



**Long Lake**  
CENTRAL SCHOOL DISTRICT

**BOARD OF EDUCATION MEETING**  
**Thursday, February 13, 2020**  
**6:00 p.m. Regular Meeting, LLCS Cafeteria**

- I. **Call to Order – President of the Board**
  - a. Pledge of Allegiance
  - b. \*Approval of the January 9, 2020 Regular Meeting Minutes
  - c. Next Regular Meeting Date, Thursday, March 12, 2020 6:00 p.m. in Cafeteria
- II. **Public Participation**
- III. **Presentations**
  - a. Tamara Combs, 7-12 English Teacher
- IV. **Superintendent's Update**
- V. **Business Affairs**
  - a. \*Approval of December 2019 Treasurer's Reports
  - b. Comprehensive Budget and Revenue Status Reports
  - c. Warrants
  - d. Budget Transfers
- VI. **Recommendations for Approval**
  - a. \*Approval of Kristin Delehanty as Mentor
  - b. \*Approval of Retirement of Mary Phillips-LeBlanc Effective June 30, 2020
  - c. \*Approval of Policy #5681 School Safety Plans, #6550 Leaves of Absence, #7550 Dignity for all Students
  - d. \*Approval of Sawyer Cresap as Substitute
  - e. \*Recognize Amanda Flemington as Girls Varsity Softball Coach and Ray Hoag as Boys' Modified Baseball Coach
  - f. \*Approval of Letter of Intent to Purchase a School Bus
  - g. \*Approval of Bus Purchase Proposition
- VII. **General Discussion**
  - a. 2020-2021 Draft Budget
  - b. 2020-2021 Draft School Calendar
  - c. Temporary Personnel Policy Review
- VIII. **Policies, First Readings**

- a. #5672 Information Security Breach and Notification, #6121 Sexual Harassment in the Workplace

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

**X. Executive Session**

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

**XI. Adjourn**

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

**Date:** January 9, 2020

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

**Type of Meeting:** Regular Meeting

**Place:** Cafeteria

**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 6:00 p.m. and followed with the Pledge of Allegiance.

**Approved:** On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, **minutes of the December 12, 2019 regular meeting.**

The **next regular meeting date** is Thursday, February 13, 2020 at 6 p.m. in the cafeteria.

**Public Participation:** None

**Presentations:** None

**Superintendent Update:** The end of the second quarter is at the end of January. This year we will be holding **mid-term exams** during class on Regents week.

**Senior Syana Sandiford has been accepted at SUNY Adirondack.**

**Elementary basketball** has started with Kami Farr as the coach. Third graders will participate in practices and will participate as Team Managers during the games.

We received a \$1,000 donation for our **In the Meantime Fund** from John Strachan.

Our new **math teacher Patrick Curtin** is settling in.

**Teacher evaluations** are underway. Non-tenured teachers have two announced observations and tenured teachers have one.

Our new shared **school psychologist Olivia Lee** will start in Indian Lake on January 21, 2020 and in Long Lake January 23, 2020. Elisha Cohen and Megan Nevins along with a Saranac Lake CSD employee and Dr. Michael Small all helped cover the psychologist/CSE position while it was vacant.

Our new **Home Run specialist is Robin Hausle**. Laura Wilt has moved to the southern end of the County.

Currently we have ten students receiving services from our **Mental Health specialist**. Services are kept confidential.

The **Backpack Program** is moving along smoothly with Helen Kentile and Lorrie Hosley as our main volunteers and Elisha Cohen and Michelle Billings as delivery people.

Our new Franklin-Essex-Hamilton BOCES **District Superintendent is Dale Breault** and the new Assistant Superintendent is Lori Tourville.

Our next **True North Meeting** is in Indian Lake on January 21, 2020. BOCES District Superintendents from WSWHE, FEH and CVES have been invited to attend.

Our **capital project is under review** at NYS Education Department.

#### **Business Affairs:**

**Approved:** On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, the November 2019 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds and Warrant TA-6 were reviewed.

#### **Recommendations for Approval**

**Approved:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, **Policy #7554 Student Gender Identity**.

**Approved:** On Motion by Joan Paula, seconded by Michael Farrell, with all in favor, the **Class of 2020 overnight field trip to New York City** March 19, 2020 to March 22, 2020.

**Approved:** On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, RESOLVED, that the Board of Education **creates a 1.0 Spanish position**, effective September 1, 2020.

**Approved:** On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, the **retirement of Joseph Koehring, French Teacher**, effective June 30, 2020.

**General Discussion:** The Board reviewed the first draft of the **2020-2021 school year budget** including the Tax Levy Limit Calculation.

**Policy Readings:** A **first policy reading** of #5681 School Safety Plans, #6550 Leaves of Absence and #7550 Dignity for All Students was held.

**2nd Public Participation:** Michael Farrell reminded all of the Family U Night on January 23, 2020 focusing on vaping education. He also suggests that the school purchase a pickle ball net to be used for racket sports and adult education.

**Executive Session:** On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor to enter Executive Session at 6:36 p.m. to discuss a matter relating to personal and financial issues of a particular person and/or which is made confidential by state or federal law.

**Approved:** On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, to come out of Executive Session at 7:35 p.m.

**Adjournment:** On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, the Board adjourned at 7:36 p.m.

Clerk of the Board

Victoria J. Snide

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

For the Period from December 2, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 6,857.95

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

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

Total Receipts \$ 0.06

Total receipts, including balance \$ 6,858.01

Disbursements made during the month:

By Check-From Check :#1317-1319	\$ 234.02
EFT Transfers	\$0.00
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 234.02

Cash balance as shown by records \$ 6,623.99

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 6,623.99

Less outstanding checks See attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 6,623.99

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 6,623.99

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.

Heta Walker  
Treasurer of School District

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

For the Period from December 2, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 737.55

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 225,628.31

Total Receipts \$ 225,628.31

Total receipts, including balance \$ 226,365.86

Disbursements made during the month:

By Check-from check #3053-3059 \$ 4,964.35

EFT Transfers 194,222.81

By Debit Charge

Total amount of checks issued and debit charges \$ 199,187.16

Cash balance as shown by records \$ 27,178.70

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 28,647.13

less outstanding checks # See Attached \$ 1,468.43

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

There are undeposited funds in treasurer's hands)

\$ 27,178.70

Amount of receipts undeposited (See attached schedules)

-

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

\$ 27,178.70

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

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

Clerk of the Board of Education

## TREASURER'S MONTHLY REPORT

**FUND: LUNCH FUND**

**For the Period from December 2, 2019 thru December 31, 2019**

<b>Total available balance as reported at the end of preceding period</b>	<b>\$ 11,301.29</b>
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**Receipts during the month: (with breakdown of source including full amount of all short-term loans)**

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 26,208.30
	Interest	0.21

<b>Total Receipts</b>	<b>\$ 26,208.51</b>
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<b>Total receipts, including balance</b>	<b>\$</b>	<b>37,509.80</b>
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**Disbursements made during the month:**

By Check-From Check #2225-2228	\$ 447.85
EFT Transfers	<u>7,526.00</u>

<b>Total amount of checks issued and debit charges</b>	<b>\$</b>	<b>7,973.85</b>
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Cash balance as shown by records	\$ 29,535.95
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### RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 29,535.95
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Less outstanding checks see attached \$ -

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

There are undeposited funds in treasurer's hands)	\$	29,535.95
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Amount of receipts undeposited	-
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**Total available balance (must agree with Cash Balance above if there is a true reconciliation)**

**\$ 29,535.95**

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

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

Lisa Walker  
Treasurer of School District

**Clerk of the Board of Education**



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

For the Period from December 2, 2019 thru December 31, 2019

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>	
December	Deposits	141,117.10

Total Receipts \$ 141,117.10

Total receipts, including balance \$ 142,117.10

Disbursements made during the month:

By Check: #16177-16260	\$ 7,490.87
EFT Transfers	\$ 90,281.29
	\$ -

Total amount of checks issued and debit charges: \$ 97,772.16

Cash balance as shown by records \$ 44,344.94

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 44,933.65

Less Outstanding Checks - See Attached \$ 588.71

\$ 44,344.94

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

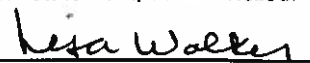
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 44,344.94

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: GENERAL FUND**

For Period from December 2, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 44,197.11

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

Date	Source	
December	Deposits	\$ 360,000.00
	Interest	0.73

Total Receipts \$ 360,000.73

Total receipts, including balance \$ 404,197.84

Disbursements made during the month:

By Check-From Check #15925-15974	\$ 140,550.09
EFT Transfers	218,363.71
	\$ -

Total amount of checks issued and debit charges \$ 358,913.80

Cash balance as shown by records \$ 45,284.04

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 57,607.30

Less outstanding checks see attached \$ 12,323.26

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 45,284.04

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

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 45,284.04

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

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Clerk of the Board of Education

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Treasurer of School District

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

For the Period from December 2, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 2,224.37

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

Date	Source	
December	Deposits	\$ -
	Interest	\$ 0.02

Total Receipts \$ 0.02

Total receipts, including balance \$ 2,224.39

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 2,224.39

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$ 2,424.39
less outstanding checks	\$ 200.00
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 2,224.39

Amount of receipts undeposited (See attached schedules)

-

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

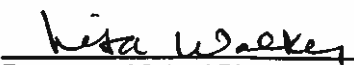
\$ 2,224.39

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

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Clerk of the Board of Education

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Treasurer of School District

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

For the Period from December 2, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 2,279,191.98

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 44,141.82
	Interest	\$ 35.72
	Total Receipts	<u>\$ 44,177.54</u>
	Total receipts, including balance	<u>\$ 2,323,369.52</u>

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 385,000.00
By Debit	\$ -

Total amount of checks issued and debit charges \$ 385,000.00Cash balance as shown by records \$ 1,938,369.52**RECONCILIATION WITH BANK STATEMENT**Balance as given on bank statement, end of month \$ 1,938,369.52  
Less outstanding checksNet balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,938,369.52Amount of receipts undeposited \$ -  
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,938,369.52Received by the Board of Education and entered  
as a part of the minutes of the Board meeting held\_\_\_\_\_  
20\_\_\_\_\_  
Clerk of the Board of EducationThis is to certify that the  
above cash balance is  
in agreement with my  
bank statement, as reconciled.Hita Walker  
Treasurer of School District

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

For the Period from December 1, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 1,153,045.25

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ -
	Interest	\$ 1,517.35
	Total Receipts	\$ 1,517.35
	Total receipts, including balance	\$ 1,154,562.60

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 1,154,562.60

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$ 1,154,562.60
Less outstanding checks	

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands)	\$ 1,154,562.60
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Amount of receipts undeposited	\$ -
Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$ 1,154,562.60

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

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

Clerk of the Board of Education

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

Hisa Walker  
Treasurer of School District

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

For the Period from December 1, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 39,006.41

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

<u>Date</u>	<u>Source</u>	
December	Deposits	-
	Interest	\$ 51.34
	Total Receipts	\$ 51.34
	Total receipts, including balance	\$ 39,057.75

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 \$ 39,057.75

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 39,057.75

less outstanding checks

see attached

\$ -
\$ -

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

\$ 39,057.75

Amount of receipts undeposited (See attached schedules)

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

\$ 39,057.75

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: REPAIR RESERVE-NY CLASS**

For the Period from December 1, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 53,213.47

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

<u>Date</u>	<u>Source</u>	
December	Deposits	-
	Interest	\$ 70.01

Total Receipts \$ 70.01

Total receipts, including balance \$ 53,283.48

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 \$ 53,283.48

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 53,283.48

less outstanding checks

see attached	\$ -
	\$ -

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

\$ 53,283.48

Amount of receipts undeposited (See attached schedules)

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

\$ 53,283.48

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.

Lisa Walker  
Treasurer of School District

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

For the Period from December 1, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 33,584.54

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

<u>Date</u>	<u>Source</u>	
December	Deposits	-
	Interest	\$ 44.19

Total Receipts \$ 44.19

Total receipts, including balance \$ 33,628.73

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 \$ 33,628.73

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 33,628.73

less outstanding checks see attached \$ -

\$ -

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

\$ 33,628.73

Amount of receipts undeposited (See attached schedules)

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

\$ 33,628.73

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: SCHOLARSHIP FUND-NY CLASS**

For the Period from December 1, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 71,825.96

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ -
	Interest	\$ 94.50

Total Receipts \$ 94.50

Total receipts, including balance \$ 71,920.46

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 71,920.46

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$ 71,920.46
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 71,920.46

Amount of receipts undeposited (See attached schedules)

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

\$ 71,920.46

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

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Clerk of the Board of Education

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

Lisa Walker  
Treasurer of School District

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

For the Period from December 1, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 9,034.81

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ -
	Interest	\$ 11.88

Total Receipts \$ 11.88

Total receipts, including balance \$ 9,046.69

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 \$ 9,046.69

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 9,046.69

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 9,046.69

Amount of receipts undeposited (See attached schedules)

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

\$ 9,046.69

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 December 1, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 2,066.95

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ -
	Interest	\$ 2.74

Total Receipts \$ 2.74

Total receipts, including balance \$ 2,069.69

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 \$ 2,069.69

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month	\$ 2,069.69
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 2,069.69

Amount of receipts undeposited (See attached schedules)

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

\$ 2,069.69

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.

Heidi Walker  
Treasurer of School District

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

For the Period from December 1, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 6,729.66

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ -
	Interest	\$ 8.87

Total Receipts \$ 8.87

Total receipts, including balance \$ 6,738.53

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 \$ 6,738.53

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 6,738.53

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 6,738.53

Amount of receipts undeposited (See attached schedules)

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

\$ 6,738.53

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 Wolkay  
Treasurer of School District

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

For the Period from December 1, 2019 thru December 31, 2019

Total available balance as reported at the end of preceding period \$ 78,634.77

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

<u>Date</u>	<u>Source</u>	
December	Deposits	-
	Interest	\$ 103.46

Total Receipts \$ 103.46

Total receipts, including balance \$ 78,738.23

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 78,738.23

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 78,738.23

less outstanding checks see attached \$ -

\$ -

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

\$ 78,738.23

Amount of receipts undeposited (See attached schedules)

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

\$ 78,738.23

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

# LONG LAKE CSD

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



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	1,863.55	636.45
<u>C 1440.L</u>	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	5,638.50	3,861.50
<u>C 1445.L</u>	A La Carte Sales	1,800.00	0.00	1,800.00	901.37	898.63
<u>C 2401</u>	Interest and Earnings	0.00	0.00	0.00	0.83	-0.83
<u>C 3190.FB</u>	Breakfast - Federal Reimbursement	5,500.00	0.00	5,500.00	2,916.00	2,584.00
<u>C 3190.FL</u>	Lunch - Federal Reimbursement	12,000.00	0.00	12,000.00	6,496.00	5,504.00
<u>C 3190.FS</u>	Snack - Federal Reimbursement	550.00	0.00	550.00	153.00	397.00
<u>C 3190.SB</u>	Breakfast - State Reimbursement	250.00	0.00	250.00	191.00	59.00
<u>C 3190.SL</u>	Lunch - State Reimbursement	500.00	0.00	500.00	343.00	157.00
<u>C 3190.SS</u>	Snack - State Reimbursement	0.00	0.00	0.00	11.00	-11.00
<u>C 4190</u>	USDA Surplus Food	1,800.00	0.00	1,800.00	0.00	1,800.00
<u>C 5031</u>	Interfund Transfer	105,709.00	0.00	105,709.00	30,000.00	75,709.00
<b>C Totals:</b>		<b>140,109.00</b>	<b>0.00</b>	<b>140,109.00</b>	<b>48,514.25</b>	<b>91,594.75</b>
<b>Grand Totals:</b>		<b>140,109.00</b>	<b>0.00</b>	<b>140,109.00</b>	<b>48,514.25</b>	<b>91,594.75</b>

# LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	59,553.00	0.00	59,553.00	31,237.57	0.00	28,315.43
C 2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	434.50	0.00	2,565.50
C 2860.410-0000	Cafeteria Food	30,000.00	50.15	30,050.15	13,555.67	5,917.40	10,577.08
C 2860.450-0000	Cafeteria Materials & Supplies	2,500.00	0.00	2,500.00	926.13	947.19	626.68
2860	<b>SCHOOL FOOD SERVICE</b>	<b>95,053.00</b>	<b>50.15</b>	<b>95,103.15</b>	<b>46,153.87</b>	<b>6,864.59</b>	<b>42,084.69</b>
28		<b>95,053.00</b>	<b>50.15</b>	<b>95,103.15</b>	<b>46,153.87</b>	<b>6,864.59</b>	<b>42,084.69</b>
2		<b>95,053.00</b>	<b>50.15</b>	<b>95,103.15</b>	<b>46,153.87</b>	<b>6,864.59</b>	<b>42,084.69</b>
C 9010.800-0000	Cafeteria Employees Retirement	9,500.00	0.00	9,500.00	-2,100.00	0.00	11,600.00
9010	<b>STATE RETIREMENT</b>	<b>9,500.00</b>	<b>0.00</b>	<b>9,500.00</b>	<b>-2,100.00</b>	<b>0.00</b>	<b>11,600.00</b>
C 9030.800-0000	Cafeteria Social Security	4,556.00	0.00	4,556.00	0.00	0.00	4,556.00
9030	<b>SOCIAL SECURITY</b>	<b>4,556.00</b>	<b>0.00</b>	<b>4,556.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,556.00</b>
C 9060.800-0000	Cafeteria Health Insurance	31,000.00	0.00	31,000.00	0.00	0.00	31,000.00
9060	<b>HOSPITAL, MEDICAL &amp; DENTAL INSURANCE</b>	<b>31,000.00</b>	<b>0.00</b>	<b>31,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>31,000.00</b>
90		<b>45,056.00</b>	<b>0.00</b>	<b>45,056.00</b>	<b>-2,100.00</b>	<b>0.00</b>	<b>47,156.00</b>
9		<b>45,056.00</b>	<b>0.00</b>	<b>45,056.00</b>	<b>-2,100.00</b>	<b>0.00</b>	<b>47,156.00</b>
<b>Fund CTotals:</b>		<b>140,109.00</b>	<b>50.15</b>	<b>140,159.15</b>	<b>44,053.87</b>	<b>6,864.59</b>	<b>89,240.69</b>
<b>Grand Totals:</b>		<b>140,109.00</b>	<b>50.15</b>	<b>140,159.15</b>	<b>44,053.87</b>	<b>6,864.59</b>	<b>89,240.69</b>

# LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	2,885,565.18	0.00	2,885,565.18	2,885,565.18	0.00
A 1081	Other Payments in Lieu of Taxes	0.00	0.00	0.00	1,969.15	-1,969.15
A 1085	School Tax Relief Reimb (STAR)	32,434.82	0.00	32,434.82	32,434.82	0.00
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	2,232.77	767.23
A 1310	Day School Tuition	3,600.00	0.00	3,600.00	6,650.00	-3,050.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	1,049.00	-49.00
A 2401	Interest on Earnings	15,000.00	0.00	15,000.00	12,943.80	2,056.20
A 2770	Other Unclassified Revenues	0.00	0.00	0.00	103.81	-103.81
A 3101.A	General Aid	480,000.00	0.00	480,000.00	212,663.98	267,336.02
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	10,804.11	-10,804.11
A 3102	VLT Lottery Aid	0.00	0.00	0.00	14,251.21	-14,251.21
A 3103	BOCES Aid	45,000.00	0.00	45,000.00	-0.94	45,000.94
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	840.00	3,160.00
A 3265	Small Government Assistance	0.00	0.00	0.00	158,956.00	-158,956.00
A 4601	Medicaid Assistance, HRSS	4,000.00	0.00	4,000.00	5,460.46	-1,460.46
<b>A Totals:</b>		<b>3,473,600.00</b>	<b>0.00</b>	<b>3,473,600.00</b>	<b>3,345,923.35</b>	<b>127,676.65</b>
<b>Grand Totals:</b>		<b>3,473,600.00</b>	<b>0.00</b>	<b>3,473,600.00</b>	<b>3,345,923.35</b>	<b>127,676.65</b>



# LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	7,920.00	-4,200.00	3,720.00	790.90	0.00	2,929.10
A 1010.450-0000	BOE Materials and Supplies	2,500.00	0.00	2,500.00	157.49	0.00	2,342.51
A 1010.490-0000	BOE BOCES Services	7,500.00	0.00	7,500.00	2,329.60	0.00	5,170.40
<b>1010</b>	<b>BOARD OF EDUCATION</b>	<b>17,920.00</b>	<b>-4,200.00</b>	<b>13,720.00</b>	<b>3,277.99</b>	<b>0.00</b>	<b>10,442.01</b>
A 1040.160-0000	BOE District Clerk Salaries	2,284.00	0.00	2,284.00	1,402.15	0.00	881.85
A 1040.400-0000	BOE District Clerk Contractual	3,000.00	2,000.00	5,000.00	4,485.36	0.00	514.64
<b>1040</b>	<b>DISTRICT CLERK</b>	<b>5,284.00</b>	<b>2,000.00</b>	<b>7,284.00</b>	<b>5,887.51</b>	<b>0.00</b>	<b>1,396.49</b>
<b>10</b>	<b>Support Staff Salaries</b>	<b>2,000.00</b>	<b>0.00</b>	<b>2,000.00</b>	<b>1,182.00</b>	<b>0.00</b>	<b>818.00</b>
A 1240.160-0000	Central Admin Equipment	12,280.00	330.00	12,610.00	4,327.74	0.00	8,282.26
A 1240.200-0000	Central Admin Contractual	2,500.00	0.00	2,500.00	562.23	97.79	1,839.98
A 1240.450-0000	Central Admin Materials & Supplies	134,359.00	330.00	134,689.00	79,228.93	97.79	55,362.28
<b>1240</b>	<b>CHIEF SCHOOL ADMINISTRATOR</b>	<b>134,359.00</b>	<b>330.00</b>	<b>134,689.00</b>	<b>79,228.93</b>	<b>97.79</b>	<b>55,362.28</b>
<b>12</b>	<b>Finance Business Admin Salaries</b>	<b>82,966.00</b>	<b>0.00</b>	<b>82,966.00</b>	<b>51,039.68</b>	<b>0.00</b>	<b>31,926.32</b>
A 1310.160-0000	Finance BOCES Services	27,500.00	0.00	27,500.00	9,630.80	0.00	17,869.20
<b>1310</b>	<b>BUSINESS ADMINISTRATION</b>	<b>110,466.00</b>	<b>0.00</b>	<b>110,466.00</b>	<b>60,670.48</b>	<b>0.00</b>	<b>49,795.52</b>
A 1320.160-0000	Finance Auditing Salaries	534.00	0.00	534.00	362.98	0.00	171.02
A 1320.400-0000	Finance Auditor Contractual	8,800.00	0.00	8,800.00	8,750.00	0.00	50.00
<b>1320</b>	<b>AUDITING</b>	<b>9,334.00</b>	<b>0.00</b>	<b>9,334.00</b>	<b>9,112.98</b>	<b>0.00</b>	<b>221.02</b>
A 1325.160-0000	Finance District Treasurer	20,374.00	0.00	20,374.00	12,508.80	0.00	7,865.20
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	74.22	0.00	175.78
<b>1325</b>	<b>TREASURER</b>	<b>20,624.00</b>	<b>0.00</b>	<b>20,624.00</b>	<b>12,583.02</b>	<b>0.00</b>	<b>8,040.98</b>
A 1330.160-0000	Finance Tax Collector Salary	3,939.00	0.00	3,939.00	3,939.00	0.00	0.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	1,170.66	0.00	329.34
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
<b>1330</b>	<b>TAX COLLECTOR</b>	<b>5,539.00</b>	<b>0.00</b>	<b>5,539.00</b>	<b>5,109.66</b>	<b>0.00</b>	<b>429.34</b>
<b>13</b>	<b>Legal Contractual</b>	<b>145,963.00</b>	<b>0.00</b>	<b>145,963.00</b>	<b>87,476.14</b>	<b>0.00</b>	<b>58,486.86</b>
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	3,702.00	0.00	10,298.00
<b>1420</b>	<b>LEGAL</b>	<b>14,000.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>3,702.00</b>	<b>0.00</b>	<b>10,298.00</b>
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	668.80	0.00	1,281.20
<b>1430</b>	<b>PERSONNEL</b>	<b>1,950.00</b>	<b>0.00</b>	<b>1,950.00</b>	<b>668.80</b>	<b>0.00</b>	<b>1,281.20</b>
A 1480.400-0000	Public Info Contractual	250.00	0.00	250.00	182.00	0.00	68.00

# LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1480.450-0000</u>	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>1480</b>	<b>PUBLIC INFORMATION &amp; SERVICES</b>	<b>1,250.00</b>	<b>0.00</b>	<b>1,250.00</b>	<b>182.00</b>	<b>0.00</b>	<b>1,068.00</b>
<b>14</b>		<b>17,200.00</b>	<b>0.00</b>	<b>17,200.00</b>	<b>4,552.80</b>	<b>0.00</b>	<b>12,647.20</b>
<u>A 1620.160-0000</u>	Central Services Support Staff Salaries	91,375.00	0.00	91,375.00	58,539.57	0.00	32,835.43
<u>A 1620.200-0000</u>	Central Services Equipment	21,300.00	0.00	21,300.00	21,118.77	0.00	181.23
<u>A 1620.400-0000</u>	Central Services Contractual	62,700.00	0.00	62,700.00	47,937.96	0.00	14,762.04
<u>A 1620.410-0000</u>	Central Services Fuel Oil	80,000.00	0.00	80,000.00	22,875.24	57,124.76	0.00
<u>A 1620.420-0000</u>	Central Services Television	1,800.00	0.00	1,800.00	1,032.85	0.00	767.15
<u>A 1620.430-0000</u>	Central Services Electricity	27,000.00	0.00	27,000.00	9,846.67	0.00	17,153.33
<u>A 1620.440-0000</u>	Central Services Water Rent	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
<u>A 1620.450-0000</u>	Central Services Materials & Supplies	21,500.00	0.00	21,500.00	9,312.68	5,353.08	6,834.24
<u>A 1620.460-0000</u>	Central Services Telephone	8,500.00	0.00	8,500.00	4,189.22	0.00	4,310.78
<u>A 1620.480-0000</u>	Central Services LP Gas	100.00	0.00	100.00	20.37	0.00	79.63
<u>A 1620.490-0000</u>	Central Services BOCES	1,000.00	0.00	1,000.00	276.00	0.00	724.00
<b>1620</b>	<b>OPERATION OF PLANT</b>	<b>316,275.00</b>	<b>0.00</b>	<b>316,275.00</b>	<b>176,149.33</b>	<b>62,477.84</b>	<b>77,647.83</b>
<u>A 1621.160-0000</u>	Mainten Support Staff Salaries	13,928.00	0.00	13,928.00	8,932.00	0.00	4,996.00
<u>A 1621.400-0000</u>	Maintenance Contractual Exp	17,500.00	0.00	17,500.00	5,022.26	7,817.00	4,660.74
<b>1621</b>	<b>MAINTENANCE OF PLANT</b>	<b>31,428.00</b>	<b>0.00</b>	<b>31,428.00</b>	<b>13,954.26</b>	<b>7,817.00</b>	<b>9,656.74</b>
<u>A 1670.400-0000</u>	Contractual	1,200.00	0.00	1,200.00	1,072.59	0.00	127.41
<u>A 1670.450-0000</u>	Postage	3,200.00	0.00	3,200.00	1,580.27	0.00	1,619.73
<u>A 1670.490-0000</u>	Printing - BOCES Services	2,000.00	0.00	2,000.00	60.17	0.00	1,939.83
<b>1670</b>	<b>CENTRAL PRINTING &amp; MAILING</b>	<b>6,400.00</b>	<b>0.00</b>	<b>6,400.00</b>	<b>2,713.03</b>	<b>0.00</b>	<b>3,686.97</b>
<u>A 1680.490-0000</u>	Central DP - BOCES Services	37,500.00	0.00	37,500.00	14,514.60	0.00	22,985.40
<b>1680</b>	<b>CENTRAL DATA PROCESSING</b>	<b>37,500.00</b>	<b>0.00</b>	<b>37,500.00</b>	<b>14,514.60</b>	<b>0.00</b>	<b>22,985.40</b>
<b>16</b>		<b>391,603.00</b>	<b>0.00</b>	<b>391,603.00</b>	<b>207,331.22</b>	<b>70,294.84</b>	<b>113,976.94</b>
<u>A 1910.400-0000</u>	Unallocated Insurance	1,000.00	0.00	1,000.00	740.28	0.00	259.72
<b>1910</b>	<b>UNALLOCATED INSURANCE</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>740.28</b>	<b>0.00</b>	<b>259.72</b>
<u>A 1920.400-0000</u>	School Association Dues	4,500.00	0.00	4,500.00	4,170.00	0.00	330.00
<b>1920</b>	<b>SCHOOL ASSOCIATION DUES</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>4,170.00</b>	<b>0.00</b>	<b>330.00</b>
<u>A 1981.490-0000</u>	BOCES Administrative Costs	19,500.00	0.00	19,500.00	7,762.40	0.00	11,737.60
<b>1981</b>	<b>BOCES ADMINISTRATIVE COSTS</b>	<b>19,500.00</b>	<b>0.00</b>	<b>19,500.00</b>	<b>7,762.40</b>	<b>0.00</b>	<b>11,737.60</b>
<u>A 1983.490-0000</u>	BOCES Capital Expenses	100.00	0.00	100.00	73,275.80	0.00	-73,175.80
<b>1983</b>	<b>BOCES CAPITAL EXPENSE</b>	<b>100.00</b>	<b>0.00</b>	<b>100.00</b>	<b>73,275.80</b>	<b>0.00</b>	<b>-73,175.80</b>

# LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>19</b>		<b>25,100.00</b>	<b>0.00</b>	<b>25,100.00</b>	<b>85,948.48</b>	<b>0.00</b>	<b>-60,848.48</b>
<b>1</b>		<b>737,429.00</b>	<b>-1,870.00</b>	<b>735,559.00</b>	<b>473,703.07</b>	<b>70,392.63</b>	<b>191,463.30</b>
A 2020.150-0000	Supervision Instructional	25,000.00	0.00	25,000.00	15,384.64	0.00	9,615.36
<b>2020</b>		<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>	<b>15,384.64</b>	<b>0.00</b>	<b>9,615.36</b>
A 2070.150-0000	SUPERVISION - REGULAR SCHOOL Instructional Salaries	13,180.00	0.00	13,180.00	8,385.00	0.00	4,795.00
A 2070.490-0000	Inservices - BOCES Services	20,000.00	0.00	20,000.00	4,149.80	0.00	15,850.20
<b>2070</b>		<b>33,180.00</b>	<b>0.00</b>	<b>33,180.00</b>	<b>12,534.80</b>	<b>0.00</b>	<b>20,645.20</b>
<b>20</b>		<b>58,180.00</b>	<b>0.00</b>	<b>58,180.00</b>	<b>27,919.44</b>	<b>0.00</b>	<b>30,260.56</b>
A 2110.120-0000	INSERVICE TRAINING - INSTRUCTION Teaching K-6 Salaries	480,452.00	0.00	480,452.00	209,384.76	0.00	271,067.24
A 2110.130-0000	Teaching 7-12 Salaries	477,469.00	0.00	477,469.00	190,237.71	0.00	287,231.29
A 2110.140-0000	Substitute Teachers	18,000.00	0.00	18,000.00	14,342.50	0.00	3,657.50
A 2110.160-0000	Support Staff Salaries	53,753.00	-23,627.00	30,126.00	11,055.44	0.00	19,070.56
A 2110.170-0000	Payment in Lieu of Health Insurance	6,000.00	0.00	6,000.00	1,000.00	0.00	5,000.00
A 2110.180-0000	Leave Sellback	0.00	0.00	0.00	7,050.00	0.00	-7,050.00
A 2110.200-0000	Teaching Equipment	10,000.00	0.00	10,000.00	9,139.00	0.00	861.00
A 2110.400-0000	Teaching Contractual	16,650.00	226.99	16,876.99	6,109.52	955.12	9,812.35
A 2110.410-0000	Field Trips	20,000.00	0.00	20,000.00	1,615.42	0.00	18,384.58
A 2110.411-0000	Conference Attendance	8,500.00	200.00	8,700.00	1,551.00	0.00	7,149.00
A 2110.412-0000	Mileage Reimbursement	2,500.00	0.00	2,500.00	633.69	0.00	1,866.31
A 2110.413-0000	Arts in Education	3,000.00	0.00	3,000.00	1,725.00	0.00	1,275.00
A 2110.450-0000	Teaching Materials & Supplies	9,000.00	-804.63	8,195.37	5,384.32	0.00	2,811.05
A 2110.451-0000	Elementary - Grade 1	2,631.00	0.00	2,631.00	1,972.94	0.00	658.06
A 2110.451-1000	Summer School	78.00	0.00	78.00	0.00	0.00	78.00
A 2110.451-2000	Art Program	2,869.00	776.33	3,645.33	2,184.25	0.00	1,461.08
A 2110.451-4000	Teachers Assistant-Dukett	250.00	0.00	250.00	180.00	0.00	70.00
A 2110.451-5000	English	621.00	63.00	684.00	683.84	0.00	0.16
A 2110.451-7000	Family Consumer Science	675.00	-125.00	550.00	0.00	0.00	550.00
A 2110.451-8000	Health Education	250.00	-1.00	249.00	0.00	0.00	249.00
A 2110.451-9000	Math	500.00	0.00	500.00	408.51	0.00	91.49
A 2110.452-1000	Elementary - Conboy/SPED	750.00	0.00	750.00	339.24	0.00	410.76
A 2110.452-2000	Music	2,366.00	0.00	2,366.00	950.82	416.99	998.19
A 2110.452-3000	Phys Ed	300.00	1.00	301.00	130.65	169.99	0.36
A 2110.452-4000	Science	750.00	0.00	750.00	545.34	26.95	177.71

# LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-5000	Social Studies	900.00	0.00	900.00	0.00	0.00	900.00
A 2110.452-6000	Technology	750.00	521.53	1,271.53	1,267.92	0.00	3.61
A 2110.452-7000	Elementary - PreK/Teaching Assistant	650.00	0.00	650.00	573.62	0.00	76.38
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	341.00	0.00	341.00	303.79	0.00	37.21
A 2110.453-0000	Elementary - Harkness	270.00	0.00	270.00	154.38	0.00	115.62
A 2110.454-0000	Elementary - Grade 2	913.00	0.00	913.00	570.27	0.00	342.73
A 2110.455-0000	Elementary - Grade 3/4	1,100.00	0.00	1,100.00	390.96	204.47	504.57
A 2110.456-0000	Elementary - Grade 5/6	484.00	345.10	829.10	465.78	101.75	261.57
A 2110.458-0000	Elementary - Grade K	1,160.00	0.00	1,160.00	716.85	0.00	443.15
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.459-2000	STEM	1,000.00	0.00	1,000.00	401.88	285.00	313.12
A 2110.480-0000	Teaching Textbooks	3,000.00	0.00	3,000.00	1,100.85	69.45	1,829.70
A 2110.490-0000	Teaching BOCES	20,000.00	0.00	20,000.00	12,077.20	0.00	7,922.80
<b>2110</b>	<b>TEACHING - REGULAR SCHOOL</b>	<b>1,149,432.00</b>	<b>-22,423.68</b>	<b>1,127,008.32</b>	<b>484,647.45</b>	<b>2,229.72</b>	<b>640,131.15</b>
<b>21</b>		<b>1,149,432.00</b>	<b>-22,423.68</b>	<b>1,127,008.32</b>	<b>484,647.45</b>	<b>2,229.72</b>	<b>640,131.15</b>
A 2250.150-0000	Instructional Salaries	86,695.00	0.00	86,695.00	43,036.29	0.00	43,658.71
A 2250.160-0000	Non Instructional Salaries	17,929.00	23,627.00	41,556.00	19,657.89	0.00	21,898.11
A 2250.400-0000	Students w/Disab Contractual	4,500.00	-1.00	4,499.00	4,313.81	0.00	185.19
A 2250.450-0000	Special Ed Materials & Supplies	400.00	1.00	401.00	400.44	0.00	0.56
A 2250.470-0000	Special Tuition	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2250.490-0000	BOCES Services	85,000.00	0.00	85,000.00	8,392.05	0.00	76,607.95
<b>2250</b>	<b>PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR</b>	<b>197,024.00</b>	<b>23,627.00</b>	<b>220,651.00</b>	<b>75,800.48</b>	<b>0.00</b>	<b>144,850.52</b>
A 2280.490-0000	BOCES Services	30,000.00	0.00	30,000.00	5,617.60	0.00	24,382.40
<b>2280</b>	<b>OCCUPATIONAL EDUCATION (GRADES 9-12)</b>	<b>30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>5,617.60</b>	<b>0.00</b>	<b>24,382.40</b>
<b>22</b>		<b>227,024.00</b>	<b>23,627.00</b>	<b>250,651.00</b>	<b>81,418.08</b>	<b>0.00</b>	<b>169,232.92</b>
A 2330.150-0000	Adult Education Salary	10,804.00	0.00	10,804.00	2,584.20	0.00	8,219.80
A 2330.151-0000	Special Schools Salary	20,160.00	0.00	20,160.00	7,820.00	0.00	12,340.00
A 2330.400-0000	Special Schools Contractual	3,398.00	0.00	3,398.00	0.00	0.00	3,398.00
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	100.41	1,100.41	100.41	103.39	896.61
<b>2330</b>	<b>TEACHING - SPECIAL SCHOOLS</b>	<b>35,362.00</b>	<b>100.41</b>	<b>35,462.41</b>	<b>10,504.61</b>	<b>103.39</b>	<b>24,854.41</b>
<b>23</b>		<b>35,362.00</b>	<b>100.41</b>	<b>35,462.41</b>	<b>10,504.61</b>	<b>103.39</b>	<b>24,854.41</b>

# LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.150-0000	Library Salaries	52,504.00	0.00	52,504.00	22,925.76	0.00	29,578.24
A 2610.450-0000	Library Materials & Supplies	900.00	0.00	900.00	0.00	0.00	900.00
A 2610.460-0000	Library Collections	7,400.00	0.00	7,400.00	293.00	0.00	7,107.00
A 2610.490-0000	Library BOCES Services	8,500.00	0.00	8,500.00	3,220.00	0.00	5,280.00
<b>2610</b>	<b>SCHOOL LIBRARY &amp; AUDIOVISUAL</b>	<b>69,304.00</b>	<b>0.00</b>	<b>69,304.00</b>	<b>26,438.76</b>	<b>0.00</b>	<b>42,865.24</b>
A 2630.220-0000	Computer Hardware	21,000.00	14,113.39	35,113.39	18,698.08	3,210.00	13,205.31
A 2630.450-0000	Computer Materials & Supplies	1,000.00	334.54	1,334.54	721.72	63.68	549.14
A 2630.460-0000	Computer Software	7,000.00	0.00	7,000.00	3,029.93	81.00	3,889.07
A 2630.490-0000	Computer BOCES	70,200.00	0.00	70,200.00	32,753.00	0.00	37,447.00
<b>2630</b>	<b>COMPUTER ASSISTED INSTRUCTION</b>	<b>99,200.00</b>	<b>14,447.93</b>	<b>113,647.93</b>	<b>55,202.73</b>	<b>3,354.68</b>	<b>55,090.52</b>
<b>26</b>	<b>Attendance</b>	<b>168,504.00</b>	<b>14,447.93</b>	<b>182,951.93</b>	<b>81,641.49</b>	<b>3,354.68</b>	<b>97,955.76</b>
A 2805.160-0000		4,500.00	0.00	4,500.00	2,357.19	0.00	2,142.81
<b>2805</b>	<b>ATTENDANCE - REGULAR SCHOOL</b>	<b>4,500.00</b>	<b>0.00</b>	<b>4,500.00</b>	<b>2,357.19</b>	<b>0.00</b>	<b>2,142.81</b>
A 2810.150-0000	Guidance Instructional Salaries	61,455.00	0.00	61,455.00	30,880.29	0.00	30,574.71
A 2810.450-0000	Guidance Materials & Supplies	500.00	0.00	500.00	335.58	0.00	164.42
A 2810.451-0000	Guidance Testing and Materials	1,150.00	229.25	1,379.25	101.25	666.75	611.25
<b>2810</b>	<b>GUIDANCE - REGULAR SCHOOL</b>	<b>63,105.00</b>	<b>229.25</b>	<b>63,334.25</b>	<b>31,317.12</b>	<b>666.75</b>	<b>31,350.38</b>
A 2815.160-0000	Support Staff Salaries	30,855.00	0.00	30,855.00	16,322.32	0.00	14,532.68
A 2815.400-0000	Health Contractual	6,800.00	0.00	6,800.00	3,024.50	0.00	3,775.50
A 2815.450-0000	Health Materials & Supplies	1,540.00	0.00	1,540.00	865.17	0.00	674.83
<b>2815</b>	<b>HEALTH SERVICES - REGULAR SCHOOL</b>	<b>39,195.00</b>	<b>0.00</b>	<b>39,195.00</b>	<b>20,211.99</b>	<b>0.00</b>	<b>18,983.01</b>
A 2820.400-0000	Psychologist Contractual	40,000.00	0.00	40,000.00	4,059.10	0.00	35,940.90
A 2820.450-0000	Psychologist Materials & Supplies	250.00	0.00	250.00	14.45	0.00	235.55
A 2820.490-0000	BOCES Psychologist	11,000.00	0.00	11,000.00	4,769.00	0.00	6,231.00
<b>2820</b>	<b>PSYCHOLOGICAL SERVICES - REGULAR SCHOOL</b>	<b>51,250.00</b>	<b>0.00</b>	<b>51,250.00</b>	<b>8,842.55</b>	<b>0.00</b>	<b>42,407.45</b>
A 2825.400-0000	Contractual	6,000.00	2,200.00	8,200.00	8,200.00	0.00	0.00
<b>2825</b>	<b>SOCIAL WORK SERVICES - REGULAR SCHOOL</b>	<b>6,000.00</b>	<b>2,200.00</b>	<b>8,200.00</b>	<b>8,200.00</b>	<b>0.00</b>	<b>0.00</b>
A 2850.150-0000	Co-curricular Salaries	25,890.00	0.00	25,890.00	6,604.00	0.00	19,286.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	355.93	0.00	644.07
<b>2850</b>	<b>CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL</b>	<b>26,890.00</b>	<b>0.00</b>	<b>26,890.00</b>	<b>6,959.93</b>	<b>0.00</b>	<b>19,930.07</b>
A 2855.150-0000	Interscholastic Salaries	10,000.00	0.00	10,000.00	2,161.00	0.00	7,839.00

# LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.400-0000	Interscholastic Contractual	20,500.00	0.00	20,500.00	9,108.10	0.00	11,391.90
A 2855.450-0000	Interscholastic Materials & Supplies	3,000.00	29.30	3,029.30	1,533.73	71.79	1,423.78
A 2855.490-0000	BOCES Interscholastic	500.00	0.00	500.00	190.00	0.00	310.00
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	34,000.00	29.30	34,029.30	12,992.83	71.79	20,964.68
28		224,940.00	2,458.55	227,398.55	90,881.61	738.54	135,778.40
2		1,863,442.00	18,210.21	1,881,652.21	777,012.68	6,426.33	1,098,213.20
A 5510.160-0000	Transportation Salaries	78,760.00	0.00	78,760.00	43,705.96	0.00	35,054.04
A 5510.400-0000	Transportation Contractual	15,000.00	0.00	15,000.00	13,860.44	0.00	1,139.56
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	0.00	500.00	198.40	0.00	301.60
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	4,599.87	0.00	13,400.13
A 5510.452-0000	Tires	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 5510.453-0000	Parts	7,500.00	0.00	7,500.00	2,859.22	0.00	4,640.78
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	4,408.73	0.00	8,591.27
A 5510.490-0000	BOCES Contractual	1,300.00	0.00	1,300.00	380.25	0.00	919.75
5510	DISTRICT TRANSPORTATION SERVICES	136,560.00	0.00	136,560.00	70,012.87	0.00	66,547.13
55		136,560.00	0.00	136,560.00	70,012.87	0.00	66,547.13
5		136,560.00	0.00	136,560.00	70,012.87	0.00	66,547.13
A 9010.800-0000	NYS Retirement	61,000.00	0.00	61,000.00	42,036.00	0.00	18,964.00
9010	STATE RETIREMENT	61,000.00	0.00	61,000.00	42,036.00	0.00	18,964.00
A 9020.800-0000	Teacher Retirement	125,500.00	0.00	125,500.00	4,108.13	0.00	121,391.87
9020	TEACHERS' RETIREMENT	125,500.00	0.00	125,500.00	4,108.13	0.00	121,391.87
A 9030.800-0000	Social Security	140,000.00	0.00	140,000.00	64,862.41	0.00	75,137.59
9030	SOCIAL SECURITY	140,000.00	0.00	140,000.00	64,862.41	0.00	75,137.59
A 9040.800-0000	Worker Compensation	12,000.00	0.00	12,000.00	11,567.00	0.00	433.00
9040	WORKERS' COMPENSATION	12,000.00	0.00	12,000.00	11,567.00	0.00	433.00
A 9050.800-0000	Unemployment	20,000.00	0.00	20,000.00	2,016.00	0.00	17,984.00
9050	UNEMPLOYMENT INSURANCE	20,000.00	0.00	20,000.00	2,016.00	0.00	17,984.00
A 9055.800-0000	Disability Plan	4,000.00	0.00	4,000.00	1,790.52	0.00	2,209.48
9055	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	1,790.52	0.00	2,209.48
A 9060.800-0000	Hospitalization	980,000.00	0.00	980,000.00	618,707.44	0.00	361,292.56
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	980,000.00	0.00	980,000.00	618,707.44	0.00	361,292.56
90		1,342,500.00	0.00	1,342,500.00	745,087.50	0.00	597,412.50

# LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9901.930-0000	Transfer to School Food Svc Fund	105,709.00	0.00	105,709.00	30,000.00	0.00	75,709.00
9901	TRANSFERS TO FUNDS	*	0.00	105,709.00	30,000.00	0.00	75,709.00
99		**	0.00	105,709.00	30,000.00	0.00	75,709.00
9		***	0.00	1,448,209.00	775,087.50	0.00	673,121.50
	Fund A Totals:	4,185,640.00	16,340.21	4,201,980.21	2,095,816.12	76,818.96	2,029,345.13
	Grand Totals:	4,185,640.00	16,340.21	4,201,980.21	2,095,816.12	76,818.96	2,029,345.13

# LONG LAKE CSD



Check Warrant Report For A - 13: Cash Disbursement - December 2019 For Dates 12/1/2019 - 12/31/2019

