



Long Lake
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING
Thursday, March 19, 2020
6:00 p.m. Regular Meeting, LLCS Gymnasium

- I. Call to Order – President of the Board
 - a. Pledge of Allegiance
 - b. *February 13, 2020 Regular Meeting Minutes
 - c. *March 14, 2020 Special Meeting Minutes
 - d. Next Regular Meeting Date, Wednesday, April 8, 2020 6:00 p.m. in Cafeteria
Special Meeting, Tuesday April 21, 2020, BOCES Vote, Time TBD
- II. Public Participation
- III. Presentations
- IV. Superintendent's Update
- V. Business Affairs
 - a. *Approval of January 2020 Treasurer's Reports
 - b. Comprehensive Budget and Revenue Status Reports
 - c. Warrants
 - d. Budget Transfers
- VI. Recommendations for Approval
 - a. *Policy #5672 Information Security Breach and Notification and #6121 Sexual Harassment in the Workplace
 - b. *CSE/CPSE Recommendations for Students #202776, 202732, 202799, 202801
 - c. *Section VII Sports Merger Application with Indian Lake CSD for 2020-2021 School Year
 - d. *Recognize Amanda Flemington and Allison Gonyo as Girls' Varsity Softball Co-Coaches for Spring 2020
 - e. *Allison Conboy and Elisha Cohen as Girls' Modified Softball Co-Coaches for Spring 2020
 - f. *Bridget O'Leary as Grades 7-12 Spanish Teacher effective September 1, 2020
 - g. *Probationary Appointment of Joseph Parent as Night Custodian/Bus Driver per CSEA Contract at \$14.26 Base Rate per hour plus shift differential
 - h. *Rate of Pay for Dustin Traynor for Custodian/Bus Driver at \$15.46 Base Rate per hour
 - i. *Nicole Curtin and Eric Hample as Chemical Hygiene Officers
 - j. *Eric Hample as Integrated Pest Management Coordinator
 - k. *Eric Hample and Noelle Short as Designated No-Smoking Zone Officials

VII. General Discussion

- a. 2020-2021 Draft Budget
- b. 2020-2021 School Calendar
- c. FEH BOCES Board Nominations
- d. College Courses
- e. Social Service Dogs
- f. COVID-19
- g. Bus Maintenance

VIII. Policies, First Readings

- a. #5741 Drug and Alcohol Testing for School Bus Drivers and #6562 Employment of Retired Persons

IX. 2nd Public Participation

X. Executive Session

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

XI. Adjourn

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

Date: February 13, 2020

Time: 6:00 p.m.

Type of Meeting: Regular Meeting

Place: Cafeteria

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

Members Absent: None

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

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

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, **minutes of the January 9, 2020 regular meeting.**

The **next regular meeting date** has been changed to Thursday, March 19, 2020 at 6 p.m. in the cafeteria.

Public Participation: None

Presentations: Tamara Combs presented her **ELA Curriculum.**

Superintendent Update: We have **started the third quarter** of the school year. Mid-term and Regents exams were taken. The honor roll list is published and we recognized those recipients as well as perfect attendance recipients in a school-wide assembly.

The **100th day of school** is tomorrow and elementary teachers have activities planned.

We used two **snow days** last week and still have two more available for this school year.

Grades 8-11 **visited BOCES programs** at Adirondack Ed. Center. On March 30 grades 10-12 will attend a Career Fair at North Warren CSD, grades 5-8 will visit Paul Smith's College and Grade 9 will have an in-house assembly with Julie Wolfe. Teachers will have professional development during this time.

The **Outing Club** skied and snowshoed on Burn Road. Bob Tice donated 15 handmade walking sticks to the Outing Club.

Grades **5 & 6 celebrated Chinese Culture**, working with Rick and Joan Paula cooking Chinese food and presented to their parents.

Our second diagnostics on **iReady** are complete.

The second **Parent/Teacher Conferences** will be held on March 12 and will follow the same format as the November conferences.

Our **seniors were recognized for their accomplishments** during a recent basketball game.

Budget Meetings with staff were held this week. Discussions included field trips, conferences, equipment, technology needs and materials and supplies.

There was a **True North meeting** held January in Indian Lake. FEH, CVES and WSWHE District Superintendent's also attended. Discussions included collaboration and professional development opportunities.

The **district newsletter** was sent digitally. Options to print it are still being researched.

Mosaic Associates reviewed the **capital project plans** with Noelle Short and Victoria Snide. The legal agreement with Mosaic has been received and reviewed by our lawyers. A Clerk of the Works proposal was received from Schoolhouse Renovations. Brian Penrose asked what the layout of the athletic courts will be but that is unknown yet.

Noelle Short received information about a change to **veterans receiving high school diplomas**. She will work with James Bateman to see if any local veterans could benefit from this change.

Student Council sold carnations for Valentine's Day and the **Green Team** is selling eco-friendly products from Boon Supply.

Business Affairs:

Approved: On Motion by Joan Paula, seconded by Alexandria Harris, with all in favor, the December 2019 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds, Warrants A-13, A-14, C-6, C-7 and TA-7 and Budget Transfer A-6 were reviewed.

Recommendations for Approval

Approved: On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, **Kristin Delehanty as a Mentor for February to June 2020.**

Approved with Thanks: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the **retirement of elementary teacher Mary Phillips-LeBlanc** effective June 30, 2020.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **Policy #5681 School Safety Plans, #6550 Leaves of Absence and #7550 Dignity for All Students.**

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, **Sawyer Cresap as a substitute.**

Recognized: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **Amanda Flemington as Girls' Varsity Softball Coach and Ray Hoag as Boys' Modified Baseball Coach** for the Spring season.

Approved: On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, the **Letter of Intent to a Purchase a School Bus.**

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, the following **Proposition to be put to the voters May 19, 2020:**

To authorize the Board of Education to expend monies from the Bus Purchase Reserve Fund, previously established and approved by the voters of the District and currently maintaining a balance of seventy-eight thousand, seven hundred and thirty-eight dollars (\$78,738) to (A) Acquire one (1) school bus at a cost not to exceed \$60,000, (B) Expend such sum for said purchase; and (C) Expend from the Bus Purchase Reserve Fund an amount not to exceed \$60,000 for such purpose.

Approved, with Thanks: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, the **retirement of senior custodian Anthony Clark** effective March 23, 2020.

Approved: On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, the **appointment of Anthony Clark as Asbestos (LEA) Designee** effective March 24, 2020.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, the **appointment of Anthony Clark as substitute bus driver and substitute custodian** effective March 24, 2020 at a rate of \$17.17 per hour.

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, the **7th and 8th grade overnight field trip to Boston** April 30, 2020 to May 3, 2020.

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, **CSE Recommendations** for student #202746.

General Discussion: The Board reviewed a draft of the **2020-2021 school year budget.**

A draft 2020-2021 **school calendar** was presented.

The Board discussed the Erie 1 BOCES **Temporary Personnel Policy**. The policy was tabled.

Policy Readings: A **first policy reading** of #5672 Information Security Breach and Notification and #6121 Sexual Harassment in the Workplace was held.

2nd Public Participation: None

Executive Session: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor to enter Executive Session at 7:21 p.m. to discuss the employment history of four particular persons and to discuss a matter relating to personal and financial issues of a particular person and/or which is made confidential by state or federal law.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, to come out of Executive Session at 8:38 p.m.

Adjournment: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, the Board adjourned at 8:39 p.m.

Clerk of the Board

Victoria J. Snide

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

Date: March 14, 2020

Time: 5:30 p.m.

Type of Meeting: Special Meeting

Place: Room 206 Superintendent's Office

Members Present: Alexandria Harris
Trisha Hosley
Joan Paula
Brian Penrose

Members Absent: Michael Farrell

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

Call to Order: The President called the meeting to order at 5:30 p.m.

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

Executive Session: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor to enter Executive Session at 5:30 p.m. to discuss matters which will imperil the public safety if disclosed. Victoria Snide was invited into Executive Session.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, to come out of Executive Session at 6:25 p.m.

Adjournment: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, the Board adjourned at 6:25 p.m.

Clerk of the Board

Victoria J. Snide

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

For the Period from January 1, 2020 thru February 2, 2020

Total available balance as reported at the end of preceding period \$ 6,623.99

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ 623.90
	Interest	\$ 0.06

Total Receipts \$ 623.96

Total receipts, including balance \$ 7,247.95

Disbursements made during the month:

By Check-From Check :#1320-1321	\$ 128.21
EFT Transfers	\$0.00
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 128.21

Cash balance as shown by records \$ 7,119.74

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 7,119.74

Less outstanding checks
See attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 7,119.74

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a
true reconciliation) \$ 7,119.74Received by the Board of Education and entered
as a part of the minutes of the Board meeting held

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Clerk of the Board of Education

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

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

For the Period from January 1, 2020 thru February 2, 2020

Total available balance as reported at the end of preceding period \$ 27,178.70

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

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

\$ 197,626.15

Total Receipts \$ 197,626.15

Total receipts, including balance \$ 224,804.85

Disbursements made during the month:

By Check-from check #3060-3069 \$ 6,403.09

EFT Transfers 216,024.19

By Debit Charge

Total amount of checks issued and debit charges \$ 222,427.28

Cash balance as shown by records \$ 2,377.57

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,362.86

less outstanding checks # See Attached \$ 3,985.29

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

There are undeposited funds in treasurer's hands) \$ 2,377.57

Amount of receipts undeposited (See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 2,377.57

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

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

FUND: LUNCH FUND

For the Period from January 1, 2020 thru February 2, 2020

Total available balance as reported at the end of preceding period	\$ 29,535.95
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Receipts during the month: (with breakdown of source including full amount of all short-term loans)

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ 1,267.45
	Interest	0.23

Total Receipts \$ 1,267.68

Total receipts, including balance	\$ 30,803.63
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Disbursements made during the month:

By Check-From Check #2229-2234	\$	2,447.14
EFT Transfers		5,094.19

Total amount of checks issued and debit charges	\$	7,541.33
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Cash balance as shown by records	\$ 23,262.30
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RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$	23,262.30
Less outstanding checks see attached	\$	-

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)	\$ 23,262.30
Amount of receipts undeposited	-

Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$ 23,262.30
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Received by the Board of Education and entered
as a part of the minutes of the Board meeting held

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Clerk of the Board of Education

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

Hester Walker
Treasurer of School District

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

For the Period from January 1, 2020 thru February 2, 2020

Total available balance as reported at the end of preceding period \$ 44,344.94

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

<u>Date</u>	<u>Source</u>	
January	Deposits	138,883.08

Total Receipts \$ 138,883.08

Total receipts, including balance \$ 183,228.02

Disbursements made during the month:

By Check: #16261-16377 \$ 4,488.60

EFT Transfers \$ 177,739.42

\$ -

Total amount of checks issued and debit charges:

\$ 182,228.02

Cash balance as shown by records

\$ 1,000.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

\$ 2,647.20

Less Outstanding Checks - See Attached

\$ 1,647.20

\$ 1,000.00

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

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


\$ 1,000.00

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

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Clerk of the Board of Education

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Treasurer of School District

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

For Period from January 1, 2020 thru February 2, 2020

Total available balance as reported at the end of preceding period \$ 45,284.04

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ 331,000.00
	Interest	0.75

Total Receipts \$ 331,000.75

Total receipts, including balance \$ 376,284.79

Disbursements made during the month:

By Check-From Check #15975-16058	\$ 181,613.25
EFT Transfers	149,366.02
	\$ -

Total amount of checks issued and debit charges \$ 330,979.27

Cash balance as shown by records \$ 45,305.52

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 81,768.69

Less outstanding checks see attached \$ 36,463.17

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 45,305.52

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

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 45,305.52

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

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Clerk of the Board of Education

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


Treasurer of School District

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

For the Period from January 1, 2020 thru February 2, 2020

Total available balance as reported at the end of preceding period \$ 2,224.39

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 0.02

Total Receipts \$ 0.02

Total receipts, including balance \$ 2,224.41

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 2,224.41

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 2,224.41
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 2,224.41

Amount of receipts undeposited (See attached schedules)

-

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

\$ 2,224.41

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

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Clerk of the Board of Education

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

Wisa Walker
Treasurer of School District

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

For the Period from January 1, 2020 thru February 2, 2020

Total available balance as reported at the end of preceding period \$ 1,938,369.52

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ 75,860.91
	Interest	\$ 31.30
	Total Receipts	\$ 75,892.21
	Total receipts, including balance	\$ 2,014,261.73

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 331,000.00
By Debit	\$ -

Total amount of checks issued and debit charges \$ 331,000.00

Cash balance as shown by records \$ 1,683,261.73

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 1,683,261.73
Less outstanding checks	

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,683,261.73

Amount of receipts undeposited \$ -

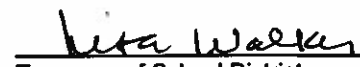
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,683,261.73

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

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Clerk of the Board of Education

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


Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 1,154,562.60

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 1,483.43
	Total Receipts	\$ 1,483.43
	Total receipts, including balance	\$ 1,156,046.03

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 1,156,046.03

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 1,156,046.03
Less outstanding checks	

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,156,046.03

Amount of receipts undeposited	\$ -
Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$ 1,156,046.03

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

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Clerk of the Board of Education

