



Long Lake
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

Thursday, December 10, 2020

6:00 p.m. Regular Meeting, LLCS Gymnasium

Public Attendance via Google Meet Link Only:

Join by phone: Call in from a mobile device

+1-346-707-0221 PIN: 124 595 229#

Join from a video system or application: meet.google.com/fgf-nftj-nsc

- I. Call to Order – President of the Board
 - a. Pledge of Allegiance
 - b. *Minutes of the November 12, 2020, Regular Meeting
 - c. Next Regular Meeting Date January 14, 2021
- II. Public Participation
- III. Presentations
- IV. Superintendent's Update
- V. Business Affairs
 - a. *October 2020 Treasurer Reports
 - b. Comprehensive Budget and Revenue Status Reports
 - c. Warrants
- VI. Recommendations for Approval
 - a. *Janet Loyka as Substitute
 - b. *Resignation of Tina Pine as National Honor Society Advisor effective November 20, 2020
 - c. *June 30, 2020 Audit Corrective Action Plan
 - d. *Policy 5676 Privacy and Security for Student Data and Teacher and Principal Data
 - e. *External Auditing Services for June 30, 2021 through June 30, 2023
 - f. *Capital Project Bid Award
 - g. *Minecraft: Education Edition Club
- VII. General Discussion
 - a. Budget Information Worksheet
- VIII. Policy Readings
 - a. 1st Reading #5670 Records Management

IX. 2nd Public Participation

X. Executive Session

- a. To Discuss the Employment History of Two Particular Persons
- b. To Discuss a Matter Relating to Personal and Financial Issues of a Particular Person and/or Which is Made Confidential by State or Federal Law

XI. Adjourn

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

Date: November 12, 2020

Time: 6:00 p.m.

Type of Meeting: Regular Meeting

Place: Gymnasium (for Members) or Google Meet (for Public)
By Phone 1-786-540-5454, PIN: 773821960
Or by Video System meet.google.com/huo-wvge-xxg

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

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

Call to Order: The President called the meeting to order at 6:05 p.m.

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

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, the minutes of the October 8, 2020 regular meeting.

The next meeting date is Thursday, December 10, 2020 at 6 p.m.

Public Participation: None.

Presentations: Mark Mashaw, Auditor from Pinto, Mucenski, Hooper, VanHouse and Company presented the 2019-2020 audit. We received a clean, unmodified opinion.

Superintendent's Update: Senior Jose Lamos voted for the first time last week as part of the Government class.

Ms. Stewart, Mrs. Cohen and Mrs. Combs are working together to bring the **Seal of Biliteracy** to our district.

Social Service dog Reggie is here Mondays and Fridays bringing positivity and comfort to the building.

Students have been receiving numerous **positive office referrals** based upon our Character Education Program.

Parents were sent our **K-12 Temporary Remote Learning Plan**.

“Caught with Character” slides have been added to our daily Morning Announcements.

Our Morning Announcements also include a **virtual book talk** by Mr. Tremblay.

The School Culture Committee planned a **Halloween Parade** which was a great success. They are also planning a **Thanksgiving celebration**.

Custodian **Joseph Parent** passed his **bus driver test** which is a great help to the district.

Committee minutes have been added to the board packets as an FYI.

Faculty negotiations will start soon. The Board will need to form a team for the District.

Virtual Parent Teacher Conferences will be held Thursday, November 19, 2020

Noelle Short updated the Board on the **capital project**. A pre-bid meeting was held November 10 and bids are due November 24 with the hopes to approve contractors at the December Board of Education meeting.

The Board was updated on **COVID related items**.

Business Affairs:

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, the September 2020 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds, Budget Transfer Schedule A-2 and Warrants #A-8, C-3, and CM-1 were reviewed.

Recommendations for Approval

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the **2019-2020 school year Audit Report** as prepared by Pinto, Mucenski, Hooper, VanHouse and Company.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, the 2020-2021 school year **Tax Collectors Report**.

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor the Resolution authorizing **participation in Cooperative Energy Purchasing Service (NYSMEC) for Electricity**.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **CSE/504 Recommendations** for Student # 202201, 202755, 201907, and 202732.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, **Basketball Coaches** for the 2020-2021 season: Kathryn Connell – Boys' Varsity and Hannah Klossner – Girls' Modified, and Recognized: Eric McCauliffe – Girls' Varsity and Travis Howe – Boys' Modified.

General Discussion

The **Bus Replacement Plan** was reviewed. Our Dodge Caravan will need to be replaced in the upcoming school year.

A **Request for Proposals for Auditing Services** has been sent to various auditors. Proposals are due back November 30, 2020.

Policy 1st Readings: A first reading on Policy #5676 Privacy and Security Data and Teacher and Principal Data was held.

2nd Public Participation: Michael Farrell asked about the upcoming remote BOCES programs and how our BOCES students will participate.

Trisha Hosley said the CTSO is planning a Scavenger Hunt.

Brian Penrose said there is going to be a community wide Gingerbread House Competition.

Executive Session: None

Adjournment: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, the Board adjourned at 7:08 p.m.

Clerk of the Board

Victoria J. Snide

Va.

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

For the Period from October 1, 2020 thru November 1, 2020

Total available balance as reported at the end of preceding period \$ 7,152.61

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

<u>Date</u>	<u>Source</u>	
October	Deposits	\$ 307.38
	Interest	\$ 0.06

Total Receipts \$ 307.44

Total receipts, including balance \$ 7,460.05

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 7,460.05

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 7,460.05

Less outstanding checks \$ -

See attached

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

There are undeposited funds in treasurer's hands)

\$ 7,460.05

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 7,460.05

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

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

Lisa Walker
Treasurer of School District

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

For the Period from October 1, 2020 thru November 1, 2020

Total available balance as reported at the end of preceding period \$ 52,011.13

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

<u>Date</u>	<u>Source</u>	
October	Deposits	150,127.64

Total Receipts \$ 150,127.64

Total receipts, including balance \$ 202,138.77

Disbursements made during the month:

By Check: #16572 \$ 174.56

EFT Transfers/Direct Deposit 20281-20395 \$ 200,964.21

\$ -

Total amount of checks issued and debit charges: \$ 201,138.77

Cash balance as shown by records \$ 1,000.00

RECONCILIATION WITH BANK STATEMENT

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

Less Outstanding Checks - See Attached \$ -

\$ 1,000.00

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

\$ -

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

\$ 1,000.00

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

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Clerk of the Board of Education

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above cash balance is
in agreement with my
bank statement, as reconciled.
Treasurer of School District

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

For Period from October 1, 2020 thru November 1, 2020

Total available balance as reported at the end of preceding period \$ 40,131.00

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

<u>Date</u>	<u>Source</u>	
October	Deposits	\$ 261,000.00
	Interest	0.49

Total Receipts \$ 261,000.49

Total receipts, including balance \$ 301,131.49

Disbursements made during the month:

By Check-From Check #16410-16454	\$ 109,596.09
EFT Transfers	151,878.60
	\$ -

Total amount of checks issued and debit charges \$ 261,474.69

Cash balance as shown by records \$ 39,656.80

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 45,787.54

Less outstanding checks see attached \$ 6,130.74

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 39,656.80

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


Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 39,656.80

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Clerk of the Board of Education

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Treasurer of School District

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

For the Period from October 1, 2020 thru November 1, 2020

Total available balance as reported at the end of preceding period \$ 2,399.66

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

<u>Date</u>	<u>Source</u>	
October	Deposits	\$ 250.00
	Interest	\$ 0.02

Total Receipts \$ 250.02

Total receipts, including balance \$ 2,649.68

Disbursements made during the month:

By Check-from Check #1412-1413 \$ 200.00

EFT Transfers -

Total amount of checks issued and debit charges \$ 200.00

Cash balance as shown by records \$ 2,449.68

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,549.68

less outstanding checks \$ 100.00

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 2,449.68

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 2,449.68

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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Treasurer of School District

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

For the Period from October 1, 2020 thru November 1, 2020

Total available balance as reported at the end of preceding period \$ 1,327,929.74

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

<u>Date</u>	<u>Source</u>	
October	Deposits	\$ 421,985.41
	Interest	\$ 25.36
	Total Receipts	\$ 422,010.77
	Total receipts, including balance	\$ 1,749,940.51

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 261,593.59
By Debit	\$ -

Total amount of checks issued and debit charges \$ 261,593.59

Cash balance as shown by records \$ 1,488,346.92

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,488,346.92

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,488,346.92

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,488,346.92

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

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

Lisa Walker
Treasurer of School District

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

For the Period from October 1, 2020 thru October 31, 2020

Total available balance as reported at the end of preceding period \$ 960,299.95

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

<u>Date</u>	<u>Source</u>	
October	Deposits	\$ -
	Interest	\$ 69.49
	Total Receipts	\$ 69.49
	Total receipts, including balance	\$ 960,369.44

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 \$ 960,369.44

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 960,369.44

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 960,369.44

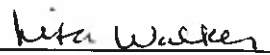
Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 960,369.44

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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bank statement, as reconciled.
Treasurer of School District

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

For the Period from October 1, 2020 thru October 31, 2020

Total available balance as reported at the end of preceding period \$ 39,252.09

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

<u>Date</u>	<u>Source</u>	
October	Deposits	-
	Interest	\$ 2.83

Total Receipts \$ 2.83

Total receipts, including balance \$ 39,254.92

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 39,254.92

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 39,254.92

less outstanding checks

see attached	\$ -
	\$ -

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

\$ 39,254.92

Amount of receipts undeposited (See attached schedules)