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15925	12/10/2019	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		460.50
15926	12/13/2019	2004	FORTUNE'S HARDWARE	CUSTODIAL SUPPLIES	200010	133.38
15927	12/13/2019	2988	GIRVIN & FERLAZZO, P.C.	LEGAL RETAINER		600.00
15928	12/13/2019	2551	W.B. MASON CO. INC.	CUSTODIAL SUPPLIES	200006	490.68
15929	12/13/2019	4593	ELISHA PYLMAN	MILEAGE		307.38
15930	12/13/2019	1840	GRAINGER	CUSTODIAL SUPPLIES	200161	152.68
15931	12/13/2019	2644	LAKE PLACID CENTER FOR THE ARTS	FIELD TRIP		123.00
15932	12/13/2019	4411	NYSMEC	ELECTRIC INSTALLMENT 4 OF 6		3,879.12
15933	12/13/2019	1479	NYSASBO	SNIDE DUES 1/1/20-12/31/20		312.96
15934	12/13/2019	4702	JULIA RUSHFORD	SCHOOL PSYCHOLOGIST/CSE EVALUATION		381.04
15935	12/13/2019	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER CHARGES		379.49
15936	12/13/2019	1711	RUSSELL E. RIDER, MD	1/2 19-20 MEDICAL CONTRACT		3,000.00
15937	12/13/2019	1360	HAMILTON COUNTY TREASURER			2,288.09
15938	12/13/2019	3217	FRONTIER	TELEPHONE CHARGES		417.95
15939	12/13/2019	4525	SLIC NETWORK SOLUTIONS	TV DECEMBER		147.55
15940	12/13/2019	2302	WARDS	SCIENCE OLYMPIAD SUPPLIE	200166	104.26
15941	12/13/2019	3259	FIRST UNUM LIFE INSURANCE CO.	DISABILITY DECEMBER		269.61
15942	12/13/2019	3791	NYS SCIENCE OLYMPIAD INC.	REGISTRATION		225.00
15943	12/13/2019	4651	PETROLEUM TRADERS CORP		200163	11,055.87
15944	12/13/2019	3167	JAMES BENTON	OFFICIAL FEE		60.00
15945	12/13/2019	4080	JEFF LECKRONE	OFFICIAL FEE		60.00
15946	12/13/2019	2529	JILL S. TONEY	OFFICIAL FEE		60.00
15947	12/13/2019	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
15948	12/13/2019	2279	F-E-H BOCES TREASURER	NOVEMBER CONTRACT BILL		19,957.96
15949	12/13/2019	4421	HOUGHTON MIFFLIN HARCOURT	MATH SUPPLIES	200160	324.65
15950	12/13/2019	4703	WELLS COMMUNICATION SERVICE INC.	PORTABLE RADIOS		1,461.00
15951	12/13/2019	2695	CDW	SERVER BATTERY	200170	332.09
15952	12/13/2019	3639	INDIAN LAKE CENTRAL SCHOOL	PRORATED SCHOOL PSYCHOLOGIST FEES/SHORT		3,678.06
15953	12/13/2019	4284	BSN SPORTS	GAME BASKETBALLS	200164	304.16
15954	12/13/2019	1757	ADIRONDACK DAILY ENTERPRISE	HELP WANTED AD/PE		174.20
15955	12/13/2019	1331	PRESS REPUBLICAN	HELP WANTED AD/PE		665.25



# LONG LAKE CSD

Check Warrant Report For A - 13: Cash Disbursement - December 2019 For Dates 12/1/2019 - 12/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15956	12/20/2019	4199	NYS EMPLOYEES' HEALTH INSURANCE	JANUARY HEALTH INSURANCE		74,200.97
15957	12/20/2019	2742	TUPPER LAKE CENTRAL SCHOOL			4,136.34
15958	12/20/2019	3349	MOUNTAIN AND VALLEY ATHLETIC CONF.	19-20 DUES		300.00
15959	12/20/2019	3557	MERIDIAN IT	TELEPHONE SYSTEM MTNCE 1/1/20-3/31/20		360.00
15960	12/20/2019	4425	VERIZON	CELL PHONE		33.78
15961	12/20/2019	2695	CDW	CABLE ADAPTER	200172	156.20
15962	12/20/2019	1896	WILLIAMSON LAW BOOK COMPANY	DEPOSIT SLIPS	200174	43.98
15963	12/20/2019	4636	BLUE LINE ELECTRICAL SERVICES	ELECTRICAL WORK ROOM 309		1,547.26
15964	12/20/2019	3825	AMAZON		200171	41.65
15965	12/20/2019	4212	CK TANK & LINE TESTING	FUEL LINE CORROSION TEST		250.00
15966	12/20/2019	2279	F-E-H BOCES TREASURER	1/2 19-20 WORKERS COMP		5,783.50
15967	12/20/2019	3962	NYS DEPT OF LABOR	ASBESTOS CERTIFICATE-CLARK		75.00
15968	12/20/2019	4706	CARL TURNER	CPR MOUTHPIECES & CLASS		185.00
15969	12/20/2019	4280	MOUNTAIN LAKES REGIONAL EMS COUNCIL	CPR CERTIFICATES		125.00
15970	12/20/2019	3148	DECKER EQUIPMENT	SIGN/CLOCKS	200176	219.58
15971	12/20/2019	3639	INDIAN LAKE CENTRAL SCHOOL	SYRACUSE BBALL TICKET-FARR		20.00
15972	12/30/2019	4125	MAILFINANCE	POSTAGE METER LEASE 12 MOS		811.80
15973	12/30/2019	3259	FIRST UNUM LIFE INSURANCE CO.	DISABILITY INSURANCE JANUARY		239.62
15974	12/30/2019	1305	AMERICAN EXPRESS	SOFTWARE, FMCSA CLEARINGHOUSE, CONSTANT CONTACT		214.48

Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 50				Warrant Total:	140,550.09
				Vendor Portion:	140,550.09

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, 50 in number, in the total amount of \$140,550.09. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/2/20 Noellef Shott  
Date SUPERINTENDENT

**Certification of Warrant**

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$140,550.09. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/3/20 Jerome J. Shraga  
Date CLAIMS AUDITOR

# LONG LAKE CSD



## Check Warrant Report For C - 6: Cash Disbursement - LUNCH FUND For Dates 12/1/2019 - 12/31/2019

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2225	12/13/2019	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	200101	318.12
2226	12/13/2019	2551	W.B. MASON CO. INC.	SPOONS	200098	19.90
2227	12/13/2019	4204	BIMBO FOODS BAKERIES	CAFETERIA FOOD	200097	61.80
2228	12/13/2019	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	200151	48.03
Number of Transactions: 4						
Warrant Total:						447.85
Vendor Portion:						447.85

### 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 \$ 447.85. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/2/20 Date Maelynn Short SUPERINTENDENT

### Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 447.85. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/3/20 Date James F. Flanagan CLAIMS AUDITOR

# LONG LAKE CSD

Check Warrant Report For A - 14: Cash Disbursement - January 2020 For Dates 1/1/2020 - 1/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15975	01/10/2020	1359	BERNICE BURNHAM			1,626.00
15976	01/10/2020	1377	SHARON WAAGNER			1,626.00
15977	01/10/2020	1410	BARBARA HOLLENBECK			1,626.00
15978	01/10/2020	1415	DAVID OLBERT			135.50
15979	01/10/2020	1531	CHERYL O'HARA			1,626.00
15980	01/10/2020	1535	ELAINE CODDINGTON			1,626.00
15981	01/10/2020	1537	MAUREEN LOPRESTI			1,626.00
15982	01/10/2020	1538	GARY BAKER			1,626.00
15983	01/10/2020	1541	MARY HALL			1,626.00
15984	01/10/2020	1542	MICHAEL FARRELL			1,626.00
15985	01/10/2020	1584	KARIN COOK			1,626.00
15986	01/10/2020	1668	THOMAS HARE			1,626.00
15987	01/10/2020	1769	RUTH HOWE			1,626.00
15988	01/10/2020	1866	ROGER AMMON			1,626.00
15989	01/10/2020	1958	JOSEPH TELLSTONE			1,626.00
15990	01/10/2020	2485	GAIL SEAMAN			1,296.00
15991	01/10/2020	2850	DEBORAH HAVAS			1,626.00
15992	01/10/2020	3143	SUSAN VIROSTEK			1,536.00
15993	01/10/2020	3862	GENEVIEVE BOYD			1,626.00
15994	01/10/2020	4221	CHARLES R. FARR			1,626.00
15995	01/10/2020	4222	PATRICIA FARRELL			1,626.00
15996	01/10/2020	4223	HARRY GRAHAM			1,626.00
15997	01/10/2020	4224	MARIE GRAHAM			1,626.00
15998	01/10/2020	4225	WILLIAM HALL			1,626.00
15999	01/10/2020	4227	SHIRLEY TELLSTONE			1,626.00
16000	01/10/2020	4229	ROBERT VIROSTEK			1,626.00
16001	01/10/2020	4230	EDWARD WIGHT			1,626.00
16002	01/10/2020	4232	JAMES BEARDSLEY			1,626.00
16003	01/10/2020	4234	JAMES BATEMAN			4,226.40
16004	01/10/2020	4235	JACQUELINE BACKUS			1,626.00
16005	01/10/2020	4236	GAIL AMMON			1,626.00
16006	01/10/2020	4305	LEONARD COOK			1,626.00
16007	01/10/2020	4704	BRUCE HOLLENBECK			1,219.50
16008	01/10/2020	1360	HAMILTON COUNTY TREASURER	NOVEMBER GAS/DIESEL		1,292.57
16009	01/10/2020	4628	SHARE CORPORATION	CUSTODIAL SUPPLIES	200175	151.38
16010	01/10/2020	3373	ANTHONY CLARK	MILEAGE TO ASBESTOS CLASS		143.84
16011	01/10/2020	2742	TUPPER LAKE CENTRAL SCHOOL	UNDERCOATING		852.00
16012	01/10/2020	4695	CYNTHIA BROWNELL	SCIENCE OLYMPIAD MEALS		80.00
16013	01/10/2020	3064	TRI-LAKES 3HREE PRESS CORP.	HELP WANTED AD		29.04
16014	01/10/2020	3962	NYS DEPT OF LABOR	ASBESTOS HANDLING LICENSE		300.00
16015	01/10/2020	4014	TBS	HEATING REPAIRS		504.00
16016	01/10/2020	4651	PETROLEUM TRADERS CORP	FUEL OIL DEL. 12/27/19	200163	11,819.37

# LONG LAKE CSD

Check Warrant Report For A - 14: Cash Disbursement - January 2020 For Dates 1/1/2020 - 1/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16017	01/10/2020	4525	SLIC NETWORK SOLUTIONS	CABLE TV JANUARY		147.55
16018	01/10/2020	1409	HILL ELECTRIC SUPPLY CO. INC.	CUSTODIAL SUPPLIES	200005	82.98
16019	01/10/2020	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER USAGE CHARGES		296.15
16020	01/10/2020	1346	CASH	REPLENISH PETTY CASH		75.12
16021	01/10/2020	3252	HARRY D. BUXTON	FIRE INSPECTION		400.00
16022	01/10/2020	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		435.50
16023	01/10/2020	3217	FRONTIER	TELEPHONE CHARGES		418.46
16024	01/10/2020	4066	TOTALFUNDS	POSTAGE		500.00
16025	01/10/2020	2004	FORTUNE'S HARDWARE	CUSTODIAL SUPPLIES	200010	131.33
16026	01/10/2020	2697	DICK BLICK	ART SUPPLIES	200177	455.46
16027	01/10/2020	3337	PETER OLESHESKI	BBALL OFFICIAL 12/20/19		183.00
16028	01/10/2020	1373	JOHN RATHBUN	OFFICIAL FEES		177.00
16029	01/10/2020	2279	F-E-H BOCES TREASURER	NON-AIDABLE PRINTING		21.73
16030	01/10/2020	3292	DAY WHOLESALE INC.	WATER	200017	51.00
16031	01/10/2020	4382	RALPH DESHETSKY	OFFICIAL VOUCHER		146.00
16032	01/10/2020	4080	JEFF LECKRONE	OFFICIAL VOUCHER		153.00
16033	01/10/2020	4707	MITCHELL STONE PRODUCTS	PLOW HOSES		36.04
16034	01/10/2020	2302	WARDS	EARTHWORMS	200142	30.74
16035	01/10/2020	1869	NYS UNEMPLOYMENT INSURANCE	4TH QTR 2019 UNEMPLOYMENT		2,016.00
16036	01/24/2020	3301	TROJAN ENERGY SYSTEMS, INC.	BOILER TUNE UP		1,472.69
16037	01/24/2020	1360	HAMILTON COUNTY TREASURER			909.85
16038	01/24/2020	1840	GRAINGER	CUSTODIAL SUPPLIES	200188	114.64
16039	01/24/2020	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
16040	01/24/2020	2279	F-E-H BOCES TREASURER	DECEMBER CONTRACT BILLING		20,667.31
16041	01/24/2020	3396	LIFETIME BENEFIT SOLUTIONS	FSA PLAN IMPLEMENTATION		450.00
16042	01/24/2020	4199	NYS EMPLOYEES' HEALTH INSURANCE	FEBRUARY HEALTH INSURANCE		75,488.43
16043	01/24/2020	4625	ADIRONDACK AWARDS & PROMOTIONS	PLAQUE & ENGRAVING		130.00
16044	01/24/2020	3173	TINA PINE	REIMB. GRADE 5/6 SUPPLIES		35.97
16045	01/24/2020	4141	NOELLE SHORT	MILEAGE 12/5, 12/6, 11/18, 1/6, 1/8, 1/15		206.48
16046	01/24/2020	2988	GIRVIN & FERLAZZO, P.C.	DECEMBER RETAINAGE		600.00
16047	01/24/2020	2938	VICTORIA SNIDE	MILEAGE 1/10		97.67
16048	01/24/2020	3715	HAMILTON COUNTY SOCIAL SERVICES	HOME RUN PROGRAM JAN-DEC 2020		5,450.00
16049	01/24/2020	4425	VERIZON	CELL PHONE		28.52
16050	01/24/2020	2013	STEPHEN MCNALLY	OFFICIAL FEE		85.00

## LONG LAKE CSD

Check Warrant Report For A - 14: Cash Disbursement - January 2020 For Dates 1/1/2020 - 1/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16051	01/24/2020	3337	PETER OLESHESKI	OFFICIAL FEE		109.00
16052	01/24/2020	4460	MATTHEW S. BURTIS	OFFICIAL FEE		190.00
16053	01/24/2020	4709	DEREK MALDONADO	OFFICIAL FEE		190.00
16054	01/24/2020	1305	AMERICAN EXPRESS	SOFTWARE		19.98
16055	01/24/2020	3825	AMAZON		200178	236.15
16056	01/24/2020	4400	WALTER A. MAYERS II	OFFICIAL FEES		190.00
16057	01/24/2020	1328	NYSPPHSA, INC.	BASELINE CONCUSSION TESTS		24.50
16058	01/24/2020	3952	NICOLE CURTIN	MILEAGE REIMB.		46.40

Number of Transactions: 84

Warrant Total: 181,613.25

Vendor Portion: 181,613.25

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 84 in number, in the total amount of \$ 181,613.25. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/3/20 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 \$ 181,613.25. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/3/20 Jane F. Flanagan  
Date Claims Auditor

## AKE CSD

Warrant Report For C - 7: Cash Disbursement - January Lunch Fund For Dates 1/1/2020 - 2020

NVISION

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
	01/10/2020	2496	SYSCO FOOD SERVICES	CAFETERIA FOOD	200168	1,249.06
2230	01/10/2020	2551	W.B. MASON CO. INC.	CAFETERIA SUPPLIES	200098	34.67
2231	01/10/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	200101	423.45
2232	01/10/2020	4204	BIMBO FOODS BAKERIES	CAFETERIA FOOD	200097	124.86
2233	01/10/2020	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	200169	49.24
2234	01/24/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	200101	565.86

Number of Transactions: 6

Warrant Total: 2,447.14  
Vendor Portion: 2,447.14

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 2,447.14. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/3/20 Noelle J. Short  
Date Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 2,447.14. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/3/20 Jerome S. Naraya  
Date Claims Auditor

# LONG LAKE CSD

## Budget Transfer Schedule Report For A - 6: Budget Transfer



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
116		01/21/2020	TO COVER SHORTAGE CAUSED BY BACKPACK PROGRAM					
	A 1010.400-0000		BOE Contractual Expense	Contractual		Not Required	2,200.00	2,200.00
117		01/31/2020	TO COVER SHORTAGE IN PE					
	A 2110.451-8000		Health Education			Not Required	1.00	1.00
	A 2110.452-3000		Phys Ed					
<b>Grand Totals:</b>							<b>2,201.00</b>	<b>2,201.00</b>
<b>Net Amount:</b>							<b>0.00</b>	

### Number of Budget Transfers: 2

Account Distribution Totals				Debits	Credits
Account	Description				
A 1010.400-0000	BOE Contractual Expense			2,200.00	0.00
A 2110.451-8000	Health Education			1.00	0.00
A 2110.452-3000	Phys Ed			0.00	1.00
A 2825.400-0000	Contractual			0.00	2,200.00
<b>Fund A Totals:</b>				<b>2,201.00</b>	<b>2,201.00</b>
<b>Grand Totals:</b>				<b>2,201.00</b>	<b>2,201.00</b>



Mary Phillips-LeBlanc  
P.O. Box 80  
Indian Lake, NY 12842

January 14, 2020

Ms. Noelle Short, Superintendent  
Long Lake Central School  
P.O. Box 217  
Long Lake, Ny 12847

Dear Noelle,

This letter is to inform you that I have made the decision to retire from Long Lake Central School at the end of the 2019-2020 school year, June 30, 2020.

