



**Long Lake**  
CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETING**  
**Thursday, November 8, 2018**  
**6:00 p.m. Regular Meeting, LLCS Cafeteria**

- I. Call To Order – President of the Board
  - A. Pledge of Allegiance
  - B. \*Approval of the October 11, 2018 Regular Meeting Minutes
  - C. Next Regular Meeting Date, Thursday, December 13, 2018 at 6 p.m.
- II. Public Participation
- III. Presentations
  - A. Larry Reece, C.P.A.
  - B. Charles Bastian, BPD Municipal Finance
- IV. Superintendent's Update
- V. Business Affairs
  - A. \*Approval of September 2018 Treasurer's Report
  - B. Comprehensive Budget and Revenue Status Reports
  - C. Warrants
- VI. Recommendations for Approval
  - A. \*Approval of June 30, 2018 Audit
  - B. \*Approval of Tax Collector's Report
  - C. \*Approval of Dana Goetze as Elementary Basketball Coach
  - D. \*Approval of Policy #6161 Conference/Travel Expense Reimbursement
- VII. Policies, First Reading
  - A. #6121 Sexual Harassment in the Workplace, #7135 Education of Students in Foster Care
- VIII. General Discussion
- IX. 2<sup>nd</sup> Public Participation
- X. Executive Session
- XI. Adjourn

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

**Date:** October 11, 2018

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

**Type of Meeting:** Regular Meeting

**Place:** Cafeteria

**Members Present:** Michael Farrell  
Alexandria Harris  
Brian Penrose  
Frederick Short

**Members Absent:** Trisha Hosley

**Others Present:** Noelle Short-Principal/Superintendent, Victoria Snide-Clerk of the Board, Pete Klein, Shana Pacheco, Weslie Clark

**Call to Order:** The President called the meeting to order at 6:00 p.m. and followed with the Pledge of Allegiance.

**Approved:** On Motion by Alexandria Harris, seconded by Frederick Short, with all in favor, the **minutes of the September 13, 2018 meeting.**

**Approved:** On Motion by Michael Farrell, seconded by Alexandria Harris, **minutes of the September 25, 2018 meeting.** Michael Farrell, Brian Penrose and Frederick Short approved the Motion. Alexandria Harris abstained.

**The next meeting date is Thursday, November 8, 2018 at 6 p.m. in the cafeteria.**

**Public Participation:** None

**Superintendent Update:** We have reached the end of the first five weeks of school and **progress reports** will be mailed out.

**Open House** was the traditional format. Noelle Short is reaching out to all for input on Open House formats to increase participation.

Our **book fair** was well attended with plenty in sales to earn books for the school library.

**New teachers** have taken on advisor roles and are joining committees.

The students have attended **field trips** to Up Yonda Farm, a college fair at North County Community College and the Hyde Art Museum. Upcoming field trips to John Browns Farm and the Wild Center are scheduled.

A senior lounge is being established on the stage. Seniors have a list of expectations for maintaining **senior privileges**.

**Class advisors** are meeting with their students.

**Superintendent's Conference Day** was at North Warren CSD, combined with other area schools. A well-known presenter spoke on his initiatives which included embracing technology.

Noelle Short and Victoria Snide have a meeting scheduled with a financial analyst to discuss a possible **capital project**.

Our current **security system** has the ability to contain four cameras but we only have two. Noelle Short is researching adding two more.

FEH BOCES is looking to form a **Component District Advisory Committee** that would include the Superintendent, Business Official and a Board Member from each district. Board members are to let Noelle Short know if they are interested in serving.

CSEA has asked to enter **informal negotiations** as their contract ends June 30, 2019.

Trooper Kohan met with students, parents and staff regarding a recent **community situation** that concerned people. He encouraged all to report if there was something suspicious.

Certificates were handed out to board members for **School Board Recognition Week**.

We currently employ a **part-time substitute Library Media Specialist** and the position is being advertised. We have also advertised for a long term substitute elementary/special education teacher to cover for a maternity leave.

#### **Business Affairs:**

**Approved:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the August 2018 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds, Budget Transfers and Warrants A-5, C-3, CM-1 and TA-3 were reviewed.

#### **Recommendations for Approval**

**Approved:** On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, **Hayden LaMere as Co-Assistant Science Olympiad Advisor** for the 2018-2019 school year.

**Approved:** On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, **Policy #5640 Smoking/Tobacco Use and #7320 Alcohol, Tobacco, Drugs and Other Substances.**

**Approved:** On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, **Jacqueline Copeland as a Substitute Teacher.**

### **Policy Readings**

A first **Policy Reading** took place for Policy #6161 Conference/Travel Expense Reimbursement.

### **General Discussion**

Brian Penrose is interested in attending the **NYSSBA Conference** this month in New York City. Victoria Snide will review housing and registration information.

The **Bus Replacement Plan** was presented.

The annual **Schedule of Reserve Funds** was presented. Victoria Snide will research the Employee Benefit Liability Reserve Fund to see if it would be appropriate for Long Lake CSD.

**2nd Public Participation:** None

**Executive Session:** On Motion by Alexandria Harris, seconded by Frederick Short, with all in favor to enter Executive Session at 6:40 p.m. to discuss a matter relating to personal and financial issues of a particular person(s) and/or which is made confidential by state or federal law.

**Approved:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, to come out of Executive Session at 7:00 p.m.

**Adjournment:** On Motion by Alexandria Harris, seconded by Frederick Short, with all in favor, the Board adjourned at 7:00 p.m.

Clerk of the Board

Victoria J. Snide

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

For the Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period      \$      7,945.47

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$      30.00
	Interest	\$      0.07

Total Receipts      \$      30.07

Total receipts, including balance      \$      7,975.54

Disbursements made during the month:

By Check-From Check :#1304	\$      1,203.80
EFT Transfers	\$0.00
By Debit Charge	\$      -

Total amount of checks issued and debit charges      \$      1,203.80

Cash balance as shown by records      \$      6,771.74

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month      \$      6,771.74

Less outstanding checks      \$      -

See attached

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

There are undeposited funds in treasurer's hands)      \$      6,771.74

Amount of receipts undeposited (See attached schedules)

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

true reconciliation)

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.

Wita Walker  
Treasurer of School District

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

For the Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ 3,543.96

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 143,007.33

Total Receipts \$ 143,007.33

Total receipts, including balance \$ 146,551.29

Disbursements made during the month:

By Check-from check #2958-2965 \$ 4,977.03

EFT Transfers 140,576.45

By Debit Charge

Total amount of checks issued and debit charges \$ 145,553.48

Cash balance as shown by records \$ 997.81

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 3,542.22

less outstanding checks # See Attached \$ 2,544.41

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

There are undeposited funds in treasurer's hands)

\$ 997.81

Amount of receipts undeposited (See attached schedules)

-

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

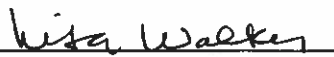
\$ 997.81

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

20

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

Clerk of the Board of Education

  
Treasurer of School District

Heta Walker  
Treasurer of School District

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

For the Period from September 4, 2018 thru September 30, 2018

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

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

<u>Date</u>	<u>Source</u>	
September	Deposits	92,615.54

Total Receipts \$ 92,615.54

Total receipts, including balance \$ 93,615.54

Disbursements made during the month:

By Check: #15075-15144	\$ 6,536.34
EFT Transfers	\$ 86,079.20
	<u>\$ -</u>

Total amount of checks issued and debit charges: \$ 92,615.54

Cash balance as shown by records \$ 1,000.00**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 1,343.55

Less Outstanding Checks - See Attached \$ 343.55

\$ 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)

\$ 1,000.00Received 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.

Wesa Walker  
Treasurer of School District



**TREASURER'S MONTHLY REPORT****FUND: TAX CERTIORARI RESERVE**

For the Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ 32,730.75

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ -
	Interest	\$ -
		<u>\$ -</u>
	Total Receipts	\$ -
	Total receipts, including balance	\$ 32,730.75

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 32,730.75
By Debit Charge	<u>\$ -</u>

Total amount of checks issued and debit charges \$ 32,730.75

Cash balance as shown by records \$ (0.00)**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$0.00

Less outstanding checks \$ -

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

Amount of receipts undeposited(See attached schedules) -Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$0.00

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

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: GENERAL FUND**

For Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ 40,136.25

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 393,375.72
	Interest	0.60

Total Receipts \$ 393,376.32

Total receipts, including balance \$ 433,512.57

Disbursements made during the month:

By Check-From Check #15032-15083	\$ 253,974.34
EFT Transfers	139,030.45
	\$ -

Total amount of checks issued and debit charges \$ 393,004.79

Cash balance as shown by records \$ 40,507.78

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 47,188.22

Less outstanding checks see attached \$ 6,680.44

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 40,507.78


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

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 40,507.78

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

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20\_\_\_\_\_\_\_\_\_  
Clerk of the Board of Education

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

  
\_\_\_\_\_  
Treasurer of School District

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

For the Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ 82,366.64

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 50.00
	Interest	\$ 0.15

Total Receipts \$ 50.15

Total receipts, including balance \$ 82,416.79

Disbursements made during the month:

By Check-from Check #1353-1355 \$ 600.00

EFT Transfers 79,294.20

-

Total amount of checks issued and debit charges \$ 79,894.20

Cash balance as shown by records \$ 2,522.59

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 2,722.59

less outstanding checks \$ 200.00

see attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 2,522.59

Amount of receipts undeposited (See attached schedules)

-

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


\$ 2,522.59

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: MONEY MARKET ACCOUNT**

For the Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ 962,211.09

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 1,954,632.80
	Interest	\$ 18.09
	Total Receipts	\$ 1,954,650.89
	Total receipts, including balance	\$ 2,916,861.98

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 1,477,874.08
By Debit	\$ -

Total amount of checks issued and debit charges \$ 1,477,874.08

Cash balance as shown by records \$ 1,438,987.90

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 1,438,987.90

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,438,987.90

Amount of receipts undeposited \$ -


Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,438,987.90

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: FEDERAL AID**

For the Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ 38.32

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

<u>Date</u>	<u>Source</u>	
September	Deposits	-
	Interest	-
		\$ -
	Total Receipts	\$ -
	Total receipts, including balance	\$ 38.32

