



**Long Lake**  
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING  
Thursday, September 9, 2021  
6:00 p.m. Regular Meeting, LLCS Cafeteria

- I. Call to Order – President of the Board
  - a. Pledge of Allegiance
  - b. \*Minutes of the 8/12/21 Regular Meeting
  - c. \*Minutes of the 8/30/21 Special Meeting
  - d. Next Regular Meeting October 14, 2021
- II. Public Participation
- III. Presentations
- IV. Superintendent's Update
- V. Business Affairs
  - a. \*July 2021 Treasurer Reports
  - b. Comprehensive Budget and Revenue Status Reports
  - c. Warrants
- VI. Recommendations for Approval
  - a. \*Retirement of Lisa Walker effective January 17, 2022
  - b. \*Nicole Curtin as mentor for Edward Cook
  - c. \*Budget Planning Dates for 2022-2023 Budget
  - d. \*Edward Cook as Boys Varsity Basketball Coach
- VII. General Discussion
  - a. District-Wide Safety Plan
- VIII. Policy First Readings
  - a. #6150 Alcohol, Tobacco, Drugs and Other Substances (Staff) and #7320 Alcohol, Tobacco, Drugs and Other Substances (Students)
  - b. #7131 Education of Students in Temporary Housing
- I. Executive Session
  - a. To Discuss Matters Which Will Imperil Student Safety if Disclosed
- II. Adjourn

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

**Date:** August 12, 2021

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

**Type of Meeting:** Regular Meeting

**Place:** LLCS Gymnasium

**Members Present:** Michael Farrell  
Alexandria Harris  
Joan Paula  
Brian Penrose

**Members Absent:** Trisha Hosley

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

**Call to Order:** The President called the meeting to order at 6:02 p.m. and followed with the Pledge of Allegiance.

**Approved:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the minutes of the July 6, 2021 regular/reorganizational meeting.

The next meeting date is Thursday, September 9, 2021 at 6 p.m.

**Public Participation:** None

**Presentations:** None

**Superintendent's Update:** A reopening plan has been developed using CDC Guidance as recommended by the Hamilton County Public Health Department.

The capital project work continues. Updates were provided on the parking lot, vestibule and front walkway construction, tennis courts, plumbing, cabling and electric work, hallway ceiling installation, reconstruction of bathrooms, and door installation.

We are currently advertising for a Physical Education/Health teacher. We have secured substitute services for the School Counselor maternity leave.

There is no word on **funding** through NYS Department of Budget. We have applied for funding through the Emergency Connectivity Fund.

The **Superintendent Coaching classes** are going very well.

#### **Business Affairs:**

**Approved:** On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, the June 2021 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds, Warrants #A-24, A-26, A-3, C-11 and Budget Transfer Schedules A-6 and A-1 were reviewed.

**Approved:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, **Budget Transfer Schedule A-5**.

#### **Recommendations for Approval**

**Approved:** On Motion by Alexandria Harris, seconded by Joan Paula, with all in favor, **Non-Resident Student** Lance Gregson for the 2021-2022 school year.

**Approved:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the **2021-2022 Student Code of Conduct**.

**Approved, with changes:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, **Policy #5640 Smoking, Tobacco, and Cannabis (Marijuana) Use**.

**Approved:** On Motion by Alexandria Harris, seconded by Joan Paula, with all in favor, the 2021-2022 school year **Tax Warrant**.

**Approved:** On Motion by Alexandria Harris, seconded by Joan Paula, with all in favor, the **Policy Statement for Free and Reduced Price Meals or Free Milk**.

**Approved:** On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, **any certified coach from Indian Lake CSD or Long Lake CSD to substitute coach on an emergency basis**.

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

**Approved:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the **resignation of Hannah Klossner as Physical Education Teacher and Athletic Coordinator** effective August 12, 2021.

## **General Discussion**

The Board had discussion on the development of a **policy for Diversity, Equity and Inclusion**. This policy is not mandated yet but we need to start the conversations now to be prepared when it is mandated. The Board wants to take their time developing a policy that works for our district.

The Board discussed the **Draft Reopening Plan** to include schedules, masking, physical distancing, meals, transportation, COVID-19 testing, daily health screening, athletics, vaccinations, prevention practices, remote learning, tax collection and visitors.

Board Member attendance at the **NYSSBA convention** was discussed. Currently two board members are scheduled to attend this year.

**Policy 1<sup>st</sup> Readings:** None.

**2nd Public Participation:** None.

**Adjournment:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the Board adjourned at 7:42 p.m.

Clerk of the Board

Victoria J. Snide

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

**Date:** August 30, 2021

**Time:** 11:30 a.m.

**Type of Meeting:** Special Meeting

**Place:** Room 206

**Members Present:** Michael Farrell  
Joan Paula  
Brian Penrose

**Members Absent:** Alexandria Harris, Trisha Hosley

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

**Call to Order:** The President called the meeting to order at 11:30 a.m.

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

**Approved:** On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, BE IT RESOLVED, that the Board of Education of the Long Lake Central School District hereby accepts the recommendation of the Superintendent to **appoint Edward Cook for a four (4) year probationary appointment as a teacher of PK-12 Physical Education/Health** in the physical education and recreation tenure area, commencing September 1, 2021 and ending August 31, 2025 contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his probationary period, consistent with the requirements of Education Law Sections 3012<sup>2</sup>, 3012-c, and/or 3012-d. Mr. Cook holds a Permanent Certificate in Physical Education.

**Approved:** On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, **Edward Cook as Athletic Coordinator** for the 2021-2022 school year.

**Approved:** On Motion by Michael Farrell, seconded by Joan Paula, with all in favor, **Hanah Stevens as a Substitute Teacher.**

**Adjournment:** On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, the Board adjourned at 11:44 a.m.

Clerk of the Board

Victoria J. Snide

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**TREASURER'S MONTHLY REPORT**

**FUND: EXTRACURRICULAR ACCT.**

For the Period from July 1, 2021 thru August 1, 2021

Total available balance as reported at the end of preceding period \$ 8,260.00

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 0.08

Total Receipts \$ 0.08

Total receipts, including balance \$ 8,260.08

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 8,260.08

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 8,260.08

Less outstanding checks  
See attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 8,260.08

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 8,260.08

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.

Wissa Walker  
Treasurer of School District

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

For the Period from July 1, 2021 thru August 1, 2021

Total available balance as reported at the end of preceding period \$ 24,719.27

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	0.19

Total Receipts \$ 0.19

Total receipts, including balance \$ 24,719.46

Disbursements made during the month:

By Check-From Check #2342	\$ 96.15
EFT Transfers	2,758.11

Total amount of checks issued and debit charges \$ 2,854.26

Cash balance as shown by records \$ 21,865.20

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 21,865.20

Less outstanding checks see attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 21,865.20

Amount of receipts undeposited -

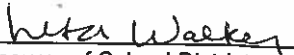
Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 21,865.20

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: PAYROLL FUND**

For the Period from July 1, 2021 thru August 1, 2021

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

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

<u>Date</u>	<u>Source</u>
July	Deposits

25,596.39

Total Receipts \$ 25,596.39

Total receipts, including balance \$ 26,596.39

Disbursements made during the month:

By Check: #	\$ -
EFT Transfers/Direct Deposit 21061-21084	\$ 25,596.39
	<u>\$ -</u>

Total amount of checks issued and debit charges: \$ 25,596.39

Cash balance as shown by records \$ 1,000.00

**RECONCILIATION WITH BANK STATEMENT**

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

Less Outstanding Checks - See Attached \$ -

\$ 1,000.00

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,000.00

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

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Clerk of the Board of Education

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

Miss Walker  
Treasurer of School District

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

For Period from July 1, 2021 thru August 1, 2021

Total available balance as reported at the end of preceding period \$ 64,994.32

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ 229,225.51
	Interest	0.77

Total Receipts \$ 229,226.28

Total receipts, including balance \$ 294,220.60

Disbursements made during the month:

By Check-From Check #16838-16889	\$ 191,732.21
EFT Transfers	60,998.11
	\$ -

Total amount of checks issued and debit charges \$ 252,730.32

Cash balance as shown by records \$ 41,490.28

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 44,481.92

Less outstanding checks see attached \$ 2,991.64

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 41,490.28

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

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 41,490.28

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 July 1, 2021 thru August 1, 2021

Total available balance as reported at the end of preceding period \$ 4,700.20

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 0.05

Total Receipts \$ 0.05

Total receipts, including balance \$ 4,700.25

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 \$ 4,700.25

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$ 5,350.25
less outstanding checks	\$ 650.00
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 4,700.25

Amount of receipts undeposited (See attached schedules)

-

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

\$ 4,700.25

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

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Clerk of the Board of Education

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

Lisa Walker  
Treasurer of School District

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

For the Period from July 1, 2021 thru August 1, 2021

Total available balance as reported at the end of preceding period \$ 3,187,907.68

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ 48,016.21
	Interest	\$ 16.42
	Total Receipts	\$ 48,032.63
	Total receipts, including balance	\$ 3,235,940.31

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 2,809,931.39
By Debit	\$ -

Total amount of checks issued and debit charges \$ 2,809,931.39

Cash balance as shown by records \$ 426,008.92

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 426,008.92

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 426,008.92

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 426,008.92

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.

Hita Walker  
Treasurer of School District

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

For the Period from July 1, 2021 thru July 31, 2021

Total available balance as reported at the end of preceding period \$ 960,720.52

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 20.46
	Total Receipts	\$ 20.46
	Total receipts, including balance	\$ 960,740.98

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 960,740.98

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 960,740.98

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 960,740.98

Amount of receipts undeposited \$ -

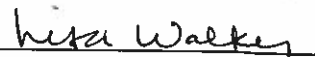
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 960,740.98

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: CAPITAL RESERVE-NY CLASS**

For the Period from July 1, 2021 thru July 31, 2021

Total available balance as reported at the end of preceding period \$ 39,269.44

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

<u>Date</u>	<u>Source</u>	
July	Deposits	-
	Interest	\$ 0.88

Total Receipts \$ 0.88

Total receipts, including balance \$ 39,270.32

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 \$ 39,270.32

**RECONCILIATION WITH BANK STATEMENT**Balance as given on bank statement, end of month \$ 39,270.32  
less outstanding checkssee attached \$ -  
\$ -Net balance in bank (Should agree with Cash Balance above unless  
There are undeposited funds in treasurer's hands)

\$ 39,270.32

Amount of receipts undeposited (See attached schedules)

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

\$ 39,270.32

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

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Clerk of the Board of Education

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

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

For the Period from July 1, 2021 thru July 31, 2021

Total available balance as reported at the end of preceding period \$ 53,572.41

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

<u>Date</u>	<u>Source</u>	
July	Deposits	-
	Interest	\$ 1.19

Total Receipts \$ 1.19

Total receipts, including balance \$ 53,573.60

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 \$ 53,573.60

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 53,573.60

less outstanding checks

see attached \$ -

\$ -

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

\$ 53,573.60

Amount of receipts undeposited (See attached schedules)

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

\$ 53,573.60

Received by the Board of Education and entered  
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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 Walker  
Treasurer of School District

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

For the Period from July 1, 2021 thru July 31, 2021

Total available balance as reported at the end of preceding period \$ 33,810.78

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

<u>Date</u>	<u>Source</u>	
July	Deposits	-
	Interest	\$ 0.67

Total Receipts \$ 0.67

Total receipts, including balance \$ 33,811.45

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 \$ 33,811.45

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 33,811.45

less outstanding checks

see attached \$ -

\$ -

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

\$ 33,811.45

Amount of receipts undeposited (See attached schedules)

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

\$ 33,811.45

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: SCHOLARSHIP FUND-NY CLASS**

For the Period from July 1, 2021 thru July 31, 2021

Total available balance as reported at the end of preceding period \$ 72,310.06

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 1.55

Total Receipts \$ 1.55

Total receipts, including balance \$ 72,311.61

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 \$ 72,311.61

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$ 72,311.61
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands) \$ 72,311.61

Amount of receipts undeposited (See attached schedules)

-

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

\$ 72,311.61

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.

Wanda Walker  
Treasurer of School District

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

For the Period from July 1, 2021 thru July 31, 2021

Total available balance as reported at the end of preceding period \$ 9,095.37

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 0.26
	Total Receipts	\$ 0.26
	Total receipts, including balance	\$ 9,095.63

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 \$ 9,095.63

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$ 9,095.63
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 9,095.63

Amount of receipts undeposited (See attached schedules)

-

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

\$ 9,095.63

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 July 1, 2021 thru July 31, 2021

Total available balance as reported at the end of preceding period \$ 2,080.70

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 0.01

Total Receipts \$ 0.01

Total receipts, including balance \$ 2,080.71

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 2,080.71

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 2,080.71

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 2,080.71

Amount of receipts undeposited (See attached schedules)

-

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

\$ 2,080.71

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: VARTULI SCHOLARSHIP-NY CLASS**

For the Period from July 1, 2021 thru July 31, 2021

Total available balance as reported at the end of preceding period \$ 6,775.34

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

<u>Date</u>	<u>Source</u>	
July	Deposits	\$ -
	Interest	\$ 0.06

Total Receipts \$ 0.06

Total receipts, including balance \$ 6,775.40

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 \$ 6,775.40

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$ 6,775.40
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands) \$ 6,775.40

Amount of receipts undeposited (See attached schedules)

-

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

\$ 6,775.40

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.

hisa Walker  
Treasurer of School District

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

For the Period from July 1, 2021 thru July 31, 2021

Total available balance as reported at the end of preceding period \$ 56,237.98

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

<u>Date</u>	<u>Source</u>	
July	Deposits	-
	Interest	\$ 1.23
	Total Receipts	\$ 1.23
	Total receipts, including balance	\$ 56,239.21

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 \$ 56,239.21

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 56,239.21

less outstanding checks

see attached \$ -

\$ -

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

\$ 56,239.21

Amount of receipts undeposited (See attached schedules)

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

\$ 56,239.21

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.

