



**Long Lake**  
CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETING**

Thursday, February 11, 2021

6:00 p.m. Regular Meeting, Google Meet Only

**Public Attendance via Google Meet Link Only:**

**Join by phone:** Call in from a mobile device

+1 402-789-6151 PIN: 997 242 140#

**Join from a video system or application:** [meet.google.com/vgx-vpeh-xds](https://meet.google.com/vgx-vpeh-xds)

- I. Call to Order – President of the Board
  - a. Pledge of Allegiance
  - b. \*Minutes of the January 14, 2021, Regular Meeting
  - c. \*Minutes of the January 26, 2021, Special Meeting
  - d. Next Regular Meeting Date March 11, 2021
- II. Public Participation
- III. Presentations
- IV. Superintendent's Update
- V. Business Affairs
  - a. Comprehensive Budget and Revenue Status Reports
  - b. Warrants
- VI. Recommendations for Approval
  - a. \*Policy #1640 Absentee Ballots and #6411 Use of Email in the District
  - b. \*CSE Recommendations for Student #202740
  - c. \*Lacey Dukett as NHS Advisor Effective 2/1/21
  - d. \*Resignation of Nicole Curtin as Mentor
  - e. \*Mary Phillips-Leblanc as full-year 2020-2021 Mentor
  - f. \*Sheri Cook-Keller as Clay Target Advisor for the Spring Season
- VII. General Discussion
  - a. 2021-2022 School Budget
  - b. 2021-2020 School Calendar
  - c. Communicable Disease –Pandemic Plan
- VIII. Policy Readings
  - a. 1<sup>st</sup> Reading of Policy #5681 School Safety Plans

IX. 2<sup>nd</sup> Public Participation

I. Executive Session

II. Adjourn

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

**Date:** January 14, 2021

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

**Type of Meeting:** Regular Meeting

**Place:** Google Meet (for All)  
By Phone 1-484-212-5602, PIN: 497 265 887#  
Or by Video System [meet.google.com/vvv-fkfr-igz](https://meet.google.com/vvv-fkfr-igz)

**Members Present:** Michael Farrell by Phone  
Trisha Hosley by Video System  
Joan Paula by Video System  
Brian Penrose by Video System

**Members Absent:** Alexandria Harris

**Others Present:** Noelle Short-Principal/Superintendent (by Video System), Victoria Snide-Clerk of the Board (by Video System)

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

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

**Approved:** On Motion by Michael Farrell, seconded by Joan Paula, with all in favor, the minutes of the December 10, 2020 regular meeting.

The next meeting date is Thursday, February 11, 2021 at 6 p.m.

**Public Participation:** None.

**Presentations:** None.

**Superintendent's Update:** Eric Robert of Schoolhouse Construction held a virtual meeting of all parties related to the upcoming **capital project**. Safety and security, job meetings and progress schedules were all reviewed. Some asbestos abatement work and gym roof work may begin during February break.

Bernard Donegan Financial Consultants are establishing a **capital project borrowing timeline**. Borrowing should begin in March.

We had **remote learning days** January 8 through January 12 and meals were delivered for those who signed up. A **COVID vaccine clinic** will be held at school January 21 for school employees.

**Teacher evaluations** are moving forward and are focused on first year and untenured teachers.

**Midterm exams** are being held the last week of January.

**Mrs. Curtin returns to the classroom** at the end of January.

**Winter concerts** have been shared on Facebook.

The second of three free Virtual **Community Art Nights** will be held on January 20.

Senior **Jose Lamos has enlisted in the US Army**.

Grade 9 students are working with the CVW Long Lake Library on a **digital photo project**.

The Outing Club is scheduled to **cross country ski into Deer Pond** on January 18.

**Picture Day** was changed and is now scheduled to be held on January 28.

Mrs. Cohen has scheduled a virtual **College and Career Readiness Night** on February 4.

**High Risk Sports**, such as basketball, have not yet been approved to start.

#### **Business Affairs:**

**Approved:** On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the November 2020 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds, and Warrants #A-11, C-5, CM-2, and TA-6 were reviewed.

#### **Recommendations for Approval**

**Approved:** On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, **Policy #5670 Records Management**.

## **General Discussion**

The Board reviewed the first draft of the **2021-2022 school budget**. The budget is under the estimated tax cap levy limit.

**Policy 1<sup>st</sup> Readings:** A first reading on Policy #1640 Absentee Ballots and #6411 Use of Email in the District was held.

**2nd Public Participation:** Michael Farrell asked about a possible new math program and about the County's Home Run Program.

**Executive Session:** On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, to enter Executive Session at 6:37 p.m. to discuss the employment history of five particular persons and to discuss a matter relating to personal and financial issues for a particular person and/or which is made confidential by state or federal law.

**Approved:** On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, to come out of Executive Session at 6:49 p.m.

**Adjournment:** On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the Board adjourned at 6:50 p.m.

Clerk of the Board

Victoria J. Snide

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

**Date:** January 26, 2021

**Time:** 8:45 a.m.

**Type of Meeting:** Special Meeting

**Place:** Google Meet (for All)  
By Phone 1-402-789-6647, PIN: 151 136 490#  
Or by Video System [meet.google.com/wdy-vyei-jqf](https://meet.google.com/wdy-vyei-jqf)

**Members Present:** Trisha Hosley by Phone  
Joan Paula by Video System  
Brian Penrose by Video System

**Members Absent:** Michael Farrell  
Alexandria Harris

**Others Present:** Noelle Short-Principal/Superintendent (by Video System), Victoria Snide-Clerk of the Board (by Video System)

**Call to Order:** The President called the meeting to order at 8:49 a.m.

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

**Recommendations for Approval**

**Approved:** On Motion by Joan Paula, seconded by Trisha Hosley, with all in favor, **Terracon Consultants NY, Inc./Dente for Inspection and Construction Materials Testing Services.**

**Approved:** On Motion by Trisha Hosley, seconded by Brian Penrose, with all in favor, **Ambient Environmental, Inc. for Air Sampling and Project Monitoring Services.**

**Adjournment:** On Motion by Trisha Hosley, seconded by Brian Penrose, with all in favor, the Board adjourned at 8:51 a.m.

**Clerk of the Board**

**Victoria J. Snide**

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# LONG LAKE CSD

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



| Account              | Description                                     | Budget            | Adjustments | Adj. Budget       | Expensed         | Encumbered      | Available        |
|----------------------|---|-------------------|-------------|-------------------|------------------|-----------------|------------------|
| C 2860.160-0000      | Cafeteria Salaries                              | 65,026.00         | 0.00        | 65,026.00         | 31,563.44        | 0.00            | 33,462.56        |
| C 2860.400-0000      | Cafeteria Contractual                           | 3,000.00          | 0.00        | 3,000.00          | 694.50           | 0.00            | 2,305.50         |
| C 2860.410-0000      | Cafeteria Food                                  | 30,000.00         | 0.00        | 30,000.00         | 13,174.43        | 7,321.40        | 9,504.17         |
| C 2860.450-0000      | Cafeteria Materials & Supplies                  | 2,500.00          | 0.00        | 2,500.00          | 1,417.65         | 1,163.55        | -81.20           |
| 2860                 | <b>SCHOOL FOOD SERVICE</b>                      | <b>100,526.00</b> | <b>0.00</b> | <b>100,526.00</b> | <b>46,850.02</b> | <b>8,484.95</b> | <b>45,191.03</b> |
| 28                   |   | <b>100,526.00</b> | <b>0.00</b> | <b>100,526.00</b> | <b>46,850.02</b> | <b>8,484.95</b> | <b>45,191.03</b> |
| 2                    |   | <b>100,526.00</b> | <b>0.00</b> | <b>100,526.00</b> | <b>46,850.02</b> | <b>8,484.95</b> | <b>45,191.03</b> |
| C 9010.800-0000      | Cafeteria Employees Retirement                  | 10,500.00         | 0.00        | 10,500.00         | -2,500.00        | 0.00            | 13,000.00        |
| 9010                 | <b>STATE RETIREMENT</b>                         | <b>10,500.00</b>  | <b>0.00</b> | <b>10,500.00</b>  | <b>-2,500.00</b> | <b>0.00</b>     | <b>13,000.00</b> |
| C 9030.800-0000      | Cafeteria Social Security                       | 4,975.00          | 0.00        | 4,975.00          | 0.00             | 0.00            | 4,975.00         |
| 9030                 | <b>SOCIAL SECURITY</b>                          | <b>4,975.00</b>   | <b>0.00</b> | <b>4,975.00</b>   | <b>0.00</b>      | <b>0.00</b>     | <b>4,975.00</b>  |
| C 9060.800-0000      | Cafeteria Health Insurance                      | 28,000.00         | 0.00        | 28,000.00         | 0.00             | 0.00            | 28,000.00        |
| 9060                 | <b>HOSPITAL, MEDICAL &amp; DENTAL INSURANCE</b> | <b>28,000.00</b>  | <b>0.00</b> | <b>28,000.00</b>  | <b>0.00</b>      | <b>0.00</b>     | <b>28,000.00</b> |
| 90                   |   | <b>43,475.00</b>  | <b>0.00</b> | <b>43,475.00</b>  | <b>-2,500.00</b> | <b>0.00</b>     | <b>45,975.00</b> |
| 9                    |   | <b>43,475.00</b>  | <b>0.00</b> | <b>43,475.00</b>  | <b>-2,500.00</b> | <b>0.00</b>     | <b>45,975.00</b> |
| <b>Fund CTotals:</b> |   | <b>144,001.00</b> | <b>0.00</b> | <b>144,001.00</b> | <b>44,350.02</b> | <b>8,484.95</b> | <b>91,166.03</b> |
| <b>Grand Totals:</b> |   | <b>144,001.00</b> | <b>0.00</b> | <b>144,001.00</b> | <b>44,350.02</b> | <b>8,484.95</b> | <b>91,166.03</b> |

Va.



# LONG LAKE CSD

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



| 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          | 754.78           | 1,745.22          |
| <u>C.1440.L</u>      | Lunch - Student Sale of Meals     | 9,500.00          | 0.00        | 9,500.00          | 1,848.95         | 7,651.05          |
| <u>C.1445.L</u>      | A La Carte Sales                  | 1,000.00          | 0.00        | 1,000.00          | 127.71           | 872.29            |
| <u>C.2401</u>        | Interest and Earnings             | 0.00              | 0.00        | 0.00              | 0.78             | -0.78             |
| <u>C.3190.FB</u>     | Breakfast - Federal Reimbursement | 6,000.00          | 0.00        | 6,000.00          | 3,856.00         | 2,144.00          |
| <u>C.3190.FL</u>     | Lunch - Federal Reimbursement     | 13,000.00         | 0.00        | 13,000.00         | 8,603.00         | 4,397.00          |
| <u>C.3190.FS</u>     | Snack - Federal Reimbursement     | 550.00            | 0.00        | 550.00            | 0.00             | 550.00            |
| <u>C.3190.SB</u>     | Breakfast - State Reimbursement   | 250.00            | 0.00        | 250.00            | 141.00           | 109.00            |
| <u>C.3190.SL</u>     | Lunch - State Reimbursement       | 500.00            | 0.00        | 500.00            | 179.00           | 321.00            |
| <u>C.4190</u>        | USDA Surplus Food                 | 2,000.00          | 0.00        | 2,000.00          | 0.00             | 2,000.00          |
| <u>C.5031</u>        | Interfund Transfer                | 108,701.00        | 0.00        | 108,701.00        | 25,000.00        | 83,701.00         |
| <b>C Totals:</b>     |                                   | <b>144,001.00</b> | <b>0.00</b> | <b>144,001.00</b> | <b>40,511.22</b> | <b>103,489.78</b> |
| <b>Grand Totals:</b> |                                   | <b>144,001.00</b> | <b>0.00</b> | <b>144,001.00</b> | <b>40,511.22</b> | <b>103,489.78</b> |

# LCNG LAKE CSD

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



| Account  | Description                         | Budget       | Adjustments | Revised Budget | Revenue Earned | Unearned Revenue |
|----------|-------------------------------------|--------------|-------------|----------------|----------------|------------------|
| A 1001   | Real Property Taxes                 | 3,058,711.89 | 0.00        | 3,058,711.89   | 3,058,711.89   | 0.00             |
| A 1081   | Other Payments in Lieu of Taxes     | 0.00         | 0.00        | 0.00           | 928.54         | -928.54          |
| A 1085   | School Tax Relief Reimb (STAR)      | 30,288.11    | 0.00        | 30,288.11      | 30,288.11      | 0.00             |
| A 1090   | Penalty on Taxes                    | 3,000.00     | 0.00        | 3,000.00       | 1,861.12       | 1,138.88         |
| A 1310   | Day School Tuition                  | 4,600.00     | 0.00        | 4,600.00       | 4,850.00       | -250.00          |
| A 1335   | Other Student Fees/Charges          | 1,000.00     | 0.00        | 1,000.00       | 0.00           | 1,000.00         |
| A 2401   | Interest on Earnings                | 15,000.00    | 0.00        | 15,000.00      | 756.33         | 14,243.67        |
| A 2650   | Sale of Excess Materials            | 0.00         | 0.00        | 0.00           | 3,300.00       | -3,300.00        |
| A 2701   | Refunds of Prior Years Expenditures | 0.00         | 0.00        | 0.00           | 3,223.87       | -3,223.87        |
| A 3101.A | General Aid                         | 480,000.00   | 0.00        | 480,000.00     | 204,228.21     | 275,771.79       |
| A 3101.B | Excess Cost Aid                     | 0.00         | 0.00        | 0.00           | 10,577.61      | -10,577.61       |
| A 3102   | VLT Lottery Aid                     | 0.00         | 0.00        | 0.00           | 14,760.66      | -14,760.66       |
| A 3103   | BOCES Aid                           | 55,000.00    | 0.00        | 55,000.00      | -6,255.60      | 61,255.60        |
| A 3260   | Textbook Aid                        | 4,000.00     | 0.00        | 4,000.00       | 765.00         | 3,235.00         |
| A 3265   | Small Government Assistance         | 0.00         | 0.00        | 0.00           | 127,164.80     | -127,164.80      |
| A 4601   | Medicaid Assistance, HRSS           | 4,000.00     | 0.00        | 4,000.00       | 4,410.35       | -410.35          |