My time at Long Lake Central School has been filled with many satisfying and challenging moments that have consistently taught me about young people, families, colleagues and myself. It has been a great pleasure to be part of this school community and I will miss being a part of this unique and special place.

Sincerely,

A handwritten signature in cursive script that reads "Mary Phillips-LeBlanc".

Mary Phillips-LeBlanc

Received 1/16/2020

# *Revised Policy*

2020

5681

1 of 24

Non-Instructional/Business  
Operations

## **SUBJECT: SCHOOL SAFETY PLANS**

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

~~Specifically, the Board will make the District-wide school safety plan available for public comment at least 30 days prior to its adoption. The District-wide school safety plans may only be adopted by the Board after at least one public hearing that provides for the participation of school personnel, parents, students, and any other interested parties. The District-wide school safety plan and any amendments must be submitted to the Commissioner, in a manner prescribed by the Commissioner, within 30 days of adoption, but no later than October 1 of each school year. Additionally, the District-wide school safety plan will designate the Superintendent or designee as the chief emergency officer responsible for coordinating communication between school staff and law enforcement and first responders, and for ensuring staff understanding of this plan. Similarly, the Superintendent will be responsible for ensuring the completion and yearly updating of building-level emergency response plans.~~

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

### **District-Wide School Safety Plan**

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

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

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

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

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

(Continued)

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

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

(Continued)

Non-Instructional/Business  
Operations**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

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

(Continued)

Non-Instructional/Business  
Operations**SUBJECT: SCHOOL SAFETY PLANS (Cont'd.)**

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

~~—The plan will further address, among other items as set forth in Education Law and Commissioner's regulations, how the District will respond to implied or direct threats of violence by students, teachers, other school personnel as well as visitors to the school, including threats by students against themselves (e.g., suicide).~~

**Building-Level Emergency Response Plan**

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

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

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

**Training Requirement**

~~—The District will submit certification to the New York State Education Department that all District and school staff have received annual training on the emergency response plan, and that this training included components on violence prevention and mental health. New employees hired after the start of~~

the school year will receive training within 30 days of hire, or as part of the District's existing new hire training program, whichever is sooner.

### **Filing/Disclosure Requirements**

~~—The District will file a copy of its District-wide school safety plan and any amendments with the Commissioner of Education no later than 30 days after its adoption. A copy of each building-level emergency response plan and any amendments will be filed with the appropriate local law enforcement agency and with the state police within 30 days of its adoption. Building-level emergency response plans will be kept confidential and are not subject to disclosure under the Freedom of Information Law (FOIL) or any other provision of law.~~

~~Homeland Security Presidential Directives—HSPD-5, HSPD-8  
Homeland Security Act of 2002, 6 USC § 101  
Education Law §§ 807, 2801-a  
Public Officers Law Article 6  
8 NYCRR § 155.17~~

Adoption Date

# Revised Policy

2020

6550  
1 of 45

Personnel

## **SUBJECT: LEAVES OF ABSENCE**

In general, leaves of absence will be administered by the Superintendent. The Board reserves the right to grant leaves of absence for purposes or under conditions not contemplated or considered in the policy statement. Where a leave of absence is falsely requested or improperly used, the Board may undertake appropriate disciplinary action. The purpose or conditions of a leave of absence may not be altered except by permission of the Superintendent, as expressed in writing.

### Leaves of absence, contractual, et al.

a) Employees who are members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted in accordance with provisions of contracts in effect between the District and each bargaining unit.

b) Employees who are not members of a negotiating unit:

Authorization is granted to approve requests for leaves of absence submitted by these employees where the requests are consistent with provisions of contracts in effect between the District and the bargaining unit most compatible with the employment status of the employee.

c) Employees who are under contract to the District:

Authorization is granted to implement provisions for leaves of absence contained in each contract.

### Leaves of absence, unpaid, not covered above

a) Subject to limitations enumerated in this policy statement, authorization is granted for the following unpaid leaves of absence:

1. For a period of time not to exceed one school year for approved graduate study, this leave to include any required internship experience.
2. At the expiration of a paid sick leave of absence, this leave may be extended for a period of time not longer than the end of the school year after the school year in which the paid leave of absence began.

b) Unpaid leaves of absence cannot be used to extend vacation periods, to take vacations, to engage in other occupations, or to provide additional personal leaves, except that the Superintendent will have discretion, where circumstances warrant, to approve leaves of absence for those purposes.

c) Unpaid leaves of absence will not be granted unless the services of a substitute employee, satisfactory in the discretion of the Superintendent, can be secured.

(Continued)



## Personnel

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)**

- d) Except where it interferes with an employee's legal or contractual rights, the timing of unpaid leaves of absence will be granted at the convenience of the District.

Other leaves of absence

Other leaves of absence include, but are not limited to, the following:

a) **Emergency Service Volunteer Leave**

Upon presentation of a written request from the American Red Cross and with the approval of the Superintendent, employees certified by the American Red Cross as disaster volunteers will be granted leave from work with pay for up to 20 days in any calendar year to participate in specialized disaster relief operations. This leave will be provided without loss of seniority, compensation, sick leave, vacation leave, or other overtime compensation to which the volunteer is otherwise entitled.

b) **Screenings for Cancer**

Employees will be granted up to four hours of paid leave on an annual basis to undertake a screening for cancer. This leave will be excused leave and will not be charged against any other leave to which the employee is entitled.

c) **Blood Donation**

The District must either, at its option:

1. Grant three hours of unpaid leave of absence in any 12-month period to an employee who seeks to donate blood off-premises. The leave may not exceed three hours unless agreed to by the Superintendent or designee; or
2. Allow its employees without use of accumulated leave time to donate blood during work hours at least two times per year at a convenient time and place set by the Superintendent or designee, including allowing an employee to participate in a blood drive at the District.

Leave taken by employees at a District-designated donation alternative (such as a District-sponsored blood drive at the workplace) must be paid leave that is provided without requiring the employee to use accumulated vacation, personal, sick, or other leave time.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of blood donation under any other provision of law will not be prevented.

(Continued)

## Personnel

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)****d) Bone Marrow Donation**

Employees seeking to undergo a medical procedure to donate bone marrow will be granted leaves to do so, the combined length of the leaves to be determined by the physician, but may not exceed 24 work hours unless agreed to by the Superintendent or designee. The District will require verification for the purpose and length of each leave requested by the employee for this purpose.

The District will not retaliate against an employee for requesting or obtaining a leave of absence under this section. Additional leaves for the purpose of bone marrow donation under any other provision of law will not be prevented.

**e) Nursing Mothers (Breastfeeding/Lactation)**

The District will provide reasonable unpaid break time or permit the use of paid break time or meal time each day to allow an employee to express breast milk for her nursing child for up to three years following ~~child-birth~~ childbirth. The District will make reasonable efforts to provide a room or other location in close proximity to the work area where the employee ~~nursing mother~~ can express milk in privacy. The District will not discriminate against an employee who chooses to express breast milk in the workplace.

Reasonable unpaid break time is generally no less than 20 minutes and no more than 30 minutes dependent upon the proximity of the designated location for expressing breast milk. In most situations, the District is required to provide unpaid break time at least once every three hours if requested by the employee. At the employee's option, the District will allow the employee to work before or after her normal shift to make up the amount of time used during the unpaid break time(s) so long as the additional time requested falls within the District's normal work hours.

The District will provide written notice to employees who are returning to work following the birth of a child of their right to take unpaid leave for the purpose of expressing breast milk. This notice may either be provided individually to affected employees or to all employees generally through publication of the notice in the employee handbook or posting of the notice in a central location.

Any employee wishing to avail herself of this benefit is required to give the District advance notice, preferably prior to her return to work, to allow the District an opportunity to establish a location and schedule leave time to accommodate employees as needed.

(Continued)

## Personnel

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)****f) Witnesses or Victims of Crimes Domestic Abuse**

~~Employers are required to provide employees with an unpaid leave to appear as a witness, consult with the district attorney, or exercise the employee's statutory rights as the victim of, or witness to a crime of domestic violence. A victim of domestic violence may need one or more of these types of leave.~~ The District will grant an unpaid leave of absence to an employee, who is a victim of or a witness to a criminal offense, that is required or chooses to appear as a witness, consult with the district attorney, or exercise his or her rights as provided in the Criminal Procedure Law, the Family Court Act, and the Executive Law.

To use this leave, the employee must provide notice of the need for leave at any time prior to the actual day of leave. ~~Employers are~~ The District is permitted to ask the ~~employee~~ party who sought the attendance or testimony of the employee to provide verification of the employee's service. Employees will not be penalized or discharged for absences by reason of a required appearance as a witness in a criminal proceeding, or consultation with the district attorney, or exercising his or her rights as provided under the law.

**g) Victims of Domestic Violence**

Unless the absence would cause an undue hardship to the District, the District will provide reasonable accommodations to employees who are victims of domestic violence who must be absent from work for a reasonable time in accordance with law.

An employee availing themselves of this leave must provide the District with reasonable advance notice, unless providing this notice is not feasible. An employee unable to provide reasonable advance notice must, within a reasonable time after the absence, provide a certification to the District when requested.

To the extent allowed by law, the District will maintain the confidentiality of any information related to an employee's status as a victim of domestic violence.

**hg) Military Leave**

The District will comply with state and federal laws regarding military leave and re-employment.

**ih) Jury Duty**

As provided by law, any employee who is summoned to serve as a juror and who notifies the District to that effect prior to his or her term of service will not, on account of absence by reason of jury service, be subject to discharge or penalty. The District will ensure that all absences for this purpose are granted in accordance with law and the terms of any applicable collective bargaining agreement.

(Continued)

## Personnel

**SUBJECT: LEAVES OF ABSENCE (Cont'd.)****j) Voting**

Employees who are registered voters may take up to three hours of paid leave to vote at any general election, special election called by the Governor, primary election, or municipal election. This does not include school district elections, library district elections, fire district elections, special town elections, or early voting periods. The employee will be allowed time off for voting only at the beginning or the end of his or her working shift, as the District may designate, unless otherwise mutually agreed.

Employees requiring working time off to vote must notify the District not less than two working days before the day of the election.

The District must post a notice informing employees of their right to leave in order to vote not less than ten working days before an election and until polls close on election day. This notice will be conspicuously posted in a place where it can be seen by employees as they come and go to their place of work.

29 USC § 207(r)

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), 38 USC §§ 4301-4333

Civil Service Law §§ 71-73 and 159-b

Education Law §§ 1709(16), 2509(6), 2573(12), 3005, 3005-a and 3005-b

General Municipal Law §§ 92, 92-c, and 92-d

Election Law § 3-110

Executive Law § 296(22)

Judiciary Law §§ 519 and 521

Labor Law §§ 202-a, 202-ei, 202-ij, 202-jl and 206-c

Military Law §§ 242 and 243

Penal Law § 215.14

Adoption Date

Students

**SUBJECT: DIGNITY FOR ALL STUDENTS**

The District seeks to create an environment free of harassment, bullying, and discrimination; to foster civility in its schools; and to prevent conduct that is inconsistent with its educational mission. The District, therefore, prohibits all forms of harassment and bullying of students by employees or other students on school property and at school functions.

The District further prohibits discrimination against students, including, but not limited to, discriminatory acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex by school employees or other students on school property and at school functions ~~that take place at locations off school property. In addition, other acts of harassment, bullying, or discrimination that can reasonably be expected to materially and substantially disrupt the education process may be subject to discipline or other corrective action.~~

In addition, other acts of harassment, bullying, and/or discrimination that occur off school property may be subject to discipline or other corrective action, where such acts create or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.

**Dignity Act Coordinator**

~~In each of its schools,~~ The District will designate at least one employee ~~holding licenses or certifications as required by the Commissioner~~ to serve as the Dignity Act Coordinator (DAC) and receive reports of harassment, bullying, and/or discrimination. Each DAC will be: ~~thoroughly~~

- a) Approved by the Board;
- b) Licensed and/or certified by the Commissioner as a classroom teacher, school counselor, school psychologist, school nurse, school social worker, school administrator or supervisor, or Superintendent;
- c) Instructed in the provisions of the Dignity for All Students Act and its implementing regulations;
- d) Thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender (including gender identity or expression), and sex; ~~Training will also be provided for DACs~~
- e) Provided with training which addresses: the social patterns of harassment, bullying, and discrimination, including, but not limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex;
- f) Provided with training in the identification and mitigation of harassment, bullying, and discrimination; and

(Continued)

## Students

**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)**

- g) Provided with training in strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. ~~All DAC appointments will be approved by the Board.~~

The District will widely disseminate the name, designated school, and contact information of each DAC to all school personnel, students, and parents or persons in parental relation by:

- a) Listing it in the *Code of Conduct*, with updates posted on the District's website; and
- b) Including it in the *Code of Conduct's* plain language summary provided to all parents or persons in parental relation to students before the beginning of each school year; and
- c) Providing it to parents or persons in parental relation in at least one District or school mailing or other method of distribution each school year, including, but not limited to, electronic communication and/or sending information home with each student. If the information changes, parents and persons in parental relation will be notified in at least one subsequent District or school mailing, or other method of distribution as soon as practicable thereafter; and
- d) Posting it in highly visible areas of school buildings; and
- e) Making it available at the District and school-level administrative offices.

If a DAC vacates his or her position, the District will immediately designate another eligible employee as an interim DAC, pending approval of a successor DAC from the Board within 30 days of the date the position was vacated. In the event a DAC is unable to perform his or her duties for an extended period of time, the District will immediately designate another eligible employee as an interim DAC, pending the return of the previous individual to the position.

**Training and Awareness**

Each year, all employees will be provided with training to promote a supportive school environment that is free from harassment, bullying, and/or discrimination, and to discourage and respond to incidents of harassment, bullying, and/or discrimination. This training may be provided in conjunction with existing professional development, and will be conducted consistent with guidelines approved by the Board, and will include training to:

- a) Raise awareness and sensitivity to potential acts of harassment, bullying, and/or discrimination;
- b) Address social patterns of harassment, bullying, and discrimination ~~and the effects on students;~~
- c) Inform employees on the identification and mitigation of harassment, bullying, and discrimination;

(Continued)

## Students

**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)**

- d) Enable employees to prevent and respond to incidents of harassment, bullying, and/or discrimination;
- e) Make school employees aware of the effects of harassment, bullying, cyberbullying, and/or discrimination on students;
- f) Provide strategies for effectively addressing problems of exclusion, bias, and aggression;
- g) Include safe and supportive school climate concepts in curriculum and classroom management; and
- h) Ensure the effective implementation of school policy on conduct and discipline.

