152,977.00	17,500.00	135,477.00
C Totals:		189,827.00	0.00	189,827.00	19,160.73	170,666.27
Grand Totals:		189,827.00	0.00	189,827.00	19,160.73	170,666.27

LONG LAKE CSD

Check Warrant Report For A - 18: Cash Disbursement December 2023 For Dates 12/1/2023 - 12/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
18432	12/14/2023	4812	FIRST NATIONAL BANK OF OMAHA	Fingerprints x 5, Conference Hotel Stay Chambers, Asbestos Training		958.75
18433	12/14/2023	3825	AMAZON	Basketball Blocking Pad, Rebounder net	*See Detail Report	936.95
18434	12/14/2023	4166	CVW LONG LAKE PUBLIC LIBRARY	Taxes Collected To Date		88,406.96
18435	12/14/2023	4166	CVW LONG LAKE PUBLIC LIBRARY	Library Taxes Paid by NYS		66,451.64
18436	12/14/2023	3953	N.A.P.A. AUTO PARTS	Headlamp	240003	26.85
18437	12/14/2023	3940	LUKES MOBIL	Inspection and Oil Change for Ford		146.85
18438	12/14/2023	4535	COLLEGE ENTRANCE EXAM BOARD	PSAT Grade 11	240020	23.04
18439	12/14/2023	2004	FORTUNE'S HARDWARE	Extention Cord, Light Set	240066	166.64
18440	12/14/2023	4525	SLIC NETWORK SOLUTIONS	Cable December 2023		134.70
18441	12/14/2023	3217	FRONTIER	Phone December 2023		445.71
18442	12/14/2023	4411	NYSMEC	Electirc Installment 4 of 6		4,469.89
18443	12/14/2023	1360	HAMILTON COUNTY TREASURER	Gas and Diesel October		897.58
18444	12/14/2023	4606	Document Solution of the North Country	Copies November		284.09
18445	12/14/2023	4199	NYS EMPLOYEES' HEALTH INSURANCE	Jan 2024 NYSHIP Health Insurance		57,818.79
18446	12/14/2023	4735	JOSHUA TREMBLAY	Mileage to CSE and Library Meeting		100.57
18447	12/14/2023	4879	HAMILTON COUNTY TREASURER (COMMUNITY SERVICES)	Social Work Services Nov 2023		1,000.00
18448	12/14/2023	2742	TUPPER LAKE CENTRAL SCHOOL	Bus Maintenance Nov 2023		543.94
18449	12/14/2023	4632	ACT	PRE ACT	240021	36.00
18450	12/14/2023	4922	Jaime Bailey-Warren	Mileage to Conferences		100.87
18451	12/14/2023	4921	Aaron Chambers	Mileage to Conference and Meal reimbursement		273.56
18455	12/28/2023	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
18456	12/28/2023	2279	F-E-H BOCES TREASURER	BOCES December		24,366.04
18457	12/28/2023	4605	XEROX FINANCIAL SERVICES	Copier Leases January		427.90
18458	12/28/2023	4885	Bestco Hartford	Hartford Medical adn Express Scripts Jan 2024		4,706.00
18459	12/28/2023	4237	HOBY	HOBY Attendance C.Hosley, N.Bozak		520.00
18460	12/28/2023	4735	JOSHUA TREMBLAY	NYSAAA Registration Fee, Membership Fee		768.94
18461	12/28/2023	3962	NYS DEPT OF LABOR	Asbestos Handling License Renewal		300.00
18462	12/28/2023	1711	RUSSELL E. RIDER, MD	1/2 of Medical Director for 2023-2024 School Year		3,000.00
18463	12/28/2023	1360	HAMILTON COUNTY TREASURER	Gas and Diesel November 2023		1,109.48

LONG LAKE CSD



Check Warrant Report For A - 18: Cash Disbursement December 2023 For Dates 12/1/2023 - 12/31/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
18464	12/28/2023	4912	Leonard/Scholastic Bus Corp Rental	Bus 109 Rental Oct, Nov, Dec 2023		750.00

Number of Transactions: 30

Warrant Total: 259,171.74
Vendor Portion: 259,171.74

*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, 30 in number, in the total amount of \$259,171.74. 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.

1/8/24 Date
[Signature] Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$259,171.74. 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.

1.8.24 Date
[Signature] Claims Auditor

LONG LAKE CSD

Check Warrant Report For CM - 1: Cash Disbursement Scholarship Dec 2023 For Dates 12/1/2023 - 12/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1454	12/28/2023	4777	**VOID** JOSE LAMOS	**VOID**		-100.00
Number of Transactions: 1					Warrant Total:	-100.00
					Vendor Portion:	-100.00

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 100. 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.

1/5/2024 [Signature]
Date District Treasurer

LONG LAKE CSD

Check Warrant Report For A - 17: Payroll Deductions From General Funds For Dates 12/1/2023 - 12/31/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1085	12/07/2023	3407	NYS INCOME TAX	Trust & Agency Payment		3,101.99
1086	12/07/2023	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,475.00
1087	12/07/2023	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment		200.00
1088	12/07/2023	4340	LLCS GENERAL FUND	Trust & Agency Payment		54,214.52
1089	12/07/2023	4375	EFTPS Enrollment Processing	Trust & Agency Payment		17,819.33
1090	12/21/2023	3407	NYS INCOME TAX	Trust & Agency Payment		3,164.40
1091	12/21/2023	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,475.00
1092	12/21/2023	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		916.89
1093	12/21/2023	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment		200.00
1094	12/21/2023	4340	LLCS GENERAL FUND	Trust & Agency Payment		53,949.18
1095	12/21/2023	4375	EFTPS Enrollment Processing	Trust & Agency Payment		17,661.37
1096	12/21/2023	3407	NYS INCOME TAX	Trust & Agency Payment		18.62
1097	12/21/2023	4340	LLCS GENERAL FUND	Trust & Agency Payment		2,913.10
1098	12/21/2023	4375	EFTPS Enrollment Processing	Trust & Agency Payment		491.56
18430	12/07/2023	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		111.50
18431	12/07/2023	3454	LLCS TEACHERS' ASSOCIATION	Trust & Agency Payment - DUES-FACULTY		913.80
18452	12/21/2023	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		88.26
18453	12/21/2023	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - DENTAL/VISION		2,225.94
18454	12/21/2023	3454	LLCS TEACHERS' ASSOCIATION	Trust & Agency Payment - DUES-FACULTY		913.80

Auto Deductions

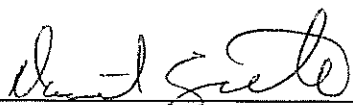
Number of Transactions: 19

Warrant Total: 163,854.26

Vendor Portion: 163,854.26

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 19 in number, in the total amount of \$ 163,854.26. 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.

1/8/24 
Date Superintendent



Field Trip Request Form

Please submit to the Treasurer at least (2) weeks before the trip. Note: **overnight field trips must be submitted in advance of two board meetings**, unless approved as an exception by the Superintendent.

After approval, you must see the Deputy Treasurer for purchase orders or checks.

Field Trip Request For: 11th Grade Class Trip 2023-2024

Date(s) Of Trip: 5/10 - 5/11/2024 Place: Boston, MA

Time of Departure: 7:00 am. Time of Return: ~ 9:00 p.m.

Number of Students (attach list of names): 2

Names of Chaperones (must have approval): Jaime Bailey-Warren + Chip Farr

Substitute(s) Needed ☒ YES ☐ NO For Whom: Jaime Bailey-Warren

Transportation Needed ☒ YES ☐ NO Estimated Round Trip Mileage: ~ 600

(~ 292 to/from Boston
plus travel within city)

EXPENSES

Budget Area _____

Fees/Registration Expenses (if any) _____

Chaperone Stipend(s) (if applicable) _____

Lodging/Meals (if applicable) \$384

Miscellaneous Lodging 411.45

TOTAL COST _____

✓
see
attached

Treasurer Signature

PLEASE ATTACH THE FOLLOWING FOR FINAL APPROVAL:

1. Copy of letter to parents / permission form.
2. Names of students attending.
3. Purpose of trip and how it aligns to class / group / school goals.

Transportation Available ☒ YES ☐ NO

Driver: Chip Farr

Deputy Treasurer Signature

Approved by Superintendent ☐ YES ☐ NO

Superintendent Signature

BOE Approved (if overnight) ☐ YES ☐ NO Date of BOE Approval: _____

Website Calendar _____ AESOP Confirmation #(s) _____



Class of 2025 Junior Class Trip Proposal

Estimated Expenses & Tentative Itinerary

Submitted by Jaime Bailey-Warren

Dates:

Friday, May 10 - Saturday, May 11, 2024 ✓

Location:

Boston, MA

Student Attending:

Brooke Furlong

Pailin Hample

Chaperones:

Jaime Bailey-Warren ✓

Chip Farr

Transportation:

Tolls on Massachusetts Turnpike: \$6.74 each way

Total Tolls: \$13.48 ✓

New England Aquarium & Duck Boat Tour Parking
Weekday Rate Reserved through Spot Hero \$38 ✓

Fenway Park Parking SP+ Parking 71 Jersey Street
Special Event Parking-\$55

Museum of Science Parking Garage
4-5 hours \$23

Boston Common Parking Garage for Freedom Trail
Weekend Rates 1 - 3 Hours: \$14 ✓

Total Parking Costs: \$130

Total Transportation Cost \$143.48 ✓

Accommodations:

COMFORT INN RANDOLPH-BOSTON

1374 North Main Street Randolph, MA 02368 United States

- (1) 2 Queen Standard Room for Brooke & Pailin
- (2) 1 King Standard for Jaime and Chip

Comfort Inn Randolph-Boston
1374 North Main Street Randolph, MA 02368 United States

Dates

May 10-11, 2024

Check in 3 pm

Reservation

1 rooms

Room type

1 Queen Standard Rate

May 10 - May 11

\$136.99 USD per room

Total for 1 room \$136.99 ✓

Dates

May 10-11, 2024

Check in 3 pm

Reservation

2 rooms, 1 adult

Room type

1 King Standard

May 10 - May 11

\$136.99 USD per room ✓

Total for 2 rooms \$273.98 ✓

Total price \$410.97 ✓

Total Accommodation Cost \$410.97

Meals:

Metro Rates per the Employee Handbook apply

Friday:

Dinner for 4 x \$35 = \$140 ✓

Saturday:

Breakfast-included at hotel

Lunch for 4 x \$25 = \$100 ✓

Dinner for 4 x \$20 = \$80 (This would be in the Albany) ✓

Tips, up to 20% per Employee Handbook

\$320 x 20% = \$64

Total Meal Cost \$384.00 ✓

Activities:

New England Aquarium

Tickets-Adults (17 & over) 4 x \$39.00 = \$156.00 ✓

Boston Duck Boat Tour

Tickets 4 x \$52.99 = \$211.96 ✓

Convention Center Fee = \$10.60 ✓

Internet Convenience Fee = \$8.00 ✓

Total Ticket Cost = \$230.56 ✓

Freedom Trail Tour

Adult Tickets 2 x \$17.00 = \$34.00 ✓

Student Tickets 2 x \$15.00 = \$30.00 ✓

Sales Tax = \$3.20

Print At Home Ticket Fee = \$4.00

Total Ticket Cost = \$71.20 ✓

MLB Game Boston Red Sox vs. Washington Nationals at Fenway Park (through Seat Geek, this is subject to change if we have to use another outlet. Also the sooner we buy tickets the cheaper)

Tickets 4 x \$79 = \$316.00 ✓

Service fees (\$29.63 x 4) = 118.52 ✓

Total Ticket Cost = \$434.52 ✓

Museum of Science

Tickets 4 x \$29 = \$116.00 ✓

Total Ticket Cost = \$116.00 ✓

Total Activity Cost \$1,008.28 ✓

Chaperone Cost:

2 Chaperones

Friday- Faculty Overnight School Day \$219 x 1 = \$219 ✓

Saturday- Faculty 5+ hours Non-School Day \$169 x 1 = \$169 ✓

Total Chaperone Cost \$388.00 ✓

Substitute Costs:

Full Day Substitute for Friday, May 10 for Jaime Bailey-Warren

1 x \$110-125 = \$110-125

Total Substitute Cost \$125.00 ✓

Petty & Emergency Cash:

For incidentals \$200

Total Petty Cash \$200.00 ✓

TOTAL ESTIMATED COST \$2,659.73 ✓

This budget was made with the understanding that all unexpended funds will be returned to the district.

