



Long Lake
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

Thursday, November 12, 2020

6:00 p.m. Regular Meeting, LLCS Gymnasium

Public Attendance via WebEx Link Only:

Join by phone: Call in from a mobile device (attendees only)

+1-646-992-2010 United States Toll (New York City)

Join from a video system or application: Dial 172.546.3845@neric.webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business: Dial

1725463845.neric@lync.webex.com

Meeting number (access code): 172 546 3845

Meeting password: longlake

- I. Call to Order – President of the Board
 - a. Pledge of Allegiance
 - b. *Minutes of the October 8, 2020, Regular Meeting
 - c. Next Regular Meeting Date December 12, 2020
- II. Public Participation
- III. Presentations
 - a. Mark Mashaw, Auditor, Pinto, Mucenski, Hooper, VanHouse, & Co.
- IV. Superintendent's Update
- V. Business Affairs
 - a. *September 2020 Treasurer Reports
 - b. Warrants
 - c. Comprehensive Budget and Revenue Status Reports
 - d. Budget Transfers
- VI. Recommendations for Approval
 - a. *2019-2020 Audit
 - b. *Tax Collector's Report
 - c. *Resolution Authorizing Participation in Cooperative Energy Purchasing Service (NYSMEC) for Electricity
 - d. *CSEA Recommendations for Student #s 202201, 202755, 201907, 202732
 - e. *Approval of Kathryn Connell as 2020-2021 Boys' Varsity Basketball Coach, Travis Howe as 2020-2021 Boys' Modified Basketball Coach, Eric McCauliffe as 2020-2021 Girls' Varsity Basketball Coach, Hannah Klossner as 2020-2021 Girls' Modified Basketball Coach

VII. General Discussion

- a. Bus Replacement Plan
- b. RFP Audit Services

VIII. Policy Readings

- a. 1st Reading #5676 Privacy and Security Data and Teacher and Principal Data

IX. Executive Session

X. Adjourn

TL.

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

Date: October 8, 2020

Time: 6:00 p.m.

Type of Meeting: Regular Meeting

Place: Gymnasium (for Members) or WebEx (for Public)
Via WebEx by Phone 1-646-992-2010
Or via WebEx by Video System 1728749190@neric.webex.com
Meeting Access Code 172 874 9190

Members Present: Michael Farrell
Alexandria Harris
Trisha Hosley
Brian Penrose

Members Absent: Joan Paula

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

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

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, the minutes of the September 10, 2020 regular meeting.

The next meeting date is Thursday, November 12, 2020 at 6 p.m.

Public Participation: None.

Superintendent's Update: Board members will be given a health screening form at each meeting to complete.

Committee Rosters were dispersed and board members were asked to sign up if interested in any committees.

An athletic choice board as an alternate to interscholastic sports is available for grades 7-12. The competition runs October 9 to November 6. Awards will be handed out at the end.

Parents were mailed a letter today regarding our **Positive Case Response Plan**, Daily Health Screenings, Return to School for a Symptomatic Child, Siblings of a Symptomatic Child, Return to School Required Paperwork and Remote Learning While Waiting for Return to School. Public Health from different counties have interpreted the guidance differently which has created some problems. Attendance is counted if a student is being instructed remotely.

Student and staff **compliance with COVID restrictions** have been wonderful.

Teacher observations have not started yet. New teachers are settling into their roles.

Academic Intervention Services are starting next week. Grades K-6 services will be in person while grades 7-12 will receive instruction from 2:15 p.m. - 2:45 p.m. via Google Meets/Google Classroom.

Business Affairs:

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, the August 2020 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds, Budget Transfer Schedule A-1 and Warrants #A-5, C-2, and TA-3 were reviewed.

Recommendations for Approval

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the **District Wide Safety Plan dated September 1, 2020**.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, **Policy #6550** Leaves of Absence and **#8241** Patriotism, Citizenship and Human Rights Education.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, **504 Recommendation for Student #202805**.

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, **RESOLVED**, By the Board of Education of Long Lake Central School District that **Retention and Disposition Schedule for New York Local Government Records (LGS-1)**, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, **Lillian Dechene as a teaching and cafeteria substitute.**

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, **Grade 12 Spanish Textbook Adoption: The House on Mango Street.**

General Discussion

The annual **Schedule of Reserve Funds** was reviewed.

Policy 1st Readings: None

2nd Public Participation: Trisha Hosley asked about the arrival procedures for students of staff members, possibility of changing high school students and staff working hours and extra-curricular activities for students.

The CTSO first meeting of the school year will be October 20, 2020 at 5:00 p.m. at the LongView Lodge.

Executive Session: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, to enter Executive Session at 6:54 p.m. to Discuss Matters which will Imperil Student Safety if Disclosed.

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, to come out of Executive Session at 7:21 p.m.

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the **Building Level School Emergency Response Plan** dated September 1, 2020.

Adjournment: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, the Board adjourned at 7:22 p.m.

Clerk of the Board

Victoria J. Snide

Va.

TREASURER'S MONTHLY REPORT

FUND: EXTRACURRICULAR ACCT.

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 7,252.55

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

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

Total Receipts \$ 0.06

Total receipts, including balance \$ 7,252.61

Disbursements made during the month:

By Check-From Check :#1328	\$ 100.00
EFT Transfers	\$ 0.00
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 100.00

Cash balance as shown by records \$ 7,152.61

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 7,152.61

Less outstanding checks \$ -

See attached

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

There are undeposited funds in treasurer's hands)

\$ 7,152.61

Amount of receipts undeposited (See attached schedules)

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

\$ 7,152.61

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

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Clerk of the Board of Education

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

Heidi Walker
Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 2,165.89

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 181,138.68

Total Receipts \$ 181,138.68

Total receipts, including balance \$ 183,304.57

Disbursements made during the month:

By Check-from check #3103-3105 \$ 1,666.05

EFT Transfers 152,726.83

By Debit Charge

Total amount of checks issued and debit charges \$ 154,392.88

Cash balance as shown by records \$ 28,911.69

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month \$ 28,911.69
less outstanding checks # See Attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 28,911.69

Amount of receipts undeposited (See attached schedules)

-

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

\$ 28,911.69

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

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Clerk of the Board of Education

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

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 6,318.44

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 26,023.95
	Interest	<u>0.17</u>

Total Receipts \$ 26,024.12

Total receipts, including balance \$ 32,342.56

Disbursements made during the month:

By Check-From Check #2276-2279	\$ 1,279.39
EFT Transfers	<u>6,078.60</u>

Total amount of checks issued and debit charges \$ 7,357.99

Cash balance as shown by records \$ 24,984.57**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 25,002.12

Less outstanding checks see attached \$ 17.55

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

There are undeposited funds in treasurer's hands)

\$ 24,984.57

Amount of receipts undeposited -

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

\$ 24,984.57

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

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Clerk of the Board of Education

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

Lisa Walker
Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

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>
September	Deposits

114,822.23

Total Receipts \$ 114,822.23

Total receipts, including balance \$ 115,822.23

Disbursements made during the month:

By Check: #	\$ -
EFT Transfers/Direct Deposit 20235-20280	\$ 63,811.10
	\$ -

Total amount of checks issued and debit charges: \$ 63,811.10

Cash balance as shown by records \$ 52,011.13

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 52,011.13

Less Outstanding Checks - See Attached \$ -

\$ 52,011.13

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) \$ 52,011.13

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

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Clerk of the Board of Education

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

Wesley Walker
Treasurer of School District

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

For Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 39,506.38

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 336,000.00
	Interest	0.84

Total Receipts \$ 336,000.84

Total receipts, including balance \$ 375,507.22

Disbursements made during the month:

By Check-From Check #16353-16409	\$ 164,009.28
EFT Transfers	171,366.94
	\$ -

Total amount of checks issued and debit charges \$ 335,376.22

Cash balance as shown by records \$ 40,131.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 44,983.78

Less outstanding checks see attached \$ 4,852.78

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 40,131.00

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

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 40,131.00

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

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Clerk of the Board of Education

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



Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 2,399.63

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ -
	Interest	\$ 0.03

Total Receipts \$ 0.03

Total receipts, including balance \$ 2,399.66

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 \$ 2,399.66

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,399.66

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 2,399.66

Amount of receipts undeposited (See attached schedules)

-

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

\$ 2,399.66

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

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Clerk of the Board of Education

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

Lita Walter
Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 34,453.48

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ 1,654,468.40
	Interest	\$ 7.86
	Total Receipts	<u>\$ 1,654,476.26</u>
	Total receipts, including balance	<u>\$ 1,688,929.74</u>

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 361,000.00
By Debit	\$ -

Total amount of checks issued and debit charges \$ 361,000.00

Cash balance as shown by records \$ 1,327,929.74

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,327,929.74

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,327,929.74

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,327,929.74

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

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Clerk of the Board of Education

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

Wanda Walker
Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 1,160,262.37

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ -
	Interest	\$ 37.58
	Total Receipts	\$ 37.58
	Total receipts, including balance	\$ 1,160,299.95

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 200,000.00
By Debit	\$ -

Total amount of checks issued and debit charges \$ 200,000.00

Cash balance as shown by records \$ 960,299.95

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 960,299.95

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 960,299.95

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 960,299.95

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

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Clerk of the Board of Education

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

Heta Walker
Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 39,250.56

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

<u>Date</u>	<u>Source</u>	
September	Deposits	-
	Interest	\$ 1.53
	Total Receipts	\$ 1.53
	Total receipts, including balance	\$ 39,252.09

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 39,252.09

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month \$ 39,252.09
less outstanding checkssee attached
\$ -
\$ -Net balance in bank (Should agree with Cash Balance above unless
There are undeposited funds in treasurer's hands)

\$ 39,252.09

Amount of receipts undeposited (See attached schedules)

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

\$ 39,252.09

Received by the Board of Education and entered
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Clerk of the Board of EducationThis is to certify that the
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Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 53,546.49

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

<u>Date</u>	<u>Source</u>	
September	Deposits	-
	Interest	\$ 2.10
	Total Receipts	\$ 2.10
	Total receipts, including balance	\$ 53,548.59

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 53,548.59

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 53,548.59

less outstanding checks

see attached	\$ -
	\$ -

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

\$ 53,548.59

Amount of receipts undeposited (See attached schedules)