Rules against harassment, bullying, and discrimination will be included in the *Code of Conduct*, publicized District-wide, and disseminated to all staff and parents or persons in parental relation. Any amendments to the *Code of Conduct* will be disseminated as soon as practicable following their adoption. The District will provide new employees with a complete copy of the current *Code of Conduct* upon beginning their employment, and distribute an age-appropriate summary to all students at a school assembly at the beginning of each school year.

**Internal Reports and Investigations of Harassment, Bullying, and/or Discrimination**

~~—The District encourages and expects students who have been subjected to harassment, bullying, or discrimination; parents or persons in parental relation whose children have been subjected to this behavior; other students who observe or are told of this behavior; and all District staff who become aware of this behavior to timely report it to the principal, Superintendent, DAC, or designee.~~

~~—The principal, Superintendent, DAC, or designee will lead or supervise a timely and thorough investigation of all reports of harassment, bullying, and discrimination. The DAC or other individual conducting the investigation, may seek the assistance of the District's Civil Rights Compliance Officer in investigating, responding to, and remedying complaints.~~

~~—In the event any investigation verifies that harassment, bullying, and/or discrimination occurred, the District will take prompt action reasonably calculated to end it, to eliminate any hostile environment, to create a more positive school culture and climate, to prevent recurrence of the behavior, and to ensure the safety of the student or students against whom the harassment, bullying, or discrimination was directed.~~

~~—The Superintendent, principal, DAC, or designee will notify the appropriate local law enforcement agency when there is a reasonable belief that an incident of harassment, bullying, or discrimination constitutes criminal conduct.~~

~~—The District will timely collect information related to incidents involving harassment, bullying, and discrimination; provide required internal reports; and complete and submit any required report to the State Education Department in the manner and within the timeframe specified by the Commissioner.~~



All District employees who witness or receive an oral or written report of harassment, bullying, and/or discrimination are required to take action. District employees must make an oral report promptly to the Superintendent or principal, their designee, or the Dignity Act Coordinator (DAC) not later than one school day after witnessing or receiving an oral or written report of harassment, bullying, and/or discrimination. No later than two school days after making the oral report, the District employee must file a written report with the Superintendent or principal, their designee, or the DAC.

The Superintendent or principal, their designee, or the DAC will lead or supervise the thorough investigation of all reports of harassment, bullying, and/or discrimination and ensure that all investigations are promptly completed after the receipt of a written report. In investigating any allegation, the investigator may seek the assistance of the District's Civil Rights Compliance Officer in investigating, responding to, and remediating complaints of harassment, bullying, and/or discrimination.

When an investigation verifies a material incident of harassment, bullying, and/or discrimination, the Superintendent or principal, their designee, or the DAC will take prompt action, consistent with the District's *Code of Conduct*, reasonably calculated to end the harassment, bullying, and/or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of the behavior, and ensure the safety of the student or students against whom the behavior was directed.

(Continued)

## Students

**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)**

The Superintendent or principal, their designee, or the DAC will promptly notify the appropriate local law enforcement agency when it is believed that any harassment, bullying, and/or discrimination constitutes criminal conduct.

**Reporting Incidents**Reporting Incidents to the Superintendent

At least once during each school year, each building principal will provide a report on data and trends related to harassment, bullying, and/or discrimination to the Superintendent in a manner prescribed by the District. This report will be used to submit the annual School Safety and the Educational Climate (SSEC) Summary Data Collection form to the State Education Department (SED).

Reporting of Material Incidents to the Commissioner of Education

Each school year, the District will submit to the Commissioner a report of material incidents of harassment, bullying, and/or discrimination that occurred during the school year in accordance with law and regulation. This report will be submitted in a manner prescribed by the Commissioner, on or before the basic educational data system (BEDS) reporting deadline or other date determined by the Commissioner.

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

Any person who has reasonable cause to suspect that a student has been subjected to harassment, bullying, and/or discrimination by an employee or student on school grounds or at a school function, and who acts reasonably and in good faith in reporting it to school officials, the Commissioner of Education, or law enforcement authorities, or who otherwise initiates, testifies, participates, or assists in any formal or informal proceedings, will have immunity from any civil liability that may arise from making that report, or from initiating, testifying, participating, or assisting in those proceedings. The District also prohibits any retaliatory behavior directed against any complainant, victim, witness, or any other individual who participated in the reporting or investigation of an incident of alleged harassment, bullying, or discrimination.

**Publication of District Policy**

At least once during each school year, all school-employees, students, and parents or persons in parental relation will be provided with a written or electronic copy of this policy, or a plain-language summary of it. The policy or summary will include information relating to how students, parents or persons in parental relation, and school-employees may report harassment, bullying, and/or discrimination. Additionally, the District will ~~strive to~~ maintain a current version of this policy on its website at all times.

(Continued)

## Students

**SUBJECT: DIGNITY FOR ALL STUDENTS (Cont'd.)****Application**

Nothing in this policy or its implementing regulations should be interpreted to preclude or limit any right or cause of action provided under any local, state, or federal ordinance, law or regulation including, but not limited to, any remedies or rights available under the Individuals with Disabilities Education Act, Title VII of the Civil Rights Law of 1964, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

Education Law §§ 10-18, ~~801-a, 2801~~ and 32142801  
8 NYCRR § 100.2

NOTE: Refer also to Policies #1330 -- Appointments and Designations by the Board of Education  
 #3410 -- Code of Conduct on School Property  
 #3420 -- Non-Discrimination and Anti-Harassment in the District  
 #5670 -- Records Management  
 #6411 -- Use of Email in the District School  
 #7551 -- Sexual Harassment of Students  
~~#7552 -- Student Gender Identity~~  
 #7553 -- Hazing of Students  
 #8242 -- Civility, Citizenship, and Character Education/Interpersonal Violence Prevention Education

Adoption Date



# Long Lake

CENTRAL SCHOOL DISTRICT

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

P 518/624-2221

F 518/624-3896

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

TO: Board of Education Members

FROM: Vickie Snide

RE: Bus Purchase

DATE: January 29, 2020

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

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

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

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

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

To keep in-line with our Bus Purchase Replacement Plan, attached is our final quote for a new 30 passenger bus. This quote was reviewed and agreed upon with the bus drivers. If the Board would like to purchase using Bus Purchase Reserve Funds for the 2020-2021 school year, the following two Motions would need to be approved by the Board (separate Motions).

1. Motion to approve the attached Letter of Intent to Purchase a School Bus.
2. Motion to approve the below Bus Purchase Proposition to be put to the voters on May 19, 2020.

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



4 Leonard Way Deposit, NY 13754

Tel: 607-467-3100 Fax: 607-467-4550

To: Mr. Frank Continetti  
Director of Sales  
Leonard Bus Sales, Inc.  
4 Leonard Way  
Deposit, NY 13754

From: Long Lake Central School  
PO Box 217  
Long Lake, NY 12847

#### LETTER OF INTENT TO PURCHASE SCHOOL BUS(ES)

It is the intent of our school district to purchase a quantity of 1, Item #5-G, 30 passenger school bus(es) from Leonard Bus Sales, Inc.

This purchase will be presented for voter approval on 5 / 19 / 2020. It is understood that this letter in no way binds us to this purchase in the event the voters do not approve this expenditure. I will contact you as soon as I have the results of the vote.

If you have any questions or concerns, please feel free to contact me at your convenience.

Sincerely,

\_\_\_\_\_  
Signature of School Official

\_\_\_\_\_  
Date

# SALES QUOTATION



Leonard Bus Sales, Inc. is owned and operated by the Leonard family, a recognized leader in the distribution and support of quality, environmentally-friendly school buses. A third-generation family owned business, Leonard Bus Sales has been providing cost-saving fleet management services and award-winning customer support for over fifty-years.

Leonard Bus Sales is a leading distributor of Trans Tech Type-A school buses throughout New York. The company operates full-service facilities in Bergen, Deposit, Middletown, Rome, and Saratoga Springs.



Trans Tech is New York's only school bus manufacturer and leading maker of Type-A school buses. Offering a full line of single and dual wheel models, Trans Tech buses are tough and designed for safety and offer a wide-array of versatile floor plans to meet ever-changing customer demand. Established in 2007, Trans Tech's headquarters and manufacturing facility are located in located in Warwick, New York. Additional information is available at [www.transtechbus.com](http://www.transtechbus.com).

## Vehicle Highlights:

- Pan-formed floors provide big-bus strength and resist corrosion
- Bolted safety-cage provides enhanced crash protection
- Steel skins for increased toughness on all models
- Versa-track seating ensures maximum versatility and safety
- Single-seam roof construction reduces maintenance costs
- Industry-leading warranty 3 years/60,000 miles
- Aerodynamic design improves fuel efficiency
- Chassis by Ford and Chevy

Bergen | Deposit | Middletown | Rome | Saratoga Springs  
[www.leonardbus.com](http://www.leonardbus.com)



4 Leonard Way, Deposit, NY 13754 | T 800-554-4504 F 607-467-4550

Customer Name: Long Lake Central School  
Lot A (Item 5-G): Type A-2, DRW, Cutaway, 5 Rows  
Capacity 30C/20A  
NYSDOT APPROVAL XXX-NY-30-00WC-TTB  
2020 TT CHEVY Item #5-G DRW 30C  
Transportation Advisor: Roman Garasymchuk 315-240-8146

Contract #: PC67615  
Award/Year: 23000/2016  
Group# 40524

Date: 1/22/2020  
Quote #: RG-20047-002

This Quote Valid for 60 Days

Please Refer to Page 3 for Vehicle Additions and/or Modifications

## LEONARD BUS SALES, INC.

### TRANS TECH EXCLUSIVE SAFETY & CONVENIENCE FEATURES

Factory Body & Chassis Undercoating

Bus Circuit Board Warranty-Lifetime

#### CHASSIS FEATURES

Wheelbase - 159"

Front Axle-4,600#; Rear Axle-9,600# *Gas*

Engine - 6.0L; 342HP; 373 Torque

Tires - A/S LT225/75R16E

Fuel Tank - 33 Gal/Left, FWD of Axle

Brakes - Hydraulic

Grey Wheels & Front & Rear Mud Flaps

AM/FM with Clock

GVWR - 14,200#

Stabilitrak

Alternator - 220 AMPS

Battery - Dual, 770 & 660 CCA

Dash A/C

Transmission 6 Speed Automatic

Tilt Steering

Exterior Steel Skins - Sides ONLY

#### BODY FEATURES

Headroom - 74"

Dark Tint Windows - 32% Light Transmission

Stop Arm - Safe Fleet Defender

Mounted Turn Signals - LED

Intermittent Wipers; Daytime Running Lights

Step Treads, Ribbed Black, White Nosing

Mirrors, Rosco, Crossview Eye-Max, Heated, Black B

Bumper, 3/16" Thick Steel Powder Coated Black

Rear Window, Tempered Glass 32% Light Trans

Brake, Backup & Tail Lights, LED

Auxiliary Power Board - Mtd in Bulkhead

Insulation - 1 1/2", Sides, Roof & Roof Bows

NYS First Aid Kit

Entry Door - Bi-Fold Manual O/O 26" Clear Width

Observation Window FWD of Ent Door

8 Lamp Warning System - SoundOff 7" LED Amber & Red

Driver Dome Light & Interior Stepwell Light - LED

Black Floor; Grey Upholstery

Plywood Floor - 1/2"; 14 Gauge Pan-Formed

Mirrors, Rosco, Sideview AccuStyle, Heated, Black Brkt

45K BTU Rear Heater

Fire Extinguisher, 2 1/2 LB 10BC

Clearance & Marker Lights, LED Front & Rear

Side Mounted Turn Signals - LED

Pilot Light - Indicates Operation of Ext Heated Mirrors

4" Vinyl Helvetica Lettering

STANDARD FEATURES SUBJECT TO CHANGE WITHOUT NOTICE



4 Leonard Way, Deposit, NY 13754 | T 800-554-4504 F 607-467-4550

Customer Name: Long Lake Central School  
 Lot A (Item 5-G): Type A-2, DRW, Cutaway, 5 Rows  
 Capacity 30C/20A  
 NYSDOT APPROVAL XXX-NY-30-00WC-TTB  
 2020 TT CHEVY Item #5-G DRW 30C  
 Transportation Advisor: Roman Garasymchuk 315-240-8146

Contract #: PC67615  
 Award/Year: 23000/2016  
 Group# 40524

Date: 1/22/2020  
 Quote #: RG-20047-002

This Quote Valid for 60 Days

Vehicle will be provided with standard features listed on page 2 with the following additions and/or modifications:

**OEM Factory Installed Options (Subject to NYSC Discount)**

02-0020	Tow Hooks, Mounted on Rear of Chassis Frame	\$35.00
02-0021	Tow Loop, Mtd On Front of Chassis Frame	\$53.00
05-0015	Door Guard, Metal, Powder Coated Black, Install Interior Lower Part Glass of Emergency Door	\$57.00
05-0041	TIMER SWITCH, ROSCO #SW-5HT, Controls ALL Mirror Surfaces	\$90.00
05-0043	DOOR SWEEP, ENTRANCE DOOR, WITH STEP PROTECTOR TO PREVENT ICE & SNOW BUILD UP	\$73.00
05-0084	MIRRORS, Rosco, Exterior Rearview Accustyle & Crossover Eye-Max, REMOTE & HEATED, w/ Black Brackets	\$360.00
11-0059	SPEAKERS, Additional Set of 2	\$46.00
12-0106	GRAB RAIL, Stainless Steel, Ent. Door, Full Length Mounted Right of Stepwell	\$69.00
14-0055	FAN, AUXILIARY, Bergstrom #1299029, Chrome, 2-Speed, Swivel Ball Base, Install on Front Right Side	\$113.00
Item#5-G.BodySection	Item #5-G Additional Body Section	\$275.34
ZQ3	TILT WHEEL & CRUISE CONTROL, GM CHASSIS	\$493.00
<b>Subtotal:</b>		<b>\$1,664.34</b>

**Non-OEM Installed Options (Subject to NYSC Discount)**

ZEUSPT-002-LPR2 w/2TB DHD (2 Interior + 2 Lens Exterior) 1080p HD	\$2,675.00
<b>Subtotal:</b>	<b>\$2,675.00</b>

**NYS Contract Options (Not Subject to Discount)**

NTS Contract Options (Not Subject to Discount)		
12-0128	SLEEPING CHILD ALARM, CHILD CHECK MATE SYSTEM - EP2	\$328.82
Subtotal:		\$328.82

**Beyond the Bus (Provided at NO CHARGE)**

LEONARD FAMILY SCHOLARSHIP FUND	FOR EVERY SCHOOL BUS SOLD, LEONARD BUS SALES WILL DONATE \$10 TO THE LEONARD FAMILY SCHOLARSHIP FUND WHICH BENEFITS CHILDREN OF NYAPT AND NYBCA MEMBERS. PLEASE ASK YOUR TRANSPORTATION ADVISOR FOR DETAILS	\$0.00
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4 Leonard Way, Deposit, NY 13754 | T 800-554-4504 F 607-467-4550

Customer Name: Long Lake Central School  
 Lot A (Item 5-G): Type A-2, DRW, Cutaway, 5 Rows  
 Capacity 30C/20A  
 NYSDOT APPROVAL XXX-NY-30-00WC-TTB  
 2020 TT CHEVY Item #5-G DRW 30C  
 Transportation Advisor: Roman Garasymchuk 315-240-8146

Contract #: PC67615  
 Award/Year: 23000/2016  
 Group# 40524

Date: 1/22/2020  
 Quote #: RG-20047-002

This Quote Valid for 60 Days

Projected Payment/Delivery Date:  
 PROJECTED DELIVERY DATE SUBJECT TO FUTURE CONFIRMATION

Vote Date:

REVIEWED AND ACCEPTED BY:

SIGNATURE

DATE

<b>Base Price</b>	\$53,481.31
<b>Options Subject to Discount</b>	\$4,339.34
<b>Options Discount (5%)</b>	(\$216.97)
<b>Option Credits</b>	\$0.00
<b>Other Charges</b>	\$0.00
<b>NYS Contract Options:</b>	\$328.82
<b>Incentives:</b>	\$0.00
<b>Unit Price Per Bus</b>	\$57,932.50
<b>Quantity</b>	1
<b>Subtotal</b>	\$57,932.50
<b>Rebates:</b>	\$0.00
<b>Trades</b>	\$0.00
<b>Tax (if applicable)</b>	\$0.00
<b>Waste Tire Fee (if applicable)</b>	\$0.00
<b>Total Purchase Amount</b>	<b>\$57,932.50</b>

**PAYMENT DUE UPON DELIVERY**



# Long Lake

CENTRAL SCHOOL DISTRICT

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

P 518/624-2221

F 518/624-3896

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

TO: Board of Education Members

FROM: Vickie Snide

*Vickie*

RE: 2020-2021 Budget Information

DATE: February 5, 2020

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

Budget documents for your review.