Disbursements made during the month:

By Check:	\$ -
EFT Transfers	\$ 38.32
By Debit Charge	\$ -

Total amount of checks issued and debit charges: \$ 38.32

Cash balance as shown by records \$ 0.00

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$0.00

Less total of outstanding checks

None -

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

There are undeposited funds in treasurer's hands)

\$ -

Amount of receipts undeposited (See attached schedules)

-

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

\$0.00

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

\_\_\_\_\_ 20 \_\_\_\_\_

Clerk of the Board of Education

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

Wesley Walker  
Treasurer of School District

**TREASURER'S MONTHLY REPORT****FUND: REPAIR RESERVE**

For the Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ 51,860.83

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

<u>Date</u>	<u>Source</u>	
September	Deposits	-
	Interest	-
		\$ -
	Total Receipts	\$ -
	Total receipts, including balance	\$ 51,860.83

Disbursements made during the month:

By Check:	\$ -
EFT Transfers	\$ 51,860.83
By Debit Charge	

Total amount of checks issued and debit charges: \$ 51,860.83

Cash balance as shown by records \$0.00**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$0.00

Less total of outstanding checks

\$ -
-

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

\$ -
-

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a  
true reconciliation) \$0.00Received by the Board of Education and entered  
as a part of the minutes of the Board meeting held

\_\_\_\_\_ 20\_\_\_\_\_

Clerk of the Board of Education

This is to certify that the  
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bank statement, as reconciled.Hita Walker  
Treasurer of School District

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

For the Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ 332,988.30

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

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

\$ -

Total Receipts \$ -

Total receipts, including balance \$ 332,988.30

Disbursements made during the month:

By Check-from check #	\$ -
EFT Transfers	332,988.30
By Debit Charge	-

Total amount of checks issued and debit charges \$ 332,988.30

Cash balance as shown by records \$0.00**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$0.00

less outstanding checks

see attached

\$ -

\$ -

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

\$ -

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)\$0.00Received by the Board of Education and entered  
as a part of the minutes of the Board meeting held

\_\_\_\_\_ 20 \_\_\_\_\_

Clerk of the Board of Education

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

Kita Walker

Treasurer of School District

**TREASURER'S MONTHLY REPORT****FUND: BUS RESERVE**

For the Period from September 4, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ 115,277.89

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ -
	Interest	\$ 0.55

Total Receipts \$ 0.55

Total receipts, including balance \$ 115,278.44

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 112,375.72
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 112,375.72

Cash balance as shown by records \$ 2,902.72

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 2,902.72

Less outstanding checks \$ -

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 2,902.72

Amount of receipts undeposited(See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 2,902.72

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: MONEY MARKET-NY CLASS**

For the Period from September 1, 2018 thru September 30, 2018 \$ -

Total available balance as reported at the end of preceding period \$ -

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 1,196,874.08
	Interest	\$ 697.45
	Total Receipts	\$ 1,197,571.53
	Total receipts, including balance	\$ 1,197,571.53

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 496,874.08
By Debit	\$ -

Total amount of checks issued and debit charges \$ 496,874.08

Cash balance as shown by records \$ 700,697.45

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 700,697.45

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 700,697.45

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 700,697.45

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.

Hita Walker  
Treasurer of School District

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

For the Period from September 1, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period \$ -

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

<u>Date</u>	<u>Source</u>	
September	Deposits	332,988.30
	Interest	<u>\$ 331.78</u>

Total Receipts \$ 333,320.08

Total receipts, including balance \$ 333,320.08

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 \$ 333,320.08**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 333,320.08

less outstanding checks  
see attached  
\$ -  
\$ -Net balance in bank (Should agree with Cash Balance above unless  
There are undeposited funds in treasurer's hands)\$ 333,320.08

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)\$ 333,320.08Received by the Board of Education and entered  
as a part of the minutes of the Board meeting held\_\_\_\_\_  
20This is to certify that the  
above cash balance is  
in agreement with my  
bank statement, as reconciled.Wita Walker

Treasurer of School District

\_\_\_\_\_  
Clerk of the Board of Education

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

For the Period from September 1, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period	\$	-
Receipts during the month: (with breakdown of source including full amount of all short-term loans)		
<u>Date</u>	<u>Source</u>	
September	Deposits	51,860.83
	Interest	\$ 51.67
	Total Receipts	\$ 51,912.50
	Total receipts, including balance	\$ 51,912.50
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	\$	51,912.50

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$	51,912.50
less outstanding checks		
see attached	\$	-
	\$	-
Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)	\$	51,912.50
Amount of receipts undeposited (See attached schedules)		
Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$	51,912.50

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

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Clerk of the Board of EducationThis is to certify that the  
above cash balance is  
in agreement with my  
bank statement, as reconciled.Wisa Walker  
Treasurer of School District

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

For the Period from September 1, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period	\$	-
Receipts during the month: (with breakdown of source including full amount of all short-term loans)		
<u>Date</u>	<u>Source</u>	
September	Deposits	32,730.75
	Interest	\$ 32.62
	Total Receipts	\$ 32,763.37
	Total receipts, including balance	\$ 32,763.37
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	\$	32,763.37

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$	32,763.37
less outstanding checks		
see attached	\$	-
	\$	-

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)	\$	32,763.37
Amount of receipts undeposited (See attached schedules)		
Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$	32,763.37

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 EducationThis 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: SCHOLARSHIP FUND-NY CLASS**

For the Period from September 1, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period	\$	-
Receipts during the month: (with breakdown of source including full amount of all short-term loans)		
<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 70,000.00
	Interest	\$ 69.75
	Total Receipts	\$ 70,069.75
	Total receipts, including balance	\$ 70,069.75
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	\$	70,069.75

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$	70,069.75
less outstanding checks	\$	-
see attached	\$	-

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)	\$	70,069.75
Amount of receipts undeposited (See attached schedules)		-

Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$	70,069.75
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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 EducationThis is to certify that the  
above cash balance is  
in agreement with my  
bank statement, as reconciled.Heta Walker  
Treasurer of School District

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

For the Period from September 1, 2018 thru September 30, 2018

Total available balance as reported at the end of preceding period		\$	-
Receipts during the month: (with breakdown of source including full amount of all short-term loans)			
<u>Date</u>	<u>Source</u>		
September	Deposits	\$	9,294.20
	Interest	\$	9.26
	Total Receipts	\$	9,303.46
	Total receipts, including balance	\$	9,303.46
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		\$	9,303.46

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$	9,303.46
less outstanding checks	\$	-
see attached	\$	-
Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)	\$	9,303.46
Amount of receipts undeposited (See attached schedules)		-
Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$	9,303.46

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.Wesley Walker  
Treasurer of School District

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	10,720.00	0.00	10,720.00	554.50	0.00	10,165.50
A 1010.450-0000	BOE Materials and Supplies	2,500.00	0.00	2,500.00	149.10	353.50	1,997.40
A 1010.490-0000	BOE BOCES Services	9,000.00	0.00	9,000.00	1,146.40	0.00	7,853.60
<b>1010</b>	<b>BOARD OF EDUCATION</b>	<b>22,220.00</b>	<b>0.00</b>	<b>22,220.00</b>	<b>1,850.00</b>	<b>353.50</b>	<b>20,016.50</b>
A 1040.160-0000	BOE District Clerk Salaries	2,217.00	0.00	2,217.00	767.43	0.00	1,449.57
A 1040.400-0000	BOE District Clerk Contractual	3,000.00	0.00	3,000.00	274.94	0.00	2,725.06
<b>1040</b>	<b>DISTRICT CLERK</b>	<b>5,217.00</b>	<b>0.00</b>	<b>5,217.00</b>	<b>1,042.37</b>	<b>0.00</b>	<b>4,174.63</b>
<b>10</b>		<b>27,437.00</b>	<b>0.00</b>	<b>27,437.00</b>	<b>2,892.37</b>	<b>353.50</b>	<b>24,191.13</b>
A 1240.160-0000	Support Staff Salaries	112,282.00	0.00	112,282.00	38,088.00	0.00	74,194.00
A 1240.200-0000	Central Admin Equipment	1,500.00	0.00	1,500.00	171.97	0.00	1,328.03
A 1240.400-0000	Central Admin Contractual	14,430.00	320.00	14,750.00	2,964.53	0.00	11,785.47
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	116.86	2,616.86	564.34	0.00	2,052.52
<b>1240</b>	<b>CHIEF SCHOOL ADMINISTRATOR</b>	<b>130,712.00</b>	<b>436.86</b>	<b>131,148.86</b>	<b>41,788.84</b>	<b>0.00</b>	<b>89,360.02</b>
<b>12</b>		<b>130,712.00</b>	<b>436.86</b>	<b>131,148.86</b>	<b>41,788.84</b>	<b>0.00</b>	<b>89,360.02</b>
A 1310.160-0000	Finance Business Admin Salaries	74,557.00	0.00	74,557.00	26,710.38	0.00	47,846.62
A 1310.490-0000	Finance BOCES Services	27,500.00	0.00	27,500.00	3,862.60	0.00	23,637.40
<b>1310</b>	<b>BUSINESS ADMINISTRATION</b>	<b>102,057.00</b>	<b>0.00</b>	<b>102,057.00</b>	<b>30,572.98</b>	<b>0.00</b>	<b>71,484.02</b>
A 1320.160-0000	Finance Auditing Salaries	518.00	0.00	518.00	92.99	0.00	425.01
A 1320.400-0000	Finance Auditor Contractual	8,600.00	0.00	8,600.00	8,600.00	0.00	0.00
<b>1320</b>	<b>AUDITING</b>	<b>9,118.00</b>	<b>0.00</b>	<b>9,118.00</b>	<b>8,692.99</b>	<b>0.00</b>	<b>425.01</b>
A 1325.160-0000	Finance District Treasurer	19,791.00	0.00	19,791.00	6,825.60	0.00	12,965.40
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	190.74	0.00	59.26
<b>1325</b>	<b>TREASURER</b>	<b>20,041.00</b>	<b>0.00</b>	<b>20,041.00</b>	<b>7,016.34</b>	<b>0.00</b>	<b>13,024.66</b>
A 1330.160-0000	Finance Tax Collector Salary	3,824.00	0.00	3,824.00	3,059.20	0.00	764.80
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	1,165.35	0.00	334.65
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
<b>1330</b>	<b>TAX COLLECTOR</b>	<b>5,424.00</b>	<b>0.00</b>	<b>5,424.00</b>	<b>4,224.55</b>	<b>0.00</b>	<b>1,199.45</b>
<b>13</b>		<b>136,640.00</b>	<b>0.00</b>	<b>136,640.00</b>	<b>50,506.86</b>	<b>0.00</b>	<b>86,133.14</b>
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	1,800.00	0.00	12,200.00
<b>1420</b>	<b>LEGAL</b>	<b>14,000.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>1,800.00</b>	<b>0.00</b>	<b>12,200.00</b>
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	332.00	0.00	1,618.00
<b>1430</b>	<b>PERSONNEL</b>	<b>1,950.00</b>	<b>0.00</b>	<b>1,950.00</b>	<b>332.00</b>	<b>0.00</b>	<b>1,618.00</b>
A 1480.400-0000	Public Info Contractual	20,200.00	0.00	20,200.00	0.00	0.00	20,200.00