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

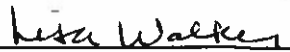
\$ 53,548.59

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

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Clerk of the Board of Education

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


Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 33,794.77

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

<u>Date</u>	<u>Source</u>	
September	Deposits	-
	Interest	\$ 1.27

Total Receipts \$ 1.27

Total receipts, including balance \$ 33,796.04

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 33,796.04

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 33,796.04

less outstanding checks

see attached \$ -
\$ -

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

\$ 33,796.04

Amount of receipts undeposited (See attached schedules)

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

\$ 33,796.04

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

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Clerk of the Board of Education

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


Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 72,275.43

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ -
	Interest	\$ 2.78

Total Receipts \$ 2.78

Total receipts, including balance \$ 72,278.21

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 72,278.21

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 72,278.21
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 72,278.21

Amount of receipts undeposited (See attached schedules)

-

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

\$ 72,278.21

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

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Clerk of the Board of Education

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

Wisa Walker
Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 9,091.34

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ -
	Interest	\$ 0.32

Total Receipts \$ 0.32

Total receipts, including balance \$ 9,091.66

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 \$ 9,091.66

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 9,091.66

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 9,091.66

Amount of receipts undeposited (See attached schedules) -

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

\$ 9,091.66

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

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Clerk of the Board of Education

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

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 2,079.89

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ -
	Interest	\$ 0.04

Total Receipts \$ 0.04

Total receipts, including balance \$ 2,079.93

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 \$ 2,079.93

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,079.93

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 2,079.93

Amount of receipts undeposited (See attached schedules) -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 2,079.93

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

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Clerk of the Board of Education

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


Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 6,771.79

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

<u>Date</u>	<u>Source</u>	
September	Deposits	\$ -
	Interest	\$ 0.29

Total Receipts \$ 0.29

Total receipts, including balance \$ 6,772.08

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 6,772.08

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,772.08

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 6,772.08

Amount of receipts undeposited (See attached schedules)

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

\$ 6,772.08

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

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Clerk of the Board of Education

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


Treasurer of School District

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

For the Period from September 1, 2020 thru September 30, 2020

Total available balance as reported at the end of preceding period \$ 114,132.35

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

<u>Date</u>	<u>Source</u>	
September	Deposits	-
	Interest	\$ 4.43

Total Receipts \$ 4.43

Total receipts, including balance \$ 114,136.78

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 \$ 114,136.78

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 114,136.78

less outstanding checks \$ -

see attached \$ -

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

\$ 114,136.78

Amount of receipts undeposited (See attached schedules)

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

\$ 114,136.78

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.

Weta Walker
Treasurer of School District

LONG LAKE CSD

Check Warrant Report For A - 8: Cash Disbursement - General Fund For Dates 10/1/2020 - 10/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16410	10/02/2020	4737	THE LIBRARY STORE	LIBRARY BOOKS	210077	66.61
16411	10/02/2020	3355	EAI EDUCATION	GRADE 2 SUPPLIES	210054	117.60
16412	10/02/2020	4744	BARSTOW MOTORS INC.	CHEVY PARTS		37.03
16413	10/02/2020	3259	FIRST UNUM LIFE INSURANCE CO.	DISABILITY - OCTOBER		317.87
16414	10/09/2020	3855	STANLEY CONVERGENT SECURITY SOLUTIONS INC.	SECURITY SYSTEM REPAIR		372.00
16415	10/09/2020	4726	SAVVAS LEARNING COMPANY	GRADE 2 MATH SUPPLIES	210051	309.54
16416	10/09/2020	3759	ATIS ELEVATOR INSPECTIONS LLC	ELEVATOR INSPECTION		230.00
16417	10/09/2020	3558	MAC JANITORIAL SUPPLY	BACKPACK SPRAYER	210072	1,795.00
16418	10/09/2020	4609	ASCA	DUES COHEN		15.00
16419	10/09/2020	2700	SCHOLASTIC MAGAZINE	SCIENCE WORLD SUBSCRIPTION	210040	260.98
16420	10/09/2020	2432	SCHOOL HEALTH CORPORATION	THERMOMETERS	210068	219.87
16421	10/09/2020	2560	SCHOOL SPECIALTY	PLAN BOOKS	210045	39.90
16422	10/09/2020	3429	NICKERSON CORPORATION		210017	7,064.80
16423	10/09/2020	4743	RIVERSIDE INSIGHTS	TESTING FORMS	210115	998.20
16424	10/09/2020	3217	FRONTIER	TELEPHONE LINES		424.14
16425	10/09/2020	2060	LEONARD BUS SALES, INC.	BUS PARTS	210034	1,483.06
16426	10/09/2020	4729	CHESTERTOWN TRUCK & AUTO SUPPLIES	BUS PARTS	210035	240.79
16427	10/09/2020	1840	GRAINGER		210132	298.36
16428	10/09/2020	2819	MCCLARY MEDIA INC.	LEGAL ADS		34.03
16429	10/09/2020	4435	HARTSON TOTAL OPENING	FRONT DOOR REPAIR		562.00
16430	10/09/2020	2695	CDW	SCREENS	210122	282.45
16431	10/09/2020	1913	TUPPER LAKE SUPPLY CO.	SHEETROCK	210003	14.49
16432	10/09/2020	1420	TOWN OF LONG LAKE	BUS MAINTENANCE JULY-SEPTEMBER		2,350.72
16433	10/09/2020	4530	PADLOCK OUTLET.COM	PADLOCKS	210116	236.95
16434	10/09/2020	4525	SLIC NETWORK SOLUTIONS	CABLE TV OCTOBER		146.55
16435	10/09/2020	4411	NYSMEC	ELECTRIC INSTALLMENT 3 OF 6		3,879.12
16436	10/09/2020	2004	FORTUNE'S HARDWARE	CUSTODIAL SUPPLIES	210009	108.54
16437	10/09/2020	4199	NYS EMPLOYEES' HEALTH INSURANCE	NOVEMBER HEALTH INSURANCE		76,908.84
16438	10/09/2020	4681	EDGENUITY	ONLINE LEARNING	210134	90.00
16439	10/09/2020	4605	XEROX FINANCIAL SERVICES	COPIER LEASES		435.50
16440	10/09/2020	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER CHARGES		433.94
16441	10/09/2020	4645	UPSTATE AGENCY LLC	POLLUTION INSURANCE		1,195.43

LONG LAKE CSD



Check Warrant Report For A - 8: Cash Disbursement - General Fund For Dates 10/1/2020 - 10/31/2020

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
16442	10/26/2020	3825	AMAZON		210118	777.45
16443	10/26/2020	4703	WELLS COMMUNICATION SERVICE INC.	3 RADIOS	210123	1,134.25
16444	10/26/2020	2695	CDW		210127	3,600.12
16445	10/26/2020	4425	VERIZON	CELL PHONE		30.32
16446	10/26/2020	1840	GRAINGER	N95 MASKS	210097	218.44
16447	10/26/2020	1243	MCGRAW HILL BOOK COMPANY	GEOMETRY TEXTBOOKS	210135	220.50
16448	10/26/2020	4726	SAVVAS LEARNING COMPANY	GRADE K MATH SUPPLIES	210021	309.54
16449	10/26/2020	4285	STACKED GRAPHICS	ELEMENTARY SPORTS TSHIRTS	210114	350.00
16450	10/26/2020	1305	AMERICAN EXPRESS	CANADIEN SAFETY STICKERS, FINGERPRINTS, SOFTWARE		439.76
16451	10/26/2020	1333	SAFEGUARD BUSINESS SYSTEMS INC.	ENVELOPES	210140	450.19
16452	10/26/2020	1360	HAMILTON COUNTY TREASURER	SEPTEMBER GAS/DIESEL		492.78
16453	10/26/2020	4745	KATHRYN CONNELL	SUPPLY REIMBURSEMENT		38.98
16454	10/26/2020	3855	STANLEY CONVERGENT SECURITY SOLUTIONS INC.	SECURITY ENTRANCE REPAIR		564.45

Number of Transactions: 45

Warrant Total: 109,596.09
Vendor Portion: 109,596.09

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 45 in number, in the total amount of \$ 109,596.09. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/30/20 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 \$ 109,596.09. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/30/20 Date James F. Flanagan Claims Auditor

LONG LAKE CSD

Check Warrant Report For C - 3: Cash Disbursement - Lunch Fund For Dates 10/1/2020 - 10/31/2020



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2280	10/09/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	210110	567.68
2281	10/09/2020	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	210109	98.91
2282	10/09/2020	4204	BIMBO FOODS BAKERIES	CAFETERIA FOOD	210108	218.82
2283	10/09/2020	2496	SYSCO FOOD SERVICES	CAFETERIA FOOD	210106	875.72
2284	10/26/2020	3652	U.S. FOODSERVICE, INC.	CAFETERIA FOOD	210138	504.53
2285	10/26/2020	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	210110	281.64

Number of Transactions: 6

Warrant Total: 2,547.30
Vendor Portion: 2,547.30

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 6 in number, in the total amount of \$ 2,547.30. 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.

10/30/20 Noelle J. Short
Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 2,547.30. 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.