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

\$ 39,254.92

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

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

Heisa Walker
Treasurer of School District

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

For the Period from October 1, 2020 thru October 31, 2020

Total available balance as reported at the end of preceding period \$ 53,548.59

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

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

Total Receipts \$ 3.90

Total receipts, including balance \$ 53,552.49

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 \$ 53,552.49

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 53,552.49

less outstanding checks

see attached	\$ -
	\$ -

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

\$ 53,552.49

Amount of receipts undeposited (See attached schedules)

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

\$ 53,552.49

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

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


Treasurer of School District

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

For the Period from October 1, 2020 thru October 31, 2020

Total available balance as reported at the end of preceding period \$ 33,796.04

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

<u>Date</u>	<u>Source</u>	
October	Deposits	-
	Interest	\$ 2.46
	Total Receipts	\$ 2.46
	Total receipts, including balance	\$ 33,798.50

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 33,798.50

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 33,798.50

less outstanding checks see attached \$ -

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

\$ 33,798.50

Amount of receipts undeposited (See attached schedules)

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

\$ 33,798.50

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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Lisa Walker
Treasurer of School District

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

For the Period from October 1, 2020 thru October 31, 2020

Total available balance as reported at the end of preceding period \$ 72,278.21

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

<u>Date</u>	<u>Source</u>	
October	Deposits	\$ -
	Interest	\$ 5.26

Total Receipts \$ 5.26

Total receipts, including balance \$ 72,283.47

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 \$ 72,283.47

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 72,283.47

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 72,283.47

Amount of receipts undeposited (See attached schedules)

-

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

\$ 72,283.47

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

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

Lisa Walker
Treasurer of School District

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

For the Period from October 1, 2020 thru October 31, 2020

Total available balance as reported at the end of preceding period \$ 9,091.66

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

<u>Date</u>	<u>Source</u>	
October	Deposits	\$ -
	Interest	\$ 0.61
	Total Receipts	\$ 0.61
	Total receipts, including balance	\$ 9,092.27

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 \$ 9,092.27

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 9,092.27
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 9,092.27

Amount of receipts undeposited (See attached schedules)

-

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

\$ 9,092.27

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

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

Lisa Walker
Treasurer of School District

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

For the Period from October 1, 2020 thru October 31, 2020

Total available balance as reported at the end of preceding period \$ 2,079.93

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

<u>Date</u>	<u>Source</u>	
October	Deposits	\$ -
	Interest	\$ 0.19
	Total Receipts	\$ 0.19
	Total receipts, including balance	\$ 2,080.12

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 \$ 2,080.12

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 2,080.12
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 2,080.12

Amount of receipts undeposited (See attached schedules)

-

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

\$ 2,080.12

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

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

Wanda Walker
Treasurer of School District

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

For the Period from October 1, 2020 thru October 31, 2020

Total available balance as reported at the end of preceding period \$ 6,772.08

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

<u>Date</u>	<u>Source</u>	
October	Deposits	\$ -
	Interest	\$ 0.52
	Total Receipts	\$ 0.52
	Total receipts, including balance	\$ 6,772.60

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 6,772.60

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 6,772.60
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 6,772.60

Amount of receipts undeposited (See attached schedules)

-

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

\$ 6,772.60

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

_____, 20____

Clerk of the Board of Education

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


Treasurer of School District

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

For the Period from October 1, 2020 thru October 31, 2020

Total available balance as reported at the end of preceding period \$ 114,136.78

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

<u>Date</u>	<u>Source</u>	
October	Deposits	-
	Interest	\$ 8.29
	Total Receipts	\$ 8.29
	Total receipts, including balance	\$ 114,145.07

Disbursements made during the month:

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

Cash balance as shown by records \$ 114,145.07

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 114,145.07

less outstanding checks

see attached

\$ -
\$ -

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

\$ 114,145.07

Amount of receipts undeposited (See attached schedules)

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

\$ 114,145.07

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

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


Treasurer of School District

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
A 1010.450-0000	BOE Materials and Supplies	2,800.00	0.00	2,800.00	0.00	156.30	2,643.70
A 1010.490-0000	BOE BOCES Services	7,500.00	0.00	7,500.00	1,191.96	0.00	6,308.04
1010	BOARD OF EDUCATION	18,300.00	0.00	18,300.00	1,191.96	156.30	16,951.74
A 1040.160-0000	BOE District Clerk Salaries	2,353.00	0.00	2,353.00	941.20	0.00	1,411.80
A 1040.400-0000	BOE District Clerk Contractual	4,000.00	0.00	4,000.00	1,964.81	0.00	2,035.19
1040	DISTRICT CLERK	6,353.00	0.00	6,353.00	2,906.01	0.00	3,446.99
10		24,653.00	0.00	24,653.00	4,097.97	156.30	20,398.73
A 1240.160-0000	Support Staff Salaries	125,597.00	0.00	125,597.00	58,211.77	0.00	67,385.23
A 1240.200-0000	Central Admin Equipment	2,000.00	0.00	2,000.00	1,923.25	0.00	76.75
A 1240.400-0000	Central Admin Contractual	13,680.00	340.00	14,020.00	6,137.10	0.00	7,882.90
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	0.00	2,500.00	290.98	0.00	2,209.02
1240	CHIEF SCHOOL ADMINISTRATOR	143,777.00	340.00	144,117.00	66,563.10	0.00	77,553.90
12		143,777.00	340.00	144,117.00	66,563.10	0.00	77,553.90
A 1310.160-0000	Finance Business Admin Salaries	89,819.00	0.00	89,819.00	37,984.04	0.00	51,834.96
A 1310.490-0000	Finance BOCES Services	23,500.00	0.00	23,500.00	2,850.40	0.00	20,649.60
1310	BUSINESS ADMINISTRATION	113,319.00	0.00	113,319.00	40,834.44	0.00	72,484.56
A 1320.160-0000	Finance Auditing Salaries	550.00	0.00	550.00	82.49	0.00	467.51
A 1320.400-0000	Finance Auditor Contractual	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
1320	AUDITING	9,550.00	0.00	9,550.00	82.49	0.00	9,467.51
A 1325.160-0000	Finance District Treasurer	20,967.00	0.00	20,967.00	8,854.16	0.00	12,112.84
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	0.00	0.00	250.00
1325	TREASURER	21,217.00	0.00	21,217.00	8,854.16	0.00	12,362.84
A 1330.160-0000	Finance Tax Collector Salary	4,057.00	0.00	4,057.00	4,057.00	0.00	0.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	1,188.46	0.00	311.54
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	5,657.00	0.00	5,657.00	5,245.46	0.00	411.54
13		149,743.00	0.00	149,743.00	55,016.55	0.00	94,726.45
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	2,500.00	0.00	11,500.00
1420	LEGAL	14,000.00	0.00	14,000.00	2,500.00	0.00	11,500.00
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	197.07	0.00	1,752.93
1430	PERSONNEL	1,950.00	0.00	1,950.00	197.07	0.00	1,752.93
A 1480.400-0000	Public Info Contractual	250.00	0.00	250.00	0.00	0.00	250.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1480.450-0000	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1480	PUBLIC INFORMATION & SERVICES	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00
14		17,200.00	0.00	17,200.00	2,697.07	0.00	14,502.93
A 1620.160-0000	Central Services Support Staff Salaries	100,712.00	0.00	100,712.00	40,061.23	0.00	60,650.77
A 1620.200-0000	Central Services Equipment	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 1620.400-0000	Central Services Contractual	65,250.00	0.00	65,250.00	40,093.26	5,730.26	19,426.48
A 1620.410-0000	Central Services Fuel Oil	85,000.00	0.00	85,000.00	0.00	85,000.00	0.00
A 1620.420-0000	Central Services Television	1,800.00	0.00	1,800.00	616.52	0.00	1,183.48
A 1620.430-0000	Central Services Electricity	27,000.00	0.00	27,000.00	4,534.37	0.00	22,465.63
A 1620.440-0000	Central Services Water Rent	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
A 1620.450-0000	Central Services Materials & Supplies	21,500.00	77.88	21,577.88	6,452.67	2,750.66	12,374.55
A 1620.451-0000	Custodial Supplies - COVID	0.00	0.00	0.00	11,431.48	285.00	-11,716.48
A 1620.460-0000	Central Services Telephone	9,000.00	0.00	9,000.00	3,171.78	0.00	5,828.22
A 1620.480-0000	Central Services LP Gas	100.00	0.00	100.00	0.00	0.00	100.00
A 1620.490-0000	Central Services BOCES	1,000.00	0.00	1,000.00	142.00	0.00	858.00
1620	OPERATION OF PLANT	313,362.00	77.88	313,439.88	107,503.31	93,765.92	112,170.65
A 1621.160-0000	Mainten Support Staff Salaries	15,451.00	0.00	15,451.00	6,173.36	0.00	9,277.64
A 1621.400-0000	Maintenance Contractual Exp	17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
1621	MAINTENANCE OF PLANT	32,951.00	0.00	32,951.00	6,173.36	0.00	26,777.64
A 1670.400-0000	Contractual	825.00	0.00	825.00	811.80	0.00	13.20
A 1670.450-0000	Postage	3,200.00	0.00	3,200.00	1,000.00	0.00	2,200.00
A 1670.490-0000	Printing - BOCES Services	2,000.00	0.00	2,000.00	52.60	0.00	1,947.40
1670	CENTRAL PRINTING & MAILING	6,025.00	0.00	6,025.00	1,864.40	0.00	4,160.60
A 1680.490-0000	Central DP - BOCES Services	38,000.00	0.00	38,000.00	6,215.00	0.00	31,785.00
1680	CENTRAL DATA PROCESSING	38,000.00	0.00	38,000.00	6,215.00	0.00	31,785.00
16		390,338.00	77.88	390,415.88	121,756.07	93,765.92	174,893.89
A 1910.400-0000	Unallocated Insurance	1,000.00	0.00	1,000.00	735.66	0.00	264.34
1910	UNALLOCATED INSURANCE	1,000.00	0.00	1,000.00	735.66	0.00	264.34
A 1920.400-0000	School Association Dues	4,650.00	0.00	4,650.00	3,720.00	0.00	930.00
1920	SCHOOL ASSOCIATION DUES	4,650.00	0.00	4,650.00	3,720.00	0.00	930.00
A 1981.490-0000	BOCES Administrative Costs	17,000.00	0.00	17,000.00	3,394.60	0.00	13,605.40
1981	BOCES ADMINISTRATIVE COSTS	17,000.00	0.00	17,000.00	3,394.60	0.00	13,605.40
A 1983.490-0000	BOCES Capital Expenses	100.00	0.00	100.00	49,005.00	0.00	-48,905.00