Lesson Plans:

Lesson Plans:

As a follow up to this trip the juniors will present to the Board of Education, sharing photos and discussing their experience, as well as highlighting what they learned while on the trip. The plan is for this presentation to take place at the Board of Education meeting on Tuesday, June 11, 2024

Justification:

- 1) New England Aquarium
 - a) As a global center for ocean exploration and marine conservation, New England Aquarium is a great place for adults and kids alike to meet amazing sea creatures and learn more about our oceans. Here, you can touch sharks and rays at the Touch Tank, watch northern seals play at the Marine Mammal Center, and say hello to Myrtle the turtle at the four-story high Giant Ocean Tank.
- 2) Boston Duck Boat Tour
 - a) Boston Duck Tours are a fully narrated and guided, historic tour of Boston in a "DUCK", a W.W.II style amphibious landing vehicle that travels on land and water. You cruise by all the places that make Boston the birthplace of freedom and a city of firsts, from the golden domed state House to the Boston Common, the historic North End to fashionable Newbury Street, Quincy Market to the Prudential Tower, Massachusetts State House, Old State House, and more. Just when you think you've seen it all, it's time for a Big Splash as your ConDUCKtor drives the DUCK right into the Charles River for a breathtaking view of the Boston and Cambridge skylines.
- 3) Freedom Trail Tour
 - a) This tour highlights the diverse history that took place at 11 of the 16 official Freedom Trail historic sites, featuring Boston Common, Massachusetts State House, Park Street Church, Granary Burying Ground, King's Chapel & King's Chapel Burying Ground, Boston Latin School site/Benjamin Franklin statue, Old Corner Bookstore, Old South Meeting House, Old State House, Boston Massacre site, and Faneuil Hall.
- 4) Museum of Science
 - a) This museum isn't just any old science center — it's a can't-miss science experience. Filled to the brim with activities, design challenges, science and technology exhibits, and programming for all ages.

5) MLB Game Boston Red Sox vs. Washington Nationals

- a) The students are extremely interested in this opportunity to see a major league baseball game, our Red Sox fan is nearly ecstatic! Both girls are athletes that play on our school sports teams, so they have a love of sports and an appreciation of what it takes to be a professional athlete. Also Fenway Park is one of the most well-known locations in the city of Boston because of its history and architecture. Fenway Park is not only famous in the Boston area; it is famously known throughout the world. The Park opened its gates on April 20th 1912. It is the oldest Major League Baseball stadium still in use.

Timeline as of 1/4/24

Friday, May 10, 2024

- 7:00 Depart LLCSD
Lunch en route, pack from home
- 12:00 New England Aquarium
located at 1 Central Wharf, Boston, MA 02110
- 3:00 Duck Boat Tour leaving from New England Aquarium
- 5:00 Dinner (there is a Wahlburgers near the stadium as a possible option)
- 6:30 Fenway Park for MLB Game
located at 4 Jersey St, Boston, MA 02215

Saturday, May 11, 2024

- 7:15 Meet in lobby for breakfast
- 9:00 Museum of Science
located at Museum Of Science Driveway, Boston, MA 02114
- 1:00 Freedom Trail Tour
Boston Common located at 139 Tremont St., Boston, MA 02111
- 3:00 Depart Boston
- 6:00 Dinner in Albany Area
- 9:00 Arrive at LLCSD

Parent Permission Form:

Letter of Commitment

February 10, 2024

Dear Juniors & Families,

I am writing to notify you that the Class of 2025 Junior Trip to Boston has officially been approved by the Board of Education and is scheduled for Friday, May 10 through Saturday, May 11, 2024.

Students researched and collaborated to decide on the itinerary, with all juniors having opportunities to suggest and vote for activities. This trip allows students to enjoy a wide variety of activities and experiences, expanding their educational, cultural, and social horizons, making this a valuable trip that we hope all seniors will take part in and enjoy. Our planned activities include: visiting the New England Aquarium, The Museum of Science, taking a Boston Duck Boat tour, taking the Freedom Trail tour which includes these sights: Boston Common, Massachusetts State House, Park Street Church, Granary Burying Ground, King's Chapel & King's Chapel Burying Ground, Boston Latin School site/Benjamin Franklin statue, Old Corner Bookstore, Old South Meeting House, Old State House, Boston Massacre site, Faneuil Hall, Quincy Market and the Prudential Tower, attending a Boston Red Sox MLB baseball game.

This field trip is a great educational opportunity generously funded by the Long Lake CSD, an opportunity which many schools cannot grant. The tickets purchased on the student's behalf are generally non-refundable or non-transferable. In addition to a large financial commitment by the school, a lot of time and effort goes into planning a multi-day trip. Therefore, we ask students to commit to attending this field trip, with parent/guardian support, before tickets are purchased. We ask that you please speak with your junior about the importance of following through on attending once committed. If a student is not committed to attending no tickets will be purchased on their behalf and therefore, they will not attend the field trip. If a student does not participate, they are expected to attend school on Friday, May 10th. Thank you for your help with this. Students and parents/guardians, **please sign and return the form below to Mrs. Jaime Bailey-Warren by Monday, February 26, 2024.**

In the weeks leading up to the trip I will hold a student & family meeting to go over trip details, expectations, healthcare information, and sign additional paperwork. I will be in contact with more information.

Please contact me with any questions. I am looking forward to a fun and educational adventure with the Class of 2025!

Sincerely,

Mrs. Jaime Bailey-Warren
Special Education Teacher & Junior Class Advisor
jbaileywarren@longlakecsd.org
(518)624- 2221 ext. 314

.....

Date:

Student Name:

- ☐ Yes, please include my child in this opportunity to attend the Junior Class Trip to Boston 5/10/2024-5/11/2024 and we will follow through on this commitment.
- ☐ No, we cannot commit to attending the Senior Class Trip to Boston 5/10/2024-5/11/2024.

Parent/Guardian Signature:

Student Signature:

Additional Comments:

Long Lake Central School District

Junior Class of 2025 Student Contract and Permission Slip

All students participating in the Junior Trip agree to uphold the following expectations:

1. Participation and attendance in the Junior Trip is based on academic performance and behavior. The Superintendent and my Class Advisor will assess my behavior and academic progress. If it's determined that I am at risk, I may be excluded from the trip.

Parent/Guardian Initials _____ **Student Initials** _____

2. I understand that I am representing the Long Lake Central School District and agree to conduct myself according to the Long Lake Central School District Code of Conduct. I am aware that the Code of Conduct can be found in the Student Handbook at www.longlakecsd.org

Parent/Guardian Initials _____ **Student Initials** _____

3. I understand that the possession and/or consumption of alcoholic beverages and illegal drugs is illegal and **strictly** forbidden under the Long Lake Central School District Code of Conduct. Failure to adhere to this rule will result in being sent home *at the expense of the parents/guardians*.

Parent/Guardian Initials _____ **Student Initials** _____

4. I understand that my Class Advisor and Superintendent have the right and will search luggage and personal effects prior to departure from school and, if deemed necessary, during the trip, my advisor and/or chaperone have the right to search luggage and personal effects.

Parent/Guardian Initials _____ **Student Initials** _____

5. I understand that while participating in the Junior Class Trip, Mrs. Bailey-Warren and Mr. Chip Farr, the chaperones, are fully responsible for all students.

Parent/Guardian Initials _____ **Student Initials** _____

6. I agree to act respectfully towards the chaperones at all times during the trip.

Parent/Guardian Initials _____ **Student Initials** _____

7. I will follow *all* directions and expectations of the chaperones during the trip.

Parent/Guardian Initials _____ Student Initials _____

8. I will abide by *all* curfews involved in this trip.

Parent/Guardian Initials _____ Student Initials _____

9. I agree that I will be in the presence of the chaperones or another student AT ALL TIMES *and the chaperones will know where I am at all times.*

Parent/Guardian Initials _____ Student Initials _____

10. I agree to have photo identification in my possession at all times.

Parent/Guardian Initials _____ Student Initials _____

11. I agree to be prompt and on time to all meeting spots established by the group.

Parent/Guardian Initials _____ Student Initials _____

12. I understand that the chaperones have the right to restrict my participation in activities at any time during the trip and if I choose to not follow the directions or I choose to act inappropriately, *the chaperones can send me home at my parent/guardians' expense.*

Parent/Guardian Initials _____ Student Initials _____

The signature of a parent or guardian constitutes permission for their child to participate in this Junior Class Trip on May 10-11, 2024.

Parent/Guardian Signature

Date

Student Signature

Date

DO NOT INCLUDE IN PROPOSAL

March 7, 2024

Dear Junior Class Families,

Preparations for the junior class trip to Boston for Friday, May 10 - Saturday, May 11, 2024 are almost complete. Hotel reservations have been made, tickets for events and museums have been purchased, and transportation arranged! Jaime Bailey-Warren and Sean O'Shell will be the chaperones for the field trip. Below you will find details about the trip and an important upcoming student/family meeting to prepare for the trip.

The students and chaperones will meet at Long Lake Central School at 7:00 a.m. for bag checks and depart for Boston. We will return to school around 9:00 p.m. on Saturday, May 11.

We are fortunate that our school district covers the vast majority of field trip costs, however there are some financial guidelines to follow. Meals stipends will be provided by the school from dinner on Thursday until dinner on Saturday. Breakfast and lunch on Thursday can be eaten at school or bring your own, any dollar amount above the stipend amount per meal will be the responsibility of the student. Lunch allotment is \$25 each Friday and Saturday & \$35 for dinner Friday- Saturday. A continental breakfast on Saturday is provided at the hotel. Additional spending money is up to family and student discretion.

All students attending will be required to agree to a code of conduct and are expected to behave as mature young adults. Not only will they be representing themselves, but also Long Lake Central School. Enclosed are several forms that need to be completed before the senior trip. Please review them with your young adult and bring them to the parent & student meeting on **Tuesday, March 20 at 2:45 in the High School Library**. All students and a parent/guardian are expected to attend. A remote option will be available if needed. At the meeting we will discuss expectations, confirm students' emergency contact information, and review the itinerary. We can also make photocopies of health insurance cards at that time.

Forms:

- Junior Class Trip Student Contract & Permission Form
- Medical Information/Medications & Health Care Proxy
- Please provide a copy of your health insurance card & emergency contact information

Contact/emergency phone numbers are as follows:

Jaime Bailey-Warren (518) 354-1891

Dave Snide (518) 260-4731

Comfort Inn Randolph-Boston (781) 961-1000

Leading up to the meeting and trip if you have any questions please do not hesitate to contact us. We would be happy to answer any of your questions. We're looking forward to this exciting trip with the Class of 2025!

Sincerely,

Mrs. Jaime Bailey-Warren
Special Education & Junior Class Advisor
jbaileywarren@longlakecsd.org
(518)624- 2221 ext. 314

Long Lake Central School District

Health Care Proxy Form

Date: _____

I, _____, hereby authorize **Jaime Bailey-Warren** and **Chip Farr** to act as agents for me in the event of an emergency involving my child,
_____ (Date of Birth: _____).

Jaime Bailey-Warren and **Chip Farr** have my permission to access medical care for
_____ and may agree to any X-RAY examination,
medical, dental or surgical diagnosis, treatment and hospital care as advised and supervised by a
physician, surgeon, dentist (as appropriate), licensed to practice under the laws of the state where
services are rendered, either at a doctor's office or in any hospital.