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



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
<b>1480</b>	<b>PUBLIC INFORMATION &amp; SERVICES</b>	<b>21,200.00</b>	<b>0.00</b>	<b>21,200.00</b>	<b>0.00</b>	<b>0.00</b>	<b>21,200.00</b>
<b>14</b>							
A 1620.160-0000	Central Services Support Staff Salaries	37,150.00	0.00	37,150.00	2,132.00	0.00	35,018.00
A 1620.200-0000	Central Services Equipment	90,396.00	0.00	90,396.00	30,470.90	0.00	59,925.10
A 1620.400-0000	Central Services Contractual	1,200.00	0.00	1,200.00	269.00	0.00	931.00
A 1620.410-0000	Central Services Fuel Oil	61,500.00	0.00	61,500.00	39,438.42	3,110.40	18,951.18
A 1620.420-0000	Central Services Television	72,000.00	0.00	72,000.00	15,137.60	0.00	56,862.40
A 1620.430-0000	Central Services Electricity	1,500.00	0.00	1,500.00	751.88	0.00	748.12
A 1620.440-0000	Central Services Water Rent	30,000.00	0.00	30,000.00	3,382.41	0.00	26,617.59
A 1620.450-0000	Central Services Materials & Supplies	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
A 1620.460-0000	Central Services Telephone	20,000.00	328.70	20,328.70	6,212.01	5,164.20	8,952.49
A 1620.480-0000	Central Services Telephone	8,500.00	0.00	8,500.00	2,083.63	0.00	6,416.37
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	135.60	0.00	864.40
<b>1620</b>	<b>OPERATION OF PLANT</b>	<b>287,196.00</b>	<b>328.70</b>	<b>287,524.70</b>	<b>98,881.45</b>	<b>8,274.60</b>	<b>180,368.65</b>
A 1621.160-0000	Mainten Support Staff Salaries	13,759.00	0.00	13,759.00	4,668.00	0.00	9,091.00
A 1621.400-0000	Maintenance Contractual Exp	17,500.00	0.00	17,500.00	3,300.00	3,300.00	10,900.00
<b>1621</b>	<b>MAINTENANCE OF PLANT</b>	<b>31,259.00</b>	<b>0.00</b>	<b>31,259.00</b>	<b>7,968.00</b>	<b>3,300.00</b>	<b>19,991.00</b>
A 1670.400-0000	Contractual	1,200.00	0.00	1,200.00	1,043.16	0.00	156.84
A 1670.450-0000	Postage	3,500.00	0.00	3,500.00	845.61	0.00	2,654.39
A 1670.490-0000	Printing - BOCES Services	2,000.00	0.00	2,000.00	25.00	0.00	1,975.00
<b>1670</b>	<b>CENTRAL PRINTING &amp; MAILING</b>	<b>6,700.00</b>	<b>0.00</b>	<b>6,700.00</b>	<b>1,913.77</b>	<b>0.00</b>	<b>4,786.23</b>
A 1680.490-0000	Central DP - BOCES Services	37,500.00	0.00	37,500.00	10,246.40	0.00	27,253.60
<b>1680</b>	<b>CENTRAL DATA PROCESSING</b>	<b>37,500.00</b>	<b>0.00</b>	<b>37,500.00</b>	<b>10,246.40</b>	<b>0.00</b>	<b>27,253.60</b>
<b>16</b>		<b>362,655.00</b>	<b>328.70</b>	<b>362,983.70</b>	<b>119,009.62</b>	<b>11,574.60</b>	<b>232,399.48</b>
A 1910.400-0000	Unallocated Insurance	3,000.00	0.00	3,000.00	803.88	0.00	2,196.12
<b>1910</b>	<b>UNALLOCATED INSURANCE</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>803.88</b>	<b>0.00</b>	<b>2,196.12</b>
A 1920.400-0000	School Association Dues	6,200.00	0.00	6,200.00	3,820.00	0.00	2,380.00
<b>1920</b>	<b>SCHOOL ASSOCIATION DUES</b>	<b>6,200.00</b>	<b>0.00</b>	<b>6,200.00</b>	<b>3,820.00</b>	<b>0.00</b>	<b>2,380.00</b>
A 1981.490-0000	BOCES Administrative Costs	19,500.00	0.00	19,500.00	3,808.40	0.00	15,691.60
<b>1981</b>	<b>BOCES ADMINISTRATIVE COSTS</b>	<b>19,500.00</b>	<b>0.00</b>	<b>19,500.00</b>	<b>3,808.40</b>	<b>0.00</b>	<b>15,691.60</b>
A 1983.490-0000	BOCES Capital Expenses	2,650.00	0.00	2,650.00	514.60	0.00	2,135.40
<b>1983</b>	<b>BOCES CAPITAL EXPENSE</b>	<b>2,650.00</b>	<b>0.00</b>	<b>2,650.00</b>	<b>514.60</b>	<b>0.00</b>	<b>2,135.40</b>



# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>19</b>		<b>31,350.00</b>	<b>0.00</b>	<b>31,350.00</b>	<b>8,946.88</b>	<b>0.00</b>	<b>22,403.12</b>
<b>1</b>		<b>725,944.00</b>	<b>765.56</b>	<b>726,709.56</b>	<b>225,276.57</b>	<b>11,928.10</b>	<b>489,504.89</b>
A 2020.150-0000	Supervision Instructional	25,000.00	0.00	25,000.00	8,653.86	0.00	16,346.14
<b>2020</b>	<b>SUPERVISION - REGULAR SCHOOL</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>8,653.86</b>	<b>0.00</b>	<b>16,346.14</b>
A 2070.150-0000	Instructional Salaries	10,440.00	0.00	10,440.00	3,336.00	0.00	7,104.00
A 2070.490-0000	Inservices - BOCES Services	24,500.00	0.00	24,500.00	2,726.00	0.00	21,774.00
<b>2070</b>	<b>INSERVICE TRAINING - INSTRUCTION</b>	<b>34,940.00</b>	<b>0.00</b>	<b>34,940.00</b>	<b>6,062.00</b>	<b>0.00</b>	<b>28,878.00</b>
<b>20</b>		<b>59,940.00</b>	<b>0.00</b>	<b>59,940.00</b>	<b>14,715.86</b>	<b>0.00</b>	<b>45,224.14</b>
A 2110.120-0000	Teaching K-6 Salaries	451,441.00	0.00	451,441.00	76,629.72	0.00	374,811.28
A 2110.130-0000	Teaching 7-12 Salaries	476,763.00	-6,575.00	470,188.00	68,916.56	0.00	401,271.44
A 2110.140-0000	Substitute Teachers	18,000.00	0.00	18,000.00	4,140.00	0.00	13,860.00
A 2110.160-0000	Support Staff Salaries	24,336.00	0.00	24,336.00	3,874.88	0.00	20,461.12
A 2110.170-0000	Payment in Lieu of Health Insurance	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.180-0000	Leave Sellback	0.00	6,575.00	6,575.00	6,575.00	0.00	0.00
A 2110.200-0000	Teaching Equipment	4,000.00	0.00	4,000.00	2,814.34	0.00	1,185.66
A 2110.400-0000	Teaching Contractual	17,100.00	0.00	17,100.00	3,405.36	0.00	13,694.64
A 2110.410-0000	Field Trips	20,000.00	0.00	20,000.00	1,504.68	0.00	18,495.32
A 2110.411-0000	Conference Attendance	8,500.00	0.00	8,500.00	946.99	450.00	7,103.01
A 2110.412-0000	Mileage Reimbursement	2,500.00	0.00	2,500.00	171.13	0.00	2,328.87
A 2110.450-0000	Teaching Materials & Supplies	8,200.00	-135.00	8,065.00	4,657.90	198.00	3,209.10
A 2110.451-0000	Elementary - Grade 1	1,540.00	0.00	1,540.00	1,058.25	0.00	481.75
A 2110.451-1000	Summer School	78.00	0.00	78.00	0.00	0.00	78.00
A 2110.451-2000	Art Program	2,836.00	352.46	3,188.46	1,729.32	0.00	1,459.14
A 2110.451-3000	Computer Literacy	0.00	345.18	345.18	345.18	0.00	0.00
A 2110.451-4000	Teachers Assistant	250.00	0.00	250.00	29.90	0.00	220.10
A 2110.451-5000	English	1,175.00	0.00	1,175.00	167.88	0.00	1,007.12
A 2110.451-6000	French	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.451-7000	Family Consumer Science	675.00	0.00	675.00	0.00	0.00	675.00
A 2110.451-8000	Health Education	350.00	0.00	350.00	34.79	0.00	315.21
A 2110.451-9000	Math	75.00	50.00	125.00	124.23	0.00	0.77
A 2110.452-1000	Elementary - Conboy/SPED	550.00	0.00	550.00	147.89	109.95	292.16
A 2110.452-2000	Music	1,585.00	0.00	1,585.00	362.03	0.00	1,222.97
A 2110.452-3000	Phys Ed	715.00	0.00	715.00	17.94	0.00	697.06