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Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1963	BOCES CAPITAL EXPENSE	*	100.00	0.00	100.00	49,005.00	0.00	-48,905.00
19		**	22,750.00	0.00	22,750.00	56,855.26	0.00	-34,105.26
1		***	748,461.00	417.88	748,878.88	306,986.02	93,922.22	347,970.64
A 2020.150-0000	Supervision Instructional		25,000.00	0.00	25,000.00	10,604.79	0.00	14,395.21
2020	SUPERVISION - REGULAR SCHOOL	*	25,000.00	0.00	25,000.00	10,604.79	0.00	14,395.21
A 2070.150-0000	Instructional Salaries		16,720.00	0.00	16,720.00	2,150.00	0.00	14,570.00
A 2070.490-0000	Inservices - BOCES Services		20,000.00	0.00	20,000.00	2,183.80	0.00	17,816.20
2070	INSERVICE TRAINING - INSTRUCTION	*	36,720.00	0.00	36,720.00	4,333.80	0.00	32,386.20
20		**	61,720.00	0.00	61,720.00	14,938.59	0.00	46,781.41
A 2110.120-0000	Teaching K-6 Salaries		487,932.00	0.00	487,932.00	114,942.00	0.00	372,990.00
A 2110.130-0000	Teaching 7-12 Salaries		468,162.00	0.00	468,162.00	114,612.50	0.00	353,549.50
A 2110.140-0000	Substitute Teachers		18,000.00	0.00	18,000.00	5,865.00	0.00	12,135.00
A 2110.160-0000	Support Staff Salaries		41,327.00	0.00	41,327.00	12,118.62	0.00	29,208.38
A 2110.170-0000	Payment in Lieu of Health Insurance		14,000.00	0.00	14,000.00	0.00	0.00	14,000.00
A 2110.180-0000	Leave Sellback		0.00	0.00	0.00	0.00	0.00	0.00
A 2110.200-0000	Teaching Equipment		7,000.00	-1,850.00	5,150.00	3,250.00	0.00	1,900.00
A 2110.400-0000	Teaching Contractual		16,726.00	0.00	16,726.00	5,241.84	0.00	11,484.16
A 2110.410-0000	Field Trips		21,000.00	0.00	21,000.00	-77.00	0.00	21,077.00
A 2110.411-0000	Conference Attendance		10,500.00	0.00	10,500.00	1,569.00	0.00	8,931.00
A 2110.412-0000	Mileage Reimbursement		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2110.413-0000	Arts in Education		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2110.450-0000	Teaching Materials & Supplies		9,000.00	0.00	9,000.00	3,232.01	0.00	5,767.99
A 2110.451-0000	Elementary - Grade 1		2,075.00	0.00	2,075.00	1,362.63	179.49	532.88
A 2110.451-1000	Summer School		90.00	0.00	90.00	0.00	0.00	90.00
A 2110.451-2000	Art Program		2,725.00	718.24	3,443.24	1,883.44	0.00	1,559.80
A 2110.451-4000	Teachers Assistant-Dukett		250.00	0.00	250.00	242.08	0.00	7.92
A 2110.451-5000	English		325.00	0.00	325.00	131.87	65.32	127.81
A 2110.451-6000	Spanish		0.00	60.00	60.00	58.98	0.00	1.02
A 2110.451-8000	Health Education		260.00	0.00	260.00	43.79	0.00	216.21
A 2110.451-9000	Math		800.00	0.00	800.00	65.29	0.00	734.71
A 2110.452-1000	Elementary - Gaffney/SPED		255.00	0.00	255.00	0.00	0.00	255.00
A 2110.452-2000	Music		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2110.452-3000	Phys Ed		1,628.00	0.00	1,628.00	1,482.21	0.00	145.79

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-4000	Science	1,195.00	0.00	1,195.00	573.30	0.00	621.70
A 2110.452-5000	Social Studies	300.00	0.00	300.00	0.00	0.00	300.00
A 2110.452-6000	Technology	1,700.00	0.00	1,700.00	90.48	0.00	1,609.52
A 2110.452-7000	Elementary - PreK/Teaching Assistant	900.00	0.00	900.00	543.26	0.00	356.74
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	250.00	0.00	250.00	0.00	0.00	250.00
A 2110.453-0000	Elementary - Connell	405.00	0.00	405.00	38.98	0.00	366.02
A 2110.454-0000	Elementary - Grade 2	900.00	0.00	900.00	664.57	0.00	235.43
A 2110.455-0000	Elementary - Grade 3/4	1,250.00	0.00	1,250.00	191.86	0.00	1,058.14
A 2110.456-0000	Elementary - Grade 5/6	625.00	0.00	625.00	47.98	0.00	577.02
A 2110.458-0000	Elementary - Grade K	1,015.00	18.43	1,033.43	763.32	0.00	270.11
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.459-2000	STEM	1,000.00	0.00	1,000.00	119.98	0.00	880.02
A 2110.480-0000	Teaching Textbooks	11,500.00	-60.00	11,440.00	1,488.08	0.00	9,951.92
A 2110.490-0000	Teaching BOCES	10,000.00	0.00	10,000.00	4,467.67	0.00	5,532.33
2110	TEACHING - REGULAR SCHOOL	1,141,095.00	-1,113.33	1,139,981.67	275,013.74	244.81	864,723.12
21		1,141,095.00	-1,113.33	1,139,981.67	275,013.74	244.81	864,723.12
A 2250.150-0000	Instructional Salaries	90,540.00	0.00	90,540.00	21,050.22	0.00	69,489.78
A 2250.160-0000	Non Instructional Salaries	34,772.00	0.00	34,772.00	5,842.27	0.00	28,929.73
A 2250.400-0000	Students w/Disab Contractual	4,500.00	0.00	4,500.00	4,523.03	0.00	-23.03
A 2250.450-0000	Special Ed Materials & Supplies	675.00	0.00	675.00	0.00	0.00	675.00
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	91,000.00	0.00	91,000.00	4,792.44	0.00	86,207.56
2250	PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	223,987.00	0.00	223,987.00	36,207.96	0.00	187,779.04
A 2280.490-0000	BOCES Services	35,000.00	0.00	35,000.00	3,968.60	0.00	31,031.40
2280	OCCUPATIONAL EDUCATION (GRADES 9-12)	35,000.00	0.00	35,000.00	3,968.60	0.00	31,031.40
22		258,987.00	0.00	258,987.00	40,176.56	0.00	218,810.44
A 2330.150-0000	Adult Education Salary	11,350.00	0.00	11,350.00	141.60	0.00	11,208.40
A 2330.151-0000	Special Schools Salary	20,160.00	0.00	20,160.00	0.00	0.00	20,160.00
A 2330.400-0000	Special Schools Contractual	3,600.00	0.00	3,600.00	0.00	0.00	3,600.00
A 2330.450-0000	Special Schools Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2330	TEACHING - SPECIAL SCHOOLS	35,610.00	0.00	35,610.00	141.60	0.00	35,468.40