**A Totals: 3,655,600.00 0.00 3,655,600.00 3,459,570.89 196,029.11**

**Grand Totals: 3,655,600.00 0.00 3,655,600.00 3,459,570.89 196,029.11**

# LONG LAKE CSD

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



| Account         | Description                                | Budget            | Adjustments   | Adj. Budget       | Expensed         | Encumbered  | Available        |
|-----------------|--|-------------------|---------------|-------------------|------------------|-------------|------------------|
| A 1010.400-0000 | BOE Contractual Expense                    | 8,000.00          | 0.00          | 8,000.00          | 0.00             | 0.00        | 8,000.00         |
| A 1010.450-0000 | BOE Materials and Supplies                 | 2,800.00          | 0.00          | 2,800.00          | 155.44           | 0.00        | 2,644.56         |
| A 1010.490-0000 | BOE BOCES Services                         | 7,500.00          | 0.00          | 7,500.00          | 2,531.05         | 0.00        | 4,968.95         |
| <b>1010</b>     | <b>BOARD OF EDUCATION</b>                  | <b>18,300.00</b>  | <b>0.00</b>   | <b>18,300.00</b>  | <b>2,686.49</b>  | <b>0.00</b> | <b>15,613.51</b> |
| A 1040.160-0000 | BOE District Clerk Salaries                | 2,353.00          | 0.00          | 2,353.00          | 1,411.80         | 0.00        | 941.20           |
| A 1040.400-0000 | BOE District Clerk Contractual             | 4,000.00          | 0.00          | 4,000.00          | 1,984.81         | 0.00        | 2,015.19         |
| <b>1040</b>     | <b>DISTRICT CLERK</b>                      | <b>6,353.00</b>   | <b>0.00</b>   | <b>6,353.00</b>   | <b>3,396.61</b>  | <b>0.00</b> | <b>2,956.39</b>  |
| <b>10</b>       |  | <b>24,653.00</b>  | <b>0.00</b>   | <b>24,653.00</b>  | <b>6,083.10</b>  | <b>0.00</b> | <b>18,569.90</b> |
| A 1240.160-0000 | Support Staff Salaries                     | 125,597.00        | 0.00          | 125,597.00        | 82,434.07        | 0.00        | 43,162.93        |
| A 1240.200-0000 | Central Admin Equipment                    | 2,000.00          | 0.00          | 2,000.00          | 1,923.25         | 0.00        | 76.75            |
| A 1240.400-0000 | Central Admin Contractual                  | 13,680.00         | 340.00        | 14,020.00         | 6,458.36         | 0.00        | 7,561.64         |
| A 1240.450-0000 | Central Admin Materials & Supplies         | 2,500.00          | 0.00          | 2,500.00          | 321.46           | 0.00        | 2,178.54         |
| <b>1240</b>     | <b>CHIEF SCHOOL ADMINISTRATOR</b>          | <b>143,777.00</b> | <b>340.00</b> | <b>144,117.00</b> | <b>91,137.14</b> | <b>0.00</b> | <b>52,979.86</b> |
| <b>12</b>       |  | <b>143,777.00</b> | <b>340.00</b> | <b>144,117.00</b> | <b>91,137.14</b> | <b>0.00</b> | <b>52,979.86</b> |
| A 1310.160-0000 | Finance Business Admin Salaries            | 89,819.00         | 0.00          | 89,819.00         | 55,256.64        | 0.00        | 34,562.36        |
| A 1310.490-0000 | Finance BOCES Services                     | 23,500.00         | 0.00          | 23,500.00         | 7,128.80         | 0.00        | 16,371.20        |
| <b>1310</b>     | <b>BUSINESS ADMINISTRATION</b>             | <b>113,319.00</b> | <b>0.00</b>   | <b>113,319.00</b> | <b>62,385.44</b> | <b>0.00</b> | <b>50,933.56</b> |
| A 1320.160-0000 | Finance Auditing Salaries                  | 550.00            | 0.00          | 550.00            | 120.98           | 0.00        | 429.02           |
| A 1320.400-0000 | Finance Auditor Contractual                | 9,000.00          | 0.00          | 9,000.00          | 8,900.00         | 0.00        | 100.00           |
| <b>1320</b>     | <b>AUDITING</b>                            | <b>9,550.00</b>   | <b>0.00</b>   | <b>9,550.00</b>   | <b>9,020.98</b>  | <b>0.00</b> | <b>529.02</b>    |
| A 1325.160-0000 | Finance District Treasurer                 | 20,967.00         | 0.00          | 20,967.00         | 12,886.16        | 0.00        | 8,080.84         |
| A 1325.450-0000 | Finance District Treasurer Supplies        | 250.00            | 0.00          | 250.00            | 0.00             | 0.00        | 250.00           |
| <b>1325</b>     | <b>TREASURER</b>                           | <b>21,217.00</b>  | <b>0.00</b>   | <b>21,217.00</b>  | <b>12,886.16</b> | <b>0.00</b> | <b>8,330.84</b>  |
| A 1330.160-0000 | Finance Tax Collector Salary               | 4,057.00          | 0.00          | 4,057.00          | 4,057.00         | 0.00        | 0.00             |
| A 1330.400-0000 | Finance Tax Collector Contractual          | 1,500.00          | 0.00          | 1,500.00          | 1,188.46         | 0.00        | 311.54           |
| A 1330.450-0000 | Finance Tax Collector Materials & Supplies | 100.00            | 0.00          | 100.00            | 0.00             | 0.00        | 100.00           |
| <b>1330</b>     | <b>TAX COLLECTOR</b>                       | <b>5,657.00</b>   | <b>0.00</b>   | <b>5,657.00</b>   | <b>5,245.46</b>  | <b>0.00</b> | <b>411.54</b>    |
| <b>13</b>       |  | <b>149,743.00</b> | <b>0.00</b>   | <b>149,743.00</b> | <b>89,538.04</b> | <b>0.00</b> | <b>60,204.96</b> |
| A 1420.400-0000 | Legal Contractual                          | 14,000.00         | 0.00          | 14,000.00         | 3,125.00         | 0.00        | 10,875.00        |
| <b>1420</b>     | <b>LEGAL</b>                               | <b>14,000.00</b>  | <b>0.00</b>   | <b>14,000.00</b>  | <b>3,125.00</b>  | <b>0.00</b> | <b>10,875.00</b> |
| A 1430.490-0000 | Personnel - BOCES Services                 | 1,950.00          | 0.00          | 1,950.00          | 560.81           | 0.00        | 1,389.19         |
| <b>1430</b>     | <b>PERSONNEL</b>                           | <b>1,950.00</b>   | <b>0.00</b>   | <b>1,950.00</b>   | <b>560.81</b>    | <b>0.00</b> | <b>1,389.19</b>  |
| A 1480.400-0000 | Public Info Contractual                    | 250.00            | 0.00          | 250.00            | 0.00             | 0.00        | 250.00           |

# LONG LAKE CSD

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



| 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>1,250.00</b>   | <b>0.00</b>  | <b>1,250.00</b>   | <b>0.00</b>       | <b>0.00</b>      | <b>1,250.00</b>   |
| <b>14</b>       |  | <b>17,200.00</b>  | <b>0.00</b>  | <b>17,200.00</b>  | <b>3,685.81</b>   | <b>0.00</b>      | <b>13,514.19</b>  |
| A 1620.160-0000 | Central Services Support Staff Salaries  | 100,712.00        | 0.00         | 100,712.00        | 57,320.34         | 0.00             | 43,391.66         |
| A 1620.200-0000 | Central Services Equipment               | 1,000.00          | 0.00         | 1,000.00          | 0.00              | 0.00             | 1,000.00          |
| A 1620.400-0000 | Central Services Contractual             | 65,250.00         | 0.00         | 65,250.00         | 52,292.49         | 0.00             | 12,957.51         |
| A 1620.410-0000 | Central Services Fuel Oil                | 85,000.00         | 0.00         | 85,000.00         | 15,845.81         | 69,154.19        | 0.00              |
| A 1620.420-0000 | Central Services Television              | 1,800.00          | 0.00         | 1,800.00          | 1,025.85          | 0.00             | 774.15            |
| A 1620.430-0000 | Central Services Electricity             | 27,000.00         | 0.00         | 27,000.00         | 11,637.36         | 0.00             | 15,362.64         |
| A 1620.440-0000 | Central Services Water Rent              | 1,000.00          | 0.00         | 1,000.00          | 1,000.00          | 0.00             | 0.00              |
| A 1620.450-0000 | Central Services Materials & Supplies    | 21,500.00         | 77.88        | 21,577.88         | 7,910.47          | 4,965.85         | 8,701.56          |
| A 1620.451-0000 | Custodial Supplies - COVID               | 0.00              | 0.00         | 0.00              | 11,431.48         | 285.00           | -11,716.48        |
| A 1620.460-0000 | Central Services Telephone               | 9,000.00          | 0.00         | 9,000.00          | 4,337.98          | 0.00             | 4,662.02          |
| A 1620.480-0000 | Central Services LP Gas                  | 100.00            | 0.00         | 100.00            | 17.15             | 0.00             | 82.85             |
| A 1620.490-0000 | Central Services BOCES                   | 1,000.00          | 0.00         | 1,000.00          | 284.00            | 0.00             | 716.00            |
| <b>1620</b>     | <b>OPERATION OF PLANT</b>                | <b>313,362.00</b> | <b>77.88</b> | <b>313,439.88</b> | <b>163,102.93</b> | <b>74,405.04</b> | <b>75,931.91</b>  |
| A 1621.160-0000 | Mainten Support Staff Salaries           | 15,451.00         | 0.00         | 15,451.00         | 8,989.36          | 0.00             | 6,461.64          |
| A 1621.400-0000 | Maintenance Contractual Exp              | 17,500.00         | 0.00         | 17,500.00         | 0.00              | 2,066.00         | 15,434.00         |
| <b>1621</b>     | <b>MAINTENANCE OF PLANT</b>              | <b>32,951.00</b>  | <b>0.00</b>  | <b>32,951.00</b>  | <b>8,989.36</b>   | <b>2,066.00</b>  | <b>21,895.64</b>  |
| A 1670.400-0000 | Contractual                              | 825.00            | 0.00         | 825.00            | 811.80            | 0.00             | 13.20             |
| A 1670.450-0000 | Postage                                  | 3,200.00          | 0.00         | 3,200.00          | 1,500.00          | 0.00             | 1,700.00          |
| A 1670.490-0000 | Printing - BOCES Services                | 2,000.00          | 0.00         | 2,000.00          | 105.20            | 0.00             | 1,894.80          |
| <b>1670</b>     | <b>CENTRAL PRINTING &amp; MAILING</b>    | <b>6,025.00</b>   | <b>0.00</b>  | <b>6,025.00</b>   | <b>2,417.00</b>   | <b>0.00</b>      | <b>3,608.00</b>   |
| A 1680.490-0000 | Central DP - BOCES Services              | 38,000.00         | 0.00         | 38,000.00         | 13,378.00         | 0.00             | 24,622.00         |
| <b>1680</b>     | <b>CENTRAL DATA PROCESSING</b>           | <b>38,000.00</b>  | <b>0.00</b>  | <b>38,000.00</b>  | <b>13,378.00</b>  | <b>0.00</b>      | <b>24,622.00</b>  |
| <b>16</b>       |  | <b>390,338.00</b> | <b>77.88</b> | <b>390,415.88</b> | <b>187,887.29</b> | <b>76,471.04</b> | <b>126,057.55</b> |
| A 1910.400-0000 | Unallocated Insurance                    | 1,000.00          | 0.00         | 1,000.00          | 735.66            | 0.00             | 264.34            |
| <b>1910</b>     | <b>UNALLOCATED INSURANCE</b>             | <b>1,000.00</b>   | <b>0.00</b>  | <b>1,000.00</b>   | <b>735.66</b>     | <b>0.00</b>      | <b>264.34</b>     |
| A 1920.400-0000 | School Association Dues                  | 4,650.00          | 0.00         | 4,650.00          | 3,720.00          | 0.00             | 930.00            |
| <b>1920</b>     | <b>SCHOOL ASSOCIATION DUES</b>           | <b>4,650.00</b>   | <b>0.00</b>  | <b>4,650.00</b>   | <b>3,720.00</b>   | <b>0.00</b>      | <b>930.00</b>     |
| A 1981.490-0000 | BOCES Administrative Costs               | 17,000.00         | 0.00         | 17,000.00         | 6,789.20          | 0.00             | 10,210.80         |
| <b>1981</b>     | <b>BOCES ADMINISTRATIVE COSTS</b>        | <b>17,000.00</b>  | <b>0.00</b>  | <b>17,000.00</b>  | <b>6,789.20</b>   | <b>0.00</b>      | <b>10,210.80</b>  |
| A 1983.490-0000 | BOCES Capital Expenses                   | 100.00            | 0.00         | 100.00            | 49,020.00         | 0.00             | -48,920.00        |

# LONG LAKE CSD

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



| Account                | Description                             | Budget            | Adjustments   | Adj. Budget       | Expensed          | Encumbered       | Available         |
|------------------------|---|-------------------|---------------|-------------------|-------------------|------------------|-------------------|
| <b>1983</b>            | <b>BOCES CAPITAL EXPENSE</b>            | <b>100.00</b>     | <b>0.00</b>   | <b>100.00</b>     | <b>49,020.00</b>  | <b>0.00</b>      | <b>-48,920.00</b> |
| <b>19</b>              |   | <b>22,750.00</b>  | <b>0.00</b>   | <b>22,750.00</b>  | <b>60,264.86</b>  | <b>0.00</b>      | <b>-37,514.86</b> |
| <b>1</b>               |   | <b>748,461.00</b> | <b>417.88</b> | <b>748,878.88</b> | <b>438,596.24</b> | <b>76,471.04</b> | <b>233,811.60</b> |
| <b>A 2020.150-0000</b> | Supervision Instructional               | 25,000.00         | 0.00          | 25,000.00         | 15,412.49         | 0.00             | 9,587.51          |
| <b>2020</b>            | <b>SUPERVISION - REGULAR SCHOOL</b>     | <b>25,000.00</b>  | <b>0.00</b>   | <b>25,000.00</b>  | <b>15,412.49</b>  | <b>0.00</b>      | <b>9,587.51</b>   |
| <b>A 2070.150-0000</b> | Instructional Salaries                  | 16,720.00         | 0.00          | 16,720.00         | 6,900.00          | 0.00             | 9,820.00          |
| <b>A 2070.490-0000</b> | Inservices - BOCES Services             | 20,000.00         | 0.00          | 20,000.00         | 4,192.60          | 0.00             | 15,807.40         |
| <b>2070</b>            | <b>INSERVICE TRAINING - INSTRUCTION</b> | <b>36,720.00</b>  | <b>0.00</b>   | <b>36,720.00</b>  | <b>11,092.60</b>  | <b>0.00</b>      | <b>25,627.40</b>  |
| <b>20</b>              |   | <b>61,720.00</b>  | <b>0.00</b>   | <b>61,720.00</b>  | <b>26,505.09</b>  | <b>0.00</b>      | <b>35,214.91</b>  |
| <b>A 2110.120-0000</b> | Teaching K-6 Salaries                   | 487,932.00        | 0.00          | 487,932.00        | 208,427.00        | 0.00             | 279,505.00        |
| <b>A 2110.130-0000</b> | Teaching 7-12 Salaries                  | 468,162.00        | 0.00          | 468,162.00        | 210,540.85        | 0.00             | 257,621.15        |
| <b>A 2110.140-0000</b> | Substitute Teachers                     | 18,000.00         | 0.00          | 18,000.00         | 9,250.00          | 0.00             | 8,750.00          |
| <b>A 2110.160-0000</b> | Support Staff Salaries                  | 41,327.00         | 0.00          | 41,327.00         | 22,217.47         | 0.00             | 19,109.53         |
| <b>A 2110.170-0000</b> | Payment in Lieu of Health Insurance     | 14,000.00         | 0.00          | 14,000.00         | 0.00              | 0.00             | 14,000.00         |
| <b>A 2110.180-0000</b> | Leave Sallback                          | 0.00              | 0.00          | 0.00              | 0.00              | 0.00             | 0.00              |
| <b>A 2110.200-0000</b> | Teaching Equipment                      | 7,000.00          | -1,850.00     | 5,150.00          | 3,250.00          | 0.00             | 1,900.00          |
| <b>A 2110.400-0000</b> | Teaching Contractual                    | 16,726.00         | 0.00          | 16,726.00         | 6,703.64          | 0.00             | 10,022.36         |
| <b>A 2110.410-0000</b> | Field Trips                             | 21,000.00         | 0.00          | 21,000.00         | -887.00           | 0.00             | 21,887.00         |
| <b>A 2110.411-0000</b> | Conference Attendance                   | 10,500.00         | 0.00          | 10,500.00         | 1,650.20          | 0.00             | 8,849.80          |
| <b>A 2110.412-0000</b> | Mileage Reimbursement                   | 2,500.00          | 0.00          | 2,500.00          | 0.00              | 0.00             | 2,500.00          |
| <b>A 2110.413-0000</b> | Arts in Education                       | 3,000.00          | 0.00          | 3,000.00          | 0.00              | 0.00             | 3,000.00          |
| <b>A 2110.450-0000</b> | Teaching Materials & Supplies           | 9,000.00          | 0.00          | 9,000.00          | 3,283.29          | 0.00             | 5,716.71          |
| <b>A 2110.451-0000</b> | Elementary - Grade 1                    | 2,075.00          | 0.00          | 2,075.00          | 1,366.75          | 0.00             | 708.25            |
| <b>A 2110.451-1000</b> | Summer School                           | 90.00             | 0.00          | 90.00             | 0.00              | 0.00             | 90.00             |
| <b>A 2110.451-2000</b> | Art Program                             | 2,725.00          | 718.24        | 3,443.24          | 1,883.44          | 241.95           | 1,317.85          |
| <b>A 2110.451-4000</b> | Teachers Assistant-Dukett               | 250.00            | 0.00          | 250.00            | 242.08            | 0.00             | 7.92              |
| <b>A 2110.451-5000</b> | English                                 | 325.00            | 0.00          | 325.00            | 131.87            | 65.32            | 127.81            |
| <b>A 2110.451-6000</b> | Spanish                                 | 0.00              | 60.00         | 60.00             | 58.98             | 0.00             | 1.02              |
| <b>A 2110.451-8000</b> | Health Education                        | 260.00            | 0.00          | 260.00            | 43.79             | 0.00             | 216.21            |
| <b>A 2110.451-9000</b> | Math                                    | 800.00            | 0.00          | 800.00            | 357.23            | 0.00             | 442.77            |
| <b>A 2110.452-1000</b> | Elementary - Gafney/SPED                | 255.00            | 0.00          | 255.00            | 0.00              | 0.00             | 255.00            |
| <b>A 2110.452-2000</b> | Music                                   | 1,000.00          | 0.00          | 1,000.00          | 0.00              | 0.00             | 1,000.00          |
| <b>A 2110.452-3000</b> | Phys Ed                                 | 1,628.00          | 0.00          | 1,628.00          | 1,482.21          | 0.00             | 145.79            |