10/30/20 James F. Naragon
Date Claims Auditor

vb.
LONG LAKE CSD**Check Warrant Report For CM - 1: Cash Disbursement - Scholarship For Dates 10/1/2020 - 10/31/2020**

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1412	10/09/2020	4619	MARIA BLACK	JOE LEBLANC SCHOLARSHIP		100.00
1413	10/09/2020	4671	OLIVIA PENROSE	JOE LEBLANC SCHOLARSHIP		100.00

Number of Transactions: 2**Warrant Total: 200.00****Vendor Portion: 200.00****Certification of Warrant**

To The District Treasurer: I hereby certify that I have verified the above claims, 2 in number, in the total amount of \$ 200.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

10/27/20 Victoria J. Ludi
Date BUSINESS MANAGER

LONG LAKE CSD



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

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1440.B	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	719.25	1,780.75
C 1440.L	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	1,707.20	7,792.80
C 1445.L	A La Carte Sales	1,000.00	0.00	1,000.00	26.11	973.89
C 2401	Interest and Earnings	0.00	0.00	0.00	0.28	-0.28
C 3190.FB	Breakfast - Federal Reimbursement	6,000.00	0.00	6,000.00	0.00	6,000.00
C 3190.FL	Lunch - Federal Reimbursement	13,000.00	0.00	13,000.00	0.00	13,000.00
C 3190.FS	Snack - Federal Reimbursement	550.00	0.00	550.00	0.00	550.00
C 3190.SB	Breakfast - State Reimbursement	250.00	0.00	250.00	-6.40	256.40
C 3190.SL	Lunch - State Reimbursement	500.00	0.00	500.00	-3.80	503.80
C 4190	USDA Surplus Food	2,000.00	0.00	2,000.00	0.00	2,000.00
C 5031	Interfund Transfer	108,701.00	0.00	108,701.00	0.00	108,701.00

C Totals: **144,001.00** **0.00** **144,001.00** **2,442.64** **141,558.36**

Grand Totals: **144,001.00** **0.00** **144,001.00** **2,442.64** **141,558.36**

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	3,058,711.89	0.00	3,058,711.89	3,058,711.89	0.00
A 1081	Other Payments in Lieu of Taxes	0.00	0.00	0.00	344.25	-344.25
A 1085	School Tax Relief Reimb (STAR)	30,288.11	0.00	30,288.11	30,288.11	0.00
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	1,828.11	1,171.89
A 1310	Day School Tuition	4,600.00	0.00	4,600.00	3,850.00	750.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	0.00	1,000.00
A 2401	Interest on Earnings	15,000.00	0.00	15,000.00	427.46	14,572.54
A 3101.A	General Aid	480,000.00	0.00	480,000.00	80,085.77	399,914.23
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	1,526.11	-1,526.11
A 3102	VLT Lottery Aid	0.00	0.00	0.00	5,088.40	-5,088.40
A 3103	BOCES Aid	55,000.00	0.00	55,000.00	-6,255.60	61,255.60
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	765.00	3,235.00
A 4601	Medicaid Assistance, HRSS	4,000.00	0.00	4,000.00	0.00	4,000.00
A Totals:		3,655,600.00	0.00	3,655,600.00	3,176,659.50	478,940.50
Grand Totals:		3,655,600.00	0.00	3,655,600.00	3,176,659.50	478,940.50

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	65,026.00	0.00	65,026.00	12,696.34	0.00	52,329.66
C 2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	409.50	0.00	2,590.50
C 2860.410-0000	Cafeteria Food	30,000.00	0.00	30,000.00	5,729.79	11,759.30	12,510.91
C 2860.450-0000	Cafeteria Materials & Supplies	2,500.00	0.00	2,500.00	1,073.54	1,294.36	132.10
2860	SCHOOL FOOD SERVICE	100,526.00	0.00	100,526.00	19,909.17	13,053.66	67,563.17
28		100,526.00	0.00	100,526.00	19,909.17	13,053.66	67,563.17
2		100,526.00	0.00	100,526.00	19,909.17	13,053.66	67,563.17
C 9010.800-0000	Cafeteria Employees Retirement	10,500.00	0.00	10,500.00	-2,500.00	0.00	13,000.00
9010	STATE RETIREMENT	10,500.00	0.00	10,500.00	-2,500.00	0.00	13,000.00
C 9030.800-0000	Cafeteria Social Security	4,975.00	0.00	4,975.00	0.00	0.00	4,975.00
9030	SOCIAL SECURITY	4,975.00	0.00	4,975.00	0.00	0.00	4,975.00
C 9060.800-0000	Cafeteria Health Insurance	28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
90		43,475.00	0.00	43,475.00	-2,500.00	0.00	45,975.00
9		43,475.00	0.00	43,475.00	-2,500.00	0.00	45,975.00
	Fund CTotals:	144,001.00	0.00	144,001.00	17,409.17	13,053.66	113,538.17
	Grand Totals:	144,001.00	0.00	144,001.00	17,409.17	13,053.66	113,538.17

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
A 1010.450-0000	BOE Materials and Supplies	2,800.00	0.00	2,800.00	0.00	0.00	2,800.00
A 1010.490-0000	BOE BOCES Services	7,500.00	0.00	7,500.00	593.20	0.00	6,906.80
1010	BOARD OF EDUCATION	18,300.00	0.00	18,300.00	593.20	0.00	17,706.80
A 1040.160-0000	BOE District Clerk Salaries	2,353.00	0.00	2,353.00	752.96	0.00	1,600.04
A 1040.400-0000	BOE District Clerk Contractual	4,000.00	0.00	4,000.00	1,886.78	0.00	2,113.22
1040	DISTRICT CLERK	6,353.00	0.00	6,353.00	2,639.74	0.00	3,713.26
10		24,653.00	0.00	24,653.00	3,232.94	0.00	21,420.06
A 1240.160-0000	Support Staff Salaries	125,597.00	0.00	125,597.00	48,522.85	0.00	77,074.15
A 1240.200-0000	Central Admin Equipment	2,000.00	0.00	2,000.00	1,923.25	0.00	76.75
A 1240.400-0000	Central Admin Contractual	13,680.00	340.00	14,020.00	6,184.45	130.00	7,705.55
A 1240.450-0000	Central Admin Materials & Supplies	2,500.00	0.00	2,500.00	290.98	0.00	2,209.02
1240	CHIEF SCHOOL ADMINISTRATOR	143,777.00	340.00	144,117.00	56,921.53	130.00	87,065.47
12		143,777.00	340.00	144,117.00	56,921.53	130.00	87,065.47
A 1310.160-0000	Finance Business Admin Salaries	89,819.00	0.00	89,819.00	31,075.00	0.00	58,744.00
A 1310.490-0000	Finance BOCES Services	23,500.00	0.00	23,500.00	1,996.40	0.00	21,503.60
1310	BUSINESS ADMINISTRATION	113,319.00	0.00	113,319.00	33,071.40	0.00	80,247.60
A 1320.160-0000	Finance Auditing Salaries	550.00	0.00	550.00	65.99	0.00	484.01
A 1320.400-0000	Finance Auditor Contractual	9,000.00	0.00	9,000.00	0.00	0.00	9,000.00
1320	AUDITING	9,550.00	0.00	9,550.00	65.99	0.00	9,484.01
A 1325.160-0000	Finance District Treasurer	20,967.00	0.00	20,967.00	7,241.36	0.00	13,725.64
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	0.00	0.00	250.00
1325	TREASURER	21,217.00	0.00	21,217.00	7,241.36	0.00	13,975.64
A 1330.160-0000	Finance Tax Collector Salary	4,057.00	0.00	4,057.00	3,245.60	0.00	811.40
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	5,657.00	0.00	5,657.00	3,245.60	0.00	2,411.40
13		149,743.00	0.00	149,743.00	43,624.35	0.00	106,118.65
A 1420.400-0000	Legal Contractual	14,000.00	0.00	14,000.00	1,875.00	0.00	12,125.00
1420	LEGAL	14,000.00	0.00	14,000.00	1,875.00	0.00	12,125.00
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	15.20	0.00	1,934.80
1430	PERSONNEL	1,950.00	0.00	1,950.00	15.20	0.00	1,934.80
A 1480.400-0000	Public Info Contractual	250.00	0.00	250.00	0.00	0.00	250.00

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1480.450-0000	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1480	PUBLIC INFORMATION & SERVICES	1,250.00	0.00	1,250.00	0.00	0.00	1,250.00
14		17,200.00	0.00	17,200.00	1,890.20	0.00	15,309.80
A 1620.160-0000	Central Services Support Staff Salaries	100,712.00	0.00	100,712.00	33,177.38	0.00	67,534.62
A 1620.200-0000	Central Services Equipment	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 1620.400-0000	Central Services Contractual	65,250.00	0.00	65,250.00	39,005.76	3,500.00	22,744.24
A 1620.410-0000	Central Services Fuel Oil	85,000.00	0.00	85,000.00	0.00	0.00	85,000.00
A 1620.420-0000	Central Services Television	1,800.00	0.00	1,800.00	439.65	0.00	1,360.35
A 1620.430-0000	Central Services Electricity	27,000.00	0.00	27,000.00	4,534.37	0.00	22,465.63
A 1620.440-0000	Central Services Water Rent	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
A 1620.450-0000	Central Services Materials & Supplies	21,500.00	77.88	21,577.88	5,630.12	3,551.01	12,396.75
A 1620.451-0000	Custodial Supplies - COVID	0.00	0.00	0.00	11,431.48	285.00	-11,716.48
A 1620.460-0000	Central Services Telephone	9,000.00	0.00	9,000.00	2,767.69	0.00	6,232.31
A 1620.480-0000	Central Services LP Gas	100.00	0.00	100.00	0.00	0.00	100.00
A 1620.490-0000	Central Services BOCES	1,000.00	0.00	1,000.00	71.00	0.00	929.00
1620	OPERATION OF PLANT	313,362.00	77.88	313,439.88	98,057.45	7,336.01	208,046.42
A 1621.160-0000	Mainten Support Staff Salaries	15,451.00	0.00	15,451.00	5,046.96	0.00	10,404.04
A 1621.400-0000	Maintenance Contractual Exp	17,500.00	0.00	17,500.00	0.00	0.00	17,500.00
1621	MAINTENANCE OF PLANT	32,951.00	0.00	32,951.00	5,046.96	0.00	27,904.04
A 1670.400-0000	Contractual	825.00	0.00	825.00	0.00	0.00	825.00
A 1670.450-0000	Postage	3,200.00	0.00	3,200.00	1,000.00	0.00	2,200.00
A 1670.490-0000	Printing - BOCES Services	2,000.00	0.00	2,000.00	26.30	0.00	1,973.70
1670	CENTRAL PRINTING & MAILING	6,025.00	0.00	6,025.00	1,026.30	0.00	4,998.70
A 1680.490-0000	Central DP - BOCES Services	38,000.00	0.00	38,000.00	6,726.30	0.00	31,273.70
1680	CENTRAL DATA PROCESSING	38,000.00	0.00	38,000.00	6,726.30	0.00	31,273.70
16		390,338.00	77.88	390,415.88	110,857.01	7,336.01	272,222.86
A 1910.400-0000	Unallocated Insurance	1,000.00	0.00	1,000.00	735.66	0.00	264.34
1910	UNALLOCATED INSURANCE	1,000.00	0.00	1,000.00	735.66	0.00	264.34
A 1920.400-0000	School Association Dues	4,650.00	0.00	4,650.00	3,720.00	0.00	930.00
1920	SCHOOL ASSOCIATION DUES	4,650.00	0.00	4,650.00	3,720.00	0.00	930.00
A 1981.490-0000	BOCES Administrative Costs	17,000.00	0.00	17,000.00	1,697.30	0.00	15,302.70
1981	BOCES ADMINISTRATIVE COSTS	17,000.00	0.00	17,000.00	1,697.30	0.00	15,302.70
A 1983.490-0000	BOCES Capital Expenses	100.00	0.00	100.00	48,997.50	0.00	-48,897.50