Our health insurance information is as follows: (Please attach a copy of your insurance card)

Medications and/or allergies are listed below:

I can be reached at _____ with any questions.

Sincerely,

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Chaperones:

Jaime Bailey-Warren & Chip Farr

Important Numbers:

Jaime Bailey-Warren (518) 354-1891

Dave Snide (518) 260-4731

Comfort Inn Randolph-Boston (781) 961-1000

What to bring:

- Drivers License/Government Issued Photo Identification
- Raincoat/umbrella
- Clothes and jacket to layer as the weather could be rainy or chilly
- Sneakers/boots/comfortable water resistant shoes for walking
- Backpack or purse for personal items
- Sunglasses
- Phone charger
- Headphones
- Toiletries
- Spending money for snacks, souvenirs, etc
- Enough clothing for 2 days and 2 nights
- Once piece of luggage that is easy to maneuver and/or carry on

Reservation held for: 14:20 minutes

Comfort Inn Randolph - Boston

1374 North Main Street
Randolph, MA, 02368, US
(781) 961-1000

[Change Dates](#)

Check-In

May 10

Fri 3:00 PM

1 NIGHT

Check-Out

May 11

Sat 11:00 AM

Room Details

+ [Add Another Room](#)

1 King Bed

No Smoking

1 Adult

10% OFF

~~\$170~~ **\$137** USD

[Remove](#)

Avg. Per Night

1 King Bed

No Smoking

1 Adult

10% OFF

~~\$170~~ **\$137** USD

[Remove](#)

Avg. Per Night

2 Queen Beds

No Smoking

1 Adult

10% OFF

~~\$170~~ **\$137** USD

[Remove](#)

Avg. Per Night

Show Fewer Rooms

Summary of Charges

Room 1

Room 1: \$137.15 x 1 Night: \$137.15

Room 2

Room 2: \$137.15 x 1 Night: \$137.15

Room 3

Room 3: \$137.15 x 1 Night: \$137.15

Estimated Taxes ⓘ \$48.15

Grand Total: \$459.60 USD



You saved a total \$98.

No cancellations, changes, or refunds.

Rate: Pay Now and Save (Member) ⓘ

Hotel Alerts:

This Hotel is 100 percent smoke free. Must present a valid ID and credit card upon arrival at time of check in.

Email Address *

BOWEN28@YAHOO.COM

Country *

United States



Phone Number *

(518) 354-1891

✓ Text me my confirmation (US only)

Messaging and data rates may apply.

State/Province *



New England Aquarium

[Home](#)[Cart](#)[Search](#)[Sign In](#)

Your Order

Item	Type	Quantity	Price	Convenience Fee	Total
The Aquarium Experience					
Secrets of the Sea 3D (Feb 15, 2024 - 12:00 PM)	Adult	4	\$39.00	\$0.00	\$156.00 ✕
Aquarium Timed Admission (Feb 15, 2024 - 1:20 PM)					
Purchase Additional Items					
Shipping (E-Ticket): \$0.00					
Total: \$156.00 USD					
Add Additional Items					

Coupon Code

If you have a Promotional or Coupon Code, please enter the code so that it may be applied to your order. Only the first applicable code will be applied to an item. Removing or modifying your order after applying a code may cause that code to be removed.

[Apply](#)

Delivery Method

Type	Price
<input checked="" type="radio"/> E-Ticket	\$0.00
Continue	

ADDRESS

1 Central Wharf
Boston, MA 02110

About Us

Diversity, Equity, and Inclusion

Shop

Our Stories

Join Our Team

Contact Us

Host an Event

Press Room

Get Our Newsletter

Sign up to learn how you can connect, protect, and explore the blue planet with us.

SUBSCRIBE

FOLLOW US

© 2023 New England Aquarium. **Privacy Policy.**

Boston Duck Tour

PLEASE NOTE: Our 2023 season ended on November 26. All Ducks from the Museum of Science offer foreign language tours.



Buy Gift Card →

Museum of Science

1 Science Park Boston MA, 02114

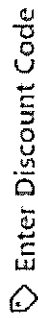
Prudential Center

53 Huntington Ave Boston MA, 02115



New England Aquarium

1 Central Wharf Boston MA, 02110



Enter Discount Code

Adult

Ages 12 - 65

US\$52.99

4

Available

Unlabeled

Sold Out

Senior

Ages 65 +

US\$43.99

0


< April

June >

I accept the cancellation policy and booking terms for this booking.



New England Aquarium
1 Central Wharf Boston MA 02110

 Enter Discount Code

Adult
Ages 12 - 65

US\$52.99

4

☐ Available

☐ Limited

☐ Sold Out

< April

June >

Senior
Ages 65+

US\$43.99

0

I accept the cancellation policy and booking terms for this booking.

Active Military

US\$43.99

0

Child
Ages 3 - 11

US\$37.99

0

Infant
Kids Under 3

US\$10.99

0

Convention Center Fee (5%)

US\$10.60

Internet Convenience Fee

US\$0

Would you like to round up and donate to nonprofits supporting Clean Water, Education, and Veterans?

US\$0.44

Add to Cart

US\$230.56



To see the full schedule of tours offered, please choose the "week" view on the top left side of the calendar and utilize the forward and back arrows on the top right

Sites **Tours** **Calendar to fill Education** **Visit**

Customers, please refer to the calendar below for current tour times and ensure you choose the correct type of tour before purchasing tickets!

Step 1

Enter Quantities

Step 2

Check out

TIME LEFT

08:53

Total: \$75.40

Continue Shopping

QTY	Price	Description
1	\$75.40	Adult Ticket - 12:00 PM Walk-In Admission (Official Freedom Trail - Tour) Saturday, Mar 4 2024 - 12:00 PM EST
		SUBTOTAL \$75.40
		TAX \$0.00
		TOTAL \$75.40

Print at Home ticket--Parent must be present for Admission. Tickets NOT VALID on a mobile device.

08:53

ABOUT
FAQS
CONTACT
TERMS
ABOUT

Enter Monday-Friday
6:00am - 4:00pm

Up to 1 Hour: \$12
Up to 2 Hours: \$18
Up to 3 Hours: \$24
Up to 10 Hours: \$28
Up to 24 Hours: \$32

EVENINGS, WEEKENDS, HOLIDAYS

Evenings & Weekends:

Enter Monday-Friday between 4:00pm-6:00am, Exit before 8:00am, Saturday/Sunday

Holidays: Enter after 6:00am, Exit before 8:00am next day. (Daily rates apply after 8:00am.)

Up to 1 Hour: \$10
Up to 3 Hours: \$14 Daily Max
(until 8:00am): \$18
(\$16 if reserved online)

Buy Parking (<https://secure.parkconnect.com/Specials.aspx?GarageID=311>)

WEEKDAY SUPER LATE NIGHT SPECIAL RATE

Monday - Friday, no in/out privileges. In after 9 PM, out by 8 AM the following day: \$5.00 if reserved online

Buy Parking (<https://secure.parkconnect.com/Specials.aspx?GarageID=311>)

MONTHLY

\$400 - Non-Reserved

\$150 - Overnight: In after 4pm Out by 10am + weekends/holidays all day

\$375 - Monday - Friday Only: In after 12:01am Monday out by 11:59pm Friday

Boston Common Garage

Open 24/7

Our spacious, state-of-the-art parking facility is located beneath Boston Common and provides clean, well-lit parking for 1,350 vehicles at an affordable price. Best of all, it's just a short walk to most of Boston's top attractions, including the State House, Beacon Hill, Back Bay, the Theater District, and the shops of Downtown Crossing.

Hotel Guest Self Parking

\$26
24 HOUR SELF PARK
CLICK HERE

Medical Personnel Discount

\$26
per day
click here

(<https://secure.parkconnect.com/Specials.aspx?GarageID=311>)

Confirm and pay

These are e-tickets and will be delivered to your email address.

- ☒

bowen28@yahoo.com

11 518 354 1891

Change
- ☒

Visa ending 1789

02/07 - 10/06 Emily Watson

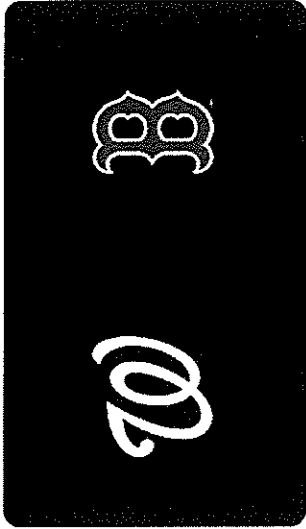
Change

Receive special offers via email from the [Boston Red Sox](#) and [MLB](#). You can unsubscribe at any time.

By purchasing a ticket, you direct us to share your information with the Boston Red Sox and MLB. The Boston Red Sox and MLB will use your information for technical and promotional, with your purchasing your purchase. Both for internal analysis, and for as other uses set forth in [MLB's Privacy Policy](#).


By clicking the button below, you make a purchase for your order and accept the [Terms of Use](#) and acknowledge you have read and accept [Privacy Notice](#).


 Place order




Washington Nationals at Boston Red Sox
Fri May 10, Time TBD
Fenway Park, Boston, MA

Tickets	\$79.00 x 4
Fees	\$29.63 x 4
Promo code	
Total	\$434.52

 **Right Field Box 7, Row F**

 **Electronic tickets**
These are e-tickets and will be delivered to your email address.

 **In hand date**
Tickets delivered by May 7

Parking Rates Near Fenway Park

SpotHero Average Rental Price

Parking Type	SpotHero Average Rental Price
Commuter Parking	\$20 - \$54
Weekend Parking	\$19 - \$25
Event Parking	\$25 - \$72
Overnight Parking	\$34 - \$56

Mrs. Bailey-Warren parks at 71 Jersey Street and that's \$55, relatively close to Fenway

Payment Information

 Are you a member? [Log in](#) Not a member? [Sign up now](#)

Payment Details

 Card

Card number

1234 5678 9010 1122

VISA   

Expiration

MM/YY

CVC

123



Your Information

...

Order Summary





Exhibit Halls General Admission

Sat, May 11, 2024

4 x Adult

\$116.00

Apply a promo code



Subtotal

\$116.00

Order Total

\$116.00

Complete Order

Museum Garage Fees

Times			
Fees			
1/2 hour or less			
no charge	\$15.00	\$12.50	no charge
1/2 hour – 1 hour	\$17.00	\$14.25	no charge
1 – 2 hours	\$19.00	\$16.00	\$12.50
2 – 3 hours	\$21.00	\$18.00	\$14.50
3 – 4 hours	\$23.00	\$19.75	\$16.25
4 – 5 hours	\$25.00	\$21.50	\$18.00
5 – 6 hours	\$30.00	\$23.50	\$19.75
Over 6 hours	\$40.00	\$23.50	\$19.75
Over 10 hours	\$20.00	\$12.50	No charge
Evening: arrival after 5:00 pm (flat rate)			

Please note: Lost ticket charges maximum rate.

The Museum's on-site garage provides hourly parking for approximately 850 cars on a first-come, first-served basis. Museum members receive a discount. The Museum Garage is open 5:00 am – midnight. No entry after 11:00 pm Sunday – Thursday.

Museum Garage Information

- On busy days, e.g., weekends and vacation periods, the garage may fill to capacity. Allow extra time to get to the Museum before your visit.
- Visit the [directions](#) page for driving and public transportation information.
- The Museum is located near the heart of Boston, and city traffic can cause backup as cars exit the garage. We appreciate your patience.
- Bring the parking ticket with you for payment at automated kiosks (debit and credit card only) inside.
- The Museum's garage includes an elevator for easy Museum access.
- Parking is available for visitors with disabilities.
- Clearance is 7'4".

Electric Vehicle Charging Stations

The Museum of Science garage now houses Level 2 electric vehicle charging stations capable of charging up to four cars simultaneously. The stations are located

on the fourth floor of the garage—just follow directional signs to the designated charging area.

While there is no cost to charge your car, you will need a ChargePoint account to access. However, a fee of \$5.00 per hour will be charged beginning 30 minutes after your car is fully charged if it is not moved. In addition, regular garage fees apply for parking. For more information: [eharagepoint.com](#).