# LONG LAKE CSD

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



| Account         | Description   | Budget                 | Adjustments      | Adj. Budget         | Expensed          | Encumbered    | Available         |
|-----------------|---|------------------------|------------------|---------------------|-------------------|---------------|-------------------|
| A 2110.452-0000 | Science   | 1,195.00               | 0.00             | 1,195.00            | 573.30            | 0.00          | 621.70            |
| A 2110.452-5000 | Social Studies  | 300.00                 | 0.00             | 300.00              | 0.00              | 0.00          | 300.00            |
| A 2110.452-6000 | Technology  | 1,700.00               | 0.00             | 1,700.00            | 90.48             | 0.00          | 1,609.52          |
| A 2110.452-7000 | Elementary - PreK/Teaching Assistant                                | 900.00                 | 0.00             | 900.00              | 543.26            | 142.17        | 214.57            |
| A 2110.452-9000 | Teachers Aide Supplies-Kilpatrick                                   | 250.00                 | 0.00             | 250.00              | 0.00              | 0.00          | 250.00            |
| A 2110.453-0000 | Elementary - Connell  | 405.00                 | 0.00             | 405.00              | 38.98             | 55.47         | 310.55            |
| A 2110.454-0000 | Elementary - Grade 2  | 900.00                 | 0.00             | 900.00              | 664.57            | 0.00          | 235.43            |
| A 2110.455-0000 | Elementary - Grade 3/4  | 1,250.00               | 0.00             | 1,250.00            | 191.86            | 0.00          | 1,058.14          |
| A 2110.456-0000 | Elementary - Grade 5/6  | 625.00                 | 0.00             | 625.00              | 47.98             | 0.00          | 577.02            |
| A 2110.458-0000 | Elementary - Grade K  | 1,015.00               | 18.43            | 1,033.43            | 763.32            | 0.00          | 270.11            |
| A 2110.459-1000 | Ace Committee   | 1,500.00               | 0.00             | 1,500.00            | 0.00              | 0.00          | 1,500.00          |
| A 2110.459-2000 | STEM  | 1,000.00               | 0.00             | 1,000.00            | 119.98            | 0.00          | 880.02            |
| A 2110.480-0000 | Teaching Textbooks  | 11,500.00              | -80.00           | 11,440.00           | 1,488.08          | 0.00          | 9,951.92          |
| A 2110.490-0000 | Teaching BOCES  | 10,000.00              | 0.00             | 10,000.00           | 5,160.72          | 0.00          | 4,839.28          |
| <b>2110</b>     | <b>TEACHING - REGULAR SCHOOL</b>                                    | <b>* 1,141,095.00</b>  | <b>-1,113.33</b> | <b>1,139,981.67</b> | <b>479,684.33</b> | <b>504.91</b> | <b>659,792.43</b> |
| <b>21</b>       |   | <b>** 1,141,095.00</b> | <b>-1,113.33</b> | <b>1,139,981.67</b> | <b>479,684.33</b> | <b>504.91</b> | <b>659,792.43</b> |
| A 2250.150-0000 | Instructional Salaries  | 90,540.00              | 0.00             | 90,540.00           | 18,214.07         | 0.00          | 72,325.93         |
| A 2250.160-0000 | Non Instructional Salaries  | 34,772.00              | 0.00             | 34,772.00           | 10,744.87         | 0.00          | 24,027.13         |
| A 2250.400-0000 | Students w/Disab Contractual  | 4,500.00               | 0.00             | 4,500.00            | 4,523.03          | 0.00          | -23.03            |
| A 2250.450-0000 | Special Ed Materials & Supplies                                     | 675.00                 | 0.00             | 675.00              | 0.00              | 0.00          | 675.00            |
| A 2250.470-0000 | Special Tuition   | 2,500.00               | 0.00             | 2,500.00            | 0.00              | 0.00          | 2,500.00          |
| A 2250.490-0000 | BOCES Services  | 91,000.00              | 0.00             | 91,000.00           | 9,903.91          | 0.00          | 81,096.09         |
| <b>2250</b>     | <b>PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR</b> | <b>* 223,987.00</b>    | <b>0.00</b>      | <b>223,987.00</b>   | <b>43,385.88</b>  | <b>0.00</b>   | <b>180,601.12</b> |
| A 2280.490-0000 | BOCES Services  | 35,000.00              | 0.00             | 35,000.00           | 7,937.20          | 0.00          | 27,062.80         |
| <b>2280</b>     | <b>OCCUPATIONAL EDUCATION (GRADES 9-12)</b>                         | <b>* 35,000.00</b>     | <b>0.00</b>      | <b>35,000.00</b>    | <b>7,937.20</b>   | <b>0.00</b>   | <b>27,062.80</b>  |
| <b>22</b>       |   | <b>** 258,987.00</b>   | <b>0.00</b>      | <b>258,987.00</b>   | <b>51,323.08</b>  | <b>0.00</b>   | <b>207,663.92</b> |
| A 2330.150-0000 | Adult Education Salary  | 11,350.00              | 0.00             | 11,350.00           | 141.60            | 0.00          | 11,208.40         |
| A 2330.151-0000 | Special Schools Salary  | 20,160.00              | 0.00             | 20,160.00           | 80.00             | 0.00          | 20,080.00         |
| A 2330.400-0000 | Special Schools Contractual   | 3,600.00               | 0.00             | 3,600.00            | 0.00              | 0.00          | 3,600.00          |
| A 2330.450-0000 | Special Schools Materials & Supplies                                | 500.00                 | 0.00             | 500.00              | 0.00              | 0.00          | 500.00            |
| <b>2330</b>     | <b>TEACHING - SPECIAL SCHOOLS</b>                                   | <b>* 35,610.00</b>     | <b>0.00</b>      | <b>35,610.00</b>    | <b>221.60</b>     | <b>0.00</b>   | <b>35,388.40</b>  |

# LONG LAKE CSD

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| Account         | Description                                      | Budget            | Adjustments | Adj. Budget       | Expensed         | Encumbered    | Available        |
|-----------------|--|-------------------|-------------|-------------------|------------------|---------------|------------------|
| <b>23</b>       |  | <b>35,610.00</b>  | <b>0.00</b> | <b>35,610.00</b>  | <b>221.60</b>    | <b>0.00</b>   | <b>35,388.40</b> |
| A 2610.150-0000 | Library Salaries                                 | 54,058.00         | 0.00        | 54,058.00         | 23,695.42        | 0.00          | 30,362.58        |
| A 2610.450-0000 | Library Materials & Supplies                     | 1,235.00          | -120.00     | 1,115.00          | 216.95           | 0.00          | 898.05           |
| A 2610.460-0000 | Library Collections                              | 3,546.00          | 120.00      | 3,666.00          | 3,662.54         | 0.00          | 3.46             |
| A 2610.490-0000 | Library BOCES Services                           | 8,750.00          | 0.00        | 8,750.00          | 3,344.80         | 0.00          | 5,405.20         |
| <b>2610</b>     | <b>SCHOOL LIBRARY &amp; AUDIOVISUAL</b>          | <b>67,589.00</b>  | <b>0.00</b> | <b>67,589.00</b>  | <b>30,919.71</b> | <b>0.00</b>   | <b>36,669.29</b> |
| A 2630.220-0000 | Computer Hardware                                | 21,000.00         | 0.00        | 21,000.00         | 13,576.32        | 508.00        | 6,915.68         |
| A 2630.450-0000 | Computer Materials & Supplies                    | 1,000.00          | 0.00        | 1,000.00          | 690.65           | 12.99         | 296.36           |
| A 2630.460-0000 | Computer Software                                | 7,000.00          | 0.00        | 7,000.00          | 3,479.70         | 0.00          | 3,520.30         |
| A 2630.490-0000 | Computer BOCES                                   | 73,500.00         | 0.00        | 73,500.00         | 30,972.67        | 0.00          | 42,527.33        |
| <b>2630</b>     | <b>COMPUTER ASSISTED INSTRUCTION</b>             | <b>102,500.00</b> | <b>0.00</b> | <b>102,500.00</b> | <b>48,719.34</b> | <b>520.99</b> | <b>53,259.67</b> |
| <b>26</b>       |  | <b>170,089.00</b> | <b>0.00</b> | <b>170,089.00</b> | <b>79,639.05</b> | <b>520.99</b> | <b>89,928.96</b> |
| A 2805.160-0000 | Attendance                                       | 4,500.00          | 0.00        | 4,500.00          | 2,357.08         | 0.00          | 2,142.92         |
| <b>2805</b>     | <b>ATTENDANCE - REGULAR SCHOOL</b>               | <b>4,500.00</b>   | <b>0.00</b> | <b>4,500.00</b>   | <b>2,357.08</b>  | <b>0.00</b>   | <b>2,142.92</b>  |
| A 2810.150-0000 | Guidance Instructional Salaries                  | 63,815.00         | 0.00        | 63,815.00         | 30,566.66        | 0.00          | 33,248.34        |
| A 2810.450-0000 | Guidance Materials & Supplies                    | 925.00            | 0.00        | 925.00            | 234.25           | 0.00          | 690.75           |
| A 2810.451-0000 | Guidance Testing and Materials                   | 950.00            | 0.00        | 950.00            | 0.00             | 803.00        | 147.00           |
| <b>2810</b>     | <b>GUIDANCE - REGULAR SCHOOL</b>                 | <b>65,690.00</b>  | <b>0.00</b> | <b>65,690.00</b>  | <b>30,800.91</b> | <b>803.00</b> | <b>34,086.09</b> |
| A 2815.160-0000 | Support Staff Salaries                           | 34,629.00         | 0.00        | 34,629.00         | 17,353.05        | 0.00          | 17,275.95        |
| A 2815.400-0000 | Health Contractual                               | 6,500.00          | 0.00        | 6,500.00          | 3,000.00         | 0.00          | 3,500.00         |
| A 2815.450-0000 | Health Materials & Supplies                      | 2,500.00          | 0.00        | 2,500.00          | 1,513.19         | 462.34        | 524.47           |
| <b>2815</b>     | <b>HEALTH SERVICES - REGULAR SCHOOL</b>          | <b>43,629.00</b>  | <b>0.00</b> | <b>43,629.00</b>  | <b>21,866.24</b> | <b>462.34</b> | <b>21,300.42</b> |
| A 2820.400-0000 | Psychologist Contractual                         | 45,000.00         | 0.00        | 45,000.00         | 0.00             | 0.00          | 45,000.00        |
| A 2820.450-0000 | Psychologist Materials & Supplies                | 1,500.00          | 0.00        | 1,500.00          | 1,175.09         | 0.00          | 324.91           |
| A 2820.490-0000 | BOCES Psychologist                               | 11,500.00         | 0.00        | 11,500.00         | 4,774.00         | 0.00          | 6,726.00         |
| <b>2820</b>     | <b>PSYCHOLOGICAL SERVICES - REGULAR SCHOOL</b>   | <b>58,000.00</b>  | <b>0.00</b> | <b>58,000.00</b>  | <b>5,949.09</b>  | <b>0.00</b>   | <b>52,050.91</b> |
| A 2825.400-0000 | Contractual                                      | 6,700.00          | 0.00        | 6,700.00          | 5,450.00         | 0.00          | 1,250.00         |
| <b>2825</b>     | <b>SOCIAL WORK SERVICES - REGULAR SCHOOL</b>     | <b>6,700.00</b>   | <b>0.00</b> | <b>6,700.00</b>   | <b>5,450.00</b>  | <b>0.00</b>   | <b>1,250.00</b>  |
| A 2850.150-0000 | Co-curricular Salaries                           | 30,090.00         | 0.00        | 30,090.00         | 718.00           | 0.00          | 29,372.00        |
| A 2850.450-0000 | 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>31,090.00</b>  | <b>0.00</b> | <b>31,090.00</b>  | <b>718.00</b>    | <b>0.00</b>   | <b>30,372.00</b> |

# LONG LAKE CSD

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



| Account         | Description   | Budget              | Adjustments     | Adj. Budget         | Expensed          | Encumbered      | Available           |
|-----------------|---|---------------------|-----------------|---------------------|-------------------|-----------------|---------------------|
| A 2855.150-0000 | Interscholastic Salaries                              | 10,000.00           | 0.00            | 10,000.00           | 0.00              | 0.00            | 10,000.00           |
| A 2855.400-0000 | Interscholastic Contractual                           | 20,500.00           | 0.00            | 20,500.00           | 0.00              | 0.00            | 20,500.00           |
| A 2855.450-0000 | Interscholastic Materials & Supplies                  | 2,500.00            | 640.00          | 3,140.00            | 1,097.50          | 0.00            | 2,042.50            |
| A 2855.490-0000 | BOCES Interscholastic                                 | 1,000.00            | 0.00            | 1,000.00            | 388.40            | 0.00            | 611.60              |
| <b>2855</b>     | <b>INTERSCHOLASTIC ATHLETICS -<br/>REGULAR SCHOOL</b> | <b>34,000.00</b>    | <b>640.00</b>   | <b>34,640.00</b>    | <b>1,485.90</b>   | <b>0.00</b>     | <b>33,154.10</b>    |
| <b>28</b>       |   | <b>243,609.00</b>   | <b>640.00</b>   | <b>244,249.00</b>   | <b>68,627.22</b>  | <b>1,265.34</b> | <b>174,356.44</b>   |
| <b>2</b>        |   | <b>1,911,110.00</b> | <b>-473.33</b>  | <b>1,910,636.67</b> | <b>706,000.37</b> | <b>2,291.24</b> | <b>1,202,345.06</b> |
| A 5510.160-0000 | Transportation Salaries                               | 86,064.00           | 0.00            | 86,064.00           | 46,086.54         | 0.00            | 39,977.46           |
| A 5510.200-0000 | Transportation Equipment                              | 0.00                | 1,850.00        | 1,850.00            | 1,850.00          | 0.00            | 0.00                |
| A 5510.210-0000 | Purchase of Buses                                     | 0.00                | 0.00            | 0.00                | 0.00              | 0.00            | 0.00                |
| A 5510.400-0000 | Transportation Contractual                            | 15,000.00           | 0.00            | 15,000.00           | 11,136.25         | 0.00            | 3,863.75            |
| A 5510.450-0000 | Transportation Materials & Supplies/Parts             | 500.00              | 0.00            | 500.00              | 126.78            | 0.00            | 373.22              |
| A 5510.451-0000 | Diesel/Gasoline                                       | 18,000.00           | 0.00            | 18,000.00           | 1,772.44          | 0.00            | 16,227.56           |
| A 5510.452-0000 | Tires   | 2,500.00            | 0.00            | 2,500.00            | 401.01            | 0.00            | 2,098.99            |
| A 5510.453-0000 | Parts   | 7,500.00            | 0.00            | 7,500.00            | 4,965.77          | 4,215.08        | -1,680.85           |
| A 5510.454-0000 | Labor   | 13,000.00           | 0.00            | 13,000.00           | 2,350.72          | 0.00            | 10,649.28           |
| A 5510.490-0000 | BOCES Contractual                                     | 1,300.00            | 0.00            | 1,300.00            | 362.00            | 0.00            | 938.00              |
| <b>5510</b>     | <b>DISTRICT TRANSPORTATION SERVICES</b>               | <b>143,864.00</b>   | <b>1,850.00</b> | <b>145,714.00</b>   | <b>69,051.51</b>  | <b>4,215.08</b> | <b>72,447.41</b>    |
| <b>55</b>       |   | <b>143,864.00</b>   | <b>1,850.00</b> | <b>145,714.00</b>   | <b>69,051.51</b>  | <b>4,215.08</b> | <b>72,447.41</b>    |
| <b>5</b>        |   | <b>143,864.00</b>   | <b>1,850.00</b> | <b>145,714.00</b>   | <b>69,051.51</b>  | <b>4,215.08</b> | <b>72,447.41</b>    |
| A 9010.800-0000 | NYS Retirement  | 67,500.00           | 0.00            | 67,500.00           | 47,191.00         | 0.00            | 20,309.00           |
| <b>9010</b>     | <b>STATE RETIREMENT</b>                               | <b>67,500.00</b>    | <b>0.00</b>     | <b>67,500.00</b>    | <b>47,191.00</b>  | <b>0.00</b>     | <b>20,309.00</b>    |
| A 9020.800-0000 | Teacher Retirement                                    | 140,000.00          | 0.00            | 140,000.00          | 8,107.87          | 0.00            | 131,892.13          |
| <b>9020</b>     | <b>TEACHERS' RETIREMENT</b>                           | <b>140,000.00</b>   | <b>0.00</b>     | <b>140,000.00</b>   | <b>8,107.87</b>   | <b>0.00</b>     | <b>131,892.13</b>   |
| A 9030.800-0000 | Social Security                                       | 143,103.00          | 0.00            | 143,103.00          | 60,226.52         | 0.00            | 82,876.48           |
| <b>9030</b>     | <b>SOCIAL SECURITY</b>                                | <b>143,103.00</b>   | <b>0.00</b>     | <b>143,103.00</b>   | <b>60,226.52</b>  | <b>0.00</b>     | <b>82,876.48</b>    |
| A 9040.800-0000 | Worker Compensation                                   | 11,000.00           | 0.00            | 11,000.00           | 10,740.00         | 0.00            | 260.00              |
| <b>9040</b>     | <b>WORKERS' COMPENSATION</b>                          | <b>11,000.00</b>    | <b>0.00</b>     | <b>11,000.00</b>    | <b>10,740.00</b>  | <b>0.00</b>     | <b>260.00</b>       |
| A 9050.800-0000 | Unemployment  | 20,000.00           | 0.00            | 20,000.00           | 4,996.92          | 0.00            | 15,003.08           |
| <b>9050</b>     | <b>UNEMPLOYMENT INSURANCE</b>                         | <b>20,000.00</b>    | <b>0.00</b>     | <b>20,000.00</b>    | <b>4,996.92</b>   | <b>0.00</b>     | <b>15,003.08</b>    |
| A 9055.800-0000 | Disability Plan                                       | 4,000.00            | 0.00            | 4,000.00            | 1,814.39          | 0.00            | 2,185.61            |
| <b>9055</b>     | <b>DISABILITY INSURANCE</b>                           | <b>4,000.00</b>     | <b>0.00</b>     | <b>4,000.00</b>     | <b>1,814.39</b>   | <b>0.00</b>     | <b>2,185.61</b>     |
| A 9060.800-0000 | Hospitalization                                       | 960,000.00          | 0.00            | 960,000.00          | 644,941.95        | 0.00            | 315,058.05          |