LONG LAKE CSD

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



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1983	BOCES CAPITAL EXPENSE	*	100.00	0.00	100.00	48,997.50	0.00	-48,897.50
19		**	22,750.00	0.00	22,750.00	55,150.46	0.00	-32,400.46
1		***	748,461.00	417.88	748,878.88	271,676.49	7,466.01	469,736.38
A 2020 150-0000	Supervision Instructional		25,000.00	0.00	25,000.00	8,681.71	0.00	16,318.29
2020	SUPERVISION - REGULAR SCHOOL	*	25,000.00	0.00	25,000.00	8,681.71	0.00	16,318.29
A 2070 150-0000	Instructional Salaries		16,720.00	0.00	16,720.00	2,150.00	0.00	14,570.00
A 2070 490-0000	Inservics - BOCES Services		20,000.00	0.00	20,000.00	1,004.40	0.00	18,995.60
2070	INSERVICE TRAINING - INSTRUCTION	*	36,720.00	0.00	36,720.00	3,154.40	0.00	33,565.60
20		**	61,720.00	0.00	61,720.00	11,836.11	0.00	49,883.89
A 2110 120-0000	Teaching K-6 Salaries		487,932.00	0.00	487,932.00	77,548.00	0.00	410,384.00
A 2110 130-0000	Teaching 7-12 Salaries		468,162.00	0.00	468,162.00	75,804.16	0.00	392,357.84
A 2110 140-0000	Substitute Teachers		18,000.00	0.00	18,000.00	3,592.50	0.00	14,407.50
A 2110 160-0000	Support Staff Salaries		41,327.00	0.00	41,327.00	8,079.08	0.00	33,247.92
A 2110 170-0000	Payment in Lieu of Health Insurance		14,000.00	0.00	14,000.00	0.00	0.00	14,000.00
A 2110 180-0000	Leave Seltback		0.00	0.00	0.00	0.00	0.00	0.00
A 2110 200-0000	Teaching Equipment		7,000.00	-1,850.00	5,150.00	3,250.00	0.00	1,900.00
A 2110 400-0000	Teaching Contractual		16,726.00	0.00	16,726.00	3,224.74	723.78	12,777.48
A 2110 410-0000	Field Trips		21,000.00	0.00	21,000.00	-77.00	0.00	21,077.00
A 2110 411-0000	Conference Attendance		10,500.00	0.00	10,500.00	1,569.00	0.00	8,931.00
A 2110 412-0000	Mileage Reimbursement		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2110 413-0000	Arts in Education		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
A 2110 450-0000	Teaching Materials & Supplies		9,000.00	0.00	9,000.00	3,192.37	39.64	5,767.99
A 2110 451-0000	Elementary - Grade 1		2,075.00	0.00	2,075.00	1,374.30	179.49	521.21
A 2110 451-1000	Summer School		90.00	0.00	90.00	0.00	0.00	90.00
A 2110 451-2000	Art Program		2,725.00	718.24	3,443.24	1,532.05	351.39	1,559.80
A 2110 451-4000	Teachers Assistant-Dukett		250.00	0.00	250.00	242.08	0.00	7.92
A 2110 451-5000	English		325.00	0.00	325.00	131.87	65.32	127.81
A 2110 451-6000	Spanish		0.00	60.00	60.00	58.98	0.00	1.02
A 2110 451-8000	Health Education		260.00	0.00	260.00	43.79	0.00	216.21
A 2110 451-9000	Math		800.00	0.00	800.00	65.29	0.00	734.71
A 2110 452-1000	Elementary - Conboy/SPED		255.00	0.00	255.00	0.00	0.00	255.00
A 2110 452-2000	Music		1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2110 452-3000	Phys Ed		1,628.00	0.00	1,628.00	1,482.21	0.00	145.79

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-4000	Science	1,195.00	0.00	1,195.00	573.30	0.00	621.70
A 2110.452-5000	Social Studies	300.00	0.00	300.00	0.00	0.00	300.00
A 2110.452-6000	Technology	1,700.00	0.00	1,700.00	90.48	0.00	1,609.52
A 2110.452-7000	Elementary - PreK/Teaching Assistant	900.00	0.00	900.00	543.26	0.00	356.74
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	250.00	0.00	250.00	0.00	0.00	250.00
A 2110.453-0000	Elementary - Harkness	405.00	0.00	405.00	38.98	0.00	366.02
A 2110.454-0000	Elementary - Grade 2	900.00	0.00	900.00	654.98	9.59	235.43
A 2110.455-0000	Elementary - Grade 3/4	1,250.00	0.00	1,250.00	191.86	0.00	1,058.14
A 2110.456-0000	Elementary - Grade 5/6	625.00	0.00	625.00	47.98	0.00	577.02
A 2110.458-0000	Elementary - Grade K	1,015.00	18.43	1,033.43	763.32	0.00	270.11
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.459-2000	STEM	1,000.00	0.00	1,000.00	168.28	0.00	831.72
A 2110.480-0000	Teaching Textbooks	11,500.00	-60.00	11,440.00	1,488.08	0.00	9,951.92
A 2110.490-0000	Teaching BOCES	10,000.00	0.00	10,000.00	4,432.50	0.00	5,567.50
2110	TEACHING - REGULAR SCHOOL	1,144,095.00	-1,113.33	1,139,981.67	190,106.44	1,369.21	948,506.02
21		1,141,095.00	-1,113.33	1,139,981.67	190,106.44	1,369.21	948,506.02
A 2250.150-0000	Instructional Salaries	90,540.00	0.00	90,540.00	14,033.48	0.00	76,506.52
A 2250.160-0000	Non Instructional Salaries	34,772.00	0.00	34,772.00	3,881.23	0.00	30,890.77
A 2250.400-0000	Students w/Disab Contractual	4,500.00	0.00	4,500.00	4,523.03	0.00	-23.03
A 2250.450-0000	Special Ed Materials & Supplies	675.00	0.00	675.00	0.00	0.00	675.00
A 2250.470-0000	Special Tuition	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2250.490-0000	BOCES Services	91,000.00	0.00	91,000.00	3,226.00	0.00	87,774.00
2250	PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	223,987.00	0.00	223,987.00	25,663.74	0.00	198,323.26
A 2280.490-0000	BOCES Services	35,000.00	0.00	35,000.00	1,984.30	0.00	33,015.70
2280	OCCUPATIONAL EDUCATION (GRADES 9-12)	35,000.00	0.00	35,000.00	1,984.30	0.00	33,015.70
22		258,987.00	0.00	258,987.00	27,648.04	0.00	231,338.96
A 2330.150-0000	Adult Education Salary	11,350.00	0.00	11,350.00	141.60	0.00	11,208.40
A 2330.151-0000	Special Schools Salary	20,160.00	0.00	20,160.00	0.00	0.00	20,160.00
A 2330.400-0000	Special Schools Contractual	3,600.00	0.00	3,600.00	0.00	0.00	3,600.00
A 2330.450-0000	Special Schools Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
2330	TEACHING - SPECIAL SCHOOLS	35,610.00	0.00	35,610.00	141.60	0.00	35,468.40

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
23		35,610.00	0.00	35,610.00	141.60	0.00	35,468.40
A 2610.150-0000	Library Salaries	54,058.00	0.00	54,058.00	8,649.28	0.00	45,408.72
A 2610.450-0000	Library Materials & Supplies	1,235.00	-120.00	1,115.00	216.95	0.00	898.05
A 2610.460-0000	Library Collections	3,546.00	120.00	3,666.00	3,662.54	0.00	3.46
A 2610.490-0000	Library BOCES Services	8,750.00	0.00	8,750.00	836.20	0.00	7,913.80
2610	SCHOOL LIBRARY & AUDIOVISUAL	67,589.00	0.00	67,589.00	13,364.97	0.00	54,224.03
A 2630.220-0000	Computer Hardware	21,000.00	0.00	21,000.00	9,151.88	2,273.24	9,574.88
A 2630.450-0000	Computer Materials & Supplies	1,000.00	0.00	1,000.00	328.68	59.97	611.35
A 2630.460-0000	Computer Software	7,000.00	0.00	7,000.00	2,983.83	76.93	3,939.24
A 2630.490-0000	Computer BOCES	73,500.00	0.00	73,500.00	17,534.30	0.00	55,965.70
2630	COMPUTER ASSISTED INSTRUCTION	102,500.00	0.00	102,500.00	29,998.69	2,410.14	70,091.17
26		170,089.00	0.00	170,089.00	43,363.66	2,410.14	124,315.20
A 2805.160-0000	Attendance	4,500.00	0.00	4,500.00	857.12	0.00	3,642.88
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	0.00	4,500.00	857.12	0.00	3,642.88
A 2810.150-0000	Guidance Instructional Salaries	63,815.00	0.00	63,815.00	13,945.02	0.00	49,869.98
A 2810.450-0000	Guidance Materials & Supplies	925.00	0.00	925.00	234.25	0.00	690.75
A 2810.451-0000	Guidance Testing and Materials	950.00	0.00	950.00	0.00	116.00	834.00
2810	GUIDANCE - REGULAR SCHOOL	65,690.00	0.00	65,690.00	14,179.27	116.00	51,394.73
A 2815.160-0000	Support Staff Salaries	34,629.00	0.00	34,629.00	6,310.20	0.00	28,318.80
A 2815.400-0000	Health Contractual	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
A 2815.450-0000	Health Materials & Supplies	2,500.00	0.00	2,500.00	421.39	0.00	2,078.61
2815	HEALTH SERVICES - REGULAR SCHOOL	43,629.00	0.00	43,629.00	6,731.59	0.00	36,897.41
A 2820.400-0000	Psychologist Contractual	45,000.00	0.00	45,000.00	0.00	0.00	45,000.00
A 2820.450-0000	Psychologist Materials & Supplies	1,500.00	0.00	1,500.00	1,125.09	0.00	374.91
A 2820.490-0000	BOCES Psychologist	11,500.00	0.00	11,500.00	1,774.00	0.00	9,726.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	58,000.00	0.00	58,000.00	2,899.09	0.00	55,100.91
A 2825.400-0000	Contractual	6,700.00	0.00	6,700.00	0.00	0.00	6,700.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,700.00	0.00	6,700.00	0.00	0.00	6,700.00
A 2850.150-0000	Co-curricular Salaries	30,090.00	0.00	30,090.00	104.00	0.00	29,986.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	31,090.00	0.00	31,090.00	104.00	0.00	30,986.00