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
23		35,610.00	0.00	35,610.00	141.60	0.00	35,468.40
A 2610.150-0000	Library Salaries	54,058.00	0.00	54,058.00	12,973.92	0.00	41,084.08
A 2610.450-0000	Library Materials & Supplies	1,235.00	-120.00	1,115.00	216.95	0.00	898.05
A 2610.460-0000	Library Collections	3,546.00	120.00	3,666.00	3,662.54	0.00	3.46
A 2610.490-0000	Library BOCES Services	8,750.00	0.00	8,750.00	1,672.40	0.00	7,077.60
2610	SCHOOL LIBRARY & AUDIOVISUAL	67,589.00	0.00	67,589.00	18,525.81	0.00	49,063.19
A 2630.220-0000	Computer Hardware	21,000.00	0.00	21,000.00	10,360.12	3,556.20	7,083.68
A 2630.450-0000	Computer Materials & Supplies	1,000.00	0.00	1,000.00	500.46	164.22	335.32
A 2630.460-0000	Computer Software	7,000.00	0.00	7,000.00	3,439.74	0.00	3,560.26
A 2630.490-0000	Computer BOCES	73,500.00	0.00	73,500.00	18,163.56	0.00	55,336.44
2630	COMPUTER ASSISTED INSTRUCTION	102,500.00	0.00	102,500.00	32,463.88	3,720.42	66,315.70
26		170,089.00	0.00	170,089.00	50,989.69	3,720.42	115,378.89
A 2805.160-0000	Attendance	4,500.00	0.00	4,500.00	1,285.68	0.00	3,214.32
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	0.00	4,500.00	1,285.68	0.00	3,214.32
A 2810.150-0000	Guidance Instructional Salaries	63,815.00	0.00	63,815.00	18,694.06	0.00	45,120.94
A 2810.450-0000	Guidance Materials & Supplies	925.00	0.00	925.00	234.25	0.00	690.75
A 2810.451-0000	Guidance Testing and Materials	950.00	0.00	950.00	0.00	779.00	171.00
2810	GUIDANCE - REGULAR SCHOOL	65,690.00	0.00	65,690.00	18,928.31	779.00	45,982.69
A 2815.160-0000	Support Staff Salaries	34,629.00	0.00	34,629.00	9,465.30	0.00	25,163.70
A 2815.400-0000	Health Contractual	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
A 2815.450-0000	Health Materials & Supplies	2,500.00	0.00	2,500.00	421.39	0.00	2,078.61
2815	HEALTH SERVICES - REGULAR SCHOOL	43,629.00	0.00	43,629.00	9,886.69	0.00	33,742.31
A 2820.400-0000	Psychologist Contractual	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
A 2820.450-0000	Psychologist Materials & Supplies	1,500.00	0.00	1,500.00	1,125.09	50.00	324.91
A 2820.490-0000	BOCES Psychologist	11,500.00	0.00	11,500.00	2,774.00	0.00	8,726.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	58,000.00	0.00	58,000.00	3,899.09	50.00	54,050.91
A 2825.400-0000	Contractual	6,700.00	0.00	6,700.00	0.00	0.00	6,700.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,700.00	0.00	6,700.00	0.00	0.00	6,700.00
A 2850.150-0000	Co-curricular Salaries	30,090.00	0.00	30,090.00	308.00	0.00	29,782.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	31,090.00	0.00	31,090.00	308.00	0.00	30,782.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.150-0000	Interscholastic Salaries	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A 2855.400-0000	Interscholastic Contractual	20,500.00	0.00	20,500.00	0.00	0.00	20,500.00
A 2855.450-0000	Interscholastic Materials & Supplies	2,500.00	640.00	3,140.00	1,037.50	0.00	2,102.50
A 2855.490-0000	BOCES Interscholastic	1,000.00	0.00	1,000.00	194.20	0.00	805.80
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	34,000.00	640.00	34,640.00	1,231.70	0.00	33,408.30
28		243,609.00	640.00	244,249.00	35,539.47	829.00	207,880.53
2		1,911,110.00	-473.33	1,910,636.67	416,799.65	4,794.23	1,489,042.79
A 5510.160-0000	Transportation Salaries	86,064.00	0.00	86,064.00	29,803.39	0.00	56,260.61
A 5510.200-0000	Transportation Equipment	0.00	1,850.00	1,850.00	1,850.00	0.00	0.00
A 5510.210-0000	Purchase of Buses	0.00	0.00	0.00	0.00	57,932.50	-57,932.50
A 5510.400-0000	Transportation Contractual	15,000.00	0.00	15,000.00	10,814.25	0.00	4,185.75
A 5510.450-0000	Transportation Materials & Supplies/Parts	500.00	0.00	500.00	126.78	0.00	373.22
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	752.35	0.00	17,247.65
A 5510.452-0000	Tires	2,500.00	0.00	2,500.00	401.01	0.00	2,098.99
A 5510.453-0000	Parts	7,500.00	0.00	7,500.00	3,571.71	2,874.20	1,054.09
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	2,350.72	0.00	10,649.28
A 5510.490-0000	BOCES Contractual	1,300.00	0.00	1,300.00	181.00	0.00	1,119.00
5510	DISTRICT TRANSPORTATION SERVICES	143,864.00	1,850.00	145,714.00	49,851.21	60,806.70	35,056.09
55		143,864.00	1,850.00	145,714.00	49,851.21	60,806.70	35,056.09
5		143,864.00	1,850.00	145,714.00	49,851.21	60,806.70	35,056.09
A 9010.800-0000	NYS Retirement	67,500.00	0.00	67,500.00	47,191.00	0.00	20,309.00
9010	STATE RETIREMENT	67,500.00	0.00	67,500.00	47,191.00	0.00	20,309.00
A 9020.800-0000	Teacher Retirement	140,000.00	0.00	140,000.00	-33,022.80	0.00	173,022.80
9020	TEACHERS' RETIREMENT	140,000.00	0.00	140,000.00	-33,022.80	0.00	173,022.80
A 9030.800-0000	Social Security	143,103.00	0.00	143,103.00	39,071.33	0.00	104,031.67
9030	SOCIAL SECURITY	143,103.00	0.00	143,103.00	39,071.33	0.00	104,031.67
A 9040.800-0000	Worker Compensation	11,000.00	0.00	11,000.00	5,370.00	0.00	5,630.00
9040	WORKERS' COMPENSATION	11,000.00	0.00	11,000.00	5,370.00	0.00	5,630.00
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	4,000.00	0.00	4,000.00	1,276.57	0.00	2,723.43
9055	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	1,276.57	0.00	2,723.43
A 9060.800-0000	Hospitalization	960,000.00	0.00	960,000.00	445,739.23	0.00	514,260.77

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	*	960,000.00	0.00	960,000.00	445,739.23	514,260.77
90		**	1,345,603.00	0.00	1,345,603.00	505,625.33	839,977.67
A 9731.600-0000	Bond Anticipation Notes - Principal		50,000.00	0.00	50,000.00	0.00	50,000.00
A 9731.700-0000	Bond Anticipation Notes - Interest		73,125.00	0.00	73,125.00	0.00	73,125.00
9731		*	123,125.00	0.00	123,125.00	0.00	123,125.00
97		**	123,125.00	0.00	123,125.00	0.00	123,125.00
A 9901.930-0000	Transfer to School Food Svc Fund		108,701.00	0.00	108,701.00	0.00	108,701.00
9901	TRANSFERS TO FUNDS	*	108,701.00	0.00	108,701.00	0.00	108,701.00
99		**	108,701.00	0.00	108,701.00	0.00	108,701.00
9		***	1,577,429.00	0.00	1,577,429.00	505,625.33	1,071,803.67
	Fund ATotals:		4,380,864.00	1,794.55	4,382,658.55	1,279,262.21	2,943,873.19
	Grand Totals:		4,380,864.00	1,794.55	4,382,658.55	1,279,262.21	2,943,873.19

LONG LAKE CSD

Revenue Status Report From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	3,058,711.89	0.00	3,058,711.89	3,058,711.89	0.00
A 1081	Other Payments in Lieu of Taxes	0.00	0.00	0.00	344.25	-344.25
A 1085	School Tax Relief Reimb (STAR)	30,288.11	0.00	30,288.11	30,288.11	0.00
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	1,861.12	1,138.88
A 1310	Day School Tuition	4,600.00	0.00	4,600.00	4,350.00	250.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	0.00	1,000.00
A 2401	Interest on Earnings	15,000.00	0.00	15,000.00	540.28	14,459.72
A 3101.A	General Aid	480,000.00	0.00	480,000.00	142,124.11	337,875.89
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	1,526.11	-1,526.11
A 3102	VLT Lottery Aid	0.00	0.00	0.00	8,311.88	-8,311.88
A 3103	BOCES Aid	55,000.00	0.00	55,000.00	-6,255.60	61,255.60
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	765.00	3,235.00
A 3265	Small Government Assistance	0.00	0.00	0.00	127,164.80	-127,164.80
A 4601	Medicaid Assistance, HRSS	4,000.00	0.00	4,000.00	599.50	3,400.50
A Totals:		3,655,600.00	0.00	3,655,600.00	3,370,331.45	285,268.55
Grand Totals:		3,655,600.00	0.00	3,655,600.00	3,370,331.45	285,268.55

LONG LAKE CSD

Revenue Status Report From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440.B	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	746.25	1,753.75
C 1440.L	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	1,848.20	7,651.80
C 1445.L	A La Carte Sales	1,000.00	0.00	1,000.00	92.98	907.02
C 2401	Interest and Earnings	0.00	0.00	0.00	0.47	-0.47
C 3190.FB	Breakfast - Federal Reimbursement	6,000.00	0.00	6,000.00	1,454.00	4,546.00
C 3190.FL	Lunch - Federal Reimbursement	13,000.00	0.00	13,000.00	3,176.00	9,824.00
C 3190.FS	Snack - Federal Reimbursement	550.00	0.00	550.00	0.00	550.00
C 3190.SB	Breakfast - State Reimbursement	250.00	0.00	250.00	-6.40	256.40
C 3190.SL	Lunch - State Reimbursement	500.00	0.00	500.00	-3.80	503.80
C 4190	USDA Surplus Food	2,000.00	0.00	2,000.00	0.00	2,000.00
C 5031	Interfund Transfer	108,701.00	0.00	108,701.00	0.00	108,701.00
C Totals:		144,001.00	0.00	144,001.00	7,307.70	136,693.30
Grand Totals:		144,001.00	0.00	144,001.00	7,307.70	136,693.30