The Museum of Science is committed to environmental sustainability.

1 Account Info



299 Milk St. (70 E India Row) -
BO011 - Boston Harbor Garage

Email

We'll send you a reservation with clear instructions.

Continue as Guest

Sign In or Create Account

2 Reservation Details

Reservation Summary

Change

Enter file Exit before
Fri, Jan 12, Fri, Jan 12,
12:00 PM 6:00 PM

Subtotal \$36.00
Service Fee \$1.98
Total \$37.98

3 Payment Details



- ✓ Free cancellation up to your start time
- ✓ Easily change or extend your reservation
- ✓ Excellent customer support

Agreement: Best parking

vll/a

TO: Board of Education Members

FROM: Liz Hosley

RE: 2024-2025 Budget Information

DATE: February 1, 2024

Budget documents for your review.

Tax Levy Limit Calculation – This document is still tentative. Our current budget proposal is over the tax levy limit. This information is due to the NYS Comptroller's Office by the March 1, 2024.

2023-2024 General Fund Appropriations (Expenditures) –As you review the budget, whenever there is a significant change from 2023-2024 budget to the 2024-2025 budget, you should see an explanation of the change in the left hand column.

Expenditure Comments

- Still waiting on BOCES rates for next school year
- Employee budgets are due February 5th
- Employee budget meetings are scheduled for February 12-16, if needed
- This budget maintains funds for unknown Special Education costs
- This budget includes NYSHIP for faculty, active and retired, and Excellus Blue Cross Blue Shield and Hartford (Medicare) health insurance plans. This will remain until the FA contract is signed by all parties.

2023-2024 General Fund Revenues – The Governor's projection for state aid would result in a 45% decrease in Foundation Aid for LLCSD. Revenues have been adjusted to show this decrease. There is potential for the final State budget, expected in April, to fully fund Foundation Aid as was projected in November. The Real Property Taxes and STAR lines are vacant. They will be populated once the final tax levy is established in August 2024.

Budget Spreadsheet/Tax Rate Projection –The Budget Spreadsheet is a recap of proposed revenues and expenses and should be used to compare to the Tax Levy Limit calculation. Currently we have a budget increase of \$333,723 or 7.12%.

Board Seat

Joan Paula's term expires June 30, 2024. Board petitions are due Monday, April 22, 2024.

**TAX LEVY LIMIT CALCULATION – Tentative For 2024-2025 School Year
2/1/2024**

Prior Year Tax Levy -2023-2024 school year tax levy	\$3,396,860
x 2024 Tax Base Growth Factor -Comes from Office of Real Property Tax Services	<u>x 1.0014</u> \$3,401,615
+ 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	232,041
-court orders – we currently do not have any	<u>-0-</u>
Adjusted Prior Year Levy	\$3,169,574
x Allowable Growth Factor -Lesser of CPI or 2%	<u>x 2.00%</u> \$3,232,966
- 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	\$3,232,966 (-\$163,894)
+ 2024-2025 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	\$213,687
-court orders – we currently do not have any	-0-
-Employees Retirement System costs above 2 percentage points increase- for the 2024-2025 the exclusion is 0.10%	\$483
-TRS rate is not 2.0 percentage points higher than '23-'24	<u>-0-</u>
MAXIMUM ALLOWABLE LEVY – To exceed this, need super majority vote	
Estimated	\$3,447,136
(\$50,276 or 1.48% higher than prior year levy)	

NOTES OF INTEREST

- School Districts must submit the Tax Levy Limit (above) by March 1st to the NYS Comptroller.
- Districts are NOT required to have proposed budgets available by March 1st.
- 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

	PROPOSED		
Budget Summary	2022-2023	2023-2024	2024-2025
General Support	\$ 812,604	\$ 864,143	\$ 881,783
Instruction	\$ 1,956,402	\$ 1,782,401	\$ 1,937,737
Pupil Transportation	\$ 133,275	\$ 155,492	\$ 119,494
Undistributed	<u>\$ 1,832,407</u>	<u>\$ 1,883,403</u>	<u>\$ 2,080,148</u>
General Fund Budget Total	\$ 4,734,688	\$ 4,685,439	\$ 5,019,162
Projected Revenues			
State Aid	\$ 494,000	\$ 499,000	\$ 394,000
BOCES	\$ 65,000	\$ 65,000	\$ 65,000
Interest on Deposits	\$ 550	\$ 15,000	\$ 15,000
Miscellaneous	<u>\$ 16,850</u>	<u>\$ 17,150</u>	<u>\$ 16,650</u>
Total External Revenues	\$ 576,400	\$ 596,150	\$ 490,650
Appropriated Fund Balance	\$ 866,388	\$ 692,429	\$ 1,060,991
Total Revenues & Appropriated FB	\$ 1,442,788	\$ 1,288,579	\$ 1,551,641
Planned Balance	\$ 285,000	\$ 285,000	\$ 285,000
Tax Levy Summary			
General Fund Appropriation	\$ 4,734,688	\$ 4,685,439	\$ 5,019,162
Less Projected Revenues & App. FB	<u>\$ 1,442,788</u>	<u>\$ 1,288,579</u>	<u>\$ 1,551,641</u>
Tax Levy Summary	\$ 3,291,900	\$ 3,396,860	\$ 3,467,521 *
Tax Rate Summary-Long Lake (Per \$1,000 Assessed Value)	\$ 5.4213	\$ 5.6094	\$ 5.6626

**this is over the tax cap and leaves zero fund balance*

Tentative, February 2024

TAX RATE PROJECTION SCHOOL YEAR 2024-2025

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 2024-2025 school year, the State set the Town of Long Lake's equalization rate at 100% for Arietta and 80% for 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 2024-2025 are estimated below.

	ARIETTA	LONG LAKE
Taxable Assessed Value:	\$31,534,388	\$580,337,670
State Equalization Rate:	100%	80%
Full Value used for Apportionment	\$31,534,388	\$725,422,088
Total district value:	\$756,956,476	
Proportion of district value:	4.165945%	95.834055%
School tax levy:	\$3,447,000	
Levy Apportioned by Municipality:	\$143,600	\$3,303,400
Tax rate per \$1,000 of assessed value 2024-2025:	\$ 4.55375	\$ 5.66255
Tax Rate Comparison:		
2023-2024	\$4.487524	\$5.609404
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, February 2024)

Account	Description	2024 - 24 Proposed Budget	2023 - 24 Budget
A 1010.400-0000	BOE Contractual Expense	8,350.00	7,100.00
	Includes Foreign Exchange fee due 5/25		
A 1010.450-0000	BOE Materials and Supplies	1,800.00	1,800.00
A 1010.490-0000	BOE BOCES Services	8,000.00	8,000.00
1010	BOARD OF EDUCATION *	18,150.00	16,900.00
A 1040.160-0000	BOE District Clerk Salaries	2,649.00	2,572.00
A 1040.400-0000	BOE District Clerk Contractual	4,500.00	4,500.00
1040	DISTRICT CLERK *	7,149.00	7,072.00
10	**	25,299.00	23,972.00
A 1240.160-0000	Support Staff Salaries	164,347.00	153,906.00
A 1240.400-0000	Central Admin Contractual	14,100.00	15,755.00
A 1240.450-0000	Central Admin Materials & Supplies	2,000.00	2,000.00
1240	CHIEF SCHOOL * ADMINISTRATOR	180,447.00	171,661.00
12	**	180,447.00	171,661.00
A 1310.160-0000	Finance Business Admin Salaries	77,834.00	81,104.00
	Removed Business Manager Training		
A 1310.490-0000	Finance BOCES Services	30,000.00	29,376.00
1310	BUSINESS * ADMINISTRATION	107,834.00	110,480.00
A 1320.160-0000	Finance Auditing Salaries	530.00	515.00
A 1320.400-0000	Finance Auditor Contractual	8,400.00	8,400.00
1320	AUDITING *	8,930.00	8,915.00
A 1325.160-0000	Finance District Treasurer	21,060.00	19,864.00
A 1325.450-0000	Finance District Treasurer	250.00	250.00

LONG LAKE CSD



Budgeting Appropriation Status Report For 2024-2025 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
1325	TREASURER	21,310.00	20,114.00
	Supplies		
A 1330.160-0000	Finance Tax Collector Salary	4,566.00	4,433.00
A 1330.400-0000	Finance Tax Collector Contractual	1,600.00	1,500.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	100.00
1330	TAX COLLECTOR	6,266.00	6,033.00
13		144,340.00	145,542.00
	**		
A 1420.400-0000	Legal Contractual	14,000.00	14,000.00
1420	LEGAL	14,000.00	14,000.00
A 1430.490-0000	Personnel - BOCES Services	2,000.00	1,973.00
1430	PERSONNEL	2,000.00	1,973.00
A 1480.400-0000	Public Info Contractual	450.00	450.00
A 1480.450-0000	Public Info/Printing Charges	500.00	500.00
1480	PUBLIC INFORMATION & SERVICES	950.00	950.00
14		16,950.00	16,923.00
	**		
A 1620.160-0000	Central Services Support Staff Salaries	110,420.00	107,665.00
A 1620.400-0000	Central Services Contractual	74,064.00	71,566.00
A 1620.410-0000	Central Services Fuel Oil	95,000.00	103,750.00
A 1620.420-0000	Central Services Television	2,000.00	2,000.00
A 1620.430-0000	Central Services Electricity	28,000.00	28,000.00
A 1620.440-0000	Central Services Water Rent	1,000.00	1,000.00
A 1620.450-0000	Central Services Materials & Supplies	24,000.00	24,000.00

LONG LAKE CSD



Budgeting Appropriation Status Report For 2024-2025 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
A 1620.460-0000	Central Services Telephone	6,000.00	5,000.00
A 1620.480-0000	Central Services LP Gas	100.00	100.00
A 1620.490-0000	Central Services BOCES	11,500.00	11,200.00
1620	OPERATION OF PLANT *	352,084.00	354,281.00
A 1621.160-0000	Mainten Support Staff Salaries	17,453.00	16,954.00
A 1621.400-0000	Maintenance Contractual Exp Boiler Burners put back in Door Hold Opens put in for 4 doors TBS to Replace Controlers	43,585.00	33,835.00
1621	MAINTENANCE OF PLANT *	61,038.00	50,789.00
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	60,000.00	60,000.00
1680	CENTRAL DATA PROCESSING *	60,000.00	60,000.00
16	**	477,947.00	469,895.00
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	5,300.00	5,150.00
1920	SCHOOL ASSOCIATION DUES *	5,300.00	5,150.00
A 1981.490-0000	BOCES Administrative Costs	26,500.00	26,000.00

Budgeting Appropriation Status Report For 2024-2025 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
1981	BOCES ADMINISTRATIVE * COSTS	26,500.00	26,000.00
A 1983.490-0000	BOCES Capital Expenses		
1983	BOCES CAPITAL *	4,000.00	4,000.00
	EXPENSE	4,000.00	4,000.00
19	**	36,800.00	36,150.00
1	***	881,783.00	864,143.00
A 2020.150-0000	Supervision Instructional	25,000.00	15,077.00
Increased due to ARP Funds running out			
2020	SUPERVISION - REGULAR SCHOOL *	25,000.00	15,077.00
A 2070.150-0000	Instructional Salaries	15,100.00	6,228.00
Increased due to ARP Funds running out			
A 2070.490-0000	Inservices - BOCES Services	20,000.00	20,000.00
2070	INSERVICE TRAINING - INSTRUCTION *	35,100.00	26,228.00
20	**	60,100.00	41,305.00
A 2110.120-0000	Teaching K-6 Salaries	451,366.00	427,860.00
A 2110.130-0000	Teaching 7-12 Salaries	524,760.00	500,272.00
A 2110.140-0000	Substitute Teachers	30,000.00	25,000.00
A 2110.160-0000	Support Staff Salaries	44,073.00	46,095.00
A 2110.170-0000	Payment in Lieu of Health Insurance	15,000.00	15,000.00
A 2110.200-0000	Teaching Equipment	2,900.00	5,200.00
Digital Piano			
A 2110.400-0000	Teaching Contractual	16,730.00	16,730.00
A 2110.410-0000	Field Trips	25,000.00	25,000.00
A 2110.411-0000	Conference Attendance	5,000.00	5,000.00

