



Long Lake
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING
Wednesday, February 13, 2019
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 14, 2019 Regular Meeting Minutes
 - C. *Approval of the January 31, 2019 Special Meeting Minutes
 - D. Next Regular Meeting Date, Thursday, March 14, 2019
- II. Public Participation
- III. Presentations
 - A. Sheriff Karl Abrams
- IV. Superintendent's Update
- V. Business Affairs
 - A. *Approval of December 2018 Treasurer's Report
 - B. Comprehensive Budget and Revenue Status Reports
 - C. Budget Transfers
 - D. Warrants
- VI. Recommendations for Approval
 - A. *Approval of Class of 2020 Trip to Niagara Falls
 - B. *Approval of Policy #7222 Diploma or Credential Options for Students and #7260 Designation of Person in Parental Relation
 - C. *Approval of Grades 9-12 Journalism/Media Literacy Course for the 2019-2020 School Year
 - D. *Approval of Text Adoption of "High School Journalism: A Practical Guide" for the 2019-2020 School Year
 - E. *Approval of Linda Rice as Fitness Center Attendant
 - F. *Approval of Barclay Damon LLP as Bond Counsel
 - G. *Approval of SEQRA Type II Resolution
 - H. *Recognize Michael Lamphear as 2018-2019 Girls Varsity Softball Coach
 - I. *Recognize Ashton Eldridge as 2018-2019 Unpaid Assistant Girls Modified Softball Coach
 - J. *Approval of the Resignation of Mason St. Pierre as Secretary to the Superintendent, Deputy Treasurer, Records Access Officer
 - K. *Approval of District Wide Safety Plan
 - L. *Approval of Klue Final Distribution Resolution
 - M. *Authorization for Day Automation to Perform an Energy Audit

- VII. Policies, First Reading
 - A. #5741 Drug and Alcohol Testing for School Bus Drivers
- VIII. General Discussion
 - A. 2019-2020 Budget Information
- IX. 2nd Public Participation
- X. Executive Session
 - A. To Discuss a Matter Relating to Personal and Financial Issues of a Particular Person(s) and/or which is Made Confidential by State or Federal Law
- XI. Adjourn

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

Date: January 14, 2019

Time: 6:00 p.m.

Type of Meeting: Regular Meeting

Place: Cafeteria

Members Present: Michael Farrell
Alexandria Harris
Trisha Hosley (via Google Hangout)
Brian Penrose
Frederick Short

Others Present: Noelle Short-Principal/Superintendent, Victoria Snide-Clerk of the Board, Bruce Jennings, Christopher Sass, Karmen Howe, Colin Bienvenue, Madison Tallon, Olivia Penrose

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 Frederick Short, seconded by Alexandria Harris, with all in favor, the **minutes of the December 13, 2018 meeting.**

The **next meeting date is Wednesday, February 13, 2019** at 6 p.m. in the cafeteria.

Public Participation: None

Presentations: None

Superintendent Update: 2019 graduating seniors are receiving their **college acceptance letters.**

We will be giving **January regents exams** in English and Algebra and scoring will be done with Tupper Lake CSD.

Before holiday break we had our **annual volleyball tournament and alumni panel.**

On February 15, 2019 our **True North English teachers** will be here for a department meeting.

Baseball, softball and clay target club sign up sheets are available for students.

The School Culture Committee is focusing on the **respect trait** and recently had a Big Buddy/Little Buddy activity.

The Technology Committee is working on an **in-house technology plan**.

The Health, Safety and Wellness Committee is working on **health curriculum**, healthy behaviors, emergency preparedness and a backpack program.

The Professional Development Committee is planning the **March Superintendent Conference Day**.

The Shared Decision Making Committee has scheduled four dates for an **Adult Education Women's Basketball program**.

The Maintenance Committee continues to work on **capital project items**.

Two new **security cameras** have been installed and a new DVR will be installed this week.

Mental health services should be taking place on-site soon.

The superintendent and main **office spaces** have been reconfigured.

Sheriff Abrams will be at our February board meeting to discuss a **School Resource Officer**.

Noelle Short spoke on the **Every Student Succeeds Acts** accountability measures. She will be working with the faculty at their next meeting to review the measures as they pertain to Long Lake CSD.

Business Affairs:

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

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

Recommendations for Approval

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, the following **Resolution to Liquidate and Transfer Monies from Insurance Reserve Fund and establish an Employee Benefit Accrued Liability Reserve Fund**.

WHEREAS, by Resolution dated May 3, 2003, the Board of Education of the Long Lake Central School District (the "District") duly adopted a resolution establishing an Insurance Reserve Fund to pay liability, casualty and other types of losses, except those incurred for which the following types of insurance may be purchased: life, accident, health, annuities, fidelity and surety, credit, title residual value and mortgage guarantee; and

WHEREAS, the Insurance Reserve Fund is currently valued at \$20,000.00; and

WHEREAS, the Board of Education has determined that it no longer has a need to maintain the current balance of the Insurance Reserve Fund; and

WHEREAS, section 6-p of the General Municipal Law allows a school board to establish a reserve fund to be known as the **Employee Benefit Accrued Liability Reserve ("EBALR")** fund to be used for the purpose of paying any accrued employee benefits due to an employee upon the termination of his/her employment, such as sick leave, personal leave, vacation leave and other benefits earned by employees and payable upon termination, that are not covered by another existing reserve fund; and

WHEREAS, the Long Lake Central School District Board of Education desires to establish an Employee Benefit Accrued Liability Reserve fund for such purposes; and

WHEREAS, the Board of Education has determined that it is in the best interests of the District to transfer the Insurance Reserve Fund to an Employee Benefit Accrued Liability Reserve Fund, to be established at this time; and

IT IS HEREBY RESOLVED:

The Long Lake Central School District hereby establishes a fund to be known as the Employee Benefit Accrued Liability Reserve (EBALR) effective December 13, 2018, to be initially funded by the transfer of \$20,000.00 from the Insurance Reserve Fund, and from future budgetary appropriations or transfers from other reserve funds as permitted by law, to be used in accordance with applicable laws for the purpose of paying any accrued employee benefits. These transfers shall take effect upon the establishment of the EBALR.

Approved: On Motion by Frederick Short, seconded by Alexandria Harris, with all in favor, **Policy #5140 Administration of the Budget, #6213 Registration and Professional Development, #7512 Student Physicals and #7522 Concussion Management.**

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, **Hayden LaMere as Clay Target Club Coach** for the spring 2019 season.

Recognized: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, **Ray Hoag as Boys' Varsity Baseball Coach** for the spring 2019 season.

Recognized: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **Amanda Flemington as Girls' Modified Softball Coach** for the spring 2019 season.

Approved: On Motion by Alexandria Harris, seconded by Frederick Short, with all in favor, **Mark Williams Lienau as a Substitute Teacher.**

Approved: On Motion by Frederick Short, seconded by Brian Penrose, with all in favor, the Class of 2019 **Senior Trip to New York City** March 21, 2019 to March 24, 2019.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, the **resignation of Timothy LeMere as 7-12 Mathematics Teacher** effective February 8, 2019.

Policy Readings

A first **Policy Reading** took place for Policy #7222 Diploma or Credential Options for Students with Disabilities and #7260 Designation of Person in Parental Relation.

General Discussion

The **2019-2020 first draft of the budget** was presented.

The Board reviewed the **Library Media Specialist Job Description** and Expectations.

Brian Penrose and Michael Farrell have volunteered to be the Board of Education representatives for **CSEA Contract Negotiations**.

Noelle Short updated the Board on the proposed **capital project** detailing expenses as Infrastructure, Safety and Curriculum Enhancement.

Approved: On Motion by Frederick Short, seconded by Brian Penrose, the Mosaic Associates **Capital Project Scope of Work** dated October 3, 2018 to include additional item #B Abate flooring and provide new VCT flooring in FACS Classroom and #C replace all classroom and office corridor doors and frames. Alexandria Harris, Trisha Hosley, Brian Penrose and Frederick Short approved the Motion. Michael Farrell opposed the Motion.

2nd Public Participation: Bruce Jennings asked about the proposed capital projects.

Executive Session: On Motion by Brian Penrose, seconded by Trisha Hosley, with all in favor, to enter Executive Session at 7:50 p.m. to discuss the employment history of one particular person.

Approved: On Motion by Frederick Short, seconded by Alexandria Harris, with all in favor, to come out of Executive Session at 8:04 p.m.

Adjournment: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, the Board adjourned at 8:05 p.m.

Clerk of the Board

Victoria J. Snide

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

Date: January 31, 2019

Time: 1:00 p.m.

Type of Meeting: Special Meeting

Place: Room 206 Superintendent's Office

Members Present: Michael Farrell
Brian Penrose
Frederick Short

Members Absent: Alexandria Harris
Trisha Hosley

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

Call to Order: The President called the meeting to order at 1:00 p.m.

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

Recommendations for Approval

Approved: On Motion by Frederick Short, seconded by Michael Farrell, with all in favor, **Tricia Clark as a Long Term Substitute for Grades 7-12 Mathematics.**

Adjournment: On Motion by Michael Farrell, seconded by Frederick Short, with all in favor, the Board adjourned at 1:09 p.m.

Clerk of the Board

Victoria J. Snide

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

For the Period from December 3, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 6,696.85

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 284.50
	Interest	\$ 0.06

Total Receipts \$ 284.56

Total receipts, including balance \$ 6,981.41

Disbursements made during the month:

By Check-From Check :#1306-1308	\$ 295.20
EFT Transfers	\$0.00
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 295.20

Cash balance as shown by records \$ 6,686.21

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,686.21

Less outstanding checks \$ -

See attached

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

There are undeposited funds in treasurer's hands)

\$ 6,686.21

Amount of receipts undeposited (See attached schedules)

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

\$ 6,686.21

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.

_____ 20 _____

Clerk of the Board of Education

Heidi Walker
Treasurer of School District

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

For the Period from December 3, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 681.11

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 215,207.34

Total Receipts \$ 215,207.34

Total receipts, including balance \$ 215,888.45

Disbursements made during the month:

By Check-from check #2980-2986 \$ 4,688.37

EFT Transfers 185,088.41

By Debit Charge

Total amount of checks issued and debit charges \$ 189,776.78

Cash balance as shown by records \$ 26,111.67

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 27,161.24

less outstanding checks # See Attached \$ 1,049.57

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited (See attached schedules) \$ 26,111.67

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

\$ 26,111.67

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

_____ 20_____

Clerk of the Board of Education

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

Wesley Walker
Treasurer of School District

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

For the Period from December 3, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 31,977.43

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 1,356.30
	Interest	<u>0.24</u>

Total Receipts \$ 1,356.54

Total receipts, including balance \$ 33,333.97

Disbursements made during the month:

By Check-From Check #2151-2157	\$ 2,919.36
EFT Transfers	<u>7,253.86</u>

Total amount of checks issued and debit charges \$ 10,173.22

Cash balance as shown by records \$ 23,160.75**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 23,175.80

Less outstanding checks see attached \$ 15.05Net balance in bank (Should agree with Cash Balance above unless
There are undeposited funds in treasurer's hands)Amount of receipts undeposited \$ 23,160.75
-Total available balance (must agree with Cash Balance above if there is a
true reconciliation)\$ 23,160.75Received 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.Heidi Walker
Treasurer of School District

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

For the Period from December 3, 2018 thru December 31, 2018

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

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

<u>Date</u>	<u>Source</u>	
December	Deposits	136,635.19

Total Receipts \$ 136,635.19

Total receipts, including balance \$ 137,635.19

Disbursements made during the month:

By Check: #15298-15376	\$ 2,966.49
EFT Transfers	\$ 89,703.13
	\$ -

Total amount of checks issued and debit charges: \$ 92,669.62

Cash balance as shown by records \$ 44,965.57

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 45,291.65

Less Outstanding Checks - See Attached \$ 326.08

\$ 44,965.57

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) \$ 44,965.57

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: GENERAL FUND**

For Period from December 3, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 41,546.02

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 455,000.00
	Interest	1.48

Total Receipts \$ 455,001.48

Total receipts, including balance \$ 496,547.50

Disbursements made during the month:

By Check-From Check #15224-15282	\$ 245,168.54
EFT Transfers	207,953.48
	\$ -

Total amount of checks issued and debit charges \$ 453,122.02

Cash balance as shown by records \$ 43,425.48

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 143,152.17

Less outstanding checks see attached \$ 99,726.69

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 43,425.48

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

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 43,425.48

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.


Treasurer of School District

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

For the Period from December 3, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 2,772.64

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	\$ 0.02

Total Receipts \$ 0.02

Total receipts, including balance \$ 2,772.66

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 \$ 2,772.66

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,772.66

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 2,772.66

Amount of receipts undeposited (See attached schedules)

-

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

\$ 2,772.66

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.

_____ 20_____

Clerk of the Board of Education


Treasurer of School District

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

For the Period from December 3, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 1,220,516.10

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 1,309,353.63
	Interest	\$ 19.78
	Total Receipts	\$ 1,309,373.41
	Total receipts, including balance	\$ 2,529,889.51

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 957,902.77
By Debit	\$ -

Total amount of checks issued and debit charges \$ 957,902.77

Cash balance as shown by records \$ 1,571,986.74

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,571,986.74

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,571,986.74

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,571,986.74

Received by the Board of Education and entered
as a part of the minutes of the Board meeting held_____
20_________
Clerk of the Board of EducationThis is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.Heta Walker
Treasurer of School District

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

For the Period from December 3, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 2,902.77

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	\$ -
	Total Receipts	\$ -
	Total receipts, including balance	\$ 2,902.77

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 2,902.77
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 2,902.77

Cash balance as shown by records \$ 0.00

RECONCILIATION WITH BANK STATEMENT

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

Less outstanding checks \$ -

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

Amount of receipts undeposited(See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$0.00

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

_____ 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 Wadke
Treasurer of School District

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

For the Period from December 1, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 703,135.85

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

<u>Date</u>	<u>Source</u>	
December	Deposits	\$ 500,000.00
	Interest	\$ 1,906.77
	Total Receipts	\$ 501,906.77
	Total receipts, including balance	\$ 1,205,042.62

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 \$ 1,205,042.62**RECONCILIATION WITH BANK STATEMENT**Balance as given on bank statement, end of month \$ 1,205,042.62
Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands)	\$ 1,205,042.62
Amount of receipts undeposited	\$ -
Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$ <u>1,205,042.62</u>

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

_____ 20 _____

Clerk of the Board of Education

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

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

For the Period from December 1, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 334,480.02

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	\$ 610.48

Total Receipts \$ 610.48

Total receipts, including balance \$ 335,090.50

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 335,090.50

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 335,090.50

less outstanding checks
see attached
\$ -
\$ -

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

\$ 335,090.50

Amount of receipts undeposited (See attached schedules)

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

\$ 335,090.50

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.

_____ 20____

Clerk of the Board of Education


Treasurer of School District

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

For the Period from December 1, 2018 thru December 31 2018

Total available balance as reported at the end of preceding period \$ 52,093.11

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	\$ 95.08

Total Receipts \$ 95.08

Total receipts, including balance \$ 52,188.19

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 \$ 52,188.19

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month \$ 52,188.19
less outstanding checkssee attached \$ -
\$ -

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

\$ 52,188.19

Amount of receipts undeposited (See attached schedules)

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

\$ 52,188.19

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

_____ 20 _____

Clerk of the Board of Education

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

Wisa Walker
Treasurer of School District

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

For the Period from December 1, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 32,877.36

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	\$ 60.03

Total Receipts \$ 60.03

Total receipts, including balance \$ 32,937.39

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 32,937.39

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 32,937.39

less outstanding checks

see attached

\$	-
\$	-

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

\$ 32,937.39

Amount of receipts undeposited (See attached schedules)

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

\$ 32,937.39

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.

_____ 20 _____

Clerk of the Board of Education

Hita Walker
Treasurer of School District

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

For the Period from December 1, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 70,313.65

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

Date	Source	
December	Deposits	\$ -
	Interest	\$ 128.35

Total Receipts \$ 128.35

Total receipts, including balance \$ 70,442.00

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 70,442.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 70,442.00
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 70,442.00

Amount of receipts undeposited (See attached schedules)

-

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

\$ 70,442.00

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.



Treasurer of School District

_____ 20_____

Clerk of the Board of Education

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

For the Period from December 1, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 9,335.82

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	\$ 17.05

Total Receipts \$ 17.05

Total receipts, including balance \$ 9,352.87

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 \$ 9,352.87

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 9,352.87

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 9,352.87

Amount of receipts undeposited (See attached schedules)

-

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

\$ 9,352.87

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.

_____ 20____

Clerk of the Board of Education

Lisa Walker
Treasurer of School District

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

For the Period from December 1, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 2,023.23

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	\$ 3.71

Total Receipts \$ 3.71

Total receipts, including balance \$ 2,026.94

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 \$ 2,026.94

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,026.94

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 2,026.94

Amount of receipts undeposited (See attached schedules)

-

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

\$ 2,026.94

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.