# LONG LAKE CSD

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



| Account         | Description                          | Budget       | Adjustments | Adj. Budget  | Expensed     | Encumbered | Available    |
|-----------------|--------------------------------------|--------------|-------------|--------------|--------------|------------|--------------|
| 9060            | HOSPITAL, MEDICAL & DENTAL INSURANCE | 960,000.00   | 0.00        | 960,000.00   | 644,941.95   | 0.00       | 315,058.05   |
| 90              |                                      |              |             |              |              |            |              |
| A 9731.600-0000 | Bond Anticipation Notes - Principal  | 1,345,603.00 | 0.00        | 1,345,603.00 | 778,018.65   | 0.00       | 567,584.35   |
| A 9731.700-0000 | Bond Anticipation Notes - Interest   | 50,000.00    | 0.00        | 50,000.00    | 0.00         | 0.00       | 50,000.00    |
|                 |                                      | 73,125.00    | 0.00        | 73,125.00    | 0.00         | 0.00       | 73,125.00    |
| 9731            |                                      |              |             |              |              |            |              |
| 97              |                                      | 123,125.00   | 0.00        | 123,125.00   | 0.00         | 0.00       | 123,125.00   |
| A 9901.930-0000 | Transfer to School Food Svc Fund     | 123,125.00   | 0.00        | 123,125.00   | 0.00         | 0.00       | 123,125.00   |
| 9901            |                                      | 108,701.00   | 0.00        | 108,701.00   | 25,000.00    | 0.00       | 83,701.00    |
| A 9950.900-0000 | TRANSFERS TO FUNDS                   | 0.00         | 0.00        | 0.00         | 25,000.00    | 0.00       | 83,701.00    |
|                 | Transfer to Capital Fund             | 0.00         | 0.00        | 0.00         | 57,932.50    | 0.00       | -57,932.50   |
| 9950            |                                      |              |             |              |              |            |              |
| 99              | TRANSFER TO CAPITAL FUNDS            | 0.00         | 0.00        | 0.00         | 57,932.50    | 0.00       | -57,932.50   |
| 9               |                                      | 108,701.00   | 0.00        | 108,701.00   | 82,932.50    | 0.00       | 25,768.50    |
|                 |                                      | 1,577,429.00 | 0.00        | 1,577,429.00 | 860,951.15   | 0.00       | 716,477.85   |
| Fund A Totals:  |                                      | 4,380,864.00 | 1,794.55    | 4,382,658.55 | 2,074,599.27 | 82,977.36  | 2,225,081.92 |
| Grand Totals:   |                                      | 4,380,864.00 | 1,794.55    | 4,382,658.55 | 2,074,599.27 | 82,977.36  | 2,225,081.92 |

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# LONG LAKE CSD



## Check Warrant Report For TA - 7: Cash Disbursement - Trust & Agency For Dates 1/1/2021 - 1/31/2021

| Check # | Check Date | Vendor ID | Vendor Name                      | Check Description                     | PO Number | Check Amount |
|---------|------------|-----------|----------------------------------|---------------------------------------|-----------|--------------|
| 693     | 01/07/2021 | 3407      | NYS INCOME TAX                   | Trust & Agency Payment                |           | 2,847.25     |
| 694     | 01/07/2021 | 3411      | VOYA INSTITUTIONAL TRUST COMPANY | Trust & Agency Payment                |           | 2,350.00     |
| 695     | 01/07/2021 | 4340      | LLCS GENERAL FUND                | Trust & Agency Payment                |           | 47,149.81    |
| 696     | 01/07/2021 | 4375      | EFTPS Enrollment Processing      | Trust & Agency Payment                |           | 15,869.17    |
| 697     | 01/21/2021 | 3407      | NYS INCOME TAX                   | Trust & Agency Payment                |           | 2,941.83     |
| 698     | 01/21/2021 | 3411      | VOYA INSTITUTIONAL TRUST COMPANY | Trust & Agency Payment                |           | 2,350.00     |
| 699     | 01/21/2021 | 3413      | NYS EMPLOYEES RETIREMENT SYSTEM  | Trust & Agency Payment                |           | 462.24       |
| 700     | 01/21/2021 | 4340      | LLCS GENERAL FUND                | Trust & Agency Payment                |           | 49,497.52    |
| 701     | 01/21/2021 | 4375      | EFTPS Enrollment Processing      | Trust & Agency Payment                |           | 16,472.74    |
| 3121    | 01/07/2021 | 3406      | C.S.E.A., INC.                   | Trust & Agency Payment - DUES-CSEA    |           | 142.91       |
| 3122    | 01/07/2021 | 3454      | LLCS TEACHERS' ASSOCIATION       | Trust & Agency Payment - DUES-TEACHER |           | 1,085.80     |
| 3123    | 01/21/2021 | 3406      | C.S.E.A., INC.                   | Trust & Agency Payment - DUES-CSEA    |           | 142.91       |
| 3124    | 01/21/2021 | 3408      | C.S.E.A. EMPLOYEE BENEFIT FUND   | Trust & Agency Payment - F-EBF        |           | 1,489.94     |
| 3125    | 01/21/2021 | 3454      | LLCS TEACHERS' ASSOCIATION       | Trust & Agency Payment - DUES-TEACHER |           | 1,085.80     |

Automatic Payments

Number of Transactions: 14

Warrant Total: 143,887.92  
Vendor Portion: 143,887.92

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 14 in number, in the total amount of \$ 143,887.92. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/21/20 Date noelle f. Short Superintendent

# LONG LAKE CSD

## Check Warrant Report For CM - 3: Cash Disbursement - Scholarship For Dates 1/1/2021 - 1/31/2021



| Check # | Check Date | Vendor ID | Vendor Name     | Check Description          | PO Number | Check Amount |
|---------|------------|-----------|-----------------|----------------------------|-----------|--------------|
| 1415    | 01/15/2021 | 4407      | LILLIAN DECHENE | JOE LEBLANC<br>SCHOLARSHIP |           | 100.00       |

Number of Transactions: 1

Warrant Total: 100.00

Vendor Portion: 100.00

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 100.00. 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.

1/29/21 Victoria J. Snide  
Date Business Manager

# LONG LAKE CSD

## Check Warrant Report For C - 6: Cash Disbursement - Lunch Fund For Dates 1/1/2021 - 1/31/2021

Vb.  
NVISION

| Check # | Check Date | Vendor ID | Vendor Name            | Check Description | PO Number | Check Amount |
|---------|------------|-----------|------------------------|-------------------|-----------|--------------|
| 2302    | 01/15/2021 | 4371      | CAPITAL CANDY CO. INC. | CAFETERIA FOOD    | 210110    | 55.52        |
|         | 01/15/2021 | 4204      | BIMBO FOODS BAKERIES   | CAFETERIA FOOD    | 210108    | 81.61        |
| 2304    | 01/15/2021 | 3652      | U.S. FOODSERVICE, INC. | CAFETERIA FOOD    | 210175    | 726.86       |
| 2305    | 01/15/2021 | 2496      | SYSCO FOOD SERVICES    | CAFETERIA FOOD    | 210177    | 764.63       |
| 2306    | 01/15/2021 | 4358      | SHAHEEN'S MARKET       | CAFETERIA FOOD    | 210176    | 60.62        |
| 2307    | 01/25/2021 | 4371      | CAPITAL CANDY CO. INC. | CAFETERIA FOOD    | 210110    | 467.31       |

Number of Transactions: 6

Warrant Total: 2,156.55  
Vendor Portion: 2,156.55

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 2,156.55. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/29/21 Noelle J. Short  
Date Superintendent

### Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 2,156.55. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/1/21 Jerome R. Flanagan  
Date Claims Auditor

# LONG LAKE CSD

## Check Warrant Report For A - 14: Cash Disbursement - January For Dates 1/1/2021 - 1/31/2021



| Check # | Check Date | Vendor ID | Vendor Name                             | Check Description  | PO Number | Check Amount |
|---------|------------|-----------|---|--------------------|-----------|--------------|
| 16535   | 01/07/2021 | 4605      | XEROX FINANCIAL SERVICES                | COPIER LEASES      |           | 435.50       |
| 16536   | 01/07/2021 | 3217      | FRONTIER                                | TELEPHONE CHARGES  |           | 403.69       |
| 16537   | 01/07/2021 | 4716      | QUADIENT FINANCE USA, INC.              | POSTAGE            |           | 500.00       |
| 16538   | 01/07/2021 | 3259      | FIRST UNUM LIFE INSURANCE CO.           | JANUARY DISABILITY |           | 268.91       |
| 16539   | 01/15/2021 | 1359      | BERNICE BURNHAM                         |                    |           | 1,735.20     |
| 16540   | 01/15/2021 | 1377      | SHARON WAAGNER                          |                    |           | 1,735.20     |
| 16541   | 01/15/2021 | 1410      | BARBARA HOLLENBECK                      |                    |           | 1,735.20     |
| 16542   | 01/15/2021 | 1415      | DAVID OLBERT                            |                    |           | 1,735.20     |
| 16543   | 01/15/2021 | 1531      | CHERYL O'HARA                           |                    |           | 1,735.20     |
| 16544   | 01/15/2021 | 1535      | ELAINE CODDINGTON                       |                    |           | 1,735.20     |
| 16545   | 01/15/2021 | 1537      | MAUREEN LOPRESTI                        |                    |           | 1,735.20     |
| 16546   | 01/15/2021 | 1538      | GARY BAKER                              |                    |           | 1,735.20     |
| 16547   | 01/15/2021 | 1541      | MARY HALL                               |                    |           | 1,735.20     |
| 16548   | 01/15/2021 | 1542      | MICHAEL FARRELL                         |                    |           | 1,735.20     |
| 16549   | 01/15/2021 | 1584      | KARIN COOK                              |                    |           | 1,735.20     |
| 16550   | 01/15/2021 | 1668      | THOMAS HARE                             |                    |           | 1,735.20     |
| 16551   | 01/15/2021 | 1769      | RUTH HOWE                               |                    |           | 1,735.20     |
| 16552   | 01/15/2021 | 1866      | ROGER AMMON                             |                    |           | 1,735.20     |
| 16553   | 01/15/2021 | 1958      | JOSEPH TELLSTONE                        |                    |           | 1,735.20     |
| 16554   | 01/15/2021 | 2485      | GAIL SEAMAN                             |                    |           | 1,296.00     |
| 16555   | 01/15/2021 | 2850      | DEBORAH HAVAS                           |                    |           | 1,735.20     |
| 16556   | 01/15/2021 | 3143      | SUSAN VIROSTEK                          |                    |           | 1,536.00     |
| 16557   | 01/15/2021 | 3862      | GENEVIEVE BOYD                          |                    |           | 1,735.20     |
| 16558   | 01/15/2021 | 4221      | CHARLES R. FARR                         |                    |           | 1,735.20     |
| 16559   | 01/15/2021 | 4222      | PATRICIA FARRELL                        |                    |           | 1,735.20     |
| 16560   | 01/15/2021 | 4223      | HARRY GRAHAM                            |                    |           | 1,735.20     |
| 16561   | 01/15/2021 | 4224      | MARIE GRAHAM                            |                    |           | 1,735.20     |
| 16562   | 01/15/2021 | 4225      | WILLIAM HALL                            |                    |           | 1,735.20     |
| 16563   | 01/15/2021 | 4227      | SHIRLEY TELLSTONE                       |                    |           | 1,735.20     |
| 16564   | 01/15/2021 | 4229      | ROBERT VIROSTEK                         |                    |           | 1,735.20     |
| 16565   | 01/15/2021 | 4230      | EDWARD WIGHT                            |                    |           | 1,735.20     |
| 16566   | 01/15/2021 | 4232      | JAMES BEARDSLEY                         |                    |           | 1,735.20     |
| 16567   | 01/15/2021 | 4234      | JAMES BATEMAN                           |                    |           | 4,512.00     |
| 16568   | 01/15/2021 | 4235      | JACQUELINE BACKUS                       |                    |           | 1,735.20     |
| 16569   | 01/15/2021 | 4236      | GAIL AMMON                              |                    |           | 1,735.20     |
| 16570   | 01/15/2021 | 4305      | LEONARD COOK                            |                    |           | 1,735.20     |
| 16571   | 01/15/2021 | 4704      | KEITH B. HOLLENBECK                     |                    |           | 1,735.20     |
| 16572   | 01/15/2021 | 4746      | ANTHONY LEBLANC                         |                    |           | 723.00       |
| 16573   | 01/15/2021 | 4604      | DOCUMENT SOLUTIONS OF THE NORTH COUNTRY | COPIER CHARGES     |           | 251.73       |
| 16574   | 01/15/2021 | 4729      | CHESTERTOWN TRUCK & AUTO SUPPLIES       | BUS REPAIRS        |           | 68.82        |
| 16575   | 01/15/2021 | 2060      | LEONARD BUS SALES, INC.                 | BUS PARTS          | 210034    | 771.38       |

# LONG LAKE CSD

## Check Warrant Report For A - 14: Cash Disbursement - January For Dates 1/1/2021 - 1/31/2021



| Check # | Check Date | Vendor ID | Vendor Name                         | Check Description                                | PO Number | Check Amount |
|---------|------------|-----------|-------------------------------------|--|-----------|--------------|
| 16576   | 01/15/2021 | 3953      | N.A.P.A. AUTO PARTS                 |  | 210004    | 544.17       |
| 16577   | 01/15/2021 | 1243      | MCGRAW HILL BOOK COMPANY            | ALGEBRA ONLINE SUBSCRIPTION 12/16/20 TO 12/15/21 | 210183    | 30.87        |
| 16578   | 01/15/2021 | 4199      | NYS EMPLOYEES' HEALTH INSURANCE     | FEBRUARY HEALTH INSURANCE                        |           | 79,355.83    |
| 16579   | 01/15/2021 | 1414      | ROSEMARIE ORDWAY                    | REIMBURSE HEALTH INSURANCE OVERPAYMENT           |           | 98.09        |
| 16580   | 01/15/2021 | 4752      | LAMINATOR.COM                       | LAMINATING FILM                                  | 210182    | 51.28        |
| 16581   | 01/15/2021 | 3747      | CARDIAC LIFE                        | AED BATTERIES/ELECTRODES                         | 210185    | 1,091.80     |
| 16582   | 01/15/2021 | 2819      | MCCLARY MEDIA INC.                  | LEGAL AD   |           | 20.00        |
| 16583   | 01/15/2021 | 4736      | BELLE SALES AND SUPPLY, LLC         | CUSTODIAL SUPPLIES                               | 210186    | 623.30       |
| 16584   | 01/15/2021 | 4088      | MOSAIC ASSOCIATES                   |  |           | 14,490.00    |
| 16585   | 01/15/2021 | 1479      | NYSASBO                             | DUES SNIDE 12/31/20-12/31/21                     |           | 344.26       |
| 16586   | 01/15/2021 | 3485      | SETON                               | WINDOW DECALS                                    | 210179    | 37.72        |
| 16587   | 01/15/2021 | 3414      | NYS TEACHERS RETIREMENT SYSTEM      | PENSION ACCUMULATION FUND-CARLISE                |           | 1,071.00     |
| 16588   | 01/15/2021 | 2279      | **CONTINUED** F-E-H BOCES TREASURER | Voided During Printing                           |           | 0.00         |
| 16589   | 01/15/2021 | 2279      | F-E-H BOCES TREASURER               | DECEMBER CONTRACT BILLING                        |           | 23,233.95    |
| 16590   | 01/15/2021 | 4525      | SLIC NETWORK SOLUTIONS              | TV JANUARY                                       |           | 146.55       |
| 16591   | 01/15/2021 | 4205      | PEARSON-PSYCH CORP                  | BASC3 SCORING SUBSCRIPTION 11/17/20-11/17/21     | 210166    | 50.00        |
| 16592   | 01/15/2021 | 2004      | FORTUNE'S HARDWARE                  | CUSTODIAL SUPPLIES                               | 210009    | 41.96        |
| 16593   | 01/15/2021 | 4660      | ELMER W. DAVIS ROOFING              | ROOF INSPECTION/REPAIRS                          | 210151    | 2,966.46     |
| 16594   | 01/15/2021 | 4651      | PETROLEUM TRADERS CORP              | FUEL OIL   | 210169    | 8,033.93     |
| 16595   | 01/25/2021 | 1360      | HAMILTON COUNTY TREASURER           | GAS/DIESEL NOVEMBER 2020                         |           | 433.52       |
| 16596   | 01/25/2021 | 3176      | DELL MARKETING                      | MONITOR  | 210142    | 150.00       |
| 16597   | 01/25/2021 | 3825      | AMAZON                              |  | 210188    | 317.52       |
| 16598   | 01/25/2021 | 4425      | VERIZON                             | CELL PHONE                                       |           | 30.73        |
| 16599   | 01/25/2021 | 2833      | UTICA NATIONAL INSURANCE GROUP      | UMBRELLA POLICY 7/1/20-1/1/21, BUS 31            |           | 5,467.00     |
| 16600   | 01/25/2021 | 3715      | HAMILTON COUNTY SOCIAL SERVICES     | FAMILY'S FIRST 1/1/21-12/31/21                   |           | 5,450.00     |
| 16601   | 01/25/2021 | 1305      | AMERICAN EXPRESS                    | SOFTWARE, WORKSHOP-STEWART                       |           | 101.18       |
| 16602   | 01/25/2021 | 4393      | REV                                 | CAPITAL PROJECT PRINTING                         |           | 4,427.61     |
| 16603   | 01/25/2021 | 3843      | CUMMINS NORTHEAST, INC.             | GENERATOR REPAIRS                                | 210164    | 2,252.77     |

## LONG LAKE CSD



## Check Warrant Report For A - 14: Cash Disbursement - January For Dates 1/1/2021 - 1/31/2021

| Check #                    | Check Date | Vendor ID | Vendor Name | Check Description | PO Number       | Check Amount |
|----------------------------|------------|-----------|-------------|-------------------|-----------------|--------------|
| Number of Transactions: 69 |            |           |             |                   | Warrant Total:  | 213,684.53   |
|                            |            |           |             |                   | Vendor Portion: | 213,684.53   |

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 69 in number, in the total amount of \$213,684.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/29/21 Wally J. Shott  
Date Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$213,684.53. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/1/21 Jerome S. Haraga  
Date Claims Auditor

Bylaws

**SUBJECT: ABSENTEE BALLOTS**

*\* Option 1 - If the District utilizes poll lists (i.e., does not provide for personal registration of voters), retain all language in option 1. Delete all language in option 2 which is for districts that provide for the personal registration of voters. Retain the section on military ballots.*

The Board authorizes the District Clerk~~X~~ or a Board designee ~~(the latter only if the District does not provide for the personal registration of voters)~~ to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members, and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he or she will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk~~X~~ or Board designee at least seven days before the election/vote if the ballot is to be mailed to the voter, or the day before the election/vote if the ballot is to be delivered personally to the voter.