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	65,026.00	0.00	65,026.00	18,324.44	0.00	46,701.56
C 2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	694.50	0.00	2,305.50
C 2860.410-0000	Cafeteria Food	30,000.00	0.00	30,000.00	9,319.82	8,150.79	12,529.39
C 2860.450-0000	Cafeteria Materials & Supplies	2,500.00	0.00	2,500.00	1,180.19	1,294.36	25.45
2860	SCHOOL FOOD SERVICE	100,526.00	0.00	100,526.00	29,518.95	9,445.15	61,561.90
28		100,526.00	0.00	100,526.00	29,518.95	9,445.15	61,561.90
2		100,526.00	0.00	100,526.00	29,518.95	9,445.15	61,561.90
C 9010.800-0000	Cafeteria Employees Retirement	10,500.00	0.00	10,500.00	-2,500.00	0.00	13,000.00
9010	STATE RETIREMENT	10,500.00	0.00	10,500.00	-2,500.00	0.00	13,000.00
C 9030.800-0000	Cafeteria Social Security	4,975.00	0.00	4,975.00	0.00	0.00	4,975.00
9030	SOCIAL SECURITY	4,975.00	0.00	4,975.00	0.00	0.00	4,975.00
C 9060.800-0000	Cafeteria Health Insurance	28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
90		43,475.00	0.00	43,475.00	-2,500.00	0.00	45,975.00
9		43,475.00	0.00	43,475.00	-2,500.00	0.00	45,975.00
	Fund CTotals:	144,001.00	0.00	144,001.00	27,018.95	9,445.15	107,536.90
	Grand Totals:	144,001.00	0.00	144,001.00	27,018.95	9,445.15	107,536.90

LONG LAKE CSD

Check Warrant Report For A - 9: Cash Disbursement - November For Dates 11/1/2020 - 11/30/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16455	11/03/2020	4716	QUADIENT FINANCE USA, INC.	POSTAGE		500.00
16456	11/03/2020	4592	VOCABULARY SPELLING CITY.COM	SPELLING CITY SOFTWARE 10/23/20-10/23/21	210105	81.00
16457	11/03/2020	3259	FIRST UNUM LIFE INSURANCE CO.	NOVEMBER DISABILITY		268.91
16458	11/03/2020	4736	BELLE SALES AND SUPPLY, LLC		210098	5,381.36
16459	11/06/2020	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		435.50
16460	11/13/2020	3801	NYS TAX DEPARTMENT	2021 IFTA DECALS		16.00
16461	11/13/2020	2988	GIRVIN & FERLAZZO, P.C.	SEPTEMBER LEGAL RETAINER		625.00
16462	11/13/2020	4029	B.E. PUBLISHING	EDUTYPE ADDITIONAL LICENSES 10/30/20-10/30/21	210155	76.93
16463	11/13/2020	3355	EAI EDUCATION	GRADE 2 SUPPLIES	210054	9.59
16464	11/13/2020	2609	B.J. QUEEN	REPAIR WATER LEAK		751.50
16465	11/13/2020	3217	FRONTIER	TELEPHONE CHARGES		404.09
16466	11/13/2020	2819	MCCLARY MEDIA INC.	LEGAL ADS		78.03
16467	11/13/2020	3413	NYS EMPLOYEES RETIREMENT SYSTEM	ANNUAL ERS PAYMENT		60,191.00
16468	11/13/2020	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER CHARGES		466.85
16469	11/13/2020	1369	NCC SYSTEMS INC.	FIRE PANEL MONITORING 8/1/20-7/31/21		336.00
16470	11/13/2020	4729	CHESTERTOWN TRUCK & AUTO SUPPLIES	BUS PARTS	210035	169.84
16471	11/13/2020	3953	N.A.P.A. AUTO PARTS	BUS PARTS		97.76
16472	11/13/2020	2695	CDW		210092	654.50
16473	11/13/2020	4712	PARAGON INDUSTRIES	KILN PARTS	210128	318.35
16474	11/13/2020	1360	HAMILTON COUNTY TREASURER	TAX COLLECTION FEES		1,188.46
16475	11/13/2020	1840	GRAINGER	COVERALLS	210152	31.64
16476	11/13/2020	2004	FORTUNE'S HARDWARE	CUSTODIAL REPAIRS	210009	28.67
16477	11/13/2020	1299	NYS SCHOOL BOARDS ASSOCIATION	SHORT-CONFERENCE	210001	130.00
16478	11/13/2020	4525	SLIC NETWORK SOLUTIONS	CABEL TV NOVEMBER		146.55
16479	11/13/2020	4199	NYS EMPLOYEES' HEALTH INSURANCE	DECEMBER HEALTH INSURANCE		76,908.84
16480	11/13/2020	4166	CVW LONG LAKE PUBLIC LIBRARY	LIBRARY TAXES COLLECTED TO DATE		84,562.32
16481	11/24/2020	3825	AMAZON		210154	866.74
16482	11/24/2020	4736	BELLE SALES AND SUPPLY, LLC	CUSTODIAL SUPPLIES		549.69
16483	11/24/2020	2697	DICK BLICK	ART SUPPLIES	210157	351.39
16484	11/24/2020	4523	IXL LEARNING	MEMBERSHIP 11/16/20-11/16/21	210163	359.00
16485	11/24/2020	4425	VERIZON	CELL PHONE		30.32
16486	11/24/2020	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
16487	11/24/2020	2279	F-E-H BOCES TREASURER	OCTOBER CONTRACT BILLING		10,343.80

LONG LAKE CSD

Check Warrant Report For A - 9: Cash Disbursement - November For Dates 11/1/2020 - 11/30/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16488	11/24/2020	4714	EDWIN FALK	KILN REPAIR		368.00
16489	11/24/2020	2988	GIRVIN & FERLAZZO, P.C.	OCTOBER LEGAL RETAINER		625.00
16490	11/24/2020	3292	DAY WHOLESALE INC.	WATER	210059	51.00
16491	11/24/2020	1305	AMERICAN EXPRESS	COMPUTER SOFTWARE		19.98
16492	11/24/2020	4166	CVW LONG LAKE PUBLIC LIBRARY	LIBRARY PORTION OF STATE LAND TAXES		63,168.79
16493	11/24/2020	4747	QUADIENT LEASING USA, INC.	POSTAGE METER LEASE 12/18/20-12/17/20		811.80
16494	11/24/2020	4246	ADK TRADING POST	PARENT/TEACHER CONF MEALS		428.40

Number of Transactions: 40

Warrant Total: 311,832.60

Vendor Portion: 311,832.60

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 40 in number, in the total amount of \$311,832.60. 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.

11/30/20 Michelle J. Short
Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$311,832.60. 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.

12/2/20 Jerome F. Flanagan
Date Claims Auditor

LONG LAKE CSD

Check Warrant Report For C - 4: Cash Disbursement - LUNCH FUND For Dates 11/1/2020 - 11/30/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2286	11/03/2020	4736	BELLE SALES AND SUPPLY, LLC	CAFETERIAL SUPPLIES		205.64
2287	11/13/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	210110	433.43
2288	11/13/2020	2496	SYSCO FOOD SERVICES	CAFETERIA FOOD/SUPPLIES	210137	1,578.09
2289	11/13/2020	3652	U.S. FOODSERVICE, INC.	CAFETERIA FOOD	210138	514.65
2290	11/13/2020	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	210139	68.96
2291	11/13/2020	4204	BIMBO FOODS BAKERIES	CAFETERIA FOOD	210108	110.04
2292	11/24/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	210110	286.13
2293	11/24/2020	4358	SHAHEEN'S MARKET	CAFETERIA FOOD		31.94
2294	11/24/2020	4461	TL REFRIGERATION	REFRIGERATOR REPAIR		285.00
2295	11/24/2020	3652	U.S. FOODSERVICE, INC.	CAFETERIA FOOD	210158	673.44

Number of Transactions: 10

Warrant Total: 4,187.32

Vendor Portion: 4,187.32

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 10 in number, in the total amount of \$ 4,187.32. 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.

11/30/20 Naella J. Short
Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 4,187.32. 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.

12/2/20 Jerome F. Flanagan
Date Claims Auditor

LONG LAKE CSD

Check Warrant Report For TA - 4: Cash Disbursement - Trust & Agency For Dates 10/1/2020 - 10/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
662	10/01/2020	3407	NYS INCOME TAX	Trust & Agency Payment		3,104.37
663	10/01/2020	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,250.00
664	10/01/2020	4340	LLCS GENERAL FUND	Trust & Agency Payment		51,011.13
665	10/01/2020	4375	EFTPS Enrollment Processing	Trust & Agency Payment		17,052.06
666	10/15/2020	3407	NYS INCOME TAX	Trust & Agency Payment		3,044.91
667	10/15/2020	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,350.00
668	10/15/2020	4340	LLCS GENERAL FUND	Trust & Agency Payment		51,088.73
669	10/15/2020	4375	EFTPS Enrollment Processing	Trust & Agency Payment		16,840.01
670	10/29/2020	3407	NYS INCOME TAX	Trust & Agency Payment		3,016.99
671	10/29/2020	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,350.00
672	10/29/2020	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		702.98
673	10/29/2020	4340	LLCS GENERAL FUND	Trust & Agency Payment		48,027.78
674	10/29/2020	4375	EFTPS Enrollment Processing	Trust & Agency Payment		16,687.17
3106	10/01/2020	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		134.87
3107	10/15/2020	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		134.87
3108	10/29/2020	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		134.87
3109	10/29/2020	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - F-EBF		1,456.71
3110	10/29/2020	3454	LLCS TEACHERS' ASSOCIATION	Trust & Agency Payment - DUES-TEACHER		3,134.68

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Number of Transactions: 18

Warrant Total: 222,522.13

Vendor Portion: 222,522.13

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 18 in number, in the total amount of \$ 222,522.13. 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.