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2855.150-0000	Interscholastic Salaries	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
A 2855.400-0000	Interscholastic Contractual	20,500.00	0.00	20,500.00	0.00	0.00	20,500.00
A 2855.450-0000	Interscholastic Materials & Supplies	2,500.00	640.00	3,140.00	1,037.50	0.00	2,102.50
A 2855.490-0000	BOCES Interscholastic	1,000.00	0.00	1,000.00	97.10	0.00	902.90
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	34,000.00	640.00	34,640.00	1,134.60	0.00	33,505.40
28		243,609.00	640.00	244,249.00	25,905.67	116.00	218,227.33
2		1,911,110.00	-473.33	1,910,636.67	299,001.52	3,895.35	1,607,739.80
A 5510.160-0000	Transportation Salaries	86,064.00	0.00	86,064.00	22,915.37	0.00	63,148.63
A 5510.200-0000	Transportation Equipment	0.00	1,850.00	1,850.00	1,850.00	0.00	0.00
A 5510.400-0000	Transportation Contractual	15,000.00	0.00	15,000.00	10,814.25	0.00	4,185.75
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	0.00	500.00	126.78	0.00	373.22
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	752.35	0.00	17,247.65
A 5510.452-0000	Tires	2,500.00	0.00	2,500.00	401.01	0.00	2,098.99
A 5510.453-0000	Parts	7,500.00	0.00	7,500.00	3,373.39	3,141.80	984.81
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	2,350.72	0.00	10,649.28
A 5510.490-0000	BOCES Contractual	1,300.00	0.00	1,300.00	90.50	0.00	1,209.50
5510	DISTRICT TRANSPORTATION SERVICES	143,864.00	1,850.00	145,714.00	42,674.37	3,141.80	99,897.83
55		143,864.00	1,850.00	145,714.00	42,674.37	3,141.80	99,897.83
5		143,864.00	1,850.00	145,714.00	42,674.37	3,141.80	99,897.83
A 9010.800-0000	NYS Retirement	67,500.00	0.00	67,500.00	-13,000.00	0.00	80,500.00
9010	STATE RETIREMENT	67,500.00	0.00	67,500.00	-13,000.00	0.00	80,500.00
A 9020.800-0000	Teacher Retirement	140,000.00	0.00	140,000.00	-75,813.86	0.00	215,813.86
9020	TEACHERS' RETIREMENT	140,000.00	0.00	140,000.00	-75,813.86	0.00	215,813.86
A 9030.800-0000	Social Security	143,103.00	0.00	143,103.00	28,429.13	0.00	114,673.87
9030	SOCIAL SECURITY	143,103.00	0.00	143,103.00	28,429.13	0.00	114,673.87
A 9040.800-0000	Worker Compensation	11,000.00	0.00	11,000.00	5,370.00	0.00	5,630.00
9040	WORKERS' COMPENSATION	11,000.00	0.00	11,000.00	5,370.00	0.00	5,630.00
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	1,276.57	0.00	2,723.43
9055	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	1,276.57	0.00	2,723.43
A 9060.800-0000	Hospitalization	960,000.00	0.00	960,000.00	373,783.07	0.00	586,216.93

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	960,000.00	0.00	960,000.00	373,783.07	0.00	586,216.93
90		1,345,603.00	0.00	1,345,603.00	320,044.91	0.00	1,025,558.09
A 9731.600-0000	Bond Anticipation Notes - Principal	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
A 9731.700-0000	Bond Anticipation Notes - Interest	73,125.00	0.00	73,125.00	0.00	0.00	73,125.00
9731		123,125.00	0.00	123,125.00	0.00	0.00	123,125.00
97		123,125.00	0.00	123,125.00	0.00	0.00	123,125.00
A 9901.930-0000	Transfer to School Food Svc Fund	108,701.00	0.00	108,701.00	0.00	0.00	108,701.00
9901	TRANSFERS TO FUNDS	108,701.00	0.00	108,701.00	0.00	0.00	108,701.00
99		108,701.00	0.00	108,701.00	0.00	0.00	108,701.00
9		1,577,429.00	0.00	1,577,429.00	320,044.91	0.00	1,257,384.09
	Fund ATotals:	4,380,864.00	1,794.55	4,382,658.55	933,397.29	14,503.16	3,434,758.10
	Grand Totals:	4,380,864.00	1,794.55	4,382,658.55	933,397.29	14,503.16	3,434,758.10

LONG LAKE CSD



Budget Transfer Schedule Report For A - 2: Budget Transfer

Ref Number	Date	Budget Transfer Description	Detail Description	Approval Status	Transfer Out	Transfer In
Account	Account Description					
125	10/27/2020	TRANSFER TO COVER SHORTAGE		Not Required		
A 2610.450-0000	Library Materials & Supplies				20.00	
A 2610.460-0000	Library Collections					20.00

Number of Budget Transfers: 1

Grand Totals:	20.00	20.00
Net Amount:	0.00	

Account Distribution Totals

Account	Description	Debits	Credits
A 2610.450-0000	Library Materials & Supplies	20.00	0.00
A 2610.460-0000	Library Collections	0.00	20.00
Fund A Totals:		20.00	20.00
Grand Totals:		20.00	20.00



Long Lake
CENTRAL SCHOOL DISTRICT

VLC
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

TO: Board of Education Members

FROM: Vickie Snide

RE: Energy Consortium Renewal

DATE: October 27, 2020

Board of Education

Brian Penrose

President

Michael Farrell

Vice President

Alexandria Harris

Trisha Hosley

Joan Paula

Superintendent/Principal

Noelle J. Short

nshort@longlakecsd.org

Business Manager

Victoria J. Snide

vsnide@longlakecsd.org

Treasurer

Lisa Walker

lwalker@longlakecsd.org

School Counselor

Elisha Cohen

ecohen@longlakecsd.org

I would like to recommend that the Board approve the attached Resolution and Billing Agreement renewing our participation in the NY School & Municipal Energy Consortium (NYSMEC) for Electricity at the November 12, 2020 board meeting.

It is a requirement that school districts bid their electricity supplier. The cost of participate in the NYSMEC program is currently \$710 per year and is BOCES aidable. There are approximately 180 school districts and municipalities that participate in this program. We originally joined this consortium in 2015 and the three-year renewal agreement will begin May 1, 2021.

I have attached the board resolution and agreements. Documents need to be returned to NYSMEC by December 4, 2020 to continue our participation.

Please let me know if you would like further information on this program.

Sean Joyce
Manager of Central Services
PO Box 4754
Syracuse NY 13221-4754
Phone: (315) 431-8584
FAX: (315) 431-8444
sjoyce@ocmboces.org

October 27, 2020

To All NYSMEC Participants,

As you are aware, our current contracts for both natural gas and electricity expire on April 30, 2021. We have been working with our consultant and legal counsel on preparing bid documents to be sent to Energy Service Companies (ESCO's) for our next contract period.

In an effort to obtain the best possible prices without sacrificing security and predictability of pricing, we are following our established practice of confirming your continued participation in the program. We again are asking you to have your board confirm your participation in the program and authorize NYSMEC to conduct the cooperative public bid process and to award binding purchase contracts to the lowest responsible vendor, as long as the bid price does not exceed the amount stated in the resolutions. Our consultant and NYSMEC have learned that we get better pricing from the ESCO's when we have firm commitments from our participants prior to completion of the bid process. The "not to exceed" price per kWh or therm amount reflected in each attached resolution are by design conservative calculations on the part of our consultant. As has happened in the past, we expect that bid pricing received will be less than not to exceed amount.

Attached you will find the following documents:

- "Electricity Cooperative Energy Purchasing Service Billing Schedule And Agreement (Joinder)"
- "Resolution Authorizing Participation In Cooperative Energy Purchasing Service (NYSMEC) For Electricity"
- "Natural Gas Cooperative Energy Purchasing Service Billing Schedule And Agreement (Joinder)"
- "Resolution Authorizing Participation In Cooperative Energy Purchasing Service (NYSMEC) For Natural Gas "

Our consultant has run some pricing scenarios based on the following criteria:

- Current market conditions and future market predictions
- Recent news indicating increasing price volatility in the Northeast during the bid period
- Weather and increased electricity production from natural gas and local natural gas transportation constraints
- Various Contract Terms (1, 2, and 3 years)
- Service Classifications
- Zone areas (for electric)
- Balancing Options (for natural gas)

Because the bids will not be opened and awarded until late March, we have put in the resolution documents a "not to exceed" price per kWh for electric and per therm for natural gas. These "not to exceed" prices are a result of the consultant's findings based on the factors listed above. The actual prices will be determined by the market at the time of bid opening. While we expect pricing to come in lower than the "not to exceed" price, this is the absolute cap you are allowing us to award on either bid, and for a term not to exceed 3 years.

The price listed on each resolution is the highest price we would accept in the most expensive electric zone and in the most expensive balancing option for natural gas. For example, Zone C electric is less expensive than Zone H electric. The price listed on the resolution is the highest price acceptable in the highest priced zone. We expect that lower priced zones would be locked in at a lower price.

Please note that these figures are for the commodity only and do not include the utility "transportation" charges.

I will need all signed documents returned to me no later than 12:00 noon on Friday, December 4, 2020. If your intent is to discontinue your participation in the program, I will need a letter in writing stating that intention as soon as possible, but no later than 12:00 noon on Friday, December 4, 2020.