Kisha Walker  
Treasurer of School District

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

For the Period from July 1, 2021 thru August 1, 2021

Total available balance as reported at the end of preceding period \$0.00

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

<u>Date</u>	<u>Source</u>	
July	Deposits	2,583,463.99
	Interest	\$ 16.22
	Total Receipts	\$ 2,583,480.21
	Total receipts, including balance	\$ 2,583,480.21

Disbursements made during the month:

By Check: 1001-1004	\$ 235,488.55
EFT Transfers	\$ -
By Debit Charge	\$ -

Total amount of checks issued and debit charges: \$ 235,488.55

Cash balance as shown by records \$ 2,347,991.66

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$2,347,991.66

Less total of outstanding checks

None -

Net balance in bank (Should agree with Cash Balance above unless \$ 2,347,991.66

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$2,347,991.66

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.Wisa Walker  
Treasurer of School District

# LONG LAKE CSD

Revenue Status Report From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C.1440.B</u>	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	-21.40	2,521.40
<u>C.1440.L</u>	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	-65.65	9,565.65
<u>C.1445.L</u>	A La Carte Sales	750.00	0.00	750.00	0.00	750.00
<u>C.2401</u>	Interest and Earnings	0.00	0.00	0.00	0.19	-0.19
<u>C.3190.FB</u>	Breakfast - Federal Reimbursement	6,000.00	0.00	6,000.00	0.00	6,000.00
<u>C.3190.FL</u>	Lunch - Federal Reimbursement	14,000.00	0.00	14,000.00	0.00	14,000.00
<u>C.3190.FS</u>	Snack - Federal Reimbursement	550.00	0.00	550.00	0.00	550.00
<u>C.3190.SB</u>	Breakfast - State Reimbursement	300.00	0.00	300.00	0.00	300.00
<u>C.3190.SL</u>	Lunch - State Reimbursement	550.00	0.00	550.00	0.00	550.00
<u>C.4190</u>	USDA Surplus Food	2,200.00	0.00	2,200.00	0.00	2,200.00
<u>C.5031</u>	Interfund Transfer	112,431.00	0.00	112,431.00	0.00	112,431.00
<b>C Totals:</b>		<b>148,781.00</b>	<b>0.00</b>	<b>148,781.00</b>	<b>-86.86</b>	<b>148,867.86</b>
<b>Grand Totals:</b>		<b>148,781.00</b>	<b>0.00</b>	<b>148,781.00</b>	<b>-86.86</b>	<b>148,867.86</b>

vb

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>C.2860.160-0000</u>	Cafeteria Salaries	67,980.00	0.00	67,980.00	3,652.51	0.00	64,327.49
<u>C.2860.400-0000</u>	Cafeteria Contractual	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>C.2860.410-0000</u>	Cafeteria Food	29,300.00	75.00	29,375.00	1,165.78	10,650.00	17,559.22
<u>C.2860.450-0000</u>	Cafeteria Materials & Supplies	2,800.00	222.16	3,022.16	532.15	1,500.00	990.01
<b>2860</b>	<b>SCHOOL FOOD SERVICE</b>	<b>* 103,080.00</b>	<b>297.16</b>	<b>103,377.16</b>	<b>5,350.44</b>	<b>12,150.00</b>	<b>85,876.72</b>
<b>28</b>		<b>** 103,080.00</b>	<b>297.16</b>	<b>103,377.16</b>	<b>5,350.44</b>	<b>12,150.00</b>	<b>85,876.72</b>
<b>2</b>		<b>*** 103,080.00</b>	<b>297.16</b>	<b>103,377.16</b>	<b>5,350.44</b>	<b>12,150.00</b>	<b>85,876.72</b>
<u>C.9010.800-0000</u>	Cafeteria Employees Retirement	10,500.00	0.00	10,500.00	-3,100.00	0.00	13,600.00
<b>9010</b>	<b>STATE RETIREMENT</b>	<b>* 10,500.00</b>	<b>0.00</b>	<b>10,500.00</b>	<b>-3,100.00</b>	<b>0.00</b>	<b>13,600.00</b>
<u>C.9030.800-0000</u>	Cafeteria Social Security	5,201.00	0.00	5,201.00	0.00	0.00	5,201.00
<b>9030</b>	<b>SOCIAL SECURITY</b>	<b>* 5,201.00</b>	<b>0.00</b>	<b>5,201.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,201.00</b>
<u>C.9060.800-0000</u>	Cafeteria Health Insurance	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
<b>9060</b>	<b>HOSPITAL, MEDICAL &amp; DENTAL INSURANCE</b>	<b>* 30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>30,000.00</b>
<b>90</b>		<b>** 45,701.00</b>	<b>0.00</b>	<b>45,701.00</b>	<b>-3,100.00</b>	<b>0.00</b>	<b>48,801.00</b>
<b>9</b>		<b>*** 45,701.00</b>	<b>0.00</b>	<b>45,701.00</b>	<b>-3,100.00</b>	<b>0.00</b>	<b>48,801.00</b>
<b>Fund CTotals:</b>		<b>148,781.00</b>	<b>297.16</b>	<b>149,078.16</b>	<b>2,250.44</b>	<b>12,150.00</b>	<b>134,677.72</b>
<b>Grand Totals:</b>		<b>148,781.00</b>	<b>297.16</b>	<b>149,078.16</b>	<b>2,250.44</b>	<b>12,150.00</b>	<b>134,677.72</b>



# LONG LAKE CSD

Revenue Status Report From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	3,205,535.66	0.00	3,205,535.66	0.00	3,205,535.66
A 1085	School Tax Relief Reimb (STAR)	29,464.34	0.00	29,464.34	0.00	29,464.34
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	0.00	3,000.00
A 1310	Day School Tuition	4,600.00	0.00	4,600.00	1,600.00	3,000.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	0.00	1,000.00
A 2401	Interest on Earnings	1,500.00	0.00	1,500.00	41.62	1,458.38
A 2701	Refunds of Prior Years Expenditures	0.00	0.00	0.00	3,987.27	-3,987.27
A 3101.A	General Aid	480,000.00	0.00	480,000.00	0.00	480,000.00
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	-1,646.00	1,646.00
A 3103	BOCES Aid	55,000.00	0.00	55,000.00	-36,110.36	91,110.36
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	0.00	4,000.00
A 4601	Medicaid Assistance, HRSS	10,000.00	0.00	10,000.00	0.00	10,000.00
<b>A Totals:</b>		<b>3,794,100.00</b>	<b>0.00</b>	<b>3,794,100.00</b>	<b>-32,127.47</b>	<b>3,826,227.47</b>
<b>Grand Totals:</b>		<b>3,794,100.00</b>	<b>0.00</b>	<b>3,794,100.00</b>	<b>-32,127.47</b>	<b>3,826,227.47</b>

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	10,350.00	0.00	10,350.00	2,670.00	1,030.00	6,650.00
A 1010.450-0000	BOE Materials and Supplies	2,800.00	0.00	2,800.00	0.00	0.00	2,800.00
A 1010.490-0000	BOE BOCES Services	9,527.00	0.00	9,527.00	0.00	0.00	9,527.00
<b>1010</b>	<b>BOARD OF EDUCATION</b>	<b>22,677.00</b>	<b>0.00</b>	<b>22,677.00</b>	<b>2,670.00</b>	<b>1,030.00</b>	<b>18,977.00</b>
A 1040.160-0000	BOE District Clerk Salaries	2,424.00	0.00	2,424.00	466.15	0.00	1,957.85
A 1040.400-0000	BOE District Clerk Contractual	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
<b>1040</b>	<b>DISTRICT CLERK</b>	<b>6,924.00</b>	<b>0.00</b>	<b>6,924.00</b>	<b>466.15</b>	<b>0.00</b>	<b>6,457.85</b>
<b>10</b>		<b>29,601.00</b>	<b>0.00</b>	<b>29,601.00</b>	<b>3,136.15</b>	<b>1,030.00</b>	<b>25,434.85</b>
A 1240.160-0000	Support Staff Salaries	135,357.00	0.00	135,357.00	25,058.74	0.00	110,298.26
A 1240.200-0000	Central Admin Equipment	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 1240.400-0000	Central Admin Contractual	11,005.00	330.00	11,335.00	3,015.12	0.00	8,319.88
A 1240.450-0000	Central Admin Materials & Supplies	2,000.00	52.00	2,052.00	97.98	51.99	1,902.03
<b>1240</b>	<b>CHIEF SCHOOL ADMINISTRATOR</b>	<b>150,362.00</b>	<b>382.00</b>	<b>150,744.00</b>	<b>28,171.84</b>	<b>51.99</b>	<b>122,520.17</b>
<b>12</b>		<b>150,362.00</b>	<b>382.00</b>	<b>150,744.00</b>	<b>28,171.84</b>	<b>51.99</b>	<b>122,520.17</b>
A 1310.160-0000	Finance Business Admin Salaries	103,330.00	0.00	103,330.00	17,770.65	0.00	85,559.35
A 1310.490-0000	Finance BOCES Services	28,479.00	0.00	28,479.00	0.00	0.00	28,479.00
<b>1310</b>	<b>BUSINESS ADMINISTRATION</b>	<b>131,809.00</b>	<b>0.00</b>	<b>131,809.00</b>	<b>17,770.65</b>	<b>0.00</b>	<b>114,038.35</b>
A 1320.160-0000	Finance Auditing Salaries	566.00	0.00	566.00	33.98	0.00	532.02
A 1320.400-0000	Finance Auditor Contractual	8,000.00	0.00	8,000.00	-4,800.00	0.00	12,800.00
<b>1320</b>	<b>AUDITING</b>	<b>8,566.00</b>	<b>0.00</b>	<b>8,566.00</b>	<b>-4,766.02</b>	<b>0.00</b>	<b>13,332.02</b>
A 1325.160-0000	Finance District Treasurer	21,580.00	0.00	21,580.00	4,129.44	0.00	17,450.56
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	0.00	0.00	250.00
<b>1325</b>	<b>TREASURER</b>	<b>21,830.00</b>	<b>0.00</b>	<b>21,830.00</b>	<b>4,129.44</b>	<b>0.00</b>	<b>17,700.56</b>
A 1330.160-0000	Finance Tax Collector Salary	4,179.00	0.00	4,179.00	0.00	0.00	4,179.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
<b>1330</b>	<b>TAX COLLECTOR</b>	<b>5,779.00</b>	<b>0.00</b>	<b>5,779.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,779.00</b>
<b>13</b>		<b>167,984.00</b>	<b>0.00</b>	<b>167,984.00</b>	<b>17,134.07</b>	<b>0.00</b>	<b>150,849.93</b>
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	625.00	0.00	13,375.00
<b>1420</b>	<b>LEGAL</b>	<b>14,000.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>625.00</b>	<b>0.00</b>	<b>13,375.00</b>
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	0.00	0.00	1,950.00
<b>1430</b>	<b>PERSONNEL</b>	<b>1,950.00</b>	<b>0.00</b>	<b>1,950.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,950.00</b>
A 1480.450-0000	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>1480</b>	<b>PUBLIC INFORMATION &amp; SERVICES</b>	<b>*</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<b>14</b>		<b>**</b>					
A 1620.160-0000	Central Services Support Staff Salaries		0.00	16,950.00	625.00	0.00	16,325.00
A 1620.200-0000	Central Services Equipment		0.00	97,283.00	20,902.31	0.00	76,380.69
A 1620.400-0000	Central Services Contractual		0.00	1,000.00	0.00	0.00	1,000.00
A 1620.410-0000	Central Services Fuel Oil		0.00	69,450.00	33,990.00	0.00	35,460.00
A 1620.420-0000	Central Services Television		0.00	85,000.00	0.00	85,000.00	0.00
A 1620.430-0000	Central Services Electricity		0.00	2,000.00	305.10	0.00	1,694.90
A 1620.440-0000	Central Services Water Rent		0.00	25,000.00	3,860.23	0.00	21,139.77
A 1620.450-0000	Central Services Materials & Supplies		1,068.46	1,000.00	1,000.00	0.00	0.00
A 1620.460-0000	Central Services Telephone		0.00	22,068.46	1,809.46	5,513.64	14,745.36
A 1620.480-0000	Central Services LP Gas		0.00	9,000.00	1,318.47	0.00	7,681.53
A 1620.490-0000	Central Services BOCES		0.00	100.00	0.00	0.00	100.00
			0.00	1,000.00	0.00	0.00	1,000.00
<b>1620</b>	<b>OPERATION OF PLANT</b>	<b>*</b>	<b>1,068.46</b>	<b>312,901.46</b>	<b>53,185.57</b>	<b>90,513.64</b>	<b>159,202.25</b>
A 1621.160-0000	Mainten Support Staff Salaries		0.00	15,401.00	2,936.96	0.00	12,464.04
A 1621.400-0000	Maintenance Contractual Exp		3,051.00	23,051.00	3,051.00	0.00	20,000.00
<b>1621</b>	<b>MAINTENANCE OF PLANT</b>	<b>*</b>	<b>3,051.00</b>	<b>38,452.00</b>	<b>5,987.96</b>	<b>0.00</b>	<b>32,464.04</b>
A 1670.400-0000	Contractual		0.00	825.00	0.00	0.00	825.00
A 1670.450-0000	Postage		0.00	3,000.00	525.96	0.00	2,474.04
A 1670.490-0000	Printing - BOCES Services		0.00	1,000.00	0.00	0.00	1,000.00
<b>1670</b>	<b>CENTRAL PRINTING &amp; MAILING</b>	<b>*</b>	<b>0.00</b>	<b>4,825.00</b>	<b>525.96</b>	<b>0.00</b>	<b>4,299.04</b>
A 1680.490-0000	Central DP - BOCES Services		0.00	27,000.00	0.00	0.00	27,000.00
<b>1680</b>	<b>CENTRAL DATA PROCESSING</b>	<b>*</b>	<b>0.00</b>	<b>27,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,000.00</b>
<b>16</b>		<b>**</b>	<b>4,119.46</b>	<b>383,178.46</b>	<b>69,699.49</b>	<b>90,513.64</b>	<b>222,965.33</b>
A 1910.400-0000	Unallocated Insurance		0.00	1,000.00	0.00	0.00	1,000.00
<b>1910</b>	<b>UNALLOCATED INSURANCE</b>	<b>*</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
A 1920.400-0000	School Association Dues		20.00	4,570.00	4,570.00	0.00	0.00
<b>1920</b>	<b>SCHOOL ASSOCIATION DUES</b>	<b>*</b>	<b>20.00</b>	<b>4,570.00</b>	<b>4,570.00</b>	<b>0.00</b>	<b>0.00</b>
A 1981.490-0000	BOCES Administrative Costs		0.00	18,500.00	0.00	0.00	18,500.00
<b>1981</b>	<b>BOCES ADMINISTRATIVE COSTS</b>	<b>*</b>	<b>0.00</b>	<b>18,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>18,500.00</b>
A 1983.490-0000	BOCES Capital Expenses		0.00	100.00	0.00	0.00	100.00
<b>1983</b>	<b>BOCES CAPITAL EXPENSE</b>	<b>*</b>	<b>0.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>	<b>100.00</b>
<b>19</b>		<b>**</b>	<b>20.00</b>	<b>24,170.00</b>	<b>4,570.00</b>	<b>0.00</b>	<b>19,600.00</b>