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

Hita Walker
Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 39,057.75

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

<u>Date</u>	<u>Source</u>	
January	Deposits	-
	Interest	\$ 50.17
	Total Receipts	\$ 50.17
	Total receipts, including balance	\$ 39,107.92

Disbursements made during the month:

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

Cash balance as shown by records \$ 39,107.92

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 39,107.92

less outstanding checks

see attached	\$ -
	\$ -

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

\$ 39,107.92

Amount of receipts undeposited (See attached schedules)

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

\$ 39,107.92

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

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Clerk of the Board of Education

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

Wisa Walker
Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 53,283.48

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

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

\$ 68.47

Total Receipts \$ 68.47

Total receipts, including balance \$ 53,351.95

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 53,351.95

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 53,351.95

less outstanding checks

see attached \$ -

\$ -

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

\$ 53,351.95

Amount of receipts undeposited (See attached schedules)

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

\$ 53,351.95

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

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Clerk of the Board of Education

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

Lisa Walker
Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 33,628.73

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

<u>Date</u>	<u>Source</u>	
January	Deposits	-
	Interest	\$ 43.20
	Total Receipts	\$ 43.20
	Total receipts, including balance	\$ 33,671.93

Disbursements made during the month:

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

Cash balance as shown by records \$ 33,671.93

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 33,671.93

less outstanding checks

see attached

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

\$ 33,671.93

Amount of receipts undeposited (See attached schedules)

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

\$ 33,671.93

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

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Clerk of the Board of Education

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

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

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

Total available balance as reported at the end of preceding period \$ 71,920.46

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 92.39

Total Receipts \$ 92.39

Total receipts, including balance \$ 72,012.85

Disbursements made during the month:

By Check-from Check # \$ -

EFT Transfers -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 72,012.85

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 72,012.85
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 72,012.85

Amount of receipts undeposited (See attached schedules)

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

\$ 72,012.85

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

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Clerk of the Board of Education

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

Wita Wacker
Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 9,046.69

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 11.63

Total Receipts \$ 11.63

Total receipts, including balance \$ 9,058.32

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 9,058.32

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 9,058.32
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 9,058.32

Amount of receipts undeposited (See attached schedules)

-

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

\$ 9,058.32

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

20

Clerk of the Board of Education

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


Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 2,069.69

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 2.70

Total Receipts \$ 2.70

Total receipts, including balance \$ 2,072.39

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 2,072.39

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,072.39

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 2,072.39

Amount of receipts undeposited (See attached schedules)

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

\$ 2,072.39

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

_____ 20 _____

Clerk of the Board of Education

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

Hisa Walker
Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 6,738.53

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

<u>Date</u>	<u>Source</u>	
January	Deposits	\$ -
	Interest	\$ 8.68

Total Receipts \$ 8.68

Total receipts, including balance \$ 6,747.21

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 6,747.21

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 6,747.21
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 6,747.21

Amount of receipts undeposited (See attached schedules)

-

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

\$ 6,747.21

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

_____ 20 _____

Clerk of the Board of Education

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

Hisa Walker
Treasurer of School District

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

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

Total available balance as reported at the end of preceding period \$ 78,738.23

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

<u>Date</u>	<u>Source</u>	
January	Deposits	-
	Interest	\$ 101.17

Total Receipts \$ 101.17

Total receipts, including balance \$ 78,839.40

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 78,839.40

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 78,839.40

less outstanding checks

see attached	\$ -
	\$ -

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

\$ 78,839.40

Amount of receipts undeposited (See attached schedules)

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

\$ 78,839.40

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

20

Clerk of the Board of Education

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

Hija Walker
Treasurer of School District

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	59,553.00	0.00	59,553.00	39,118.06	0.00	20,434.94
C 2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	1,144.50	0.00	1,855.50
C 2860.410-0000	Cafeteria Food	30,000.00	50.15	30,050.15	17,194.36	4,732.69	8,123.10
C 2860.450-0000	Cafeteria Materials & Supplies	2,500.00	0.00	2,500.00	1,133.30	739.74	626.96
2860	SCHOOL FOOD SERVICE	95,053.00	50.15	95,103.15	58,590.22	5,472.43	31,040.50
28		95,053.00	50.15	95,103.15	58,590.22	5,472.43	31,040.50
2		95,053.00	50.15	95,103.15	58,590.22	5,472.43	31,040.50
C 9010.800-0000	Cafeteria Employees Retirement	9,500.00	0.00	9,500.00	-2,100.00	0.00	11,600.00
9010	STATE RETIREMENT	9,500.00	0.00	9,500.00	-2,100.00	0.00	11,600.00
C 9030.800-0000	Cafeteria Social Security	4,556.00	0.00	4,556.00	0.00	0.00	4,556.00
9030	SOCIAL SECURITY	4,556.00	0.00	4,556.00	0.00	0.00	4,556.00
C 9060.800-0000	Cafeteria Health Insurance	31,000.00	0.00	31,000.00	0.00	0.00	31,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	31,000.00	0.00	31,000.00	0.00	0.00	31,000.00
90		45,056.00	0.00	45,056.00	-2,100.00	0.00	47,156.00
9		45,056.00	0.00	45,056.00	-2,100.00	0.00	47,156.00
Fund CTotals:		140,109.00	50.15	140,159.15	56,490.22	5,472.43	78,196.50
Grand Totals:		140,109.00	50.15	140,159.15	56,490.22	5,472.43	78,196.50

LONG LAKE CSD

Revenue Status Report From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440.B	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	2,172.55	327.45
C 1440.L	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	6,871.35	2,628.65
C 1445.L	A La Carte Sales	1,800.00	0.00	1,800.00	1,004.01	795.99
C 2401	Interest and Earnings	0.00	0.00	0.00	1.06	-1.06
C 2770	Misc. Revenues	0.00	0.00	0.00	5.85	-5.85
C 3190.FB	Breakfast - Federal Reimbursement	5,500.00	0.00	5,500.00	3,746.00	1,754.00
C 3190.FL	Lunch - Federal Reimbursement	12,000.00	0.00	12,000.00	8,182.00	3,818.00
C 3190.FS	Snack - Federal Reimbursement	550.00	0.00	550.00	193.00	357.00
C 3190.SB	Breakfast - State Reimbursement	250.00	0.00	250.00	245.00	5.00
C 3190.SL	Lunch - State Reimbursement	500.00	0.00	500.00	436.00	64.00
C 3190.SS	Snack - State Reimbursement	0.00	0.00	0.00	16.00	-16.00
C 4190	USDA Surplus Food	1,800.00	0.00	1,800.00	0.00	1,800.00
C 5031	Interfund Transfer	105,709.00	0.00	105,709.00	30,000.00	75,709.00
C Totals:		140,109.00	0.00	140,109.00	52,872.82	87,236.18
Grand Totals:		140,109.00	0.00	140,109.00	52,872.82	87,236.18

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	7,920.00	-4,200.00	3,720.00	790.90	0.00	2,929.10
A 1010.450-0000	BOE Materials and Supplies	2,500.00	0.00	2,500.00	233.49	0.00	2,266.51
A 1010.490-0000	BOE BOCES Services	7,500.00	0.00	7,500.00	2,912.00	0.00	4,588.00
1010	BOARD OF EDUCATION	17,920.00	-4,200.00	13,720.00	3,936.39	0.00	9,783.61
A 1040.160-0000	BOE District Clerk Salaries	2,284.00	0.00	2,284.00	1,666.69	0.00	617.31
A 1040.400-0000	BOE District Clerk Contractual	3,000.00	5,000.00	8,000.00	6,693.38	0.00	1,306.62
1040	DISTRICT CLERK	5,284.00	5,000.00	10,284.00	8,360.07	0.00	1,923.93
10	Support Staff Salaries	23,204.00	800.00	24,004.00	12,296.46	0.00	11,707.54
A 1240.160-0000	Central Admin Equipment	117,579.00	0.00	117,579.00	86,876.89	0.00	30,702.11
A 1240.200-0000	Central Admin Contractual	2,000.00	0.00	2,000.00	1,182.00	0.00	818.00
A 1240.400-0000	Central Admin Contractual	12,280.00	-2,670.00	9,610.00	5,525.64	0.00	4,084.36
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	0.00	2,500.00	660.02	0.00	1,839.98
1240	CHIEF SCHOOL ADMINISTRATOR	134,359.00	-2,670.00	131,689.00	94,244.55	0.00	37,444.45
12	Finance Business Admin Salaries	134,359.00	-2,670.00	131,689.00	94,244.55	0.00	37,444.45
A 1310.160-0000	Finance BOCES Services	82,966.00	0.00	82,966.00	60,613.82	0.00	22,352.18
A 1310.490-0000	Finance BOCES Services	27,500.00	0.00	27,500.00	12,038.50	0.00	15,461.50
1310	BUSINESS ADMINISTRATION	110,466.00	0.00	110,466.00	72,652.32	0.00	37,813.68
A 1320.160-0000	Finance Auditing Salaries	534.00	0.00	534.00	384.34	0.00	149.66
A 1320.400-0000	Finance Auditor Contractual	8,800.00	0.00	8,800.00	8,750.00	0.00	50.00
1320	AUDITING	9,334.00	0.00	9,334.00	9,134.34	0.00	199.66
A 1325.160-0000	Finance District Treasurer	20,374.00	0.00	20,374.00	14,858.40	0.00	5,515.60
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	74.22	0.00	175.78
1325	TREASURER	20,624.00	0.00	20,624.00	14,932.62	0.00	5,691.38
A 1330.160-0000	Finance Tax Collector Salary	3,939.00	0.00	3,939.00	3,939.00	0.00	0.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	1,170.66	0.00	329.34
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	5,539.00	0.00	5,539.00	5,109.66	0.00	429.34
13	Legal Contractual	145,963.00	0.00	145,963.00	101,828.94	0.00	44,134.06
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	4,902.00	0.00	9,098.00
1420	LEGAL	14,000.00	0.00	14,000.00	4,902.00	0.00	9,098.00
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	836.00	0.00	1,114.00
1430	PERSONNEL	1,950.00	0.00	1,950.00	836.00	0.00	1,114.00
A 1480.400-0000	Public Info Contractual	250.00	0.00	250.00	182.00	0.00	68.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1480.450-0000	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1480	PUBLIC INFORMATION & SERVICES	1,250.00	0.00	1,250.00	182.00	0.00	1,068.00
14							
A 1620.160-0000	Central Services Support Staff Salaries	17,200.00	0.00	17,200.00	5,920.00	0.00	11,280.00
A 1620.200-0000	Central Services Equipment	91,375.00	0.00	91,375.00	70,118.79	0.00	21,256.21
A 1620.400-0000	Central Services Contractual	21,300.00	0.00	21,300.00	21,118.77	0.00	181.23
A 1620.410-0000	Central Services Fuel Oil	62,700.00	0.00	62,700.00	45,970.20	0.00	16,729.80
A 1620.420-0000	Central Services Television	80,000.00	0.00	80,000.00	32,898.31	47,101.69	0.00
A 1620.430-0000	Central Services Electricity	1,800.00	0.00	1,800.00	1,325.95	0.00	474.05
A 1620.440-0000	Central Services Water Rent	27,000.00	0.00	27,000.00	13,725.79	0.00	13,274.21
A 1620.450-0000	Central Services Materials & Supplies	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
A 1620.460-0000	Central Services Telephone	21,500.00	0.00	21,500.00	12,048.08	3,687.90	5,764.02
A 1620.480-0000	Central Services LP Gas	8,500.00	0.00	8,500.00	5,043.02	0.00	3,456.98
A 1620.490-0000	Central Services BOCES	100.00	0.00	100.00	20.37	0.00	79.63
		1,000.00	0.00	1,000.00	345.00	0.00	655.00
1620	OPERATION OF PLANT	316,275.00	0.00	316,275.00	203,614.28	50,789.59	61,871.13
A 1621.160-0000	Mainten Support Staff Salaries	13,928.00	0.00	13,928.00	10,614.40	0.00	3,313.60
A 1621.400-0000	Maintenance Contractual Exp	17,500.00	0.00	17,500.00	12,839.26	0.00	4,660.74
1621	MAINTENANCE OF PLANT	31,428.00	0.00	31,428.00	23,453.66	0.00	7,974.34
A 1670.400-0000	Contractual	1,200.00	0.00	1,200.00	1,072.59	0.00	127.41
A 1670.450-0000	Postage	3,200.00	0.00	3,200.00	1,611.07	0.00	1,588.93
A 1670.490-0000	Printing - BOCES Services	2,000.00	0.00	2,000.00	92.14	0.00	1,907.86
1670	CENTRAL PRINTING & MAILING	6,400.00	0.00	6,400.00	2,775.80	0.00	3,624.20
A 1680.490-0000	Central DP - BOCES Services	37,500.00	0.00	37,500.00	17,207.00	0.00	20,293.00
1680	CENTRAL DATA PROCESSING	37,500.00	0.00	37,500.00	17,207.00	0.00	20,293.00
16							
A 1910.400-0000	Unallocated Insurance	391,603.00	0.00	391,603.00	247,050.74	50,789.59	93,762.67
1910	UNALLOCATED INSURANCE	1,000.00	0.00	1,000.00	740.28	0.00	259.72
A 1920.400-0000	School Association Dues	1,000.00	0.00	1,000.00	740.28	0.00	259.72
1920	SCHOOL ASSOCIATION DUES	1,000.00	0.00	1,000.00	740.28	0.00	259.72
A 1981.490-0000	BOCES Administrative Costs	4,500.00	0.00	4,500.00	4,170.00	0.00	330.00
1981	BOCES ASSOCIATION DUES	4,500.00	0.00	4,500.00	4,170.00	0.00	330.00
A 1983.490-0000	BOCES Capital Expenses	19,500.00	0.00	19,500.00	9,703.00	0.00	9,797.00
1983	BOCES ADMINISTRATIVE COSTS	19,500.00	0.00	19,500.00	9,703.00	0.00	9,797.00
		100.00	0.00	100.00	73,284.50	0.00	-73,184.50
		100.00	0.00	100.00	73,284.50	0.00	-73,184.50
		100.00	0.00	100.00	73,284.50	0.00	-73,184.50