Treasurer of School District

Clerk of the Board of Education

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

For the Period from December 1, 2018 thru December 31, 2018

Total available balance as reported at the end of preceding period \$ 7,079.21

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	\$ 12.93

Total Receipts \$ 12.93

Total receipts, including balance \$ 7,092.14

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 \$ 7,092.14

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 7,092.14
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 7,092.14

Amount of receipts undeposited (See attached schedules)

-

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

\$ 7,092.14

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.

20

Clerk of the Board of Education

Treasurer of School District

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

For the Period from December 1, 2018 thru December 31, 2018

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

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

<u>Date</u>	<u>Source</u>	
December	Deposits	2,902.77
	Interest	\$ 3.62

Total Receipts \$ 2,906.39

Total receipts, including balance \$ 2,906.39

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 \$ 2,906.39

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,906.39

less outstanding checks
see attached
\$ -
\$ -

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

There are undeposited funds in treasurer's hands)

\$ 2,906.39

Amount of receipts undeposited (See attached schedules)

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

\$ 2,906.39

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

20

Clerk of the Board of Education

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

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860 160-0000	Cafeteria Salaries	57,778.00	0.00	57,778.00	27,935.83	0.00	29,842.17
C 2860 200-0000	Cafeteria Equipment	0.00	1,900.00	1,900.00	0.00	1,900.00	0.00
C 2860 400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	986.50	0.00	2,013.50
C 2860 410-0000	Cafeteria Food	30,000.00	-1,900.00	28,100.00	12,591.66	7,859.74	7,648.60
C 2860 450-0000	Cafeteria Materials & Supplies	2,500.00	0.00	2,500.00	896.37	1,252.87	350.76
2860	SCHOOL FOOD SERVICE	93,278.00	0.00	93,278.00	42,410.36	11,012.61	39,855.03
28		93,278.00	0.00	93,278.00	42,410.36	11,012.61	39,855.03
2		93,278.00	0.00	93,278.00	42,410.36	11,012.61	39,855.03
C 9010 800-0000	Cafeteria Employees Retirement	9,500.00	0.00	9,500.00	-2,000.00	0.00	11,500.00
9010	STATE RETIREMENT	9,500.00	0.00	9,500.00	-2,000.00	0.00	11,500.00
C 9030 800-0000	Cafeteria Social Security	4,420.00	0.00	4,420.00	0.00	0.00	4,420.00
9030	SOCIAL SECURITY	4,420.00	0.00	4,420.00	0.00	0.00	4,420.00
C 9060 800-0000	Cafeteria Health Insurance	30,107.00	0.00	30,107.00	0.00	0.00	30,107.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	30,107.00	0.00	30,107.00	0.00	0.00	30,107.00
90		44,027.00	0.00	44,027.00	-2,000.00	0.00	46,027.00
9		44,027.00	0.00	44,027.00	-2,000.00	0.00	46,027.00
	Fund CTotals:	137,305.00	0.00	137,305.00	40,410.36	11,012.61	85,882.03
	Grand Totals:	137,305.00	0.00	137,305.00	40,410.36	11,012.61	85,882.03

V B

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440.B</u>	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	1,690.15	809.85
<u>C 1440.L</u>	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	5,703.95	3,796.05
<u>C 1445.L</u>	A La Carte Sales	2,000.00	0.00	2,000.00	439.54	1,560.46
<u>C 2401</u>	Interest and Earnings	0.00	0.00	0.00	1.11	-1.11
<u>C 3190.FB</u>	Breakfast - Federal Reimbursement	5,500.00	0.00	5,500.00	2,193.00	3,307.00
<u>C 3190.FL</u>	Lunch - Federal Reimbursement	12,000.00	0.00	12,000.00	6,536.00	5,464.00
<u>C 3190.FS</u>	Snack - Federal Reimbursement	750.00	0.00	750.00	281.00	469.00
<u>C 3190.SB</u>	Breakfast - State Reimbursement	250.00	0.00	250.00	739.00	-489.00
<u>C 3190.SL</u>	Lunch - State Reimbursement	400.00	0.00	400.00	243.00	157.00
<u>C 4190</u>	USDA Surplus Food	1,800.00	0.00	1,800.00	0.00	1,800.00
<u>C 5031</u>	Interfund Transfer	102,605.00	0.00	102,605.00	25,000.00	77,605.00
C Totals:		137,305.00	0.00	137,305.00	42,826.75	94,478.25
Grand Totals:		137,305.00	0.00	137,305.00	42,826.75	94,478.25

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	2,813,826.42	0.00	2,813,826.42	2,813,826.42	0.00
A 1081	Other Payments in Lieu of Taxes	0.00	0.00	0.00	1,462.51	-1,462.51
A 1085	School Tax Relief Reimb (STAR)	35,173.58	0.00	35,173.58	35,173.58	0.00
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	1,533.72	1,466.28
A 1310	Day School Tuition	3,300.00	0.00	3,300.00	5,157.00	-1,857.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	825.00	175.00
A 2401	Interest on Earnings	400.00	0.00	400.00	7,824.09	-7,424.09
A 2650	Sale of Excess Materials	0.00	0.00	0.00	8,600.00	-8,600.00
A 2770	Other Unclassified Revenues	0.00	0.00	0.00	518.48	-518.48
A 3101.A	General Aid	475,000.00	0.00	475,000.00	209,029.03	265,970.97
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	11,450.89	-11,450.89
A 3102	VLT Lottery Aid	0.00	0.00	0.00	13,713.09	-13,713.09
A 3103	BOCES Aid	59,000.00	0.00	59,000.00	-1.26	59,001.26
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	810.00	3,190.00
A 3265	Small Government Assistance	0.00	0.00	0.00	158,956.00	-158,956.00
A 3289	Other State Aid	0.00	0.00	0.00	2,000.00	-2,000.00
A 4601	Medicaid Assistance, HRSS	0.00	0.00	0.00	3,531.57	-3,531.57
A Totals:		3,394,700.00	0.00	3,394,700.00	3,274,410.12	120,289.88
Grand Totals:		3,394,700.00	0.00	3,394,700.00	3,274,410.12	120,289.88

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	10,720.00	0.00	10,720.00	845.88	0.00	9,874.12
A 1010.450-0000	BOE Materials and Supplies	2,500.00	0.00	2,500.00	1,416.53	0.00	1,083.47
A 1010.490-0000	BOE BOCES Services	9,000.00	0.00	9,000.00	2,866.00	0.00	6,134.00
1010	BOARD OF EDUCATION	22,220.00	0.00	22,220.00	5,128.41	0.00	17,091.59
A 1040.160-0000	BOE District Clerk Salaries	2,217.00	0.00	2,217.00	1,364.32	0.00	852.68
A 1040.400-0000	BOE District Clerk Contractual	3,000.00	0.00	3,000.00	457.23	0.00	2,542.77
1040	DISTRICT CLERK	5,217.00	0.00	5,217.00	1,821.55	0.00	3,395.45
10	Support Staff Salaries	27,437.00	0.00	27,437.00	6,949.96	0.00	20,487.04
A 1240.160-0000	Central Admin Equipment	112,282.00	0.00	112,282.00	67,740.00	0.00	44,542.00
A 1240.200-0000	Central Admin Contractual	1,500.00	0.00	1,500.00	1,458.83	0.00	41.17
A 1240.400-0000	Central Admin Contractual	14,430.00	320.00	14,750.00	6,402.13	0.00	8,347.87
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	116.86	2,616.86	873.10	24.75	1,719.01
1240	CHIEF SCHOOL ADMINISTRATOR	130,712.00	436.86	131,148.86	76,474.06	24.75	54,650.05
12	Finance Business Admin Salaries	130,712.00	436.86	131,148.86	76,474.06	24.75	54,650.05
A 1310.160-0000	Finance BOCES Services	74,557.00	0.00	74,557.00	47,501.92	0.00	27,055.08
A 1310.490-0000	Finance Auditor Contractual	27,500.00	0.00	27,500.00	9,656.50	0.00	17,843.50
1310	BUSINESS ADMINISTRATION	102,057.00	0.00	102,057.00	57,158.42	0.00	44,898.58
A 1320.160-0000	Finance Auditing Salaries	518.00	0.00	518.00	150.01	0.00	367.99
A 1320.400-0000	Finance Auditor Contractual	8,600.00	0.00	8,600.00	8,600.00	0.00	0.00
1320	AUDITING	9,118.00	0.00	9,118.00	8,750.01	0.00	367.99
A 1325.160-0000	Finance District Treasurer	19,791.00	0.00	19,791.00	12,151.20	0.00	7,639.80
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	190.74	0.00	59.26
1325	TREASURER	20,041.00	0.00	20,041.00	12,341.94	0.00	7,699.06
A 1330.160-0000	Finance Tax Collector Salary	3,824.00	0.00	3,824.00	3,824.00	0.00	0.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	1,165.35	0.00	334.65
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	5,424.00	0.00	5,424.00	4,989.35	0.00	434.65
13	Legal Contractual	136,640.00	0.00	136,640.00	83,239.72	0.00	53,400.28
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	3,600.00	0.00	10,400.00
1420	LEGAL	14,000.00	0.00	14,000.00	3,600.00	0.00	10,400.00
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	830.00	0.00	1,120.00
1430	PERSONNEL	1,950.00	0.00	1,950.00	830.00	0.00	1,120.00
A 1480.400-0000	Public Info Contractual	20,200.00	0.00	20,200.00	206.00	0.00	19,994.00

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 1480.450-0000</u>	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1480	PUBLIC INFORMATION & SERVICES	21,200.00	0.00	21,200.00	206.00	0.00	20,994.00
14		37,150.00	0.00	37,150.00	4,636.00	0.00	32,514.00
<u>A 1620.160-0000</u>	Central Services Support Staff Salaries	90,396.00	0.00	90,396.00	53,473.68	0.00	36,922.32
<u>A 1620.200-0000</u>	Central Services Equipment	1,200.00	0.00	1,200.00	269.00	0.00	931.00
<u>A 1620.400-0000</u>	Central Services Contractual	61,500.00	0.00	61,500.00	44,025.00	0.00	17,475.00
<u>A 1620.410-0000</u>	Central Services Fuel Oil	72,000.00	0.00	72,000.00	35,503.50	36,496.50	0.00
<u>A 1620.420-0000</u>	Central Services Television	1,500.00	0.00	1,500.00	1,242.48	0.00	257.52
<u>A 1620.430-0000</u>	Central Services Electricity	30,000.00	0.00	30,000.00	7,261.53	0.00	22,738.47
<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	20,000.00	328.70	20,328.70	14,358.14	5,000.31	970.25
<u>A 1620.460-0000</u>	Central Services Telephone	8,500.00	0.00	8,500.00	5,837.69	0.00	2,662.31
<u>A 1620.480-0000</u>	Central Services LP Gas	100.00	0.00	100.00	27.77	0.00	72.23
<u>A 1620.490-0000</u>	Central Services BOCES	1,000.00	0.00	1,000.00	339.00	0.00	661.00
1620	OPERATION OF PLANT	287,196.00	328.70	287,524.70	163,337.79	41,496.81	82,690.10
<u>A 1621.160-0000</u>	Mainten Support Staff Salaries	13,759.00	0.00	13,759.00	8,308.00	0.00	5,451.00
<u>A 1621.400-0000</u>	Maintenance Contractual Exp	17,500.00	0.00	17,500.00	6,483.07	0.00	11,016.93
1621	MAINTENANCE OF PLANT	31,259.00	0.00	31,259.00	14,791.07	0.00	16,467.93
<u>A 1670.400-0000</u>	Contractual	1,200.00	0.00	1,200.00	1,043.16	0.00	156.84
<u>A 1670.450-0000</u>	Postage	3,500.00	0.00	3,500.00	1,345.61	0.00	2,154.39
<u>A 1670.490-0000</u>	Printing - BOCES Services	2,000.00	0.00	2,000.00	73.15	0.00	1,926.85
1670	CENTRAL PRINTING & MAILING	6,700.00	0.00	6,700.00	2,461.92	0.00	4,238.08
<u>A 1680.490-0000</u>	Central DP - BOCES Services	37,500.00	-4,763.00	32,737.00	17,647.00	0.00	15,090.00
1680	CENTRAL DATA PROCESSING	37,500.00	-4,763.00	32,737.00	17,647.00	0.00	15,090.00
16		362,655.00	-4,434.30	358,220.70	198,237.78	41,496.81	118,486.11
<u>A 1910.400-0000</u>	Unallocated Insurance	3,000.00	0.00	3,000.00	803.88	0.00	2,196.12
1910	UNALLOCATED INSURANCE	3,000.00	0.00	3,000.00	803.88	0.00	2,196.12
<u>A 1920.400-0000</u>	School Association Dues	6,200.00	0.00	6,200.00	4,120.00	0.00	2,080.00
1920	SCHOOL ASSOCIATION DUES	6,200.00	0.00	6,200.00	4,120.00	0.00	2,080.00
	BOCES Administrative Costs	19,500.00	0.00	19,500.00	9,521.00	0.00	9,979.00
1981	BOCES ADMINISTRATIVE COSTS	19,500.00	0.00	19,500.00	9,521.00	0.00	9,979.00
<u>A 1983.490-0000</u>	BOCES Capital Expenses	2,650.00	0.00	2,650.00	20,248.00	0.00	-17,598.00
1983	BOCES CAPITAL EXPENSE	2,650.00	0.00	2,650.00	20,248.00	0.00	-17,598.00

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
19		31,350.00	0.00	31,350.00	34,692.88	0.00	-3,342.88
1		725,944.00	-3,997.44	721,946.56	404,230.40	41,521.56	276,194.60
A 2020.150-0000	Supervision Instructional	25,000.00	0.00	25,000.00	15,384.64	0.00	9,615.36
2020	SUPERVISION - REGULAR SCHOOL	25,000.00	0.00	25,000.00	15,384.64	0.00	9,615.36
A 2070.150-0000	Instructional Salaries	10,440.00	0.00	10,440.00	3,634.00	0.00	6,806.00
A 2070.490-0000	Inservices - BOCES Services	24,500.00	3,000.00	27,500.00	7,358.00	0.00	20,142.00
2070	INSERVICE TRAINING - INSTRUCTION	34,940.00	3,000.00	37,940.00	10,992.00	0.00	26,948.00
20		59,940.00	3,000.00	62,940.00	26,376.84	0.00	36,563.36
A 2110.120-0000	Teaching K-6 Salaries	451,441.00	0.00	451,441.00	213,794.87	0.00	237,646.13
A 2110.130-0000	Teaching 7-12 Salaries	476,763.00	-6,575.00	470,188.00	190,161.13	0.00	280,026.87
A 2110.140-0000	Substitute Teachers	18,000.00	0.00	18,000.00	12,350.00	0.00	5,650.00
A 2110.160-0000	Support Staff Salaries	24,336.00	0.00	24,336.00	10,655.92	0.00	13,680.08
A 2110.170-0000	Payment in Lieu of Health Insurance	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.180-0000	Leave Sellback	0.00	6,575.00	6,575.00	6,575.00	0.00	0.00
A 2110.200-0000	Teaching Equipment	4,000.00	0.00	4,000.00	3,088.37	0.00	911.63
A 2110.400-0000	Teaching Contractual	17,100.00	-2,840.00	14,260.00	5,887.67	0.00	8,372.33
A 2110.410-0000	Field Trips	20,000.00	129.00	20,129.00	3,755.38	0.00	16,373.62
A 2110.411-0000	Conference Attendance	8,500.00	0.00	8,500.00	957.47	988.00	6,554.53
A 2110.412-0000	Mileage Reimbursement	2,500.00	0.00	2,500.00	514.26	0.00	1,985.74
A 2110.450-0000	Teaching Materials & Supplies	8,200.00	-83.06	8,116.94	5,335.86	1,096.49	1,684.59
A 2110.451-0000	Elementary - Grade 1	1,540.00	0.00	1,540.00	1,058.25	0.00	481.75
A 2110.451-1000	Summer School	78.00	0.00	78.00	0.00	0.00	78.00
A 2110.451-2000	Art Program	2,836.00	352.46	3,188.46	2,082.70	0.00	1,105.76
A 2110.451-3000	Computer Literacy	0.00	345.18	345.18	345.18	0.00	0.00
A 2110.451-4000	Teachers Assistant	250.00	0.00	250.00	29.90	112.66	107.44
A 2110.451-5000	English	1,175.00	0.00	1,175.00	206.24	0.00	968.76
A 2110.451-6000	French	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.451-7000	Family Consumer Science	675.00	0.00	675.00	0.00	0.00	675.00
A 2110.451-8000	Health Education	350.00	0.00	350.00	107.58	0.00	242.42
A 2110.451-9000	Math	75.00	85.00	160.00	157.99	0.00	2.01
A 2110.452-1000	Elementary - Conboy/SPED	550.00	0.00	550.00	257.84	0.00	292.16
A 2110.452-2000	Music	1,585.00	0.00	1,585.00	535.77	0.00	1,049.23
A 2110.452-3000	Phys Ed	715.00	0.00	715.00	268.76	0.00	446.24