Budgeting Appropriation Status Report For 2024-2025 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
A 2110.412-0000	Mileage Reimbursement	1,000.00	1,000.00
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
A 2110.451-1000	Summer School	100.00	100.00
A 2110.451-2000	Art Program	2,300.00	1,500.00
A 2110.451-4000	Teachers Assistant- Kilpatrick	200.00	200.00
A 2110.451-5000	English	300.00	150.00
A 2110.451-6000	Spanish	200.00	100.00
A 2110.451-8000	Health Education	100.00	90.00
A 2110.451-9000	Math	300.00	185.00
A 2110.452-1000	Elementary - Gaffney/SPED		300.00
A 2110.452-2000	Music	950.00	850.00
A 2110.452-3000	Phys Ed	1,500.00	800.00
A 2110.452-4000	Science	1,750.00	980.00
A 2110.452-5000	Social Studies	150.00	
A 2110.452-6000	Technology	1,000.00	900.00
A 2110.452-7000	Elementary - PreK/Teaching Assistant	900.00	250.00
A 2110.452-9000	Teachers Aide Supplies- KTraynor/CLewis	200.00	200.00
A 2110.453-0000	Elementary - Furlong	2,000.00	
A 2110.454-0000	Elementary - Grade 1/2	600.00	150.00
A 2110.455-0000	Elementary - Grade 3/4	600.00	150.00
A 2110.456-0000	Elementary - Grade 5/6	600.00	300.00
A 2110.458-0000	Elementary - Grade PreK/K	600.00	300.00
A 2110.459-1000	Ace Committee	1,500.00	1,500.00
A 2110.459-2000	STEM	125.00	50.00
A 2110.459-3000	Committees	1,000.00	1,000.00
A 2110.480-0000	Teaching Textbooks	1,000.00	1,000.00
A 2110.490-0000	Teaching BOCES	2,000.00	2,000.00
2110	TEACHING - REGULAR * SCHOOL	1,146,804.00	1,091,362.00

Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
21		** 1,146,804.00	1,091,362.00
A 2250.150-0000	Instructional Salaries	56,605.00	64,726.00
A 2250.160-0000	Non Instructional Salaries	59,688.00	39,120.00
	Increased due to hiring of Second Aide		
A 2250.400-0000	Students w/Disab Contractual	5,400.00	5,400.00
A 2250.450-0000	Special Ed Materials & Supplies	600.00	
A 2250.470-0000	Special Tuition	2,500.00	2,500.00
A 2250.490-0000	BOCES Services	100,000.00	92,000.00
2250	PROGRAM FOR * STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	224,793.00	203,746.00
A 2280.490-0000	BOCES Services	45,000.00	40,500.00
2280	OCCUPATIONAL * EDUCATION (GRADES 9 -12)	45,000.00	40,500.00
22		** 269,793.00	244,246.00
A 2330.150-0000	Adult Education Salary Decreased Fitness Center Hours	7,400.00	12,836.00
A 2330.151-0000	Special Schools Salary	22,644.00	15,696.00
	Increased due to ARP Funds running out		
A 2330.400-0000	Special Schools Contractual	4,408.00	4,090.00
A 2330.450-0000	Special Schools Materials & Supplies	500.00	500.00
2330	TEACHING - SPECIAL * SCHOOLS	34,952.00	33,122.00
23		** 34,952.00	33,122.00
A 2610.150-0000	Library Salaries	62,781.00	59,934.00

Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
A 2610.450-0000	Library Materials & Supplies	600.00	400.00
A 2610.451-0000	Library Computers/Media	900.00	900.00
A 2610.460-0000	Library Books/Magazines/Subscriptions	1,000.00	1,000.00
A 2610.490-0000	Library BOCES Services	11,100.00	11,000.00
2610	SCHOOL LIBRARY & AUDIOVISUAL *	76,381.00	73,234.00
A 2630.220-0000	Computer Hardware	20,000.00	5,000.00
	Increased to Past Budgeted Amount		
A 2630.450-0000	Computer Materials & Supplies	1,800.00	1,800.00
A 2630.460-0000	Computer Software	8,000.00	4,000.00
	Increased to Past Budgeted Amount		
A 2630.490-0000	Computer BOCES	62,000.00	62,000.00
2630	COMPUTER ASSISTED * INSTRUCTION	91,800.00	72,800.00
26	**	168,181.00	146,034.00
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	87,186.00	70,752.00
	FTE Guidance and current stipends for Datawarehouse and School Tool		
A 2810.450-0000	Guidance Materials & Supplies	700.00	575.00
A 2810.451-0000	Guidance Testing and Materials	365.00	365.00
2810	GUIDANCE - REGULAR * SCHOOL	88,251.00	71,692.00
A 2815.160-0000	Support Staff Salaries	42,660.00	41,276.00

Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
A 2815.200-0000 Evacuation Chairs	Health Equipment	3,200.00	
A 2815.400-0000	Health Contractual	6,500.00	6,500.00
A 2815.450-0000	Health Materials & Supplies	1,300.00	1,300.00
2815	HEALTH SERVICES - * REGULAR SCHOOL	53,660.00	49,076.00
A 2820.400-0000	Psychologist Contractual	20,000.00	20,000.00
2820	PSYCHOLOGICAL * SERVICES - REGULAR SCHOOL	20,000.00	20,000.00
A 2825.400-0000	Contractual	16,000.00	16,000.00
2825	SOCIAL WORK * SERVICES - REGULAR SCHOOL	16,000.00	16,000.00
A 2850.150-0000	Co-curricular Salaries	29,196.00	28,264.00
A 2850.450-0000	Co-curricular Materials & Supplies	500.00	500.00
2850	CO-CURRICULAR * ACTIVITIES - REGULAR SCHOOL	29,696.00	28,764.00
A 2855.150-0000	Interscholastic Salaries	14,000.00	10,000.00
A 2855.200-0000 Volleyball System	Interscholastic Equipment	2,800.00	
A 2855.400-0000	Interscholastic Contractual	20,500.00	20,500.00
A 2855.450-0000	Interscholastic Materials & Supplies	2,500.00	3,300.00
A 2855.490-0000 Added Officials now billed through BOCES	BOCES Interscholastic	6,000.00	2,500.00
2855	INTERSCHOLASTIC * ATHLETICS - REGULAR SCHOOL	45,800.00	36,300.00
28	**	257,907.00	226,332.00

LONG LAKE CSD

Budgeting Appropriation Status Report For 2024-2025 GENERAL FUND EXPENSES BUDGET (Detail)



Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
2		1,937,737.00	1,782,401.00

A 5510.160-0000	Transportation Salaries	59,994.00	73,992.00
A 5510.210-0000	Purchase of Buses		22,000.00
A 5510.400-0000	Transportation Contractual	14,000.00	14,000.00
A 5510.450-0000	Transportation Materials & Supplies/Parts	13,000.00	13,000.00
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	1,500.00
5510	DISTRICT * TRANSPORTATION SERVICES	119,494.00	155,492.00
55	**	119,494.00	155,492.00
5	***	119,494.00	155,492.00
A 9010.800-0000	NYS Retirement	60,000.00	
9010	STATE RETIREMENT *	60,000.00	0.00
A 9020.800-0000	Teacher Retirement	155,000.00	155,000.00
9020	TEACHERS' RETIREMENT *	155,000.00	155,000.00
A 9030.800-0000	Social Security	148,000.00	155,000.00
9030	SOCIAL SECURITY *	148,000.00	155,000.00
A 9040.800-0000	Worker Compensation	8,500.00	8,000.00
9040	WORKERS' COMPENSATION *	8,500.00	8,000.00
A 9050.800-0000	Unemployment	20,000.00	20,000.00
9050	UNEMPLOYMENT INSURANCE *	20,000.00	20,000.00

LONG LAKE CSD

Budgeting Appropriation Status Report For 2024-2025 GENERAL FUND EXPENSES BUDGET (Detail)



Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
A 9055.800-0000	Disability Plan	3,500.00	3,400.00
9055	DISABILITY INSURANCE *	3,500.00	3,400.00
A 9060.800-0000	Hospitalization	1,300,000.00	1,136,751.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE *	1,300,000.00	1,136,751.00
A 9089.800-0000	Other Employee Benefits	3,700.00	3,700.00
9089	Other Employee Benefits *	3,700.00	3,700.00
90	**	1,698,700.00	1,481,851.00
A 9711.600-0000	Serial Bonds - Principal	195,000.00	170,000.00
A 9711.700-0000	Serial Bonds - Interest	62,748.00	78,575.00
9711	Serial Bonds *	257,748.00	248,575.00
97	**	257,748.00	248,575.00
A 9901.930-0000	Transfer to School Food Svc Fund	123,700.00	152,977.00
9901	TRANSFERS TO FUNDS *	123,700.00	152,977.00
99	**	123,700.00	152,977.00
9	***	2,080,148.00	1,883,403.00
Grand Totals:		5,019,162.00	4,685,439.00

LONG LAKE CSD

Revenue Status Report For 2024-2025 GENERAL FUND REVENUE BUDGET



Account	Description	2024 - 25		2023 - 24	
		Proposed Budget		Budget	
A 1001	Real Property Taxes				3,370,486.19
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)				26,373.81
A 1090	Penalty on Taxes	3,000.00		3,000.00	
A 1310	Day School Tuition	3,150.00		3,150.00	
A 1315	CONTINUING EDUCATION				
A 1335	Other Student Fees/Charges	500.00			1,000.00
A 2350	Youth Services, Other Governments				
A 2401	Interest on Earnings	15,000.00		15,000.00	
A 2650	Sale of Excess Materials			0.00	
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	390,000.00		495,000.00	
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				



Account	Description	2024 - 25	2023 - 24
		Proposed Budget	Budget
Grand Totals:		490,650.00	3,993,010.00

LONG LAKE CSD

Revenue Status Report For 2024-2025 LUNCH FUND REVENUE BUDGET



Account	Description	2024 - 25		2023 - 24	
		Proposed Budget		Budget	
C 1440.B	Breakfast - Student Sale of Meals		0.00		2,300.00
C 1440.L	Lunch - Student Sale of Meals		0.00		8,500.00
C 1445.B	A La Carte Sales				
C 1445.L	A La Carte Sales		500.00		500.00
C 2401	Interest and Earnings				0.00
C 2665	Sale of Equipment				
C 2770	Misc. Revenues				
C 3190.FB	Breakfast - Federal Reimbursement		5,000.00		7,000.00
C 3190.FL	Lunch - Federal Reimbursement		20,000.00		15,000.00
C 3190.FS	Snack - Federal Reimbursement		550.00		550.00
C 3190.SB	Breakfast - State Reimbursement		2,500.00		400.00
C 3190.SL	Lunch - State Reimbursement		10,000.00		600.00
C 3190.SS	Snack - State Reimbursement				
C 4190	USDA Surplus Food		2,500.00		2,000.00
C 4190.EBT	Federal Reimbursement EBT				
C 5031	Interfund Transfer		123,700.00		152,977.00
Grand Totals:			164,750.00		189,827.00

LONG LAKE CSD

Budgeting Appropriation Status Report For 2024-2025 LUNCH FUND EXPENSES BUDGET (Detail)