# LONG LAKE CSD

## Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2110.452-4000</u>	Science	808.00	0.00	808.00	405.47	0.00	402.53
<u>A 2110.452-6000</u>	Technology	1,700.00	0.00	1,700.00	0.00	0.00	1,700.00
<u>A 2110.452-7000</u>	Elementary - PreK	650.00	0.00	650.00	483.38	0.00	166.62
<u>A 2110.453-0000</u>	Elementary - Harkness	250.00	0.00	250.00	241.48	0.00	8.52
<u>A 2110.454-0000</u>	Elementary - Grade 2	776.00	0.00	776.00	599.53	0.00	176.47
<u>A 2110.455-0000</u>	Elementary - Grade 3/4	1,050.00	0.00	1,050.00	150.37	106.91	792.72
<u>A 2110.456-0000</u>	Elementary - Grade 5/6	914.00	85.00	999.00	841.55	0.00	157.45
<u>A 2110.458-0000</u>	Elementary - Grade K	1,274.00	0.00	1,274.00	426.56	156.68	690.76
<u>A 2110.459-1000</u>	Ace Committee	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
<u>A 2110.459-2000</u>	STEM	1,000.00	0.00	1,000.00	42.93	0.00	957.07
<u>A 2110.480-0000</u>	Teaching Textbooks	5,000.00	0.00	5,000.00	1,984.26	0.00	3,015.74
<u>A 2110.490-0000</u>	Teaching BOCES	11,000.00	0.00	11,000.00	1,561.00	0.00	9,439.00
<b>2110</b>	<b>TEACHING - REGULAR SCHOOL</b>	<b>* 1,068,791.00</b>	<b>697.64</b>	<b>1,069,488.64</b>	<b>184,390.50</b>	<b>1,021.54</b>	<b>884,076.60</b>
<b>21</b>		<b>** 1,068,791.00</b>	<b>697.64</b>	<b>1,069,488.64</b>	<b>184,390.50</b>	<b>1,021.54</b>	<b>884,076.60</b>
<u>A 2250.150-0000</u>	Instructional Salaries	83,969.00	0.00	83,969.00	15,083.92	0.00	68,885.08
<u>A 2250.160-0000</u>	Non Instructional Salaries	0.00	17,400.00	17,400.00	3,314.28	0.00	14,085.72
<u>A 2250.400-0000</u>	Students w/Disab Contractual	3,800.00	0.00	3,800.00	4,108.39	0.00	-308.39
<u>A 2250.450-0000</u>	Special Ed Materials & Supplies	610.00	0.00	610.00	484.70	0.00	125.30
<u>A 2250.470-0000</u>	Special Tuition	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
<u>A 2250.490-0000</u>	BOCES Services	85,000.00	-17,400.00	67,600.00	3,152.00	0.00	64,448.00
<b>2250</b>	<b>PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR</b>	<b>* 175,879.00</b>	<b>0.00</b>	<b>175,879.00</b>	<b>26,143.29</b>	<b>0.00</b>	<b>149,735.71</b>
<u>A 2280.490-0000</u>	BOCES Services	30,000.00	0.00	30,000.00	3,198.40	0.00	26,801.60
<b>2280</b>	<b>OCCUPATIONAL EDUCATION (GRADES 9 -12)</b>	<b>* 30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>3,198.40</b>	<b>0.00</b>	<b>26,801.60</b>
<b>22</b>		<b>** 205,879.00</b>	<b>0.00</b>	<b>205,879.00</b>	<b>29,341.69</b>	<b>0.00</b>	<b>176,537.31</b>
<u>A 2330.150-0000</u>	Adult Education Salary	12,407.00	0.00	12,407.00	1,131.32	0.00	11,275.68
<u>A 2330.151-0000</u>	Special Schools Salary	18,720.00	0.00	18,720.00	3,264.00	0.00	15,456.00
<u>A 2330.400-0000</u>	Special Schools Contractual	3,197.00	0.00	3,197.00	0.00	0.00	3,197.00
<u>A 2330.450-0000</u>	Special Schools Materials & Supplies	1,000.00	0.00	1,000.00	348.20	0.00	651.80
<b>2330</b>	<b>TEACHING - SPECIAL SCHOOLS</b>	<b>* 35,324.00</b>	<b>0.00</b>	<b>35,324.00</b>	<b>4,743.52</b>	<b>0.00</b>	<b>30,580.48</b>
<b>23</b>		<b>** 35,324.00</b>	<b>0.00</b>	<b>35,324.00</b>	<b>4,743.52</b>	<b>0.00</b>	<b>30,580.48</b>
<u>A 2610.150-0000</u>	Library Salaries	55,808.00	0.00	55,808.00	0.00	0.00	55,808.00

# LONG LAKE CSD



## Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2610.450-0000</u>	Library Materials & Supplies	900.00	0.00	900.00	103.20	0.00	796.80
<u>A 2610.460-0000</u>	Library Collections	7,400.00	0.00	7,400.00	5,086.18	677.68	1,636.14
<b>2610</b>	<b>SCHOOL LIBRARY &amp; AUDIOVISUAL</b>	<b>64,108.00</b>	<b>0.00</b>	<b>64,108.00</b>	<b>5,189.38</b>	<b>677.68</b>	<b>58,240.94</b>
<u>A 2630.220-0000</u>	Computer Hardware	21,000.00	0.00	21,000.00	0.00	0.00	21,000.00
<u>A 2630.450-0000</u>	Computer Materials & Supplies	1,000.00	0.00	1,000.00	21.96	0.00	978.04
<u>A 2630.460-0000</u>	Computer Software	7,000.00	0.00	7,000.00	3,091.16	1,401.50	2,507.34
<u>A 2630.490-0000</u>	Computer BOCES	70,200.00	0.00	70,200.00	20,991.40	0.00	49,208.60
<b>2630</b>	<b>COMPUTER ASSISTED INSTRUCTION</b>	<b>99,200.00</b>	<b>0.00</b>	<b>99,200.00</b>	<b>24,104.52</b>	<b>1,401.50</b>	<b>73,693.98</b>
<b>26</b>	<b>Attendance</b>	<b>163,308.00</b>	<b>0.00</b>	<b>163,308.00</b>	<b>29,293.90</b>	<b>2,079.18</b>	<b>131,934.92</b>
<u>A 2805.160-0000</u>		4,500.00	0.00	4,500.00	857.16	0.00	3,642.84
<b>2805</b>	<b>ATTENDANCE - REGULAR SCHOOL</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>857.16</b>	<b>0.00</b>	<b>3,642.84</b>
<u>A 2810.150-0000</u>	Guidance Instructional Salaries	58,135.00	0.00	58,135.00	12,893.17	0.00	45,241.83
<u>A 2810.450-0000</u>	Guidance Materials & Supplies	1,219.00	0.00	1,219.00	240.25	0.00	978.75
<u>A 2810.451-0000</u>	Guidance Testing and Materials	1,195.00	964.00	2,159.00	0.00	1,188.00	971.00
<b>2810</b>	<b>GUIDANCE - REGULAR SCHOOL</b>	<b>60,549.00</b>	<b>964.00</b>	<b>61,513.00</b>	<b>13,133.42</b>	<b>1,188.00</b>	<b>47,191.58</b>
<u>A 2815.160-0000</u>	Support Staff Salaries	30,380.00	0.00	30,380.00	5,403.60	0.00	24,976.40
<u>A 2815.400-0000</u>	Health Contractual	6,800.00	0.00	6,800.00	85.00	0.00	6,715.00
<u>A 2815.450-0000</u>	Health Materials & Supplies	1,828.00	0.00	1,828.00	407.74	0.00	1,420.26
<b>2815</b>	<b>HEALTH SERVICES - REGULAR SCHOOL</b>	<b>39,008.00</b>	<b>0.00</b>	<b>39,008.00</b>	<b>5,896.34</b>	<b>0.00</b>	<b>33,111.66</b>
<u>A 2820.400-0000</u>	Psychologist Contractual	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
<u>A 2820.450-0000</u>	Psychologist Materials & Supplies	1,150.00	0.00	1,150.00	1,030.16	0.00	119.84
<b>2820</b>	<b>PSYCHOLOGICAL SERVICES - REGULAR SCHOOL</b>	<b>41,150.00</b>	<b>0.00</b>	<b>41,150.00</b>	<b>1,030.16</b>	<b>0.00</b>	<b>40,119.84</b>
<u>A 2825.400-0000</u>	Contractual	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<b>2825</b>	<b>SOCIAL WORK SERVICES - REGULAR SCHOOL</b>	<b>6,000.00</b>	<b>0.00</b>	<b>6,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>6,000.00</b>
<u>A 2850.150-0000</u>	Co-curricular Salaries	21,394.00	0.00	21,394.00	104.00	0.00	21,290.00
<u>A 2850.450-0000</u>	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>2850</b>	<b>CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL</b>	<b>22,394.00</b>	<b>0.00</b>	<b>22,394.00</b>	<b>104.00</b>	<b>0.00</b>	<b>22,290.00</b>
<u>A 2855.150-0000</u>	Interscholastic Salaries	20,000.00	0.00	20,000.00	939.71	0.00	19,060.29
<u>A 2855.200-0000</u>	Interscholastic Equipment	10,000.00	0.00	10,000.00	7,754.40	0.00	2,245.60
<u>A 2855.400-0000</u>	Interscholastic Contractual	10,500.00	0.00	10,500.00	1,827.00	0.00	8,673.00
<u>A 2855.450-0000</u>	Interscholastic Materials & Supplies	3,000.00	0.00	3,000.00	622.48	0.00	2,377.52