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-4000	Science	808.00	0.00	808.00	510.45	55.96	241.59
A 2110.452-6000	Technology	1,700.00	0.00	1,700.00	196.05	0.00	1,503.95
A 2110.452-7000	Elementary - PreK	650.00	0.00	650.00	483.38	57.84	108.78
A 2110.453-0000	Elementary - Harkness	250.00	0.00	250.00	241.48	0.00	8.52
A 2110.454-0000	Elementary - Grade 2	776.00	0.00	776.00	599.53	0.00	176.47
A 2110.455-0000	Elementary - Grade 3/4	1,050.00	0.00	1,050.00	233.30	0.00	816.70
A 2110.456-0000	Elementary - Grade 5/6	914.00	85.00	999.00	841.55	0.00	157.45
A 2110.458-0000	Elementary - Grade K	1,274.00	0.00	1,274.00	583.24	0.00	690.76
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	83.53	0.00	916.47
A 2110.480-0000	Teaching Textbooks	5,000.00	0.00	5,000.00	2,107.84	0.00	2,892.16
A 2110.490-0000	Teaching BOCES	11,000.00	4,387.06	15,387.06	8,702.25	0.00	6,684.81
2110	TEACHING - REGULAR SCHOOL	* 1,068,791.00	2,460.64	1,071,251.64	472,708.74	2,310.95	596,231.95
21		** 1,068,791.00	2,460.64	1,071,251.64	472,708.74	2,310.95	596,231.95
A 2250.150-0000	Instructional Salaries	83,969.00	0.00	83,969.00	26,993.29	0.00	56,975.71
A 2250.160-0000	Non Instructional Salaries	0.00	17,400.00	17,400.00	6,842.57	0.00	10,557.43
A 2250.400-0000	Students w/Disab Contractual	3,800.00	0.00	3,800.00	4,108.39	0.00	-308.39
A 2250.450-0000	Special Ed Materials & Supplies	610.00	0.00	610.00	484.70	0.00	125.30
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	-17,400.00	67,600.00	9,987.50	0.00	57,612.50
2250	PROGRAM FOR STUDENTS	* 175,879.00	0.00	175,879.00	48,416.45	0.00	127,462.55
	W/DISABILITIES SCHOOL AGE - SCHOOL YEAR						
A 2280.490-0000	BOCES Services	30,000.00	0.00	30,000.00	7,996.00	0.00	22,004.00
2280	OCCUPATIONAL EDUCATION (GRADES 9-12)	* 30,000.00	0.00	30,000.00	7,996.00	0.00	22,004.00
22		** 205,879.00	0.00	205,879.00	56,412.45	0.00	149,466.55
A 2330.150-0000	Adult Education Salary	12,407.00	0.00	12,407.00	1,618.20	0.00	10,788.80
A 2330.151-0000	Special Schools Salary	18,720.00	0.00	18,720.00	8,909.00	0.00	9,811.00
A 2330.400-0000	Special Schools Contractual	3,197.00	0.00	3,197.00	62.40	0.00	3,134.60
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	0.00	1,000.00	348.20	203.43	448.37
2330	TEACHING - SPECIAL SCHOOLS	* 35,324.00	0.00	35,324.00	10,937.80	203.43	24,182.77
23		** 35,324.00	0.00	35,324.00	10,937.80	203.43	24,182.77
A 2610.150-0000	Library Salaries	55,808.00	0.00	55,808.00	0.00	0.00	55,808.00



LONG LAKE CSD

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

Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.450-0000	Library Materials & Supplies	900.00	0.00	900.00	103.20	0.00	796.80
A 2610.460-0000	Library Collections	7,400.00	0.00	7,400.00	5,741.80	0.00	1,658.20
2610	SCHOOL LIBRARY & AUDIOVISUAL	64,108.00	0.00	64,108.00	5,845.00	0.00	58,263.00
A 2630.220-0000	Computer Hardware	21,000.00	0.00	21,000.00	245.72	115.83	20,638.45
A 2630.450-0000	Computer Materials & Supplies	1,000.00	0.00	1,000.00	21.96	0.00	978.04
A 2630.460-0000	Computer Software	7,000.00	0.00	7,000.00	5,588.73	0.00	1,411.27
A 2630.490-0000	Computer BOCES	70,200.00	0.00	70,200.00	36,406.00	0.00	33,794.00
2630	COMPUTER ASSISTED INSTRUCTION	99,200.00	0.00	99,200.00	42,262.41	115.83	56,821.76
26	Attendance	163,308.00	0.00	163,308.00	48,107.41	115.83	115,084.76
A 2805.160-0000		4,500.00	0.00	4,500.00	2,357.19	0.00	2,142.81
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	0.00	4,500.00	2,357.19	0.00	2,142.81
A 2810.150-0000	Guidance Instructional Salaries	58,135.00	0.00	58,135.00	27,961.93	0.00	30,173.07
A 2810.450-0000	Guidance Materials & Supplies	1,219.00	0.00	1,219.00	120.13	0.00	1,098.87
A 2810.451-0000	Guidance Testing and Materials	1,195.00	964.00	2,159.00	407.00	1,552.00	200.00
2810	GUIDANCE - REGULAR SCHOOL	60,549.00	964.00	61,513.00	28,489.06	1,552.00	31,471.94
A 2815.160-0000	Support Staff Salaries	30,380.00	0.00	30,380.00	15,119.90	0.00	15,260.10
A 2815.400-0000	Health Contractual	6,800.00	0.00	6,800.00	3,085.00	0.00	3,715.00
A 2815.450-0000	Health Materials & Supplies	1,828.00	0.00	1,828.00	531.15	315.00	981.85
2815	HEALTH SERVICES - REGULAR SCHOOL	39,008.00	0.00	39,008.00	18,736.05	315.00	19,956.95
A 2820.400-0000	Psychologist Contractual	40,000.00	0.00	40,000.00	18,180.30	0.00	21,819.70
A 2820.450-0000	Psychologist Materials & Supplies	1,150.00	0.00	1,150.00	1,030.16	0.00	119.84
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	41,150.00	0.00	41,150.00	19,210.46	0.00	21,939.54
A 2825.400-0000	Contractual	6,000.00	0.00	6,000.00	5,450.00	0.00	550.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,000.00	0.00	6,000.00	5,450.00	0.00	550.00
A 2850.150-0000	Co-curricular Salaries	21,394.00	0.00	21,394.00	2,887.00	0.00	18,507.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	327.30	0.00	672.70
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	22,394.00	0.00	22,394.00	3,214.30	0.00	19,179.70
A 2855.150-0000	Interscholastic Salaries	20,000.00	0.00	20,000.00	2,641.71	0.00	17,358.29
A 2855.200-0000	Interscholastic Equipment	10,000.00	0.00	10,000.00	7,754.40	0.00	2,245.60
A 2855.400-0000	Interscholastic Contractual	10,500.00	0.00	10,500.00	8,416.12	0.00	2,083.88
A 2855.450-0000	Interscholastic Materials & Supplies	3,000.00	0.00	3,000.00	622.48	0.00	2,377.52

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.490-0000	BOCES Interscholastic	500.00	0.00	500.00	216.50	0.00	283.50
2855	INTERSCHOLASTIC ATHLETICS -	44,000.00	0.00	44,000.00	19,651.21	0.00	24,348.79
	REGULAR SCHOOL						
28		217,601.00	964.00	218,565.00	97,108.27	1,867.00	119,589.73
2		1,750,843.00	6,424.64	1,757,267.64	711,651.31	4,497.21	1,041,119.12
A 5510.160-0000	Transportation Salaries	78,399.00	0.00	78,399.00	39,859.36	0.00	38,539.64
A 5510.210-0000	Purchase of Buses	0.00	0.00	0.00	112,375.72	0.00	-112,375.72
A 5510.400-0000	Transportation Contractual	14,000.00	-146.00	13,854.00	8,722.76	0.00	5,131.24
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	0.00	500.00	134.74	0.00	365.26
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	5,353.73	0.00	12,646.27
A 5510.452-0000	Tires	2,500.00	0.00	2,500.00	3,056.77	0.00	-556.77
A 5510.453-0000	Parts	7,500.00	0.00	7,500.00	1,922.36	0.00	5,577.64
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	2,930.27	0.00	10,069.73
A 5510.455-0000	Oil	0.00	0.00	0.00	0.00	0.00	0.00
A 5510.490-0000	BOCES Contractual	1,300.00	146.00	1,446.00	507.25	0.00	938.75
5510	DISTRICT TRANSPORTATION SERVICES	135,199.00	0.00	135,199.00	174,862.96	0.00	-39,663.96
55		135,199.00	0.00	135,199.00	174,862.96	0.00	-39,663.96
5		135,199.00	0.00	135,199.00	174,862.96	0.00	-39,663.96
A 9010.800-0000	NYS Retirement	56,000.00	0.00	56,000.00	42,227.00	0.00	13,773.00
9010	STATE RETIREMENT	56,000.00	0.00	56,000.00	42,227.00	0.00	13,773.00
A 9020.800-0000	Teacher Retirement	145,000.00	0.00	145,000.00	7,980.73	0.00	137,019.27
9020	TEACHERS' RETIREMENT	145,000.00	0.00	145,000.00	7,980.73	0.00	137,019.27
A 9030.800-0000	Social Security	130,741.00	0.00	130,741.00	60,222.26	0.00	70,518.74
9030	SOCIAL SECURITY	130,741.00	0.00	130,741.00	60,222.26	0.00	70,518.74
A 9040.800-0000	Worker Compensation	13,000.00	0.00	13,000.00	12,078.00	0.00	922.00
9040	WORKERS' COMPENSATION	13,000.00	0.00	13,000.00	12,078.00	0.00	922.00
A 9050.800-0000	Unemployment	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9050	UNEMPLOYMENT INSURANCE	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
A 9055.800-0000	Disability Plan	4,000.00	0.00	4,000.00	1,728.84	0.00	2,271.16
9055	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	1,728.84	0.00	2,271.16
A 9060.800-0000	Hospitalization	984,540.00	0.00	984,540.00	633,325.46	0.00	351,214.54
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	984,540.00	0.00	984,540.00	633,325.46	0.00	351,214.54
90		1,353,281.00	0.00	1,353,281.00	757,562.29	0.00	595,718.71

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9901 930-0000	Transfer to School Food Svc Fund	102,605.00	0.00	102,605.00	25,000.00	0.00	77,605.00
9901	TRANSFERS TO FUNDS	* 102,605.00	0.00	102,605.00	25,000.00	0.00	77,605.00
99		** 102,605.00	0.00	102,605.00	25,000.00	0.00	77,605.00
9		*** 1,455,886.00	0.00	1,455,886.00	782,562.29	0.00	673,323.71
Fund A Totals:		4,067,872.00	2,427.20	4,070,299.20	2,073,306.96	46,018.77	1,950,973.47
Grand Totals:		4,067,872.00	2,427.20	4,070,299.20	2,073,306.96	46,018.77	1,950,973.47

LONG LAKE CSD

Budget Transfer Schedule Report For A - 4: Budget Transfer



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
9Z		02/04/2019	TRANSFER TO COVER COST OF NEW MILK COOLER			Not Required		
	C 2860.200-0000			Cafeteria Equipment			1,900.00	1,900.00
	C 2860.410-0000			Cafeteria Food			1,900.00	
Grand Totals:							1,900.00	1,900.00
Net Amount:							0.00	

Number of Budget Transfers: 1

Account Distribution Totals		
Account	Description	Debits
C 2860.200-0000	Cafeteria Equipment	1,900.00
C 2860.410-0000	Cafeteria Food	0.00
Fund C Totals:		1,900.00
Grand Totals:		1,900.00

VC

LONG LAKE CSD

Check Warrant Report For C - 7: Cash Disbursement-Lunch Fund For Dates 1/1/2019 - 1/31/2019



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
	01/29/2019	4630	**VOID** TODD BICKFORD	**VOID**		-1.60
2158	01/04/2019	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	190164	388.15
2159	01/11/2019	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	190179	24.60
2160	01/11/2019	2496	SYSCO FOOD SERVICES	CAFETERIA FOOD	190166	651.33
2161	01/11/2019	4204	BIMBO FOODS BAKERIES	CAFETERIA FOOD	190101	110.34
2162	01/24/2019	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	190164	529.78

Number of Transactions: 6

Warrant Total: 1,702.60
Vendor Portion: 1,702.60

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 \$ 1,702.60. 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.

1/31/19 Date Noelle J. Short SUPERINTENDENT

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 1,702.60. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/1/19 Date Jerome S. Flanagan CLAIMS AUDITOR

LONG LAKE CSD

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



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15283	01/04/2019	4605	XEROX FINANCIAL SERVICES	COPIER LEASE		210.00
15284	01/04/2019	3217	FRONTIER	TELEPHONE		390.06
15285	01/11/2019	1359	BERNICE BURNHAM			1,608.00
15286	01/11/2019	1377	SHARON WAAGNER			1,608.00
15287	01/11/2019	1410	BARBARA HOLLENBECK			1,608.00
15288	01/11/2019	1531	CHERYL O'HARA			1,608.00
15289	01/11/2019	1535	ELAINE CODDINGTON			1,608.00
15290	01/11/2019	1537	MAUREEN LOPRESTI			1,608.00
15291	01/11/2019	1538	GARY BAKER			1,608.00
15292	01/11/2019	1541	MARY HALL			1,072.00
15293	01/11/2019	1542	MICHAEL FARRELL			1,608.00
15294	01/11/2019	1584	KARIN COOK			1,608.00
15295	01/11/2019	1668	THOMAS HARE			1,296.00
15296	01/11/2019	1769	RUTH HOWE			1,608.00
15297	01/11/2019	1866	ROGER AMMON			1,608.00
15298	01/11/2019	1958	JOSEPH TELLSTONE			1,608.00
15299	01/11/2019	2485	GAIL SEAMAN			1,296.00
15300	01/11/2019	2850	DEBORAH HAVAS			1,608.00
15301	01/11/2019	3143	SUSAN VIROSTEK			1,536.00
15302	01/11/2019	3862	GENEVIEVE BOYD			1,608.00
15303	01/11/2019	4221	CHARLES R. FARR			1,608.00
15304	01/11/2019	4222	PATRICIA FARRELL			1,404.00
15305	01/11/2019	4223	HARRY GRAHAM			1,608.00
15306	01/11/2019	4224	MARIE GRAHAM			1,608.00
15307	01/11/2019	4225	WILLIAM HALL			1,608.00
15308	01/11/2019	4227	SHIRLEY TELLSTONE			1,608.00
15309	01/11/2019	4229	ROBERT VIROSTEK			1,608.00
15310	01/11/2019	4230	EDWARD WIGHT			1,608.00
15311	01/11/2019	4232	JAMES BEARDSLEY			1,608.00
15312	01/11/2019	4234	JAMES BATEMAN			3,214.80
15313	01/11/2019	4235	JACQUELINE BACKUS			1,608.00
15314	01/11/2019	4236	GAIL AMMON			1,608.00
15315	01/11/2019	4305	LEONARD COOK			1,608.00
15316	01/11/2019	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
15317	01/11/2019	2279	F-E-H BOCES TREASURER	JANUARY CONTRACT BILLING		18,830.37
15318	01/11/2019	4655	RAYMOND T. HOAG	SHOT CLOCK FEE		45.00
15319	01/11/2019	3639	INDIAN LAKE CENTRAL SCHOOL	1/2 PSYCHOLOGIST FEE + SUMMER, CPR FEE		18,200.30
15320	01/11/2019	2285	JOSTENS	DIPLOMAS	190171	38.68
15321	01/11/2019	4529	SUPREME SCHOOL SUPPLY	PERMANENT RECORD CARDS	190183	46.84
15322	01/11/2019	1913	TUPPER LAKE SUPPLY CO.		190178	37.03
15323	01/11/2019	4141	NOELLE SHORT	MILEAGE 11/6, 11/29, 12/6, 12/7		80.22