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
19		25,100.00	0.00	25,100.00	87,897.78	0.00	-62,797.78
1		737,429.00	-1,870.00	735,559.00	549,238.47	50,789.59	135,530.94
<u>A 2020.150-0000</u>	Supervision Instructional	25,000.00	0.00	25,000.00	18,269.26	0.00	6,730.74
2020	SUPERVISION - REGULAR SCHOOL	25,000.00	0.00	25,000.00	18,269.26	0.00	6,730.74
<u>A 2070.150-0000</u>	Instructional Salaries	13,180.00	0.00	13,180.00	8,385.00	0.00	4,795.00
<u>A 2070.490-0000</u>	Inservices - BOCES Services	20,000.00	0.00	20,000.00	5,481.00	0.00	14,519.00
2070	INSERVICE TRAINING - INSTRUCTION	33,180.00	0.00	33,180.00	13,866.00	0.00	19,314.00
20		58,180.00	0.00	58,180.00	32,135.26	0.00	26,044.74
<u>A 2110.120-0000</u>	Teaching K-6 Salaries	480,452.00	0.00	480,452.00	263,409.48	0.00	217,042.52
<u>A 2110.130-0000</u>	Teaching 7-12 Salaries	477,469.00	0.00	477,469.00	241,941.26	0.00	235,527.74
<u>A 2110.140-0000</u>	Substitute Teachers	18,000.00	0.00	18,000.00	16,710.00	0.00	1,290.00
<u>A 2110.160-0000</u>	Support Staff Salaries	53,753.00	-23,627.00	30,126.00	14,070.56	0.00	16,055.44
<u>A 2110.170-0000</u>	Payment in Lieu of Health Insurance	6,000.00	0.00	6,000.00	1,000.00	0.00	5,000.00
<u>A 2110.180-0000</u>	Leave Sellback	0.00	0.00	0.00	7,050.00	0.00	-7,050.00
<u>A 2110.200-0000</u>	Teaching Equipment	10,000.00	0.00	10,000.00	9,139.00	0.00	861.00
<u>A 2110.400-0000</u>	Teaching Contractual	16,650.00	226.99	16,876.99	10,168.00	0.00	6,708.99
<u>A 2110.410-0000</u>	Field Trips	20,000.00	0.00	20,000.00	9,744.08	0.00	10,255.92
<u>A 2110.411-0000</u>	Conference Attendance	8,500.00	200.00	8,700.00	1,551.00	219.99	6,929.01
<u>A 2110.412-0000</u>	Mileage Reimbursement	2,500.00	0.00	2,500.00	750.50	0.00	1,749.50
<u>A 2110.413-0000</u>	Arts in Education	3,000.00	0.00	3,000.00	2,225.00	0.00	775.00
<u>A 2110.450-0000</u>	Teaching Materials & Supplies	9,000.00	-1,504.63	7,495.37	5,576.32	0.00	1,919.05
<u>A 2110.451-0000</u>	Elementary - Grade 1	2,631.00	0.00	2,631.00	1,972.94	0.00	658.06
<u>A 2110.451-1000</u>	Summer School	78.00	0.00	78.00	0.00	0.00	78.00
<u>A 2110.451-2000</u>	Art Program	2,869.00	776.33	3,645.33	2,184.25	0.00	1,461.08
<u>A 2110.451-4000</u>	Teachers Assistant-Dukett	250.00	0.00	250.00	180.00	0.00	70.00
<u>A 2110.451-5000</u>	English	621.00	63.00	684.00	683.84	0.00	0.16
<u>A 2110.451-7000</u>	Family Consumer Science	675.00	-125.00	550.00	0.00	0.00	550.00
<u>A 2110.451-8000</u>	Health Education	250.00	-1.00	249.00	0.00	0.00	249.00
<u>A 2110.451-9000</u>	Math	500.00	0.00	500.00	408.51	0.00	91.49
<u>A 2110.452-1000</u>	Elementary - Conboy/SPED	750.00	0.00	750.00	339.24	0.00	410.76
<u>A 2110.452-2000</u>	Music	2,366.00	0.00	2,366.00	1,368.81	0.00	997.19
<u>A 2110.452-3000</u>	Phys Ed	300.00	701.00	1,001.00	989.77	0.00	11.23
<u>A 2110.452-4000</u>	Science	750.00	0.00	750.00	617.86	0.00	132.14

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-5000	Social Studies	900.00	0.00	900.00	0.00	0.00	900.00
A 2110.452-6000	Technology	750.00	521.53	1,271.53	1,267.92	0.00	3.61
A 2110.452-7000	Elementary - PreK/Teaching Assistant	650.00	0.00	650.00	573.62	0.00	76.38
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	341.00	0.00	341.00	303.79	0.00	37.21
A 2110.453-0000	Elementary - Harkness	270.00	0.00	270.00	154.38	0.00	115.62
A 2110.454-0000	Elementary - Grade 2	913.00	0.00	913.00	570.27	0.00	342.73
A 2110.455-0000	Elementary - Grade 3/4	1,100.00	0.00	1,100.00	583.43	12.00	504.57
A 2110.456-0000	Elementary - Grade 5/6	484.00	345.10	829.10	465.78	0.00	363.32
A 2110.458-0000	Elementary - Grade K	1,160.00	0.00	1,160.00	716.85	0.00	443.15
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	686.88	0.00	313.12
A 2110.480-0000	Teaching Textbooks	3,000.00	0.00	3,000.00	1,100.85	69.45	1,829.70
A 2110.490-0000	Teaching BOCES	20,000.00	0.00	20,000.00	12,948.00	0.00	7,052.00
2110	TEACHING - REGULAR SCHOOL	1,149,432.00	-22,423.68	1,127,008.32	611,452.19	301.44	515,254.69
21		1,149,432.00	-22,423.68	1,127,008.32	611,452.19	301.44	515,254.69
A 2250.150-0000	Instructional Salaries	86,695.00	0.00	86,695.00	54,773.46	0.00	31,921.54
A 2250.160-0000	Non Instructional Salaries	17,929.00	23,627.00	41,556.00	24,674.58	0.00	16,881.42
A 2250.400-0000	Students w/Disab Contractual	4,500.00	-1.00	4,499.00	4,313.81	0.00	185.19
A 2250.450-0000	Special Ed Materials & Supplies	400.00	1.00	401.00	400.44	0.00	0.56
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	85,000.00	0.00	85,000.00	11,562.05	0.00	73,437.95
2250	PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	197,024.00	23,627.00	220,651.00	95,724.34	0.00	124,926.66
A 2280.490-0000	BOCES Services	30,000.00	0.00	30,000.00	7,022.00	0.00	22,978.00
2280	OCCUPATIONAL EDUCATION (GRADES 9-12)	30,000.00	0.00	30,000.00	7,022.00	0.00	22,978.00
22		227,024.00	23,627.00	250,651.00	102,746.34	0.00	147,904.66
A 2330.150-0000	Adult Education Salary	10,804.00	0.00	10,804.00	3,532.50	0.00	7,271.50
A 2330.151-0000	Special Schools Salary	20,160.00	0.00	20,160.00	10,030.00	0.00	10,130.00
A 2330.400-0000	Special Schools Contractual	3,398.00	0.00	3,398.00	0.00	0.00	3,398.00
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	100.41	1,100.41	324.91	239.92	535.58
2330	TEACHING - SPECIAL SCHOOLS	35,362.00	100.41	35,462.41	13,887.41	239.92	21,335.08
23		35,362.00	100.41	35,462.41	13,887.41	239.92	21,335.08

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.150-0000	Library Salaries	52,504.00	0.00	52,504.00	29,178.24	0.00	23,325.76
A 2610.450-0000	Library Materials & Supplies	900.00	0.00	900.00	100.00	0.00	800.00
A 2610.460-0000	Library Collections	7,400.00	0.00	7,400.00	293.00	0.00	7,107.00
A 2610.490-0000	Library BOCES Services	8,500.00	0.00	8,500.00	4,025.00	0.00	4,475.00
2610	SCHOOL LIBRARY & AUDIOVISUAL						
A 2630.220-0000	Computer Hardware	69,304.00	0.00	69,304.00	33,596.24	0.00	35,707.76
A 2630.450-0000	Computer Materials & Supplies	21,000.00	14,113.39	35,113.39	22,077.08	0.00	13,036.31
A 2630.460-0000	Computer Software	1,000.00	334.54	1,334.54	785.40	21.99	527.15
A 2630.490-0000	Computer BOCES	7,000.00	0.00	7,000.00	3,369.75	0.00	3,630.25
2630	COMPUTER ASSISTED INSTRUCTION						
26	Attendance						
A 2805.160-0000		99,200.00	14,447.93	113,647.93	65,226.39	21.99	48,399.55
2805	ATTENDANCE - REGULAR SCHOOL						
A 2810.150-0000	Guidance Instructional Salaries	61,455.00	0.00	61,455.00	37,746.33	0.00	23,708.67
A 2810.450-0000	Guidance Materials & Supplies	500.00	0.00	500.00	335.58	0.00	164.42
A 2810.451-0000	Guidance Testing and Materials	1,150.00	229.25	1,379.25	101.25	666.75	611.25
2810	GUIDANCE - REGULAR SCHOOL						
A 2815.160-0000	Support Staff Salaries	63,105.00	229.25	63,334.25	38,183.16	666.75	24,484.34
A 2815.400-0000	Health Contractual	30,855.00	0.00	30,855.00	20,750.68	0.00	10,104.32
A 2815.450-0000	Health Materials & Supplies	6,800.00	0.00	6,800.00	3,024.50	0.00	3,775.50
2815	HEALTH SERVICES - REGULAR SCHOOL						
A 2820.400-0000	Psychologist Contractual	39,195.00	0.00	39,195.00	24,893.55	145.45	14,156.00
A 2820.450-0000	Psychologist Materials & Supplies	40,000.00	0.00	40,000.00	5,009.10	0.00	34,990.90
A 2820.490-0000	BOCES Psychologist	250.00	0.00	250.00	14.45	0.00	235.55
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL						
A 2825.400-0000	Contractual	11,000.00	0.00	11,000.00	5,769.00	0.00	5,231.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL						
A 2850.150-0000	Co-curricular Salaries	6,000.00	2,200.00	8,200.00	8,200.00	0.00	0.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	355.93	0.00	644.07
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL						
A 2855.150-0000	Interscholastic Salaries	26,890.00	0.00	26,890.00	8,120.93	0.00	18,769.07
2855	INTERSCOLASTIC SERVICES - REGULAR SCHOOL						
A 2855.400-0000	Contractual	10,000.00	0.00	10,000.00	3,058.00	0.00	6,942.00