An absentee ballot will also be mailed to every qualified District voter otherwise eligible for an absentee ballot who sends a signed letter requesting an absentee ballot which states the address of the voter to the District Clerk or Board designee. The signed letter must be received by the District Clerk or Board designee not earlier than the thirtieth day before the election/vote and at least seven days before the election/vote. Enclosed with the absentee ballot will be an application form for the absentee ballot. The absentee ballot will not be counted unless a valid application form is enclosed with the ballot.

~~In accordance with the provisions of Education Law,~~ a qualified District voter is eligible to vote by absentee ballot if he or she is unable to appear to vote in person on the day of the District election/vote because he or she:

- a) ~~He or she is~~ or will be a patient in a hospital, or is unable to appear personally at the polling place on the day of the election/vote because of illness or physical disability;
- b) ~~He or she has~~ duties, occupation or business responsibilities, or studies which require being outside of the county or city of residence on the day of the District election/vote;
- c) ~~He or she will~~ be on vacation outside of the county or city of residence on the day of the District election/vote;
- d) ~~He or she will~~ be absent from the voting residence due to detention in jail awaiting action by a grand jury or awaiting trial; or is confined in prison after conviction for an offense other than a felony; or
- e) ~~He or she will~~ be absent from the District on the day of the District election/vote by reason of accompanying spouse, parent, or child who is or would be, if he or she were a qualified voter, entitled to apply for the right to vote by absentee ballot.



*\*Customize to District — Retain phrase "or Board designee" only if District utilizes poll lists vs. personal registration of voters.*

(Continued)

## Bylaws

**SUBJECT: ABSENTEE BALLOTS (Cont'd.)**

Statements on the application for absentee ballot must be signed and dated by the voter.

A voter's absentee ballot must reach the Office of the District Clerk~~X~~ or Board designee not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed.

Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently disabled" pursuant to law are entitled to receive an absentee ballot without application if they have previously applied for an absentee ballot.

A list of all persons to whom absentee ballots have been issued will be maintained in the Office of the District Clerk~~X~~ or Board designee and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. The written challenge will be transmitted by the District Clerk~~X~~ or Board designee to the election inspectors on the day of the District election/vote. In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on this list by making his or her reasons known to the election inspector before the close of the polls.

~~*\*Option 2 - If the District provides for the personal registration of voters, retain all language in option 2. Delete all language in option 1 which is for districts that utilize poll lists. Retain the section on military ballots.*~~

~~The Board authorizes the District Clerk to provide absentee ballots to qualified District voters. Absentee ballots will be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.~~

~~A District voter must request in advance an application for an absentee ballot. The voter must complete the application and state the reason he or she will not be able to appear in person on the day of the District election/vote for which the absentee ballot is requested. The application must be received by the District Clerk no earlier than the thirtieth day before the election/vote. The application must be received by the District Clerk at least seven days before the election/vote if the ballot is to be mailed to the voter or the day before the election/vote if the applicant or his or her agent delivers the application to the District Clerk in person.~~

~~A qualified District voter is eligible to vote by absentee ballot if he or she will be:~~

- ~~a) Absent from the county of his or her residence;~~
- ~~b) Unable to appear at the polling place because of illness or physical disability, or duties related to the primary care of one or more individuals who are ill or physically disabled, or because he or she will be or is a patient in a hospital;~~

*\*Customize to District*

(Continued)

## Bylaws

**SUBJECT: ABSENTEE BALLOTS (Cont'd.)**

- c) An inmate or patient of a veteran's administration hospital; or
- d) Absent from his or her voting residence because he or she is detained in jail awaiting action by a grand jury or awaiting trial, or confined in jail or prison after a conviction for an offense other than a felony, provided that he or she is qualified to vote in the election district of his or her residence.

Statements on the application for absentee ballot must be signed and dated by the voter.

A voter's absentee ballot must reach the Office of the District Clerk not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed.

Qualified District voters who are unable to personally appear at the polling place because of a permanent illness or physical disability and whose registration record has been marked "permanently disabled" pursuant to law are entitled to receive an absentee ballot without application.

A list of all persons to whom absentee ballots have been issued will be maintained in the Office of the District Clerk and made available for public inspection during regular office hours until the day of the election/vote. Any qualified voter may, upon examination of this list, file a written challenge of the qualifications as a voter of any person whose name appears on this list, stating the reason for the challenge. The written challenge will be transmitted by the District Clerk to the election inspectors on the day of the District election/vote. In addition, any qualified voter may challenge the acceptance of the absentee voter's ballot of any person on this list by making his or her reasons known to the election inspector before the close of the polls.

**Military Ballots**

The Board authorizes the District Clerk ~~or~~ a Board Designee to provide military ballots to military voters to be used for the election of Board members and District public library trustees, the adoption of the annual budget, and District public library budget and referenda.

A military voter is:

- a) A qualified voter of New York State who:
  - 1. Is in actual military service and, by reason of that military service, is absent from the District on the day of registration or election; or
  - 2. Is discharged from that military service within thirty days of an election; or

~~\*Customize to District -- Retain phrase "or Board designee" only if District utilizes poll lists vs. personal registration of voters.~~

(Continued)

## Bylaws

**SUBJECT: ABSENTEE BALLOTS (Cont'd.)**

- b) A spouse, parent, child, or dependent of the previously described voter, accompanying or being with that voter, if a qualified voter of New York State and a resident of the District.

A military voter may designate a preference to receive a military ballot application or a military ballot by mail, fax, or email. This designation will remain in effect until revoked or changed by the military voter. If a military voter does not designate a preference, a military ballot application or a military ballot will be provided to the military voter by mail.

Military ballots will be distributed as soon as practicable, but no later than 25 days before the election/vote.

Three days before the first day for distribution of military ballots, the names of all candidates duly nominated for public office and the amendments, referenda, propositions, and questions to be voted for on the ballots will be determined. If, at a later date, the nomination of any candidate named on a military ballot is found invalid, the ballot will still be valid, but no vote for the invalid candidate will be counted in the election/vote.

A voter's military ballot must be received by the Office of the District Clerk~~\*\*~~ or Board designee not later than 5 p.m. on the day of the election/vote in order that his or her vote may be canvassed at which point the military ballot will be processed in the same manner as absentee ballots.

All military ballot applications and military ballots must be returned by mail or in person.

Education Law §§ ~~1501-e~~, 2014, 2018-a, 2018-b, 2018-d, and 2613  
8 NYCRR Part 122

*\*Customize to District -- For small city school districts, military ballots need to be sent no later than 14 days before the election.*

*\*\*Customize to District -- Retain phrase "or Board designee" only if District utilizes poll lists vs. personal registration of voters.*

Adoption Date

**SUBJECT: — USE OF EMAIL IN THE DISTRICT**

Email is a valuable business communication tool, however, users must use this tool in a responsible and lawful manner. Every employee and authorized user has a responsibility to be knowledgeable about the inherent risks associated with email usage and to avoid placing the District at risk. The same laws and business records requirements apply to email as to other forms of written communication. District employees and authorized users will use the District's designated email system for all business-related email, including emails in which students or student issues are involved. Personal accounts and instant messaging will not be used to conduct official business.

**Employee Acknowledgement**

All employees and authorized users will be required to review a copy of the District's policies on staff use of computerized information resources and any regulations established in connection with those policies. Each user must annually acknowledge this employee and authorized user agreement before establishing an account or continuing in his or her use of email.

**Classified and Confidential**

District employees and authorized users may not:

- a) — Provide lists or information about District employees or students to others and/or classified information without approval. Questions regarding usage and requests for these lists or information should be directed to a principal or supervisor;
- b) — Forward emails with confidential, sensitive, or secure information without principal or supervisor authorization. Additional precautions, such as encryption, should be taken when sending documents of a confidential nature;
- c) — Use file names that may disclose confidential information. Confidential files should be password protected and encrypted. File protection passwords will not be transmitted via email correspondence;
- d) — Use email to transmit any individual's personal, private, and sensitive information (PPSI). PPSI includes social security number, driver's license number or non-driver ID number, account number, credit or debit card number and security code, or any access code or password that permits access to financial accounts or protected student records;
- e) — Send or forward emails with comments or statements about the District that may negatively impact it; or
- f) — Send or forward email that contains confidential information subject to Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and other applicable laws.

(Continued)

Personnel

**SUBJECT: ~~USE OF EMAIL IN THE DISTRICT (Cont'd.)~~**

**Personal Use**

~~Employees and authorized users may use the District's email system for limited personal use. However, employees and authorized users should have no expectation of privacy in this email use. Personal use does not include chain letters, junk mail, and jokes. Employees and authorized users are not permitted to access any other email account or system (Yahoo, Hotmail, AOL, etc.) via the District's network or use the District's email programs to conduct job searches, post personal information to bulletin boards, blogs, chat groups, and list services, etc. without specific permission from the principal or supervisor. The District's email system also cannot be used for personal gain or profit.~~

**Receiving Unacceptable Mail**

~~Employees and authorized users who receive offensive, unpleasant, harassing, or intimidating messages via District email or instant messaging should inform their principal or supervisor immediately.~~

**Records Management and Retention**

~~Email will be maintained and archived in accordance with the NYS Records Retention and Disposition Schedule ED-1 and as outlined in the Records Management Policy. Email records may be deleted, purged, or destroyed after they have been retained for the requisite time period established in the ED-1 schedule.~~

**Training**

~~Employees or authorized users should receive regular training on the following topics:~~

- ~~a) The appropriate use of email with students, parents, and other staff to avoid issues regarding harassment and/or charges of fraternization;~~
- ~~b) Confidentiality of emails;~~
- ~~c) Permanence of email: email is never truly deleted, as the data can reside in many different places and in many different forms; and~~
- ~~d) No expectation of privacy: email use on District property is not to be construed as private.~~

**Sanctions**

~~The Computer Coordinator may report inappropriate use of email by an employee or authorized user to the employee or authorized user's principal or supervisor who may take appropriate disciplinary action. Violations may result in a loss of email use, access to the technology network, and/or other disciplinary action. When applicable, law enforcement agencies may be contacted.~~

(Continued)

Personnel

**SUBJECT: ~~USE OF EMAIL IN THE DISTRICT (Cont'd.)~~**

**Confidentiality Notice**

A standard confidentiality notice will automatically be added to each email as determined by the District.

NOTE: Refer also to Policies ~~#3320 Confidentiality of Computerized Information~~  
~~#3420 Non-Discrimination and Anti-Harassment in the District~~  
~~#5670 Records Management~~  
~~#6410 Staff Acceptable Use Policy~~  
~~#8271 Internet Safety/Internet Content Filtering~~

Adoption Date

**SUBJECT: USE OF EMAIL IN THE DISTRICT****Overview**

Email is a valuable tool that allows for quick and efficient communication. However, careless, unacceptable, or illegal use of email may place the District and members of its community at risk. Use of email in the District must be consistent with the District's educational goals and comply with federal and state laws and regulations, as well as all applicable District policies, regulations, procedures, collective bargaining agreements, and other related documents such as the District's *Code of Conduct*. This includes, but is not limited to, this policy and the District's policies on non-discrimination and anti-harassment, protecting the personal information of District employees and students, acceptable use, and record management.

District-related emails are most secure and best managed when District email services are used. Accordingly, the District's email services should be used for all district-related emails, including emails in which students or student issues are involved. Personal email accounts should not be used to conduct District-related business. Further, District email accounts should not be used as any individual's primary personal email address.

**Scope and Application of Policy**

This policy applies to all District employees and any individual assigned a District email address to conduct District-related business (authorized user).

**Sending Emails with Personal, Private, and Sensitive Information**

Personal, private, and sensitive information (PPSI) is any information to which unauthorized access, disclosure, modification, destruction, use, or disruption of access or use could have or cause a severe impact on critical District functions, employees, students, third parties, or other individuals or entities. For purposes of this policy, PPSI includes, but is not limited to:

- a) District assessment data;
- b) Protected student records;
- c) Information subject to laws protecting personal information such as Family Educational Rights and Privacy Act (FERPA), Individuals with Disabilities Act (IDEA), Health Insurance Portability and Accountability Act (HIPAA);
- d) Social security numbers;
- e) Driver's license or non-driver identification card numbers;
- f) Credit or debit card numbers;
- g) Account numbers;

(Continued)



## Personnel

**SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)**

- h) Passwords; and
- i) Access codes.

The failure to follow proper security protocols when emailing PPSI increases the risk that unauthorized individuals could access and misuse PPSI.

~~h~~ District employees and authorized users may not send or forward emails that include:

- a) PPSI without building principal or supervisor authorization. Additional precautions, such as encrypting the email in a District-approved method, should be taken when sending any emails containing PPSI.
- b) Lists or information about District employees without building principal or supervisor authorization.
- c) Attachments with file names that may disclose PPSI. Files containing PPSI should be password protected and encrypted. File protection passwords should not be transmitted via email. District employees and authorized users will not use cloud-based storage services (such as Dropbox or OneDrive) to transmit files with PPSI without previous District approval or consulting with a building principal or supervisor.
- d) Comments or statements about the District that may negatively impact it.

Any questions regarding the District's protocols for sending emails with PPSI or what information may or may not be emailed should be directed to a supervisor.

**Receiving Suspicious Emails**

Social engineering attacks are prevalent in email. In a social engineering attack, an attacker uses human interaction (social skills) to obtain confidential or sensitive information.

Phishing attacks are a form of social engineering. Phishing attacks use fake email messages pretending to represent a legitimate person or entity to request information such as names, passwords, and account numbers. They may also deceive an individual into opening a malicious webpage or downloading a file attachment that leads to malware being installed.

Malware is malicious software that is designed to harm computer systems. Malware may be inadvertently installed after an individual opens an email attachment, downloads content from the Internet, or visits an infected website.

*\*Customize to District -- District should customize the information in this list to reflect its specific practices.*

(Continued)

## Personnel

**SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)**

Before responding to any emails, clicking on any hyperlinks, or opening any attachments, District employees and authorized users should review emails for indicators of suspicious activity. These indicators include, but are not limited to:

- a) Attachments that were not expected or make no sense in relation to the email message;
- b) When the recipient hovers the mouse over a hyperlink that is displayed in the email, the link to the address is for a different website;
- c) Hyperlinks with misspellings of known websites;
- d) The sender is not someone with whom the recipient ordinarily communicates;
- e) The sender's email address is from a suspicious domain;
- f) Emails that are unexpected, unusual, or have bad grammar or spelling errors; and
- g) Emails asking the recipient to click on a link or open an attachment to avoid a negative consequence or to gain something of value.

X District employees and authorized users should forward suspicious emails to the District's information technology (IT) staff.

**No Expectation of Privacy**

District employees and authorized users should have no expectation of privacy for any email messages they create, receive, or maintain on their District email account. The District has the right to monitor, review, and audit each District employee's and authorized user's District email account.

**Accessing District Email Services on Personal Devices**

In the event a District employee or authorized user loses a personal device that has been used to access the District's email service, that District employee or authorized user should notify the District's IT staff so that measures can be taken to secure the email account.

**Personal Use**

The District's email services are intended for District-related business only. Incidental or limited personal use of the District's email services is allowed so long as the use does not interfere with job performance. However, District employees and authorized users should have no expectation of privacy in this email use.

*\*Customize to District -- District should customize this sentence to reflect its specific practices for handling suspicious emails.*

(Continued)

## Personnel

**SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)**

The District's email services should not be used to conduct job searches, post personal information to bulletin boards, blogs, chat groups, and list services, etc. without authorization from a building principal or supervisor.

It is prohibited to use the District's email services for:

- a) Illegal purposes;
- b) Transmitting threatening, obscene, discriminatory, or harassing materials or messages;
- c) Personal gain or profit;
- d) Promoting religious or political causes; and/or
- e) Sending spam, chain letters, or any other type of unauthorized widespread distribution of unsolicited mail.

Personal email accounts or services (Yahoo, Gmail, etc.) should not be accessed via the District Computer System (DCS) without authorization from a building principal or supervisor.