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2855.490-0000</u>	BOCES Interscholastic	500.00	0.00	500.00	86.60	0.00	413.40
<b>2855</b>	<b>INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL</b>	<b>44,000.00</b>	<b>0.00</b>	<b>44,000.00</b>	<b>11,230.19</b>	<b>0.00</b>	<b>32,769.81</b>
<b>28</b>		<b>217,601.00</b>	<b>964.00</b>	<b>218,565.00</b>	<b>32,251.27</b>	<b>1,188.00</b>	<b>185,125.73</b>
<b>2</b>		<b>1,750,843.00</b>	<b>1,661.64</b>	<b>1,752,504.64</b>	<b>294,736.74</b>	<b>4,288.72</b>	<b>1,453,479.18</b>
<u>A 5510.160-0000</u>	Transportation Salaries	78,399.00	0.00	78,399.00	19,110.92	0.00	59,288.08
<u>A 5510.210-0000</u>	Purchase of Buses	0.00	0.00	0.00	112,375.72	0.00	-112,375.72
<u>A 5510.400-0000</u>	Transportation Contractual	14,000.00	0.00	14,000.00	7,681.76	0.00	6,318.24
<u>A 5510.450-0000</u>	Transportation Materials & Supplies Misc	500.00	0.00	500.00	8.00	0.00	492.00
<u>A 5510.451-0000</u>	Diesel/Gasoline	18,000.00	0.00	18,000.00	1,735.43	0.00	16,264.57
<u>A 5510.452-0000</u>	Tires	2,500.00	0.00	2,500.00	983.08	0.00	1,516.92
<u>A 5510.453-0000</u>	Parts	7,500.00	0.00	7,500.00	1,861.27	0.00	5,638.73
<u>A 5510.454-0000</u>	Labor	13,000.00	0.00	13,000.00	2,685.92	0.00	10,314.08
<u>A 5510.455-0000</u>	Oil	0.00	0.00	0.00	0.00	0.00	0.00
<u>A 5510.490-0000</u>	BOCES Contractual	1,300.00	0.00	1,300.00	181.00	0.00	1,119.00
<b>5510</b>	<b>DISTRICT TRANSPORTATION SERVICES</b>	<b>135,199.00</b>	<b>0.00</b>	<b>135,199.00</b>	<b>146,623.10</b>	<b>0.00</b>	<b>-11,424.10</b>
<b>55</b>		<b>135,199.00</b>	<b>0.00</b>	<b>135,199.00</b>	<b>146,623.10</b>	<b>0.00</b>	<b>-11,424.10</b>
<b>5</b>		<b>135,199.00</b>	<b>0.00</b>	<b>135,199.00</b>	<b>146,623.10</b>	<b>0.00</b>	<b>-11,424.10</b>
<u>A 9010.800-0000</u>	NYS Retirement	56,000.00	0.00	56,000.00	-11,000.00	0.00	67,000.00
<b>9010</b>	<b>STATE RETIREMENT</b>	<b>56,000.00</b>	<b>0.00</b>	<b>56,000.00</b>	<b>-11,000.00</b>	<b>0.00</b>	<b>67,000.00</b>
<u>A 9020.800-0000</u>	Teacher Retirement	145,000.00	0.00	145,000.00	-33,968.83	0.00	178,968.83
<b>9020</b>	<b>TEACHERS' RETIREMENT</b>	<b>145,000.00</b>	<b>0.00</b>	<b>145,000.00</b>	<b>-33,968.83</b>	<b>0.00</b>	<b>178,968.83</b>
<u>A 9030.800-0000</u>	Social Security	130,741.00	0.00	130,741.00	26,047.54	0.00	104,693.46
<b>9030</b>	<b>SOCIAL SECURITY</b>	<b>130,741.00</b>	<b>0.00</b>	<b>130,741.00</b>	<b>26,047.54</b>	<b>0.00</b>	<b>104,693.46</b>
<u>A 9040.800-0000</u>	Worker Compensation	13,000.00	0.00	13,000.00	6,039.00	0.00	6,961.00
<b>9040</b>	<b>WORKERS' COMPENSATION</b>	<b>13,000.00</b>	<b>0.00</b>	<b>13,000.00</b>	<b>6,039.00</b>	<b>0.00</b>	<b>6,961.00</b>
<u>A 9050.800-0000</u>	Unemployment	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<b>9050</b>	<b>UNEMPLOYMENT INSURANCE</b>	<b>20,000.00</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>
<u>A 9055.800-0000</u>	Disability Plan	4,000.00	0.00	4,000.00	501.63	0.00	3,498.37
<b>9055</b>	<b>DISABILITY INSURANCE</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>501.63</b>	<b>0.00</b>	<b>3,498.37</b>
<u>A 9060.800-0000</u>	Hospitalization	984,540.00	0.00	984,540.00	374,244.31	0.00	610,295.69
<b>9060</b>	<b>HOSPITAL, MEDICAL &amp; DENTAL INSURANCE</b>	<b>984,540.00</b>	<b>0.00</b>	<b>984,540.00</b>	<b>374,244.31</b>	<b>0.00</b>	<b>610,295.69</b>
<b>90</b>		<b>1,353,281.00</b>	<b>0.00</b>	<b>1,353,281.00</b>	<b>361,863.65</b>	<b>0.00</b>	<b>991,417.35</b>

# LONG LAKE CSD

## Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9901 930-0000	Transfer to School Food Svc Fund	102,605.00	0.00	102,605.00	0.00	0.00	102,605.00
9901	TRANSFERS TO FUNDS	*	0.00	102,605.00	0.00	0.00	102,605.00
99		**	0.00	102,605.00	0.00	0.00	102,605.00
9		***	0.00	1,455,886.00	361,863.65	0.00	1,094,022.35
	<b>Fund ATotals:</b>	<b>4,067,872.00</b>	<b>2,427.20</b>	<b>4,070,299.20</b>	<b>1,028,500.06</b>	<b>16,216.82</b>	<b>3,025,582.32</b>
	<b>Grand Totals:</b>	<b>4,067,872.00</b>	<b>2,427.20</b>	<b>4,070,299.20</b>	<b>1,028,500.06</b>	<b>16,216.82</b>	<b>3,025,582.32</b>

# LONG LAKE CSD

Revenue Status Report From 7/1/2018 To 6/30/2019



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C.1440.B</u>	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	859.70	1,640.30
<u>C.1440.L</u>	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	2,495.00	7,005.00
<u>C.1445.L</u>	A La Carte Sales	2,000.00	0.00	2,000.00	170.09	1,829.91
<u>C.2401</u>	Interest and Earnings	0.00	0.00	0.00	0.62	-0.62
<u>C.3190.FB</u>	Breakfast - Federal Reimbursement	5,500.00	0.00	5,500.00	837.00	4,663.00
<u>C.3190.FL</u>	Lunch - Federal Reimbursement	12,000.00	0.00	12,000.00	1,858.00	10,142.00
<u>C.3190.FS</u>	Snack - Federal Reimbursement	750.00	0.00	750.00	0.00	750.00
<u>C.3190.SB</u>	Breakfast - State Reimbursement	250.00	0.00	250.00	42.00	208.00
<u>C.3190.SL</u>	Lunch - State Reimbursement	400.00	0.00	400.00	69.00	331.00
<u>C.4190</u>	USDA Surplus Food	1,800.00	0.00	1,800.00	0.00	1,800.00
<u>C.5031</u>	Interfund Transfer	102,605.00	0.00	102,605.00	0.00	102,605.00
<b>C Totals:</b>		<b>137,305.00</b>	<b>0.00</b>	<b>137,305.00</b>	<b>6,331.41</b>	<b>130,973.59</b>
<b>Grand Totals:</b>		<b>137,305.00</b>	<b>0.00</b>	<b>137,305.00</b>	<b>6,331.41</b>	<b>130,973.59</b>

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2018 To 6/30/2019



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	57,778.00	0.00	57,778.00	11,079.02	0.00	46,698.98
C 2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	986.50	0.00	2,013.50
C 2860.410-0000	Cafeteria Food	30,000.00	0.00	30,000.00	5,720.35	3,139.60	21,140.05
C 2860.450-0000	Cafeteria Materials & Supplies	2,500.00	0.00	2,500.00	761.56	1,162.47	575.97
2860	SCHOOL FOOD SERVICE	93,278.00	0.00	93,278.00	18,547.43	4,302.07	70,428.50
28		93,278.00	0.00	93,278.00	18,547.43	4,302.07	70,428.50
2		93,278.00	0.00	93,278.00	18,547.43	4,302.07	70,428.50
C 9010.800-0000	Cafeteria Employees Retirement	9,500.00	0.00	9,500.00	-2,000.00	0.00	11,500.00
9010	STATE RETIREMENT	9,500.00	0.00	9,500.00	-2,000.00	0.00	11,500.00
C 9030.800-0000	Cafeteria Social Security	4,420.00	0.00	4,420.00	0.00	0.00	4,420.00
9030	SOCIAL SECURITY	4,420.00	0.00	4,420.00	0.00	0.00	4,420.00
C 9060.800-0000	Cafeteria Health Insurance	30,107.00	0.00	30,107.00	0.00	0.00	30,107.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	30,107.00	0.00	30,107.00	0.00	0.00	30,107.00
90		44,027.00	0.00	44,027.00	-2,000.00	0.00	46,027.00
9		44,027.00	0.00	44,027.00	-2,000.00	0.00	46,027.00
Fund CTotals:		137,305.00	0.00	137,305.00	16,547.43	4,302.07	116,455.50
Grand Totals:		137,305.00	0.00	137,305.00	16,547.43	4,302.07	116,455.50

# LONG LAKE CSD

Revenue Status Report From 7/1/2018 To 6/30/2019



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	2,813,826.42	0.00	2,813,826.42	2,813,826.42	0.00
A 1081	Other Payments in Lieu of Taxes	0.00	0.00	0.00	288.21	-288.21
A 1085	School Tax Relief Reimb (STAR)	35,173.58	0.00	35,173.58	35,173.58	0.00
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	778.52	2,221.48
A 1310	Day School Tuition	3,300.00	0.00	3,300.00	3,412.00	-112.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	452.00	548.00
A 2401	Interest on Earnings	400.00	0.00	400.00	1,181.20	-781.20
A 2770	Other Unclassified Revenues	0.00	0.00	0.00	518.48	-518.48
A 3101.A	General Aid	475,000.00	0.00	475,000.00	129,453.99	345,546.01
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	1,310.64	-1,310.64
A 3102	VLT Lottery Aid	0.00	0.00	0.00	4,897.53	-4,897.53
A 3103	BOCES Aid	59,000.00	0.00	59,000.00	-1.26	59,001.26
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	810.00	3,190.00
A 3265	Small Government Assistance	0.00	0.00	0.00	158,956.00	-158,956.00
<b>A Totals:</b>		<b>3,394,700.00</b>	<b>0.00</b>	<b>3,394,700.00</b>	<b>3,151,057.31</b>	<b>243,642.69</b>
<b>Grand Totals:</b>		<b>3,394,700.00</b>	<b>0.00</b>	<b>3,394,700.00</b>	<b>3,151,057.31</b>	<b>243,642.69</b>