10/29/20 noel j. Short
Date Superintendent

LONG LAKE CSD

Check Warrant Report For TA - 5: Cash Disbursement - Trust & Agency For Dates 11/1/2020 - 11/30/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
675	11/12/2020	3407	NYS INCOME TAX	Trust & Agency Payment		3,028.01
676	11/12/2020	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,350.00
677	11/12/2020	4340	LLCS GENERAL FUND	Trust & Agency Payment		51,361.34
678	11/12/2020	4375	EFTPS Enrollment Processing	Trust & Agency Payment		17,031.00
679	11/25/2020	3407	NYS INCOME TAX	Trust & Agency Payment		2,990.39
680	11/25/2020	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,350.00
681	11/25/2020	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		471.50
682	11/25/2020	4340	LLCS GENERAL FUND	Trust & Agency Payment		49,474.14
683	11/25/2020	4375	EFTPS Enrollment Processing	Trust & Agency Payment		16,562.03
3111	11/13/2020	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		134.87
3112	11/13/2020	3454	LLCS TEACHERS' ASSOCIATION	Trust & Agency Payment - DUES-TEACHER		1,085.80
3113	11/30/2020	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		134.87
3114	11/30/2020	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - F-EBF		1,456.71
3115	11/30/2020	3454	LLCS TEACHERS' ASSOCIATION	Trust & Agency Payment - DUES-TEACHER		1,085.80

Number of Transactions: 14

Warrant Total: 149,516.46

Vendor Portion: 149,516.46

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 14 in number, in the total amount of \$ 149,516.46. 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.

11/30/20
Date

Michael J. Short
Superintendent

Vlc.

**LONG LAKE CENTRAL SCHOOL
CORRECTIVE ACTION PLAN BASED ON
AUDIT FINDINGS AND RECOMMENDATIONS
JUNE 30, 2020 AUDIT**

Unassigned Fund Balance

Franklin-Essex-Hamilton BOCES is currently undergoing a capital project. Long Lake CSD's final share of the capital project expense is \$48,990. The Long Lake CSD Board of Education chose to pay their share through fund balance rather than financing it. The unassigned fund balance above the 4% limitation by law will be used for this BOCES capital project.

Extraclassroom Account –Reconciliation of Cash

Due to staffing limitations, Long Lake Central School is unable to assign additional personnel to perform separate duties when it comes to extraclassroom account activity. A thorough review of extraclassroom accounting controls will be performed by the Business Manager on a monthly basis to help eliminate the internal control risk.

Prepared by Victoria Snide
November 13, 2020

Approved by Board of Education: _____

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA**

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of Education Law Section 2-d and its implementing regulations, as well as to align the District's data privacy and security practices with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

Definitions

As provided in Education Law Section 2-d and/or its implementing regulations, the following terms, as used in this policy, will mean:

- a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive the student data and/or teacher or principal data.
- b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- d) "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- e) "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- f) "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

- h) "Educational agency" means a school district, board of cooperative educational services (BOCES), school, or the New York State Education Department (NYSED).
- i) "Eligible student" means a student who is eighteen years or older.
- j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).
- k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.
- m) "Parent" means a parent, legal guardian, or person in parental relation to a student.
- n) "Personally identifiable information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in Education Law Section 3012-c(10).
- o) "Release" has the same meaning as disclosure or disclose.
- p) "Student" means any person attending or seeking to enroll in an educational agency.
- q) "Student data" means personally identifiable information from the student records of an educational agency.
- r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law Sections 3012-c and 3012-d.
- s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.

- t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

- a) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- b) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

Except as required by law or in the case of educational enrollment data, the District will not report to NYSED the following student data elements:

- a) Juvenile delinquency records;
- b) Criminal records;
- c) Medical and health records; and
- d) Student biometric information.

Nothing in Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the District.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Chief Privacy Officer**

The Commissioner of Education has appointed a Chief Privacy Officer who will report to the Commissioner on matters affecting privacy and the security of student data and teacher and principal data. Among other functions, the Chief Privacy Officer is authorized to provide assistance to educational agencies within the state on minimum standards and best practices associated with privacy and the security of student data and teacher and principal data.

The District will comply with its obligation to report breaches or unauthorized releases of student data or teacher or principal data to the Chief Privacy Officer in accordance with Education Law Section 2-d, its implementing regulations, and this policy.

The Chief Privacy Officer has the power, among others, to:

- a) Access all records, reports, audits, reviews, documents, papers, recommendations, and other materials maintained by the District that relate to student data or teacher or principal data, which includes, but is not limited to, records related to any technology product or service that will be utilized to store and/or process PII; and
- b) Based upon a review of these records, require the District to act to ensure that PII is protected in accordance with laws and regulations, including but not limited to requiring the District to perform a privacy impact and security risk assessment.

Data Protection Officer

The District has designated a District employee to serve as the District's Data Protection Officer.
*The Data Protection Officer for the District is:

the Superintendent

The Data Protection Officer is responsible for the implementation and oversight of this policy and any related procedures including those required by Education Law Section 2-d and its implementing regulations, as well as serving as the main point of contact for data privacy and security for the District.

The District will ensure that the Data Protection Officer has the appropriate knowledge, training, and experience to administer these functions. The Data Protection Officer may perform these functions in addition to other job responsibilities. Additionally, some aspects of this role may be outsourced to a provider such as a BOCES, to the extent available.

**Customize to District*

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****District Data Privacy and Security Standards**

The District will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (Framework) as the standard for its data privacy and security program. The Framework is a risk-based approach to managing cybersecurity risk and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles. The Framework provides a common taxonomy and mechanism for organizations to:

- a) Describe their current cybersecurity posture;
- b) Describe their target state for cybersecurity;
- c) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process;
- d) Assess progress toward the target state; and
- e) Communicate among internal and external stakeholders about cybersecurity risk.

The District will protect the privacy of PII by:

- a) Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
 - 1. Improve academic achievement;
 - 2. Empower parents and students with information; and/or
 - 3. Advance efficient and effective school operations.
- b) Not including PII in public reports or other public documents.

The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Third-Party Contractors****District Responsibilities**

The District will ensure that whenever it enters into a contract or other written agreement with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

In addition, the District will ensure that the contract or written agreement includes the third-party contractor's data privacy and security plan that has been accepted by the District.

The third-party contractor's data privacy and security plan must, at a minimum:

- a) Outline how the third-party contractor will implement all state, federal, and local data privacy and security contract requirements over the life of the contract, consistent with District policy;
- b) Specify the administrative, operational, and technical safeguards and practices the third-party contractor has in place to protect PII that it will receive under the contract;
- c) Demonstrate that the third-party contractor complies with the requirements of 8 NYCRR Section 121.3(c);
- d) Specify how officers or employees of the third-party contractor and its assignees who have access to student data or teacher or principal data receive or will receive training on the laws governing confidentiality of this data prior to receiving access;
- e) Specify if the third-party contractor will utilize subcontractors and how it will manage those relationships and contracts to ensure PII is protected;
- f) Specify how the third-party contractor will manage data privacy and security incidents that implicate PII including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District;
- g) Describe whether, how, and when data will be returned to the District, transitioned to a successor contractor, at the District's option and direction, deleted or destroyed by the third-party contractor when the contract is terminated or expires; and
- h) Include a signed copy of the Parents' Bill of Rights for Data Privacy and Security.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Third-Party Contractor Responsibilities**

Each third-party contractor, that enters into a contract or other written agreement with the District under which the third-party contractor will receive student data or teacher or principal data from the District, is required to:

- a) Adopt technologies, safeguards, and practices that align with the NIST Cybersecurity Framework;
- b) Comply with District policy and Education Law Section 2-d and its implementing regulations;
- c) Limit internal access to PII to only those employees or subcontractors that have legitimate educational interests (i.e., they need access to provide the contracted services);
- d) Not use the PII for any purpose not explicitly authorized in its contract;
- e) Not disclose any PII to any other party without the prior written consent of the parent or eligible student:
 - 1. Except for authorized representatives of the third-party contractor such as a subcontractor or assignee to the extent they are carrying out the contract and in compliance with law, regulation, and its contract with the District; or
 - 2. Unless required by law or court order and the third-party contractor provides a notice of the disclosure to NYSED, the Board, or the institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by law or court order;
- f) Maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of PII in its custody;
- g) Use encryption to protect PII in its custody while in motion or at rest; and
- h) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.

Where a third-party contractor engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on the third-party contractor by law and contract apply to the subcontractor.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Cooperative Educational Services through a BOCES**

The District may not be required to enter into a separate contract or data sharing and confidentiality agreement with a third-party contractor that will receive student data or teacher or principal data from the District under all circumstances.