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.400-0000	Interscholastic Contractual	20,500.00	0.00	20,500.00	9,988.10	0.00	10,511.90
A 2855.450-0000	Interscholastic Materials & Supplies	3,000.00	29.30	3,029.30	1,605.52	640.00	783.78
A 2855.490-0000	BOCES Interscholastic	500.00	0.00	500.00	237.50	0.00	262.50
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	34,000.00	29.30	34,029.30	14,889.12	640.00	18,500.18
28		224,940.00	2,458.55	227,398.55	108,079.37	1,452.20	117,866.98
2		1,863,442.00	18,210.21	1,881,652.21	967,123.20	2,015.55	912,513.46
A 5510.160-0000	Transportation Salaries	78,760.00	0.00	78,760.00	52,278.23	0.00	26,481.77
A 5510.400-0000	Transportation Contractual	15,000.00	0.00	15,000.00	13,860.44	0.00	1,139.56
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	0.00	500.00	198.40	0.00	301.60
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	4,599.87	0.00	13,400.13
A 5510.452-0000	Tires	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5510.453-0000	Parts	7,500.00	0.00	7,500.00	3,770.62	0.00	3,729.38
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	5,478.42	0.00	7,521.58
A 5510.490-0000	BOCES Contractual	1,300.00	0.00	1,300.00	479.88	0.00	820.12
5510	DISTRICT TRANSPORTATION SERVICES	136,560.00	0.00	136,560.00	80,665.86	0.00	55,894.14
55		136,560.00	0.00	136,560.00	80,665.86	0.00	55,894.14
5		136,560.00	0.00	136,560.00	80,665.86	0.00	55,894.14
A 9010.800-0000	NYS Retirement	61,000.00	0.00	61,000.00	42,036.00	0.00	18,964.00
9010	STATE RETIREMENT	125,500.00	0.00	125,500.00	2,262.78	0.00	123,237.22
A 9020.800-0000	Teacher Retirement	125,500.00	0.00	125,500.00	2,262.78	0.00	123,237.22
9020	TEACHERS' RETIREMENT	140,000.00	0.00	140,000.00	79,969.63	0.00	60,030.37
A 9030.800-0000	Social Security	140,000.00	0.00	140,000.00	79,969.63	0.00	60,030.37
9030	SOCIAL SECURITY	12,000.00	0.00	12,000.00	11,567.00	0.00	433.00
A 9040.800-0000	Worker Compensation	12,000.00	0.00	12,000.00	11,567.00	0.00	433.00
9040	WORKERS' COMPENSATION	20,000.00	0.00	20,000.00	2,016.00	0.00	17,984.00
A 9050.800-0000	Unemployment	20,000.00	0.00	20,000.00	2,016.00	0.00	17,984.00
9050	UNEMPLOYMENT INSURANCE	4,000.00	0.00	4,000.00	2,044.33	0.00	1,955.67
A 9055.800-0000	Disability Plan	4,000.00	0.00	4,000.00	2,044.33	0.00	1,955.67
9055	DISABILITY INSURANCE	980,000.00	0.00	980,000.00	688,545.22	0.00	291,454.78
A 9060.800-0000	Hospitalization	980,000.00	0.00	980,000.00	688,545.22	0.00	291,454.78
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	1,342,500.00	0.00	1,342,500.00	828,440.96	0.00	514,059.04
90		1,342,500.00	0.00	1,342,500.00	828,440.96	0.00	514,059.04

LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9901 930-0000	Transfer to School Food Svc Fund	105,709.00	0.00	105,709.00	30,000.00	0.00	75,709.00
9901	TRANSFERS TO FUNDS	*	0.00	105,709.00	30,000.00	0.00	75,709.00
99		**	0.00	105,709.00	30,000.00	0.00	75,709.00
9		***	0.00	1,448,209.00	858,440.96	0.00	589,768.04
	Fund A Totals:	4,185,640.00	16,340.21	4,201,980.21	2,455,468.49	52,805.14	1,693,706.58
	Grand Totals:	4,185,640.00	16,340.21	4,201,980.21	2,455,468.49	52,805.14	1,693,706.58

LONG LAKE CSD

Revenue Status Report From 7/1/2019 To 6/30/2020



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	2,885,565.18	0.00	2,885,565.18	2,885,565.18	0.00
A 1081	Other Payments in Lieu of Taxes	0.00	0.00	0.00	2,253.01	-2,253.01
A 1085	School Tax Relief Reimb (STAR)	32,434.82	0.00	32,434.82	32,434.82	0.00
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	2,232.77	767.23
A 1310	Day School Tuition	3,600.00	0.00	3,600.00	6,650.00	-3,050.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	1,177.00	-177.00
A 2401	Interest on Earnings	15,000.00	0.00	15,000.00	14,722.29	277.71
A 2770	Other Unclassified Revenues	0.00	0.00	0.00	103.81	-103.81
A 3101.A	General Aid	480,000.00	0.00	480,000.00	212,663.98	267,336.02
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	10,804.11	-10,804.11
A 3102	VLT Lottery Aid	0.00	0.00	0.00	17,305.04	-17,305.04
A 3103	BOCES Aid	45,000.00	0.00	45,000.00	-0.94	45,000.94
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	840.00	3,160.00
A 3265	Small Government Assistance	0.00	0.00	0.00	158,956.00	-158,956.00
A 4601	Medicaid Assistance, HRSS	4,000.00	0.00	4,000.00	8,630.90	-4,630.90
A Totals:		3,473,600.00	0.00	3,473,600.00	3,354,337.97	119,262.03
Grand Totals:		3,473,600.00	0.00	3,473,600.00	3,354,337.97	119,262.03

LONG LAKE CSD



Check Warrant Report For A - 16: Cash Disbursement - February 2020 For Dates 2/1/2020 - 2/29/2020

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16058	02/04/2020	3935	**VOID** CAREY POOLER	**VOID**		-198.54
16059	02/07/2020	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		435.50
16060	02/07/2020	3259	FIRST UNUM LIFE INSURANCE CO.	FEBRUARY DISABILITY INS.		253.81
16061	02/07/2020	4592	VOCABULARYSPELLING CITY.COM	SUBSCRIPTION 10/23/19-10/23/20	200140	81.00
16062	02/07/2020	4711	WARREN SPAULDING	OFFICIAL FEE		90.00
16063	02/14/2020	4708	PBS DISTRIBUTION	SCIENCE DVD	200189	23.74
16064	02/14/2020	2004	FORTUNE'S HARDWARE	CUSTODIAL SUPPLIES	200010	52.52
16065	02/14/2020	3217	FRONTIER	TELEPHONE		412.64
16066	02/14/2020	3553	CABIN FEVER FLORAL & GIFTS	SENIOR NIGHT FLOWERS		30.00
16067	02/14/2020	2819	MCCLARY MEDIA INC.	LEGAL/HELP WANTED ADS		65.07
16068	02/14/2020	4411	NYSMEC	ELECTRIC INSTALLMENT 5 OF 6		3,879.12
16069	02/14/2020	4525	SLIC NETWORK SOLUTIONS	CABLE TV FEBRUARY		146.55
16070	02/14/2020	4709	DEREK MALDONADO	OFFICIAL FEE		190.00
16071	02/14/2020	4080	JEFF LECKRONE	OFFICIAL FEE		190.00
16072	02/14/2020	1209	J. W. PEPPER & SON INC.	MUSIC	200194	417.99
16073	02/14/2020	3986	OLYMPIC REGIONAL DEVAUTHORITY	GORE SKI PROGRAM		800.00
16074	02/14/2020	2352	JIM STAHL	OFFICIAL FEE		190.00
16075	02/14/2020	1502	STEVE STAHL	OFFICIAL FEE		190.00
16076	02/14/2020	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER USAGE FEES		423.80
16077	02/14/2020	4198	W.B. MASON CO., INC.	CUSTODIAL SUPPLIES	200167	1,393.25
16078	02/14/2020	4447	MEGAN NEVINS	MILEAGE REIMB.		59.97
16079	02/14/2020	3952	NICOLE CURTIN	SCIENCE FLOWER REIMB.		11.98
16080	02/14/2020	4530	PADLOCK OUTLET.COM	LOCKER KEYS	200199	29.96
16081	02/14/2020	3185	COUNTER'S GARAGE	TOW BUS 28 TO SARATOGA		850.00
16082	02/14/2020	2742	TUPPER LAKE CENTRAL SCHOOL			1,887.12
16083	02/14/2020	4653	BERNARD P. DONEGAN, INC.	FINANCIAL MGMT SERVICES		1,001.00
16084	02/14/2020	2988	GIRVIN & FERLAZZO, P.C.	CAPITAL PROJECT/LEGAL RETAINER JANUARY		619.00
16085	02/14/2020	4705	CHIEF ARCHITECT	NETWORK LICENSE	200180	285.00
16086	02/14/2020	2695	CDW	DESKTOP COMPUTERS	200181	3,210.00
16087	02/25/2020	2060	LEONARD BUS SALES, INC.	BUS 20 LED LIGHT		93.97
16088	02/25/2020	4593	ELISHA PYLMAN	MILEAGE 2/10/20		56.84
16089	02/25/2020	4713	RICK PAULA	ADULT ED WORKSHOP		140.00
16090	02/25/2020	1305	AMERICAN EXPRESS	SOFTWARE, SENIOR TRIP		1,197.64
16091	02/25/2020	4456	SPLASHTOP	MIRRORING 360 SERVICE 3/2/20-3/2/22	200207	159.84
16092	02/25/2020	4651	PETROLEUM TRADERS CORP	FUEL OIL DEL. 2/9/20	200163	10,023.07

LONG LAKE CSD



Check Warrant Report For A - 16: Cash Disbursement - February 2020 For Dates 2/1/2020 - 2/29/2020

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16093	02/25/2020	4603	SHARE CORPORATION	BOILER TREATMENT	200201	254.87
16094	02/25/2020	3825	AMAZON		200196	657.07
16095	02/25/2020	4425	VERIZON	CELL PHONE		28.52
16096	02/25/2020	4712	PARAGON INDUSTRIES	KILN REPAIR SUPPLIES	200202	980.53
16097	02/27/2020	4199	NYS EMPLOYEES' HEALTH INSURANCE	MARCH HEALTH INSURANCE		75,164.49
16098	02/27/2020	3259	FIRST UNUM LIFE INSURANCE CO.	MARCH DISABILITY INS.		253.81

Number of Transactions: 41

Warrant Total: 106,031.13
Vendor Portion: 106,031.13

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 41 in number, in the total amount of \$ 106,031.13. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/28/20 Noelle Shot
Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 106,031.13. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

3/2/20 Jerome F. Horago
Date Claims Auditor

LONG LAKE CSD

Check Warrant Report For C - 8: Cash Disbursement - February 2020 For Dates 2/1/2020 - 2/29/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2235	02/14/2020	3378	PM LEARY LLC	ROTO-ROOTER		485.00
2236	02/14/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	200101	301.37
2237	02/14/2020	3652	U.S. FOODSERVICE, INC.	CAFETERIA FOOD	200183	689.04
2238	02/14/2020	2496	SYSCO FOOD SERVICES	CAFETERIA FOOD	200185	1,483.92
2239	02/14/2020	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	200184	32.56
2240	02/14/2020	4204	BIMBO FOODS BAKERIES	CAFETERIA FOOD	200097	122.34
2241	02/14/2020	2551	W.B. MASON CO. INC.	CAFETERIA NAPKINS	200098	27.45
2242	02/14/2020	2564	ECOLAB	CAFETERIA DETERGENT	200198	179.72
2243	02/25/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	200101	379.82

Number of Transactions: 9

Warrant Total: 3,701.22
Vendor Portion: 3,701.22

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 9 in number, in the total amount of \$ 3,701.22. 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.

2/28/20 Nellef 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 \$ 3,701.22. 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.

3/2/20 Dwaine S. Flanagan
Date Claims Auditor

LONG LAKE CSD

V.C.



Check Warrant Report For TA - 8: Cash Disbursement - Trust & Agency For Dates 2/1/2020 - 2/29/2020

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
586	02/13/2020	3407	NYS INCOME TAX	Trust & Agency Payment		2,865.58
587	02/13/2020	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,850.00
588	02/13/2020	4340	LLCS GENERAL FUND	Trust & Agency Payment		47,860.57
589	02/13/2020	4375	EFTPS Enrollment Processing	Trust & Agency Payment		16,546.11
590	02/27/2020	3407	NYS INCOME TAX	Trust & Agency Payment		2,719.30
591	02/27/2020	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,850.00
592	02/27/2020	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		363.84
593	02/27/2020	4340	LLCS GENERAL FUND	Trust & Agency Payment		44,360.60
594	02/27/2020	4375	EFTPS Enrollment Processing	Trust & Agency Payment		15,489.66
3070	02/13/2020	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		164.35
3071	02/13/2020	3454	LLCS TEACHERS' ASSOCIATION	Trust & Agency Payment - DUES-TEACHER		1,104.70
3072	02/13/2020	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		210.00
3073	02/27/2020	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		164.35
3074	02/27/2020	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - F-EBF		1,965.94
3075	02/27/2020	3454	LLCS TEACHERS' ASSOCIATION	Trust & Agency Payment - DUES-TEACHER		1,104.10
3076	02/27/2020	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		210.00

Automatic Pymt's

Number of Transactions: 16

Warrant Total: 140,829.10

Vendor Portion: 140,829.10

Certification of Warrant

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

2/27/20 _____
Date Superintendent

LONG LAKE CSD

Budget Transfer Schedule Report For A - 7: Budget Transfer



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
118		03/11/2020	TRANSFER TO COVER SHORTAGE IN PE SUPPLIES			Not Required		
	A 2110.450-0000		Teaching Materials & Supplies				700.00	700.00
	A 2110.452-3000		Phys Ed					
119		03/11/2020	TRANSFER TO COVER SHORTAGE DUE TO HELP WANTED/LEGAL ADS			Not Required		
	A 1040.400-0000		BOE District Clerk Contractual				3,000.00	3,000.00
	A 1240.400-0000		Central Admin Contractual					
Grand Totals:							3,700.00	3,700.00
Net Amount:							0.00	

Number of Budget Transfers: 2

Account Distribution Totals				Debits	Credits
Account	Description				
A 1040.400-0000	BOE District Clerk Contractual			0.00	3,000.00
A 1240.400-0000	Central Admin Contractual			3,000.00	0.00
A 2110.450-0000	Teaching Materials & Supplies			700.00	0.00
A 2110.452-3000	Phys Ed			0.00	700.00
Fund A Totals:				3,700.00	3,700.00
Grand Totals:				3,700.00	3,700.00

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION

The District values the protection of private information of individuals in accordance with applicable law and regulations. The District is required to notify affected individuals when there has been or is reasonably believed to have been a compromise of the individual's private information in compliance with the Information Security Breach and Notification Act and Board policy.

a) ~~***~~"Personal information" means any information concerning a person which, because of name, number, symbol, mark, or other identifier, can be used to identify that person.

ab) "Private information" means either:

1. ~~***p~~Personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the combination of personal information ~~or~~ plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:

~~1-~~(a) Social security number;

~~2-~~(b) Driver's license number or non-driver identification card number; ~~or~~

~~3-~~(c) Account number, credit or debit card number, in combination with any required security code, access code, ~~or~~ password, or other information which would permit access to an individual's financial account-;

(d) Account number, or credit or debit card number, if circumstances exist where the number could be used to access an individual's financial account without additional identifying information, security code, access code, or password; or

(e) Biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity;

2. A username or email address in combination with a password or security question and answer that would permit access to an online account.