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>1</b>							
A 2020.150-0000	Supervision Instructional	768,106.00	4,521.46	772,627.46	123,336.55	91,595.63	557,695.28
		25,000.00	0.00	25,000.00	4,807.70	0.00	20,192.30
<b>2020</b>	<b>SUPERVISION - REGULAR SCHOOL</b>	<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>4,807.70</b>	<b>0.00</b>	<b>20,192.30</b>
A 2070.150-0000	Instructional Salaries	17,404.00	0.00	17,404.00	410.00	0.00	16,994.00
A 2070.490-0000	Inservices - BOCES Services	22,500.00	0.00	22,500.00	0.00	0.00	22,500.00
<b>2070</b>	<b>INSERVICE TRAINING - INSTRUCTION</b>	<b>39,904.00</b>	<b>0.00</b>	<b>39,904.00</b>	<b>410.00</b>	<b>0.00</b>	<b>39,494.00</b>
<b>20</b>							
A 2110.120-0000	Teaching K-6 Salaries	64,904.00	0.00	64,904.00	5,217.70	0.00	59,686.30
A 2110.130-0000	Teaching 7-12 Salaries	488,646.00	0.00	488,646.00	2,337.00	0.00	486,309.00
A 2110.140-0000	Substitute Teachers	468,345.00	0.00	468,345.00	0.00	0.00	468,345.00
A 2110.160-0000	Support Staff Salaries	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
A 2110.170-0000	Payment in Lieu of Health Insurance	42,625.00	0.00	42,625.00	0.00	0.00	42,625.00
A 2110.200-0000	Teaching Equipment	17,000.00	0.00	17,000.00	0.00	0.00	17,000.00
A 2110.400-0000	Teaching Contractual	4,000.00	0.00	4,000.00	0.00	2,903.47	1,096.53
A 2110.410-0000	Field Trips	16,726.00	0.00	16,726.00	1,619.80	0.00	15,106.20
A 2110.411-0000	Conference Attendance	23,000.00	0.00	23,000.00	0.00	0.00	23,000.00
A 2110.412-0000	Mileage Reimbursement	7,500.00	79.00	7,579.00	0.00	79.00	7,500.00
A 2110.413-0000	Arts in Education	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.414-0000	Teaching Materials & Supplies	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2110.450-0000	Elementary - Grade 1	9,000.00	0.00	9,000.00	3,410.57	431.45	5,157.98
A 2110.451-0000	Summer School	1,535.00	0.00	1,535.00	715.26	557.39	262.35
A 2110.451-1000	Art Program	100.00	0.00	100.00	0.00	0.00	100.00
A 2110.451-2000	Teachers Assistant-Dukett	2,360.00	398.40	2,758.40	1,516.13	69.69	1,172.58
A 2110.451-4000	English	150.00	0.00	150.00	0.00	0.00	150.00
A 2110.451-5000	Spanish	350.00	0.00	350.00	182.79	167.63	-0.42
A 2110.451-6000	Health Education	835.00	0.00	835.00	644.27	0.00	190.73
A 2110.451-8000	Math	230.00	0.00	230.00	13.08	0.00	216.92
A 2110.451-9000	Elementary - Gaffney/SPED	380.00	0.00	380.00	65.35	0.00	314.65
A 2110.452-1000	Music	310.00	0.00	310.00	176.83	0.00	133.17
A 2110.452-2000	Phys Ed	720.00	144.94	864.94	0.00	144.94	720.00
A 2110.452-3000	Science	1,680.00	0.00	1,680.00	1,199.26	214.54	266.20
A 2110.452-4000	Social Studies	910.00	0.00	910.00	266.00	0.00	644.00
A 2110.452-5000	Technology	150.00	0.00	150.00	126.60	0.00	23.40
A 2110.452-6000		1,650.00	0.00	1,650.00	0.00	0.00	1,650.00

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-7000	Elementary - PreK/Teaching Assistant	900.00	0.00	900.00	431.90	0.00	468.10
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	250.00	0.00	250.00	233.77	0.00	16.23
A 2110.453-0000	Elementary - Connell	1,036.00	0.00	1,036.00	812.11	0.00	223.89
A 2110.454-0000	Elementary - Grade 2	653.00	0.00	653.00	214.74	99.09	339.17
A 2110.455-0000	Elementary - Grade 3/4	650.00	0.00	650.00	360.49	73.98	215.53
A 2110.456-0000	Elementary - Grade 5/6	320.00	0.00	320.00	98.94	0.00	221.06
A 2110.458-0000	Elementary - Grade K	932.00	0.00	932.00	392.71	103.35	435.94
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	300.00	0.00	300.00	0.00	0.00	300.00
A 2110.480-0000	Teaching Textbooks	1,500.00	0.00	1,500.00	617.22	0.00	882.78
A 2110.490-0000	Teaching BOCES	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
<b>2110</b>	<b>TEACHING - REGULAR SCHOOL</b>	<b>* 1,129,243.00</b>	<b>622.34</b>	<b>1,129,865.34</b>	<b>15,434.82</b>	<b>4,844.53</b>	<b>1,109,585.99</b>
<b>21</b>		<b>** 1,129,243.00</b>	<b>622.34</b>	<b>1,129,865.34</b>	<b>15,434.82</b>	<b>4,844.53</b>	<b>1,109,585.99</b>
A 2250.150-0000	Instructional Salaries	79,883.00	0.00	79,883.00	0.00	0.00	79,883.00
A 2250.160-0000	Non Instructional Salaries	36,023.00	0.00	36,023.00	0.00	0.00	36,023.00
A 2250.400-0000	Students w/Disab Contractual	4,600.00	0.00	4,600.00	4,742.40	0.00	-142.40
A 2250.450-0000	Special Ed Materials & Supplies	450.00	0.00	450.00	342.79	0.00	107.21
A 2250.470-0000	Special Tuition	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2250.490-0000	BOCES Services	91,000.00	0.00	91,000.00	0.00	0.00	91,000.00
<b>2250</b>	<b>PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR</b>	<b>* 214,456.00</b>	<b>0.00</b>	<b>214,456.00</b>	<b>5,085.19</b>	<b>0.00</b>	<b>209,370.81</b>
A 2280.490-0000	BOCES Services	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00
<b>2280</b>	<b>OCCUPATIONAL EDUCATION (GRADES 9-12)</b>	<b>40,000.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>
<b>22</b>		<b>** 254,456.00</b>	<b>0.00</b>	<b>254,456.00</b>	<b>5,085.19</b>	<b>0.00</b>	<b>249,370.81</b>
A 2330.150-0000	Adult Education Salary	11,350.00	0.00	11,350.00	0.00	0.00	11,350.00
A 2330.151-0000	Special Schools Salary	20,952.00	0.00	20,952.00	0.00	0.00	20,952.00
A 2330.400-0000	Special Schools Contractual	3,600.00	0.00	3,600.00	0.00	0.00	3,600.00
A 2330.450-0000	Special Schools Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
<b>2330</b>	<b>TEACHING - SPECIAL SCHOOLS</b>	<b>* 36,402.00</b>	<b>0.00</b>	<b>36,402.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,402.00</b>
<b>23</b>		<b>** 36,402.00</b>	<b>0.00</b>	<b>36,402.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,402.00</b>
A 2610.150-0000	Library Salaries	55,680.00	0.00	55,680.00	0.00	0.00	55,680.00
A 2610.450-0000	Library Materials & Supplies	660.00	0.00	660.00	47.41	0.00	612.59

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.451-0000	Library Computers/Media	1,650.00	0.00	1,650.00	1,607.15	0.00	42.85
A 2610.460-0000	Library Books/Magazines/Subscriptions	2,694.00	0.00	2,694.00	217.80	1,204.38	1,271.82
A 2610.490-0000	Library BOCES Services	8,900.00	0.00	8,900.00	0.00	0.00	8,900.00
<b>2610</b>	<b>SCHOOL LIBRARY &amp; AUDIOVISUAL</b>	<b>*</b>					
A 2630.220-0000	Computer Hardware	69,584.00	0.00	69,584.00	1,872.36	1,204.38	66,507.26
A 2630.450-0000	Computer Materials & Supplies	25,000.00	0.00	25,000.00	208.41	0.00	24,791.59
A 2630.460-0000	Computer Software	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2630.490-0000	Computer BOCES	8,000.00	0.00	8,000.00	2,095.63	0.00	5,904.37
<b>2630</b>	<b>COMPUTER ASSISTED INSTRUCTION</b>	<b>*</b>					
<b>26</b>	<b>Attendance</b>	<b>**</b>					
A 2805.160-0000		112,500.00	0.00	112,500.00	2,304.04	0.00	110,195.96
<b>2805</b>	<b>ATTENDANCE - REGULAR SCHOOL</b>	<b>*</b>					
A 2810.150-0000	Guidance Instructional Salaries	65,730.00	0.00	65,730.00	2,733.68	0.00	62,996.32
A 2810.450-0000	Guidance Materials & Supplies	955.00	0.00	955.00	254.50	0.00	700.50
A 2810.451-0000	Guidance Testing and Materials	816.00	637.00	1,453.00	143.00	674.00	636.00
<b>2810</b>	<b>GUIDANCE - REGULAR SCHOOL</b>	<b>*</b>					
A 2815.160-0000	Support Staff Salaries	67,501.00	637.00	68,138.00	3,131.18	674.00	64,332.82
A 2815.400-0000	Health Contractual	36,660.00	0.00	36,660.00	0.00	0.00	36,660.00
A 2815.450-0000	Health Materials & Supplies	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
<b>2815</b>	<b>HEALTH SERVICES - REGULAR SCHOOL</b>	<b>*</b>					
A 2820.400-0000	Psychologist Contractual	44,429.00	0.00	44,429.00	377.62	0.00	44,051.38
A 2820.450-0000	Psychologist Materials & Supplies	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
A 2820.490-0000	BOCES Psychologist	330.00	0.00	330.00	0.00	0.00	330.00
<b>2820</b>	<b>PSYCHOLOGICAL SERVICES - REGULAR SCHOOL</b>	<b>*</b>					
A 2825.400-0000	Contractual	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
<b>2825</b>	<b>SOCIAL WORK SERVICES - REGULAR SCHOOL</b>	<b>*</b>					
A 2850.150-0000	Co-curricular Salaries	57,330.00	0.00	57,330.00	0.00	0.00	57,330.00
A 2850.450-0000	Co-curricular Materials & Supplies	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
<b>2850</b>	<b>CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL</b>	<b>*</b>					
A 2855.150-0000	Interscholastic Salaries	32,159.00	0.00	32,159.00	377.00	0.00	31,782.00
A 2855.400-0000	Interscholastic Contractual	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
		33,159.00	0.00	33,159.00	377.00	0.00	32,782.00
		10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
		20,500.00	0.00	20,500.00	0.00	0.00	20,500.00