If your school district/municipality is considering building renovations, building/site closures, more on-site generation, solar, or other energy efficiency projects within the next 3 years, please let us know this information and which of your sites this may impact when you return documents back to us. This information will be factored into the bid development process.

We are confident that procedure changes implemented in 2012 will again bring more competitive pricing to our bid process.

Should you have any questions, you can contact me by email at Sjoyce@OCMBOCES.org or by phone at 315 431-8584.

Sincerely,

Sean M. Joyce

Sean M. Joyce
OCM BOCES
Manager of Central Services
Main Campus - Administration Bldg.
6820 Thompson Rd
PO Box 4754
Syracuse, NY 13221
315 431-8584
315 431-8444 (Fax)
Email - Sjoyce@OCMBOCES.org

**RESOLUTION AUTHORIZING PARTICIPATION IN
COOPERATIVE ENERGY PURCHASING SERVICE
(NYSMEC) FOR ELECTRICITY**

WHEREAS, Article 5-G of the New York State General Municipal Law authorizes municipal corporations to enter into cooperative agreements for the performance or exercise of services, functions, powers or activities on a cooperative or contract basis among themselves or one for the other, and

WHEREAS, Section 119-n of the General Municipal Law defines the term "municipal corporation" for the purposes of Article 5-G as a county outside the city of New York, a city, a town, a village, a board of cooperative educational services, a fire district or a school district; and

WHEREAS, *Long Lake Central School District* (hereinafter sometimes referred to as "Participant") is a "municipal corporation" as defined above; and

WHEREAS, this Board wishes for this municipal corporation to become or remain a Participant pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") upon the terms of the Agreement and further wishes to authorize participation as an energy consumer as specified below.

NOW THEREFORE, BE IT RESOLVED, that this Board hereby determines that it is in the interests of the *Long Lake Central School District* to participate in the NYSMEC, and authorizes and directs Victoria Snide, Business Manager to sign the Agreement/and or the Billing Schedule and Agreement for electricity on its behalf; and

BE IT FURTHER RESOLVED, that this Board authorizes the Administrative Participant (as defined in the Agreement) to prepare, advertise, disseminate and open bids pursuant to the General Municipal Law and to award, execute and deliver binding contracts on behalf of this Board for the purchase of electricity delivered to the delivery point of the local utility distribution company for the Participant's facility or facilities, on a firm basis, for this Participant to the lowest responsible bidder as is determined by the Administrative Participant at a price for such commodity electricity not to exceed \$0.0736 cents per kWh for a term of at least one year and no more than three years commencing May 1, 2021, and other terms and conditions, all as may be determined by the Administrative Participant, or to reject any or all such bids; and

BE IT FURTHER RESOLVED, that this Participant agrees to advertise said bid as may be directed by the Administrative Participant; and

BE IT FURTHER RESOLVED, that the officers and employees of this Participant are authorized to execute such other confirming agreements, certificates and other documents and take such other actions as may be necessary or appropriate to carry out the intent of this resolution.

This Resolution shall take effect immediately.

I certify that the foregoing resolution was duly adopted by the governing body of the municipal corporation named therein at a duly convened meeting thereof, held upon due notice and in accordance with all applicable laws, charters, by-laws and ordinances, including but not limited to the Open Meetings Law, as follows:

Date of Meeting: _____

Vote: Yes _____ No _____ Abstaining/Absent _____

Clerk of governing body
of municipal Participant

Date

SEAL

ELECTRICITY COOPERATIVE ENERGY PURCHASING SERVICE

BILLING SCHEDULE AND AGREEMENT (JOINDER)

Participation Period

The terms of the energy purchasing contracts entered into with one or more energy suppliers pursuant to the Municipal Cooperation Agreement For Energy Purchasing Services dated the 1st day of May, 2005 (the "Agreement"), among municipal corporations collectively identified as the New York School and Municipal Energy Consortium ("NYSMEC") have been determined by NYSMEC and/or the Administrative Participant based on the responses to the public bidding process and its good faith determination of the best interests of the Participants as a whole. The term of the agreement shall be between one and three years.

Billing Period – Electricity Consumption

Each Participant's electric bills are estimated, based upon a three-year consumption average, factoring in other variables such as, but not limited to, previous weather patterns, energy improvements at sites and construction. The Participant will be billed in six (6) installments invoiced on or about the following dates:

Installment 1	June 1	Installment 4	December 1
Installment 2	August 1	Installment 5	February 1
Installment 3	October 1	Installment 6	April 1

Billing Period - Energy Services Coordination

For school districts, the billing period for the participation/coordination of energy services is ten (10) relatively equal monthly installments from September through June.

For all other municipalities, the billing period for the participation/coordination of energy services is one (1) initial lump sum payment due on or about January 1 or within thirty (30) days of the invoice date, whichever is later.

Reconciliation

Reconciliation is the balancing between the amount paid based on estimates and the amount due based on actual costs and consumption. The Administrative Participant performs an annual reconciliation, balancing the amount paid for the six (6) installments and the amount of actual electricity consumed based upon the Participant's actual bills.

The reconciliation balance also reflects any unpaid prior balances and losses to the NYSMEC due to unpaid or uncollectable accounts payable, termination costs and/or other costs or liabilities under the energy purchasing contracts and/or the Agreement. Except as provided otherwise in the Agreement or this Billing Schedule and Agreement all gains or losses to the NYSMEC are prorated to the Participants in proportion to the relative costs of each Participant's purchases of electricity in the year during which such services are rendered, or in accordance with any other reasonable formula.

The reconciliation for the previous year occurs in September of the next year. If the Participant has overpaid, then the Participant will receive a refund of the credit balance. If the Participant has underpaid, then the Participant will be invoiced for the balance due.

Payments for Electricity Consumption and Installment Billing

The Participant agrees to pay all installment and other invoices within thirty (30) days of the invoice date. The Participant's bill is prepared and mailed through the NYSMEC. Payments must be made payable to the "New York School and Municipal Energy Consortium" or "NYSMEC". A 0.75% per month late charge will be assessed on the outstanding balance of any unpaid invoices exceeding thirty (30) days from the original invoice date. Late payments

may affect the Participant's share of NYSMEC's year-end surplus, if any. The Administrative Participant may calculate and impose any necessary assessment on the Participants for additional payments if actual costs (e.g., due to energy consumed, administrative expenses and/or other liabilities or expenses) exceed amounts held on behalf of the Participants and will refund amounts in excess of amounts required.

Termination

If a Participant voluntarily terminates its participation in a multi-year energy purchasing contract in accordance with such contract's terms, it will be liable for and will pay to the NYSMEC or directly to the energy supplier as may be directed by the NYSMEC any termination charges or other expense determined in accordance with the energy purchasing contract.

The Agreement and NYSMEC's services to an individual Participant may be terminated with respect to such Participant at the discretion of the Administrative Participant, after consultation with the Advisory Council, for non-payment exceeding sixty (60) days from the original invoice date. If a Participant is in jeopardy of being terminated, it will be given written notice and ten (10) days to pay in full. Upon termination, the Participant will be given written notice. In such event, all outstanding balances owed by the Participant to the NYSMEC remain due and payable and the terminated Participant shall be directly liable to the energy supplier for all payment due for energy provided to it pursuant to the energy purchasing contract. In the event of termination, the Administrative Participant may in its discretion refuse future requests for participation from the Participant.

By signing below, the Participant agrees to all of the terms and conditions of the Agreement and of this Electricity Billing Schedule and Agreement for the service period terminating as described above. Furthermore, it authorizes the Administrative Participant to act on its behalf to execute and deliver contracts for the purchase and delivery of electricity as is more fully set forth in the Resolution adopted by its governing body, a certified copy of which is attached.

Signature of Authorized Representative

Date

Representative's Name: _____

Name of the School District or Municipality

Address of School District or Municipality

Vila.

BUS REPLACEMENT PLAN

Revision Date 10/27/20

Assumptions: In December, 2000 the Board of Education formally acknowledged past practice by approving a ten year replacement cycle for the district's full size school buses. Smaller buses and other vehicles will be replaced as we see the need.

<u>Bus #</u>	<u>Passenger</u>	<u>Model Year</u>	<u>Replacement Budget Year</u>
27	30	2011	School Year 2020-2021 (In Service 7/11), Mileage 62,366 Will be replaced Fall/Winter 2020
28	35	2015	School Year 2023-2024 (In Service 4/14), Mileage 49,171
29	60	2019	School Year 2027-2028 (In Service 10/17), Mileage 22,059
30	60	2019	School Year 2028-2029 (In Service 9/18), Mileage 13,187
31	30	2020	School Year 2030-2031 (To Be In Service Fall/Winter 2020)
D1	6	2010	School Year 2021-2022 (In Service 12/11) - Dodge Caravan Mileage 93,327, See Below
C1	4	2016	School Year 2022-2023 (In Service 11/15), Chevy Equinox Mileage 49,202

<u>Other Vehicles</u>	<u>Replacement Budget Year</u>
2015 Ford F250 4x4 Pick-up	School Year 2024-2025 (In service 10/14), Mileage 13,517

****Dodge Caravan** –The van was originally scheduled to be replaced in 2019-2020 and 2020-2021 school years but was postponed both times.

Projected Expense for Replacement Vehicles by School Year

<u>School Year</u>	<u>Expense</u>	<u>Vehicle to be Replaced</u>
2020-2021	\$65,000	Bus 27 – 30 passenger bus
2021-2022	\$30,000	2010 Dodge Caravan
2022-2023	\$30,000	2016 Chevy Equinox
2023-2024	\$65,000	Bus 28 – 35 passenger bus
2024-2025	\$35,000	2015 Ford Pickup
2025-2026	-0-	
2026-2027	-0-	
2027-2028	\$115,000	Bus 29
2028-2029	\$115,000	Bus 30
2029-2030	-0-	
2030-2031	\$65,000	Bus 31

*The Bus Purchase Reserve Fund has approximately \$54,132 (after the purchase of Bus 31 Fall/Winter 2020) available for bus purchases. This is used to fund large school buses, not cars used as buses.

Suggestions/Items to Consider

- Move Bus 29 replacement to 2026-2027 school year or Bus 30 replacement to 2029-2030 school year to separate the large bus purchases.