"Private information" does not include publicly available information that is lawfully made available to the general public from federal, state, or local government records.

~~***"Personal information" means any information concerning a person which, because of name, number, symbol, mark or other identifier, can be used to identify that person.~~

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

- bc) "Breach of the security of the system" means unauthorized acquisition or acquisition without valid authorization of computerized data which compromises the security, confidentiality, or integrity of personal information maintained by the District. Good faith acquisition of personal information by an employee or agent of the District for the purposes of the District is not a breach of the security of the system, provided that private information is not used or subject to unauthorized disclosure.

Determining if a Breach Has Occurred

In determining whether information has been acquired, or is reasonably believed to have been acquired, by an unauthorized person or person without valid authorization, the District may consider the following factors, among others:

- a) Indications that the information is in the physical possession or control of an unauthorized person, such as a lost or stolen computer or other device containing information;
- b) Indications that the information has been downloaded or copied;
- c) Indications that the information was used by an unauthorized person, such as fraudulent accounts opened or instances of identity theft reported; or
- d) System failures.

Notification Requirements

- a) For any computerized data owned or licensed by the District that includes private information, the District will disclose any breach of the security of the system following discovery or notification of the breach to any New York State resident whose private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization. The disclosure to affected individuals will be made in the most expedient time possible and without unreasonable delay, consistent with the legitimate needs of law enforcement, or any measures necessary to determine the scope of the breach and restore the reasonable integrity of the data system. The District will consult with the New York State Office of Information Technology Services to determine the scope of the breach and restoration measures. Within 90 days of the notice of the breach, the New York State Office of Information Technology Services will deliver a report to the District on the scope of the breach and recommendations to restore and improve the security of the system.

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

- b) Notice to affected persons under State Technology Law is not required if the exposure of private information was an inadvertent disclosure by persons authorized to access private information, and the District reasonably determines the exposure will not likely result in the misuse of the information, or financial or emotional harm to the affected persons. This determination must be documented in writing and maintained for at least five years. If the incident affected over 500 New York State residents, the District will provide the written determination to the New York State Attorney General within ten days after the determination.
- c) If notice of the breach of the security of the system is made to affected persons pursuant to the breach notification requirements under certain laws and regulations, the District is not required to provide additional notice to those affected persons under State Technology Law. However, the District will still provide notice to the New York State Attorney General, the New York State Department of State, the New York State Office of Information Technology Services, and to consumer reporting agencies.
- db) For any computerized data maintained by the District that includes private information which the District does not own, the District will notify the owner or licensee of the information of any breach of the security of the system immediately following discovery, if the private information was, or is reasonably believed to have been, accessed or acquired by a person without valid authorization.

The notification requirement may be delayed if a law enforcement agency determines that the notification impedes a criminal investigation. The required notification will be made after the law enforcement agency determines that the notification does not compromise the investigation.

If the District is required to provide notification of a breach, including breach of information that is not private information, to the United States Secretary of Health and Human Services pursuant to the Health Insurance Portability and Accountability Act of 1996 or the Health Information Technology for Economic and Clinical Health Act, it will provide notification to the New York State Attorney General within five business days of notifying the United States Secretary of Health and Human Services.

Methods of Notification

The required notice will be directly provided to the affected persons by one of the following methods:

- a) Written notice;
- b) Electronic notice, provided that the person to whom notice is required has expressly consented to receiving the notice in electronic form; and a log of each such notification is kept by the District when notifying affected persons in electronic form. However, in no case will the District require a person to consent to accepting such the notice in electronic form as a condition of establishing any business relationship or engaging in any transaction;

(Continued)

SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION (Cont'd.)

- c) Telephone notification, provided that a log of each notification is kept by the District when notifying affected persons by phone; or
- d) Substitute notice, if the District demonstrates to the New York State Attorney General that the cost of providing notice would exceed \$250,000, or that the affected class of subject persons to be notified exceeds 500,000, or that the District does not have sufficient contact information. Substitute notice will consist of all of the following:
 - 1. Email notice when the District has an email address for the subject persons;
 - 2. Conspicuous posting of the notice on the District's website page, if the District maintains one; and
 - 3. Notification to major statewide media.

Regardless of the method by which notice is provided, the notice will include:

- a) Contact information for the notifying District;
- b) The telephone numbers and websites of the relevant state and federal agencies that provide information regarding security breach response and identity theft prevention and protection information; and
- c) A description of the categories of information that were, or are reasonably believed to have been, accessed or acquired by a person without valid authorization, including specification of which of the elements of personal information and private information were, or are reasonably believed to have been, accessed or acquired.

In the event that any New York State residents are to be notified, the District will notify the New York State Attorney General (AG), the New York State Department of State, and the New York State Office of Information Technology Services as to the timing, content, and distribution of the notices and approximate number of affected persons and provide a copy of the template of the notice sent to affected persons. This notice will be made without delaying notice to affected New York State residents.

In the event that more than 5,000 New York State residents are to be notified at one time, the District will also notify consumer reporting agencies, as defined in State Technology Law Section 208, as to the timing, content, and distribution of the notices and approximate number of affected persons. This notice will be made without delaying notice to affected New York State residents.

A list of consumer reporting agencies will be compiled by the AG New York State Attorney General and furnished upon request to any school districts required to make a notification in accordance with State Technology Law Section 208(2), regarding notification of breach of security of the system for any computerized data owned or licensed by the District that includes private information.

Adoption Date

Personnel

SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE

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

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

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

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

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

What Constitutes Sexual Harassment

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

(Continued)

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

new { Under New York State Human Rights Law, sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences.

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

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

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

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

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

Examples of Sexual Harassment

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

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

(Continued)

Personnel

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

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

Prohibition of Retaliatory Behavior (Whistle-Blower Protection)

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

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

(Continued)

Personnel

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

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

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

Reporting Sexual Harassment

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

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

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

Supervisory Responsibilities

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

~~Customize to District -- If the Superintendent is the CRCO, end the sentence at the word capacity.~~

(Continued)

Personnel

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

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

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

Investigating Complaints

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

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

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

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

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

(Continued)

Personnel

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

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

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

Annual Training

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

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

(Continued)

Personnel

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

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

Notice

The District will provide this policy to all employees in writing. The District will post this policy prominently throughout the District to the extent practicable.

At the time of hiring and at every annual sexual harassment prevention training program, the District will provide each employee a notice containing this policy and the information presented at the District's sexual harassment prevention training program.

This notice will be provided in English and in the language identified by the employee as his or her primary language, provided that the New York State Department of Labor Commissioner has published a template of the model materials in that language.

The notice will be delivered in writing, either in print or digitally. The notice will either link to or include, as an attachment or printed copy, the policy and training materials.

Legal Protections and External Remedies

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

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

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

State Human Rights Law (HRL)

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

(Continued)

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

new { Complaints with DHR may be filed any time within one year (three years beginning August 12, 2020) of the harassment. If an individual did not file with DHR, they can sue directly in state court under the HRL, within three years of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

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

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

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

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

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

Civil Rights Act of 1964

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

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

(Continued)

Personnel

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

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

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

Title IX

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

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

Local Protections

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

Local Police Department

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

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

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

Adoption Date

SECTION VII COMBINING OF TEAMS APPLICATION

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

PART I

School: Long Lake Central School District

Address: Po Box 217, 20 School Lane

Long Lake, New York Zip: 12847

Other Schools Involved: Indian Lake Central School District

Sport to be Combined: All Sports / All Levels

BEDS ENROLLMENT NUMBER OF THIS SCHOOL: 11

BEDS ENROLLMENT NUMBER OF OTHER SCHOOLS INVOLVED: 38

TOTAL ENROLLMENT: 49

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

Not enough students to field teams

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

DATES	GRADES			
	9	10	11	12
LAST SCHOOL YEAR <u>2018-2019</u>	<u>2</u>	<u>1</u>	<u>1</u>	<u>3</u>
CURRENT SCHOOL YEAR <u>2019-2020</u>	<u>5</u>	<u>2</u>	<u>1</u>	<u>1</u>

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

Where will practices be held? At both schools

Where will home competitions be held? At both schools

Which school will be responsible for administering the program?

Both Schools

Name of Athletic Director responsible for administering the program:

Allison Gonyo/David Snide - Indian Lake CSD

NAME

SCHOOL

Victoria Snide/Noelle Short - Long Lake CSD

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

SIGNATURES:

SUPERINTENDENT OF SCHOOLS:

Noelle J. Short

BOARD OF EDUCATION PRESIDENT:

ATHLETIC DIRECTOR:

Victoria J. Snide

DATE OF APPLICATION: _____

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

PART II - LEAGUE ACTION

NAME OF LEAGUE

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

Vote of member schools: YES: _____ NO : _____ ABSTAIN: _____

SIGNATURE OF EXECUTIVE SECRETARY: _____

DATE: _____

If the request is approved:

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

If the request is not approved:

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

PART III - ACTION OF THE SECTION VII ATHLETIC COUNCIL

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

CLASSIFICATION OF THE MERGED TEAM:

Signature of Section VII President: _____ Date: _____

If not approved, reason (s):



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

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

To: Board of Education Members

From: Vickie Snide *Vickie*

Re: Budget Information Worksheet

Date: March 11, 2020

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

Business Manager
Victoria J. Snide
vsnide@longlakecsd.org

Treasurer
Lisa Walker
lwalker@longlakecsd.org

School Counselor
Elisha Cohen
ecohen@longlakecsd.org

Attached is the current 2020-2021 budget. BOCES expenditures should be known soon and will be updated when received. The budget is below the property tax cap.

The Tax Levy Limit Calculation, attached, has been filed with NYS Comptrollers Office by their March 1, 2020 deadline. Because we used fund balance to pay for the BOCES capital project payments, the new capital exclusion did not affect our tax cap levy limit.

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

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

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

Alex Harris' board seat is up for election. Currently no one has requested a petition.

**TAX LEVY LIMIT CALCULATION – FINAL For 2020-2021 School Year
V. Snide, 2/25/2020**

Prior Year Tax Levy -2019-2020 school year tax levy	\$2,918,000
x 2020 Tax Base Growth Factor -Comes from Office of Real Property Tax Services	<u>x 1.0032</u> \$2,927,337
+ Prior year PILOT's -we currently do not have any of these	-0-
- Prior year exclusions	
-capital local & BOCES expenditures – example is principal and interest payments on debt, equipment expenses for transportation (bus purchases) (buses purchased through reserves does not apply) less aid	-0-
-court orders – we currently do not have any	<u>-0-</u>
Adjusted Prior Year Levy	\$2,927,337
x Allowable Growth Factor -Lesser of CPI (1.81%) or 2%	<u>x 1.81%</u> \$2,980,322
- PILOTS for coming year -we currently do not have any of these	-0-
+ Available Carryover	<u>\$ 955</u>
TAX LEVY LIMIT - This must be reported to NYS March 1	\$2,981,277 (+\$63,277)
+ 2020-2021 Exclusions - FINAL	
-capital local & BOCES expenditures – example is principal and interest payments on debt (building and buses) less building aid, BOCES aid and transportation aid	\$108,356
-court orders – we currently do not have any	-0-
-Employees Retirement System costs above 2 percentage points increase, which is 0 for 2020-2021 as the ERS average contribution rate is not 2.0 percentage points higher than '19-'20	-0-
-Teachers Retirement System costs above 2 percentage points increase, which is 0 for 2020-2021 as the TRS rate is not 2.0 percentage points higher than '19-'20	<u>-0-</u>
MAXIMUM ALLOWABLE LEVY – To exceed this, need super majority vote	FINAL \$3,089,633 (\$171,633 or 5.882% higher than prior year levy)

NOTES OF INTEREST

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

ITEMS THAT MUST BE COMMUNICATED TO THE PUBLIC

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

BUDGET SPREADSHEET

		Proposed	
	2018-2019	2019-2020	2020-2021
Budget Summary			
General Support	725,944	737,429	755,961
Instruction	1,750,843	1,863,442	1,904,800
Pupil Transportation	135,199	136,560	143,864
Undistributed	1,455,886	1,448,209	1,577,429
General Fund Budget Total	4,067,872	4,185,640	4,382,054
 Projected Revenues			
State Aid	479,000	484,000	484,000
BOCES	59,000	45,000	55,000
Interest on Deposits	400	15,000	15,000
Miscellaneous	7,300	11,600	12,600
Total External Revenues	545,700	555,600	566,600
Appropriated Fund Balance	673,172	712,040	726,454
 Total Revenues & Appropriated Fund Balance	 1,218,872	 1,267,640	 1,293,054
Appropriated Planned Balance	285,000	285,000	285,000
 Tax Levy Summary			
General Fund Appropriation	4,067,872	4,185,640	4,382,054
Less Projected Revenues & Approp. Fund Bal.	1,218,872	1,267,640	1,293,054
Tax Levy Summary	2,849,000	2,918,000	3,089,000
 Tax Rate Summary-Long Lake			
(Per \$1,000 A/V)	\$4.6738	\$4.7963	\$5.0773
Tentative, March 2020			

TAX RATE PROJECTION

SCHOOL YEAR 2020-2021

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 2020-2021 are estimated below.