Account	Description	2024 - 25 Proposed Budget	2023 - 24 Budget
C 2860.160-0000	Cafeteria Salaries	75,000.00	75,779.00
C 2860.400-0000	Cafeteria Contractual	3,000.00	3,000.00
C 2860.410-0000	Cafeteria Food	38,000.00	32,800.00
C 2860.450-0000	Cafeteria Materials & Supplies	2,950.00	2,950.00
2860	SCHOOL FOOD SERVICE *	118,950.00	114,529.00
28	**	118,950.00	114,529.00
2	***	118,950.00	114,529.00
C 9010.800-0000	Cafeteria Employees Retirement	10,000.00	8,500.00
9010	STATE RETIREMENT *	10,000.00	8,500.00
C 9030.800-0000	Cafeteria Social Security	5,800.00	5,798.00
9030	SOCIAL SECURITY *	5,800.00	5,798.00
C 9060.800-0000	Cafeteria Health Insurance	30,000.00	61,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE *	30,000.00	61,000.00
90	**	45,800.00	75,298.00
9	***	45,800.00	75,298.00
Grand Totals:		164,750.00	189,827.00

2024-2025 School Calendar

BOE Approved:

Vllb



Long Lake
CENTRAL SCHOOL DISTRICT

September 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					

October 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		

November 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

December 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				

January 2025						
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 2025						
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	

March 2025						
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 2025						
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 2025						
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 2025						
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					

Summary of School Days	
September: 20	February: 15
October: 22	March: 21
November: 17	April: 15
December: 15	May: 21
January: 20	June: 17
Emergency Days: 3 Total Days: 183	

Dates to Remember	
9/2: Labor Day	3/14: Sup't Conference Day
9/3-4: Sup't Conference Day	4/8-9: Grades 3-8 ELA Testing
9/5: Classes Begin	4/17-25: Adv Snow Day + Spg Rec
10/4: Sup't Conference Day	4/29-30: Grades 3-8 Math Testing
10/14: Columbus Day	5/13: Grades 5 & 8 Science Testing
11/11: Veterans Day	5/26: Memorial Day
11/27-29: Thanksgiving Recess	6/4, 10, 17-25: Regents Exams
12/23-1/1: Holiday Recess	6/11-13: Local Exams
1/20: Martin Luther King Jr. Day	6/19: Juneteenth
1/21-24: 7-12 Exams	6/25: Last Day of School
1/29: Lunar New Year	6/27: Graduation
2/17-21: Winter Recess	

Marking Period Dates	
1st Quarter: 9/5/24-11/8/25	
Parent Teacher Conf Day: 11/14/24	
2nd Quarter: 11/11/24-1/24/25	
3rd Quarter: 1/27/25-4/17/25	
Parent Teacher Conf Day: 3/13/25	
4th Quarter: 4/21/25-6/25/25	

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

By-Laws

SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE)

All Board meetings will be open to the public except those portions that are executive sessions. The Board will make reasonable efforts to ensure that all meetings are held in an appropriate facility that can adequately accommodate all members of the public who wish to attend. The Superintendent and members of his or her staff will attend Board meetings at the Superintendent's discretion. The Board may also request that additional people attend.

Regular Board meetings will take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified. Any Board meeting may be adjourned to a future date and time if approved by a majority of the Board present. Further, if a meeting date falls on a legal holiday, interferes with other area meetings, or Board member attendance will be less than a quorum, the Board will select a date for a postponed meeting at the prior regular meeting, and it will direct the Clerk to notify all members. The District Clerk will provide the Board members written notice of the time of and agenda for each regular meeting before the meeting.

When the Board schedules a meeting on at least one week's notice, it will give or electronically transmit public notice of the time and place to the news media and conspicuously post the notice in one or more designated public locations at least 72 hours before the meeting. Notice of other meetings will be given or electronically transmitted, to the extent practicable, to the news media and conspicuously posted at one or more designated public locations at a reasonable time before the meeting. When the District has the ability to do so, it will conspicuously post the meeting notices on its website.

The Superintendent will prepare the meeting agenda during the week before the meeting and may review it with the Board President. The agenda will then be distributed to Board members no later than the Friday before the regular meeting. The President or other Board members will submit requests to place matters on the agenda to the Superintendent. Whenever individuals or groups wish to bring a matter to the attention of the Board, they will submit a written request to the Superintendent.

District records available to the public under the Freedom of Information Law, as well as any proposed rule, regulation, policy, or amendment scheduled to be discussed at a Board meeting will be made available upon request, to the extent practicable, before the meeting. Copies of these records may be made available for a reasonable fee. These records will be posted on the website to the extent practicable before the meeting.

If videoconferencing or online technology is used to conduct a meeting, the public notice for the meeting will inform the public, identify all the locations for the meeting, and state that the public has the right to attend at any of the locations. If a meeting is streamed live over the internet, the public notice will inform the public of the website's internet address. Voting may be done through videoconferencing, provided that members can be both seen and heard voting and participating from remote locations.

(Continued)

By-Laws

SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE) (Cont'd.)

Recording Meetings

The Board allows public meetings to be photographed, broadcast, webcast, or otherwise recorded by means of audio or video, in a non-disruptive manner, and it supports the use of this technology to facilitate the open communication of public business.

Public Expression

The Board encourages public expression at Board meetings. The Board will designate a specific portion of its meeting agenda for this participation. The Board may invite visitors to participate in its discussion of matters on the agenda.

Quorum

The quorum for any Board meeting is three members. No formal action will be taken at any meeting where a quorum is not present. Unless otherwise required by law, official action will only be taken by approval of the majority of the full Board.

Use of Parliamentary Procedure

The Board will use pertinent portions of the latest edition of Robert's Rules of order to conduct its business.

Education Law §§ 1708 and 2504

General Construction Law § 41

Public Officers Law Article 7, §§ 103(d), 104, and 107

NOTE: Refer also to Policies #1520 -- Special Meetings of the Board of Education
#1540 -- Executive Sessions
#6211 -- Employment of Relatives of Board Members

Adoption Date – May 9, 2017

Bylaws

SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE)

All Board meetings will be open to the public except those portions that are executive sessions. The Board will make reasonable efforts to ensure that all meetings are held in an appropriate facility that can adequately accommodate all members of the public who wish to attend. The Superintendent will attend all Board meetings. Members of the Superintendent's staff may attend Board meetings at the Superintendent's discretion. The Board may also request that additional people attend.

Regular Board meetings will take place on the day and time designated by the Board at the Annual Organizational Meeting, except as modified. Any Board meeting may be adjourned to a future date and time if approved by a majority of the Board present. Further, if a meeting date falls on a legal holiday, interferes with other area meetings, or Board member attendance will be less than a quorum, the Board will select a date for a postponed meeting at the prior regular meeting, and it will direct the District Clerk to notify all members. The District Clerk will provide the Board members written notice of the time of and agenda for each regular meeting before the meeting.

When the Board schedules a meeting on at least one week's notice, it will give or electronically transmit public notice of the time and place to the news media and conspicuously post the notice in one or more designated public locations at least 72 hours before the meeting. Notice of other meetings will be given or electronically transmitted, to the extent practicable, to the news media and conspicuously posted at one or more designated public locations at a reasonable time before the meeting. When the Board has the ability to do so, it will conspicuously post meeting notices on the District's website. If a meeting is streamed live over the Internet, the notice will inform the public of the website's Internet address.

The Superintendent will prepare the meeting agenda during the week before the meeting and review it with the Board President. The agenda will then be distributed to Board members no later than the Friday before the regular meeting. The President or other Board members will submit requests to place matters on the agenda to the Superintendent. Whenever individuals or groups wish to bring a matter to the attention of the Board, they will submit a written request to the Superintendent.

District records available to the public under the Freedom of Information Law, as well as any proposed resolution, rule, regulation, policy, or amendment scheduled to be discussed at a Board meeting will be made available upon request, to the extent practicable, at least 24 hours before the meeting. Copies of these records may be made available for a reasonable fee. These records will be posted on the District's website, to the extent practicable, at least 24 hours before the meeting.

(Continued)

**SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND
PARLIAMENTARY PROCEDURE) (Cont'd.)**

Using Videoconferencing to Conduct Board Meetings

If videoconferencing is used to conduct a Board meeting:

- a) The Board will provide an opportunity for the public to attend, listen, and observe the meeting at any location where a Board member is participating; and
- b) The public notice for the meeting will inform the public that videoconferencing will be used, identify the locations for the meeting, and state that the public has the right to attend the meeting at any of the locations.

Voting may be done through videoconferencing provided that Board members can be both seen and heard voting and participating from remote locations.

Extraordinary Circumstances

In extraordinary circumstances, the Board may, in its discretion, permit Board members to participate in a Board meeting remotely by videoconference from locations that are not open to the public. For purposes of this policy, this is referred to as extraordinary circumstances videoconferencing.

However, in order for the Board to utilize extraordinary circumstances videoconferencing, the following conditions must be met:

- a) The District must maintain an official website.
- b) The Board must have adopted a resolution, following a public hearing, authorizing the use of extraordinary circumstances videoconferencing:
 - 1. For itself and its committees or subcommittees; or
 - 2. Specifying that each committee or subcommittee may make its own determination.
- c) The Board must have established written procedures governing Board member and public attendance at meetings where extraordinary circumstances videoconferencing is being used that are consistent with law and those procedures must be conspicuously posted on the District's website.

(Continued)

Bylaws

SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE) (Cont'd.)

- d) Board members must only participate in meetings remotely from locations that are not open to the public in an extraordinary circumstance. How the Board defines extraordinary circumstances must be set forth in the Board's resolution and written procedures related to extraordinary circumstances videoconferencing. Extraordinary circumstances may include disability, illness, caregiving responsibilities, or other significant or unexpected factor or event which precludes the Board member's physical attendance at a meeting. Except for an extraordinary circumstance, Board members must be physically present at meetings unless a state disaster emergency has been declared or a local state of emergency has been proclaimed and the Board has determined that the circumstances necessitating the emergency declaration would affect or impair the ability of the Board to hold an in-person meeting.
- e) At the meeting where extraordinary circumstances videoconferencing is being used:
 - 1. The public must be able to attend, listen, and observe the meeting in at least one physical location at which a Board member is participating.
 - 2. A minimum number of Board members must be present to fulfill the quorum requirement in the same physical location or locations where the public can attend.
 - 3. Except in the case of executive sessions, Board members must be able to be heard, seen, and identified while the meeting is being conducted, including, but not limited to, any motions, proposals, resolutions, and any other matter formally discussed or voted upon.
 - 4. The minutes of the meeting must include which, if any, Board members participated remotely and must be made available in accordance with law.
 - 5. The public notice must inform the public that: videoconferencing will be used; where the public can view and/or participate in the meeting; where required documents and records will be posted or available; and identify the physical location(s) for the meeting where the public can attend.
 - 6. The meeting must be recorded. The recordings must be posted or linked on the District's website within five business days following the meeting, and must remain available for a minimum of five years thereafter. Upon request, these recordings must be transcribed.
 - 7. The Board must provide the opportunity for the public to view the meeting via video, and to participate in proceedings via videoconference in real time where public comment or participation is authorized and must ensure that videoconferencing authorizes the same public participation or testimony as in person participation or testimony.

(Continued)

Bylaws

SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND PARLIAMENTARY PROCEDURE) (Cont'd.)

8. The Board must utilize technology to permit access by individuals with disabilities consistent with the 1990 Americans with Disabilities Act, as amended, and corresponding guidelines.

Recording Meetings

The Board allows public meetings to be photographed, broadcast, webcast, or otherwise recorded and/or transmitted by means of audio or video, in a non-disruptive manner, and it supports the use of this technology to facilitate the open communication of public business.

Quorum

The quorum for any Board meeting is *five members. No formal action will be taken at any meeting where a quorum is not present. Unless otherwise required by law, official action will only be taken by approval of the majority of the full Board.

Use of Parliamentary Procedure

The Board will use pertinent portions of the latest edition of Robert's Rules of Order to conduct its business.

Public Comment

The Board encourages courteous and respectful public comment at Board meetings. All speakers must conduct themselves in a civil manner. Obscene language, harassing language, defamatory statements, and threats of violence are prohibited. All participants are required to comply with the *District Code of Conduct*.