V11/b.



Long Lake
CENTRAL SCHOOL DISTRICT

PO Box 217, 20 School Lane
Long Lake, New York 12847
518-624-2221

REQUEST FOR PROPOSALS (RFP) INDEPENDENT EXTERNAL AUDIT SERVICES

1. Statement of Purpose

The Long Lake Central School District, hereinafter referred to as "District" invites Proposals to provide external audit services from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2021 and the two succeeding years (2022, 2024). The agreement between the parties may be extended for two additional years (2024, 2025) upon mutual consent.

The District is required, under Education Law Section 2116-a, the Regulations of the Commissioner of Education Section 170.2(r) and 172.3(d), to secure an annual audit by an independent auditor of all funds including extraclassroom activity funds. The school district must adopt a resolution accepting the audit report and shall file a copy of the resolution and the report with the Commissioner of Education by October 15. This request for proposal encompasses all of the aforementioned.

To be considered, an original and one (1) copy of a proposal must be received by the Business Manager at PO Box 217, 20 School Lane, Long Lake, New York 12847 by 3:00 p.m. on Monday, November 30, 2020.

The Board of Education reserves the right to accept or reject any or all proposals or any part of the proposal. The Board of Education reserves the right to award the auditing services proposal in whole or in part. After a review process, the Board of Education will appoint an independent auditor.

2. Anticipated Time Line:

Release of RFP Specifications
Proposals Due
Notification of Selection

October 23, 2020
November 30, 2020 3:00 p.m.
December 11, 2020

3. District Profile

- A. Enrollment: Approximately 70 students, grades PreK-12 in 1 building
- B. Board of Education: 5 members elected at large for 5 year terms
- C. BOCES: Component of the Franklin-Essex-Hamilton Board of Cooperative Educational Services
- D. Number of Employees: 35 employees; 2 bargaining units
- E. Budget: The 2020-2021 approved general fund budget is \$4,380,864
- F. Business Office: The Business Office staff consists of the School Business Manager and the District Treasurer. Another District employee performs claims auditing services on an as needed basis.
- G. Financial Software: Finance Manager nVision, supported by NERIC
- H. Fiscal Year: July 1 – June 30
- I. Checks/Purchasing: Approximately 1,700 checks and 300 purchase orders annually
- J. Key Personnel:

Superintendent of Schools	Noelle Short
School Business Manager	Victoria Snide
District Treasurer	Lisa Walker
Internal Claims Auditor	Jerome Flanagan
District Clerk	Victoria Snide
- K. Prior Year Audit: Prior audit reports and financial statements are available for inspection in the District offices and on the District website. An electronic copy may be requested by emailing the Business Manager at ysnide@longlakecsd.org.

4. Overview of Services Required

- A. The annual audit of all funds of the District will be performed in accordance with the following:
 - 1. General accepted auditing standards
 - 2. Government auditing standards
 - 3. Applicable standards promulgated by the New York State Comptroller
 - 4. Applicable Regulations of the Commissioner of Education
 - 5. Applicable regulations of the federal government as defined in OMB Circular A-133
 - 6. Applicable regulations pertaining to GAAP and GASB
 - 7. Board of Education Policy and Procedures

- B. For the CPA firm that is awarded this contract, terms and conditions shall be outlined in the CPA's engagement letter. Engagement letter shall include at a minimum:
1. Audit scope, deliverables and standards for performance,
 2. Sanctions for non-performance,
 3. Payment method,
 4. Conditions under which contract terms may be modified or terminated,
 5. Supervision of the audit,
 6. Length of the contract with language to reflect the requirement of the competitive RFP.
- C. Fieldwork shall be performed at mutually agreed upon times. Fieldwork shall conclude no later than August 31 annually. It is estimated that the actual time in the District will be between 3 and 5 days during June, July and August.
- D. The selected firm will notify the District in advance of needed assistance or documentation from business office staff. The firm will also notify the District in advance regarding special concerns for work area and equipment.
- E. Following completion of the audit of the fiscal year's financial records, the auditor shall issue:
1. The minimum audit schedules for a Public School District as issued by the New York State Education Department.
 2. An audit opinion with accompanying financial statements and notes for all funds and account groups of the Long Lake Central School District.
 3. An audit opinion with accompanying financial statements and notes for the Extraclassroom Activity Funds.
 4. Management Discussion and Analysis.
- F. The selected firm will type and make copies of all reports on its premises, providing one (1) electronic copy and delivering ten (10) bound copies of all reports to the School Business Manager. The annual audit report's letter to management shall be attached to or included with the financial statements. The firm shall advise the Business Manager as to the proper promulgation of their reports in writing. The reports shall be presented to the Board of Education at a regularly scheduled public meeting during October or November annually.
- G. The selected firm shall perform all necessary follow-up work and provide for advice and counsel to staff throughout the term of the contract.
- H. Auditors shall assure themselves that the District's Board of Education is informed of each of the following:
1. The auditor's responsibility under generally accepted auditing standards
 2. Significant accounting policies
 3. Management judgments and accounting estimates
 4. Significant audit adjustments
 5. Other information in documents containing audited financial statements
 6. Disagreements with management
 7. Management consultation with other accountants

8. Major issues discussed with management prior to retention
 9. Difficulties encountered in performing the audit
- I. Although work papers will remain the property of the CPA firm, the District will have access to these materials along with any authorized governmental agency. All work papers associated with this engagement shall be retained for a minimum of three (3) years from the date of the audit report. In addition, the firm shall respond to reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.
 - J. Barring the instance of any irregularities and illegal acts by the District's management, the Auditor shall review any and all findings, corrective action plans and relative timelines with the District's management. Only in the instance where the Auditor believes the District's management is involved in the irregularities and/or illegal acts, the Auditor shall make their report directly and immediately to the District's Board of Education.
 - K. Any contract agreed to under this Request for Proposal is subject to termination by either party with thirty (30) days written notice. The total length of the contract shall not exceed five years.

5. Proposal Requirements

A. Transmittal Letter

Include a signed letter of transmittal briefly stating the firm's understanding of the work to be done, the commitment to perform the work within the time period, a statement that the proposal is a firm and irrevocable offer, and certification that the person signing the proposal is entitled to represent the firm and empowered to submit the bid.

B. Firm Qualifications and Experience

1. Provide affirmative statement that the firm is independent of the District as defined by Generally Accepted Auditing Standards and US GAO Governmental Auditing Standards.
2. State the firm size, size of the governmental auditing staff and location of the office from which the work on this engagement is to be performed.
3. Submit a copy of the firm's most recent external quality control peer review report and letter of comments and state whether it included a review of specific government engagements.
4. Provide a description of any regulatory action taken within the last 5 years by an oversight body, such as the State Education Department or Internal Revenue Service, against the firm or staff members.
5. Provide a listing of references for school districts for whom services were rendered within the past five years, including contact name and phone number.

C. Firm Staff

1. Provide names and brief resumes (including governmental and school district auditing experience) of the engagement partner, supervisors/managers and other specialists who will be assigned to the engagement. Indicate whether each of the individuals who will be

conducting the audit is registered and licensed to practice as a certified public accountant in New York State.

2. The Board of Education reserves the right to reject staff who they feel do not have appropriate experience or qualifications to conduct the audit.

D. Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this RFP. In developing the work plan, reference should be made to such sources of information as the District's budget and related materials, organizational chart, programs, and financial and other management information systems. Describe the approach to be taken to gain and document an understanding of the District's internal control structure as well as the approach to be taken in drawing audit samples for purposes of tests of compliance.

E. Fees

1. Each proposal will clearly state the fees to be charged to the District for the annual audit of all funds of the District for each of the years ended June 30, 2021 through June 30, 2023.
2. This fee should be a flat annual rate and include all necessary expenses to perform the services described in this RFP, encompassing the audit of the general purpose financial statements and the audit of the extraclassroom activity fund.
3. Each proposal will also state the basis on which special audit fees may be billed.

6. Proposal Submission

- A. Each firm shall submit one original proposal and one (1) copy to the following address:
Long Lake Central School District
Attn: Victoria Snide, Business Manager
PO Box 217, 20 School Lane
Long Lake, New York 12847
- B. Include a completed and executed copy of APPENDIX A: PROPOSER GUARANTEES / WARRANTIES.
- C. The envelope must be clearly labeled "**External Audit Proposal**".
- D. All proposals must be received by the School Business Manager at the address above **no later than 3:00 p.m. on Monday, November 30, 2020**. Any proposals received after this deadline will not be accepted.
- E. All proposals and accompanying documentation shall become the property of the District.
- F. The District reserves the right to amend the RFP. If it becomes necessary to revise any part of the RFP, an addendum will be provided to all prospective applicants who received the RFP. It is the responsibility of the applicants to ensure that they have responded to all addendums before submission of the RFP.

- G. There is no expressed or implied obligation for the District to reimburse responding firms for any expenses incurred in preparing proposals or attending interview(s) in responding to this request.

7. Evaluation and Selection Process

- A. District management and the Board of Education is responsible for establishing the criteria of the evaluation. Some elements included in this evaluation (not necessary in order):
1. Qualifications – experience of firm, size and experience of staff, educational background, specialized skills
 2. Reference checks
 3. The clarity of the firm's proposal
 4. Audit approach
 5. The fees to be charged
 6. The firm's past performance on meeting deadlines
 7. Result of peer review
- B. During the evaluation process, the District reserves the right, where it may serve the District's best interest, to request additional information or clarifications from proposals, or to allow corrections of errors or omissions. At the discretion of the District, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.
- C. Formal acceptance of a proposal is intended no later than the December 10, 2020 Board of Education Meeting.
- D. The District reserves the right to reject without prejudice any and all quotations received under this Request for Proposal.

8. Questions Concerning the RFP:

All contacts with District personnel concerning the contents of this RFP must be through Victoria Snide, School Business Manager, at 518-624-2221, or vsnide@longlakecsd.org. To the extent possible all questions should be submitted in writing, citing a particular RFP section, prior to any formal conference. Answers to all questions of a substantive nature will be addressed in writing.

We thank you in advance for your interest in serving our district and look forward to receiving your proposal.