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.450-0000	Interscholastic Materials & Supplies	2,500.00	0.00	2,500.00	35.39	184.42	2,280.19
A 2855.490-0000	BOCES Interscholastic	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<b>2855</b>	<b>INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL</b>	<b>*</b>	<b>0.00</b>	<b>35,000.00</b>	<b>35.39</b>	<b>184.42</b>	<b>34,780.19</b>
<b>28</b>		<b>**</b>	<b>637.00</b>	<b>248,556.00</b>	<b>3,921.19</b>	<b>858.42</b>	<b>243,776.39</b>
<b>2</b>		<b>***</b>	<b>1,259.34</b>	<b>1,916,267.34</b>	<b>33,835.30</b>	<b>6,907.33</b>	<b>1,875,524.71</b>
A 5510.160-0000	Transportation Salaries	87,479.00	0.00	87,479.00	8,737.94	0.00	78,741.06
A 5510.200-0000	Transportation Equipment	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 5510.210-0000	Purchase of Buses	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00
A 5510.400-0000	Transportation Contractual	15,000.00	0.00	15,000.00	4,909.00	0.00	10,091.00
A 5510.450-0000	Transportation Materials & Supplies/Parts	10,500.00	0.00	10,500.00	891.28	7,056.73	2,551.99
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
A 5510.453-0000	Parts	0.00	14.86	14.86	14.86	0.00	0.00
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00
A 5510.490-0000	BOCES Contractual	1,300.00	0.00	1,300.00	0.00	0.00	1,300.00
<b>5510</b>	<b>DISTRICT TRANSPORTATION SERVICES</b>	<b>*</b>	<b>14.86</b>	<b>176,293.86</b>	<b>14,553.08</b>	<b>7,056.73</b>	<b>154,684.05</b>
<b>55</b>		<b>**</b>	<b>14.86</b>	<b>176,293.86</b>	<b>14,553.08</b>	<b>7,056.73</b>	<b>154,684.05</b>
<b>5</b>		<b>***</b>	<b>14.86</b>	<b>176,293.86</b>	<b>14,553.08</b>	<b>7,056.73</b>	<b>154,684.05</b>
A 9010.800-0000	NYS Retirement	65,000.00	0.00	65,000.00	-17,000.00	0.00	82,000.00
<b>9010</b>	<b>STATE RETIREMENT</b>	<b>*</b>	<b>0.00</b>	<b>65,000.00</b>	<b>-17,000.00</b>	<b>0.00</b>	<b>82,000.00</b>
A 9020.800-0000	Teacher Retirement	142,000.00	0.00	142,000.00	-125,228.17	0.00	267,228.17
<b>9020</b>	<b>TEACHERS' RETIREMENT</b>	<b>*</b>	<b>0.00</b>	<b>142,000.00</b>	<b>-125,228.17</b>	<b>0.00</b>	<b>267,228.17</b>
A 9030.800-0000	Social Security	145,116.00	0.00	145,116.00	6,924.10	0.00	138,191.90
<b>9030</b>	<b>SOCIAL SECURITY</b>	<b>*</b>	<b>0.00</b>	<b>145,116.00</b>	<b>6,924.10</b>	<b>0.00</b>	<b>138,191.90</b>
A 9040.800-0000	Worker Compensation	12,230.00	0.00	12,230.00	12,230.00	0.00	0.00
<b>9040</b>	<b>WORKERS' COMPENSATION</b>	<b>*</b>	<b>0.00</b>	<b>12,230.00</b>	<b>12,230.00</b>	<b>0.00</b>	<b>0.00</b>
A 9050.800-0000	Unemployment	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<b>9050</b>	<b>UNEMPLOYMENT INSURANCE</b>	<b>*</b>	<b>0.00</b>	<b>20,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>20,000.00</b>
A 9055.800-0000	Disability Plan	3,000.00	0.00	3,000.00	798.07	0.00	2,201.93
<b>9055</b>	<b>DISABILITY INSURANCE</b>	<b>*</b>	<b>0.00</b>	<b>3,000.00</b>	<b>798.07</b>	<b>0.00</b>	<b>2,201.93</b>
A 9060.800-0000	Hospitalization	1,004,000.00	0.00	1,004,000.00	236,742.38	0.00	767,257.62
<b>9060</b>	<b>HOSPITAL, MEDICAL &amp; DENTAL INSURANCE</b>	<b>*</b>	<b>0.00</b>	<b>1,004,000.00</b>	<b>236,742.38</b>	<b>0.00</b>	<b>767,257.62</b>
A 9089.800-0000	Other Employee Benefits	1,700.00	0.00	1,700.00	13.60	0.00	1,686.40

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2021 To 6/30/2022



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9089		1,700.00	0.00	1,700.00	13.60	0.00	1,686.40
90		1,393,046.00	0.00	1,393,046.00	114,479.98	0.00	1,278,566.02
A 9711.600-0000	Serial Bonds - Principal	135,000.00	0.00	135,000.00	0.00	0.00	135,000.00
A 9711.700-0000	Serial Bonds - Interest	108,150.00	0.00	108,150.00	0.00	0.00	108,150.00
9711		243,150.00	0.00	243,150.00	0.00	0.00	243,150.00
97		243,150.00	0.00	243,150.00	0.00	0.00	243,150.00
A 9901.930-0000	Transfer to School Food Svc Fund	112,431.00	0.00	112,431.00	0.00	0.00	112,431.00
9901	TRANSFERS TO FUNDS	112,431.00	0.00	112,431.00	0.00	0.00	112,431.00
99		112,431.00	0.00	112,431.00	0.00	0.00	112,431.00
9		1,748,627.00	0.00	1,748,627.00	114,479.98	0.00	1,634,147.02
Fund ATotals:		4,608,020.00	5,795.66	4,613,815.66	286,204.91	105,559.69	4,222,051.06
Grand Totals:		4,608,020.00	5,795.66	4,613,815.66	286,204.91	105,559.69	4,222,051.06



# LONG LAKE CSD

## Check Warrant Report For A - 1: Cash Disbursement - General Fund For Dates 7/1/2021 - 7/31/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16840	07/08/2021	1299	NYS SCHOOL BOARDS ASSOCIATION	DUES 7/1/21-6/30/22		2,525.00
16841	07/08/2021	4525	SLIC NETWORK SOLUTIONS	CABLE TV JULY		152.55
16842	07/08/2021	4729	CHESTERTOWN TRUCK & AUTO SUPPLIES	BUS PARTS	210194	14.86
16843	07/08/2021	4761	COLTON GLASS & MIRROR	WINDOWS	210252	3,051.00
16844	07/08/2021	4333	B & G SERVICE EQUIPMENT	CHEMICAL DISHWASHER		3,335.20
16845	07/08/2021	4653	BERNARD P. DONEGAN, INC.	CAPITAL PROJECT FINANCIAL MANAGEMENT		2,418.00
16846	07/08/2021	4377	EDUCATIONAL VISTAS, INC	SCIENCE SCORING FEES	210162	143.00
16847	07/08/2021	4141	NOELLE SHORT	SUPPLY REIMB. FOR SUPT CONF DAY		86.20
16848	07/08/2021	1360	HAMILTON COUNTY TREASURER	MAY GAS/DIESEL		1,018.93
16849	07/08/2021	4593	ELISHA COHEN	REIMBURSE SUPPLIES		28.00
16850	07/08/2021	1328	NYSPHSA, INC.	DUES 2021-2022		810.00
16851	07/08/2021	1825	VP SUPPLY CORP	PLUMBING SUPPLIES	210006	150.00
16852	07/08/2021	1503	TRILLIUM FLORIST	GRADUATION FLOWERS		180.00
16853	07/08/2021	2531	ADIRONDACK HOTEL	SUPT CONF DAY MEAL		450.00
16854	07/08/2021	4768	HOMETOWN SEWER SERVICE	SEPTIC PUMPED		700.00
16855	07/08/2021	3259	FIRST UNUM LIFE INSURANCE CO.	JULY DISABILITY		268.91
16856	07/08/2021	2469	NYSCOSS	SHORT DUES NYSCOSS/AASA 2021-22		1,639.22
16857	07/08/2021	4736	BELLE SALES AND SUPPLY, LLC	CUSTODIAL SUPPLIES	210277	355.65
16858	07/08/2021	3678	SHEFFIELD POTTERY	ART SUPPLIES-KILN SHELVES	210288	398.40
16859	07/08/2021	1583	UNITED PARCEL SERVICE	REGENTS BOX RETURN		25.96
16860	07/08/2021	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		435.50
16861	07/08/2021	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
16862	07/08/2021	2279	F-E-H BOCES TREASURER	JUNE CONTRACT BILL		24,277.14
16863	07/08/2021	2988	GIRVIN & FERLAZZO, P.C.	JUNE RETAINER		625.00
16864	07/15/2021	4781	ONSOLVE	ONE CALL NOW SUBSCRIPTION 7/23/21-7/22/21		130.91
16865	07/15/2021	3064	TRI-LAKES THREE PRESS CORP.	LEGAL AD		515.62
16866	07/15/2021	1360	HAMILTON COUNTY TREASURER	GAS/DIESEL JUNE 2021		743.84
16867	07/15/2021	3217	FRONTIER	TELEPHONE CHARGES		422.52
16868	07/15/2021	4199	NYS EMPLOYEES' HEALTH INSURANCE	AUGUST HEALTH INSURANCE		78,982.16
16869	07/15/2021	1420	TOWN OF LONG LAKE	BUS MTNCE 4/1/21-6/30/21		4,695.51
16870	07/15/2021	4487	FRONTLINE TECHNOLOGIES	IEP DIRECT 7/1/21-6/30/22		4,742.40

## LONG LAKE CSD

## Check Warrant Report For A - 1: Cash Disbursement - General Fund For Dates 7/1/2021 - 7/31/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16871	07/15/2021	4560	ECHALK INC.	WEBSITE SUBSCRIPTION 7/1/21-6/30/22		1,325.50
16872	07/15/2021	4782	ALEX HELMS EXCAVATION & LOGGING	SEPTIC/LEACH REPAIR		5,849.00
16877	07/22/2021	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER CHARGES		362.60
16878	07/22/2021	2833	UTICA NATIONAL INSURANCE GROUP	INSURANCE 7/1/21-6/30/22		33,875.00
16879	07/22/2021	2279	F-E-H BOCES TREASURER	2021-22 S/Y WORKERS COMPENSATION COVERAGE		12,230.00
16880	07/22/2021	4728	NOVISIGN	SUBSCRIPTION JULY 21- JUNE 22		180.00
16881	07/22/2021	4736	BELLE SALES AND SUPPLY, LLC	CUSTODIAL SUPPLIES	210277	504.84
16882	07/22/2021	4425	VERIZON	CELL PHONE		30.76
16883	07/22/2021	2965	DISCOUNT SCHOOL SUPPLIES		220006	151.93
16884	07/22/2021	3390	CASTLE SOFTWARE, INC.	SITE LICENSE K-12, 7/1/21- 6/30/22	220019	187.50
16885	07/22/2021	1305	AMERICAN EXPRESS	SOFTWARE, ADMIN M&S		108.98
16886	07/22/2021	1162	TEACHER'S DISCOVERY	SPANISH SUPPLIES	220015	37.26
16887	07/22/2021	1926	LAKESHORE LEARNING MATERIALS		220003	306.33
16888	07/22/2021	3825	AMAZON		210291	79.88
16889	07/22/2021	4783	RURAL SCHOOLS ASSOCIATION OF NYS	21-22 ANNUAL MEMBERSHIP		850.00

Number of Transactions: 46

Warrant Total: 189,401.06

Vendor Portion: 189,401.06

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 46 in number, in the total amount of \$ 189,401.06. 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.

8/4/21  
Date

Michelle J. Short  
Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 189,401.06. 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.

8/4/21  
Date

James S. Mangano  
Claims Auditor

# LONG LAKE CSD

## Check Warrant Report For A - 4: Cash Disbursement - General Fund For Dates 8/1/2021 - 8/31/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16892	08/05/2021	3259	FIRST UNUM LIFE INSURANCE CO.	AUGUST DISABILITY INSURANCE		268.91
16893	08/05/2021	4716	QUADIENT FINANCE USA, INC.	POSTAGE		500.00
16894	08/05/2021	2279	F-E-H BOCES TREASURER	BOCES SUPPLEMENTARY JUNE BILLING		4,664.00
16895	08/05/2021	1328	NYSPHSAA, INC.	CONCUSSION TESTING		43.75
16896	08/05/2021	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		435.50
16897	08/12/2021	4786	EMPIRICAL RESOLUTION INC.	ENGLISH SUBSCRIPTION 7/27/21-7/31/22		80.00
16898	08/12/2021	4525	SLIC NETWORK SOLUTIONS	CABLE TV AUGUST		152.55
16899	08/12/2021	1420	TOWN OF LONG LAKE	WATER BILL		1,000.00
16900	08/12/2021	1031	SCHOLASTIC	SCIENCE WORLD SUBSCRIPTION 21-22		213.75
16901	08/12/2021	4118	CONTRACT PAPER GROUP INC.	COPY PAPER	220023	1,180.00
16902	08/12/2021	4733	TOPICAL REVIEW BOOK COMPANY	PHYSICS REFERENCE TABLES	220040	52.25
16903	08/12/2021	4726	SAVVAS LEARNING COMPANY		220036	1,064.45
16904	08/12/2021	1287	TUPPER LAKE FREE PRESS	LIBRARY SUBSCRIPTION 8/31/21-8/31/22		48.00
16905	08/12/2021	1138	DISCOUNT MAGAZINE SUB. SERVICE	MAGAZINE SUBSCRIPTIONS 21-22	220048	169.80
16906	08/12/2021	3944	STUDIES WEEKLY		220069	187.45
16907	08/12/2021	4780	FLUENCY MATTERS	SPANISH BOOKS	220016	390.00
16908	08/12/2021	1485	INDUSTRIAL APPRAISAL COMPANY	INVENTORY REPORTS	210293	350.00
16909	08/12/2021	4212	CK TANK & LINE TESTING	FUEL OIL CORROSION PROTECTION TEST		325.00
16910	08/12/2021	4729	CHESTERTOWN TRUCK & AUTO SUPPLIES		220000	891.28
16911	08/12/2021	3510	TEACHER DIRECT		220044	100.28
16912	08/12/2021	3355	EAI EDUCATION	ELEM SPECIAL ED SUPPLIES	220045	37.95
16913	08/12/2021	1143	DEMCO	LIBRARY SUPPLIES	220050	47.41
16914	08/12/2021	1709	QUILL	MATH SUPPLIES	220054	35.77
16915	08/12/2021	1369	NCC SYSTEMS INC.	FIRE MONITORING SYSTEM 8/1/21-7/31/22		336.00
16916	08/12/2021	4586	WILLIAM PENN LIFE INSURANCE	INSURANCE - SHORT		153.99
16917	08/12/2021	4411	NYSMEC	ELECTRIC INSTALLMENT 2 OF 6		3,860.23
16918	08/12/2021	3217	FRONTIER	TELEPHONE		420.43
16919	08/12/2021	4345	LEARNING A-Z	CLASSROOM LICENSE 8/2/21-8/2/22	220067	118.00
16920	08/12/2021	4785	SPHERO	COMPUTERS	220066	1,241.54
16921	08/12/2021	2912	SAANYS	MEMBERSHIP-SHORT 9/1/21-8/31/22		600.00
16922	08/12/2021	2697	DICK BLICK	ART SUPPLIES	220052	1,117.73
16923	08/12/2021	1181	ZANER-BLOSNER	GRADE 1 SUPPLIES	220062	256.99
16924	08/12/2021	2004	FORTUNE'S HARDWARE	CUSTODIAL SUPPLIES	220002	651.77