	ARIETTA	LONG LAKE
Taxable assessed value:	\$27,764,753	\$580,623,931
Total district value:	\$608,388,684	
Proportion of district value:	4.5637%	95.4363%
School tax levy:	\$3,089,000	
Levy Apportioned by Municipality:	\$140,972.69	\$2,948,027.31
Tax rate per \$1,000 of assessed value 2020-2021:	\$ 5.07740	\$ 5.07734

Tax Rate Comparison:

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
2005-2006	6.3541	6.3541

(Tentative, March 2020)

Budget Percentage Comparisons

SCHOOL YEAR	TOTAL BUDGET	% OF INCREASE IN BUDGET OVER PRIOR YEAR	TAX LEVY	% OF INCREASE IN TAX LEVY OVER PRIOR YEAR	TAX RATE	% OF INCREASE IN TAX RATE
2020-2021	\$4,382,054	4.69%	\$3,089,000	5.86%	\$ 5.07730	5.86%
2019-2020	\$4,185,640	2.90%	\$2,918,000	2.42%	\$ 4.79628	2.62%
2018-2019	\$4,067,872	1.95%	\$2,849,000	2.15%	\$ 4.67376	2.21%
2017-2018	\$3,990,242	2.45%	\$2,788,942	1.54%	\$ 4.57287	1.93%
2016-2017	\$3,894,743	-0.74%	\$2,746,561	-0.67%	\$ 4.48622	0.32%
2015-2016	\$3,923,935	2.74%	\$2,765,000	2.83%	\$ 4.47171	3.88%
2014-2015	\$3,819,403	3.67%	\$2,688,896	3.36%	\$ 4.30450	3.48%
2013-2014	\$3,684,259	1.91%	\$2,601,546	3.31%	\$ 4.15980	10.85%
2012-2013	\$3,615,151	-1.91%	\$2,518,214	2.32%	\$ 3.75275	2.55%
2011-2012	\$3,685,596	1.52%	\$2,461,129	5.04%	\$ 3.65934	5.64%
2010-2011	\$3,630,301	-4.35%	\$2,343,078	-13.26%	\$ 3.46400	-12.03%
2009-2010	\$3,795,355	-0.01%	\$2,701,318	9.40%	\$ 3.93760	-29.70%
2008-2009	\$3,795,660	-2.30%	\$2,469,136	-14.42%	\$ 5.60150	-14.68%
2007-2008	\$3,884,926	1.41%	\$2,885,158	-4.46%	\$ 6.56520	-5.61%
2006-2007	\$3,831,090	4.41%	\$3,019,840	7.35%	\$ 6.95550	9.46%
2005-2006	\$3,669,112	4.35%	\$2,812,952	-0.45%	\$ 6.35410	-18.57%
2004-2005	\$3,516,062	0.95%	\$2,825,775	1.59%	\$ 7.80330	1.19%
2003-2004	\$3,483,018	4.20%	\$2,781,593	7.30%	\$ 7.71130	-4.18%
2002-2003	\$3,342,538	2.90%	\$2,592,288	3.07%	\$ 8.04730	1.63%
2001-2002	\$3,248,335	3.93%	\$2,515,085	3.95%	\$ 7.91840	-2.09%
2000-2001	\$3,125,606	4.20%	\$2,419,437	3.37%	\$ 8.08780	3.56%

Tax Rate: 2005-2006 school year - Reassessment
2009-2010 school year - Reassessment
2013-2014 school year - Revaluation

Tentative, March 2020

LONG LAKE CSD

Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 1010.400-0000	BOE Contractual Expense	8,000.00	7,920.00
A 1010.450-0000	BOE Materials and Supplies	2,800.00	2,500.00
A 1010.490-0000	BOE BOCES Services	7,500.00	7,500.00
1010	BOARD OF EDUCATION *	18,300.00	17,920.00
A 1040.160-0000	BOE District Clerk Salaries	2,353.00	2,284.00
A 1040.400-0000	BOE District Clerk Contractual	4,000.00	3,000.00
Increased Newspaper Ads			
1040	DISTRICT CLERK *	6,353.00	5,284.00
10	**	24,653.00	23,204.00
A 1240.160-0000	Support Staff Salaries	125,597.00	117,579.00
Per Contracted Salaries			
A 1240.200-0000	Central Admin Equipment	2,000.00	2,000.00
A 1240.400-0000	Central Admin Contractual	13,680.00	12,280.00
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	2,500.00
1240	CHIEF SCHOOL ADMINISTRATOR *	143,777.00	134,359.00
12	**	143,777.00	134,359.00
A 1310.160-0000	Finance Business Admin Salaries	89,819.00	82,966.00
Per Contracted Salaries			
A 1310.490-0000	Finance BOCES Services	28,000.00	27,500.00
1310	BUSINESS ADMINISTRATION *	117,819.00	110,466.00
A 1320.160-0000	Finance Auditing Salaries	550.00	534.00
A 1320.400-0000	Finance Auditor Contractual	9,000.00	8,800.00
1320	AUDITING *	9,550.00	9,334.00
A 1325.160-0000	Finance District Treasurer	20,967.00	20,374.00

LONG LAKE CSD



Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 1325.450-0000	Finance District Treasurer Supplies	250.00	250.00
1325	TREASURER	21,217.00	20,624.00
A 1330.160-0000	Finance Tax Collector Salary	4,057.00	3,939.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	1,500.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	100.00
1330	TAX COLLECTOR	5,657.00	5,539.00
13		154,243.00	145,963.00
A 1420.400-0000	Legal Contractual	14,000.00	14,000.00
1420	LEGAL	14,000.00	14,000.00
A 1430.490-0000	Personnel - BOCES Services	1,950.00	1,950.00
1430	PERSONNEL	1,950.00	1,950.00
A 1480.400-0000	Public Info Contractual	250.00	250.00
A 1480.450-0000	Public Info/Printing Charges	1,000.00	1,000.00
1480	PUBLIC INFORMATON & SERVICES	1,250.00	1,250.00
14		17,200.00	17,200.00
A 1620.160-0000	Central Services Support Staff Salaries	100,712.00	91,375.00
	Per Contracted Salaries		
A 1620.200-0000	Central Services Equipment	1,000.00	21,300.00
	Last Budget Included		
	Tractor		
A 1620.400-0000	Central Services Contractual	65,250.00	62,700.00
	Includes New Cyber Insurance Policy		
A 1620.410-0000	Central Services Fuel Oil	85,000.00	80,000.00

LONG LAKE CSD

Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 1620.420-0000	Central Services Television	1,800.00	1,800.00
A 1620.430-0000	Central Services Electricity	27,000.00	27,000.00
A 1620.440-0000	Central Services Water Rent	1,000.00	1,000.00
A 1620.450-0000	Central Services Materials & Supplies	21,500.00	21,500.00
A 1620.460-0000	Central Services Telephone	9,000.00	8,500.00
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
1620	OPERATION OF PLANT *	313,362.00	316,275.00
A 1621.160-0000	Mainten Support Staff Salaries	15,451.00	13,928.00
A 1621.400-0000	Maintenance Contractual Exp	17,500.00	17,500.00
1621	MAINTENANCE OF PLANT *	32,951.00	31,428.00
A 1670.400-0000	Contractual	825.00	1,200.00
A 1670.450-0000	Postage	3,200.00	3,200.00
A 1670.490-0000	Printing - BOCES Services	2,000.00	2,000.00
1670	CENTRAL PRINTING & MAILING *	6,025.00	6,400.00
A 1680.490-0000	Central DP - BOCES Services	38,000.00	37,500.00
1680	CENTRAL DATA PROCESSING *	38,000.00	37,500.00
16	**	390,338.00	391,603.00
A 1910.400-0000	Unallocated Insurance	1,000.00	1,000.00
1910	UNALLOCATED INSURANCE *	1,000.00	1,000.00
A 1920.400-0000	School Association Dues	4,650.00	4,500.00
1920	SCHOOL ASSOCIATION DUES *	4,650.00	4,500.00

LONG LAKE CSD

Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 1981.490-0000	BOCES Administrative Costs	20,000.00	19,500.00
1981	BOCES ADMINISTRATIVE * COSTS	20,000.00	19,500.00
A 1983.490-0000	BOCES Capital Expenses	100.00	100.00
1983	BOCES CAPITAL * EXPENSE	100.00	100.00
19		25,750.00	25,100.00
1		755,961.00	737,429.00
A 2020.150-0000	Supervision Instructional	25,000.00	25,000.00
2020	SUPERVISION - * REGULAR SCHOOL.	25,000.00	25,000.00
A 2070.150-0000	Instructional Salaries	16,720.00	13,180.00
A 2070.490-0000	Inservices - BOCES Services	20,000.00	20,000.00
2070	INSERVICE TRAINING - * INSTRUCTION	36,720.00	33,180.00
20		61,720.00	58,180.00
A 2110.120-0000	Teaching K-6 Salaries	487,932.00	480,452.00
	Per Contracted Salaries		
A 2110.130-0000	Teaching 7-12 Salaries	468,162.00	477,469.00
	Reflects Retirement From Last Year		
A 2110.140-0000	Substitute Teachers	18,000.00	18,000.00
A 2110.160-0000	Support Staff Salaries	41,327.00	53,753.00
	Moved Partial TA to Special Ed		
A 2110.170-0000	Payment in Lieu of Health Insurance	14,000.00	6,000.00
	Five Buyouts		
A 2110.200-0000	Teaching Equipment	7,000.00	10,000.00
	Elem. Lockers, Wood Lathe		

LONG LAKE CSD

Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)



Account	Description	2020 - 21	2019 - 20
		Proposed Budget	Budget
A 2110.400-0000	Teaching Contractual	16,726.00	16,650.00
A 2110.410-0000	Field Trips	21,000.00	20,000.00
A 2110.411-0000	Conference Attendance	10,500.00	8,500.00
A 2110.412-0000	Mileage Reimbursement	2,500.00	2,500.00
A 2110.413-0000	Arts in Education	3,000.00	3,000.00
A 2110.450-0000	Teaching Materials & Supplies	9,000.00	9,000.00
A 2110.451-0000	Elementary - Grade 1	2,075.00	2,631.00
A 2110.451-1000	Summer School	90.00	78.00
A 2110.451-2000	Art Program	2,725.00	2,869.00
A 2110.451-4000	Teachers Assistant-Dukett	250.00	250.00
A 2110.451-5000	English	325.00	621.00
A 2110.451-7000	Family Consumer Science		675.00
A 2110.451-8000	Health Education	260.00	250.00
A 2110.451-9000	Math	800.00	500.00
A 2110.452-1000	Elementary - Conboy/SPED	255.00	750.00
A 2110.452-2000	Music	1,000.00	2,366.00
A 2110.452-3000	Phys Ed	1,628.00	300.00
A 2110.452-4000	Science	1,195.00	750.00
A 2110.452-5000	Social Studies	300.00	900.00
A 2110.452-6000	Technology	2,190.00	750.00
A 2110.452-7000	Elementary - PreK/Teaching Assistant	900.00	650.00
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	250.00	341.00
A 2110.453-0000	Elementary - Harkness	405.00	270.00
A 2110.454-0000	Elementary - Grade 2	900.00	913.00
A 2110.455-0000	Elementary - Grade 3/4	1,250.00	1,100.00
A 2110.456-0000	Elementary - Grade 5/6	625.00	484.00
A 2110.458-0000	Elementary - Grade K	1,015.00	1,160.00
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	11,500.00	3,000.00
A 2110.490-0000	Spanish Curriculum		
A 2110.490-0000	Teaching BOCES	16,000.00	20,000.00

LONG LAKE CSD



Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
Drop Curriculum Mapper			
2110	TEACHING - REGULAR * SCHOOL	1,147,585.00	1,149,432.00
21	**	1,147,585.00	1,149,432.00
A 2250.150-0000	Instructional Salaries	90,540.00	86,695.00
A 2250.160-0000	Non Instructional Salaries	34,772.00	17,929.00
Patial TA from Teaching to Special Ed			
A 2250.400-0000	Students w/Disab Contractual	4,500.00	4,500.00
A 2250.450-0000	Special Ed Materials & Supplies	675.00	400.00
A 2250.470-0000	Special Tuition	2,500.00	2,500.00
A 2250.490-0000	BOCES Services	85,000.00	85,000.00
2250	* PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	217,987.00	197,024.00
A 2280.490-0000	BOCES Services	30,000.00	30,000.00
2280	* OCCUPATIONAL EDUCATION (GRADES 9 -12)	30,000.00	30,000.00
22	**	247,987.00	227,024.00
A 2330.150-0000	Adult Education Salary	11,350.00	10,804.00
A 2330.151-0000	Special Schools Salary	20,160.00	20,160.00
A 2330.400-0000	Special Schools Contractual	3,600.00	3,398.00
A 2330.450-0000	Special Schools Materials & Supplies	500.00	1,000.00
2330	* TEACHING - SPECIAL SCHOOLS	35,610.00	35,362.00
23	**	35,610.00	35,362.00