For example, the District may not need its own contract or agreement where:

- a) It has entered into a cooperative educational service agreement (CoSer) with a BOCES that includes use of a third-party contractor's product or service; and
- b) That BOCES has entered into a contract or data sharing and confidentiality agreement with the third-party contractor, pursuant to Education Law Section 2-d and its implementing regulations, that is applicable to the District's use of the product or service under that CoSer.

To meet its obligations whenever student data or teacher or principal data from the District is received by a third-party contractor pursuant to a CoSer, the District will consult with the BOCES to, among other things:

- a) Ensure there is a contract or data sharing and confidentiality agreement pursuant to Education Law Section 2-d and its implementing regulations in place that would specifically govern the District's use of a third-party contractor's product or service under a particular CoSer;
- b) Determine procedures for including supplemental information about any applicable contracts or data sharing and confidentiality agreements that a BOCES has entered into with a third-party contractor in its Parents' Bill of Rights for Data Privacy and Security;
- c) Ensure appropriate notification is provided to affected parents, eligible students, teachers, and/or principals about any breach or unauthorized release of PII that a third-party contractor has received from the District pursuant to a BOCES contract; and
- d) Coordinate reporting to the Chief Privacy Officer to avoid duplication in the event the District receives information directly from a third-party contractor about a breach or unauthorized release of PII that the third-party contractor received from the District pursuant to a BOCES contract.

Click-Wrap Agreements

Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements" under Education Law Section 2-d and its implementing regulations.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the District's Data Privacy Officer or designee.

The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

Parents' Bill of Rights for Data Privacy and Security

The District will publish its Parents' Bill of Rights for Data Privacy and Security (Bill of Rights) on its website. Additionally, the District will include the Bill of Rights with every contract or other written agreement it enters into with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District.

updated { The District's Bill of Rights will state in clear and plain English terms that:

- a) ~~A student's PII cannot be sold or released for any commercial purposes;~~
- b) ~~Parents have the right to inspect and review the complete contents of their child's education record;~~
- c) ~~State and federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred;~~
- d) ~~A complete list of all student data elements collected by the state is available for public review at the following website <http://www.nysed.gov/student-data-privacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234; and~~
- e) ~~Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be submitted using the form available at the following website <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.~~

The Bill of Rights will also include contain all required elements including supplemental information for each contract the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data from the District. The supplemental information must be developed by the District and include the following information:

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

- a) The exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract;
- b) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations (e.g., FERPA; Education Law Section 2-d);
- c) The duration of the contract, including the contract's expiration date, and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the District, and/or whether, when, and how the data will be destroyed);
- d) If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
- e) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and
- f) Address how the data will be protected using encryption while in motion and at rest.

The District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.

Right of Parents and Eligible Students to Inspect and Review Students' Education Records

Consistent with the obligations of the District under FERPA, parents and eligible students have the right to inspect and review a student's education record by making a request directly to the District in a manner prescribed by the District.

The District will ensure that only authorized individuals are able to inspect and review student data. To that end, the District will take steps to verify the identity of parents or eligible students who submit requests to inspect and review an education record and verify the individual's authority to do so.

Requests by a parent or eligible student for access to a student's education records must be directed to the District and not to a third-party contractor. The District may require that requests to inspect and review education records be made in writing.

(Continued)

SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND PRINCIPAL DATA (Cont'd.)

The District will notify parents annually of their right to request to inspect and review their child's education record including any student data stored or maintained by the District through its annual FERPA notice. A notice separate from the District's annual FERPA notice is not required.

The District will comply with a request for access to records within a reasonable period, but not more than 45 calendar days after receipt of a request.

The District may provide the records to a parent or eligible student electronically, if the parent consents. The District must transmit the PII in a way that complies with laws and regulations. Safeguards associated with industry standards and best practices, including but not limited to encryption and password protection, must be in place when education records requested by a parent or eligible student are electronically transmitted.

Complaints of Breach or Unauthorized Release of Student Data and/or Teacher or Principal Data

The District will inform parents, through its Parents' Bill of Rights for Data Privacy and Security, that they have the right to submit complaints about possible breaches of student data to the Chief Privacy Officer at NYSED. In addition, the District has established the following procedures for parents, eligible students, teachers, principals, and other District staff to file complaints with the District about breaches or unauthorized releases of student data and/or teacher or principal data:

- a) All complaints must be submitted to the District's Data Protection Officer in writing.
- b) Upon receipt of a complaint, the District will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.
- c) Following the investigation of a submitted complaint, the District will provide the individual who filed the complaint with its findings. This will be completed within a reasonable period of time, but no more than 60 calendar days from the receipt of the complaint by the District.
- d) If the District requires additional time, or where the response may compromise security or impede a law enforcement investigation, the District will provide the individual who filed the complaint with a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint.

These procedures will be disseminated to parents, eligible students, teachers, principals, and other District staff.

* The District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1 (1988; rev. 2004).

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Reporting a Breach or Unauthorized Release**

The District will report every discovery or report of a breach or unauthorized release of student data or teacher or principal data within the District to the Chief Privacy Officer without unreasonable delay, but no more than ten calendar days after the discovery.

Each third-party contractor that receives student data or teacher or principal data pursuant to a contract or other written agreement entered into with the District will be required to promptly notify the District of any breach of security resulting in an unauthorized release of the data by the third-party contractor or its assignees in violation of applicable laws and regulations, the Parents' Bill of Rights for Student Data Privacy and Security, District policy, and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible and without unreasonable delay, but no more than seven calendar days after the discovery of the breach.

In the event of notification from a third-party contractor, the District will in turn notify the Chief Privacy Officer of the breach or unauthorized release of student data or teacher or principal data no more than ten calendar days after it receives the third-party contractor's notification using a form or format prescribed by NYSED.

Investigation of Reports of Breach or Unauthorized Release by the Chief Privacy Officer

The Chief Privacy Officer is required to investigate reports of breaches or unauthorized releases of student data or teacher or principal data by third-party contractors. As part of an investigation, the Chief Privacy Officer may require that the parties submit documentation, provide testimony, and may visit, examine, and/or inspect the third-party contractor's facilities and records.

Upon the belief that a breach or unauthorized release constitutes criminal conduct, the Chief Privacy Officer is required to report the breach and unauthorized release to law enforcement in the most expedient way possible and without unreasonable delay.

Third-party contractors are required to cooperate with the District and law enforcement to protect the integrity of investigations into the breach or unauthorized release of PII.

Upon conclusion of an investigation, if the Chief Privacy Officer determines that a third-party contractor has through its actions or omissions caused student data or teacher or principal data to be breached or released to any person or entity not authorized by law to receive this data in violation of applicable laws and regulations, District policy, and/or any binding contractual obligations, the Chief Privacy Officer is required to notify the third-party contractor of the finding and give the third-party contractor no more than 30 days to submit a written response.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

If after reviewing the third-party contractor's written response, the Chief Privacy Officer determines the incident to be a violation of Education Law Section 2-d, the Chief Privacy Officer will be authorized to:

- a) Order the third-party contractor be precluded from accessing PII from the affected educational agency for a fixed period of up to five years;
- b) Order that a third-party contractor or assignee who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data be precluded from accessing student data or teacher or principal data from any educational agency in the state for a fixed period of up to five years;
- c) Order that a third-party contractor who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data will not be deemed a responsible bidder or offeror on any contract with an educational agency that involves the sharing of student data or teacher or principal data, as applicable for purposes of General Municipal Law Section 103 or State Finance Law Section 163(10)(c), as applicable, for a fixed period of up to five years; and/or
- d) Require the third-party contractor to provide additional training governing confidentiality of student data and/or teacher or principal data to all its officers and employees with reasonable access to this data and certify that the training has been performed at the contractor's expense. This additional training is required to be performed immediately and include a review of laws, rules, and regulations, including Education Law Section 2-d and its implementing regulations.

If the Chief Privacy Officer determines that the breach or unauthorized release of student data or teacher or principal data on the part of the third-party contractor or assignee was inadvertent and done without intent, knowledge, recklessness, or gross negligence, the Chief Privacy Officer may make a recommendation to the Commissioner that no penalty be issued to the third-party contractor.

The Commissioner would then make a final determination as to whether the breach or unauthorized release was inadvertent and done without intent, knowledge, recklessness or gross negligence and whether or not a penalty should be issued.

Notification of a Breach or Unauthorized Release

The District will notify affected parents, eligible students, teachers, and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release of PII by the District or the receipt of a notification of a breach or unauthorized release of PII from a third-party contractor unless that notification would

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

interfere with an ongoing investigation by law enforcement or cause further disclosure of PII by disclosing an unfixed security vulnerability. Where notification is delayed under these circumstances, the District will notify parents, eligible students, teachers, and/or principals within seven calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

- a) A brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
- b) A description of the types of PII affected;
- c) An estimate of the number of records affected;
- d) A brief description of the District's investigation or plan to investigate; and
- e) Contact information for representatives who can assist parents or eligible students that have additional questions.

Notification will be directly provided to the affected parent, eligible student, teacher, or principal by first-class mail to their last known address, by email, or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor is required to pay for or promptly reimburse the District for the full cost of this notification.

Annual Data Privacy and Security Training

The District will annually provide data privacy and security awareness training to its officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. The District may deliver this training using online training tools. Additionally, this training may be included as part of the training that the District already offers to its workforce.

Notification of Policy

The District will publish this policy on its website and provide notice of the policy to all its officers and staff.