## LONG LAKE CSD

## Check Warrant Report For A - 4: Cash Disbursement - General Fund For Dates 8/1/2021 - 8/31/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16928	08/24/2021	3825	**CONTINUED** AMAZON	Voided During Printing		0.00
16929	08/24/2021	3825	AMAZON		220049	2,339.42
16930	08/24/2021	4457	MARSHALL MEMO LLC	SUBSCRIPTION AUGUST 21 -AUGUST 22		300.00
16930	08/24/2021	4457	**VOID** MARSHALL MEMO LLC	**VOID**		-300.00
16931	08/24/2021	1709	QUILL	OFFICE SUPPLIES	220072	2,230.57
16932	08/24/2021	2745	NYS ENVIRONMENTAL CONSERVATION	SPDES ANNUAL FEE		110.00
16933	08/24/2021	3510	TEACHER DIRECT		220059	116.14
16934	08/24/2021	3292	DAY WHOLESALE INC.	WATER	220071	51.00
16935	08/24/2021	4685	EDU TYPING	EDUTYPE 10/29/21-10/29/22	220073	362.67
16936	08/24/2021	4425	VERIZON	CELL PHONE		30.76
16937	08/24/2021	4792	ROCHESTER 100	POCKET FOLDERS	220078	72.00
16938	08/24/2021	1162	TEACHER'S DISCOVERY	SPANISH SUPPLIES	220015	109.71
16939	08/24/2021	1169	GOPHER SPORTS EQUIPMENT	PE SUPPLIES	220042	1,199.26
16940	08/24/2021	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER CHARGES		116.20
16941	08/24/2021	4426	SCHOOL MATE	PLANNERS	220039	254.50
16942	08/24/2021	2809	TIME FOR KIDS	SUBSCRIPTION GRADES 5/6	220021	59.40
16943	08/24/2021	4199	NYS EMPLOYEES' HEALTH INSURANCE	SEPTEMBER HEALTH INSURANCE		80,057.03
16944	08/24/2021	4087	PERMA BOUND	ENGLISH TEXTBOOKS	220056	287.02
16945	08/24/2021	3355	EAI EDUCATION	GRADE 3/4 SUPPLIES	220070	173.15
16946	08/31/2021	4795	NEW YORK HILTON MIDTOWN	NYSSBA CONFERENCE HOTEL		1,420.00

Number of Transactions: 53

Warrant Total: 109,983.61

Vendor Portion: 109,983.61

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 53 in number, in the total amount of \$ 109,983.61. 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.

8/31/21 Neel J. Short  
Date Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 109,983.61. 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.

9/1/21 Jerome S. Flanagan  
Date Claims Auditor

# LONG LAKE CSD

Check Warrant Report For A - 6: Cash Disbursement - General Fund for Payroll Withholdings For  
Dates 8/1/2021 - 8/31/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
760	08/05/2021	3407	NYS INCOME TAX	Trust & Agency Payment		782.46
761	08/05/2021	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		75.00
762	08/05/2021	4340	LLCS GENERAL FUND	Trust & Agency Payment		11,694.73
763	08/05/2021	4375	EFTPS Enrollment Processing	Trust & Agency Payment		4,398.65
764	08/19/2021	3407	NYS INCOME TAX	Trust & Agency Payment		977.09
765	08/19/2021	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		75.00
766	08/19/2021	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		317.89
767	08/19/2021	4340	LLCS GENERAL FUND	Trust & Agency Payment		14,929.31
768	08/19/2021	4375	EFTPS Enrollment Processing	Trust & Agency Payment		5,402.49
16890	08/05/2021	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		103.30
16891	08/05/2021	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - NYS DEF COMP		200.00
16925	08/23/2021	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		103.30
16926	08/23/2021	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - DENTAL/VISION		1,724.55
16927	08/23/2021	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - NYS DEF COMP		200.00

Number of Transactions: 14

Warrant Total: 40,983.77

Vendor Portion: 40,983.77

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 14 in number, in the total amount of \$40,983.77. 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.

8/23/21  
Date

Michelle J. Shott  
Superintendent

# LONG LAKE CSD

## Check Warrant Report For C - 1: Cash Disbursement - Lunch Fund For Dates 7/1/2021 - 7/31/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2342	07/08/2021	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	210280	96.15
Number of Transactions: 1						Warrant Total: 96.15
						Vendor Portion: 96.15

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 1 in number, in the total amount of \$ 96.15. 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.

8/4/21 Melissa J. Short  
Date Superintendent

### Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 96.15. 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.

8/4/21 Deanne S. Morgan  
Date Claims Auditor

# LONG LAKE CSD

Check Warrant Report For C - 2: Cash Disbursement - Lunch Fund For Dates 8/1/2021 - 8/31/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2343	08/12/2021	4789	BRUCE ARSENAULT	MEAL REFUND		9.77
	08/12/2021	4790	KATHERINE LEDWELL	LUNCH FUND REFUND		15.85
2345	08/12/2021	2836	CENTRAL RESTAURANT PRODUCTS	KITCHEN SUPPLIES	210290	222.16

Number of Transactions: 3

Warrant Total: 247.78

Vendor Portion: 247.78

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 3 in number, in the total amount of \$ 247.78. 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.

8/31/21 Noelle J. Short  
Date Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 247.78. 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.

9/1/21 Sydney S. Klaringa  
Date Claims Auditor

# LONG LAKE CSD

## Check Warrant Report For H - 1: Cash Disbursement - Capital Fund For Dates 7/1/2021 - 7/31/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1001	07/15/2021	4765	SCHOOLHOUSE CONSTRUCTION SERVICES, LLC	CLERK OF THE WORKS CAPITAL PROJECT		38,860.00
1002	07/15/2021	4757	LECHASE CONSTRUCTION SERVICES	CAPITAL PROJECT		190,475.55
1003	07/15/2021	4759	AMBIENT ENVIRONMENTAL, INC.	CAPITAL PROJECT- ASBESTOS		3,175.00
1004	07/15/2021	4088	MOSAIC ASSOCIATES	CAPITAL PROJECT		2,978.00
Number of Transactions: 4						
Warrant Total:						235,488.55
Vendor Portion:						235,488.55

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$235,488.55. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/14/21 Date Noelle J. Short Superintendent

### Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$235,488.55. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

8/14/21 Date Spence S. Sturgeon Claims Auditor



# LONG LAKE CSD

## Check Warrant Report For H - 2: Cash Disbursement - Capital Fund For Dates 8/1/2021 - 8/31/2021



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1005	08/12/2021	4788	COMALLI GROUP INC.	CAPITAL PROJECT		40,339.85
	08/12/2021	4763	PIPELINE MECHANICAL	CAPITAL PROJECT		179,019.91
1007	08/12/2021	4787	DENTE GROUP	CAPITAL PROJECT		2,253.60
1008	08/12/2021	4759	AMBIENT ENVIRONMENTAL, INC.	CAPITAL PROJECT		16,048.67
1009	08/12/2021	4791	S & L ELECTRIC, INC.	CAPITAL PROJECT		76,000.00
1010	08/12/2021	4757	LECHASE CONSTRUCTION SERVICES	CAPITAL PROJECT		302,271.20
1011	08/12/2021	4088	MOSAIC ASSOCIATES	CAPITAL PROJECT		3,269.00
1012	08/12/2021	4762	BARCLAY DAMON LLP	BOND COUNSEL-CAPITAL PROJECT		2,626.22
1013	08/24/2021	4787	DENTE GROUP	CAPITAL PROJECT		4,531.25
1014	08/24/2021	4765	SCHOOLHOUSE CONSTRUCTION SERVICES, LLC	CAPITAL PROJECT		26,708.75

Number of Transactions: 10

Warrant Total: 653,068.45  
Vendor Portion: 653,068.45

### Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 10 in number, in the total amount of \$653,068.45. 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.

8/31/21 Date Noelle J. Short Superintendent

### Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$653,068.45. 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.

9/1/21 Date Ernest J. Harroga Claims Auditor

Vla

**August 23, 2021**

**Long Lake Central School  
Noelle J. Short, Superintendent/Principal  
P.O. Box 217  
Long Lake, New York 12847**

**Dear Ms. Short,**

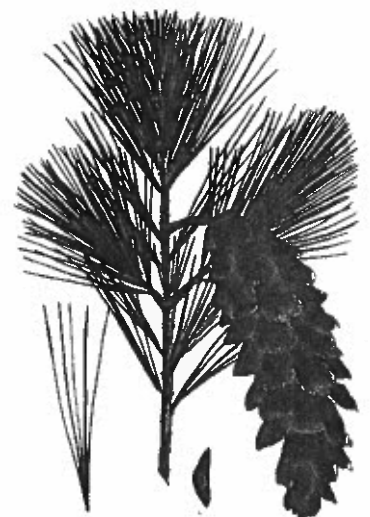
**I would like to inform you that I will be retiring in January 2022. My last day at Long Lake Central School will be January 17, 2022.**

**I have worked at LLCS for over 30 years, and although those were some of the best years of my life, I am looking forward to the next chapter.**

**Sincerely,**

*Lisa Walker*

**Lisa Walker**



*White Pine*

Vlc

**BUDGET PLANNING DATES FOR  
SCHOOL YEAR 2021-2022  
FOR 2022-2023 BUDGET**

**BUDGET CALENDAR**

**PRESENTATION**

September 9, 2021 BOE Mtg.	Present budget calendar for Board approval.
December 9, 2021 BOE Mtg.	Budget assumptions/priorities reviewed.
December 1, 2021	Request from employees large budgetary needs by 12/31/21
January 13, 2022 BOE Mtg.	Draft budget presented. Budget assumptions and priorities reviewed.
February 10, 2022 BOE Mtg.	Budget revisions.
February, 2022	Meet with various teachers to review budgetary needs.
March 1, 2022	Submission of tax levy limit to NYS.
March 10, 2022 BOE Mtg.	Budget revisions
March 30, 2022	First publication of budget legal notice. Legal notices to be published 4 times with first notice at least 45 days prior to vote. (45 days before vote is 4/2/22).
April 12, 2022 BOE Mtg.	Final budget adoption by Board (must be adopted by 4/22/22). Property Tax Report card submitted to newspapers. Appoint election and alternate election inspectors.
April 18, 2022	Board of Education seat petitions due today.
May 10, 2022 BOE Mtg. (note: Tuesday mtg. date)	Budget hearing same night as board meeting. Mail budget notice to voters after budget hearing but at least 6 days prior to budget vote (mail on 5/11/22).
May 17, 2022	Budget, Proposition and Board of Education vote.

Approved by Board of Education \_\_\_\_\_

**DISTRICT-WIDE SCHOOL  
SAFETY PLAN**

**Long Lake  
CSD**

Revision Date: September 1, 2020  
Board of Education Approval: October 8, 2020

## *Table of Contents*

- ❖ The District Wide Safety Plan
- ❖ Appendix 1 – List of Buildings
- ❖ Appendix 2 – Building Risk Determination
- ❖ Appendix 3 – Training Policy
- ❖ Appendix 4 – Policies dealing with Violence on School Property
- ❖ Appendix 5 – Regulation References
- ❖ Appendix 6 – Communities Relation Policy
- ❖ Appendix 7 – Emergency Responders Contact Information
- ❖ Appendix 8 – Memoranda of Understanding

# **DISTRICT-WIDE SCHOOL SAFETY PLAN**

## **Commissioner's Regulation 155.17**

### **INTRODUCTION**

Emergencies and violent incidents in school districts are critical issues that must be addressed in an expeditious and effective manner. Districts are required to develop a district-wide school safety plan designed to prevent or minimize the effects of serious violent incidents and emergencies and to facilitate the coordination of the district with local and county resources in the event of such incidents or emergencies. The District-Wide Plan is responsive to the needs of all schools within the district and is consistent with the more detailed emergency response plans required at the school building level. Districts stand at risk from a wide variety of acts of violence, natural, and manmade disasters. To address these threats, the State of New York has enacted the Safety Schools Against Violence in Education (SAVE) law. Project SAVE is a comprehensive planning effort that addresses prevention, response, and recovery with respect to a variety of emergencies in each school district and its schools.

### **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

#### **A. Purpose**

The Long Lake Central District-Wide School Safety Plan was developed pursuant to Commissioner's Regulation 155.17. At the direction of the District Board of Education, the District Superintendent appointed a District-Wide School Safety Team and charged it with the development and maintenance of the District-Wide School Safety Plan.

**B. Identification of School Teams**

The District has created a District-Wide School Safety Team including the following persons:

Name	Title
Noelle Short	Superintendent/Principal
Victoria Snide	Business Manager/
Eric Hample	Maintenance/Bus Driver/LLVFD
Elisha Cohen	Faculty/ School Counselor
Karl Geiger	Food Service Manager
Michelle Billings	School Nurse/DAC Coordinator/Community
Hannah Klossner	Faculty/Athletic Coordinator
Carey Pooler	Faculty /Teacher
Michael Farrell	Board of Education

**C. Concept of Operations**

- The District-Wide School Safety Plan shall be directly linked to the Building-Level Emergency Response Plans for each school building. This District-Wide School Safety Plan will guide the development and implementation of individual Building-Level Emergency Response plan.
- In the event of an emergency or violent incident, the initial response to all emergencies at an individual school will be by the School Emergency Response Team.
- Upon the activation of the School Emergency Response Team, the Superintendent of Schools or his/her designee will be notified and, where appropriate, local emergency officials will also be notified.
- Emergency response actions including Crisis Response may be supplemented by County and State resources through existing protocols.