LONG LAKE CSD

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



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15324	01/11/2019	1409	HILL ELECTRIC SUPPLY CO. INC.	CUSTODIAL SUPPLIES	190132	70.00
15325	01/11/2019	3557	MERIDIAN IT	TELEPHONE MTNCE 1/1/19-3/31/19, NEW PHONE BANK		2,594.72
15326	01/11/2019	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER USAGE		71.79
15327	01/11/2019	1825	VP SUPPLY CORP	CUSTODIAL SUPPLIES	190079	149.93
15328	01/11/2019	2004	FORTUNE'S HARDWARE	CUSTODIAL SUPPLIES	190015	219.23
15329	01/11/2019	3953	N.A.P.A. AUTO PARTS	CUSTODIAL SUPPLIES	190013	99.97
15330	01/11/2019	2742	TUPPER LAKE CENTRAL SCHOOL			3,463.28
15331	01/11/2019	1288	XEROX CORPORATION	JANUARY COPIER CONTRACT + USAGE		28.98
15332	01/11/2019	4525	SLIC NETWORK SOLUTIONS	JANUARY CABLE TV		122.65
15333	01/11/2019	4651	PETROLEUM TRADERS CORP	FUEL OIL DELIVERY 1/2/19	190152	9,486.33
15334	01/11/2019	2988	GIRVIN & FERLAZZO, P.C.	DECEMBER LEGAL CONTRACT		600.00
15335	01/11/2019	1360	HAMILTON COUNTY TREASURER	DECEMBER GAS/DIESEL		861.34
15336	01/11/2019	2551	LELAND PAPER CO.	CUSTODIAL SUPPLIES	190148	102.95
15337	01/24/2019	4199	NYS EMPLOYEES' HEALTH INSURANCE	FEBRUARY HEALTH INSURANCE		76,438.99
15338	01/24/2019	3825	AMAZON		190185	330.96
15339	01/24/2019	4141	NOELLE SHORT	MILEAGE 1/9/19 AND 1/10/19		177.67
15340	01/24/2019	4382	RALPH DESHETSKY	OFFICIAL FEES		108.00
15341	01/24/2019	4460	MATTHEW S. BURTIS	OFFICIAL FEES 1/11/19, 1/14/19		300.00
15342	01/24/2019	4080	JEFF LECKRONE	OFFICIAL FEES		186.00
15343	01/24/2019	4530	AMERICAN OUTLETS, INC	MASTER LOCKER KEY	190190	14.98
15344	01/24/2019	3715	HAMILTON COUNTY SOCIAL SERVICES	HOME RUN PROGRAM 1/1/19-12/31/19		5,450.00
15345	01/24/2019	2285	JOSTENS	DIPLOMA COVERS	190171	47.11
15346	01/24/2019	1209	J. W. PEPPER & SON INC.	MUSIC	190184	173.74
15347	01/24/2019	4425	VERIZON	CELL PHONE		27.84
15348	01/24/2019	4435	HARTSON TOTAL OPENING	LOCKSETS	190182	1,128.00
15349	01/24/2019	1709	QUILL	SCIENCE SUPPLIES	190191	58.18
15350	01/24/2019	4610	AIMEE HARKNESS	SCIENCE OLYMPIAD MEALS		195.00
15351	01/24/2019	1305	AMERICAN EXPRESS	FAN BLADE, FINGERPRINTS, SENIOR TRIP		1,622.82
15352	01/24/2019	3855	STANLEY CONVERGENT SECURITY SOLUTIONS INC.	SECURITY SYSTEM CAMERAS	190168	3,183.07
15353	01/24/2019	3986	OLYMPIC REGIONAL DEV AUTHORITY	GORE MOUNTAIN SKI FEES		1,902.00
15354	01/24/2019	4652	WARREN TIRE	TIRES FOR VAN	190197	354.76

LONG LAKE CSD

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



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
---------	------------	-----------	-------------	-------------------	-----------	--------------

Number of Transactions: 72

Warrant Total: 197,467.59

Vendor Portion: 197,467.59

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 72 in number, in the total amount of \$ 197,467.59 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.

1/31/19 Noelle J. Shott
Date SUPERINTENDENT

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 197,467.59. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

2/1/19 Jerome S. Flanagan
Date CLAIMS AUDITOR

LONG LAKE CENTRAL SCHOOL FIELD TRIP REQUEST FORM

Please submit these forms to the office at least (2) weeks before the trip. Overnight field trips must be submitted in advance of two board meetings, unless approved as an exception by the Superintendent. After approval, you must see Business Office for Purchase Orders or Checks.

Field Trip Request For: Class of 2020 - Junior Class Trip

Date(s) Of Trip: June 24 & 25 2019 Place: Niagara Falls, NY
Month Day(s) Year

Times: Leave: 7:00 am Monday 6/24 Return: 9:00 pm Tuesday 6/25

Transportation Availability ☐ YES ☐ NO

Business Manager Signature

Substitute Needed: ☐ YES ☒ NO

Number of Students: 1
(Attach List of Names)

Names of Chaperones (Must have approval): Elisha Pylman

For Office Use

Substitute Name (If Applicable)

EXPENSES:

Budget Area: _____
 Fees/Registration Expenses (If Any): \$ 141 -
 Chaperone Stipend(s) (If Applicable) \$ 200
 Lodging/Meals (If Applicable) \$ 752.46
 Miscellaneous: \$ _____
 TOTAL COST \$ 1093.46

Estimated Round Trip Mileage

610

Attachments: the trip will not be approved without all of the following:

1. Copy of letter to parents/permission form.
2. Names of Students Attending
3. Lesson plans (pre and post) and teacher guides.
4. Justification.

Field Trip approved by Superintendent: ☒ YES ☐ NO

Noelle J. Short
 Superintendent

Overnight trip approved by the Board of Education: ☐ YES ☐ NO

COPY: Business Manager, Originator, Cafeteria, Nurse

☐ Website Calendar

☐ AESOP Calendar, confirmation #: _____



Proposal for Junior Class Trip to Niagara Falls

Tentative Date:

Monday, June 24th- Tuesday, June 25th

Students Attending:

Syana Sandiford

Chaperone:

Elisha Pylman

Activities:

The Niagara Falls Discovery Pass at Niagara Falls State Park which includes: Niagara Falls Adventure Theater, Aquarium of Niagara, Cave of the Winds Tour, Niagara Gorge Discovery Center, the Maid of the Mist Boat Ride, and scenic trolley rides. Tickets cost \$47.00 per person, including processing fees.

On the way to Niagara Falls we will visit Monroe Community College in Rochester, NY.

Activities total: 3 people (1 student, 1 chaperone, 1 bus driver) x 47 = \$141

Accommodations:

Days Inn Niagara Falls
443 Main St.
Niagara, NY

3 rooms at \$180.82 each (includes tax, fees, & continental breakfast)

Accommodation total : \$542.46

Meals:

Monday Breakfast- at own expense

Monday Lunch: 3 x \$15.00 = \$45.00

Monday Dinner: 3 x \$20.00 = \$60.00

Tuesday Breakfast: Included in cost of hotel room

Tuesday Lunch: 3 x \$15.00 = \$45.00

Tuesday dinner: 3 x \$20.00 = \$60.00



Meal total: \$210.00

Total cost for activities, lodging & meals = \$893.46

Justification:

Our trip to Niagara Falls State Park will provide our junior class with education and experience of visiting a world renowned landmark. This is New York's oldest state park, which will provide students historical and geographic education regarding the falls. The excursions will provide students with the opportunity to learn about a number of ecosystems and a variety of different marine life, near and far, through the visit to the aquarium in Niagara Falls. This will deepen the students understanding for study of Environmental Science, which is currently being taken, and Biology, which was taken last year. Visiting this state park and the Discovery Center will also be related to the completion of their study of US History. While on this trip we will also visit Monroe Community College based on student interest. This helps to strengthen college and career planning, and enhance the understanding of the link between high school and the world of work by providing exposure to a college of interest that we would normally be unable to visit during the school year.

Itinerary:

Monday, June 24th

6:50 am - Luggage check

7:00 am - Depart LLCS

11:15 am - 12:30 pm - College visit to Monroe Community College & lunch

12:30 pm - Depart MCC

2:00 pm - Check-in at hotel

2:15 pm - Walk to Niagara Falls State Park

View the falls from Observation Tower

Niagara Adventure Theater

Maid of the Mist Boat Tour

Niagara Scenic Trolley to Goat Island

Explore Three Sisters Island and Terrapin Point

6:00 pm - 9:30 pm - Hotel, pool, dinner, exploring shops and viewing the falls at night from the observation tower

10:00 p.m. Fireworks overlooking the falls

11:00 p.m. Return to hotel, students in their rooms for the night



Tuesday, June 25th

8:00 am - 9:00 am - Breakfast at hotel, pack up and check out of the hotel.

9:00 am - 3:00 pm -

Scenic Gorge Overlook Hike

Niagara Gorge Discovery Center

Aquarium of Niagara Falls

Cave of the Winds Tour

Lunch near the park

3:00 p.m. - Depart Niagara Falls to return to Long Lake, dinner while traveling back

9:00 p.m. - Arrive in Long Lake



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

Dear Junior Class Parents,

The junior class has planned a trip to Niagara Falls State Park in Niagara Falls, NY which will take place on Monday, June 24th & Tuesday, June 25th, 2019. While in Niagara Falls we will utilize the Discovery Pass which grants us access to the Niagara Adventure Theater, Aquarium of Niagara, Cave of the Winds, Niagara Gorge Discovery Center, Maid of the Mist Boat Ride, and Niagara Scenic Trolley. We will also visit Monroe Community College in Rochester on our way to Niagara Falls.

On Monday, June 24th we will leave school promptly at 7:00 am. I ask that students please arrive at 6:50 am to check luggage and prepare for departure. We will return to Long Lake on the evening of Tuesday, June 25th by 9:00 pm. Breakfast on Monday and any additional purchases, such as souvenirs, will be the responsibility of the students. The rest of the meals, as well as the hotel and Niagara Falls Discovery Pass, will be covered by the school.

Students attending this trip will be required to agree to a code of conduct and are expected to behave as mature young adults. Not only will students be representing themselves, and their families, but also the Long Lake Central School. A parent and student meeting will be held to review the itinerary, review the code of conduct, sign paperwork, and ask any questions that may arise.

Please sign the permission slip below granting your child permission to attend this event. If you have any questions, please feel free to contact me at (518)624-2221 or epylman@longlakecsd.org

Sincerely,

Elisha A. Pylman
School Counselor
Junior Class Advisor

Board of Education

Brian Penrose

President

Michael Farrell

Vice President

Alexandria Harris

Trisha Hosley

Frederick Short

Superintendent/Principal

Noelle J. Short

nshort@longlakecsd.org

Business Manager

Victoria J. Snide

vsnde@longlakecsd.org

Treasurer

Lisa Walker

lwalker@longlakecsd.org

School Counselor

Elisha Pylman

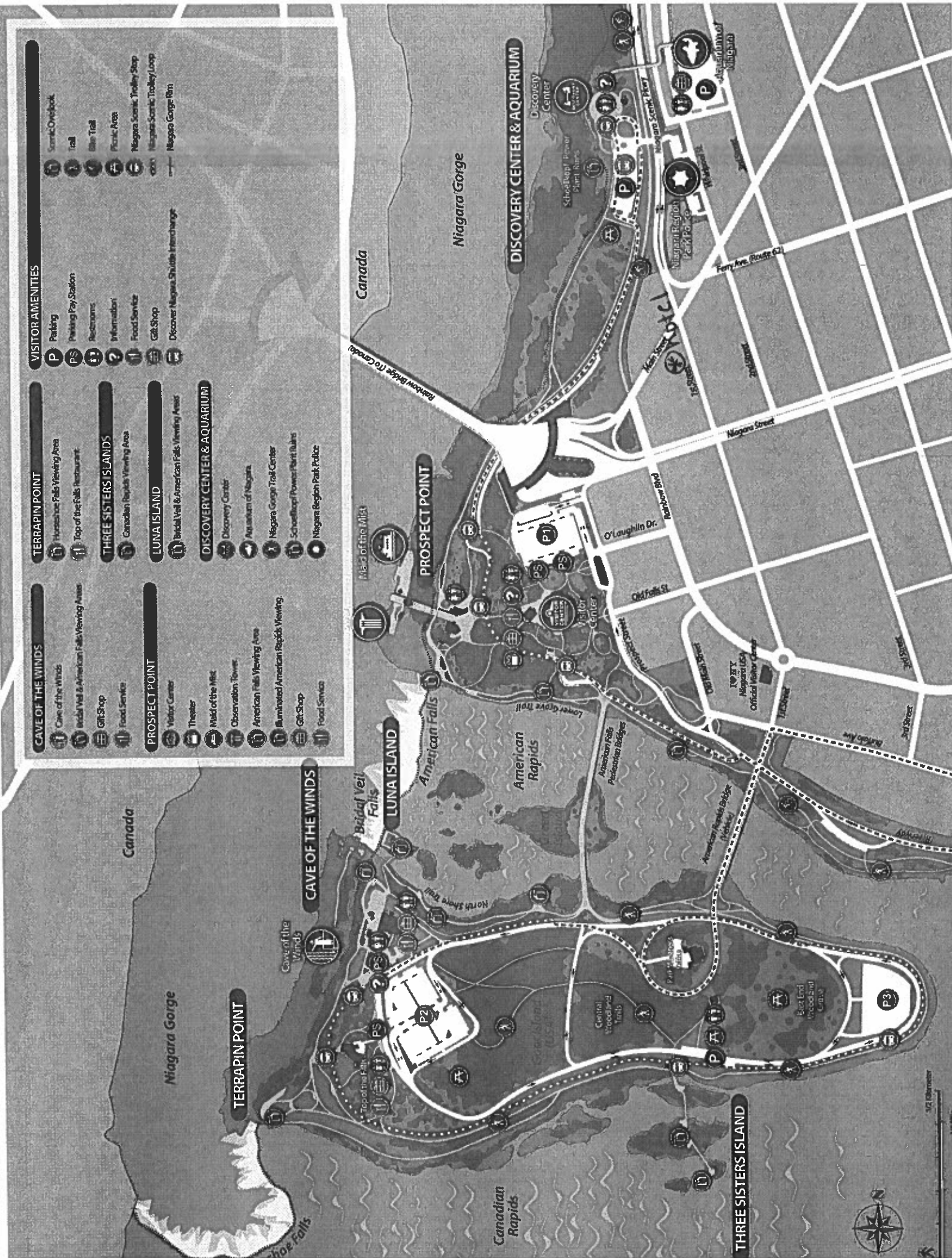
epylman@longlakecsd.org

My child, _____, has my permission to attend the junior class trip to Niagara Falls State Park on June 24th - June 25th 2019.

My child, _____, WILL NOT be attending the junior class trip to Niagara Falls State Park on June 24th - June 25th 2019.

Parent/Guardian Signature

Date



VISITOR AMENITIES

- P Parking
- PS Parking Pay Station
- R Restrooms
- I Information
- F Food Service
- GS Gift Shop
- Discover Niagara Shuttle Interchange
- Scenic Overlook
- Trail
- Blue Trail
- Picnic Area
- Niagara Scenic Trolley Stop
- Niagara Scenic Trolley Loop
- Niagara Gorge Rm

TERRAPIN POINT

- H Horseshoe Falls Viewing Area
- T Top of the Falls Restaurant

THREE SISTERS ISLANDS

- C Canadian Rapids Viewing Area

LUNA ISLAND

- B Bridal Veil & American Falls Viewing Areas

DISCOVERY CENTER & AQUARIUM

- D Discovery Center
- A Aquarium of Niagara
- N Niagara Gorge Trail Center
- S School Bus Power Plant Bldg
- N Niagara Region Park Police

CAVE OF THE WINDS

- C Cave of the Winds
- A American Falls Viewing Area
- GS Gift Shop
- F Food Service

PROSPECT POINT

- V Visitor Center
- T Theater
- M Maid of the Mist
- O Observation Tower
- A American Falls Viewing Area
- B Bannockburn American Rapids Viewing
- GS Gift Shop
- F Food Service

CAVE OF THE WINDS

- C Cave of the Winds

TERRAPIN POINT

- T Top of the Falls

THREE SISTERS ISLAND

- E East End Wooded Area



SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION

A parent of a minor or incapacitated person may designate another person as a person in parental relation to that minor or incapacitated person for certain health care and educational decisions for a period not exceeding ~~six~~ 12 months. However, this parental designation is conditioned upon there being no prior order of any court in any jurisdiction currently in effect that would prohibit the parent from exercising the same or similar authority; and provided further that, in the case where a court has ordered that both parents must agree on education or health decisions regarding the child, a designation in accordance with this law will not be valid unless both parents have given their consent.

The designation of a person in parental relation must be in writing in the form prescribed by law, and must include specified information as set forth in law for designations of 30 days or less, as well as additional information required for designations of more than 30 days. The designation of a person in parental relation may be presented to any school that requires the designation by either the parent or designee. The designation may specify a period of time less than ~~six~~ 12 months for which the designation will be valid unless earlier revoked by the parent in accordance with law. However, a designation specifying a period of more than 30 days must be notarized.

If no time period is specified in the designation, it will be valid until the earlier of:

- a) Revocation; or
- b) The expiration of 30 days from the date of signature if the designation does not meet the requirements for designations of more than 30 days; or
- c) ~~Six~~ Twelve months from the date of commencement specified in the designation if the designation meets the requirements for designations of more than 30 days.