The Board will designate a specific portion of its meeting agenda for public comment for a period of up to 30 minutes on agenda items only. The public is not permitted to discuss topics unrelated to the District, matters unrelated to the agenda, and/or matters involving specific individuals. Each speaker will be allowed up to three minutes. The Board may request, but will not require, speakers identify themselves. The Board is not required to allow speakers to cede their remaining time to other speakers. Written comments may be directed to the Board.

If there are a large number of individuals who want to address the Board, the Board President may limit the number of repetitive comments being made so that the time limit on public comment is not exceeded.

**Customize to District*

(Continued)

**SUBJECT: REGULAR BOARD MEETINGS AND RULES (QUORUM AND
PARLIAMENTARY PROCEDURE) (Cont'd.)**

If individuals engage in disruptive or unruly behavior during the meeting, the Board President will remind the audience of this policy and the requirement to conduct themselves in a civil manner and comply with the District *Code of Conduct*. The Board President may call for the removal of disruptive or unruly individuals from the meeting. When appropriate, law enforcement may be called to remove disruptive or unruly individuals. In some instances, individuals engaging in disruptive or unruly behavior may be subject to criminal sanctions.

These rules apply to residents and nonresidents equally.

Education Law Sections 1708, 2504, and 2801
General Construction Law Section 41
Penal Law Section 240.20
Public Officers Law Article 7
8 NYCRR Section 100.2

NOTE: Refer also to Policies #1520 -- Special Meetings of the Board ✓
#1540 -- Executive Sessions ✓
#6211 -- Employment of Relatives of Board Members ✓

Adoption Date

current
vll/b

2009

2110

Internal Operations

SUBJECT: ORIENTING NEW BOARD MEMBERS

The Board and its staff shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she takes office, by the following methods:

- a) The electee shall be given selected materials relating to the responsibilities of Board membership, which material is supplied by the New York State School Boards Association, the National School Boards Association, and/or other professional organizations;
- b) The electee shall be invited to attend Board meetings and to participate in its discussions;
- c) The Clerk shall supply material pertinent to meetings and shall explain its use;
- d) The electee shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board;
- e) A copy of the Board's policies and by-laws shall be given to the electee by the Clerk;
- f) The opportunity shall be provided for new Board members to attend the New York State School Boards Association orientation program.

Adopted: 3/12/09

Internal Operations

SUBJECT: BOARD MEMBER TRAINING

Training requirements for Board members in the first year of their first term as a Board member is two-fold.

Training on Financial Oversight, Accountability and Fiduciary Responsibilities

Currently, within the first year of election or appointment, each Board member must complete a minimum of six (6) hours of training on the financial oversight, accountability and fiduciary responsibilities of a school board member.

Re-elected Board members are not required to repeat this training. Additionally, re-training is not required if the Board member has previously fulfilled this requirement as a first-term member of a component school district.

Training on Powers, Functions and Duties of Board Members and Other Authorities

Beginning July 1, 2011 and thereafter, in addition to the above training, during the first year of a Board member's first term, he/she shall be required to complete a training course acquainting them with the powers, functions and duties of Boards of Education, as well as the powers and duties of other governing and administrative authorities affecting public education.

Re-elected Board members shall not be required to repeat this training. Additionally, should a voting Board member be seated or appointed on or before August 13, 2010, the signing date of Chapter 388 of the Laws of 2010, he/she is not required to take this training.

Curricula and Compliance

Training on financial oversight, accountability and fiduciary responsibilities shall be approved by the Commissioner of Education in consultation with the State Comptroller. General training shall be approved by the Commissioner of Education. Providers shall be approved by the Commissioner. Curricula may be offered together as a single course or separately.

Upon completing the required training, the Board member shall file with the District Clerk a certificate of completion issued by the provider of the training. Actual and necessary expenses incurred by a Board member in complying with these requirements are a lawful charge up the District.

Education Law Section 2102-a
8 New York Code of Rules and Regulations (NYCRR) Section 170.12(a)

Adoption Date – December 9, 2010

Internal Operations

SUBJECT: ORIENTING AND TRAINING BOARD MEMBERS

The Board and its staff will assist each new member-elect to understand the Board's functions, policies, and procedures before he or she takes office, by:

- a) Giving the electee selected materials relating to the responsibilities of Board membership supplied by local, state, or national school-board associations or other professional organizations;
- b) Inviting the electee to attend Board meetings and to participate in its discussions;
- c) Having the Clerk supply material pertinent to meetings and explaining its use;
- d) Inviting the electee to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board;
- e) Having the clerk provide a copy of or access to the Board's policies and bylaws;
- f) Providing the opportunity to attend a local, state, or national school-board association's orientation program.

Board Member Training

Within the first year of election or appointment, each Board member must complete a minimum of six hours of training on the financial oversight, accountability, and fiduciary responsibilities of a school board member and a training course acquainting him or her with the powers, functions, and duties of Boards, as well as the powers and duties of other governing and administrative authorities affecting public education. Re-elected Board members will not be required to repeat this training. The curriculum and provider of this training must be approved by the Commissioner of Education.

Upon completing the required training, the Board member will file with the District Clerk a certificate of completion issued by the provider of the training. Actual and necessary expenses incurred by a Board member in complying with these requirements are a lawful charge to the District.

Education Law Section 2102-a
8 NYCRR Section 170.12(a)

Adoption Date

Community Relations

SUBJECT: MEDIA/MUNICIPAL GOVERNMENTS/SENIOR CITIZENS**School District Media**

The Principal of each building is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Superintendent prior to release. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a periodic newsletter may be prepared and mailed to each resident of the School District. Included in the newsletter will be information regarding school activities, a monthly calendar and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the official spokesperson, the Superintendent or his/her designee shall issue all news releases concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

Municipal Governments

It is the policy of the Board to establish and maintain a positive working relationship with the governing bodies of the municipality. The Board shall also cooperate with municipal, county and state agencies whose work affects the welfare of the children of the District, including but not limited to the County Social Service Department, the Board of Health, the Recreation Department, the Public Library, and all community emergency service agencies.

Senior Citizens

The Board of Education will consider school related programs for senior citizens in accordance with Education Law and/or Regulations of the Commissioner of Education. Such programs include special use of school buildings or school buses, school lunches and partial tax exemptions.

Education Law Sections 1501-b(1)(a), 1501-b(1)(b), and 1709(22)
Real Property Tax Law Section 467

Adopted: 3/12/09

SUBJECT: MEDIA/MUNICIPAL GOVERNMENTS/SENIOR CITIZENS**School District Media**

The building principal is responsible for the preparation of news releases concerning the activities within that building, and for reviewing them with the Superintendent prior to release. Copies of all final news releases will be sent to the Superintendent's Office.

In addition, a periodic newsletter may be prepared and sent to each resident of the District or posted on its website. Included in the newsletter will be information regarding school activities, a monthly calendar, and other items of interest to the community. The Board accepts the funding obligation for the necessary staff and production costs.

As the official spokesperson, the Superintendent or designee will issue all news releases concerning the District. All statements of the Board will be released through the Office of the Superintendent and/or the District Clerk.

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Senior Citizens

The Board will consider school-related programs for senior citizens in accordance with Education Law and/or the Commissioner's regulations. These programs include special use of school buildings or *school buses, school lunches, and partial tax exemptions.

Education Law Sections 1501-b(1)(a), 1501-b(1)(b), and 1709(22)
Real Property Tax Law Section 467

**District must own buses*
Adoption Date

current
vllld

2009

3271
1 of 2

Community Relations

SUBJECT: SOLICITATION OF CHARITABLE DONATIONS

School Children

Direct solicitation of charitable donations from children in the District schools on school property during regular school hours shall not be permitted. It will be a violation of District policy to ask District school children directly to contribute money or goods for the benefit of a charity during the hours in which District students are compelled to be on school premises.

However, this policy does not prevent the following types of fund raising activities:

- a) Fund raising activities which take place off school premises, or outside of regular school hours during before-school or after-school extracurricular periods;
- b) Arms-length transactions, where the purchaser receives a consideration for his/her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity, shall not be prohibited as the purchaser will receive consideration - the concert or social event - for the funds expended;
- c) Indirect forms of charitable solicitation on school premises that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods or money. However, collection of charitable contributions of food, clothing, other goods or funds from students in the classroom or homeroom is prohibited.

The Board of Education shall ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents.

Regulations shall be developed by the administration to implement this policy.

School Personnel

Soliciting of funds from school personnel by persons or organizations representing public or private organizations shall be prohibited. The Superintendent of Schools shall have the authority to make exceptions to this policy in cases where such solicitation is considered to be in the District's best interest. The Board of Education shall be notified of these instances.

Distribution of information about worthwhile area charities may be made through the Office of the Superintendent of Schools as a service to School District personnel.

(Continued)

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Community Relations

SUBJECT: SOLICITATION OF CHARITABLE DONATIONS

New York State Constitution Article 8, Section 1

Education Law Section 414

8 New York Code of Rules and Regulations (NYCRR) Section 19.6

NOTE: Refer also to Policy #7450 -- Fund Raising by Students ✓

Adopted: 3/12/09

Community Relations

SUBJECT: SOLICITATION OF CHARITABLE DONATIONS**Students**

Direct solicitation of charitable donations from District students on school property during regular school hours is prohibited. It is a violation of District policy to ask District students directly to contribute money or goods for the benefit of a charity during the hours in which they are compelled to be on school grounds.

However, this policy does not prevent the following types of fundraising activities:

- a) Fundraising activities which take place off school grounds or outside of regular school hours during before-school or after-school extracurricular periods;
- b) Arms-length transactions, where the purchaser receives consideration for his or her donation. For example, the sale of goods or tickets for concerts or social events, where the proceeds go to charity;
- c) Indirect forms of charitable solicitation on school grounds that do not involve coercion, such as placing a bin or collection box in a hallway or other common area for the donation of food, clothing, other goods, or money.

The Board will ultimately decide which organizations, groups, etc. can solicit charitable donations and for what purposes, as long as the activities comply with the terms of this policy and the Rules of the Board of Regents.

Personnel

Soliciting of funds from school personnel by persons or organizations representing public or private organizations is prohibited. The Superintendent has the authority to make exceptions to this policy in cases where solicitation is considered to be in the District's best interest. The Board will be notified of these instances.

Distribution of information about worthwhile area charities may be made through the Office of the Superintendent as a service to District personnel.

New York State Constitution Article 8, Section 1
Education Law Section 414
8 NYCRR Section 19.6

NOTE: Refer also to Policy #7450 -- Fundraising by Students

Adoption Date

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Personnel

SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT

Registration

All employees who are certificate holders must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if he or she holds a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to his or her name and/or address within 180 days of such change may be subject to moral character review.

Continuing Teacher and Leader Education (CTLE) Credit Hours

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CLTE certificate holder if he or she holds a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy. Further, the CTLE will be aligned with professional development standards created by the New York Professional Standards and Practices Board for Teaching.

(Continued)

Personnel

SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT (Cont'd.)

The District will describe opportunities for teachers and administrators to engage in CTLE in its Professional Development Plan. The District will annually certify, in a form and on a time table prescribed by the Commissioner of Education, that the requirements to have a professional development plan for the succeeding school year have been met and that it has complied with the professional development plan for the current school year. The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

Language Acquisition CTLE and Exemption

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension are required to complete a minimum of 50 percent of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15 percent of the required hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. A minimum of 15 percent of the required CTLE hours for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15 percent of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELL students enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

CTLE Adjustments

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

(Continued)

Personnel

SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT (Cont'd.)

Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which he or she obtains this certification. The employee must still meet any language acquisition requirements, however.

Recordkeeping and Reporting Requirements

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

The District will maintain a record of any professional development it conducts or provides for at least seven years from the date of completion. The District will submit to SED, in a form and timetable prescribed by SED, information concerning the completion of professional development for regularly employed certificate holders.