# LONG LAKE CSD

Check Warrant Report For A - 7: Cash Disbursement- General Fund For Dates 10/1/2018 - 10/31/2018



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
4	10/01/2018	1676	NORTHEAST INSTRUMENTAL MUSIC FEST.	FIELD TRIP REGISTRATION		255.00
15085	10/01/2018	3259	FIRST UNUM LIFE INSURANCE CO.	OCTOBER DISABILITY		254.78
15086	10/01/2018	3271	NYSEC	CONFERENCE REG-COMBS		200.00
15087	10/01/2018	3755	NORTH COUNTRY SBGA	18-19 DUES T. CLARK		10.00
15088	10/01/2018	4605	XEROX FINANCIAL SERVICES	COPIER LEASE		210.00
15089	10/01/2018	3779	MARLIN LEASING CORP	COPIER LEASE		96.77
15090	10/01/2018	3807	MINISTER OF FINANCE	BUS SAFETY STICKERS		140.00
15090	10/23/2018	3807	**VOID** MINISTER OF FINANCE	**VOID**		-140.00
15091	10/12/2018	4641	ALBANY MARRIOTT	CONFERENCE HOTEL - T COMBS		142.00
15092	10/12/2018	2700	SCHOLASTIC MAGAZINE	SCIENCE WORLD SUBSCRIPTION 18-19 S/Y	190038	104.39
15093	10/12/2018	1840	GRAINGER	EXHAUST FAN, CIRCULATING PUMP	190119	393.42
15094	10/12/2018	4638	CARSEN-DELLOSA	STEM SUPPLIES	190114	42.93
15095	10/12/2018	4284	BSN SPORTS	SOCCER GOAL WHEELS	190108	210.59
15096	10/12/2018	3940	LUKES MOBIL	TIRES FOR CHEVY		569.80
15097	10/12/2018	2690	LRP PUBLICATIONS	BOARD & ADMINISTRATORS PUBLICATION 12/1/18 - 11/30/19		314.50
15098	10/12/2018	4633	STORE SMART	REPLACEMENT FOLDERS	190115	11.25
15099	10/12/2018	2742	TUPPER LAKE CENTRAL SCHOOL			2,449.14
15100	10/12/2018	4643	CHARLIE MADORE	TUITION REIMB. P. CLEMENT		500.00
15101	10/12/2018	3759	CNY ELEVATOR INSPECTIONS	ELEVATOR INSPECTIONS		420.00
15102	10/12/2018	4496	MIDDLEBURY INTERACTIVE LANGUAGES	SPANISH CLASS FALL 2018		250.00
15103	10/12/2018	4411	NYSMEC	ELECTRIC INSTALLMENT 3 OF 6		3,879.12
15104	10/12/2018	3953	N.A.P.A. AUTO PARTS	CUSTODIAL SUPPLIES	190013	8.39
15105	10/12/2018	3557	MERIDIAN IT	TELEPHONE SYSTEM MTNCE 10/1/18-12/31/18		360.00
15106	10/12/2018	1288	XEROX CORPORATION	OCTOBER LEASE & USAGE		28.56
15107	10/12/2018	1373	JOHN RATHBUN	OFFICIAL FEES		204.00
15108	10/12/2018	2019	BRUCE W. MCGINN	OFFICIAL FEES		108.00
15109	10/12/2018	3337	PETER OLESCHESKI			324.00
15110	10/12/2018	2385	ADIRONDACK CHAPTER NYSASBO	2018-19 DUES SNIDE		30.00
15111	10/12/2018	3217	FRONTIER	TELEPHONE		383.93
12	10/12/2018	3935	CAREY POOLER	REIMB. ARTS IN ED/EDUCATION .COM		146.88
15113	10/12/2018	2511	SCHOLASTIC BOOK FAIRS	BOOK FAIR		769.77

# LONG LAKE CSD



## Check Warrant Report For A - 7: Cash Disbursement- General Fund For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15114	10/12/2018	2004	FORTUNE'S HARDWARE	ART SUPPLIES/CUSTODIAL SUPPLIES	190015	97.00
15115	10/12/2018	2819	MCCLARY MEDIA INC.	LEGAL ADS/HELP WANTED ADS		34.46
15116	10/12/2018	2060	LEONARD BUS SALES, INC.	BUS 27 REPAIRS		645.92
15117	10/12/2018	4014	TBS	UNIVENT UPGRADE		3,300.00
15118	10/12/2018	2551	LELAND PAPER CO.	CUSTODIAL SUPPLIES	190012	859.61
15119	10/12/2018	1709	QUILL		190126	397.95
15120	10/12/2018	3981	NORTHWAY COMMUNICATIONS LLC	BUS 30 RADIO PARTS		64.00
15121	10/12/2018	4642	G.A. BOVE FUELS	FUEL OIL		14,346.20
15122	10/12/2018	2792	DONALD LAROCK	OFFICIAL FEES		114.00
15123	10/12/2018	4378	BRUCE TUBBS	OFFICIAL FEES		114.00
15124	10/12/2018	4645	UPSTATE AGENCY LLC	FUEL STORAGE TANK LIABILITY INS 9/15/18-9/15/19		932.89
15125	10/12/2018	4066	TOTALFUNDS	POSTAGE		250.00
15126	10/12/2018	3801	NYS TAX DEPARTMENT	IFTA DECAL BUS 30		8.00
15127	10/12/2018	2622	NYSSCA	CONFERENCE REG-PYLMAN		250.00
15128	10/12/2018	1360	HAMILTON COUNTY TREASURER	TAX BILL PREPARATION		1,165.35
15129	10/12/2018	3944	STUDIES WEEKLY	GRADE 2 SUPPLIES	190125	59.90
15130	10/12/2018	3390	CASTLE SOFTWARE, INC.	18-19 SOFTWARE RENEWAL	190124	181.50
15131	10/12/2018	4525	SLIC NETWORK SOLUTIONS	CABLE TV OCTOBER		122.65
15132	10/12/2018	2403	M. BOZAK & SONS	MOTOR OIL		12.60
15133	10/24/2018	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
15134	10/24/2018	2279	F-E-H BOCES TREASURER	OCTOBER CONTRACT BILL		18,061.20
15135	10/24/2018	2752	LAWSON OFFICE PRODUCTS	COPIER CHARGES		175.98
15136	10/24/2018	4606	NORTH COUNTRY XEROGRAPHICS, INC.	COPIER CHARGES		155.87
15137	10/24/2018	3292	DAY WHOLESALE INC.	WATER	190045	51.00
15138	10/24/2018	4592	VOCABULARYSPELLING CITY.COM	SPELLING CITY MEMBERSHIP 10/10/18-10/10/19	190135	81.00
15139	10/24/2018	1147	FOLLETT LIBRARY BOOK CO.	LIBRARY BOOKS	190072	505.91
15140	10/24/2018	2833	UTICA NATIONAL INSURANCE GROUP	BUS 30 INSURANCE		383.00
15141	10/24/2018	4646	BENJAMIN CONBOY	REFEREE FEE		72.00
15142	10/24/2018	3856	PESI HEALTHCARE	CONFERENCE REGISTRATION-DUKETT	190133	199.99
15143	10/24/2018	1373	JOHN RATHBUN	OFFICAL		102.00
15144	10/24/2018	4378	BRUCE TUBBS	OFFICIAL FEE		114.00
15145	10/24/2018	3758	TEACHER CREATED RESOURCES	GRADE 3/4 SUPPLIES	190084	19.98

# LONG LAKE CSD



## Check Warrant Report For A - 7: Cash Disbursement- General Fund For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
6	10/24/2018	2988	GIRVIN & FERLAZZO, P.C.	LEGAL RETAINER SEPTEMBER		600.00
15147	10/24/2018	1209	J. W. PEPPER & SON INC.	MUSIC	190131	164.89
15148	10/24/2018	3825	AMAZON			791.10
15149	10/24/2018	4199	NYS EMPLOYEES' HEALTH INSURANCE	NOVEMBER HEALTH INSURANCE		76,618.78
15150	10/24/2018	3275	CPA, P.C. LARRY REECE	6/30/17 AUDIT		8,600.00
15151	10/24/2018	1360	HAMILTON COUNTY TREASURER	GAS/DIESEL SEPTEMBER		1,105.30
15152	10/24/2018	2745	NYS ENVIRONMENTAL CONSERVATION	SPED FEE		110.00
15153	10/24/2018	1305	AMERICAN EXPRESS	FINGERPRINT FEES		300.00
15154	10/24/2018	4141	NOELLE SHORT	MILEAGE 9/12, 10/17		89.16
15155	10/24/2018	3064	TRI-LAKES THREE PRESS CORP.	LEGAL/HELP WANTED ADS		74.56
15156	10/24/2018	4603	HERCULES HARDWARE	CUSTODIAL SUPPLIES	190137	228.35
15157	10/24/2018	1328	NYSPHSAA, INC.	CONCUSSION IMPACT TESTS	190136	85.00
15158	10/24/2018	3861	HIGH PEAKS RESORT	NORTHEAST FIELD TRIP HOTEL		1,149.68
15159	10/31/2018	3259	FIRST UNUM LIFE INSURANCE CO.	NOVEMBER DISABILITY INS.		250.16
15160	10/31/2018	4605	XEROX FINANCIAL SERVICES	COPIER LEASE		210.00
15161	10/31/2018	3779	MARLIN LEASING CORP	COPIER LEASE		96.77
15162	10/31/2018	4648	MITCHEL PEETS	ASP ASSISTANT		62.40
15163	10/31/2018	4422	CONSTANT CONTACT	SUBSCRIPTION GOOD THROUGH NOV. 2019		206.00

Number of Transactions: 81

Warrant Total: 146,297.33

Vendor Portion: 146,297.33

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 81 in number, in the total amount of \$ 146,297.33. 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.

10/31/18  
Date

Noelle J. Short  
SUPERINTENDENT

### Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 146,297.33. 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.