**D. Plan Review and Public Comment**

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The District-Wide and Building-Level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-Wide School Safety Plan, Building-Level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

- Full copies of the District-Wide School Safety Plan and any amendments will be posted on the District's website within 30 days of adoption. Building-Level Emergency Response Plan will be supplied to both local and State Police within 30 days of adoption.



## **SECTION II: GENERAL EMERGENCY RESPONSE PLANNING**

### **A. Identification of sites of potential emergency**

The District has established procedures for the identification of potential sites and the internal and/or external hazards that may be present in them. These procedures are developed in coordination with the local Emergency Management Office, Fire Department and law enforcement agencies, and the use of a Risk Probability Checklist. Appendix 2 of this Plan shows the results of this procedure.

### **B. Actions in response to an emergency**

The District has identified the following general response actions to emergency situations. These actions include school cancellation, early dismissal, evacuation, and sheltering. The Building-level Emergency Response Plan includes identification of specific procedures for each action depending upon the emergency.

Emergencies include, but are not limited to:

Lock-down	Sheltering/Evacuation
Threats of Violence	Intruder
Hostage/Kidnapping	Explosive/Bomb Threat
Natural/Weather Related	Hazardous Material
Civil Disturbance	Biological
School Bus Accident	Radiological
Gas Leak	Epidemic
Others as determined by the Building-level School Safety Team	

### **C. District resources and personnel available for use during an emergency**

The District has committed the full inventory of its resources to be available for use during an emergency. These resources will be utilized in accordance with the Incident Command System as deemed appropriate by the Incident Commander. (See Incident Command System Position and Description chart.)

Specific procedures, policies, persons, phone numbers, and training are located in the Building-Level Emergency Response Plan. The Incident Commander will contact 9-1-1 for advice and assistance when needed.

### **D. Procedures to coordinate the use of school district resources during emergencies**

The District uses the Incident Command System model for emergency actions. For district-wide emergencies the Incident Commander will be the District Superintendent. In building-level emergencies, the administrator in charge or his/her designee will act as the Incident Commander. The Incident Commander is authorized to activate such resources and personnel as are appropriate to the incident. The Incident Commander is empowered to render such decisions as may be necessary in keeping with the response actions as identified in the Building-level Emergency Response Plan. Building-level Incident Command staff are identified in the Building-level Emergency Response Plan.

#### **E. Annual multi-hazard school training for staff and students**

The District will conduct annual training for both staff and students in school safety issues. Training will be coordinated by the Superintendent's Office, and may consist of classroom activities, general assemblies, tabletop exercises, full scale drills or other appropriate actions to increase the awareness and preparedness of staff and students.

Drills and other exercises will be coordinated with local, county and state emergency responders and preparedness officials. Existing plans will be revised in response to post-incident critiques of these drills.

Training procedures and frameworks are included in Appendix 3.

#### **F. Staff development**

Each year during the Staff Development Day, training in Violence Prevention and Intervention will be offered. Refresher training in searching for suspicious packages will be provided as needed.

### **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

#### **A. Policies and procedures for responding to implied, or direct threats of violence or acts of violence by students, teachers, other school personnel and visitors to the school**

The District has enacted policies and procedures dealing with violence. These policies and procedures deal with the safety of the school community as well as the range of discipline of those making the threat or committing the act of violence and are included herein as Appendix 4 of this document.

The Long Lake Central School District uses a wide range of methods to ensure that students, staff, and parents are made aware of early detection of violent behaviors. Some specific methods include the use of the student handbook, code of conduct, PDP handouts, prevention education, and a Health, Safety and Wellness Committee.

The Incident Commander will, based on the situation, determine the appropriate steps to be taken. These may include, but are not limited to; lock-down, search, evacuation, or contacting 9-1-1. Specific steps are outlined in the Building-Level Plan. The Incident Commander will monitor the incident, adjust their response as appropriate during the incident, and work to protect students and staff.

#### **B. Policies and procedures for contacting appropriate law enforcement officials in the event of a violent incident**

Law enforcement officials will be contacted by the Incident Commander in line with the Building-Level Emergency Response Plan, and will be requested based upon the "closest response agency" concept to ensure that the response to the incident is as rapid as possible. The Incident Commander will contact the appropriate law enforcement agency by calling 9-1-1.

Policies are listed in Appendix 4. Specific procedures are outlined in the Building Level Plan.

Punishment will be judged on a case-by-case basis, the Code of Conduct, and other District policies.

**C. Appropriate responses to emergencies**

The District recognizes that appropriate response to emergencies varies greatly depending upon the actual threat or act as well as the magnitude of such emergency. The District has developed specific procedures for responding to threats.

Lock-downs, evacuations, and contacting local law enforcement through the Incident Command Structure will be used. Specific steps are found in the Building-Level Plan.

**D. Policies and procedures to contact parents, guardians or persons in parental relation to the students in the event of a violent incident or an early dismissal**

The District has plans and procedures to contact parents and guardians through the use of telephones, radio stations, intercom, fax, emergency alert systems, e-mail, television, and written communications. Specific procedures are outlined in the Building-Level Plan to handle early dismissals, evacuation, and sheltering. Contact phone numbers are listed in the phone directory found in the Building-Level Plan.

Parent and guardian phone numbers are found in the main office and the nurse's office.

The Incident Commander, based on the situation, will make the determination as to which form of communication will be used: i.e., television, radio, phone numbers.

## **SECTION IV: COMMUNICATION WITH OTHERS**

**A. Obtaining assistance during emergencies from emergency services organizations and local government agencies**

During emergencies, local government agencies, including emergency services, can be obtained via the local emergency management office or through the local emergency communication center. The Incident Commander will authorize the procurement of these agencies.

**B. Procedures for obtaining advice and assistance from local government officials including the county or city officials responsible for implementation of Article 2-B of the Executive Law**

Long Lake Central School District will work with county and other local officials when an Article 2-B emergency is declared. The Incident Commander, based on the actual Article 2-B situation, will contact the Emergency Management Office for guidance by calling 9-1-1.

**C. A system for informing all educational agencies within a school district of a disaster**

The District will notify any appropriate educational agencies within its boundaries as well as adjacent to its boundaries in the case of a disaster that would affect any of these agencies. The Incident Commander will determine the extent of notification and delegate its delivery.

**D. In case of a school district, maintaining certain information about each educational agency located in the school district, including information on:**

Each Building-Level Emergency Response Plan will include the following information:

- School population,
- Number of staff,
- Transportation needs, and
- Business and home telephone numbers of key officials of each such educational agency.

The Building-Level School Safety Teams will insure that this information is current and accurate.

**SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

**A. Policies and procedures related to school building security, including, where applicable, the use of school safety officers and or/security devices or procedures**

Specific policies related to building security are found in Appendix 6. Long Lake School District does have special building security at this time. A specific description can be found in the Building-Level Emergency Response Plan.

The Long Lake Central School District does have procedures for lock-down, evacuation, and sheltering. The specific procedures are found in the Building-Level Emergency Response Plan.

**B. Policies and procedures for the dissemination of informative materials**

The District is committed to the use of age-appropriate interpersonal violence prevention education package for the students.

**C. Prevention and intervention strategies**

The District continues to develop and investigate various strategies regarding violence prevention and intervention. These strategies include, but are not limited to:

- Collaborative agreements with state and local law enforcement officials designed to ensure that staff are adequately trained including being trained to de-escalate potentially violent situations,
- Non-violent conflict resolution training programs,
- Peer mediation programs and youth courts, and
- Extended day and other school safety programs

**D. Strategies for improving communication among students and between students and staff and reporting of potentially violent incidents**

The District recognizes that communication is a vital key in the prevention and intervention of violence in schools. To that end, the District is exploring programs in the following areas:

- Prevention education
- Home-Run Program through Berkshire Farm
- Mental Health Services
- Character Education
- Peer mediation
- Conflict resolution
- Creating a forum or designating a mentor for students concerned with bullying or violence
- Establishing anonymous reporting mechanisms for school violence, and
- Others based on District need

**E. Description of duties, hiring and screening process, and required training of hall monitors and other school safety personnel**

The Long Lake Central School District currently does not employ hall monitors, SROs, or other security personnel. If and when the school does employ security personnel, duties will be listed.

## APPENDICES

### Appendix 1

Listing of all school buildings covered by the District-Wide School Safety Plan with addresses of buildings, and contact names and telephones numbers for building staff.

Building Name	Address	Contact Name	Phone
Main Building	20 School Lane, Long Lake, NY 12847	Noelle Short	518-624-2221
Main Building	20 School Lane, Long Lake, NY 12847	Victoria Snide	518-624-2221
Main Building	20 School Lane, Long Lake, NY 12847	Eric Hample	518-624-2221

## **Appendix 2**

### **Building Risk Determination**

<b>Building</b>	<b>Address</b>
Main Building	20 School Lane, Long Lake, NY 12847

#### **Internal Hazards**

##### **Civil Disturbance**

- Bomb Threat
- Hostage
- Intruder
- Kidnapped person
- Civil unrest
- Anthrax (bio-terrorism)
- Lock-down
- Evacuation
- Sheltering

#### **Fire and Explosion**

- Explosion
- Fire

#### **Systems Failure**

- Electrical system failure
- Fuel shortage
- Gas leak
- Heating system failure (loss of heat)
- Roofing failure (leak)
- Sewage system failure
- Structural failure
- Water system failure

#### **Medical Emergency**

- Allergic reaction/Bleeding/Blow to the head
- Broken bones/Burns/Choking/Diabetic shock
- Epileptic convulsions/shock
- Bites
- Blood/body fluid exposure (infection control)

#### **Medical Emergency cont.**

- Electric shock
- Epidemic
- Food poisoning
- Heart attack
- Toxic exposure

#### **Death/Suicide**

#### **External Hazards**

##### **Weather Related**

- Flood/mudslide
- Storm/snow/ice/wind/hurricane
- Thunderstorm
- Tornado

#### **Environmental Problems**

- Air pollution
- Flood/mudslide
- Hazardous material spills/releases
- Radiological incident
- Storm/snow/ice/wind/hurricane
- Extreme cold/heat
- Thunderstorm/lightning storm
- Tornado
- Toxic material spill/releases
- Water contamination

#### **Other External Hazards**

- Airplane crash
- School bus accident
- Earthquake
- Highway/road collapse

## **Appendix 3**

### **Training**

Training will be provided by the Jefferson-Lewis BOCES Health & Safety Office as required.

Topics that will be offered include:

Two-Hour Violence Prevention and Intervention

Incident Command System

Red Cross Shelter Management

Searching for Suspicious Packages

Bullying

Sexual Harassment



## **Appendix 4**

### **Policies dealing with Violence on School Property**

Board Duties and Responsibilities:	6110	Code of Ethics for Board Members and all District Personnel
Board Policy Development:	1410	Administration in Absence of a Board Policy
Employee Rights:	6151	Drug-Free Workplace
	5640	Smoking/Tobacco Use
	3411	Prohibition of Weapons on School Grounds
	5741	Drug and Alcohol Testing for School Bus Drivers and other Safety Sensitive Employees
Student Rights:	8130	Equal Educational Opportunities
	7551	Sexual Harassment of Students
	7550	Dignity for All Students
	7350	Corporal Punishment/Emergency Interventions
	7240	Student Records: Access and Challenge
Student Safety:	7530	Child Abuse and Maltreatment
Student Responsibilities:	7310	School Conduct and Discipline
	7313	Suspension of Students
	7320	Alcohol, Tobacco and Drugs of Other Substances
	3411	Prohibition of Weapons on School Grounds

## **Appendix 5**

### **Regulation References**

The Long Lake School District will comply with Article 155.17 and Executive Law 2-B.

## **Appendix 6**

### **Communities Relation Policy**

#### **COMMUNITY RELATIONS**

##### **Public Use of District Facilities:**

3280	Use of School Facilities, Materials and Equipment
3410	Code of Conduct on School Property

#### **FACILITIES**

5681	School Safety Plans
5631	Hazardous Waste and Handling of Toxic Substances by Employees

## **Appendix 7**

### **Emergency Responders Contact Information**

**New York State Police Department**

1963 Route 30

Tupper Lake, NY 12986

(518) 897-2000

6192 Route 28

Indian Lake, NY 12842

**Hamilton County Sheriff Department**

210 South Shore Road

Lake Pleasant, NY 12108

(518) 548-3113

**Hamilton County Emergency Management Office**

emergencymgmt@hamiltoncountyny.gov

2558 State Route 8

Lake Pleasant, NY 12108

(518) 548-6223

**Long Lake Rescue Squad**

8555 Newcomb Road

Long Lake, NY 12847

(518) 624-6661

**Long Lake Volunteer Fire Department**

111 South Hill Road

Long Lake, NY 12847

(518) 624-4599

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**Tupper Lake Village Police**

21 Santa Clara Avenue

Tupper Lake, NY 12986

(518) 359-3776

**Blue Mountain Lake Fire Department**

NYS Route 28

Blue Mountain Lake, NY 12812

(518) 352-7710

**Essex County Emergency Management Office**

7551 Court Street

Elizabethtown, NY 12932

(518) 873-3900

**Franklin County Emergency Management Office**

55 Bare Hill Road

Malone, NY 12953

(518) 483-2580

**St. Lawrence County Emergency Management Office**

48 Court Street

Canton, NY 13617

(315) 379-2240

## **Appendix 8**

### **Memoranda of Understanding**

At this time the Long Lake Central School District does not have any memoranda's of understanding. If and when the school does develop a memoranda of understanding then it will be added to Building Level Emergency Response Plan.