Education Law § 2-d
8 NYCRR Part 121

Adoption Date



Long Lake

CENTRAL SCHOOL DISTRICT

Long Lake Central School
20 School Lane
P.O. Box 217
Long Lake, New York 12847

P 518/624-2221

F 518/624-3896

W www.longlakecsd.org

TO: Board of Education

FROM: Vickie Snide *Vickie*

RE: Request for Proposals for Independent Audit Services

DATE: December 2, 2020

Board of Education
Brian Penrose
President
Michael Farrell
Vice President
Alexandria Harris
Trisha Hosley
Joan Paula

Superintendent/Principal
Noelle J. Short
nshort@longlakecsd.org

Business Manager
Victoria J. Snide
vsnide@longlakecsd.org

Treasurer
Lisa Walker
lwalker@longlakecsd.org

School Counselor
Elisha Cohen
ecohen@longlakecsd.org

Proposals were due for Independent Audit Services by 3 pm on November 30, 2020. Eight requests for proposals were mailed out and three were received. Below are the responses:

	Telling & Hillman PC	Pinto, Mucenski, Hooper, Van House & Co.	Raymond G. Preusser
2020-21 S/Y	\$8,500	\$10,000	\$8,000
2021-22 S/Y	\$8,500	\$10,400	\$7,500
2022-23 S/Y	\$8,500	\$10,800	\$7,500

Pinto, Mucenski, Hooper, Van House & Co. is the firm that took over for Larry Reece and presented the 2019-2020 Audit at our last Board Meeting. As you can see they are the most expensive. Since we don't have a long standing relationship with them, and after discussion with Noelle Short, I would recommend that we contract with Raymond G. Preusser as they are the low bid. This firm is the current auditors for Glens Falls, Indian Lake, Johnsburg and Lake George School Districts and everyone seems to be pleased with their services.

Vlg.

Club/Organization: Minecraft: Education Edition Club

Faculty/Staff Advisor: Name: Joshua Tremblay

Founding Member: Nathan Hosley II

Minecraft Description:

Minecraft: Education Edition is an open-world game that promotes creativity, collaboration, and problem-solving in an immersive environment where the only limit is your imagination.

Mission Statement:

To inspire students to explore, problem solve, and collaborate in a digital world with one another.

Proposal:

Students in the club will be given the opportunity to collaborate. The group of students will consist of grades 7-12. Through these challenges students will utilize their social skills, problem solving skills, and delegating tasks amongst members of the group to accomplish a goal. The club will be mostly recreational but may have challenges that are tied to the current curriculum of the students involved. When a challenge is tied to curriculum student groups will be paired accordingly. Students will create a list of rules for the club so we can ensure appropriate use of the platform. By having students create the list of rules for the club they will be invested and motivated to adhere to them.

Cost:

The advisor can become a certified Minecraft Teacher by completing an 11 hour course through the Minecraft: Education Edition website. There is no fee for this certification. The cost for members will be \$5 per member per year.

Meeting Dates:

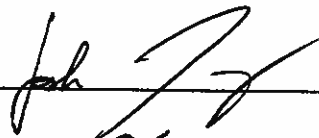
The group will meet weekly online via Google Meet after school. The time and date are TBD as what would best suit all members involved.

Option A: 2:00pm-3:00pm

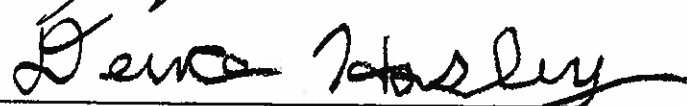
Option B: 3:30pm-4:30pm

Option C: 4:00pm-5:00pm

Advisor Signature: _____



Founding Member Signature: _____



If you are interested in a Minecraft Club please sign below:

Dence Hosley

Camryn Hosley

Bryon Bozak

angel Shortt

Travis Hall

Rud White

Ethen Martin

Logan Lech

Syc

Amelia

Ivan

Luke



Long Lake

CENTRAL SCHOOL DISTRICT

Long Lake Central School
20 School Lane
P.O. Box 217
Long Lake, New York 12847

P 518/624-2221

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Board of Education
Brian Penrose
President
Michael Farrell
Vice President
Alexandria Harris
Trisha Hosley
Joan Paula

Superintendent/Principal
Noelle J. Short
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Business Manager
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vsnide@longlakecsd.org

Treasurer
Lisa Walker
lwalker@longlakecsd.org

School Counselor
Elisha Cohen
ecohen@longlakecsd.org

To: Board of Education Members

From: Vickie Snide *Vickie*

Re: Initial Preliminary Budget Assumptions

Date: December 2, 2020

The purpose of this memo is to list planning assumptions for projected expenditures and revenues in fiscal year 2021-2022.

EXPENSES

Salaries – The Faculty Association, Business Manager and Treasurer will all need contracts negotiated. All substitutes and some stipends will also need to be BOE approved.

TRS Rates – TRS rate for 2020-2021 is 9.53%. Based upon the Administrative Bulletin received from Teachers Retirement System, the estimated rate for 2021-2022 budget year will be approximately 10%.

ERS Rates – ERS rates for 2020-2021 state fiscal year are 16.2% (tier 4) and 9.7% (tier 6). The rates for the 2021-2022 state fiscal year are 18.3% (tier 4) and 10.8% (tier 6). ERS reserves are available to help on this budget line if needed. Our ERS Reserve Fund balance is currently \$80,000.

Individual Subject Material & Supplies Budgets - Teacher meetings for their individual budget needs will be held in February 2021. We will request in December for employees to let us know now if they know of any large expenditures upcoming, such as a new elementary reading program, large equipment purchases, etc.

Health Insurance – NYSHIP rates increase every January 1. For calendar year 2021, Individual Plans increased 4.17% and Family Plans increased 2.71%. I will budget a 10% overall increase for the 1/1/22-6/30/22 time period.

BOCES – Several changes are needed to BOCES services. We will need to perform our Triennial Asbestos Survey – approximate cost \$800. The GASB 75 report of our Other Post-Employment Benefits will need a full valuation – approximate cost \$4,500. We have added to new services this year – Pinpoint Health Screener \$1100 and Google GSuite \$888.

Cyber Insurance – This year we upgraded our Cyber Insurance policy at a cost of \$1,037. I would like to increase again to a Traveler's Cyber Policy which is much broader. Cost increase is @ \$2,500. The major difference between policies is ransom coverage is included in the Traveler's policy.

Backpack Program – Next school year is the 3rd of a 3 year commitment to fund this program. It appears that the program will be fully funded next year through grants (approximately \$2,800).

Capital Project – I will work with Bernard Donegan Municipal Finance for our capital project debt budget figures.

Cafeteria Dishwasher – The hope is to purchase a new dishwasher through our current capital project. The current dishwasher is a 40 year old high temperature dishwasher. This past year we could not get the desired temperature needed so had to add the chemical agent. Our dishwasher was not meant for long-term chemical usage. If we must purchase through this budget instead of through the capital project, the cost will range from \$3,500 (chemical) to \$8,000 (high temperature).

Garage Roof – The garage needs roof needs new shingles or metal roofing. We cannot use any excess capital fund monies to do this, however since we will have contractors on site for the capital project, we may be able to hire them to perform the work. Estimate \$6,000.

Van – Per our bus replacement plan provided to the Board last meeting, the van is due for replacement. Estimate \$30,000.

Building Condition Survey – We are scheduled by NYS for this building survey in the 2021 calendar year. Previously performed by Mosaic in 2015-16 school year for \$1,100. Estimate \$1,500.

Foreign Exchange Program – Our school must recertify our program every two years with U. S. Department of Homeland Security Student and Exchange Visitor System. Previously this was free but now it will cost us \$1,250.

REVENUES

State Aid – Unknown. The Governor's budget proposal is due in January.

BOARD OF EDUCATION SEAT

Brian Penrose's term expires June 30, 2021.

RESERVE FUNDS

Possible planned usage of the ERS Reserve Fund if needed.

V11/a.

2020

5670

Non-Instructional/Business
Operations

SUBJECT: RECORDS MANAGEMENT

The Superintendent will designate a Records Management Officer, subject to Board approval, to develop and coordinate the District's orderly and efficient records management program. Among other aspects, this program includes the legal disposition or destruction of obsolete records and the storage and management of inactive records. The Records Management Officer will work with other District officials to develop and maintain this program.

The District may create a Records Advisory Board to assist in establishing and supporting the records management program. Members of this board may include the District's legal counsel, the fiscal officer, and the Superintendent or designee, among others.

Retention and Disposition of Records

~~The Superintendent~~ The District will retain records for such a period and dispose of them in the manner described in accordance with the Records Retention and Disposition Schedule ~~ED-1~~ for New York Local Government Records (LGS-1) or as otherwise approved by the Commissioner of Education. Further, if any law specifically provides a retention period longer than that established by this schedule, the retention period established by the law will govern.

Replacing Original Records with Microforms or Electronic Images

The District will follow procedures prescribed by the Commissioner of Education to ensure accessibility for the life of any microform or electronic records that replace paper originals or micrographic copies.

Retention and Preservation of Electronic Records

The District will ensure that records retention requirements are incorporated into any program, plan, or process for design, redesign, or substantial enhancement of an information system that stores electronic records. The District will also ensure that electronic records are not rendered unusable because of changing technology before their retention and preservation requirements expire.

Arts and Cultural Affairs Law §~~57.19~~ Article 57-a
8 NYCRR Part 185

Adoption Date