11/1/18  
Date

Jerome L. Flanagan  
CLAIMS AUDITOR

# LONG LAKE CSD

## Check Warrant Report For C - 4: Cash Disbursement-Lunch Fund For Dates 10/1/2018 - 10/31/2018



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2137	10/12/2018	4643	CHARLIE MADORE	REFUND P. CLEMENT LUNCH FUNDS		4.20
2138	10/12/2018	4204	BIMBO FOODS BAKERIES	CAFETERIA BREAD	190101	217.56
2139	10/12/2018	4371	CAPITAL CANDY CO. INC.	CAFETERIA MILK/DAIRY	190106	310.01
2140	10/12/2018	3652	U.S. FOODSERVICE, INC.	CAFETERIA FOOD	190113	747.07
2141	10/12/2018	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	190105	165.50
2142	10/12/2018	2551	LELAND PAPER CO.	CAFETERIA PAPER PRODUCTS	190100	188.65
2143	10/12/2018	2861	HUFF ICE CREAM	CAFETERIA ICE CREAM	190111	462.48
2144	10/12/2018	2496	SYSCO FOOD SERVICES	CAFETERIA FOOD	190102	486.28
2145	10/24/2018	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	190106	590.72

Number of Transactions: 9

Warrant Total: 3,172.47

Vendor Portion: 3,172.47

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$3,172.47. 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.

10/31/18 Date Noelle J. Short SUPERINTENDENT

### Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$3,172.47. 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.

11/1/18 Date Jerome F. Horvath CLAIMS AUDITOR

# LONG LAKE CSD



## Check Warrant Report For CM - 2: Cash Disbursement - Scholarship Fund For Dates 10/1/2018 - 10/31/2018

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1356	10/12/2018	4619	MARIA BLACK	VARTULI SCHOLARSHIP		500.00
Number of Transactions: 1						Warrant Total: 500.00
						Vendor Portion: 500.00

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 500.00. 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.

10/31/18      Victoria J. Snide  
Date                      BUSINESS MANAGER

2018

6161

Personnel

**SUBJECT: CONFERENCE/TRAVEL EXPENSE REIMBURSEMENT**

Conference travel will be for official business and will be made utilizing a cost-effective and reasonable method of travel.

All conference travel must have a completed Request for Approval of Conference Attendance Form on file which has been approved by the appropriate supervisor.

All conference reimbursement requests must be submitted using a Claim Form.

Expenses for travel will be reimbursed when accompanied by original receipts for lodging and other reimbursable expenses. Meal expenses for travel will only be reimbursed based on the Board approved per diem rates listed below.

The following rates are the maximum allowed for conference/travel reimbursement:

General Rates

Breakfast - \$10 maximum

Lunch - \$15 maximum

Dinner - \$20 maximum

Tip – Maximum of 20%

Metro Rates (ex. New York City)

Breakfast - \$10 maximum

Lunch - \$25 maximum

Dinner - \$35 maximum

Tip – Maximum of 20%

New York State sales tax cannot generally be reimbursed. Sales tax may, however, be reimbursed when such costs constitute an actual and necessary expense. A Sales Tax-Exempt Form must be obtained prior to travel for hotel accommodations.

Original receipts are required when submitting for parking and tolls, however "EZ Pass" statements may be substituted with the appropriate charges highlighted.

General Municipal Law § 77-b(2)

NOTE: Refer also to Policy #5323 -- Reimbursement For Meals/Refreshments

Adoption Date –

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE**

The District is committed to maintaining a discrimination-free work environment. Sexual harassment is one form of workplace discrimination. This policy addresses sexual harassment in the workplace and is one component of the District's commitment to a discrimination-free work environment. The District will provide this policy to all employees in writing. The District will post this policy prominently throughout the District to the extent practicable.

Sexual harassment is a form of employee misconduct, a violation of District policy, and unlawful. Employees of every level who engage in sexual harassment, including supervisory personnel who engage in sexual harassment, who knowingly allow such behavior to continue, or fail to report suspected sexual harassment will be subject to remedial and/or disciplinary action by the District. Sexual harassment may also subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability.

This policy applies to all instances of sexual harassment perpetrated against a "covered person," regardless of immigration status, by anyone in the workplace, including a co-worker, supervisor, or third-party such as a non-employee, paid or unpaid intern, vendor, building security, visitor, volunteer, parent, or student. For purposes of this policy, a "covered person" includes:

- a) Employees;
- b) Applicants for employment;
- c) Paid or unpaid interns; and
- d) Non-employees, which include anyone who is (or is employed by) a contractor, subcontractor, vendor, consultant, or other person providing services pursuant to a contract in the workplace.

Sexual harassment in the workplace can occur between any individuals, regardless of their sex or gender. Unlawful sexual harassment is not limited to the physical workplace itself. Sexual harassment can occur on school grounds, school buses or District vehicles, and at school-sponsored events, programs, or activities, including those that take place at locations off school premises. It can also occur while employees are traveling for District business. Calls, texts, emails, and social media usage can constitute unlawful workplace harassment, even if they occur away from school grounds, on personal devices, or during non-work hours.

**What Constitutes Sexual Harassment**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity, and the status of being transgender.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- a) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- b) Such conduct is made either explicitly or implicitly a term or condition of employment; or
- c) Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any covered person who feels harassed should report the conduct so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

**Examples of Sexual Harassment**

The following describes some actions that may constitute unlawful sexual harassment and that are strictly prohibited:

- a) Physical acts of a sexual nature, such as:
  - 1. Touching, pinching, patting, kissing, hugging, grabbing, brushing against another person's body or poking another person's body; and
  - 2. Rape, sexual battery, molestation or attempts to commit these assaults.
- b) Unwanted sexual advances or propositions, such as:

(Continued)



**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

1. Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments; and
  2. Subtle or obvious pressure for unwelcome sexual activities.
- c) Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- d) Sex stereotyping, which occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- e) Sexual or discriminatory displays or publications anywhere in the workplace, such as pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- f) Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and the status of being transgender, such as:
1. Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  2. Sabotaging an individual's work; and
  3. Bullying, yelling, or name-calling.

**Prohibition of Retaliatory Behavior (Whistle-Blower Protection)**

Unlawful retaliation can be any action that could discourage a covered person from coming forward to make or support a sexual harassment claim. Adverse action need not be job-related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

The District prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of a complaint of sexual harassment. Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in "protected activity." Protected activity occurs when a person has:

- a) Made a complaint of sexual harassment, either internally or with any anti-discrimination agency;

(Continued)

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- b) Testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- c) Opposed sexual harassment by making a verbal or informal complaint of harassment to a supervisor, building principal, other administrator, or the Civil Rights Compliance Officer (CRCO);
- d) Reported that another employee has been sexually harassed; or
- e) Encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

**Reporting Sexual Harassment**

Preventing sexual harassment is everyone's responsibility. The District cannot prevent or remedy sexual harassment unless it knows about it. Any covered person who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor, building principal, other administrator, or the CRCO. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is posted on the District website, and all covered persons are encouraged to use this complaint form. Persons who are reporting sexual harassment on behalf of another person should use the complaint form and note that it is being submitted on another person's behalf.

Any person who believes they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

**Supervisory Responsibilities**

All supervisors, building principals, and other administrators who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, are required to report such suspected sexual harassment to the CRCO. In the event the CRCO is the alleged harasser, the report will be directed to another CRCO, if the District has designated another individual to serve in that capacity, or to the Superintendent.\*

*\*Customize to District -- If the Superintendent is the CRCO end the sentence at the word capacity.*  
(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors, building principals, and other administrators will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors, building principals, and other administrators will also be subject to discipline for engaging in any retaliation.

**Investigating Complaints**

All complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. Disclosure may, however, be necessary to complete a thorough investigation of the charges and/or notify law enforcement officials. All persons involved, including complainants, witnesses, and alleged harassers will be accorded due process, as outlined below, and in accordance with any applicable collective bargaining agreements to protect their rights to a fair and impartial investigation.

The District will not tolerate retaliation against anyone who files complaints, supports another's complaint, or participates in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- a) Upon receipt of a complaint, the CRCO will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. In the event that the CRCO is the alleged harasser, the complaint will be directed to another CRCO or District designee for investigation.
- b) If a complaint is verbal, encourage the individual to complete the complaint form, which is available on the District website, in writing. If he or she refuses, prepare a complaint form based on the verbal reporting.
- c) If documents, emails, or phone records are relevant to the investigation, take steps to obtain and preserve them.
- d) Request and review all relevant documents, including all electronic communications.

(Continued)

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- e) Interview all parties involved, including any relevant witnesses. If a student is involved, the District will follow all applicable District policies and procedures regarding questioning students.
- f) Create written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - 1. A list of all documents reviewed, along with a detailed summary of relevant documents;
  - 2. A list of names of those interviewed, along with a detailed summary of their statements;
  - 3. A timeline of events;
  - 4. A summary of prior relevant incidents, reported or unreported; and
  - 5. The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- g) Keep the written documentation and associated documents in a secure and confidential location.
- h) Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- i) Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

If an investigation reveals that discrimination or harassment has occurred, the District will take immediate corrective action as warranted. This action will be taken in accordance with applicable laws and regulations, as well as any and all relevant codes of conduct, District policies and administrative regulations, collective bargaining agreements, and/or third-party contracts.

**Annual Training**

The District will provide a sexual harassment prevention training program to all employees on an annual basis. The training will be interactive and will include:

- a) An explanation of sexual harassment consistent with guidance issued by the Department of Labor in consultation with the Division of Human Rights;
- b) Examples of conduct that would constitute unlawful sexual harassment;

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

- c) Information concerning the federal and state statutory provisions concerning sexual harassment and remedies available to victims of sexual harassment;
- d) Information concerning employees' rights of redress and all available forums for adjudicating complaints; and
- e) Information addressing conduct by supervisors and any additional responsibilities for such supervisors.

**Legal Protections and External Remedies**

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the District's internal process, individuals may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, an individual may seek the legal advice of an attorney.

In addition to those outlined below, individuals may have additional legal protections.

**State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects covered persons, regardless of immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time within one year of the harassment. If an individual did not file with DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the District does not extend your time to file with DHR or in court. The one year or three years is counted from the date of the most recent incident of harassment.