**Confidentiality Notice**

A standard confidentiality notice <sup>may</sup> ~~will~~ automatically be added to each email as determined by the District.

**Training**

District employees and authorized users will receive ongoing training related to the use of email in the District. This training may cover topics such as:

- a) What is expected of users, including the appropriate use of email with students, parents, and other individuals to avoid issues regarding harassment and/or charges of fraternization;
- b) How to identify suspicious emails, as well as what to do after receipt of a suspicious email;
- c) Emailing PPSI;
- d) How to reduce risk to the District;
- e) Cost of policy non-compliance;
- f) Permanence of email, including how email is never truly deleted, as the data can reside in many different places and in many different forms; and

(Continued)

**SUBJECT: USE OF EMAIL IN THE DISTRICT (Cont'd.)**

- g) How users should have no expectation of privacy when using the DCS or any District email service.

**Notification**

The District will provide annual notification of this policy and any corresponding regulations to all District employees and authorized users. The District will then require that all employees and authorized users acknowledge that they have read, understood, and will comply with the policy and regulations.

**Records Management and Retention**

The same laws and business records requirements apply to email as to other forms of written communication.

Email will be maintained and archived in accordance with Retention and Disposition Schedule for New York Local Government Records (LGS-1) and as outlined in any records management policies, regulations, and/or procedures.

Additionally, emails may be subject to disclosure under the Freedom of Information Law (FOIL), a court action, an audit, or as otherwise required or permitted by law or regulation.

**Disciplinary Measures**

Failure to comply with this policy and any corresponding regulations or procedures may subject a District employee and authorized user to discipline such as loss of email use, loss of access to the DCS, and/or other disciplinary action up to and including termination. When applicable, law enforcement agencies may be contacted.

The District's IT staff may report inappropriate use of email by a District employee or authorized user to the District employee or authorized user's building principal or supervisor who may take appropriate action which may include disciplinary measures.

NOTE: Refer also to Policies #3320 -- Confidentiality of Computerized Information  
#3420 -- Non-Discrimination and Anti-Harassment in the District  
#5670 -- Records Management  
#6410 -- Staff Acceptable Use Policy *Use of Computerized Information*  
#8271 -- Internet Safety/Internet Content Filtering *Resources*

Adoption Date

Nicole Curtin  
PO Box 354  
Long Lake, NY 12847

January 31, 2021

Noelle Short  
20 School Lane  
Long Lake, NY 12847

Ms. Short:

This letter is to inform you that I will be resigning as a mentor teacher for the 2020-2021 school year.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nicole', with a long horizontal flourish extending to the right.

Nicole L. Curtin



# Long Lake

CENTRAL SCHOOL DISTRICT

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

P 518/624-2221

F 518/624-3896

W [www.longlakecsd.org](http://www.longlakecsd.org)

TO: Board of Education Members

FROM: Vickie Snide *Vickie*

RE: 2020-2021 Budget Information

DATE: February 3, 2021

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

**Superintendent/Principal**  
Noelle J. Short  
[nshort@longlakecsd.org](mailto:nshort@longlakecsd.org)

**Business Manager**  
Victoria J. Snide  
[vsnide@longlakecsd.org](mailto:vsnide@longlakecsd.org)

**Treasurer**  
Lisa Walker  
[lwalker@longlakecsd.org](mailto:lwalker@longlakecsd.org)

**School Counselor**  
Elisha Cohen  
[ecohen@longlakecsd.org](mailto:ecohen@longlakecsd.org)

Budget documents for your review.

**Tax Levy Limit Calculation** – This document is still tentative however I don't believe it will change. Our current budget proposal is below the tax levy limit. I will be uploading this information to NYS Comptroller's Office by the March 1, 2021 due date.

**2021-2022 General Fund Appropriations (Expenditures)** –As you review the budget, whenever there is a significant change from 2020-2021 budget to the 2021-2022 budget, you should see an explanation of the change in the left hand column.

#### **Expenditure Comments**

- Still waiting on BOCES rates for next school year
- Employee budget meetings are scheduled for mid-February
- This budget maintains funds for unknown Special Education costs
- The budget includes contracting with Mosaic Associates for a 5 Year Plan.
- I have decreased the estimated health insurance increase from 10% to 8%.

**2019-2020 General Fund Revenues** – This revenue budget reflects the state aid projections released by the Governor. The Real Property Taxes and STAR lines are vacant. They will be populated once the final tax levy is established in August 2021.

**Budget Spreadsheet/Tax Rate Projection** –The Budget Spreadsheet is a recap of proposed revenues and expenses and should be used to compare to the Tax Levy Limit calculation. Currently we have a budget increase of \$236,348 or 5.4%, primarily due to: Salaries, health insurance, school van, and capital project principal and interest payments.

#### **Board Seat**

Brian Penrose's term expires June 30, 2021. Board petitions are due Monday, April 19, 2021.

**TAX LEVY LIMIT CALCULATION – TENTATIVE For 2021-2022 School Year  
V. Snide, 1/26/21**

|   |  |
|---|--|
| Prior Year Tax Levy -2020-2021 school year tax levy   | \$3,089,000  |
| x 2021 Tax Base Growth Factor -Comes from Office of Real<br>Property Tax Services   | <u>x 1.0008</u><br>\$3,091,471   |
| + Prior year PILOT's -we currently do not have any of these   | -0-  |
| - Prior year exclusions   |  |
| -capital local & BOCES expenditures – example is principal<br>and interest payments on debt, equipment expenses for<br>transportation (bus purchases) (buses purchased through<br>reserves does not apply) less aid | 108,356  |
| -court orders – we currently do not have any  | <u>-0-</u>   |
| Adjusted Prior Year Levy  | \$2,983,115  |
| x Allowable Growth Factor -Lesser of CPI (1.23%) or 2%  | <u>x 1.23%</u><br>\$3,019,808  |
| - PILOTS for coming year -we currently do not have any of these   | -0-  |
| + Available Carryover   | <u>\$ -0-</u>  |
| TAX LEVY LIMIT - This must be reported to NYS March 1   | \$3,019,808 (-\$69,192)  |
| + 2021-2022 Exclusions - <b>Estimated</b>   |  |
| -capital local & BOCES expenditures – example is principal<br>and interest payments on debt (building and buses) less<br>building aid, BOCES aid and transportation aid   | \$215,984  |
| -court orders – we currently do not have any  | -0-  |
| -Employees Retirement System costs above 2 percentage<br>points increase, which is 0 for 2021-2022 as the<br>ERS average contribution rate is not 2.0 percentage<br>points higher than '20-'21                      | -0-  |
| -Teachers Retirement System costs above 2 percentage<br>points increase, which is 0 for 2021-2022 as the<br>TRS rate is not 2.0 percentage points higher than '20-'21   | <u>-0-</u>   |
| MAXIMUM ALLOWABLE LEVY – To exceed this, need super majority<br>vote  | Estimated \$3,235,792<br>(\$146,792 or 4.752% higher than prior year levy) |

### **NOTES OF INTEREST**

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

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

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



## BUDGET SPREADSHEET

|   |           |           | Proposed  |
|---|-----------|-----------|-----------|
|   | 2019-2020 | 2020-2021 | 2021-2022 |
| <b>Budget Summary</b>                                     |           |           |           |
| General Support   | 737,429   | 748,461   | 780,624   |
| Instruction   | 1,863,442 | 1,911,110 | 1,908,512 |
| Pupil Transportation                                      | 136,560   | 143,864   | 176,279   |
| Undistributed   | 1,448,209 | 1,577,429 | 1,751,797 |
| General Fund Budget Total                                 | 4,185,640 | 4,380,864 | 4,617,212 |
| <br><b>Projected Revenues</b>                             |           |           |           |
| State Aid   | 484,000   | 484,000   | 484,000   |
| BOCES   | 45,000    | 55,000    | 55,000    |
| Interest on Deposits                                      | 15,000    | 15,000    | 1,500     |
| Miscellaneous   | 11,600    | 12,600    | 18,600    |
| Total External Revenues                                   | 555,600   | 566,600   | 559,100   |
| Appropriated Fund Balance                                 | 712,040   | 725,264   | 823,112   |
| <br><b>Total Revenues &amp; Appropriated Fund Balance</b> | 1,267,640 | 1,291,864 | 1,382,212 |
| Appropriated Planned Balance                              | 285,000   | 285,000   | 285,000   |
| <br><b>Tax Levy Summary</b>                               |           |           |           |
| General Fund Appropriation                                | 4,185,640 | 4,380,864 | 4,617,212 |
| Less Projected Revenues & Approp. Fund Bal.               | 1,267,640 | 1,291,864 | 1,382,212 |
| Tax Levy Summary  | 2,918,000 | 3,089,000 | 3,235,000 |
| <br>Tax Rate Summary-Long Lake                            | \$4.7963  | \$5.1061  | \$5.3474  |
| (Per \$1,000 A/V)   |           |           |           |
| Tentative, February 2021                                  |           |           |           |

## TAX RATE PROJECTION

### SCHOOL YEAR 2021-2022

The tax rate is determined annually and is based on taxable assessed property values and the tax levy required to support the General Fund Budget. Our district has two geographic components: state lands in Arietta and taxable assessed property in the Town of Long Lake. The state establishes Arietta's assessed value and the Town of Long Lake's assessed values are established by the assessor. Both assessments are estimated at full market value (100%). The combination of these two property values equals the district's total value. The tax levy is then apportioned between Arietta and Long Lake based on their respective percentage of the district's total assessed value. The separate tax levies are then calculated by dividing the apportioned levy by the associated assessed value. The resulting figure is the tax rate per \$1,000 of assessed value. The tax levy calculations for school year 2021-2022 are estimated below.

|  | ARIETTA       | LONG LAKE      |
|--|---------------|----------------|
| Taxable assessed value:                              | \$27,161,937  | \$577,803,297  |
| Total district value:                                | \$604,965,234 |                |
| Proportion of district value:                        | 4.4898%       | 95.5102%       |
| School tax levy:                                     | \$3,235,000   |                |
| Levy Apportioned by Municipality:                    | \$145,245.03  | \$3,089,754.97 |
| Tax rate per \$1,000 of assessed value<br>2021-2022: | \$ 5.3474     | \$ 5.3474      |

#### Tax Rate Comparison:

|           |            |            |
|-----------|------------|------------|
| 2020-2021 | \$5.106079 | \$5.106079 |
| 2019-2020 | 4.796276   | 4.796276   |
| 2018-2019 | 4.673761   | 4.673761   |
| 2017-2018 | 4.572867   | 4.572867   |
| 2016-2017 | 4.486221   | 4.486221   |
| 2015-2016 | 4.471709   | 4.471709   |
| 2014-2015 | 4.304469   | 4.304469   |
| 2013-2014 | 4.159804   | 4.159804   |
| 2012-2013 | 3.75275    | 3.75275    |
| 2011-2012 | 3.65934    | 3.65934    |
| 2010-2011 | 3.46705    | 3.46398    |
| 2009-2010 | 3.94173    | 3.93757    |
| 2008-2009 | 4.66889    | 5.60146    |
| 2007-2008 | 5.74916    | 6.56517    |
| 2006-2007 | 6.4191     | 6.9555     |

(Tentative, February 2021)

# **LONG LAKE CSD** **Budgeting Appropriation Status Report For 2021-2022 GENERAL FUND EXPENSES BUDGET (Detail)**

| Account         | Description   | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|-----------------|---|---------------------------------|---------------------|
| A 1010.400-0000 | BOE Contractual Expense   | 10,350.00                       | 8,000.00            |
|                 | Includes 5-year Plan  |                                 |                     |
| A 1010.450-0000 | BOE Materials and<br>Supplies                                       | 2,800.00                        | 2,800.00            |
| A 1010.490-0000 | BOE BOCES Services  | 9,527.00                        | 7,500.00            |
|                 | Includes Triennial Asbestos<br>Plan and Pinpoint Health<br>Screener |                                 |                     |
| <b>1010</b>     | <b>BOARD OF EDUCATION *</b>   | <b>22,677.00</b>                | <b>18,300.00</b>    |
| A 1040.160-0000 | BOE District Clerk Salaries   | 2,424.00                        | 2,353.00            |
| A 1040.400-0000 | BOE District Clerk<br>Contractual                                   | 4,500.00                        | 4,000.00            |
| <b>1040</b>     | <b>DISTRICT CLERK *</b>   | <b>6,924.00</b>                 | <b>6,353.00</b>     |
| <b>10</b>       | <b>**</b>   | <b>29,601.00</b>                | <b>24,653.00</b>    |
| A 1240.160-0000 | Support Staff Salaries  | 135,357.00                      | 125,597.00          |
| A 1240.200-0000 | Central Admin Equipment   | 2,000.00                        | 2,000.00            |
| A 1240.400-0000 | Central Admin Contractual   | 11,005.00                       | 13,680.00           |
| A 1240.450-0000 | Central Admin Materials &<br>Supplies                               | 2,000.00                        | 2,500.00            |
| <b>1240</b>     | <b>CHIEF SCHOOL<br/>ADMINISTRATOR *</b>                             | <b>150,362.00</b>               | <b>143,777.00</b>   |
| <b>12</b>       | <b>**</b>   | <b>150,362.00</b>               | <b>143,777.00</b>   |
| A 1310.160-0000 | Finance Business Admin<br>Salaries                                  | 103,330.00                      | 89,819.00           |
|                 | Bus. Mgr. training overlap  |                                 |                     |
| A 1310.490-0000 | Finance BOCES Services  | 28,479.00                       | 23,500.00           |
| <b>1310</b>     | <b>BUSINESS<br/>ADMINISTRATION *</b>                                | <b>131,809.00</b>               | <b>113,319.00</b>   |
| A 1320.160-0000 | Finance Auditing Salaries   | 566.00                          | 550.00              |
| A 1320.400-0000 | Finance Auditor Contractual   | 8,000.00                        | 9,000.00            |
| <b>1320</b>     | <b>AUDITING *</b>   | <b>8,566.00</b>                 | <b>9,550.00</b>     |

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2021-2022 GENERAL FUND EXPENSES BUDGET (Detail)



| Account         | Description                                    | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|-----------------|--|---------------------------------|---------------------|
| A 1325.160-0000 | Finance District Treasurer                     | 21,580.00                       | 20,967.00           |
| A 1325.450-0000 | Finance District Treasurer<br>Supplies         | 250.00                          | 250.00              |
| <b>1325</b>     | <b>TREASURER *</b>                             | <b>21,830.00</b>                | <b>21,217.00</b>    |
| A 1330.160-0000 | Finance Tax Collector<br>Salary                | 4,197.00                        | 4,057.00            |
| A 1330.400-0000 | Finance Tax Collector<br>Contractual           | 1,500.00                        | 1,500.00            |
| A 1330.450-0000 | Finance Tax Collector<br>Materials & Supplies  | 100.00                          | 100.00              |
| <b>1330</b>     | <b>TAX COLLECTOR *</b>                         | <b>5,797.00</b>                 | <b>5,657.00</b>     |
| <b>13</b>       | <b>**</b>                                      | <b>168,002.00</b>               | <b>149,743.00</b>   |
| A 1420.400-0000 | Legal Contractual                              | 14,000.00                       | 14,000.00           |
| <b>1420</b>     | <b>LEGAL *</b>                                 | <b>14,000.00</b>                | <b>14,000.00</b>    |
| A 1430.490-0000 | Personnel - BOCES<br>Services                  | 1,950.00                        | 1,950.00            |
| <b>1430</b>     | <b>PERSONNEL *</b>                             | <b>1,950.00</b>                 | <b>1,950.00</b>     |
| A 1480.400-0000 | Public Info Contractual                        | 0.00                            | 250.00              |
| A 1480.450-0000 | Public Info/Printing Charges                   | 1,000.00                        | 1,000.00            |
| <b>1480</b>     | <b>PUBLIC INFORMATION &amp; *<br/>SERVICES</b> | <b>1,000.00</b>                 | <b>1,250.00</b>     |
| <b>14</b>       | <b>**</b>                                      | <b>16,950.00</b>                | <b>17,200.00</b>    |
| A 1620.160-0000 | Central Services Support<br>Staff Salaries     | 97,283.00                       | 100,712.00          |
| A 1620.200-0000 | Central Services Equipment                     | 1,000.00                        | 1,000.00            |
| A 1620.400-0000 | Central Services<br>Contractual                | 69,450.00                       | 65,250.00           |
|                 | Increased Cyber Insurance<br>Coverage          |                                 |                     |
| A 1620.410-0000 | Central Services Fuel Oil                      | 85,000.00                       | 85,000.00           |
| A 1620.420-0000 | Central Services Television                    | 2,000.00                        | 1,800.00            |