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

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

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

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

**Tax Levy Limit Calculation** – This document is still tentative. This year there is a change to the Tax Levy Limit Calculation. District costs related to BOCES capital projects are now be part of the tax cap's capital exclusion. The original requirement was that our local BOCES would supply each District, by February 1, 2020, the exclusion amounts needed for the calculation. As of today, those figures are still not available.

**2020-2021 General Fund Appropriations (Expenditures)** –As you review the budget, whenever there is a significant change from 2019-2020 budget to the 2020-2021 budget, you will see an explanation of the change in the left hand column.

#### **Expenditure Comments**

- Still waiting on BOCES rates for next school year
- Employee budget meetings are scheduled for mid-February
- This budget maintains funds for unknown Special Education costs
- TRS has revised their estimated contribution rate from 10.25% to 9.53%

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

**Budget Spreadsheet/Tax Rate Projection** –The Budget Spreadsheet is a recap of proposed revenues and expenses and should be used to compare to the Tax Levy Limit calculation. Currently we have a budget increase of \$193,495 or 4.62%, primarily due to the capital project principal and interest payment. We are under the tax levy cap.

#### **Board Seat**

Alex Harris's term expires June 30, 2020. Board petitions are due Monday, April 20, 2020.

**TAX LEVY LIMIT CALCULATION – TENTATIVE For 2020-2021 School Year  
V. Snide, 1/27/2020**

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

## **NOTES OF INTEREST**

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

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

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

## BUDGET SPREADSHEET

			Proposed
	2018-2019	2019-2020	2020-2021
<b>Budget Summary</b>			
General Support	725,944	737,429	756,011
Instruction	1,750,843	1,863,442	1,901,831
Pupil Transportation	135,199	136,560	143,864
Undistributed	1,455,886	1,448,209	1,577,429
General Fund Budget Total	4,067,872	4,185,640	4,379,135
 <b>Projected Revenues</b>			
State Aid	479,000	484,000	484,000
BOCES	59,000	45,000	55,000
Interest on Deposits	400	15,000	15,000
Miscellaneous	7,300	11,600	12,600
Total External Revenues	545,700	555,600	566,600
Appropriated Fund Balance	673,172	712,040	723,535
 <b>Total Revenues &amp; Appropriated Fund Balance</b>	<b>1,218,872</b>	<b>1,267,640</b>	<b>1,290,135</b>
Appropriated Planned Balance	285,000	285,000	285,000
 <b>Tax Levy Summary</b>			
General Fund Appropriation	4,067,872	4,185,640	4,379,135
Less Projected Revenues & Approp. Fund Bal.	1,218,872	1,267,640	1,290,135
Tax Levy Summary	2,849,000	2,918,000	3,089,000
 Tax Rate Summary-Long Lake	<b>\$4.6738</b>	<b>\$4.7963</b>	<b>\$5.0773</b>
(Per \$1,000 A/V)			
Tentative, February 2020			

## TAX RATE PROJECTION

### SCHOOL YEAR 2020-2021

The tax rate is determined annually and is based on taxable assessed property values and the tax levy required to support the General Fund Budget. Our district has two geographic components: state lands in Arietta and taxable assessed property in the Town of Long Lake. The state establishes Arietta's assessed value and the Town of Long Lake's assessed values are established by the assessor. Both assessments are estimated at full market value (100%). The combination of these two property values equals the district's total value. The tax levy is then apportioned between Arietta and Long Lake based on their respective percentage of the district's total assessed value. The separate tax levies are then calculated by dividing the apportioned levy by the associated assessed value. The resulting figure is the tax rate per \$1,000 of assessed value. The tax levy calculations for school year 2020-2021 are estimated below.

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

#### Tax Rate Comparison:

2019-2020	\$4.796276	\$4.796276
2018-2019	4.673761	4.673761
2017-2018	4.572867	4.572867
2016-2017	4.486221	4.486221
2015-2016	4.471709	4.471709
2014-2015	4.304469	4.304469
2013-2014	4.159804	4.159804
2012-2013	3.75275	3.75275
2011-2012	3.65934	3.65934
2010-2011	3.46705	3.46398
2009-2010	3.94173	3.93757
2008-2009	4.66889	5.60146
2007-2008	5.74916	6.56517
2006-2007	6.4191	6.9555
2005-2006	6.3541	6.3541

(Tentative, February 2020)

# LONG LAKE CSD

## Revenue Status Report For 2020-2021 GENERAL FUND REVENUE BUDGET

Account	Description	2020 - 21	2019 - 20
		Proposed Budget	Budget
A 1001	Real Property Taxes		2,885,565.18
A 1040	Appropriation of Planned Balance		
A 1080	Federal Payment in Lieu of Taxes		
A 1081	Other Payments in Lieu of Taxes		0.00
A 1085	School Tax Relief Reimb (STAR)		32,434.82
A 1090	Penalty on Taxes	3,000.00	3,000.00
A 1310	Day School Tuition	4,600.00	3,600.00
A 1315	CONTINUING EDUCATION		
A 1335	Other Student Fees/Charges	1,000.00	1,000.00
A 2350	Youth Services, Other Governments		
A 2401	Interest on Earnings	15,000.00	15,000.00
A 2650	Sale of Excess Materials		
A 2680	Insurance Recoveries		
A 2701	Refunds of Prior Years Expenditures		
A 2770	Other Unclassified Revenues		0.00
A 3040	State Aid Other - STAR Admin		
A 3101.A	General Aid	480,000.00	480,000.00
A 3101 B	Excess Cost Aid		0.00
A 3102	VLT Lottery Aid		0.00
A 3103	BOCES Aid	55,000.00	45,000.00
A 3106	Sound Basic Education Aid		
A 3260	Textbook Aid	4,000.00	4,000.00
A 3262	Computer Software Aid		
A 3263	Library Material Aid		
A 3265	Small Government Assistance		0.00
A 3289	Other State Aid		
A 4285	Deficit Reduction Assessment Rest		
A 4289	Other Federal Educational Aid		
A 4601	Medicaid Assistance, HRSS	4,000.00	4,000.00
A 5031	Interfund Transfer		

These will be entered once the tax levy is determined August 2020



**LONG LAKE CSD**

**Revenue Status Report For 2020-2021 GENERAL FUND REVENUE BUDGET**

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



# **LONG LAKE CSD** **Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)**

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 1010.400-0000	BOE Contractual Expense	8,000.00	7,920.00
A 1010.450-0000	BOE Materials and Supplies	3,300.00	2,500.00
A 1010.490-0000	BOE BOCES Services	7,500.00	7,500.00
<b>1010</b>	<b>BOARD OF EDUCATION *</b>	<b>18,800.00</b>	<b>17,920.00</b>
A 1040.160-0000	BOE District Clerk Salaries	2,353.00	2,284.00
A 1040.400-0000	BOE District Clerk Contractual	3,500.00	3,000.00
<b>1040</b>	<b>DISTRICT CLERK *</b>	<b>5,853.00</b>	<b>5,284.00</b>
<b>10</b>	<b>**</b>	<b>24,653.00</b>	<b>23,204.00</b>
A 1240.160-0000	Support Staff Salaries	125,597.00	117,579.00
	Per Contracted Salaries		
A 1240.200-0000	Central Admin Equipment	2,000.00	2,000.00
A 1240.400-0000	Central Admin Contractual	13,680.00	12,280.00
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	2,500.00
<b>1240</b>	<b>CHIEF SCHOOL ADMINISTRATOR *</b>	<b>143,777.00</b>	<b>134,359.00</b>
<b>12</b>	<b>**</b>	<b>143,777.00</b>	<b>134,359.00</b>
A 1310.160-0000	Finance Business Admin Salaries	89,819.00	82,966.00
	Per Contracted Salaries		
A 1310.490-0000	Finance BOCES Services	28,000.00	27,500.00
<b>1310</b>	<b>BUSINESS ADMINISTRATION *</b>	<b>117,819.00</b>	<b>110,466.00</b>
A 1320.160-0000	Finance Auditing Salaries	550.00	534.00
A 1320.400-0000	Finance Auditor Contractual	9,000.00	8,800.00
<b>1320</b>	<b>AUDITING *</b>	<b>9,550.00</b>	<b>9,334.00</b>
A 1325.160-0000	Finance District Treasurer	20,967.00	20,374.00
A 1325.450-0000	Finance District Treasurer	250.00	250.00

# LONG LAKE CSD

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

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

# LONG LAKE CSD

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

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 1620.420-0000	Central Services Television	1,800.00	1,800.00
A 1620.430-0000	Central Services Electricity	27,000.00	27,000.00
A 1620.440-0000	Central Services Water Rent	1,000.00	1,000.00
A 1620.450-0000	Central Services Materials & Supplies	21,500.00	21,500.00
A 1620.460-0000	Central Services Telephone	9,000.00	8,500.00
A 1620.480-0000	Central Services LP Gas	100.00	100.00
A 1620.490-0000	Central Services BOCES	1,000.00	1,000.00
1620	OPERATION OF PLANT *	313,562.00	316,275.00
A 1621.160-0000	Mainten Support Staff Salaries	15,451.00	13,928.00
A 1621.400-0000	Maintenance Contractual Exp	17,500.00	17,500.00
1621	MAINTENANCE OF * PLANT	32,951.00	31,428.00
A 1670.400-0000	Contractual	825.00	1,200.00
A 1670.450-0000	Postage	3,200.00	3,200.00
A 1670.490-0000	Printing - BOCES Services	2,000.00	2,000.00
1670	CENTRAL PRINTING & * MAILING	6,025.00	6,400.00
A 1680.490-0000	Central DP - BOCES Services	38,000.00	37,500.00
1680	CENTRAL DATA * PROCESSING	38,000.00	37,500.00
16	**	390,538.00	391,603.00
A 1910.400-0000	Unallocated Insurance	1,000.00	1,000.00
1910	UNALLOCATED * INSURANCE	1,000.00	1,000.00
A 1920.400-0000	School Association Dues	4,500.00	4,500.00
1920	SCHOOL ASSOCIATION * DUES	4,500.00	4,500.00

# **LONG LAKE CSD** **Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)**

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 1981.490-0000	BOCES Administrative Costs	20,000.00	19,500.00
1981	BOCES ADMINISTRATIVE *	20,000.00	19,500.00
	COSTS		
A 1983.490-0000	BOCES Capital Expenses	100.00	100.00
1983	BOCES CAPITAL *	100.00	100.00
	EXPENSE		
19	**	25,600.00	25,100.00
1	***	756,011.00	737,429.00
A 2020.150-0000	Supervision Instructional	25,000.00	25,000.00
2020	SUPERVISION - *	25,000.00	25,000.00
	REGULAR SCHOOL		
A 2070.150-0000	Instructional Salaries	16,720.00	13,180.00
A 2070.490-0000	Inservices - BOCES Services	20,000.00	20,000.00
2070	INSERVICE TRAINING - *	36,720.00	33,180.00
	INSTRUCTION		
20	**	61,720.00	58,180.00
A 2110.120-0000	Teaching K-6 Salaries	487,932.00	480,452.00
	Per Contracted Salaries		
A 2110.130-0000	Teaching 7-12 Salaries	468,162.00	477,469.00
	Reflects Retirement From Last Year		
A 2110.140-0000	Substitute Teachers	18,000.00	18,000.00
A 2110.160-0000	Support Staff Salaries	41,327.00	53,753.00
	Moved Partial TA to Special Ed		
A 2110.170-0000	Payment in Lieu of Health Insurance	14,000.00	6,000.00
	Five Buyouts		
A 2110.200-0000	Teaching Equipment		10,000.00
A 2110.400-0000	Teaching Contractual	17,226.00	16,650.00

# LONG LAKE CSD

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



Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 2110.410-0000	Field Trips	20,000.00	20,000.00
A 2110.411-0000	Conference Attendance	8,500.00	8,500.00
A 2110.412-0000	Mileage Reimbursement	2,500.00	2,500.00
A 2110.413-0000	Arts in Education	3,000.00	3,000.00
A 2110.450-0000	Teaching Materials & Supplies	9,000.00	9,000.00
A 2110.451-0000	Elementary - Grade 1	2,500.00	2,631.00
A 2110.451-1000	Summer School	100.00	78.00
A 2110.451-2000	Art Program	2,900.00	2,869.00
A 2110.451-4000	Teachers Assistant-Dukett	250.00	250.00
A 2110.451-5000	English	700.00	621.00
A 2110.451-7000	Family Consumer Science		675.00
A 2110.451-8000	Health Education	250.00	250.00
A 2110.451-9000	Math	500.00	500.00
A 2110.452-1000	Elementary - Conboy/SPED	750.00	750.00
A 2110.452-2000	Music	2,000.00	2,366.00
A 2110.452-3000	Phys Ed	500.00	300.00
A 2110.452-4000	Science	800.00	750.00
A 2110.452-5000	Social Studies	900.00	900.00
A 2110.452-6000	Technology	1,000.00	750.00
A 2110.452-7000	Elementary - PreK/Teaching Assistant	650.00	650.00
A 2110.452-9000	Teachers Aide Supplies- Kilpatrick	350.00	341.00
A 2110.453-0000	Elementary - Harkness	300.00	270.00
A 2110.454-0000	Elementary - Grade 2	800.00	913.00
A 2110.455-0000	Elementary - Grade 3/4	1,000.00	1,100.00
A 2110.456-0000	Elementary - Grade 5/6	750.00	484.00
A 2110.458-0000	Elementary - Grade K	1,200.00	1,160.00
A 2110.459-1000	Ace Committee	1,500.00	1,500.00
A 2110.459-2000	STEM	1,000.00	1,000.00
A 2110.480-0000	Teaching Textbooks	10,000.00	3,000.00
	Spanish Curriculum		
A 2110.490-0000	Teaching BOCES	20,500.00	20,000.00



LONG LAKE CSD

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

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
2110	TEACHING - REGULAR * SCHOOL	1,140,847.00	1,149,432.00
21	**	1,140,847.00	1,149,432.00
A 2250.150-0000	Instructional Salaries	90,540.00	86,695.00
A 2250.160-0000	Non Instructional Salaries	34,772.00	17,929.00
	Patril TA from Teaching to Special Ed		
A 2250.400-0000	Students w/Disab Contractual	4,500.00	4,500.00
A 2250.450-0000	Special Ed Materials & Supplies	500.00	400.00
A 2250.470-0000	Special Tuition	2,500.00	2,500.00
A 2250.490-0000	BOCES Services	85,000.00	85,000.00
2250	* PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	217,812.00	197,024.00
A 2280.490-0000	BOCES Services	30,000.00	30,000.00
2280	* OCCUPATIONAL EDUCATION (GRADES 9 -12)	30,000.00	30,000.00
22	**	247,812.00	227,024.00
A 2330.150-0000	Adult Education Salary	11,350.00	10,804.00
A 2330.151-0000	Special Schools Salary	20,160.00	20,160.00
A 2330.400-0000	Special Schools Contractual	3,600.00	3,398.00
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	1,000.00
2330	* TEACHING - SPECIAL SCHOOLS	36,110.00	35,362.00
23	**	36,110.00	35,362.00
A 2610.150-0000	Library Salaries	54,058.00	52,504.00