LONG LAKE CSD

Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2020 - 21	2019 - 20
		Proposed Budget	Budget
A 2610.150-0000	Library Salaries	54,058.00	52,504.00
A 2610.450-0000	Library Materials & Supplies	1,235.00	900.00
A 2610.460-0000	Library Collections	3,546.00	7,400.00
A 2610.490-0000	Library BOCES Services	8,750.00	8,500.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	67,589.00	69,304.00
A 2630.220-0000	Computer Hardware	21,000.00	21,000.00
A 2630.450-0000	Computer Materials & Supplies	1,000.00	1,000.00
A 2630.460-0000	Computer Software	7,000.00	7,000.00
A 2630.490-0000	Computer BOCES	71,200.00	70,200.00
2630	COMPUTER ASSISTED INSTRUCTION	100,200.00	99,200.00
26		**	167,789.00
A 2805.160-0000	Attendance	4,500.00	4,500.00
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	4,500.00
A 2810.150-0000	Guidance Instructional Salaries	63,815.00	61,455.00
A 2810.450-0000	Guidance Materials & Supplies	925.00	500.00
A 2810.451-0000	Guidance Testing and Materials	950.00	1,150.00
2810	GUIDANCE - REGULAR SCHOOL	65,690.00	63,105.00
A 2815.160-0000	Support Staff Salaries	34,629.00	30,855.00
A 2815.400-0000	Health Contractual	6,500.00	6,800.00
A 2815.450-0000	Health Materials & Supplies	2,500.00	1,540.00
2815	HEALTH SERVICES - REGULAR SCHOOL	43,629.00	39,195.00

LONG LAKE CSD

Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)



Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 2820.400-0000	Psychologist Contractual	45,000.00	40,000.00
New Shared Employee			
A 2820.450-0000	Psychologist Materials & Supplies	1,500.00	250.00
A 2820.490-0000	BOCES Psychologist	11,500.00	11,000.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	58,000.00	51,250.00
A 2825.400-0000	Contractual	6,700.00	6,000.00
Includes Backpack Program			
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,700.00	6,000.00
A 2850.150-0000	Co-curricular Salaries	30,090.00	25,890.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	1,000.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	31,090.00	26,890.00
A 2855.150-0000	Interscholastic Salaries	10,000.00	10,000.00
A 2855.400-0000	Interscholastic Contractual	20,500.00	20,500.00
A 2855.450-0000	Interscholastic Materials & Supplies	2,500.00	3,000.00
A 2855.490-0000	BOCES Interscholastic	1,500.00	500.00
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	34,500.00	34,000.00
28		244,109.00	224,940.00
2		1,904,800.00	1,863,442.00
A 5510.160-0000	Transportation Salaries	86,064.00	78,760.00
Per Contracted Salaries			
A 5510.400-0000	Transportation Contractual	15,000.00	15,000.00
A 5510.450-0000	Transportation Materials &	500.00	500.00

LONG LAKE CSD



Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 5510.451-0000	Supplies Misc	18,000.00	18,000.00
A 5510.452-0000	Diesel/Gasoline	2,500.00	2,500.00
A 5510.453-0000	Tires	7,500.00	7,500.00
A 5510.454-0000	Parts	13,000.00	13,000.00
A 5510.490-0000	Labor	1,300.00	1,300.00
5510	BOCES Contractual	143,864.00	136,560.00
	DISTRICT		
	TRANSPORTATION		
	SERVICES		
55		143,864.00	136,560.00
5		143,864.00	136,560.00
A 9010.800-0000	NYS Retirement	67,500.00	61,000.00
Rate 15.9% to 16.2%			
9010	STATE RETIREMENT	67,500.00	61,000.00
A 9020.800-0000	Teacher Retirement	140,000.00	125,500.00
Rate 8.86% to 9.53%			
9020	TEACHERS' RETIREMENT	140,000.00	125,500.00
A 9030.800-0000	Social Security	143,103.00	140,000.00
9030	SOCIAL SECURITY	143,103.00	140,000.00
A 9040.800-0000	Worker Compensation	11,000.00	12,000.00
9040	WORKERS' COMPENSATION	11,000.00	12,000.00
A 9050.800-0000	Unemployment	20,000.00	20,000.00
9050	UNEMPLOYMENT	20,000.00	20,000.00
	INSURANCE		
A 9055.800-0000	Disability Plan	4,000.00	4,000.00
9055	DISABILITY INSURANCE	4,000.00	4,000.00

LONG LAKE CSD



Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 9060.800-0000	Hospitalization	960,000.00	980,000.00
6 Months with No Increase			
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	960,000.00	980,000.00
90	**	1,345,603.00	1,342,500.00
A 9731.600-0000	Bond Anticipation Notes - Principal	50,000.00	
A 9731.700-0000	Bond Anticipation Notes - Interest	73,125.00	
Capital Project Interest on BAN			
9731	*	123,125.00	0.00
97	**	123,125.00	0.00
A 9901.930-0000	Transfer to School Food Svc Fund	108,701.00	105,709.00
9901	TRANSFERS TO FUNDS *	108,701.00	105,709.00
99	**	108,701.00	105,709.00
9	***	1,577,429.00	1,448,209.00
Grand Totals:		4,382,054.00	4,185,640.00

Revenue Status Report For 2020-2021 GENERAL FUND REVENUE BUDGET

Account	Description	2020 - 21		2019 - 20	
		Proposed	Budget	Budget	
A 1001	Real Property Taxes			2,885,565.18	
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)			32,434.82	
A 1090	Penalty on Taxes	3,000.00		3,000.00	
A 1310	Day School Tuition	4,600.00		3,600.00	
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	15,000.00		15,000.00	
A 2650	Sale of Excess Materials				
A 2680	Insurance Recoveries				
A 2701	Refunds of Prior Years Expenditures				
A 2770	Other Unclassified Revenues			0.00	
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		45,000.00	
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				
A 4289	Resit				
A 4601	Other Federal Educational Aid				
A 5031	Medicaid Assistance, HRSS	4,000.00		4,000.00	
	Interfund Transfer				

Revenue Status Report For 2020-2021 GENERAL FUND REVENUE BUDGET

Account	Description	2020 - 21	2019 - 20
		<u>Proposed Budget</u>	<u>Budget</u>
Grand Totals:		566,600.00	3,473,600.00

LONG LAKE CSD

Budgeting Appropriation Status Report For 2020-2021 LUNCH FUND EXPENSES BUDGET (Detail)



Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
C 2860.160-0000	Cafeteria Salaries	65,026.00	59,553.00
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 & Supplies	2,500.00	2,500.00
2860	SCHOOL FOOD SERVICE *	100,526.00	95,053.00
28	**	100,526.00	95,053.00
2	***	100,526.00	95,053.00
C 9010.800-0000	Cafeteria Employees Retirement	10,500.00	9,500.00
9010	STATE RETIREMENT *	10,500.00	9,500.00
C 9030.800-0000	Cafeteria Social Security	4,975.00	4,556.00
9030	SOCIAL SECURITY *	4,975.00	4,556.00
C 9060.800-0000	Cafeteria Health Insurance	28,000.00	31,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE *	28,000.00	31,000.00
90	**	43,475.00	45,056.00
9	***	43,475.00	45,056.00
Grand Totals:		144,001.00	140,109.00

LONG LAKE CSD

Revenue Status Report For 2020-2021 LUNCH FUND REVENUE BUDGET



Account	Description	2020 - 21		2019 - 20	
		Proposed Budget	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	1,000.00		1,800.00	
C 2401	Interest and Earnings			0.00	
C 2665	Sale of Equipment				
C 2770	Misc. Revenues			0.00	
C 3190.FB	Breakfast - Federal Reimbursement	6,000.00		5,500.00	
C 3190.FL	Lunch - Federal Reimbursement	13,000.00		12,000.00	
C 3190.FS	Snack - Federal Reimbursement	550.00		550.00	
C 3190.SB	Breakfast - State Reimbursement	250.00		250.00	
C 3190.SL	Lunch - State Reimbursement	500.00		500.00	
C 3190.SS	Snack - State Reimbursement			0.00	
C 4190	USDA Surplus Food	2,000.00		1,800.00	
C 5031	Interfund Transfer	108,701.00		105,709.00	
Grand Totals:		144,001.00		140,109.00	

Long Lake Central School

2020-2021 School Calendar-Draft



SEPTEMBER 2020						
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 2020						
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 2020						
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 2020						
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 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						

FEBRUARY 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						

MARCH 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			

APRIL 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	

MAY 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					

JUNE 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			

Days of School per Month

September	17	February	15
October	21	March	23
November	17	April	16
December	16	May	20
January	19	June	19
Total Days:	183	Emergency Days:	3

Marking Period Dates

First Quarter:	9/8/20-11/13/20
Parent Teacher Conference:	11/19/20
Second Quarter:	11/16/20-1/29/21
Third Quarter:	2/1/21-4/16/21
Parent Teacher Conference:	3/18/21
Fourth Quarter:	4/19/21-6/25/21

Dates to Remember:

- September 7- Labor Day
- September 8- Superintendent Conference Day
- September 9- Classes Begin
- October 2- Superintendent Conference Day
- October 12- Columbus Day
- November 11- Veteran's Day
- November 19- Parent Teacher Conferences
- November 20- Emergency Go Home Early Drill
- November 25-27- Thanksgiving Recess
- December 23-January 1- Holiday Recess
- January 18- Martin Luther King Day
- January 26-29- Regents Exams
- February 15-19- Winter Recess
- March 18- Parent Teacher Conferences
- March 19- Superintendent Conference Day
- April 2-9- Spring Recess
- April 21-22- Grades 3-8 ELA Testing
- May 5-6- Grades 3-8 Math Testing
- May 26- Grade 8 Science Performance Testing
- May 31- Memorial Day
- June 7- Grade 8 Science Written Testing
- June 11-15- Local Exams
- June 16-25- Regents Exams
- June 25- Last Day of School & Graduation



BOARD OF COOPERATIVE EDUCATIONAL SERVICES

Sole Supervisory District of Franklin, Essex and Hamilton Counties

Dennis J. Egan
Board President

Lori L. Tourville
Assistant Superintendent for
Instruction and Instructional Support

P.O. Box 28, 23 Husky Lane
Malone, New York 12953

(518) 483-6420

Dale L. Breault, Jr.
District Superintendent

Stacy M. Vincent
Director of
Management and Finance

DATE: February 21, 2020

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

FROM: *Lmm* Lisa M. Mastry, Clerk of the BOCES

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

You are hereby notified that the BOCES will accept nominations until March 20, 2020 for the
following vacancies:

Three (3) Vacancies each for a three-year term of office from July 1, 2020 to June 30, 2023:

The present incumbents whose terms will expire on June 30, 2020 are:

Jason Brockway, Ft. Covington, New York

John Swanston, Chateaugay, New York

Donald Whitmore, III, Tupper Lake, New York

The election will occur on April 21, 2020, as component district boards of education and trustees
vote at meetings held in their individual districts.

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

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

Therefore, for this election, nominations may not be accepted from the Brushton-Moira, Lake Placid, Malone, Raquette Lake, Saranac Lake and St. Regis Falls school districts unless an unrepresented district declines to make a nomination.

- No person shall be eligible to be elected to the office of member of a board of cooperative educational services who is an employee of a school district in the supervisory district. (Education Law §1950, Subdivision 9)

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

A certified copy of a resolution nominating a person to the BOCES must be transmitted to the Clerk of the BOCES by March 20, 2020.

LMM

Enclosure (Current Members of BOCES and Districts of Residence)

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

**Franklin-Essex-Hamilton
Board of Cooperative Educational Services
2019-2020**

Current Board Members

Jason C. Brockway
290 Frye Rd.
Ft. Covington, New York 12937
TERM EXPIRES: 2020

John G. Swanston
5954 State Route 11
Chateaugay, New York 12920
TERM EXPIRES: 2020

Donald A. Whitmore, III
1565 St. Route 30
Tupper Lake, New York 12986
TERM EXPIRES: 2020

Dennis J. Egan
490 County Rt. 16
North Bangor, New York 12966
TERM EXPIRES: 2021

Richard M. Preston
118 Parkside Drive
Lake Placid, New York 12946
TERM EXPIRES: 2021

Richard A. Retrosi
417 Lake Street
Saranac Lake, New York 12983
TERM EXPIRES: 2021

Elizabeth R. Forsell
291 Poplar Pt. Road
P.O. Box 12
Raquette Lake, New York 13436
TERM EXPIRES: 2022

Christine Crossman-Dumas
19 Charles Street
Malone, New York 12953
TERM EXPIRES: 2022

Thomas O'Bryan
P.O. Box 109
Nicholville, New York 12965
TERM EXPIRES: 2022

School District of Residence

Salmon River Central

Chateaugay Central

Tupper Lake Central

Brushton-Moira Central

Lake Placid Central

Saranac Lake Central

Raquette Lake Union Free

Malone Central

St. Regis Falls Central

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

In order to help prevent accidents and injuries resulting from the misuse of drugs and/or alcohol by school bus drivers, the Board adopts this policy in compliance with federal and state law and regulation.