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Personnel

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STAFF)**

**Prohibited Conduct**

The Board District, recognizing that students are often influenced by teachers and other members of a school's staff, impresses upon staff the importance of maintaining a high level of professionalism appropriate to their position, which, in turn, will set a positive example for students.

~~The Board, therefore, prohibits~~ Accordingly, when in the workplace or when the effects of these actions may impair job performance, staff are prohibited from consuming, sharing, selling, using, and/or possessing:

- a) ~~illegal~~ drugs;;
- b) Cannabis (marijuana) or any other controlled substance in schedules I through V of the Controlled Substances Act;
- c) ~~e~~Counterfeit and designer drugs;;
- d) ~~d~~Drug paraphernalia;; or
- e) ~~a~~Alcohol in the workplace or when the effects of these actions may impair job performance.

Exceptions may exist for authorized medical cannabis use.

Additionally, ~~the Board prohibits~~ the misuse and/or unprescribed use of prescription and over-the-counter drugs is prohibited in the workplace or when the effects of these actions may impair job performance.

~~In accordance with law, regulation, and District policy, smoking and vaping are prohibited on school grounds; within 100 feet of the entrances, exits, or outdoor areas of any of the District's schools; and/or at any school sponsored event or activity that occurs off school grounds. Further, all staff are bound by the conduct prohibitions contained in District policy #5640 -- Smoking, Tobacco, and Cannabis (Marijuana) Use.~~

**Disciplinary Measures**

Staff will be informed of the range of penalties or consequences, up to and including, termination of employment, that may be imposed for engaging in prohibited conduct. Penalties and consequences will be in accordance with any applicable law, District policy, collective bargaining agreement, and/or other similar document.

**Information on Substance Use Related Services**

The Superintendent has designated one or more individuals to provide information regarding where and how to find available substance use related services to students, parents, and staff.

\*The designated individual(s) for the District is/are: the School Counselor and the  
(Continued) School Nurse

## Personnel

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STAFF)**  
**(Cont'd.)**

Any information provided by a student, parent, or staff member to the designated individual(s) will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.

20 USC §§ 6083(a), 7118, and 7973(a)  
41 USC § 8101 et seq.  
Cannabis Law § 127  
Civil Service Law § 75  
Education Law §§ 409, 2801, 3020-a, and 3038  
Labor Law § 201-d  
Penal Law § 222.10  
Public Health Law §§ 1399-n and 1399-o

NOTE: Refer also to Policies #3410 -- Code of Conduct on School Property  
#5640 -- Smoking, Tobacco, and Cannabis (Marijuana) Use  
#7320 -- Alcohol, Tobacco, Drugs, and Other Substances (Students)  
District Code of Conduct

*\*Customize to District -- Indicate a job title rather than a name to minimize revisions due to changes in staff.*

Adoption Date



## Students

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STUDENTS)****Prohibited Conduct**

The Board recognizes that the misuse of alcohol, tobacco, electronic cigarettes (e-cigarettes), cannabis (marijuana), drugs, counterfeit and designer drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar substances is a serious problem with legal, physical, emotional, and social implications for our students, as well as the entire community. Therefore, the consumption, sharing, selling, use, and/or possession of these and similar substances, as well as tobacco products and drug paraphernalia are prohibited in accordance with law and regulation, District policy, the District *Code of Conduct*, and/or other similar documents.

Students are not permitted to be under the influence of alcohol, cannabis (marijuana), drugs, or other prohibited substances on school grounds or at school functions~~school-sponsored events~~. "School function" means a school-sponsored or school-authorized extracurricular event or activity regardless of where the event or activity takes place, including any event or activity that may take place virtually or in another state.

Exceptions may exist for authorized medical cannabis use.

**Disciplinary Measures**

Students will be disciplined in accordance with District policy, the District *Code of Conduct*, and/or other similar documents for the consumption, sharing, selling, use, and/or possession of alcohol, tobacco, e-cigarettes, cannabis (marijuana), drugs, counterfeit and designer drugs, over-the-counter drugs, prescription drugs, vitamins, supplements, herbs, and other similar substances, as well as tobacco products and drug paraphernalia.

**Information on Substance Use Related Services**

The Superintendent has designated one or more individuals to provide information regarding where and how to find available substance use related services to students, parents, and staff.

\* The designated individual(s) for the District is/are: the Superintendent, the School Nurse,  
the School's Medical Director.

Any information provided by a student, parent, or staff member to the designated individual(s) will not be used in any school disciplinary proceeding and will, in addition to any other applicable privilege, be considered confidential in accordance with law.

*\*Customize to District -- Indicate a job title rather than a name to minimize revisions due to changes in staff.*

(Continued)

## Students

**SUBJECT: ALCOHOL, TOBACCO, DRUGS, AND OTHER SUBSTANCES (STUDENTS)**  
**(Cont'd.)**

NOTE: Refer also to Policies #3280 -- Use of School Facilities, Materials, and Equipment  
#3410 -- Code of Conduct on School Property  
#5640 -- Smoking, Tobacco, and Cannabis (Marijuana) Use  
#6150 -- Alcohol, Tobacco, Drugs, and Other Substances (Staff)  
#8240 -- Instruction in Certain Subjects Instructional Programs:  
District Code of Conduct Driver Education, Gifted and  
Talented Education and  
Physical Education

Adoption Date

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING**

The Board recognizes the unique challenges that face students in temporary housing (i.e., homeless children and youth) and will provide these students with access to the same free and appropriate public education, including public preschool education, as other students, as well as access to educational and other services necessary to be successful in school. The District will ensure that these students are not separated from the mainstream school environment. The Board is also committed to eliminating barriers to the identification, enrollment, attendance, and success of students in temporary housing.

**Identification of Students in Temporary Housing**

All districts are obligated to affirmatively identify all students in temporary housing. Therefore, the District will determine whether there are students in temporary housing within the District by using a housing questionnaire to determine the nighttime residence of all newly enrolled students and all students whose address changes during the school year. Not all students in temporary housing can be identified through social service agencies or shelters, as children may be sharing the housing of other persons, such as family or friends, due to loss of housing, economic hardship, or other similar reason. For this reason, the District uses a housing questionnaire that asks for a description of the current living arrangements of the child or youth to determine whether the child or youth meets the definition of a homeless child.

In addition to using the housing questionnaire, the District will also contact the local department of social services (LDSS) (i.e., the social services district) to identify students in temporary housing, as well as the local runaway and homeless youth shelter, and any other shelters located within District boundaries to ensure all students in temporary housing are properly identified and served.

**Definitions****a) "Feeder school" means:**

1. A preschool whose students are entitled to attend a specified elementary school or group of elementary schools upon completion of that preschool;
2. A school whose students are entitled to attend a specified elementary, middle, intermediate, or high school or group of specified elementary, middle, intermediate, or high schools upon completion of the terminal grade of such school; or
3. A school that sends its students to a receiving school in a neighboring school district.

**b) "Homeless child" means:**

1. A child or youth who lacks a fixed, regular, and adequate nighttime residence, including a child or youth who is:

(Continued)

## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

- (a) Sharing the housing of other persons due to a loss of housing, economic hardship, or a similar reason (sometimes referred to as "doubled-up");
  - (b) Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations;
  - (c) Abandoned in hospitals;
  - (d) A migratory child who qualifies as homeless under (a), (b), or (c) of this subparagraph or item 2) below; or
  - (e) An unaccompanied youth; or
2. A child or youth who has a primary nighttime location that is:
- (a) A supervised, publicly, or privately operated shelter designed to provide temporary living accommodations, including, but not limited to, shelters operated or approved by the state or LDSS, and residential programs for runaway and homeless youth established in accordance with applicable law; or
  - (b) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, including a child or youth who is living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- c) "Migratory child" means a child or youth who made a qualifying move in the preceding 36 months:
- 1. As a migratory agricultural worker or a migratory fisher; or
  - 2. With, or to join, a parent or spouse who is a migratory agricultural worker or a migratory fisher.
- d) "Preschool" means a publicly funded prekindergarten program or a Head Start program administered by the District and/or services under the Individuals with Disabilities Act administered by the District.
- e) "Receiving school" means:
- 1. A school that enrolls students from a specified or group of preschools, elementary schools, middle schools, intermediate schools, or high schools; or

(Continued)

## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

2. A school that enrolls students from a feeder school in a neighboring local educational agency.
- f) "Regional placement plan" means a comprehensive regional approach to the provision of educational placements for homeless children that has been approved by the Commissioner of Education.
- g) "School district of current location" means the public school district within New York State in which the hotel, motel, shelter or other temporary housing arrangement of a homeless child, or the residential program for runaway and homeless youth, is located, which is different from the school district of origin.
- h) "School district of origin" means the school district within New York State in which:
  1. The homeless child was attending a public school or preschool on a tuition-free basis or was entitled to attend when circumstances arose that caused the child to become homeless, which is different from the school district of current location;
  2. The child was residing when circumstances arose that caused the child to become homeless if the child was eligible to apply, register, or enroll in public preschool or kindergarten at the time the child became homeless; or
  3. The homeless child has a sibling who attends a school in the school district in which the child was residing when circumstances arose that caused the child to become homeless.
- i) "School of origin" means:
  1. The public school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool or a charter school;
  2. The designated receiving school at the next grade level for all feeder schools for a student in temporary housing who completes the final grade level served by the school of origin; and
  3. The public school or preschool in which the child would have been entitled or eligible to attend based on the child's last residence before the circumstances arose which caused the child to become homeless if the child becomes homeless after the child is eligible to apply, register, or enroll in the public preschool or kindergarten or if the child is living with a school-age sibling who attends school in the school district of origin.
- j) "Unaccompanied youth" means a homeless child or youth who is not in the physical custody of a parent or legal guardian.

(Continued)

## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)****The McKinney-Vento Liaison for Students in Temporary Housing**

The District will designate an appropriate staff person, who may also be a coordinator for other federal programs, as the District liaison for students in temporary housing (otherwise referred to as the McKinney-Vento liaison). The District's McKinney-Vento liaison serves as one of the primary contacts between families experiencing homelessness and school staff, district personnel, shelter workers, and other service providers. The McKinney-Vento liaison coordinates services to ensure that homeless children and youth enroll in school and have the opportunity to succeed.

The District's McKinney-Vento liaison must ensure that:

- a) Students in temporary housing are identified by school personnel and through coordination activities with other entities and agencies;
- b) Students in temporary housing enroll in, and have full and equal opportunity to succeed in, the District's schools;
- c) Students in temporary housing and their families receive educational services for which they are eligible, including Head Start programs administered by a local educational agency, Early Head Start, early intervention services under part C of the Individuals with Disabilities Education Act, and other preschool programs administered by the District;
- d) Students and parents in temporary housing receive referrals to health care services, dental services, mental health and substance abuse services, housing services and other appropriate services;
- e) Parents or guardians of students in temporary housing are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children;
- f) Parents and guardians of students in temporary housing, and unaccompanied youth, are fully informed of all transportation services, including transportation to and from the school district of origin and are assisted in accessing transportation services;
- g) Disputes regarding eligibility, school selection, enrollment and/or transportation are mediated in accordance with applicable laws and regulations;

(Continued)

## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

- h) Assistance in commencing an appeal, in accordance with applicable law, of a final determination regarding eligibility, enrollment, school selection, and/or transportation is provided to the student in temporary housing's parent or guardian or the unaccompanied youth;
- i) A record is maintained of all appeals of enrollment, school selection, and transportation;
- j) Public notice of the educational rights of students in temporary housing is posted in locations where these students receive services, such as schools, shelters, public libraries, and soup kitchens, in a manner and form understandable to the parents and guardians of students in temporary housing, and unaccompanied youth;
- k) School personnel providing services to students in temporary housing receive professional development learning and other support;
- l) Unaccompanied youths:
  - 1. Are enrolled in school;
  - 2. Have opportunities to meet the same challenging state academic standards as the state establishes for other children and youth, including receiving credit for full or partial coursework earned in a prior school pursuant to Commissioner's regulations; and
  - 3. Are informed of their status as independent students under section 480 of the Higher Education Act of 1965 and that the youths may obtain assistance from the McKinney-Vento liaison to receive verification of this status for purposes of the Free Application for Federal Student Aid (FAFSA);
- m) School personnel, service providers, advocates working with students in temporary housing, parents and guardians of students in temporary housing, and students in temporary housing are informed of the duties of the McKinney-Vento liaison; and
- n) Assistance with obtaining any necessary immunizations or screenings, or immunization or other required health records is provided to the parents or guardians of the students in temporary housing.

**School District and School Designations**

A designator will make the initial decision about which school district and school a student in temporary housing will attend. A designator is:

- a) The parent or person in parental relation (guardian) to a student in temporary housing;

(Continued)



## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

- b) The student in temporary housing, together with the McKinney-Vento liaison, in the case of an unaccompanied youth; or
- c) The director of a residential program for runaway and homeless youth, in consultation with the student in temporary housing, where the student is living in that program.

The District will ask the designator to designate one of the following as the school district of attendance for the student in temporary housing:

- a) The school district of current location;
- b) The school district of origin; or
- c) A school district participating in a regional placement plan.

The District will also ask the designator to designate one of the following as the school where a student in temporary housing seeks to attend:

- a) The school of origin; or
- b) Any school that permanent housed children and youth who live in the attendance area in which the child or youth is actually living are eligible to attend, including a preschool.

A student in temporary housing is entitled to attend the schools of the school district of origin without the payment of tuition for the duration of ~~his or her~~ their homelessness and through the remainder of the school year in which the student becomes permanently housed and for one additional year if that year constitutes the student's terminal year in that school building, subject to a best interest determination.