Individuals do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

(Continued)

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. Individuals may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

Civil Rights Act of 1964

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 USC § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An individual alleging discrimination at work can file a "Charge of Discrimination." The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

Title IX

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity. The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX of the Education Amendments of 1972.

For more information about how to file a complaint, contact OCR at 800-421-3481 (TDD 800-877-8339) or visit: <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>. The website contains information about filing the complaint online, by mail, or by email.

(Continued)

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE (Cont'd.)**Local Protections

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists.

Local Police Department

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

Title VII of the Civil Rights Act of 1964, 42 USC § 2000e et seq.  
Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.  
29 CFR § 1604.11(a)  
34 CFR Subtitle B, Chapter I  
Civil Service Law § 75-B  
Executive Law Article 15  
Labor Law § 201-g

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District  
#6122 -- Employee Grievances  
#7551 -- Sexual Harassment of Students

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Students

## SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE

The District recognizes the importance of educational stability for students in foster care and will collaborate, as appropriate, with the State Education Department (SED) and the local Department of Social Services (LDSS) to ensure that students in foster care have the same opportunity to achieve at the high-levels as their peers. For purposes of this policy, LDSS also refers to the local Social Services District or the local child welfare agency.

### Definitions

- a) **Child or youth in foster care** ("student in foster care") means a child who is in the care and custody or custody and guardianship of a local Commissioner of Social Services or the Commissioner of the Office of Children and Family Services.
- b) **Feeder school** means:
  - 1. A preschool whose students are entitled to attend a specified elementary school or group of elementary schools upon completion of that preschool;
  - 2. A school whose students are entitled to attend a specified elementary, middle, intermediate, or high school or group of specified elementary, middle, intermediate, or high schools upon completion of the terminal grade of such school; or
  - 3. A school that sends its students to a receiving school in a neighboring school district pursuant to applicable laws and regulations.
- c) **Foster care** means 24-hour substitute care for children placed away from their parents or guardians and for whom the state or tribal child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is federal matching of any payments that are made.
- d) **Preschool** means a publicly funded prekindergarten program administered by SED or a local educational agency or a Head Start program administered by a local educational agency and/or services under the Individuals with Disabilities Education Act (IDEA) administered by a local educational agency.
- e) **Receiving school** means:
  - 1. A school that enrolls students from a specified or group of preschools, elementary schools, middle schools, intermediate schools, or high schools; or

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Students

## SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)

2. A school that enrolls students from a feeder school in a neighboring local educational agency pursuant to applicable laws and regulations.
- f) **School district of origin** means the school district within New York State in which the child or youth in foster care was attending a public school or preschool on a tuition-free basis or was entitled to attend at the time of placement into foster care when the Social Services District or the Office of Children and Family Services assumed care and custody or custody and guardianship of such child or youth, which is different from the school district of residence.
- g) **School district of residence** means the public school district within New York State in which the foster care placement is located, which is different from the school district of origin.
- h) **School of origin** means a public school that a child or youth attended at the time of placement into foster care, or the school in which the child or youth was last enrolled, including a preschool or a charter school. For a child or youth in foster care who completes the final grade level served by the school of origin, the term school of origin will include the designated receiving school at the next grade level for all feeder schools. Where the child is eligible to attend school in the school district of origin because the child was placed in foster care after such child is eligible to apply, register, or enroll in the public preschool or kindergarten or the child is living with a school-age sibling who attends school in the school district of origin, the school of origin will include any public school or preschool in which such child would have been entitled or eligible to attend based on such child's last residence before the circumstances arose which caused such child to be placed in foster care.

### District Foster Care Liaison

The District will designate an appropriate staff person to act as the District's point of contact for students in foster care (i.e., the "Foster Care Liaison"). The Foster Care Liaison will not be the same staff person as the McKinney-Vento Liaison unless the McKinney-Vento Liaison has sufficient ability to carry out the responsibilities of both roles.

The Foster Care Liaison will work collaboratively with representatives from the LDSS.

The District will ensure that the name and contact information for the Foster Care Liaison are:

- a) Submitted to SED;
- b) Provided, in writing, to the point of contact for any LDSS known by the District to have students in its custody; and
- c) Posted on the District website.

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Students

## **SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)**

### **Designation of School District and School**

The LDSS, in consultation with the appropriate local educational agency or agencies, will determine whether placement in the school district of origin or the school district of residence is in the best interest of a student in foster care. Provided that the District is an appropriate local educational agency, the District will work with the LDSS to make the best interest determination as quickly as possible in order to prevent educational discontinuity for the student. If the student has an Individualized Education Program (IEP), a Section 504 plan, or is an English language learner, relevant school staff may be consulted during the best interest determination process.

To the extent feasible and appropriate, the student should remain in his or her school of origin while the best interest determination is being made.

Subject to a best interest determination, a student in foster care is entitled to attend the school of origin or any school that children and youth who live in the attendance area in which the foster care placement is located are eligible to attend, including a preschool, for the duration of the student's placement in foster care and until the end of the school year in which he or she is no longer in foster care, and for one additional year if that year constitutes the student's terminal year in that building.

Where the school district of origin or school of origin that a student was attending on a tuition-free basis, or was entitled to attend when the student entered foster care is located, in New York State and the student's foster care placement is located in a contiguous state, the student is entitled to attend his or her school of origin or any school that children and youth who live in the attendance area in which the foster care placement is located are eligible to attend, including a preschool, subject to a best interest determination, for the duration of the student's placement in foster care and until the end of the school year in which he or she is no longer in foster care, and for one additional year if that year constitutes the student's terminal year in such building.

### **Responsibilities When Designated as the School District of Attendance**

If the District is designated as the school district of attendance for a student in foster care, the District will immediately:

- a) Enroll the student in foster care, even if the student is unable to produce records which are normally required for enrollment, such as previous academic records, records of immunization and/or other required health records, proof of residency or other documentation and/or even if the student has missed application or enrollment deadlines during any period of placement in foster care, if applicable;
- b) Treat the student in foster care as a resident for all purposes; and

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## **SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)**

- c) Make a written request to the school district where the student's records are located in order to obtain a copy of the student's records and coordinate the transmittal of these records in accordance with applicable laws and regulations.

### **Request for Records**

Within five days of receipt of a request for school records from a new school, the District will forward, in a manner consistent with federal and state law, a complete copy of the records of the student in foster care, including, but not limited to: proof of age; academic records; evaluations; immunization records; and guardianship papers (if applicable).

### **Tuition Reimbursement**

Except as otherwise provided in law or regulation, the cost of instruction of a student in foster care will be borne by the school district of origin. Where a district other than the school district of origin is designated as the school district of attendance, the cost of instruction will be borne by the school district of origin and the tuition paid to the designated school district of attendance will be computed in accordance with applicable laws and regulations.

### **Transportation Responsibilities**

Any student in foster care who requires transportation in order to attend his or her school of origin, is entitled to receive that transportation.

As appropriate, the District will coordinate and collaborate with the LDSS to make an appropriate transportation plan that supports the student's school stability plan and is fair to the District's taxpayers, consistent with the District's obligations under federal and state law.

When the District is the designated school district of attendance, and the student requires transportation to attend his or her school of origin, the District will provide transportation to and from the student's foster care placement location and the school of origin. The costs for transportation may be aidable pursuant to applicable laws and regulations.

When the District is the school district of residence and the designated school district of attendance, and the student does not attend his or her school of origin, the District will provide transportation on the same basis as provided to resident students. The costs for transportation may be aidable pursuant to applicable laws and regulations.

When transporting students in foster care, the District may incur excess transportation costs, as defined by law. The District and the LDSS may enter into a written agreement relating to how excess transportation costs should be funded, consistent with applicable laws and regulations. Absent such an

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## **SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)**

agreement, excess transportation costs incurred by the District will be shared equally between the LDSS responsible for the foster care costs of the student and the designated school district of attendance. The District and the LDSS will consider and utilize all allowable funding sources, including any available federal funds, to cover excess transportation costs.

Where a student in foster care has been placed in foster care in a contiguous state, and the District is the designated district of attendance, the District will collaborate with the LDSS to arrange for transportation.

### **Where the School of Origin is a Charter School**

Where the school of origin is a charter school, the school district designated as the school district of attendance for a student in foster care will be deemed to be the school district of residence for the student for purposes of fiscal and programmatic responsibility and will be responsible for transportation of the student in foster care. If the designated school district of attendance is not the school district of origin, the designated school district of attendance may seek reimbursement from the school district of origin in accordance with applicable laws and regulations.

### **Dispute Resolution Process**

To the extent feasible and appropriate, the District will ensure that a student in foster care remains in his or her school of origin while any dispute is being resolved in order to minimize disruptions and reduce the number of moves between schools.

### **Coordination with Other Agencies**

The District will coordinate the provision of services described in this policy, as appropriate, with agencies or programs providing services to students in foster care.

The District will coordinate with other school districts on inter-district issues, such as transportation or transfer of school records.

The District will coordinate implementation of the above provision of services with the requirements of IDEA for students with disabilities.

### **Comparable Services**

Each student in foster care will be provided services comparable to other students in the school of attendance, including: transportation services; educational services for which the student meets eligibility criteria; educational programs for students with disabilities; educational programs for English learners; programs in career and technical education; programs for gifted and talented students; and school nutrition programs.

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## **SUBJECT: EDUCATION OF STUDENTS IN FOSTER CARE (Cont'd.)**

### **Student Privacy**

As appropriate, the District will collaborate with SED and/or the LDSS to determine what documentation related to a student in foster care should be shared among involved parties. In all cases, the District will comply with all statutory requirements to protect student privacy, including the Family Educational Rights and Privacy Act (FERPA) and any other applicable privacy requirements under federal, state, or local laws.

45 USC § 6312

45 CFR § 1355.20(a)

US DOE, Non-Regulatory Guidance: Ensuring Stability for Children in Foster Care (June 23, 2016)

Education Law §§ 3202 and 3244

Memorandum from NY St. Educ. Department on Educational Stability and Transportation Provisions for Students in Foster Care Memo (December 2, 2016)

NOTE: Refer also to Policies #5660 -- Meal Charging and Prohibition Against Meal Shaming  
#7240 -- Student Records: Access and Challenge

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