Scope of Designation

A designation made in accordance with this law may specify:

- a) The treatment, diagnosis, or activities for which consent is authorized;
- b) Any treatment, diagnosis, or activity for which consent is not authorized; or
- c) Any other limitation on the duties and responsibilities conveyed by the designation.

Form of DesignationDesignations in General

A designation of a person in parental relation in accordance with this law must be in writing and include:

- a) The name of the parent;
- b) The name of the designee;

(Continued)

SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION (Cont'd.)

- c) The name of each minor or incapacitated person with respect to whom the designation is made;
- d) The parent's signature; and
- e) The date of the signature.

The designation may specify a period of time less than ~~six~~ 12 months for which the designation will be valid unless earlier revoked by the parent in accordance with Section 5-1554 of General Obligations Law. However, any designation specifying a period of more than 30 days must also conform to the following provisions as set forth in law.

Designations for More Than 30 Days

A designation specifying a period of more than 30 days must also include:

- a) An address and telephone number where the parent can be reached;
- b) An address and telephone number where the designee can be reached;
- c) The date of birth of each minor or incapacitated person with respect to whom the designation is made;
- d) The date or contingent event on which the designation commences;
- e) The written consent of the designee to the designation; and
- f) A statement that there is no prior order of any court in any jurisdiction currently in effect prohibiting the parent from making the designation.

A designation specifying a period of more than 30 days must be notarized.

Revocation of Designation

A parent may revoke a designation by notifying, either orally or in writing, the designee or the school to which the designation has been presented, or by any other act evidencing a specific intent to revoke the designation. A designation will also be revoked upon the execution by the parent of a subsequent designation. Revocation by one parent authorized to execute a designation will be deemed effective and complete revocation of a designation in accordance with law.

A designee who receives notification from a parent of any revocation must immediately notify any school to which a designation has been presented. A parent may directly notify the school of the revocation. The failure of the designee to notify the school of the revocation will not make the revocation ineffective.

(Continued)

SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION (Cont'd.)**Effect of Designation**

- a) A designee will possess all the powers and duties of a person in parental relation unless otherwise specified in the designation.
- b) A designation will not impose upon a designee a duty to support the child.
- c) A designation will not cause a change in the school district of residence of the child for purposes of the Education Law, and during the period of validity of the designation, the child will be presumed to be a resident of the school district in which the parent resided at the time the designation was made.
- d) A designation will terminate and be revoked upon the death or incapacity of the parent who signed the designation.
- e) The decision of a designee will be superseded by a contravening decision of a parent.

A person who acts based upon the consent of a designee reasonably, and in the good faith belief that the parent has authorized the designee to provide the consent, will not be deemed to have acted negligently, unreasonably, or improperly in accepting the designation and acting upon the consent. However, this person may be deemed to have acted negligently, unreasonably, or improperly if he or she has knowledge of facts indicating that the designation was never given, or did not extend to an act or acts in question, or was revoked.

No provision of General Obligations Law Title 15-A will be construed to require designation of a person in parental relation where the designation is not otherwise required by law, rule, or regulation.

*

Education Law §§ 2 and 3212
Family Court Act § 413
General Obligations Law Title 15-A
Public Health Law §§ 2164 and 2504

SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

The District will provide students with disabilities appropriate opportunities to earn a diploma or other non-diploma high school exiting commencement credential in accordance with Commissioner's regulations. ~~During~~ Students with disabilities may be eligible for one or more of the following student's annual review, the District will evaluate graduation opportunities and identify the means to achieve them. As part of this process, the District:

- a) ~~Will coordinate activities with guidance personnel and BOCES staff to ensure that students meet credit and sequence requirements and to consider them for vocational opportunities.~~
- b) ~~May modify instructional techniques and materials. Any modifications will be included on a student's Individualized Education Program (IEP) so that they can be implemented consistently throughout the student's program.~~
- e) ~~Will review special education instructional programs to ensure equivalency with the same courses taught in the general education program.~~
- d) ~~Will coordinate communication between special and general education staff so that all staff members understand required skills and competencies, and to establish equivalency of instruction in special education classes.~~

Diploma Options

- a) Regents Diploma, including with honors, an advanced designation, a career and technical education endorsement, and/or any other designation or endorsement as may be available from time to time.
- b) Local Diploma, including with
~~Graduation and transition plans will take into account the various pathways available to these students. For students with IEPs, the District will plan transition services for post-secondary life as early as possible, but no later than the school year in which the student turns age 15. Transition activities will focus on improving both the student's academic and functional achievement. The plan will explore post-secondary opportunities and employment options and, if applicable, connection with adult service agencies that may provide the student with services after exiting school.~~

The District may award these diplomas or credentials, or both:

- a) ~~Local diploma: be available to students with an IEP or a Section 504 accommodation plan that specifies a local diploma. Students must comply with credit requirements. The available assessments to earn a local diploma include: from time to time.~~
 - 1. ~~Low pass safety net option: students must achieve a score of 55 or higher on five required Regents exams.~~
 - 2. ~~Low pass safety net and appeal: available to students who score 52-54 on up to two Regents exams, successfully appeal those scores, and meet other applicable conditions.~~

3. ~~Regents Competency Test (RCT) safety net option: a student who enters grade 9 before September 2011 must pass a corresponding RCT if he or she does not attain a score of 55 or higher on the Regents examination.~~

(Continued)

Students

SUBJECT: ~~DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES (Cont'd.)~~

4. ~~Compensatory safety net option: except for scores on ELA and math exams, students may use one Regents exam score of 65 or above to compensate for a Regents exam score of 45-54. Students must score at least 55 (or successfully appeal a score of 52-54) on both the ELA and a math exam.~~
5. ~~Superintendent's determination: students who are unable to demonstrate their proficiency on standard state assessments because of one or more disabilities may be able to graduate upon the Superintendent's review and written certification of their eligibility. The Superintendent will make a determination after receiving a written request from an eligible student's parent or guardian. (Students with a Section 504 accommodation plan may not use this option.)~~

Existing Credentials Options

- a)b) ~~Career Development and Occupational Studies (CDOS) Commencement Credential, which may be earned (CDOS): any student who is not assessed using the New York State Alternate Assessment (NYSAA) may earn the CDOS Commencement Credential as a supplement to a Regents or local diploma or as his or her student's only exiting credential if the student attended school for at least 12 years, excluding kindergarten. The student must meet criteria specified by the State Education Department confirming that he or she has attained the standards-based knowledge, skills, and abilities necessary for entry-level employment.~~
- b)e) ~~Skills and Achievement (SA) Commencement Credential: students with severe disabilities who~~

~~Specific requirements and detailed information for each diploma and non-diploma high school exiting credential are assessed using specified in the Commissioner's regulations and various guidance materials issued by the NYSAANew York State Department of Education may earn the SA Commencement Credential. They must attend school for at least 12 years, excluding kindergarten. The District must document the student's skills, strengths, and levels of independence in academic, career development, and foundation skills needed for post-secondary life.~~

~~Education Law §§ 3202 and 4402
8 NYCRR §§ 100.1, 100.2, 100.5, and 100.6; 200.4, and 200.5~~

NOTE: Refer also to Policies #7220 -- Graduation Options/Early Graduation/Accelerated Programs
#7221 -- Participation in Graduation Ceremonies
#7641 -- Transition Services

Adoption Date

Students

SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

The District will provide students with disabilities appropriate opportunities to earn a diploma or non-diploma high school exiting credential in accordance with Commissioner's regulations. Students with disabilities may be eligible for one or more of the following:

Diploma Options

- a) Regents Diploma, including with honors, an advanced designation, a career and technical education endorsement, and/or any other designation or endorsement as may be available from time to time.
- b) Local Diploma, including with any endorsement as may be available from time to time.

Existing Credentials Options

- a) Career Development and Occupational Studies (CDOS) Commencement Credential, which may be earned as a supplement to a Regents or local diploma or as a student's only exiting credential.
- b) Skills and Achievement Commencement Credential.

Specific requirements and detailed information for each diploma and non-diploma high school exiting credential are specified in the Commissioner's regulations and various guidance materials issued by the New York State Department of Education.

8 NYCRR §§ 100.1, 100.2, 100.5, and 100.6

NOTE: Refer also to Policies #7220 -- Graduation Options/Early Graduation/Accelerated Programs
#7221 -- Participation in Graduation Ceremonies
#7641 -- Transition Services

Adoption Date

Proposed Journalism/Media Literacy Course for School Year 2019-20

Taught by:

Tamara Combs

Description:

This course will focus on the foundations of journalism including news writing, feature writing and reporting as well as the intricacies of navigating the media in today's information rich climate.

Intended Audience:

Students in grades 9-12

Length:

Two semesters (four quarters)

Textbook:

High School Journalism, A Practical Guide by Jim Streisel

Field Trips:

I would like to bring students to Saranac Lake to visit the Adirondack Daily Enterprise offices.

Standards:

Information and Literacy Standards

9-10R5: In literary texts, consider how varied aspects of structure create meaning and affect the reader. (RL)

11-12R5: In literary texts, analyze how varied aspects of structure create meaning and affect the reader. (RL)

Integration of Knowledge and Ideas

9-10R7: Analyze how a subject / content is presented in two or more formats by determining which details are emphasized, altered, or absent in each account.

11-12R7: In literary texts, analyze multiple adaptations of a source text as presented in different formats

11-12R8: Delineate and evaluate an argument in applicable texts, applying a lens (e.g. constitutional principles, logical fallacy, legal reasoning, belief systems, codes of ethics, philosophies, etc.)...

Writing-Text Types and Purpose

9-10W2: Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly...

11-12W2: Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly...

Speaking and Listening-

9-10SL2: Integrate multiple sources of information presented in diverse formats...

9-10SL5: Make strategic use of digital media and/or visual displays in presentations to enhance understanding of findings...

11-12SL2: Integrate multiple sources of information presented in diverse formats

11-12SL5: Make strategic use of digital media and/or visual displays in presentations to enhance understanding of findings...

Outline of Weekly Activities

Week 1: Introduction to course; Journalism Vocabulary, the role of the journalist, editor, publisher, etc.

Week 2: The Oral Tradition (History of Communication)

Week 3: History of Journalism

Week 4: History of Journalism continued...(Research paper)

Week 5: Media Law

Week 6: News writing vs. Feature Writing (Compare a newspaper to a magazine in format and content)

Week 7: Article #1: News writing--Hard News Article A

Week 8: Article #2: Feature Writing Article A

Week 9: Article #3: Feature Writing Article B

Week 10: Editorials/Opinions/Blog writing

Week 11: Article #4: Editorial/Blog

Week 12: Sports Writing

Week 13: Investigative Journalism

Week 14: Investigative Journalism and Watergate (All the President's Men)

Week 15: Web based publications

Week 16: Article #6-Hard News Article B

Week 17: Article #7-Feature Article C

Week 18: Review Writing (Movie/Music)

Week 19: Broadcast News

Week 20: Review/Unit Test

Week 21: Media in the Media

Week 22: Movie (His Girl Friday and/or Citizen Kane)

Week 23: Who owns the media?

Week 24: What is truth? Rhetoric.

Week 25: Digital Citizenship

Week 27: The Scarlet Letter (emphasis on truth/fake news)

Week 28: The Scarlet Letter (emphasis on truth/fake news)

Week 29: The Scarlet Letter (emphasis on truth/fake news)

Week 30: Social Media Literacy

Week 31: Social Media Literacy

Week 32: Race, gender and equality in the media

Week 33: Research Paper: Stereotypes and the media

Week 34: Research Paper: Stereotypes and the media

Week 35: Advertising

Week 36: Documentary on media

Week 37: Documentary/Film (students create)

Week 38: Documentary/Film

Week 39: Documentary/Film

Week 40: Review/Final Exam

Assessment:

The final grade for this course will be based on the following:

Writing & Projects: 50%

Homework & Classwork: 20%

Tests: 20%

Participation: 10%

LONG LAKE CENTRAL SCHOOL DISTRICT TEXT ADOPTION FORM

1/18/19 English Tamara Combs
Date Department Submitted by:

Current Text None

Author(s) _____ Edition _____

Publishing Co. _____ Copyright _____

Proposed Text High School Journalism: A Practical Guide

Author(s) Jim Streisel Edition _____

Publishing Co. McFarland + Company Copyright 2007

Readability Level High School

Grade level of targeted population 9-12 Approximate Number of Students 8

Cost of each text: \$ 27.33 Total Cost: \$ 218.64

Reasons for adoption of new text: (State the weaknesses of the current text and strengths of the new text. Also indicate what other texts were reviewed.)

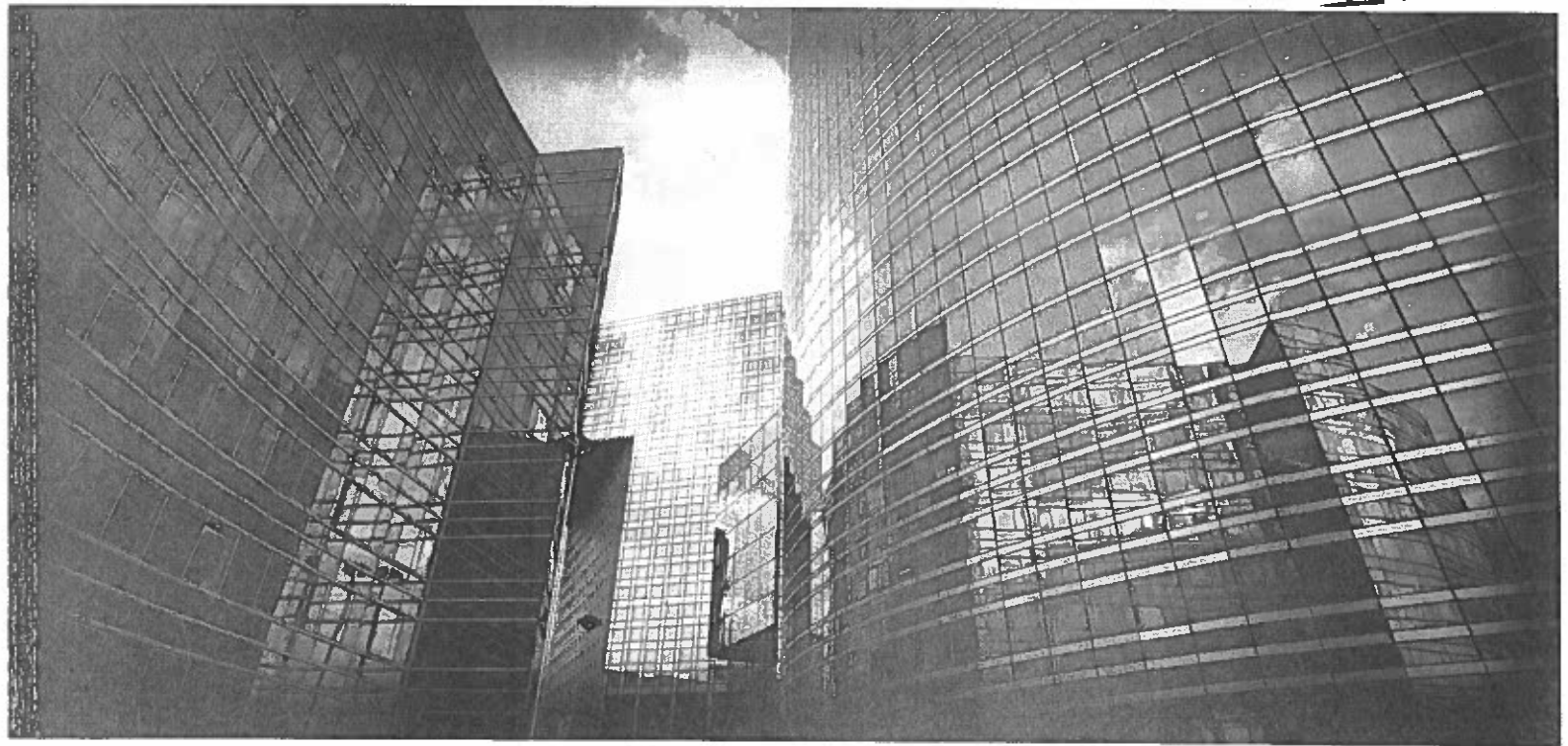
This text is widely recommended by high school journalism teachers for its student friendly language. It gives a basic overview of journalism for beginning journalists.

List any auxiliary materials you plan to purchase along with the text. (Teacher's Manual, audiovisual aids, tests for duplication, workbooks, etc.). Indicate the expense involved for each and specify whether that expense is a one-time expense or annual.