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2021-2022 GENERAL FUND EXPENSES BUDGET (Detail)



| Account         | Description                                 | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|-----------------|---|---------------------------------|---------------------|
| A 1620.430-0000 | Central Services Electricity                | 25,000.00                       | 27,000.00           |
| A 1620.440-0000 | Central Services Water<br>Rent              | 1,000.00                        | 1,000.00            |
| A 1620.450-0000 | Central Services Materials<br>& Supplies    | 21,500.00                       | 21,500.00           |
| A 1620.460-0000 | Central Services Telephone                  | 9,000.00                        | 9,000.00            |
| A 1620.480-0000 | Central Services LP Gas                     | 100.00                          | 100.00              |
| A 1620.490-0000 | Central Services BOCES                      | 1,000.00                        | 1,000.00            |
| <b>1620</b>     | <b>OPERATION OF PLANT *</b>                 | <b>312,333.00</b>               | <b>313,362.00</b>   |
| A 1621.160-0000 | Mainten Support Staff<br>Salaries           | 15,401.00                       | 15,451.00           |
| A 1621.400-0000 | Maintenance Contractual<br>Exp              | 20,000.00                       | 17,500.00           |
|                 | Includes Garage Roof<br>Repair              |                                 |                     |
| <b>1621</b>     | <b>MAINTENANCE OF<br/>PLANT *</b>           | <b>35,401.00</b>                | <b>32,951.00</b>    |
| A 1670.400-0000 | Contractual                                 | 825.00                          | 825.00              |
| A 1670.450-0000 | Postage                                     | 3,000.00                        | 3,200.00            |
| A 1670.490-0000 | Printing - BOCES Services                   | 2,000.00                        | 2,000.00            |
| <b>1670</b>     | <b>CENTRAL PRINTING &amp;<br/>MAILING *</b> | <b>5,825.00</b>                 | <b>6,025.00</b>     |
| A 1680.490-0000 | Central DP - BOCES<br>Services              | 39,000.00                       | 38,000.00           |
| <b>1680</b>     | <b>CENTRAL DATA<br/>PROCESSING *</b>        | <b>39,000.00</b>                | <b>38,000.00</b>    |
| <b>16</b>       |   | <b>392,559.00</b>               | <b>390,338.00</b>   |
| A 1910.400-0000 | Unallocated Insurance                       | 1,000.00                        | 1,000.00            |
| <b>1910</b>     | <b>UNALLOCATED<br/>INSURANCE *</b>          | <b>1,000.00</b>                 | <b>1,000.00</b>     |
| A 1920.400-0000 | School Association Dues                     | 4,550.00                        | 4,650.00            |
| <b>1920</b>     | <b>SCHOOL ASSOCIATION<br/>DUES *</b>        | <b>4,550.00</b>                 | <b>4,650.00</b>     |

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2021-2022 GENERAL FUND EXPENSES BUDGET (Detail)

| Account         | Description                         | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|-----------------|-------------------------------------|---------------------------------|---------------------|
| A 1981.490-0000 | BOCES Administrative Costs          | 17,500.00                       | 17,000.00           |
| 1981            | BOCES ADMINISTRATIVE *              | 17,500.00                       | 17,000.00           |
|                 | COSTS                               |                                 |                     |
| A 1983.490-0000 | BOCES Capital Expenses              | 100.00                          | 100.00              |
| 1983            | BOCES CAPITAL *                     | 100.00                          | 100.00              |
|                 | EXPENSE                             |                                 |                     |
| 19              | **                                  | 23,150.00                       | 22,750.00           |
| 1               | ***                                 | 780,624.00                      | 748,461.00          |
| A 2020.150-0000 | Supervision Instructional           | 25,000.00                       | 25,000.00           |
| 2020            | SUPERVISION - *                     | 25,000.00                       | 25,000.00           |
|                 | REGULAR SCHOOL                      |                                 |                     |
| A 2070.150-0000 | Instructional Salaries              | 17,404.00                       | 16,720.00           |
| A 2070.490-0000 | Inservices - BOCES Services         | 20,000.00                       | 20,000.00           |
| 2070            | INSERVICE TRAINING - *              | 37,404.00                       | 36,720.00           |
|                 | INSTRUCTION                         |                                 |                     |
| 20              | **                                  | 62,404.00                       | 61,720.00           |
| A 2110.120-0000 | Teaching K-6 Salaries               | 488,646.00                      | 487,932.00          |
| A 2110.130-0000 | Teaching 7-12 Salaries              | 468,345.00                      | 468,162.00          |
| A 2110.140-0000 | Substitute Teachers                 | 18,000.00                       | 18,000.00           |
| A 2110.160-0000 | Support Staff Salaries              | 42,625.00                       | 41,327.00           |
| A 2110.170-0000 | Payment in Lieu of Health Insurance | 17,000.00                       | 14,000.00           |
| A 2110.200-0000 | Teaching Equipment                  | 3,600.00                        | 7,000.00            |
| 3D Printer      |                                     |                                 |                     |
| A 2110.400-0000 | Teaching Contractual                | 16,726.00                       | 16,726.00           |
| A 2110.410-0000 | Field Trips                         | 21,000.00                       | 21,000.00           |
| A 2110.411-0000 | Conference Attendance               | 10,500.00                       | 10,500.00           |
| A 2110.412-0000 | Mileage Reimbursement               | 2,000.00                        | 2,500.00            |

| Account  | Description                             | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|--|---|---------------------------------|---------------------|
| A 2110.413-0000                                  | Arts in Education                       | 3,000.00                        | 3,000.00            |
| A 2110.450-0000                                  | Teaching Materials &<br>Supplies        | 9,000.00                        | 9,000.00            |
| A 2110.451-0000                                  | Elementary - Grade 1                    | 2,075.00                        | 2,075.00            |
| A 2110.451-1000                                  | Summer School                           | 90.00                           | 90.00               |
| A 2110.451-2000                                  | Art Program                             | 2,725.00                        | 2,725.00            |
| A 2110.451-4000                                  | Teachers Assistant-Dukett               | 250.00                          | 250.00              |
| A 2110.451-5000                                  | English                                 | 325.00                          | 325.00              |
| A 2110.451-6000                                  | Spanish                                 | 500.00                          |                     |
| A 2110.451-8000                                  | Health Education                        | 260.00                          | 260.00              |
| A 2110.451-9000                                  | Math                                    | 800.00                          | 800.00              |
| A 2110.452-1000                                  | Elementary -<br>Gaffney/SPED            | 255.00                          | 255.00              |
| A 2110.452-2000                                  | Music                                   | 1,000.00                        | 1,000.00            |
| A 2110.452-3000                                  | Phys Ed                                 | 1,628.00                        | 1,628.00            |
| A 2110.452-4000                                  | Science                                 | 1,195.00                        | 1,195.00            |
| A 2110.452-5000                                  | Social Studies                          | 300.00                          | 300.00              |
| A 2110.452-6000                                  | Technology                              | 1,700.00                        | 1,700.00            |
| A 2110.452-7000                                  | Elementary -<br>PreK/Teaching Assistant | 900.00                          | 900.00              |
| A 2110.452-9000                                  | Teachers Aide Supplies-<br>Kilpatrick   | 250.00                          | 250.00              |
| A 2110.453-0000                                  | Elementary - Connell                    | 405.00                          | 405.00              |
| A 2110.454-0000                                  | Elementary - Grade 2                    | 900.00                          | 900.00              |
| A 2110.455-0000                                  | Elementary - Grade 3/4                  | 1,250.00                        | 1,250.00            |
| A 2110.456-0000                                  | Elementary - Grade 5/6                  | 625.00                          | 625.00              |
| A 2110.458-0000                                  | Elementary - Grade K                    | 1,015.00                        | 1,015.00            |
| A 2110.459-1000                                  | Ace Committee                           | 1,500.00                        | 1,500.00            |
| A 2110.459-2000                                  | STEM                                    | 1,000.00                        | 1,000.00            |
| A 2110.480-0000                                  | Teaching Textbooks                      | 1,500.00                        | 11,500.00           |
| '20-'21 had \$10,000 to build<br>Spanish program |   |                                 |                     |
| A 2110.490-0000                                  | Teaching BOCES                          | 10,000.00                       | 10,000.00           |
| 2110   | TEACHING - REGULAR<br>SCHOOL            | 1,132,890.00                    | 1,141,095.00        |

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2021-2022 GENERAL FUND EXPENSES BUDGET (Detail)

| Account         | Description   | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|-----------------|---|---------------------------------|---------------------|
| <b>21</b>       | <b>**</b>   | <b>1,132,890.00</b>             | <b>1,141,095.00</b> |
| A 2250.150-0000 | Instructional Salaries  | 79,883.00                       | 90,540.00           |
| A 2250.160-0000 | Non Instructional Salaries  | 36,023.00                       | 34,772.00           |
| A 2250.400-0000 | Students w/Disab<br>Contractual   | 4,600.00                        | 4,500.00            |
| A 2250.450-0000 | Special Ed Materials &<br>Supplies  | 675.00                          | 675.00              |
| A 2250.470-0000 | Special Tuition   | 2,500.00                        | 2,500.00            |
| A 2250.490-0000 | BOCES Services  | 91,000.00                       | 91,000.00           |
| <b>2250</b>     | <b>PROGRAM FOR *<br/>STUDENTS<br/>W/DISABILITIES SCHOOL<br/>AGE - SCHOOL YEAR</b> | <b>214,681.00</b>               | <b>223,987.00</b>   |
| A 2280.490-0000 | BOCES Services  | 35,000.00                       | 35,000.00           |
| <b>2280</b>     | <b>OCCUPATIONAL *<br/>EDUCATION (GRADES 9<br/>-12)</b>                            | <b>35,000.00</b>                | <b>35,000.00</b>    |
| <b>22</b>       | <b>**</b>   | <b>249,681.00</b>               | <b>258,987.00</b>   |
| A 2330.150-0000 | Adult Education Salary  | 11,350.00                       | 11,350.00           |
| A 2330.151-0000 | Special Schools Salary  | 20,952.00                       | 20,160.00           |
| A 2330.400-0000 | Special Schools<br>Contractual  | 3,600.00                        | 3,600.00            |
| A 2330.450-0000 | Special Schools Materials &<br>Supplies   | 500.00                          | 500.00              |
| <b>2330</b>     | <b>TEACHING - SPECIAL *<br/>SCHOOLS</b>   | <b>36,402.00</b>                | <b>35,610.00</b>    |
| <b>23</b>       | <b>**</b>   | <b>36,402.00</b>                | <b>35,610.00</b>    |
| A 2610.150-0000 | Library Salaries  | 55,680.00                       | 54,058.00           |
| A 2610.450-0000 | Library Materials &<br>Supplies   | 1,235.00                        | 1,235.00            |
| A 2610.460-0000 | Library Collections   | 3,546.00                        | 3,546.00            |
| A 2610.490-0000 | Library BOCES Services  | 8,750.00                        | 8,750.00            |



| Account         | Description                                 | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|-----------------|---|---------------------------------|---------------------|
| <b>2610</b>     | <b>SCHOOL LIBRARY &amp;<br/>AUDIOVISUAL</b> | <b>69,211.00</b>                | <b>67,589.00</b>    |
| A 2630.220-0000 | Computer Hardware                           | 25,000.00                       | 21,000.00           |
| A 2630.450-0000 | Computer Materials &<br>Supplies            | 1,000.00                        | 1,000.00            |
| A 2630.460-0000 | Computer Software                           | 8,000.00                        | 7,000.00            |
| A 2630.490-0000 | Computer BOCES                              | 74,500.00                       | 73,500.00           |
|                 | Includes Google GSuite                      |                                 |                     |
| <b>2630</b>     | <b>COMPUTER ASSISTED<br/>INSTRUCTION</b>    | <b>108,500.00</b>               | <b>102,500.00</b>   |
| <b>26</b>       |   | <b>177,711.00</b>               | <b>170,089.00</b>   |
| A 2805.160-0000 | Attendance                                  | 4,500.00                        | 4,500.00            |
| <b>2805</b>     | <b>ATTENDANCE -<br/>REGULAR SCHOOL</b>      | <b>4,500.00</b>                 | <b>4,500.00</b>     |
| A 2810.150-0000 | Guidance Instructional<br>Salaries          | 65,730.00                       | 63,815.00           |
| A 2810.450-0000 | Guidance Materials &<br>Supplies            | 925.00                          | 925.00              |
| A 2810.451-0000 | Guidance Testing and<br>Materials           | 950.00                          | 950.00              |
| <b>2810</b>     | <b>GUIDANCE - REGULAR<br/>SCHOOL</b>        | <b>67,605.00</b>                | <b>65,690.00</b>    |
| A 2815.160-0000 | Support Staff Salaries                      | 36,660.00                       | 34,629.00           |
| A 2815.400-0000 | Health Contractual                          | 6,500.00                        | 6,500.00            |
| A 2815.450-0000 | Health Materials & Supplies                 | 2,500.00                        | 2,500.00            |
| <b>2815</b>     | <b>HEALTH SERVICES -<br/>REGULAR SCHOOL</b> | <b>45,660.00</b>                | <b>43,629.00</b>    |
| A 2820.400-0000 | Psychologist Contractual                    | 45,000.00                       | 45,000.00           |
| A 2820.450-0000 | Psychologist Materials &<br>Supplies        | 1,500.00                        | 1,500.00            |
| A 2820.490-0000 | BOCES Psychologist                          | 12,000.00                       | 11,500.00           |

| Account         | Description   | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|-----------------|---|---------------------------------|---------------------|
| <b>2820</b>     | <b>PSYCHOLOGICAL<br/>SERVICES - REGULAR<br/>SCHOOL</b>    | <b>58,500.00</b>                | <b>58,000.00</b>    |
| A 2825.400-0000 | Contractual<br>Backpack Program Funded                    | 6,000.00                        | 6,700.00            |
| <b>2825</b>     | <b>SOCIAL WORK<br/>SERVICES - REGULAR<br/>SCHOOL</b>      | <b>6,000.00</b>                 | <b>6,700.00</b>     |
| A 2850.150-0000 | Co-curricular Salaries                                    | 32,159.00                       | 30,090.00           |
| A 2850.450-0000 | Co-curricular Materials &<br>Supplies                     | 1,000.00                        | 1,000.00            |
| <b>2850</b>     | <b>CO-CURRICULAR<br/>ACTIVITIES - REGULAR<br/>SCHOOL</b>  | <b>33,159.00</b>                | <b>31,090.00</b>    |
| A 2855.150-0000 | Interscholastic Salaries                                  | 10,000.00                       | 10,000.00           |
| A 2855.400-0000 | Interscholastic Contractual                               | 20,500.00                       | 20,500.00           |
| A 2855.450-0000 | Interscholastic Materials &<br>Supplies                   | 2,500.00                        | 2,500.00            |
| A 2855.490-0000 | BOCES Interscholastic                                     | 1,000.00                        | 1,000.00            |
| <b>2855</b>     | <b>INTERSCHOLASTIC<br/>ATHLETICS - REGULAR<br/>SCHOOL</b> | <b>34,000.00</b>                | <b>34,000.00</b>    |
| <b>28</b>       | <b>**</b>   | <b>249,424.00</b>               | <b>243,609.00</b>   |
| <b>2</b>        | <b>***</b>  | <b>1,908,512.00</b>             | <b>1,911,110.00</b> |
| A 5510.160-0000 | Transportation Salaries                                   | 87,479.00                       | 86,064.00           |
| A 5510.200-0000 | Transportation Equipment                                  | 1,000.00                        |                     |
| A 5510.210-0000 | Purchase of Buses   | 30,000.00                       |                     |
|                 | New School Car/Van  |                                 |                     |
| A 5510.400-0000 | Transportation Contractual                                | 15,000.00                       | 15,000.00           |
| A 5510.450-0000 | Transportation Materials &<br>Supplies/Parts              | 10,500.00                       | 500.00              |
|                 | Combined with Parts &<br>Tires Budget                     |                                 |                     |

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2021-2022 GENERAL FUND EXPENSES BUDGET (Detail)



| Account         | Description                            | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|-----------------|--|---------------------------------|---------------------|
| A 5510.451-0000 | Diesel/Gasoline                        | 18,000.00                       | 18,000.00           |
| A 5510.452-0000 | Tires                                  |                                 | 2,500.00            |
| A 5510.453-0000 | Parts                                  |                                 | 7,500.00            |
| A 5510.454-0000 | Labor                                  | 13,000.00                       | 13,000.00           |
| A 5510.490-0000 | BOCES Contractual                      | 1,300.00                        | 1,300.00            |
| 5510            | DISTRICT<br>TRANSPORTATION<br>SERVICES | 176,279.00                      | 143,864.00          |
| 55              |  | 176,279.00                      | 143,864.00          |
| 5               |  | 176,279.00                      | 143,864.00          |
| A 9010.800-0000 | NYS Retirement                         | 65,000.00                       | 67,500.00           |
| 9010            | STATE RETIREMENT                       | 65,000.00                       | 67,500.00           |
| A 9020.800-0000 | Teacher Retirement                     | 145,000.00                      | 140,000.00          |
| 9020            | TEACHERS'<br>RETIREMENT                | 145,000.00                      | 140,000.00          |
| A 9030.800-0000 | Social Security                        | 145,116.00                      | 143,103.00          |
| 9030            | SOCIAL SECURITY                        | 145,116.00                      | 143,103.00          |
| A 9040.800-0000 | Worker Compensation                    | 12,000.00                       | 11,000.00           |
| 9040            | WORKERS'<br>COMPENSATION               | 12,000.00                       | 11,000.00           |
| A 9050.800-0000 | Unemployment                           | 20,000.00                       | 20,000.00           |
| 9050            | UNEMPLOYMENT<br>INSURANCE              | 20,000.00                       | 20,000.00           |
| A 9055.800-0000 | Disability Plan                        | 3,000.00                        | 4,000.00            |
| 9055            | DISABILITY INSURANCE                   | 3,000.00                        | 4,000.00            |
| A 9060.800-0000 | Hospitalization                        | 1,004,000.00                    | 960,000.00          |