**Designation/STAC 202 Form**

The District will identify all students in temporary housing, and a designation form will be completed by the designator for all these students and any other student who claims homelessness. Designations must be made on the STAC 202 form provided by the Commissioner.

The appropriate designator must complete the designation form. The District makes designation forms available to a student in temporary housing who seeks admission to school or to the parent or person in parental relation who seeks to enroll the child in school.

The District will provide completed designation forms to the McKinney-Vento liaison immediately, but no later than two business days from the earlier date on which the child or youth either:

- a) Sought enrollment in school; or

(Continued)

## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

- b) Was placed in a temporary housing facility or residential facility for runaway and homeless youth.

Where a parent or person in parental relation or a child who is neither placed in a temporary housing facility by the LDSS nor housed in a residential program for runaway homeless youth, designates the District as the school district of current location, the District will forward to the State Education Department a completed designation form and a statement of the basis for its determination that the child is a homeless child entitled to attend the District's schools.

**Immediate Enrollment and Best Interest Determinations**

Upon identification of a child who is in temporary housing and/or receipt of a completed designation/STAC 202 form, the District will:

- a) Immediately review the designation form to ensure that it has been completed and admit the student in temporary housing even if the child or youth is unable to produce records normally required for enrollment, such as previous academic records, medical records, immunization records, proof of residency or other documentation and even if the child or youth has missed application deadlines;
- b) Determine whether the designation made by the designator is consistent with the best interests of the student in temporary housing. In making best interests decisions the District will:
  - 1. Presume that keeping the child in the school of origin is in the child's best interest, except when doing so is contrary to the wishes of the parent or guardian (or youth in the case of an unaccompanied youth); and
  - 2. Consider student-centered factors such as the effect of mobility on student achievement, education, health, and safety of the child, giving priority to the wishes of the child's parent or guardian (or the youth, if a homeless unaccompanied youth). If the District determines that it is in the best interest of the student in temporary housing to attend a school other than the school of origin or the designated school, the District will provide the parent or guardian (or youth, if an unaccompanied youth) with a written explanation of its determination, including information about the right to appeal.
- c) Provide the child with access to all of the District's programs, activities and services to the same extent as they are provided to resident students;
- d) Immediately contact the school district where the child's records are located in order to obtain a copy of these records and coordinate the transmittal of records for students with disabilities pursuant to applicable laws and regulations;

(Continued)

## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

- e) Immediately refer the parent or guardian of the student in temporary housing to the McKinney-Vento liaison who must assist in obtaining necessary immunizations or immunization or medical records if the child or youth needs to obtain immunizations or immunization or medical records;
- f) Forward the STAC 202 form to the Commissioner and the school district of origin, where applicable. In all cases, the District will give a copy of the completed STAC 202 form to the designator and keep a copy of the STAC 202 form for the District's records;
- g) Arrange for transportation in accordance with applicable laws and regulations; and
- h) \*Arrange for the child to receive free school meals.

**Request for Records**

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

**\*\*Tuition Reimbursement**

The District is eligible to request reimbursement from the State Education Department for the direct costs of educational services to students in temporary housing that are not otherwise reimbursed under special federal programs, when:

- a) The District is either the school district of current location or a school district participating in a regional placement plan;
- b) The District is designated as the school district of attendance; and
- c) The school district of origin for the student in temporary housing is within New York State.

All claims for reimbursement will be made on the STAC 202 form prescribed by the Commissioner of the State Education Department.

*\*Customize to District -- Only applicable to districts which participate in federal Child Nutrition Programs.*

*\*\*Customize to District -- Section is not applicable to charter schools or BOCES.*

(Continued)

## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

In addition, the District is eligible for reimbursement for the direct costs of educational services, including transportation costs for students who continue enrollment in the District schools after finding permanent housing midyear in a different school district within New York State. In these cases, the District will directly bill the new district where the student permanently resides for all direct costs of educational services, including transportation, that are not otherwise reimbursed under special federal programs.

**Transportation Responsibilities**

The LDSS is responsible for providing transportation to students in temporary housing, including preschool students and students with disabilities who are eligible for benefits under Social Services Law §350-j and placed in temporary housing arrangements outside their designated districts. Where the LDSS requests that the District provide or arrange for transportation for a student in temporary housing in the circumstances above, the District will provide or arrange for the transportation and directly bill the LDSS so that the district will be fully and promptly reimbursed for the cost of the transportation.

If the District is the designated school district of attendance, the District will provide for the transportation of each student in temporary housing who is living in a residential program for runaway and homeless youth, including if the temporary housing is located outside the school district. The costs for transportation for each student in temporary housing who lives in a residential program for runaway youth and homeless youth located outside of the designated school district will be reimbursed by the State Education Department, to the extent funds are provided for the purpose, with the submission of a Runaway and Homeless Youth Act Transportation Program Form. Where the District provides transportation for a student living in a Runaway and Homeless Youth facility, the District will promptly request reimbursement using the Runaway and Homeless Youth Act Transportation Form.

The District will transport any student in temporary housing to their school of origin, including preschools and charter schools, where it is the designated district of attendance and the student in temporary housing is not entitled to receive transportation from the Department of Social Services.

When the District is designated as the school district of current location for a student in temporary housing and the student does not attend the school of origin, the District will provide transportation on the same basis as it is provided to resident students, unless the local transportation policy represents a barrier to the student's attendance in school.

If the student in temporary housing designates the District as the school district of attendance, transportation will not exceed 50 miles each way, unless the Commissioner determines that it is in the best interest of the child.

(Continued)

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

Where the District is designated as the school district of attendance and it has recommended the student in temporary housing attend a summer educational program, the district of attendance will provide transportation services to students in temporary housing for summer educational programs if the lack of transportation poses a barrier to the student's participation in the program.

Where the District is designated as the school district of attendance, it will provide transportation services to students in temporary housing for extracurricular or academic activities when:

- a) The student participates in or would like to participate in an extracurricular or academic activity, including an after-school activity, at the school;
- b) The student meets the eligibility criteria for the activity; and
- c) The lack of transportation poses a barrier to the student's participation in the activity.

Where the District is designated as the school district of attendance, it will provide transportation as described above for the duration of homelessness, unless the LDSS is responsible for providing transportation. After the student becomes permanently housed, the District will provide transportation to the school of origin until the end of the school year and for one additional year if that year constitutes the child's terminal year in the school building.

\*Where a student in temporary housing must cross state-lines to attend a school of origin, the District will coordinate with the District in the neighboring state to provide transportation services when:

- a) The student is temporarily living in New York State and continues to attend school in a neighboring state; or
- b) The student is temporarily living in a neighboring state and continues to attend school in New York State.

**Dispute Resolution Process**

The District has established the following procedures for the prompt resolution of disputes regarding school selection or enrollment of a homeless child or youth:

- a) The District will provide a written explanation, including a statement regarding the right to appeal, to the parent or guardian of a student in temporary housing, or to an unaccompanied youth, if the District determines that the District is not required to either enroll and/or transport the child or youth to the school of origin or a school requested by the parent or guardian or unaccompanied youth, or if there is a disagreement about a child's or youth's status as a homeless child or unaccompanied youth. The written explanation will be in a

*\*Customize to District -- Only applicable to districts near other states.*  
(Continued)

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

manner and form understandable to the parent, guardian, or unaccompanied youth and will include a statement regarding the McKinney-Vento liaison's availability to help the parent, guardian, or unaccompanied youth with any appeal and the contact information for the liaison.

- b) The District will immediately enroll the student in the school in which enrollment is sought by the parent or guardian or unaccompanied youth, provide transportation to the school, and will delay for 30 days the implementation of a final determination to decline to either enroll in and/or transport the student in temporary housing to the school of origin or a school requested by the parent or guardian or unaccompanied youth.
- c) If the parent or guardian of a student in temporary housing or unaccompanied youth commences an appeal to the Commissioner within 30 days of such final determination, the student will be permitted to continue to attend the school ~~he or she is~~ they are enrolled in at the time of the appeal and/or receive transportation to that school pending the resolution of all available appeals.

**The McKinney-Vento Liaison's Dispute Resolution Responsibilities**

The District's McKinney-Vento liaison must assist the student in temporary housing's parent or guardian or unaccompanied youth in bringing an appeal to the Commissioner of a final school district decision regarding enrollment, school selection and/or transportation. In the event of a dispute regarding eligibility, enrollment, school selection, and/or transportation, the District's McKinney-Vento liaison will:

- a) Provide the parent or guardian or unaccompanied youth with a copy of the form petition;
- b) Assist the parent or guardian or unaccompanied youth in completing the form petition;
- c) Arrange for the copying of the form petition and supporting documents for the parent or guardian or unaccompanied youth, without cost to the parent or guardian or unaccompanied youth;
- d) Accept service of the form petition and supporting papers on behalf of any District employee or officer named as a party, or the District if it is named as a party, or arrange for service by mail by mailing the form petition and supporting documents to any District employee or officer named as a party, and, if the District is named as a party, to a person in the office of the Superintendent who has been designated by the Board to accept service on behalf of the District;
- e) Provide the parent or guardian or unaccompanied youth with a signed and dated acknowledgment verifying that ~~he or she has~~ they have received the form petition and supporting documents, and will either accept service of these documents on behalf of the District

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**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

employee or officer of District, or effect service by mail by mailing the form petition and supporting documents to any District employee or officer named as a party, and, if the District is named as a party, to a person in the office of the Superintendent who has been designated by the Board to accept service on behalf of the District;

- f) Transmit on behalf of the parent or guardian or unaccompanied youth, within five days after the service of, the form petition or any pleading or paper to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234;
- g) Provide the parent or guardian or unaccompanied youth with a signed and dated acknowledgement verifying that ~~he or she has~~ they have received the form petition and supporting documents and will transmit these documents on behalf of the parent, guardian or unaccompanied youth to the Office of Counsel, New York State Education Department, State Education Building, Albany, New York 12234;
- h) Accept service of any subsequent pleadings or papers, including any correspondence related to the appeal, if the parent or guardian or unaccompanied youth so elects. ~~He or she~~ They will also make this correspondence available to the parent or guardian or unaccompanied youth; and
- i) Maintain a record of all appeals of enrollment, school selection, and transportation determinations.

**Coordination**

The District will coordinate the provision of services described in this policy with local social services agencies, housing providers and other agencies or programs providing services to students in temporary housing and their families, including services and programs funded under the Runaway and Homeless Youth Act.

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

The District will coordinate implementation of the above provision of services with the requirements of the Individuals with Disabilities Education Act (IDEA) for students with disabilities.

**\*Coordination with Title I**

The District acknowledges that students in temporary housing are eligible for services under Title I, Part A whether or not they live in a Title I school attendance area or meet the academic requirements required of other children. The District will ensure that:

*\*Customize to District -- Section only applicable to districts that receive Title I funds.*

(Continued)

## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)**

- a) Title I, Part A funds are set aside as are necessary to provide students in temporary housing, who may have unique needs that differ from their permanently housed peers, with educationally related support services;
- b) Its local plan includes a description of how the plan is coordinated with McKinney-Vento;
- c) Its local plan describes the services provided to students in temporary housing;
- d) Its local plan describes the efforts it made to identify students in temporary housing, including unaccompanied youth, if the District reports that there are no students in temporary housing enrolled in the District. These efforts will include contacting the LDSS or Office of Children and Family Services (OCFS) to verify that there are no students in temporary housing in the District; and
- e) Its housing questionnaire asks about the living arrangements of the child or unaccompanied youth, including asking if ~~he or she is~~ they are living in a shelter; with relatives or others due to loss of housing or economic hardship; in an abandoned apartment/building; in a motel/hotel, camping ground, car, train/bus station or other similar situation due to the lack of alternative, adequate housing. Documentation of the District's efforts to identify students in temporary housing will be maintained on file and a copy of the housing questionnaire will also be kept on file.

**Reporting Requirements**

The District will collect and transmit to the Commissioner of Education, at the time and in the manner as the Commissioner may require, a report containing information as the Commissioner determines is necessary, including the numbers of homeless students, their grade, and their nighttime residence.

**\*Access to Free Meals**

The District will provide free meals to all children identified as homeless. They do not have to complete a free or reduced-price meal application. When the McKinney-Vento liaison or a shelter director provides a child's name to the District's school food service office, free school meals will commence immediately.

**Removal of Barriers**

The District will review and revise its policies that may act as barriers to the identification of students in temporary housing and their enrollment and retention in school, including barriers to enrollment and retention due to outstanding fees or fines, or absences.

*\* Customize to District -- Section only applicable to districts which participate in federal Child Nutrition Programs.*

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## Students

**SUBJECT: EDUCATION OF STUDENTS IN TEMPORARY HOUSING (Cont'd.)****Comparable Services**

The District will provide services to students in temporary housing comparable to those offered to other students in the District, including: transportation services; educational services for which the child or youth meets the relevant criteria, such as services provided under Title I or similar state or local programs; educational programs for students with disabilities; educational programs for English learners; programs in career and technical education; programs for gifted and talented students; and school nutrition programs.

**Student Privacy**

Information about a student in temporary housing's living situation will be treated as a student education record and will not be deemed to be directory information under the Family Educational Rights and Privacy Act (FERPA). A parent or guardian or unaccompanied youth may consent to the release of a student's address information in the same way they would for other student education records under FERPA.

**Training**

All school enrollment staff, secretaries, school counselors, school social workers, and principals will be trained on the requirements for enrollment of students in temporary housing. Other staff members including school nutrition staff, school registered professional nurses, teachers, and bus drivers will receive training on homelessness that is specific to their field.

McKinney-Vento Homeless Assistance Act, as amended by the Every Student Succeeds Act (ESSA) of 2015, 42 USC § 11431, et seq.  
Education Law §§ 902(b) and 3209  
Executive Law Article 19-H  
8 NYCRR § 100.2(x)

Adoption Date