Item _____	Cost _____	() Once	() Annual
Item _____	Cost _____	() Once	() Annual
Item _____	Cost _____	() Once	() Annual
Item _____	Cost _____	() Once	() Annual
Item _____	Cost _____	() Once	() Annual

Approval: Department Chairperson: _____

Superintendent/Board: _____



Qualifications to Provide Bond Counsel Services to the:

Long Lake Central School District

M. Cornelia Cahill
Deputy Managing Partner
Barclay Damon, LLP
80 State Street
Albany, New York 12207

February 2019

TABLE OF CONTENTS

	<u>Page</u>
The Firm	1
Experience in Providing School District Bond Counsel Services	1
Qualifications and Key Personnel	4
Proposed Fee Structure	4
References	5
Appendix A – Select General Obligation Issuers	A-1
Appendix B – Select Attorney Profiles	B-1

We are pleased to present Barclay Damon's qualifications to serve as bond counsel to the Long Lake Central School District (the "School District").

The Firm

The law firm Barclay Damon LLP was formed on June 1, 2015, when Hiscock & Barclay, LLP and Damon Morey LLP joined forces. The merger substantially enhanced the breadth and depth of the legal services available to clients of both firms. Strong legal expertise and excellent client service are cornerstones of Barclay Damon, just as they were of its predecessor firms. Both predecessor firms also have long and stable histories of providing service in New York State. Hiscock & Barclay was founded in 1855 in Syracuse, and Damon Morey was founded in 1917 in Buffalo. A super-regional law firm made up of 275 attorneys, Barclay Damon is now the largest law firm based in Upstate New York and the 159th largest nationally, based on recent *National Law Journal* rankings. Today, our 275 attorneys share a unique understanding of issues that drive government and business solutions and deliver results. We offer our clients a rare combination of traditional values, innovative thinking and entrepreneurial spirit. We share a commitment to superior client service, and we are focused on delivering results that exceed expectations.

Experience in Providing School District Bond Counsel Services

Public finance has been an important part of the firm since the 1980s. A major part of our public finance practice is providing bond counsel services in connection with the issuance of tax-exempt bonds and notes by school districts, counties, cities, towns, villages, and other local governmental issuers as well as by state and local agencies and authorities. We have been listed in The Bond Buyer's Municipal Marketplace directory of municipal finance attorneys (the "Red Book") with the status of "Nationally Recognized Bond Counsel" since the 1980s.

We currently serve as bond counsel on school district and municipal capital projects ranging in size from a few hundred thousand dollars to hundreds of millions of dollars. We act as bond counsel to general obligation issuers in connection with the issuance of bonds and notes to finance capital projects, pension obligations, tax certiorari settlements and judgments, the issuance of revenue and tax anticipation notes to finance cash flow deficits, and the issuance of current refunding bonds to achieve debt service savings. We represent general obligation issuers in connection with financings through the Dormitory Authority of the State of New York ("DASNY"), capital projects financed with energy performance contracts, and non-recourse borrowings through the New York State Municipal Bond Bank Authority.

Bond and note issues where we have served as bond counsel have been purchased by e.g., Bank of America, The Bank of New York Mellon, BNY Capital Markets, Citigroup Capital Markets, Inc., Commerce Capital Markets, Jefferies & Co., JPMorgan Chase Bank, N.A., KeyBank Capital Markets, Roosevelt & Cross Incorporated and Wachovia Bank, National Association, as well as many local banks and trust companies. We work closely with our school district clients and their financial advisors to ensure that the school district is receiving the most effective and efficient services possible. For many years, we have worked with all of the financial advisors who perform services in the New York State with the prime goal of simplifying the process of issuing debt for our school district clients.

As a necessary adjunct to our public finance practice, we maintain an active federal tax practice in the tax-exempt finance area. We also monitor the development and progress of federal tax legislation and regulations, prepare notices and analyses of current developments for our

clients, and confer, when appropriate, regarding legislation and regulations with staff of the Internal Revenue Service and with state treasury officials. We are working closely with our school district clients to develop procedures necessary to satisfy the Internal Revenue Service's enhanced focus on post issuance compliance.

As bond counsel, we provide a full range of services to our clients. In the provision of bond counsel services to our public finance clients, we will always undertake to provide superior service. We are committed to (1) knowing the law of public finance (State law and applicable federal tax and securities law), (2) understanding the business and public policy considerations underlying various public finance programs, (3) delivering work product that is thoughtfully prepared, and (4) preparing fully for closings for the convenience of our clients. We have built a team that has breadth and depth at all levels sufficient to maintain quality services at all times. We believe that these factors make us unique among other nationally recognized municipal bond counsel.

We provide the following services in connection with a school district capital project:

- A. The review of proceedings to satisfy ourselves that the project is in compliance with the SEQRA Regulations of the State of New York.
- B. The drafting of the resolution to be adopted by the Board of Education establishing a meeting of the voters.
- C. The drafting of the Legal Notice for the meeting of the voters to be published in connection with such meeting.
- D. The drafting of the bond resolution to be adopted by the Board of Education.
- E. The drafting of the Legal Notice of Estoppel to be published in connection with the adoption of the bond resolution.
- F. The review of the above documents upon transmittal in certified form to us.
- G. The review of the maturity schedule for the issue.
- H. The review of the official offering statement used in connection with the sale of the bonds.
- I. The drafting of the Notice of Bond Sale and the Summary Notice of Sale.
- J. The review of the affidavit of publication of the Summary Notice of Bond Sale.
- K. The review of the Debt Statement to be prepared and filed as required by law in connection with the bond sale.
- L. The review of a certificate evidencing the filing of the Debt Statement as required by law in connection with the bond sale.
- M. The drafting of the Certificate of Award in connection with the bond sale.
- N. The drafting of an Arbitrage Certificate with respect to the bonds.

- O. The drafting of a Continuing Disclosure Undertaking, which document details the school district's continuing disclosure responsibilities under Rule 15c2-12, as required by law.
- P. The drafting of a Closing Certificate with respect to the bonds, which document acts as a guarantee of signatures, a receipt for the bonds and a no litigation certificate.
- Q. The drafting and delivery of our final approving opinion with respect to the bonds.
- R. Coordination with the municipal bond insurer, if any.
- S. Coordination of the closing of the bonds with The Depository Trust Company.
- T. Preparation and filing of IRS Form 8038-G.

We represent over 110 general obligation issuers, including 85 school districts. A representative list of the general obligation issuers for whom we serve as bond counsel is attached as Appendix A.

In addition to our general obligation practice, we currently serve as bond counsel to various New York State agencies and authorities that issue bonds on behalf of non-governmental entities, including DASNY, the New York State Housing Finance Agency and the New York Environmental Facilities Agency. We recently served as bond counsel to DASNY in connection with its issuance of its School Districts Revenue Bond Financing Program Revenue Bonds being issued to provide permanent financing to 40 school districts across the State.

We also have provided bond counsel services to many local conduit issuers, including the Schenectady Metroplex Development Authority and industrial development agencies serving the Cities of Schenectady and Syracuse, the Counties of Oswego, Schenectady and Suffolk, and the Towns of Babylon and Colonie. Our public finance attorneys also have substantial experience in municipal bond transactions as underwriter's counsel, issuer's counsel, credit enhancement provider's counsel, and conduit borrower's counsel.

As part of our public finance practice, we represent a number of underwriters in connection with the issuance of general obligation bonds by New York municipalities and school districts and their related entities. Since January 2014, we have represented underwriters in approximately 95 advance and/or current refunding transactions for local government issuers under the Local Finance Law.

Our work as bond counsel is greatly strengthened by our significant experience serving as underwriters' counsel. In that role, we are primarily tasked with obligations of due diligence and reviewing disclosure for evidence of inaccuracy or incompleteness, consistent with Securities Exchange Act requirements. Passage of the Sarbanes-Oxley Act and the Dodd-Frank Wall Street Reform and Consumer Protection Act has only increased scrutiny by the Securities and Exchange Commission of all securities transactions, including the issuance of municipal bonds and has increased our focus on the disclosure issues faced by our bond counsel clients. Our underwriter's counsel experience will enhance our ability to assist the Long Lake Central School District in satisfying its disclosure obligations.

Qualifications and Key Personnel

Connie Cahill would act as lead partner in providing bond counsel services to the School District. We believe that it is important to school districts that they have one attorney assigned to all of their matters. Connie works in the Firm's Albany office and is Deputy Managing Partner of the Firm. She is the chair of the Public Finance Practice Area and practices exclusively in the public finance area with a special concentration in public school district and municipality financing. She has represented school districts, municipalities, New York State authorities, 501(c)(3) organizations and industrial development agencies in their issuance of tax-exempt and taxable obligations since 1983.

Connie is a graduate of Siena College (B.B.A.) *magna cum laude*; Albany Law School of Union University (J.D.) *cum laude*; and New York University School of Law (L.L.M., Tax Law). She is a member of the New York State Bar Association, the National Association of Bond Lawyers, and the Government Finance Officers Association. She is a former member of the Siena College Board of Trustees and the former Chairwoman of the Siena College Board of Associate Trustees.

Connie is assisted by Jo-Ann Kilmer, the Firm's Municipal Finance Administrator. Jo-Ann's primary focus is on the administration of our general obligation bond practice with our goal being to make the legal aspects of the issuance of bonds and notes by school districts as simple and painless as possible

Sharon L. Brown would assist Connie in providing advice regarding Federal and New York State income tax issues. Sharon focuses her practice on Federal taxation law, including tax issues associated with public finance transactions.

Copies of the resumes of Ms. Cahill, Ms. Brown and Ms. Kilmer are included in Appendix B.

Other partners and associates in the public finance, securities and tax law areas are as follows:

Public Finance Partners	Timothy Cashmore Garrett DeGraff Thomas F. O'Mara Edward J. Trombly
Public Finance Associates	Melissa Bennett Amanda Mirabito
Securities Law Partner	Christopher J. Bonner

While Connie would act as bond counsel to the School District, the services of all of the attorneys of the Firm would be available to the School District should the need arise.

Proposed Fee Structure

Our proposed fee schedule is as follows:

A. For legal services related to the School District's issuance of notes to finance the School District's proposed capital project, a fee equal to \$.50 cents per thousand of notes issued, with a minimum fee of \$1,750, plus disbursements.

C. For legal services related to the School District's issuance of bonds to finance the capital project, a fee equal to \$1.00 cents per thousand of bonds issued, with a minimum fee of \$2,500.00, plus disbursements.

Our fee for serving as bond counsel is due and payable upon issuance of each series of notes and bonds. We will **not** charge the School District any fee for our bond counsel services in the event that the voters of the School District do not approve the capital project.

Reasonable disbursements would be billed separately. We would bill only for our actual out-of-pocket costs relating to overnight mail services and the costs of preparation of transcripts. Such costs average approximately \$50.00 per bond or note issue.

References

We invite you to contact the following school district clients:

Adam Hotaling
Assistant Superintendent for Business
475 First Street
Enlarged City School District of Troy
Troy, New York 12180
(518) 328-5005

William Hogan
Assistant Superintendent for Business Affairs
City School District of the City of Albany
1 Academy Park
Albany, New York 12207
(518) 475-6020

Bruce Martin
Business Administrator
Red Hook Central School District
9 Mill Road
Red Hook New York 12571
(845) 758-2241 ext. 53100

APPENDIX A

Select General Obligation Issuers

Albany CSD	Horseheads CSD	Poughkeepsie CSD
Amsterdam CSD	Hunter-Tannersville CSD	Pulaski CSD
Andes CSD	Hyde Park CSD	Pulaski, Village of
Argyle CSD	Indian Lake CSD	Red Hook CSD
Austerlitz, Town of	Johnsburg CSD	Rensselaerville, Town of
Averill Park CSD	Johnstown CSD	Rhinebeck CSD
Berkshire UFSD	Kinderhook CSD	Richland, Town of
Berne-Knox-Westerlo CSD	Lackawanna CSD	Rotterdam-Mohonasen CSD
Bolton CSD	Lake George CSD	Salem CSD
Brasher Falls CSD	Lake Pleasant CSD	Sandy Creek, Town of
Broadalbin-Perth CSD	Lansingburgh CSD	Schaghticoke, Village of
Brutus, Town of	Little Flower UFSD	Schenectady, City of
Cairo-Durham CSD	Malone, Village of	Schodack CSD
Capital Region BOCES	Manlius, Town of	Schodack, Town of
Cato, Village of	Marcellus, Town of	Schoharie CSD
Catskill CSD	Margaretville CSD	Scotia-Glenville CSD
Chatham CSD	Marcellus, Town of	Schroon Lake CSD
Cincinnatus CSD	Margaretville CSD	Schuyler, County of
Cohoes CSD	Mayfield CSD	Schuylerville CSD
Corinth CSD	Mechanicville CSD	Scio CSD
Crown Point CSD	Mechanicville, City of	Scriba, Town of
East Amherst Fire Department	Melrose Fire District	Sharon Springs CSD
East Greenbush, Town of	Menands UFSD	Southeast, Town of
Ellenville CSD	Mendon, Town of	Spafford, Town of
Fonda-Fultonville CSD	Mexico, Town of	Speigletown Fire District
Fort Ann CSD	Mexico, Village of	St. Johnsville CSD
Fort Plain CSD	Middleburgh CSD	Sterling, Town of
Fort Edward UFSD	Minerva CSD	Stillwater CSD
Galway CSD	Mount Pleasant CSD	Stillwater, Village of
Gilboa-Conesville CSD	Nassau, Town of	Taconic Hills CSD
Glens Falls CSD	New Berlin, Town of	Troy CSD
Glenville Fire District	Niskayuna Fire District #1	Volney, Town of
Gloversville CSD	North Lebanon CSD	Waterford-Halfmoon UFSD
Granby, Town of	Northville CSD	Waterford-Halfmoon Fire District
Granville CSD	North Warren CSD	Warrensburg CSD
Green Island UFSD	Oppenheim, Town of	Watervliet, City of
Greenburgh-Eleven UFSD	Oppenheim-Ephratah-St. Johnsville CSD	Webutuck CSD
Greenburgh-Graham UFSD	Orchard Park, Town of	Weedsport, Village of
Greenville CSD	Orchard Park, Village of	Wells CSD
Greenwich CSD	Oswego, Town of	West Sand Lake Fire District
Hadley-Luzerne CSD	Patterson, Town of	West Canada Valley CSD
Highland CSD	Pawling, Town of	Westport CSD
Hoosic Valley CSD	Pawling CSD	Wheelerville CSD
Hoosic Falls, Village of	Pine Plains CSD	Windham-Ashland-Jewett CSD
Hopevale UFSD	Port Jervis CSD	

APPENDIX B

PROFILES

M. CORNELIA CAHILL



Deputy Managing Partner

Areas of Practice

- Public Finance
- Tax

Albany

Direct Phone: 518-429-4296
New York: 212-784-5800

Direct Fax: 518-533-2926
New York: 212-784-5777

mcahill@barclaydamon.com

Education

Albany Law of Union
University, J.D., *cum laude*,
1983

New York University School of
Law, LL.M., 1986

Siena College, B.B.A.,
magna cum laude, 1979

Connie Cahill has more than 25 years experience serving as bond counsel, underwriter's counsel, institution counsel and bank counsel in various public finance transactions involving New York State agencies and authorities, industrial development agencies, local development corporations, municipalities and school districts. Her extensive financing experience includes college and universities projects, hospitals, assisted living facilities, senior and multi-family housing projects and infrastructure projects.

Connie serves as bond counsel to the Dormitory Authority of the State of New York, the New York State Housing Finance Agency and, in conjunction with a MWBE firm, as special bond counsel to the New York State Thruway Authority. She also serves as agency counsel and bond counsel to several industrial development agencies and local development corporations, regularly advising the local agencies and authorities on the Public Authorities Accountability Act and the Public Authorities Reform Act, as well as guidance provided by the New York State Authorities Budget Office.

As bond counsel to over 110 municipalities and school districts, Connie has extensive experience representing her general obligation clients in the issuance of serial bonds, deficit bonds, bond anticipation notes, revenue anticipation notes and tax anticipation notes, as well as energy performance contracts. Connie represents municipalities in connection with projects financed by the New York State Environmental Facilities Corporation and she represents school districts in connection with projects financed by the Dormitory Authority of the State of New York.

Connie regularly serves as underwriter's counsel to all of the major underwriting firms active in New York State providing creative financing solutions and sound advice regarding an underwriter's disclosure obligations.

Connie serves on the Firm's Management Committee, is the Chair of the Public Finance Practice Area, and is the Chair of the Women's Forum. She is actively involved in the Forum's many events, including office networking events that encourage interaction among the firm's women attorneys and clients, business leaders and government officials, and in-house events that are organized to assist the firm's women attorneys in developing successful strategies for professional, client and leadership development.

Connie was an Assistant Professor in the School of Business at the State University of New York at Albany where she taught graduate tax courses in the Masters in Accounting Program.