**LONG LAKE CSD**  
**Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)**

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 2610.450-0000	Library Materials & Supplies	900.00	900.00
A 2610.460-0000	Library Collections	7,000.00	7,400.00
A 2610.490-0000	Library BOCES Services	8,750.00	8,500.00
2610	SCHOOL LIBRARY & AUDIOVISUAL *	70,708.00	69,304.00
A 2630.220-0000	Computer Hardware	21,000.00	21,000.00
A 2630.450-0000	Computer Materials & Supplies	1,000.00	1,000.00
A 2630.460-0000	Computer Software	7,000.00	7,000.00
A 2630.490-0000	Computer BOCES	71,200.00	70,200.00
2630	COMPUTER ASSISTED INSTRUCTION *	100,200.00	99,200.00
26	**	170,908.00	168,504.00
A 2805.160-0000	Attendance	4,500.00	4,500.00
2805	ATTENDANCE - REGULAR SCHOOL *	4,500.00	4,500.00
A 2810.150-0000	Guidance Instructional Salaries	63,815.00	61,455.00
A 2810.450-0000	Guidance Materials & Supplies	500.00	500.00
A 2810.451-0000	Guidance Testing and Materials	1,300.00	1,150.00
2810	GUIDANCE - REGULAR SCHOOL *	65,615.00	63,105.00
A 2815.160-0000	Support Staff Salaries	34,629.00	30,855.00
	Per Contracted Salaries		
A 2815.400-0000	Health Contractual	6,500.00	6,800.00
A 2815.450-0000	Health Materials & Supplies	1,600.00	1,540.00
2815	HEALTH SERVICES - REGULAR SCHOOL *	42,729.00	39,195.00
A 2820.400-0000	Psychologist Contractual	45,000.00	40,000.00
	New Shared Employee		

# **LONG LAKE CSD** **Budgeting Appropriation Status Report For 2020-2021 GENERAL FUND EXPENSES BUDGET (Detail)**

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 2820.450-0000	Psychologist Materials & Supplies	500.00	250.00
A 2820.490-0000	BOCES Psychologist	11,500.00	11,000.00
<b>2820</b>	<b>PSYCHOLOGICAL SERVICES - REGULAR SCHOOL</b>	<b>57,000.00</b>	<b>51,250.00</b>
A 2825.400-0000	Contractual	9,000.00	6,000.00
	Backpack Program		
<b>2825</b>	<b>SOCIAL WORK SERVICES - REGULAR SCHOOL</b>	<b>9,000.00</b>	<b>6,000.00</b>
A 2850.150-0000	Co-curricular Salaries	30,090.00	25,890.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	1,000.00
<b>2850</b>	<b>CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL</b>	<b>31,090.00</b>	<b>26,890.00</b>
A 2855.150-0000	Interscholastic Salaries	10,000.00	10,000.00
A 2855.400-0000	Interscholastic Contractual	20,500.00	20,500.00
A 2855.450-0000	Interscholastic Materials & Supplies	2,500.00	3,000.00
A 2855.490-0000	BOCES Interscholastic	1,500.00	500.00
<b>2855</b>	<b>INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL</b>	<b>34,500.00</b>	<b>34,000.00</b>
<b>28</b>		<b>244,434.00</b>	<b>224,940.00</b>
<b>2</b>		<b>1,901,831.00</b>	<b>1,863,442.00</b>
A 5510.160-0000	Transportation Salaries	86,064.00	78,760.00
	Per Contracted Salaries		
A 5510.400-0000	Transportation Contractual	15,000.00	15,000.00
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	500.00
A 5510.451-0000	Diesel/Gasoline	18,000.00	18,000.00



# LONG LAKE CSD

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

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
A 5510.452-0000	Tires	2,500.00	2,500.00
A 5510.453-0000	Parts	7,500.00	7,500.00
A 5510.454-0000	Labor	13,000.00	13,000.00
A 5510.490-0000	BOCES Contractual	1,300.00	1,300.00
5510	DISTRICT TRANSPORTATION SERVICES	143,864.00	136,560.00
55		143,864.00	136,560.00
5		143,864.00	136,560.00
A 9010.800-0000	NYS Retirement	67,500.00	61,000.00
	Rate 15.9% to 16.2%		
9010	STATE RETIREMENT	67,500.00	61,000.00
A 9020.800-0000	Teacher Retirement	140,000.00	125,500.00
	Rate 8.86% to 9.53%		
9020	TEACHERS' RETIREMENT	140,000.00	125,500.00
A 9030.800-0000	Social Security	143,103.00	140,000.00
9030	SOCIAL SECURITY	143,103.00	140,000.00
A 9040.800-0000	Worker Compensation	11,000.00	12,000.00
9040	WORKERS' COMPENSATION	11,000.00	12,000.00
A 9050.800-0000	Unemployment	20,000.00	20,000.00
9050	UNEMPLOYMENT INSURANCE	20,000.00	20,000.00
A 9055.800-0000	Disability Plan	4,000.00	4,000.00
9055	DISABILITY INSURANCE	4,000.00	4,000.00
A 9060.800-0000	Hospitalization	960,000.00	980,000.00

# LONG LAKE CSD

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



Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
6 Months with No Increase			
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	960,000.00	960,000.00
90	**	1,345,603.00	1,342,500.00
A 9731.600-0000	Bond Anticipation Notes - Principal	50,000.00	
A 9731.700-0000	Bond Anticipation Notes - Interest	73,125.00	
Capital Project Interest on BAN			
9731	*	123,125.00	0.00
97	**	123,125.00	0.00
A 9901.930-0000	Transfer to School Food Svc Fund	108,701.00	105,709.00
9901	TRANSFERS TO FUNDS *	108,701.00	105,709.00
99	**	108,701.00	105,709.00
9	***	1,577,429.00	1,448,209.00
Grand Totals:		4,379,135.00	4,185,640.00

# LONG LAKE CSD

## Revenue Status Report For 2020-2021 LUNCH FUND REVENUE BUDGET



Account	Description	2020 - 21	2019 - 20
		Proposed Budget	Budget
C 1440.B	Breakfast - Student Sale of Meals	2,500.00	2,500.00
C 1440.L	Lunch - Student Sale of Meals	9,500.00	9,500.00
C 1445.B	A La Carte Sales		
C 1445.L	A La Carte Sales	1,000.00	1,800.00
C 2401	Interest and Earnings		0.00
C 2665	Sale of Equipment		
C 2770	Misc. Revenues		
C 3190.FB	Breakfast - Federal Reimbursement	6,000.00	5,500.00
C 3190.FL	Lunch - Federal Reimbursement	13,000.00	12,000.00
C 3190.FS	Snack - Federal Reimbursement	550.00	550.00
C 3190.SB	Breakfast - State Reimbursement	250.00	250.00
C 3190.SL	Lunch - State Reimbursement	500.00	500.00
C 3190.SS	Snack - State Reimbursement		0.00
C 4190	USDA Surplus Food	2,000.00	1,800.00
C 5031	Interfund Transfer	108,701.00	105,709.00
Grand Totals:		144,001.00	140,109.00



**LONG LAKE CSD**  
**Budgeting Appropriation Status Report For 2020-2021 LUNCH FUND EXPENSES BUDGET (Detail)**

Account	Description	2020 - 21 Proposed Budget	2019 - 20 Budget
C 2860.160-0000	Cafeteria Salaries	65,026.00	59,553.00
C 2860.400-0000	Cafeteria Contractual	3,000.00	3,000.00
C 2860.410-0000	Cafeteria Food	30,000.00	30,000.00
C 2860.450-0000	Cafeteria Materials & Supplies	2,500.00	2,500.00
2860	SCHOOL FOOD SERVICE *	100,526.00	95,053.00
28	**	100,526.00	95,053.00
2	***	100,526.00	95,053.00
C 9010.800-0000	Cafeteria Employees Retirement	10,500.00	9,500.00
9010	STATE RETIREMENT *	10,500.00	9,500.00
C 9030.800-0000	Cafeteria Social Security	4,975.00	4,556.00
9030	SOCIAL SECURITY *	4,975.00	4,556.00
C 9060.800-0000	Cafeteria Health Insurance	28,000.00	31,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE *	28,000.00	31,000.00
90	**	43,475.00	45,056.00
9	***	43,475.00	45,056.00
Grand Totals:		144,001.00	140,109.00

# Long Lake Central School District

## 2020-2021 School Calendar DRAFT



September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

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

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

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

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

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

### Dates to Remember:

- September 7- Labor Day ○
- September 8- Superintendent Conference Day □
- September 9- Classes Begin ★
- October 2- Superintendent Conference Day □
- October 12- Columbus Day ○
- November 11- Veteran's Day ○
- November 25-27- Thanksgiving Recess ○
- December 21-January 1- Holiday Recess ○
- January 18- Martin Luther King Day ○
- February 15-19- Winter Recess ○
- April 2-9- Spring Recess ○
- May 28-31 Memorial Day Recess ○

### Days of School per Month

September	February
October	March
November	April
December	May
January	June
Total Days:	Emergency Days:

### Marking Period Dates

First Quarter:

Parent Teacher Conference:

Second Quarter:

Third Quarter:

Parent Teacher Conference:

Fourth Quarter:

- Regents Exams △
- Local Exams ||
- PTC ○
- State Testing ◇

**SUBJECT: TEMPORARY PERSONNEL**

The District's needs sometimes require temporary appointments. The terms of these appointments will be defined by the Board on a case-by-case basis.

**Student Teachers**

The District will cooperate with teacher training institutions in the placement of student teachers to provide beginning teachers with the best possible student teaching experience.

Schools are required to allow student teachers to videotape themselves providing instruction in a classroom to meet part of their performance assessment requirements for teaching certification. The video must remain confidential, is a confidential record of the New York State Education Department (SED), and is not subject to viewing or disclosure to an individual or entity other than the student teacher applicant and relevant SED personnel.

~~Student teachers will be protected from liability for negligence or other acts resulting in accidental injury to any person by the District, as provided by law.~~

**Substitute Teachers**

The Superintendent will employ appropriately qualified substitute teachers. A substitute teacher is employed in the place of a regularly appointed teacher who is absent, but is expected to return.

The Board will annually establish the rate for per diem substitute teachers.

~~A fully qualified substitute teacher will be employed, whenever possible, by the Superintendent in the absence of a regular teacher. It is recognized that fully certified persons will not always be available for employment as substitute teachers.~~

**Eligibility for Service**

~~There are three categories of substitutes:~~

- ~~a) Substitutes with valid teaching certificates or certificates of qualification may serve in any capacity for any number of days. If employed on more than an itinerant basis, these substitutes will be employed in their certification area.~~
- ~~b) Substitutes without a valid certificate, but who are completing collegiate study towards certification at the rate of not less than six semester hours per year may serve in any capacity for any number of days, in any number of school districts. If employed on more than an itinerant basis, these substitutes will be employed in their anticipated certification area.~~
- ~~e) Substitutes without a valid certificate and who are not working toward certification may serve for no more than 40 days per school year. In extreme circumstances where there is an urgent need for a substitute teacher however, the District may employ this substitute teacher beyond the 40-day limit, for up to an additional 50 days (90 days total in a school year), if the Superintendent certifies that the District conducted a good faith recruitment search and there are no certified teachers available who can perform the duties of the position.~~

Personnel

**SUBJECT: ~~TEMPORARY PERSONNEL (Cont'd.)~~**

~~In even more rare circumstances, the District may hire this substitute teacher beyond the 90 days only if the Superintendent attests that the District conducted a good faith recruitment search, but there are still no certified teachers available who can perform the duties of the position and that the District needs a particular substitute teacher to work with a specific class or group of students until the end of the school year.~~

~~The Board will annually establish the rate for per diem substitute teachers.~~

Reporting

~~— The Superintendent will submit an annual report to the Commissioner concerning the employment of all uncertified teachers. The report will include:~~

- ~~a) — The number of substitute teachers authorized to be employed beyond the 40-day limit.~~
- ~~b) — The number of substitute teachers authorized to be employed beyond the 90-day limit.~~
- ~~e) — The required good faith recruitment certifications for all teachers employed beyond the 40-day and 90-day limits.~~

Education Law § 3023  
8 NYCRR §§ 80-1.5 and 80-5.4

Adoption Date

New York State recognizes the following three categories of substitute teachers:

- a) Substitutes with valid NYS teaching certificates or certificates of qualification. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed for more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are certified.
- b) Substitutes without a valid NYS certificate, but who are completing collegiate study toward NYS certification at the rate of not less than six semester hours per year. A substitute teacher in this category may be employed in any capacity, for any number of days, in any number of school districts. However, if employed for more than 40 days by a school district in any given school year, the substitute teacher must be employed in the area for which they are seeking certification.
- c) Substitutes without a NYS valid certificate and who are not working towards NYS certification. A substitute teacher in this category may be employed in any capacity, but is limited to 40 days in one school district in any school year.

(Continued)





**SUBJECT: INFORMATION SECURITY BREACH AND NOTIFICATION**

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

- a) ~~\*\*\*~~"Personal information" means any information concerning a person which, because of name, number, symbol, mark, or other identifier, can be used to identify that person.
- ab) "Private information" means either:
  - 1. ~~\*\*p~~Personal information consisting of any information in combination with any one or more of the following data elements, when either the data element or the combination of personal information ~~or~~plus the data element is not encrypted or encrypted with an encryption key that has also been accessed or acquired:
    - 1-(a) Social security number;
    - 2-(b) Driver's license number or non-driver identification card number; ~~or~~
    - 3-(c) Account number, credit or debit card number, in combination with any required security code, access code, ~~or~~ password, or other information which would permit access to an individual's financial account;
    - (d) Account number, or credit or debit card number, if circumstances exist where the number could be used to access an individual's financial account without additional identifying information, security code, access code, or password; or
    - (e) Biometric information, meaning data generated by electronic measurements of an individual's unique physical characteristics, such as fingerprint, voice print, retina or iris image, or other unique physical representation or digital representation which are used to authenticate or ascertain the individual's identity;
  - 2. A username or email address in combination with a password or security question and answer that would permit access to an online account.

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

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

(Continued)

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

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

**Determining if a Breach Has Occurred**

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

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

**Notification Requirements**

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

(Continued)

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

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

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

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

**Methods of Notification**

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

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

(Continued)

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

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

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

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

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

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

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

**Adoption Date**

## Personnel

**SUBJECT: SEXUAL HARASSMENT IN THE WORKPLACE**

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

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

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

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

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

**What Constitutes Sexual Harassment**

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

(Continued)

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

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

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

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

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

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

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

**Examples of Sexual Harassment**

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

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

(Continued)



## Personnel

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

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

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

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

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

(Continued)

## Personnel

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

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

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

**Reporting Sexual Harassment**

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

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

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

**Supervisory Responsibilities**

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

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

(Continued)

## Personnel

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

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

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

**Investigating Complaints**

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

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

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

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

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

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## Personnel

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

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

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

**Annual Training**

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

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

(Continued)

## Personnel

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

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

**Notice**

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

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

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

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

**Legal Protections and External Remedies**

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

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

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

**State Human Rights Law (HRL)**

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

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## Personnel

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

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

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

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

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

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

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

Civil Rights Act of 1964

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

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

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## Personnel

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

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

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

**Title IX**

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

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

**Local Protections**

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

**Local Police Department**

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

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

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

Adoption Date