Education Law §§ 3006, 3006-a, 3012-d
8 NYCRR Subpart 80-6
8 NYCRR §§ 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development

SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING**Registration**

All employees who are certificate holders must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if they hold a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to their name and/or address within 180 days of such change may be subject to moral character review.

Continuing Teacher and Leader Education (CTLE) Credit Hours

All continuing teacher and leader education certificate holders (CTLE certificate holders) must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CTLE certificate holder if they hold a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at any time over the course of a five-year period. Credit hours cannot carry over to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy.

SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING (Cont'd.)

The District will describe opportunities for teachers and administrators to engage in CTLE in its professional learning plan. The District will annually certify, in a format and on a timetable prescribed by the Commissioner of Education, that the requirements to have a professional learning plan for the succeeding school year have been met and that it has complied with the professional learning plan for the current school year.

The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things. A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

Language Acquisition CTLE and Exemption

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension are required to complete a minimum of 50% of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15% of the required CTLE hours dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. A minimum of 15% of the required CTLE hours for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15% of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELLs enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

CTLE Adjustments

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

(Continued)

SUBJECT: REGISTRATION AND PROFESSIONAL LEARNING (Cont'd.)

Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which they obtain this certification. However, the employee must still meet any language acquisition requirements.

Recordkeeping and Reporting Requirements

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

The District will maintain a record of any professional learning it conducts or provides for educators for at least seven years from the date of completion. These records will be available for review by SED.

Education Law Sections 3006, 3006-a, and 3012-d
8 NYCRR Subpart 80-6
8 NYCRR Sections 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development✓

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Non-Instructional/Business
Operations

SUBJECT: BUDGET ADOPTION

The Board will review the recommended budget of the Superintendent and seek public input and feedback regarding the recommended budget including, but not limited to, holding a public budget hearing not less than seven nor more than 14 days prior to the Annual District Meeting and Election at which the budget vote is to occur. The Board may modify the recommended budget of the Superintendent prior to its submission to District voters. Final authorization of the proposed budget is dependent upon voter approval unless a contingency budget is adopted by the Board.

In the event the original proposed budget is not approved at the Annual District Meeting and Election, the Board may resubmit the original proposed budget or a revised budget for voter approval, or individual propositions may be placed before District voters, at a special meeting held on the third Tuesday of June. If the voters fail to approve the second budget submittal, or budget proposition(s), or if the Board elects not to put the proposed budget to a public vote a second time, the Board must adopt a contingency budget with a tax levy that is no greater than the prior year's levy.

The District budget for any school year, or any part of such budget, or any proposition(s) involving the expenditure of money for that school year, will not be submitted for a vote of the qualified District voters more than twice.

The District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District. The District will post its final annual budget and any multi-year financial plan adopted by the Board on its website.

Education Law §§ 1608, 1716, 1804(4), 1906(1), 2002(1), 2003(1), 2004(1), 2007(3)(b), 2022, 2023,
2023-a, and 2601-a
8 NYCRR §§ 100.2(bb), 170.8, and 170.9

Adoption Date – December 13, 2017

SUBJECT: BUDGET ADOPTION

The Board will review the recommended budget of the Superintendent and seek public input and feedback regarding the recommended budget including, but not limited to, holding a public budget hearing not less than seven nor more than 14 days prior to the Annual District Meeting and Election at which the budget vote is to occur. The Board may modify the recommended budget of the Superintendent prior to its submission to District voters. Final authorization of the proposed budget is dependent upon voter approval unless a contingency budget is adopted by the Board.

The District budget for any school year, or any part of the budget, or any proposition(s) involving the expenditure of money for that school year, will not be submitted for a vote of the qualified District voters more than twice.

The District budget, once adopted, becomes the basis for establishing the tax levy on real property within the District. The District will post its final annual budget and any multi-year financial plan adopted by the Board on its website.

Contingency Budget

In the event the original proposed budget is not approved at the Annual District Meeting and Election, the Board may resubmit the original proposed budget or a revised budget for voter approval, or individual propositions may be placed before District voters, at a special meeting held on the third Tuesday of June. If the voters fail to approve the second budget submittal, or budget proposition(s), or if the Board elects not to put the proposed budget to a public vote a second time, the Board must adopt a contingency budget with a tax levy that is no greater than the prior year's levy (i.e., 0% levy growth).

The administrative component of the contingency budget is capped at the lesser of:

- a) The percent of the administrative component to the total budget in the prior year's budget, not including the capital component; or
- b) The percent that the administrative component comprised in the last proposed defeated budget for the subsequent year, not including, the capital component.

Education Law Sections 1608, 1716, 1804, 1906, 1950, 2007, 2022, 2023, 2023-a, and 2601-a
8 NYCRR Section 170.3

NOTE: Refer also to Policy #5110 -- Budget Planning and Development ✓

Adoption Date

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Non-Instructional/Business
Operations

SUBJECT: ADMINISTRATION OF THE BUDGET

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

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

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

Budget Transfers

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

Statement of the Total Funding Allocation

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

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

Adoption Date – October 10, 2019

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5140

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

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

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

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

Budget Transfers

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

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

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

SUBJECT: LEAVES OF ABSENCE

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

Leaves of absence, contractual, et al.

- a) Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b) Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

- c) Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

Leaves of absence, unpaid, not covered above

- a) Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence:

1. For a period of time not to exceed one school year for approved graduate study, this leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, this leave may be extended for a period of time not longer than the end of the school year after the school year in which the paid leave of absence began.

- b) Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.

- c) Unpaid leaves of absence will not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

- d) Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

Other leaves of absence

Other leaves of absence include, but are not limited to, the following:

a) Emergency Service Volunteer Leave

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave, or other overtime compensation to which the volunteer is otherwise entitled.

b) Screenings for Cancer

Employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

c) Blood Donation

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)**d) Bone Marrow Donation**

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

e) Nursing Mothers (Breastfeeding/Lactation)

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following childbirth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area where the employee can express milk in privacy. The District will not discriminate against an employee who chooses to express breast milk in the workplace.

Reasonable unpaid break time is generally no less than 20 minutes and no more than 30 minutes dependent upon the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every three hours if requested by the employee. At the employee's option, the District will allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide written notice to employees who are returning to work following the birth of a child of their right to take unpaid leave for the purpose of expressing breast milk. This notice may either be provided individually to affected employees or to all employees generally through publication of the notice in the employee handbook or posting of the notice in a central location.

Any employee wishing to avail herself of this benefit is required to give the District advance notice, preferably prior to her return to work, to allow the District an opportunity to establish a location and schedule leave time to accommodate employees as needed.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

f) Witnesses or Victims of Crimes

The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise his or her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. The District is permitted to ask the party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising his or her rights as provided under the law.

g) Victims of Domestic Violence

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

h) Military Leave

The District will comply with state and federal laws regarding military leave and re-employment.

i) Jury Duty

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to his or her term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)**j) Voting**

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of his or her working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not more than ten or less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC § 207(r)

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC §§ 4301-4333

Civil Service Law §§ 71-73 and 159-b

Education Law §§ 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

General Municipal Law §§ 92, 92-c, and 92-d

Election Law § 3-110

Executive Law § 296(22)

Judiciary Law §§ 519 and 521

Labor Law §§ 202-a, 202-i, 202-j, 202-l and 206-c

Military Law §§ 242 and 243

Penal Law § 215.14

Adoption Date – October 8, 2020

SUBJECT: LEAVES OF ABSENCE

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

Leaves of Absence, Contractual, Et Al.

- a) Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

- b) Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

- c) Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

Leaves of Absence, Unpaid, Not Covered Above

- a) Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence:

1. For a period of time not to exceed one school year for approved graduate study, this leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, this leave may be extended for a period of time not longer than the end of the school year after the school year in which the paid leave of absence began.

- b) Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.

- c) Unpaid leaves of absence will not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

- d) Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

Other Leaves of Absence

Other leaves of absence include, but are not limited to, the following:

- a) Emergency Service Volunteer Leave

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave, or other overtime compensation to which the volunteer is otherwise entitled.

- b) Screenings for Cancer

Employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

- c) Blood Donation

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

d) Bone Marrow Donation

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

e) Nursing Mothers (Breastfeeding/Lactation)

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time to allow an employee to express breast milk for their nursing child each time the employee has reasonable need to express breast milk for up to three years following childbirth.

Upon employee request, the District will designate a room or other location to be used by the employee to express breast milk which will be in close proximity to the work area, well lit, shielded from view, and free from workplace or public intrusion. The location will, at a minimum, contain a chair, a working surface, nearby access to clean running water, and an electrical outlet. The location will not be a restroom or toilet stall. The District will provide access to refrigeration for the purposes of storing expressed milk.

If the sole purpose of the location is not dedicated for use by employees to express breast milk, the location will be made available to employees when needed and will not be used for any other purpose while in use. The District will provide notice to all employees as soon as practicable when the location has been designated for use by employees to express breast milk.

At the employee's option, the District will allow the employee to work before or after their normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide a written notification regarding the rights of nursing employees to express breast milk in the workplace to each employee upon hire, annually thereafter, and to employees returning to work following the birth of a child. This notice will be based on a written policy developed by the Commissioner of Labor and will at a minimum:

1. Inform employees of their rights pursuant to law;

(Continued)

Personnel

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

2. Specify how a request may be submitted to the District for a room or other location for use by an employee to express breast milk;
3. Require the District to respond to requests within a reasonable time frame that is not to exceed five business days.

The District will not discriminate or retaliate against an employee who chooses to express breast milk in the workplace.

f) **Witnesses or Victims of Crimes**

The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise their rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. The District is permitted to ask the party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising their rights as provided under the law.

g) **Victims of Domestic Violence**

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

h) **Military Leave**

The District will comply with state and federal laws regarding military leave and re-employment.

(Continued)

SUBJECT: LEAVES OF ABSENCE (Cont'd.)

i) Jury Duty

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to their term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

j) Voting

Employees who are registered voters and have four consecutive hours either between the opening of the polls and the beginning of their working shift, or between the end of their working shift and the closing of the polls, will be deemed to have sufficient time to vote and will therefore not be eligible for paid leave to vote in any election.

Employees who are registered voters, and do not have sufficient time outside of their working hours to vote in any election, may without loss of pay for up to two hours, take so much time off as will, when added to their voting time outside of their working hours, enable them to vote. The employee will be allowed time off for voting only at the beginning or the end of their working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not more than ten or less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC Section 218d

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC Sections 4301-4333

Civil Service Law Sections 71-73 and 159-b

Education Law Sections 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

Election Law Section 3-110

Executive Law Section 296(22)

General Municipal Law Sections 92, 92-c, and 92-d

Judiciary Law Sections 519 and 521

Labor Law Sections 202-a, 202-i, 202-j, 202-l, and 206-c

Military Law Sections 242 and 243

Penal Law Section 215.14

Adoption Date

Current *VIII/1*

2019

7470

Students

SUBJECT: STUDENT VOTER REGISTRATION AND PRE-REGISTRATION

The District recognizes the importance of voting and civic engagement. As such, the District seeks to encourage student voter registration and pre-registration. A person who is at least sixteen years of age and who is otherwise qualified to register to vote may pre-register to vote, and will then be automatically registered to vote upon reaching the age of eligibility as provided by law.

The District promotes student voter registration and pre-registration through the following means:

Encouraging voter registration and pre-registration at various student events throughout the year.

The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

Election Law § 5-507

Adoption Date – December 12, 2019

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The District promotes student voter registration and pre-registration through the following means:

- a) Collaborating with county boards of elections to conduct voter registration and pre-registration in the District's high school(s); and
- b) Encouraging voter registration and pre-registration at various student events throughout the year.
- c) When appropriate representatives from Hamilton County Board of Election will present information to students.

The District will inform students of New York State's requirements for voter registration and pre-registration, as well as provide access to voter registration and pre-registration applications during the school year and provide assistance with filing these applications. The completion and submission of voter registration or pre-registration forms will not be a course requirement or graded assignment for District students.

Election Law Section 5-507

Adoption Date

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Election Law Section 5-507

Adoption Date