Admitted to Practice

- New York, 1984

Publications/Speaking

- ▶ Presenter, "The SEC's Municipal Continuing Disclosure Compliance Initiative," Eastern Association of College and University Business Officers, September 30, 2014
- ▶ Co-author, "Impact of Tax-Exempt Bond Rules on Alternate Uses of School Facilities," The Reporter, NYS Association of School Board Officials, Summer, 2014.
- ▶ "Female Powerbrokers Q&A: Hiscock's Connie Cahill," *Law360*, May 2, 2014

Professional Affiliations

- ▶ National Association of Bond Lawyers
- ▶ Capital District Forum for Executive Women
- ▶ New York State Government Finance Officers Association

Civic Activities

- ▶ Schenectady County Catholic Charities Board of Directors

Prior Experience

- ▶ Hiscock & Barclay, LLP, Partner

Honors

- ▶ Martindale-Hubbell "AV" Peer Review Rated for Very High to Preeminent Ethical Standards and Legal Ability

SHARON L. BROWN



Partner

Areas of Practice

- ▶ Public Finance
- ▶ Tax

New York

Direct Phone: 212.784.5809

Direct Fax: 212.784.5764

slbrown@barclaydamon.com

Education

New York Law School, LL.M.

Long Island University, M.S.,
with distinction, Sigma
Beta Delta National Business
Honor Society

Suffolk University Law School,
J.D., *cum laude*, *Suffolk
Transnational Law
Review*, Executive Board
Member, Chief Note Editor

Northeastern University, B.S.

Sharon concentrates her practice on the federal tax treatment of tax-exempt bond financings and serves as bond counsel, underwriters' counsel, and special tax counsel. She has worked on transactions involving multi-modal structures, complex refundings, derivative products, multiple-year tranches, general obligation bonds, and revenue bonds. She also negotiates with letter of credit banks, including Fannie Mae and Freddie Mac, swap providers, direct purchasers, underwriters, and financial advisors regarding tax matters related to tax-exempt financings.

Sharon has extensive transactional experience with multi-family financings involving low-income housing tax credits, historical tax credits, and a variety of issuer and government subsidies and incentives. Sharon also has experience with power and energy financings.

Sharon advises issuers and borrowers on IRS examinations of tax-exempt bond transactions, and post-issuance tax compliance.

Representative Experience

- ▶ Serves as tax counsel in connection with the development and preservation of thousands of affordable housing units in mixed-use and mixed-income developments across the United States that are financed with tax-exempt bonds, backed by traditional bank letters of credit, and/or involve Fannie Mae and Freddie Mac credit enhancement, HUD risk-sharing program insurance, derivative products through public offerings, and the direct loan or purchase of bonds.
- ▶ Serves as tax counsel to a state housing finance agency in connection with the creation of a multi-family tax-exempt warehousing facility that provides recycling and bond volume cap preservation.

Admitted to Practice

- ▶ New York
- ▶ District of Columbia
- ▶ U.S. Tax Court

Publications/Speaking

- ▶ New York State Association for Affordable Housing, Annual New York City Conference, "Tax-Exempt Bonds," May 2014
- ▶ New York Law School, Summer International Tax Program, "Introduction to Sales and Use Taxes in the United States, VAT in France, and the European Union and Sales and Excises Taxes in the United States: A Comparative Tax Law Discussion," July 2013
- ▶ New York State Association for Affordable Housing, Annual

New York City Conference, "Tax-Exempt Bonds," May 2012

- ▶ Presenter, various client training sessions on tax rules pertaining to tax-exempt bond financings

Professional Affiliations

- ▶ American Bar Association

Civic Activities

- ▶ Monroe College, Federal Income Tax Adjunct
- ▶ Nazareth Regional High School, Board of Trustees Chair
- ▶ The Episcopal Diocese of Long Island, Conference Committee Chair
- ▶ The Episcopal Diocese of Long Island, Diocesan Council, Vice Chair
- ▶ The Bayview Houses Community Association, Board Chair

Prior Experience

- ▶ Hawkins Delafield & Wood LLP, Tax Group

Honors

- ▶ John Payton Leadership Academy of the District of Columbia Bar, Class of 2017

JO-ANN KILMER



Municipal Finance Administrator

Areas of Practice

- Public Finance

Albany

Direct Phone: (518) 429-4259

Direct Fax: (518) 533-2928

jkilmer@barclaydamon.com

Jo-Ann Kilmer is the firm's Municipal Finance Administrator with over 20 years of experience in the area of public finance. She combines business experience with an understanding of the legal compliance issues involved in transactions to provide clients with effective and efficient assistance in completing their projects.

Jo-Ann coordinates the firm's growing general obligation bond practice working with school districts, cities, towns, villages, fire districts and other local government entities in connection with the issuance of bonds and notes to finance capital projects and tax and revenue anticipation notes to finance working capital needs. Jo-Ann also works with municipalities in connection with projects financed by the New York State Environmental Facilities Corporation and school districts in connection with projects financed by the Dormitory Authority of the State of New York.

Jo-Ann additionally has extensive experience handling public finance transactions involving NYS agencies and authorities, industrial development agencies, and local development corporations.

Jo-Ann has experience in documenting both bond and lease transactions and works closely with clients and interacts with other parties involved in the transaction to facilitate the clients desired time frame for closing.

Jo-Ann is a member of the firm's Women's Forum, an organization which helps create opportunities for personal and professional growth among women professionals.

Professional Affiliations

- National Association of Bond Lawyers
- New York State Government Finance Officers Association

Prior Experience

- Hiscock & Barclay, LLP
- Girvin & Ferlazzo, P.C.
- Hodgson Russ

RESOLUTION

WHEREAS, the Board of Education of the Long Lake Central School District ("Board") is considering to undertake a project involving various interior and exterior renovations, replacements, upgrades and improvements and associated site work at the District's school building and campus ("the Project"); and

WHEREAS, the Board wishes to fully comply with its obligations under the State Environmental Quality Review Act ("SEQRA") and the regulations thereunder with respect to the proposed action; and

WHEREAS, the Board has carefully considered the nature and scope of the proposed action; and

WHEREAS, upon review of the foregoing, the Board makes the following determinations:

1. The proposed action involves various interior and exterior renovations, replacements, upgrades and improvements and associated site work at the District's school building and campus.

2. The proposed project represents maintenance or repair involving no substantial changes in an existing facility or structure within the meaning of 6 NYCRR 617.5(c)(1); and/or alternatively the replacement, rehabilitation or reconstruction of a structure or facility in kind within the meaning of 6 NYCRR 617.5(c)(2); and/or alternatively a routine activity of an educational institution, including expansion of existing facilities by less than 10,000 square feet of gross floor area, within the meaning of 6 NYCRR § 617.5(c)(8).

3. The proposed action will in no case have a significant adverse impact based on the environment based on the criteria contained in 6 NYCRR § 617.7(c), and is not otherwise a Type I action as defined by 6 NYCRR § 617.4.

4. The proposed action is a Type II action within the meaning of 6 NYCRR 617.5 and is therefore not subject to review under SEQRA and the regulations thereunder.

NOW THEREFORE BE IT RESOLVED, that the Board finds and concludes that the proposed action is a Type II action within the meaning of 6 NYCRR 617.5 and therefore is not subject to review under SEQRA and the regulations thereunder.

VIJ

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

February 7, 2019

Dear Superintendent Short and the Board of Education of Long Lake Central School:

This letter is to notify you of my resignation from the position of Secretary to the Superintendent, Deputy Treasurer and Records Access Officer/Registrar, effective February 22, 2019. Please note I will be using my last two vacation days, per my contract, on February 21 and 22, 2019.

I enjoyed my time working for the District. I am now looking forward to advancing my career as a music educator. Many thanks to the Board for your support as well as the astounding administration, faculty and staff. This position has prepared me for the next chapter in my life and I will look back on my time here fondly. Long Lake is a special place.

I am ready and willing to assist in making sure the transition for Ms. Short and the District is as smooth as possible moving forward. If you have any questions, please let me know.

Respectfully Submitted,



Mason P. St. Pierre

Cc: Victoria J. Snide, District Clerk
Lisa Walker, Treasurer
LLCS Board of Education

**DISTRICT-WIDE SCHOOL
SAFETY PLAN**

**Long Lake
CSD**

Revision Date: February 2019

Table of Contents

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

DISTRICT-WIDE SCHOOL SAFETY PLAN

Commissioner's Regulation 155.17

INTRODUCTION

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

SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES

A. Purpose

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

B. Identification of School Teams

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

Name	Title
Noelle Short	Superintendent/Principal
Victoria Snide	Business Manager/
Tony Clark	Maintenance/Bus Driver/LLVFD
Eric Hample	Maintenance/Bus Driver/LLVFD
Frederick Short	Board of Education
Elisha Pylman	Faculty/ School Counselor
Karl Geiger	Food Service Manager
Michelle Billings	School Nurse/DAC Coordinator/Community
Dana Goetze	Faculty/Athletic Coordinator
Tina Pine	Faculty /Teacher
Carey Pooler	Faculty /Teacher
Michael Farrell	Board of Education

C. Concept of Operations

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

D. Plan Review and Public Comment

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

of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

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

SECTION II: GENERAL EMERGENCY RESPONSE PLANNING

A. Identification of sites of potential emergency

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

B. Actions in response to an emergency

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

Emergencies include, but are not limited to:

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

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

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

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

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

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

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

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

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

Training procedures and frameworks are included in Appendix 3.

F. Staff development

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

SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE

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

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

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

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

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

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

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

Plan.

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

C. Appropriate responses to emergencies

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

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

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

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

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

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

SECTION IV: COMMUNICATION WITH OTHERS

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

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

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

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

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

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

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

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

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

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

SECTION V: PREVENTION AND INTERVENTION STRATEGIES

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

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

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

B. Policies and procedures for the dissemination of informative materials

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

C. Prevention and intervention strategies

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

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

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

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

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

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

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

APPENDICES

Appendix 1

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

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

Appendix 2

Building Risk Determination

Building	Address
Main Building	20 School Lane, Long Lake, NY 12847

Internal Hazards

Civil Disturbance

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

Fire and Explosion

- Explosion
- Fire

Systems Failure

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

Medical Emergency

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

Medical Emergency cont.

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

Death/Suicide

External Hazards

Weather Related

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

Environmental Problems

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

Other External Hazards

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

Appendix 3

Training

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

Topics that will be offered include:

Two-Hour Violence Prevention and Intervention

Incident Command System

Red Cross Shelter Management

Searching for Suspicious Packages

Bullying

Sexual Harassment

Appendix 4

Policies dealing with Violence on School Property

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

Appendix 5

Regulation References

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

Appendix 6

Communities Relation Policy

COMMUNITY RELATIONS

Public Use of District Facilities:

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

FACILITIES

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

Appendix 7

Emergency Responders Contact Information

New York State Police Department

1963 Route 30

Tupper Lake, NY 12986

(518) 897-2000

6192 Route 28

Indian Lake, NY 12842

Hamilton County Sheriff Department

210 South Shore Road

Lake Pleasant, NY 12108

(518) 548-3113

Hamilton County Emergency Management Office

emergencymgmt@hamiltoncountyny.gov

2558 State Route 8

Lake Pleasant, NY 12108

(518) 548-6223

Long Lake Rescue Squad

8555 Newcomb Road

Long Lake, NY 12847

(518) 624-6661

Long Lake Volunteer Fire Department

111 South Hill Road

Long Lake, NY 12847

(518) 624-4599

Tupper Lake Village Police

21 Santa Clara Avenue

Tupper Lake, NY 12986

(518) 359-3776

Blue Mountain Lake Fire Department

Outer Stowe Street

Lowville, NY 13367

(518) 352-7710

Essex County Emergency Management Office

7551 Court Street

Elizabethtown, NY 12932

(518) 873-3900

Franklin County Emergency Management Office

55 Bare Hill Road

Malone, NY 12953

(518) 483-2580

St. Lawrence County Emergency Management Office

48 Court Street

Canton, NY 13617

(315) 379-2240

Appendix 8

Memoranda of Understanding

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

RESOLUTION

WHEREAS, the Long Lake Central School District ("District") has received money from the Harold E. Klue Trust ("Trust"), for the purpose of establishing the Harold and Albina Klue Scholarships for District students to defray the costs of educational expenses for college; and

WHEREAS, the law firm representing the Trust has informed the District that the Trust is terminating, and as a result of the Trust's termination, the District is an income beneficiary, and is due to receive \$1,064.93, upon the final distributions of Trust property; and

WHEREAS, the law firm representing the Trust is requesting an authorized representative from the District to sign a final release form, which will allow the final distribution of the \$1,064.93 to the District; and

WHEREAS, the District would like to accept the final distribution of \$1,064.93 from the Trust, it is hereby resolved:

.. That the District, as an income beneficiary of the Trust, shall accept the final distribution of \$1,064.93 from the Harold E. Klue Trust ("Trust").

That the Superintendent of Schools is authorized by the District's Board of Education, to sign the final release form, allowing the District to accept and receive the final distribution of \$1,064.93 from the Trust.

TO: Board of Education Members

FROM: Vickie Snide



RE: 2019-2020 Budget Information

DATE: February 4, 2019

Budget documents for your review.

Tax Levy Limit Calculation – I have marked this as tentative but I don't believe anything will change. This calculation will be submitted by me to the State by their March 1, 2019 deadline.

2019-2020 General Fund Appropriations (Expenditures) – As you review the budget, whenever there is a significant change from 2018-2019 budget to the 2019-2020 budget, you will see an explanation of the change in the left hand column.

Expenditure Comments

- Included in this budget are funds to participate in BOCES Library Services
- Increased Speech Services through BOCES
- Addition of Teachers Assistant position and maintains the Teachers Aide position established last year
- Still waiting on BOCES rates for next school year
- Employee budget meetings are scheduled for mid-February
- There are still employee contracts that need to be negotiated
- This budget maintains funds for unknown Special Education costs

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 2019.

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 \$112,974 or 2.78% and we are under the tax levy limit.

Board Seat

Fred Short's term expires June 30, 2019. Board petitions are due Monday, April 22, 2019.

BUDGET SPREADSHEET

	2017-2018	2018-2019	Proposed 2019-2020
Budget Summary			
General Support	718,641	725,944	735,993
Instruction	1,719,403	1,750,843	1,851,944
Pupil Transportation	128,832	135,199	136,560
Undistributed	<u>1,423,366</u>	<u>1,455,886</u>	<u>1,456,349</u>
General Fund Budget Total	3,990,242	4,067,872	4,180,846
 Projected Revenues			
State Aid	474,500	479,000	484,000
BOCES	55,000	59,000	45,000
Interest on Deposits	400	400	15,000
Miscellaneous	<u>6,400</u>	<u>7,300</u>	<u>11,600</u>
Total External Revenues	536,300	545,700	555,600
Appropriated Fund Balance	664,942	673,172	707,246
 Total Revenues & Appropriated Fund Balance	1,201,242	1,218,872	1,262,846
Appropriated Planned Balance	285,000	285,000	285,000
 Tax Levy Summary			
General Fund Appropriation	3,990,242	4,067,872	4,180,846
Less Projected Revenues & Approp. Fund Bal.	<u>1,201,242</u>	<u>1,218,872</u>	<u>1,262,846</u>
Tax Levy Summary	2,789,000	2,849,000	2,918,000
 Tax Rate Summary-Long Lake			
(Per \$1,000 A/V)	\$4.5729	\$4.6738	\$4.7870
Tentative, February 2019			

TAX RATE PROJECTION

SCHOOL YEAR 2019-2020

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 2019-2020 are estimated below.