*The District has designated the following individual to answer driver questions about this policy and related materials:

Business Manager or Transportation Coordinator
[District to list title of position responsible for answering driver questions about this policy and related materials.]

Drug and Alcohol Testing Program

School bus drivers are subject to drug and/or alcohol testing in a variety of circumstances. The District will comply with all federal and state law and regulation regarding the implementation of a drug and alcohol testing program for school bus drivers.

****If District owns buses (use the paragraph below):***

The District will either establish and manage its own drug and alcohol testing program or by contract have a consortium/third-party administrator manage all, or part of, its drug and alcohol testing program for school bus drivers.

~~****If District contracts out for buses (use the paragraph below):***~~

~~The District will ensure that vendors or contract bus companies either establish and manage their own drug and alcohol testing program or by contract have a consortium/third-party administrator manage all, or part of, their drug and alcohol testing program for school bus drivers.~~

Under federal law and regulation, individuals who operate a Commercial Motor Vehicle (CMV) designed to transport 16 or more occupants (including the driver) and are subject to commercial driver's license (CDL) requirements established by the United States Department of Transportation are safety-sensitive employees and are subject to the following drug and/or alcohol testing:

- a) **Pre-employment drug testing** which will be conducted after a conditional offer to hire has been extended, but before the actual performance of safety-sensitive functions for the first time. This pre-employment testing will also be required when employees transfer to a safety-sensitive position.
- b) **Random drug and/or alcohol testing** which will be conducted on an unannounced basis.

Non-Instructional/Business
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)**

- c) **Reasonable suspicion drug and/or alcohol testing** which will be conducted when reasonable suspicion exists that a driver has engaged in prohibited use of drugs and/or alcohol. The required observation for reasonable suspicion drug and/or alcohol testing must be made by a supervisor or official who has been trained in accordance with federal law and regulation.
- d) **Post-accident drug and/or alcohol testing** which will be conducted as soon as practicable following certain occurrences involving a CMV operating on a public road.
- e) **Return-to-duty drug and/or alcohol testing** which will be conducted on a driver who has engaged in prohibited drug and/or alcohol conduct before the driver returns to perform a safety-sensitive function.
- f) **Follow-up drug and/or alcohol testing** which will be conducted on a driver who has engaged in prohibited drug and/or alcohol conduct and has returned to performing a safety-sensitive function. This testing will be conducted on an unannounced basis in accordance with a written follow-up testing plan developed by a substance abuse professional (SAP).

All procedures used to test for the presence of drugs and/or alcohol will conform to the requirements outlined in federal law and regulation for protecting the driver, ~~ensuring~~ and the integrity of the testing process, safeguarding the validity of the test results, and ensuring that all test results are attributed to the correct driver.

Under New York State law and regulation, all school bus drivers are subject to pre-employment and random drug and alcohol testing in accordance with the provisions and requirements of federal regulations, regardless of ~~commercial driver's license~~ CDL endorsement. Every school bus driver will be included in the random testing pool and must submit to testing when selected.

Prohibitions and Consequences for School Bus Drivers

Under federal law and regulation, individuals who operate a CMV designed to transport 16 or more occupants (including the driver) and are subject to CDL requirements established by the United States Department of Transportation are prohibited from:

- a) Reporting for duty or remaining on duty to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater. If testing shows an alcohol concentration of 0.02 or greater but less than 0.04, the employee must be removed from performing safety-sensitive ~~activities~~ functions for not less than 24 hours, but no punitive action will be taken by the employer;
- b) Using alcohol while performing safety-sensitive functions;

(Continued)

Non-Instructional/Business
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)**

- c) Performing safety-sensitive functions within four hours after using alcohol;
- d) When required to take a post-accident alcohol test, using alcohol within eight hours following the accident or prior to undergoing a post-accident alcohol test, whichever comes first;
- e) Refusing to submit to a drug or alcohol test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements;
- f) Refusing to submit to a pre-employment drug test;
- g) Reporting for duty or remaining on duty, requiring the performance of safety-sensitive functions, when the driver uses any drugs, as defined by federal law and regulation. This prohibition does not apply when the use is pursuant to the instructions of a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance will not adversely affect the driver's ability to safely operate a CMV; or
- h) Reporting for duty, remaining on duty, or performing a safety-sensitive function, if the driver tests positive for drugs.

Additionally, under New York State law, all school bus drivers are prohibited from:

- a) Consuming a drug or intoxicating liquor, regardless of its alcoholic content, or be under the influence of a drug or intoxicating liquor, within six hours before going on duty or operating, or having physical control of a bus;
- b) Consuming a drug or intoxicating liquor, regardless of its alcoholic content while on duty, or operating, or in physical control of a bus; or
- c) Possessing a drug or intoxicating liquor, regardless of its alcoholic content while on duty, operating or in physical control of a bus. However, this paragraph does not apply to the possession of a drug or intoxicating liquor which is transported as part of a shipment or personal effects of a passenger or to alcoholic beverages which are in sealed containers.

It is the employer's responsibility to ensure that no school bus driver:

- a) Violates any of the above listed provisions of New York State law; or
- b) Be on duty or operate a school bus if, by a person's general appearance or by a person's conduct or by other substantiating evidence, a person appears to have consumed a drug or intoxicating liquor within the preceding eight hours.

(Continued)

SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)

Any violation of this policy, ~~and/or~~ District procedures, and/or applicable federal and state law and regulation by a school bus driver will be grounds for disciplinary action and penalties including, but not limited to, fines, suspension, and/or discharge in accordance with the District's and/or the vendors' or contract bus companies' policies, collective bargaining agreements, and applicable law.

Drivers who are found to have engaged in prohibited conduct under federal law and regulation will be removed immediately from safety-sensitive functions and will not be allowed to return to perform safety-sensitive functions until they:

- a) Are evaluated by a SAP;
- b) Complete any requirements for rehabilitation as set by the employer and the SAP; and
- c) Pass a return-to-duty test with the result below 0.02 if the conduct involved alcohol, or a drug test with a verified negative result if the conduct involved drug use.

The Drug and Alcohol Clearinghouse

The Drug and Alcohol Clearinghouse ("Clearinghouse") is a secure online database that provides real-time information about CDL and commercial learner's permit holder's drug and alcohol program violations. The District will comply with all federal law and regulation regarding the Clearinghouse.

In accordance with 49 CFR Part 382, the following personal information will be collected, maintained, and reported to the Clearinghouse:

- a) A verified positive, adulterated, or substituted drug test result;
- b) An alcohol confirmation test with a concentration of 0.04 or higher;
- c) A refusal to submit to any required test;
- d) An employer's report of actual knowledge of:
 - 1. On duty alcohol use;
 - 2. Pre-duty alcohol use;
 - 3. Alcohol use following an accident; and
 - 4. Drug use;
- e) A SAP's report of the successful completion of the return-to-duty process;

(Continued)

Non-Instructional/Business
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)**

- f) A negative return-to-duty test; and
- g) An employer's report of completion of follow-up testing.

~~*Prohibitions and Consequences for Vendors or Contract Bus Companies (If District owns buses delete this subheading)~~

~~Any significant violation of this policy or District procedures, and applicable federal and state law and regulation by a vendor or contract bus company and its employees will result in revocation of its contract for the transportation of students.~~

Employee Notification****If District owns buses (use following three paragraphs):***

The Superintendent or designee will ensure that each school bus driver receives a copy of District policy, educational materials that explain the requirements of drug and alcohol testing law and regulation, and any policies, regulations, and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or designee will ensure that a copy of these materials is distributed to each school bus driver, who will sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of any drug and/or alcohol testing as well as at the beginning of each school year or at the time of hire for any school bus driver. Representatives of applicable collective bargaining units will be notified of the availability of this information.

The Superintendent or designee will further ensure that each school bus driver receives educational materials concerning: the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management.

The Superintendent or designee will arrange for training of all supervisors who may be utilized to determine whether reasonable suspicion exists to test a driver for prohibited conduct involving drugs and/or alcohol.

*****If District contracts out for buses (use following three paragraphs):***

The Superintendent or designee will ensure that vendors or contract bus companies receive a copy of District policy, educational materials that explain the requirements of drug and alcohol testing law and regulation, and any policies, regulations, and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or designee will ensure that a copy of these materials

****and **Customize to District***

(Continued)

Non-Instructional/Business
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS (Cont'd.)**

is distributed to vendors or contract bus companies, who will sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of any drug and/or alcohol testing as well as at the beginning of each school year or at the time of hire for any school bus driver.

The Superintendent or designee will further ensure that vendors or contract bus companies receive a copy of the District's educational materials concerning: the effects of drug and alcohol use on an individual's health, work, and personal life; signs and symptoms of a drug or alcohol problem (the driver's or a co-worker's); and available methods of intervening when a drug or alcohol problem is suspected, including confrontation, referral to any employee assistance program, and/or referral to management.

The Superintendent or designee can assist vendors or contract bus companies with arrangements for training of all supervisors who may be utilized to determine whether reasonable suspicion exists to test a driver for prohibited conduct involving the drugs and/or alcohol.

Records Management and Retention

Employee records relating to drug and/or alcohol testing, as well as to substance abuse and/or alcohol prevention programs, will be maintained in accordance with law and regulation. All employee drug and/or alcohol testing will be kept confidential and will only be revealed as required or authorized by law or regulation.

49 USC §§ 31136 and 31306
49 CFR Parts 40, 382, and 383
Vehicle and Traffic Law §§ 142, 509-g, 509-l

Adoption Date

Personnel

SUBJECT: EMPLOYMENT OF RETIRED PERSONS

A retired person may be employed and earn compensation in a position in the District, without any effect on his or her status as retired and without suspension or diminution of his or her retirement allowance subject to the conditions enumerated in Retirement and Social Security Law Section 211(1). However, there will be no earning limitations on or after the calendar year in which a retired person attains age 65.

No retired person may be employed in the District except upon approval of the Civil Service Commission or the Commissioner of Education unless otherwise authorized in accordance with law.

Two sections of the Retirement and Social Security Law (Sections 211 and 212) affect a retiree's return to public employment in New York State. If a retiree returns to public employment, he or she may still be able to collect his or her pension depending upon:

- a) How much is earned after returning to work; and
- b) The retiree's age.

If a retiree is under age 65, he or she can return to public employment without approval or reduction in retirement benefits as long as his or her calendar year earnings do not exceed the Section 212 limit. If a retiree's earnings will be more than the Section 212 limits, the employer must request and receive prior approval from the appropriate agency to hire the retiree under Section 211.

Section 211 waivers are provided for "unclassified service" positions. Retired police officers employed by a school district as a School Resource Officer (SRO) fall under the "classified service" but may have the earnings limitation waived at the discretion of the Commissioner of Education, as long as all of the requirements for waivers in the unclassified service are fulfilled.

There is generally no restriction on a retiree's earnings beginning in the calendar year he or she turns 65, unless returning to public office.

Section 211 Approval Process

Approval for post-retirement employment of a person under the age of 65 or a retired police officer employed as a SRO whose calendar year earnings exceed the Section 212 limit may be granted only on the written request of the District giving detailed reasons related to the standards set forth in Section 211; and on a finding of satisfactory evidence by the Civil Service Commission or the Commissioner of Education that the retired person is duly qualified, competent, and physically fit for the performance of the duties of the position in which he or she is to be employed and is properly certified where certification is required.

(Continued)

Personnel

SUBJECT: EMPLOYMENT OF RETIRED PERSONS (Cont'd.)

The District will prepare a detailed recruitment plan to fill the vacancy on a permanent basis when the need arises and will undertake extensive recruitment efforts to fill the vacancy prior to making a determination that there are no available non-retired persons qualified to perform the duties of that position.

Approvals to hire retired individuals may be granted for periods not exceeding two years each, provided that a person may not return to work in the same or similar position for a period of one year following retirement. However, in accordance with Section 212, a retiree may return to work in the same or similar position within the same year following retirement if his or her earnings are under ~~the Section 212 limit~~ or if he or she receives a Section 212 waiver, or other conditions exist set forth in law.

Reporting Requirements and Disclosure

- a) The District will report all money earned by a retired person in its employ in excess of the earnings limitation outlined in Section 212 to the retirement system administered by the State or any of its political subdivisions from which the retired person is collecting his or her retirement allowance.
- b) The District, when employing a retired person who is eligible to collect or is already collecting a retirement allowance from a retirement system administered by the state or any of its political subdivisions, will report on an annual basis to the retirement system paying the retirement allowance and to the State Comptroller. This report will consist of the re-employed retiree's name, date of birth, place of employment, current position, and all earnings.

Public Record

Any request for approval of the employment of a retired person, including the reasons stated, and the findings and determination of the request will be a public record open for inspection in the Office of the Civil Service Commission, the Commissioner of Education, or the Board making the findings and determination as specified in Section 211.

Education Law §§ 525 and 3101
Retirement and Social Security Law §§ 111, 211, 212, 217, and 411
8 NYCRR § 80-5.5(b)

Adoption Date