# LONG LAKE CSD

## Budgeting Appropriation Status Report For 2021-2022 GENERAL FUND EXPENSES BUDGET (Detail)

| Account         | Description                             | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|-----------------|---|---------------------------------|---------------------|
| 9060            | HOSPITAL, MEDICAL &<br>DENTAL INSURANCE | 1,004,000.00                    | 960,000.00          |
| A 9089.800-0000 | Other Employee Benefits                 | 1,700.00                        |                     |
| FSA/PreTax Fees |   |                                 |                     |
| 9089            | *                                       | 1,700.00                        | 0.00                |
| 90              | **                                      | 1,395,816.00                    | 1,345,603.00        |
| A 9711.600-0000 | Serial Bonds - Principal                | 135,000.00                      |                     |
| A 9711.700-0000 | Serial Bonds - Interest                 | 108,150.00                      |                     |
| 9711            | *                                       | 243,150.00                      | 0.00                |
| A 9731.600-0000 | Bond Anticipation Notes -<br>Principal  |                                 | 50,000.00           |
| A 9731.700-0000 | Bond Anticipation Notes -<br>Interest   |                                 | 73,125.00           |
| 9731            | *                                       | 0.00                            | 123,125.00          |
| 97              | **                                      | 243,150.00                      | 123,125.00          |
| A 9901.930-0000 | Transfer to School Food<br>Svc Fund     | 112,831.00                      | 108,701.00          |
| 9901            | TRANSFERS TO FUNDS *                    | 112,831.00                      | 108,701.00          |
| 99              | **                                      | 112,831.00                      | 108,701.00          |
| 9               | ***                                     | 1,751,797.00                    | 1,577,429.00        |
| Grand Totals:   |   | 4,617,212.00                    | 4,380,864.00        |

| Account  | Description                         | 2021 - 22       |  | 2020 - 21    |  |
|----------|-------------------------------------|-----------------|--|--------------|--|
|          |                                     | Proposed Budget |  | Budget       |  |
| A 1001   | Real Property Taxes                 |                 |  | 3,058,711.89 |  |
| A 1040   | Appropriation of Planned Balance    |                 |  |              |  |
| A 1080   | Federal Payment in Lieu of Taxes    |                 |  |              |  |
| A 1081   | Other Payments in Lieu of Taxes     |                 |  | 0.00         |  |
| A 1085   | School Tax Relief Reimb (STAR)      |                 |  | 30,288.11    |  |
| A 1090   | Penalty on Taxes                    | 3,000.00        |  | 3,000.00     |  |
| A 1310   | Day School Tuition                  | 4,600.00        |  | 4,600.00     |  |
| A 1315   | CONTINUING EDUCATION                |                 |  |              |  |
| A 1335   | Other Student Fees/Charges          | 1,000.00        |  | 1,000.00     |  |
| A 2350   | Youth Services, Other Governments   |                 |  |              |  |
| A 2401   | Interest on Earnings                | 1,500.00        |  | 15,000.00    |  |
| A 2650   | Sale of Excess Materials            |                 |  |              |  |
| A 2680   | Insurance Recoveries                |                 |  |              |  |
| A 2701   | Refunds of Prior Years Expenditures |                 |  | 0.00         |  |
| A 2770   | Other Unclassified Revenues         |                 |  |              |  |
| A 3040   | State Aid Other - STAR Admin        |                 |  |              |  |
| A 3101.A | General Aid                         | 480,000.00      |  | 480,000.00   |  |
| A 3101.B | Excess Cost Aid                     |                 |  | 0.00         |  |
| A 3102   | VLT Lottery Aid                     |                 |  | 0.00         |  |
| A 3103   | BOCES Aid                           | 55,000.00       |  | 55,000.00    |  |
| A 3106   | Sound Basic Education Aid           |                 |  |              |  |
| A 3260   | Textbook Aid                        | 4,000.00        |  | 4,000.00     |  |
| A 3262   | Computer Software Aid               |                 |  |              |  |
| A 3263   | Library Material Aid                |                 |  |              |  |
| A 3265   | Small Government Assistance         |                 |  | 0.00         |  |
| A 3289   | Other State Aid                     |                 |  |              |  |
| A 4285   | Deficit Reduction Assessment Rest   |                 |  |              |  |
| A 4289   | Other Federal Educational Aid       |                 |  |              |  |
| A 4601   | Medicaid Assistance, HRSS           | 10,000.00       |  | 4,000.00     |  |
| A 5031   | Interfund Transfer                  |                 |  |              |  |

**LONG LAKE CSD****Revenue Status Report For 2021-2022 GENERAL FUND REVENUE BUDGET**

| Account       | Description | 2021 - 22          | 2020 - 21    |
|---------------|-------------|--------------------|--------------|
|               |             | Proposed<br>Budget | Budget       |
| Grand Totals: |             | 559,100.00         | 3,655,600.00 |

| Account              | Description   | 2021 - 22<br>Proposed<br>Budget | 2020 - 21<br>Budget |
|----------------------|---|---------------------------------|---------------------|
| C 2860.160-0000      | Cafeteria Salaries                                    | 67,980.00                       | 65,026.00           |
| C 2860.400-0000      | Cafeteria Contractual                                 | 3,000.00                        | 3,000.00            |
| C 2860.410-0000      | Cafeteria Food  | 30,000.00                       | 30,000.00           |
| C 2860.450-0000      | Cafeteria Materials &<br>Supplies                     | 2,500.00                        | 2,500.00            |
| <b>2860</b>          | <b>SCHOOL FOOD SERVICE *</b>                          | <b>103,480.00</b>               | <b>100,526.00</b>   |
| <b>28</b>            | <b>**</b>   | <b>103,480.00</b>               | <b>100,526.00</b>   |
| <b>2</b>             | <b>***</b>  | <b>103,480.00</b>               | <b>100,526.00</b>   |
| C 9010.800-0000      | Cafeteria Employees<br>Retirement                     | 10,500.00                       | 10,500.00           |
| <b>9010</b>          | <b>STATE RETIREMENT *</b>                             | <b>10,500.00</b>                | <b>10,500.00</b>    |
| C 9030.800-0000      | Cafeteria Social Security                             | 5,201.00                        | 4,975.00            |
| <b>9030</b>          | <b>SOCIAL SECURITY *</b>                              | <b>5,201.00</b>                 | <b>4,975.00</b>     |
| C 9060.800-0000      | Cafeteria Health Insurance                            | 30,000.00                       | 28,000.00           |
| <b>9060</b>          | <b>HOSPITAL, MEDICAL &amp;<br/>DENTAL INSURANCE *</b> | <b>30,000.00</b>                | <b>28,000.00</b>    |
| <b>90</b>            | <b>**</b>   | <b>45,701.00</b>                | <b>43,475.00</b>    |
| <b>9</b>             | <b>***</b>  | <b>45,701.00</b>                | <b>43,475.00</b>    |
| <b>Grand Totals:</b> |   | <b>149,181.00</b>               | <b>144,001.00</b>   |

# LONG LAKE CSD

## Revenue Status Report For 2021-2022 LUNCH FUND REVENUE BUDGET



| Account              | Description                       | 2021 - 22         | 2020 - 21         |
|----------------------|-----------------------------------|-------------------|-------------------|
|                      |                                   | Proposed Budget   | Budget            |
| C 1440.B             | Breakfast - Student Sale of Meals | 2,500.00          | 2,500.00          |
| C 1440.L             | Lunch - Student Sale of Meals     | 9,500.00          | 9,500.00          |
| C 1445.B             | A La Carte Sales                  |                   |                   |
| C 1445.L             | A La Carte Sales                  | 750.00            | 1,000.00          |
| C 2401               | Interest and Earnings             |                   | 0.00              |
| C 2665               | Sale of Equipment                 |                   |                   |
| C 2770               | Misc. Revenues                    |                   |                   |
| C 3190.FB            | Breakfast - Federal Reimbursement | 6,000.00          | 6,000.00          |
| C 3190.FL            | Lunch - Federal Reimbursement     | 14,000.00         | 13,000.00         |
| C 3190.FS            | Snack - Federal Reimbursement     | 550.00            | 550.00            |
| C 3190.SB            | Breakfast - State Reimbursement   | 300.00            | 250.00            |
| C 3190.SL            | Lunch - State Reimbursement       | 550.00            | 500.00            |
| C 3190.SS            | Snack - State Reimbursement       |                   |                   |
| C 4190               | USDA Surplus Food                 | 2,200.00          | 2,000.00          |
| C 5031               | Interfund Transfer                | 112,831.00        | 108,701.00        |
| <b>Grand Totals:</b> |                                   | <b>149,181.00</b> | <b>144,001.00</b> |





# 2021-2022 School Calendar *v11b.*

BOE Approved: DRAFT as of 1/25/21

| September 2021 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
|                |    |    | 1  | 2  | 3  | 4  |
| 5              | 6  | 7  | 8  | 9  | 10 | 11 |
| 12             | 13 | 14 | 15 | 16 | 17 | 18 |
| 19             | 20 | 21 | 22 | 23 | 24 | 25 |
| 26             | 27 | 28 | 29 | 30 |    |    |

| October 2021 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    | 1  | 2  |
| 3            | 4  | 5  | 6  | 7  | 8  | 9  |
| 10           | 11 | 12 | 13 | 14 | 15 | 16 |
| 17           | 18 | 19 | 20 | 21 | 22 | 23 |
| 24           | 25 | 26 | 27 | 28 | 29 | 30 |
| 31           |    |    |    |    |    |    |

| November 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               | 1  | 2  | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 |    |    |    |    |

| December 2021 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 | 31 |    |

| January 2022 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    |    |    |    |    | 1  |
| 2            | 3  | 4  | 5  | 6  | 7  | 8  |
| 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 30           | 31 |    |    |    |    |    |

| February 2022 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    | 1  | 2  | 3  | 4  | 5  |
| 6             | 7  | 8  | 9  | 10 | 11 | 12 |
| 13            | 14 | 15 | 16 | 17 | 18 | 19 |
| 20            | 21 | 22 | 23 | 24 | 25 | 26 |
| 27            | 28 |    |    |    |    |    |

| March 2022 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |
| 13         | 14 | 15 | 16 | 17 | 18 | 19 |
| 20         | 21 | 22 | 23 | 24 | 25 | 26 |
| 27         | 28 | 29 | 30 | 31 |    |    |

| April 2022 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |

| May 2022 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 1        | 2  | 3  | 4  | 5  | 6  | 7  |
| 8        | 9  | 10 | 11 | 12 | 13 | 14 |
| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
| 29       | 30 | 31 |    |    |    |    |

| June 2022 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    | 1  | 2  | 3  | 4  |
| 5         | 6  | 7  | 8  | 9  | 10 | 11 |
| 12        | 13 | 14 | 15 | 16 | 17 | 18 |
| 19        | 20 | 21 | 22 | 23 | 24 | 25 |
| 26        | 27 | 28 | 29 | 30 |    |    |

| Summary of School Days               |              |
|--------------------------------------|--------------|
| September: 18                        | February: 15 |
| October: 20                          | March: 23    |
| November: 18                         | April: 15    |
| December: 16                         | May: 21      |
| January: 20                          | June: 17     |
| Emergency Days: 3    Total Days: 183 |              |

| Dates to Remember                   |  |
|-------------------------------------|--|
| 9/6/21: Labor Day                   | 3/18/22: Superintendent Conf Day         |
| 9/7-8/21: Superintendent Conf Day   | 4/15-22/22: Spring Recess                |
| 9/9/21: Classes Begin               | 4/27-28/22: Grades 3-8 ELA Testing       |
| 10/8/21: Superintendent Conf Day    | 5/11-12/22: Grades 3-8 Math Testing      |
| 10/11/21: Columbus Day              | 5/25/22: Grade 8 Science Perf Testing    |
| 11/11/21: Veteran's Day             | 5/30/22: Memorial Day Recess             |
| 11/24-26/21: Thanksgiving Recess    | 6/6/22: Grade 8 Science Written Testing  |
| 12/23/21-12/31/21: Holiday Recess   | 6/9-13/22: Local Exams                   |
| 1/17/22: Martin Luther King Jr. Day | 6/14-24/22: Regents Exams                |
| 1/x-x/22: 7-12 Midterms/Finals      | 6/20/22: Juneteenth Celebration          |
| 2/21-25/22: Winter Recess           | 6/24/22: Last Day of School & Graduation |

| Marking Period Dates              |
|-----------------------------------|
| 1st Quarter: 9/7/21-11/12/21      |
| Parent Teacher Conf Day: 11/18/21 |
| 2nd Quarter: 11/15/21-1/28/22     |
| 3rd Quarter: 1/31/22-4/15/22      |
| Parent Teacher Conf Day: 3/17/22  |
| 4th Quarter: 4/18/22-6/24/22      |

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

**SUBJECT: SCHOOL SAFETY PLANS**

The District considers the safety of its students and staff to be of the utmost importance and is keenly aware of the evolving nature of threats to schools. As such, it will address those threats accordingly through appropriate emergency response planning. The District-wide school safety plan and the building-level emergency response plan(s) will be designed to prevent or minimize the effects of violent incidents and emergencies and to facilitate the coordination of schools and the District with local and county resources in the event of these incidents or emergencies. These plans will be reviewed and updated by the appropriate team on at least an annual basis and adopted by the Board by September 1 of each school year.

The Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plan may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year.

Building-level emergency response plan(s) and any amendments must be submitted to the appropriate local law enforcement agency and the state police within 30 days of adoption, but no later than October 1 of each school year. Building-level emergency response plan(s) will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.

**District-Wide School Safety Plan**

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

The District-wide school safety plan will be developed by the District-wide school safety team appointed by the Board. The District-wide school safety team will include, but not be limited to, representatives of the Board, teacher, administrator, and parent organizations, school safety personnel, and other school personnel including bus drivers and monitors. ~~At~~ At the discretion of the Board, a student may be allowed to participate on the District-wide school safety team.

The District-wide school safety plan will include, but not be limited to:

- a) Policies and procedures for responding to implied or direct threats of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including threats by students against themselves, which includes suicide;

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

(Continued)

**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

- b) Policies and procedures for responding to acts of violence by students, teachers, other school personnel including bus drivers and monitors, and visitors to the school, including consideration of zero-tolerance policies for school violence;
- c) Appropriate prevention and intervention strategies, such as:
  - 1. Collaborative arrangements with state and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited;
  - 2. Nonviolent conflict resolution training programs;
  - 3. Peer mediation programs and youth courts; and
  - 4. Extended day and other school safety programs;
- d) Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident;
- e) A description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies;
- f) Procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of Executive Law Article 2-B, State and Local Natural and Man-Made Disaster Preparedness;
- g) The identification of District resources which may be available for use during an emergency;
- h) A description of procedures to coordinate the use of District resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies;
- i) Policies and procedures for contacting parents, guardians, or persons in parental relation to District students in the event of a violent incident or an early dismissal;
- j) Policies and procedures for contacting parents, guardians, or persons in parental relation to an individual District student in the event of an implied or direct threat of violence by the student against themselves, which includes suicide;
- k) Policies and procedures relating to school building security, including, where appropriate: the use of school safety officers, school security officers, and/or school resource officers; and security devices or procedures;

(Continued)

**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

- l) Policies and procedures for the dissemination of informative materials regarding the early detection of potentially violent behaviors, including, but not limited to, the identification of family, community, and environmental factors to teachers, administrators, school personnel including bus drivers and monitors, parents and other persons in parental relation to students of the District or Board, students, and other persons deemed appropriate to receive the information;
- m) Policies and procedures for annual multi-hazard school safety training for staff and students, provided that the District must certify to the Commissioner that all staff have undergone annual training by September 15 on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year will receive training within 30 days of hire or as part of the District's existing new hire training program, whichever is sooner;
- n) Procedures for the review and conduct of drills and other exercises to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials;
- o) The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions, and kidnappings;
- p) Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence, and establishing anonymous reporting mechanisms for school violence;
- q) A description of the duties of hall monitors and any other school safety personnel, the training required of all personnel acting in a school security capacity, and the hiring and screening process for all personnel acting in a school security capacity;
- r) A system for informing all educational agencies within the District of a disaster; and
- s) The designation of the Superintendent or designee, as the District Chief Emergency Officer whose duties will include, but not be limited to:
  - 1. Coordinating the communication between school staff, law enforcement, and other first responders;
  - 2. Leading the efforts of the District-wide school safety team in the completion and yearly update of the District-wide school safety plan and the coordination of the District-wide school safety plan with the building-level emergency response plan(s);

(Continued)

**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

3. Ensuring staff understanding of the District-wide school safety plan;
4. Ensuring the completion and yearly update of building-level emergency response plans for each school building;
5. Assisting in the selection of security related technology and development of procedures for the use of the technology;
6. Coordinating appropriate safety, security, and emergency training for District and school staff, including required training in the emergency response plan;
7. Ensuring the conduct of required evacuation and lock-down drills in all District buildings as required by law; and
8. Ensuring the completion and yearly update of building-level emergency response plan(s) by the dates designated by the Commissioner; and

- new /
- t) Protocols for responding to a declared public health emergency involving a communicable disease that are substantially consistent with the provisions in Labor Law Section 27-c.

**Building-Level Emergency Response Plan**

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

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

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

Education Law § 2801-a  
Labor Law § 27-c  
8 NYCRR § 155.17

Adoption Date