	ARIETTA	LONG LAKE
Taxable assessed value:	\$28,369,470	\$581,203,871
Total district value:	\$609,573,341	
Proportion of district value:	4.6540%	95.3460%
School tax levy:	\$2,918,000	
Levy Apportioned by Municipality	\$135,803.72	\$2,782,196.28
Tax rate per \$1,000 of assessed value 2019-2020:	\$ 4.7870	\$ 4.7870

Tax Rate Comparison:

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 2019)

**TAX LEVY LIMIT CALCULATION – TENTATIVE For 2019-2020 School Year
V. Snide, 1/23/19**

Prior Year Tax Levy -2018-2019 school year tax levy	\$2,849,000
x 2019 Tax Base Growth Factor -Comes from Office of Real Property Tax Services	<u>x 1.0044</u> \$2,861,535
+ 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	\$2,861,535
x Allowable Growth Factor -Lesser of CPI or 2%	<u>x 2.00%</u> \$2,918,766
- PILOTS for coming year -we currently do not have any of these	-0-
+ Available Carryover	<u>\$ 189</u>
TAX LEVY LIMIT - This must be reported to NYS March 1	\$2,918,955 (+\$69,955)
+ 2018-2019 Exclusions	
-capital local expenditures – example is principal and interest payments on debt, equipment expenses for transportation (bus purchases less transportation aid)	-0-
-court orders – we currently do not have any	-0-
-Employees Retirement System costs above 2 percentage points increase, which is 0 for 2019-2020 as the ERS average contribution rate is not 2.0 percentage points higher than '18-'19	-0-
-Teachers Retirement System costs above 2 percentage points increase, which is 0 for 2019-2020 as the TRS rate is not 2.0 percentage points higher than '18-'19	<u>-0-</u>
MAXIMUM ALLOWABLE LEVY – To exceed this, need super majority vote	ESTIMATED \$2,918,955 (\$69,955 or 2.455% higher than prior year levy)

NOTES OF INTEREST

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

ITEMS THAT MUST BE COMMUNICATED TO THE PUBLIC

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

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
A 1010.400-0000	BOE Contractual Expense	7,920.00	10,720.00
	Budgeted less for NYSSBA Conferences		
A 1010.450-0000	BOE Materials and Supplies	2,500.00	2,500.00
A 1010.490-0000	BOE BOCES Services	7,500.00	9,000.00
1010	BOARD OF EDUCATION *	17,920.00	22,220.00
A 1040.160-0000	BOE District Clerk Salaries	2,284.00	2,217.00
A 1040.400-0000	BOE District Clerk Contractual	3,000.00	3,000.00
1040	DISTRICT CLERK *	5,284.00	5,217.00
10	**	23,204.00	27,437.00
A 1240.160-0000	Support Staff Salaries	116,393.00	112,282.00
A 1240.200-0000	Central Admin Equipment	2,000.00	1,500.00
A 1240.400-0000	Central Admin Contractual	12,280.00	14,430.00
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	2,500.00
1240	CHIEF SCHOOL ADMINISTRATOR *	133,173.00	130,712.00
12	**	133,173.00	130,712.00
A 1310.160-0000	Finance Business Admin Salaries	82,966.00	74,557.00
	Per Contracted Salaries		
A 1310.490-0000	Finance BOCES Services	25,000.00	27,500.00
1310	BUSINESS ADMINISTRATION *	107,966.00	102,057.00
A 1320.160-0000	Finance Auditing Salaries	534.00	518.00
A 1320.400-0000	Finance Auditor Contractual	8,800.00	8,600.00
1320	AUDITING *	9,334.00	9,118.00
A 1325.160-0000	Finance District Treasurer	20,374.00	19,791.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
A 1325.450-0000	Finance District Treasurer Supplies	250.00	250.00
1325	TREASURER *	20,624.00	20,041.00
A 1330.160-0000	Finance Tax Collector Salary	3,939.00	3,824.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	1,500.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	100.00
1330	TAX COLLECTOR *	5,539.00	5,424.00
13		143,463.00	136,640.00
A 1420.400-0000	Legal Contractual	14,000.00	14,000.00
1420	LEGAL *	14,000.00	14,000.00
A 1430.490-0000	Personnel - BOCES Services	1,950.00	1,950.00
1430	PERSONNEL *	1,950.00	1,950.00
A 1480.400-0000	Public Info Contractual	250.00	20,200.00
No longer using TwoDot Consulting Services			
A 1480.450-0000	Public Info/Printing Charges	1,000.00	1,000.00
1480	PUBLIC INFORMATION & * SERVICES	1,250.00	21,200.00
14		17,200.00	37,150.00
A 1620.160-0000	Central Services Support Staff Salaries	91,375.00	90,396.00
A 1620.200-0000	Central Services Equipment	21,000.00	1,200.00
New lawn tractor			
A 1620.400-0000	Central Services Contractual	62,700.00	61,500.00
A 1620.410-0000	Central Services Fuel Oil	80,000.00	72,000.00

Account	Description	2019 , 20 Proposed Budget	2018 - 19 Budget
Fuel oil no longer under NYS Contract so I increased budget line			
A 1620.420-0000	Central Services Television	1,800.00	1,500.00
A 1620.430-0000	Central Services Electricity	27,000.00	30,000.00
A 1620.440-0000	Central Services Water Rent	1,000.00	1,000.00
A 1620.450-0000	Central Services Materials & Supplies	20,000.00	20,000.00
A 1620.460-0000	Central Services Telephone	8,500.00	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 *	314,475.00	287,196.00
A 1621.160-0000	Mainten Support Staff Salaries	13,928.00	13,759.00
A 1621.400-0000	Maintenance Contractual Exp	17,500.00	17,500.00
1621	MAINTENANCE OF PLANT *	31,428.00	31,259.00
A 1670.400-0000	Contractual	1,200.00	1,200.00
A 1670.450-0000	Postage	3,200.00	3,500.00
A 1670.490-0000	Printing - BOCES Services	2,000.00	2,000.00
1670	CENTRAL PRINTING & * MAILING	6,400.00	6,700.00
A 1680.490-0000	Central DP - BOCES Services	37,500.00	37,500.00
1680	CENTRAL DATA PROCESSING *	37,500.00	37,500.00
16	**	389,803.00	362,655.00
A 1910.400-0000	Unallocated Insurance	1,000.00	3,000.00
No longer purchasing Chromebook Insurance			
1910	UNALLOCATED INSURANCE *	1,000.00	3,000.00



LONG LAKE CSD

Budgeting Appropriation Status Report For 2019-2020 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
A 1920.400-0000	School Association Dues	6,000.00	6,200.00
1920	SCHOOL ASSOCIATION * DUES	6,000.00	6,200.00
A 1981.490-0000	BOCES Administrative Costs	19,500.00	19,500.00
1981	BOCES ADMINISTRATIVE * COSTS	19,500.00	19,500.00
A 1983.490-0000	BOCES Capital Expenses	2,650.00	2,650.00
1983	BOCES CAPITAL * EXPENSE	2,650.00	2,650.00
19	**	29,150.00	31,350.00
1	***	735,993.00	725,944.00
A 2020.150-0000	Supervision Instructional	25,000.00	25,000.00
2020	SUPERVISION - * REGULAR SCHOOL	25,000.00	25,000.00
A 2070.150-0000	Instructional Salaries	9,880.00	10,440.00
A 2070.490-0000	Inservices - BOCES Services	20,000.00	24,500.00
2070	INSERVICE TRAINING - * INSTRUCTION	29,880.00	34,940.00
20	**	54,880.00	59,940.00
A 2110.120-0000	Teaching K-6 Salaries	480,452.00	451,441.00
	Per contracted salaries and includes longevity payments		
A 2110.130-0000	Teaching 7-12 Salaries	477,469.00	476,763.00
	Per contracted salaries and reflects change in employees due to retirement		
A 2110.140-0000	Substitute Teachers	18,000.00	18,000.00
A 2110.160-0000	Support Staff Salaries	53,753.00	24,336.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
Addition of Teaching			
Assistant Position			
A 2110.170-0000	Payment in Lieu of Health Insurance	6,000.00	2,000.00
A 2110.200-0000	Teaching Equipment	7,000.00	4,000.00
Treadmill, microphones			
A 2110.400-0000	Teaching Contractual	16,650.00	17,100.00
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	
A 2110.450-0000	Teaching Materials & Supplies	9,000.00	8,200.00
A 2110.451-0000	Elementary - Grade 1	1,500.00	1,540.00
A 2110.451-1000	Summer School	100.00	78.00
A 2110.451-2000	Art Program	2,800.00	2,836.00
A 2110.451-4000	Teachers Assistant	250.00	250.00
A 2110.451-5000	English	1,000.00	1,175.00
A 2110.451-6000	French	200.00	200.00
A 2110.451-7000	Family Consumer Science	600.00	675.00
A 2110.451-8000	Health Education	350.00	350.00
A 2110.451-9000	Math	100.00	75.00
A 2110.452-1000	Elementary - Conboy/SPED	600.00	550.00
A 2110.452-2000	Music	1,500.00	1,585.00
A 2110.452-3000	Phys Ed	700.00	715.00
A 2110.452-4000	Science	800.00	808.00
A 2110.452-5000	Social Studies	100.00	
A 2110.452-6000	Technology	1,700.00	1,700.00
A 2110.452-7000	Elementary - PreK	650.00	650.00
A 2110.453-0000	Elementary - Harkness	250.00	250.00
A 2110.454-0000	Elementary - Grade 2	800.00	776.00
A 2110.455-0000	Elementary - Grade 3/4	1,000.00	1,050.00
A 2110.456-0000	Elementary - Grade 5/6	1,000.00	914.00
A 2110.458-0000	Elementary - Grade K	1,300.00	1,274.00
A 2110.459-1000	Ace Committee	1,500.00	1,500.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
A 2110.459-2000	STEM	1,000.00	1,000.00
A 2110.480-0000	Teaching Textbooks	5,000.00	5,000.00
A 2110.490-0000	Teaching BOCES	13,000.00	11,000.00
	Increased for iReady program		
2110	TEACHING - REGULAR * SCHOOL	1,140,124.00	1,068,791.00
21	**	1,140,124.00	1,068,791.00
A 2250.150-0000	Instructional Salaries	86,695.00	83,969.00
A 2250.160-0000	Non Instructional Salaries	17,929.00	
	Reflects new position created 2018		
A 2250.400-0000	Students w/Disab Contractual	4,550.00	3,800.00
A 2250.450-0000	Special Ed Materials & Supplies	600.00	610.00
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	197,274.00	175,879.00
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	**	227,274.00	205,879.00
A 2330.150-0000	Adult Education Salary	10,804.00	12,407.00
A 2330.151-0000	Special Schools Salary	20,160.00	18,720.00
A 2330.400-0000	Special Schools Contractual	3,398.00	3,197.00
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	1,000.00
2330	TEACHING - SPECIAL * SCHOOLS	35,362.00	35,324.00



LONG LAKE CSD

Budgeting Appropriation Status Report For 2019-2020 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
23	**	35,362.00	35,324.00
A 2610.150-0000	Library Salaries	52,504.00	55,808.00
A 2610.450-0000	Library Materials & Supplies	900.00	900.00
A 2610.460-0000	Library Collections	7,400.00	7,400.00
A 2610.490-0000	Library BOCES Services	8,100.00	
	Library Automation Services		
2610	SCHOOL LIBRARY & AUDIOVISUAL *	68,904.00	64,108.00
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	70,200.00	70,200.00
2630	COMPUTER ASSISTED INSTRUCTION *	99,200.00	99,200.00
26	**	168,104.00	163,308.00
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	61,455.00	58,135.00
A 2810.450-0000	Guidance Materials & Supplies	1,200.00	1,219.00
A 2810.451-0000	Guidance Testing and Materials	1,200.00	1,195.00
2810	GUIDANCE - REGULAR SCHOOL *	63,855.00	60,549.00
A 2815.160-0000	Support Staff Salaries	30,855.00	30,380.00
A 2815.400-0000	Health Contractual	6,800.00	6,800.00
A 2815.450-0000	Health Materials & Supplies	1,800.00	1,828.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
2815	HEALTH SERVICES - REGULAR SCHOOL	39,455.00	39,008.00
A 2820.400-0000	Psychologist Contractual	40,000.00	40,000.00
A 2820.450-0000	Psychologist Materials & Supplies	1,000.00	1,150.00
A 2820.490-0000	BOCES Psychologist	10,500.00	
	Includes Northstar Mental Health Services		
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	51,500.00	41,150.00
A 2825.400-0000	Contractual	6,000.00	6,000.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,000.00	6,000.00
A 2850.150-0000	Co-curricular Salaries	25,890.00	21,394.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	1,000.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	26,890.00	22,394.00
A 2855.150-0000	Interscholastic Salaries	10,000.00	20,000.00
	Many current coaches are from ILCS so decreased this line and increased Contractual line		
A 2855.200-0000	Interscholastic Equipment		10,000.00
	18-19 Budget included soccer goals and gym scoreboard		
A 2855.400-0000	Interscholastic Contractual	20,500.00	10,500.00
	Many current coaches are from ILCS so increased this line and decreased salaries line		
A 2855.450-0000	Interscholastic Materials & Supplies	3,000.00	3,000.00
A 2855.490-0000	BOCES Interscholastic	500.00	500.00

LONG LAKE CSD

Budgeting Appropriation Status Report For 2019-2020 GENERAL FUND EXPENSES BUDGET (Detail)

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	34,000.00	44,000.00
28	**	226,200.00	217,601.00
2	***	1,851,944.00	1,750,843.00
A 5510.160-0000	Transportation Salaries	78,760.00	78,399.00
A 5510.400-0000	Transportation Contractual	15,000.00	14,000.00
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	500.00
A 5510.451-0000	Diesel/Gasoline	18,000.00	18,000.00
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	136,560.00	135,199.00
55	**	136,560.00	135,199.00
5	***	136,560.00	135,199.00
A 9010.800-0000	NYS Retirement	61,000.00	56,000.00
9010	STATE RETIREMENT	61,000.00	56,000.00
A 9020.800-0000	Teacher Retirement	132,000.00	145,000.00
TRs rates decreased			
9020	TEACHERS' RETIREMENT	132,000.00	145,000.00
A 9030.800-0000	Social Security	140,140.00	130,741.00
9030	SOCIAL SECURITY	140,140.00	130,741.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
A 9040.800-0000	Worker Compensation	13,500.00	13,000.00
9040	WORKERS' COMPENSATION	13,500.00	13,000.00
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	980,000.00	984,540.00
	Reflects 6 months (7/1/19- 12/31/19) of lower than expected rates		
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	980,000.00	984,540.00
90		1,350,640.00	1,353,281.00
A 9901.930-0000	Transfer to School Food Svc Fund	105,709.00	102,605.00
9901	TRANSFERS TO FUNDS *	105,709.00	102,605.00
99		105,709.00	102,605.00
9		1,456,349.00	1,455,886.00
	Grand Totals:	4,180,846.00	4,067,872.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
C 2860.160-0000	Cafeteria Salaries	59,553.00	57,778.00
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 *	95,053.00	93,278.00
28	**	95,053.00	93,278.00
2	***	95,053.00	93,278.00
C 9010.800-0000	Cafeteria Employees Retirement	9,500.00	9,500.00
9010	STATE RETIREMENT *	9,500.00	9,500.00
C 9030.800-0000	Cafeteria Social Security	4,556.00	4,420.00
9030	SOCIAL SECURITY *	4,556.00	4,420.00
C 9060.800-0000	Cafeteria Health Insurance	31,000.00	30,107.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE *	31,000.00	30,107.00
90	**	45,056.00	44,027.00
9	***	45,056.00	44,027.00
Grand Totals:		140,109.00	137,305.00

Account	Description	2019 - 20	2018 - 19
		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	1,800.00	2,000.00
C 2401	Interest and Earnings		0.00
C 2665	Sale of Equipment		
C 2770	Misc. Revenues		
C 3190.FB	Breakfast - Federal Reimbursement	5,500.00	5,500.00
C 3190.FL	Lunch - Federal Reimbursement	12,000.00	12,000.00
C 3190.FS	Snack - Federal Reimbursement	550.00	750.00
C 3190.SB	Breakfast - State Reimbursement	250.00	250.00
C 3190.SL	Lunch - State Reimbursement	500.00	400.00
C 4190	USDA Surplus Food	1,800.00	1,800.00
C 5031	Interfund Transfer	105,709.00	102,605.00
Grand Totals:		140,109.00	137,305.00

Account	Description	2019 - 20		2018 - 19	
		Proposed Budget		Budget	
A 1001	Real Property Taxes			2,813,826.42	
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)			35,173.58	
A 1090	Penalty on Taxes	3,000.00		3,000.00	
A 1310	Day School Tuition	3,600.00		3,300.00	
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		400.00	
A 2650	Sale of Excess Materials			0.00	
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		475,000.00	
A 3101.B	Excess Cost Aid			0.00	
A 3102	VLT Lottery Aid			0.00	
A 3103	BOCES Aid	45,000.00		59,000.00	
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			0.00	
A 4285	Deficit Reduction Assessment Rest				
A 4289	Other Federal Educational Aid				
A 4601	Medicaid Assistance, HRSS	4,000.00		0.00	
A 5031	Interfund Transfer				

Account	Description	2019 - 20	2018 - 19
		Proposed Budget	Budget
Grand Totals:		555,600.00	3,394,700.00

POLICY

2019

5741

1 of 5

Non-Instructional/Business
Operations**SUBJECT: DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS**

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

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

Business Manager or Transportation Coordinator

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

Drug and Alcohol Testing Program

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

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

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

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

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

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

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

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

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

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

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

Prohibitions and Consequences for School Bus Drivers

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

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

(Continued)

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

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

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

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

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

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

(Continued)

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

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

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

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

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

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

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

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

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

**Customize to District*

(Continued)

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

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

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

The Superintendent or designee will ensure that vendors or contract bus companies receive a copy of District policy, educational materials that explain the requirements of drug and alcohol testing law and regulation, and any regulations and/or procedures developed by the District with respect to meeting those requirements. The Superintendent or designee will ensure that a copy of these materials is distributed to vendors or contract bus companies, who will sign for receipt of all of the above documents, as well as other appropriate personnel, prior to the start of any drug and/or alcohol testing as well as at the beginning of each school year or at the time of hire for any school bus driver.

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

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

Records Management and Retention

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

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

**Customize to District*
Adoption Date