The Long Lake Central School District

APPENDIX A

PROPOSER GUARANTEES / WARRANTIES

1. The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in the Overview of Services Required.
2. The Proposer has read all contractual requirements as described in the Request for Proposal and agrees that the rights and prerogatives as detailed are retained by Long Lake Central School District.
3. The Proposer agrees to be bound by the contractual requirements as delineated in the Request for Proposal.
4. The Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
5. The Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Long Lake Central School District.
6. The Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Submitted by:

Signature of Official:

Name (typed or printed):

Title:

Firm:

Date:

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA**

The District is committed to maintaining the privacy and security of student data and teacher and principal data and will follow all applicable laws and regulations for the handling and storage of this data in the District and when disclosing or releasing it to others, including, but not limited to, third-party contractors. The District adopts this policy to implement the requirements of Education Law Section 2-d and its implementing regulations, as well as to align the District's data privacy and security practices with the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1).

Definitions

As provided in Education Law Section 2-d and/or its implementing regulations, the following terms, as used in this policy, will mean:

- a) "Breach" means the unauthorized acquisition, access, use, or disclosure of student data and/or teacher or principal data by or to a person not authorized to acquire, access, use, or receive the student data and/or teacher or principal data.
- b) "Building principal" means a building principal subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- c) "Classroom teacher" means a teacher subject to annual performance evaluation review under the provisions of Education Law Section 3012-c.
- d) "Commercial or marketing purpose" means the sale of student data; or its use or disclosure for purposes of receiving remuneration, whether directly or indirectly; the use of student data for advertising purposes, or to develop, improve, or market products or services to students.
- e) "Contract or other written agreement" means a binding agreement between an educational agency and a third-party, which includes, but is not limited to, an agreement created in electronic form and signed with an electronic or digital signature or a click-wrap agreement that is used with software licenses, downloaded, and/or online applications and transactions for educational technologies and other technologies in which a user must agree to terms and conditions prior to using the product or service.
- f) "Disclose" or "disclosure" means to permit access to, or the release, transfer, or other communication of personally identifiable information by any means, including oral, written, or electronic, whether intended or unintended.
- g) "Education records" means an education record as defined in the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

- h) "Educational agency" means a school district, board of cooperative educational services (BOCES), school, or the New York State Education Department (NYSED).
- i) "Eligible student" means a student who is eighteen years or older.
- j) "Encryption" means methods of rendering personally identifiable information unusable, unreadable, or indecipherable to unauthorized persons through the use of a technology or methodology specified or permitted by the Secretary of the United States Department of Health and Human Services in guidance issued under 42 USC Section 17932(h)(2).
- k) "FERPA" means the Family Educational Rights and Privacy Act and its implementing regulations, 20 USC Section 1232g and 34 CFR Part 99, respectively.
- l) "NIST Cybersecurity Framework" means the U.S. Department of Commerce National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1). A copy of the NIST Cybersecurity Framework is available at the Office of Counsel, State Education Department, State Education Building, Room 148, 89 Washington Avenue, Albany, New York 12234.
- m) "Parent" means a parent, legal guardian, or person in parental relation to a student.
- n) "Personally identifiable information (PII)," as applied to student data, means personally identifiable information as defined in 34 CFR Section 99.3 implementing the Family Educational Rights and Privacy Act, 20 USC Section 1232g, and, as applied to teacher or principal data, means personally identifying information as this term is defined in Education Law Section 3012-c(10).
- o) "Release" has the same meaning as disclosure or disclose.
- p) "Student" means any person attending or seeking to enroll in an educational agency.
- q) "Student data" means personally identifiable information from the student records of an educational agency.
- r) "Teacher or principal data" means personally identifiable information from the records of an educational agency relating to the annual professional performance reviews of classroom teachers or principals that is confidential and not subject to release under the provisions of Education Law Sections 3012-c and 3012-d.
- s) "Third-party contractor" means any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to the educational

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

agency, including but not limited to data management or storage services, conducting studies for or on behalf of the educational agency, or audit or evaluation of publicly funded programs. This term will include an educational partnership organization that receives student and/or teacher or principal data from a school district to carry out its responsibilities pursuant to Education Law Section 211-e and is not an educational agency, and a not-for-profit corporation or other nonprofit organization, other than an educational agency.

- t) "Unauthorized disclosure" or "unauthorized release" means any disclosure or release not permitted by federal or state statute or regulation, any lawful contract or written agreement, or that does not respond to a lawful order of a court or tribunal or other lawful order.

Data Collection Transparency and Restrictions

As part of its commitment to maintaining the privacy and security of student data and teacher and principal data, the District will take steps to minimize its collection, processing, and transmission of PII. Additionally, the District will:

- a) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.
- b) Ensure that it has provisions in its contracts with third-party contractors or in separate data sharing and confidentiality agreements that require the confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

Except as required by law or in the case of educational enrollment data, the District will not report to NYSED the following student data elements:

- a) Juvenile delinquency records;
- b) Criminal records;
- c) Medical and health records; and
- d) Student biometric information.

Nothing in Education Law Section 2-d or this policy should be construed as limiting the administrative use of student data or teacher or principal data by a person acting exclusively in the person's capacity as an employee of the District.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Chief Privacy Officer**

The Commissioner of Education has appointed a Chief Privacy Officer who will report to the Commissioner on matters affecting privacy and the security of student data and teacher and principal data. Among other functions, the Chief Privacy Officer is authorized to provide assistance to educational agencies within the state on minimum standards and best practices associated with privacy and the security of student data and teacher and principal data.

The District will comply with its obligation to report breaches or unauthorized releases of student data or teacher or principal data to the Chief Privacy Officer in accordance with Education Law Section 2-d, its implementing regulations, and this policy.

The Chief Privacy Officer has the power, among others, to:

- a) Access all records, reports, audits, reviews, documents, papers, recommendations, and other materials maintained by the District that relate to student data or teacher or principal data, which includes, but is not limited to, records related to any technology product or service that will be utilized to store and/or process PII; and
- b) Based upon a review of these records, require the District to act to ensure that PII is protected in accordance with laws and regulations, including but not limited to requiring the District to perform a privacy impact and security risk assessment.

Data Protection Officer

The District has designated a District employee to serve as the District's Data Protection Officer.

*The Data Protection Officer for the District is:

the Superintendent

The Data Protection Officer is responsible for the implementation and oversight of this policy and any related procedures including those required by Education Law Section 2-d and its implementing regulations, as well as serving as the main point of contact for data privacy and security for the District.

The District will ensure that the Data Protection Officer has the appropriate knowledge, training, and experience to administer these functions. The Data Protection Officer may perform these functions in addition to other job responsibilities. Additionally, some aspects of this role may be outsourced to a provider such as a BOCES, to the extent available.

**Customize to District*

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****District Data Privacy and Security Standards**

The District will use the National Institute for Standards and Technology Framework for Improving Critical Infrastructure Cybersecurity (Version 1.1) (Framework) as the standard for its data privacy and security program. The Framework is a risk-based approach to managing cybersecurity risk and is composed of three parts: the Framework Core, the Framework Implementation Tiers, and the Framework Profiles. The Framework provides a common taxonomy and mechanism for organizations to:

- a) Describe their current cybersecurity posture;
- b) Describe their target state for cybersecurity;
- c) Identify and prioritize opportunities for improvement within the context of a continuous and repeatable process;
- d) Assess progress toward the target state; and
- e) Communicate among internal and external stakeholders about cybersecurity risk.

The District will protect the privacy of PII by:

- a) Ensuring that every use and disclosure of PII by the District benefits students and the District by considering, among other criteria, whether the use and/or disclosure will:
 - 1. Improve academic achievement;
 - 2. Empower parents and students with information; and/or
 - 3. Advance efficient and effective school operations.
- b) Not including PII in public reports or other public documents.

The District affords all protections under FERPA and the Individuals with Disabilities Education Act and their implementing regulations to parents or eligible students, where applicable.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Third-Party Contractors****District Responsibilities**

The District will ensure that whenever it enters into a contract or other written agreement with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District, the contract or written agreement will include provisions requiring that confidentiality of shared student data or teacher or principal data be maintained in accordance with law, regulation, and District policy.

In addition, the District will ensure that the contract or written agreement includes the third-party contractor's data privacy and security plan that has been accepted by the District.

The third-party contractor's data privacy and security plan must, at a minimum:

- a) Outline how the third-party contractor will implement all state, federal, and local data privacy and security contract requirements over the life of the contract, consistent with District policy;
- b) Specify the administrative, operational, and technical safeguards and practices the third-party contractor has in place to protect PII that it will receive under the contract;
- c) Demonstrate that the third-party contractor complies with the requirements of 8 NYCRR Section 121.3(c);
- d) Specify how officers or employees of the third-party contractor and its assignees who have access to student data or teacher or principal data receive or will receive training on the laws governing confidentiality of this data prior to receiving access;
- e) Specify if the third-party contractor will utilize subcontractors and how it will manage those relationships and contracts to ensure PII is protected;
- f) Specify how the third-party contractor will manage data privacy and security incidents that implicate PII including specifying any plans to identify breaches and unauthorized disclosures, and to promptly notify the District;
- g) Describe whether, how, and when data will be returned to the District, transitioned to a successor contractor, at the District's option and direction, deleted or destroyed by the third-party contractor when the contract is terminated or expires; and
- h) Include a signed copy of the Parents' Bill of Rights for Data Privacy and Security.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Third-Party Contractor Responsibilities**

Each third-party contractor, that enters into a contract or other written agreement with the District under which the third-party contractor will receive student data or teacher or principal data from the District, is required to:

- a) Adopt technologies, safeguards, and practices that align with the NIST Cybersecurity Framework;
- b) Comply with District policy and Education Law Section 2-d and its implementing regulations;
- c) Limit internal access to PII to only those employees or subcontractors that have legitimate educational interests (i.e., they need access to provide the contracted services);
- d) Not use the PII for any purpose not explicitly authorized in its contract;
- e) Not disclose any PII to any other party without the prior written consent of the parent or eligible student:
 - 1. Except for authorized representatives of the third-party contractor such as a subcontractor or assignee to the extent they are carrying out the contract and in compliance with law, regulation, and its contract with the District; or
 - 2. Unless required by law or court order and the third-party contractor provides a notice of the disclosure to NYSED, the Board, or the institution that provided the information no later than the time the information is disclosed, unless providing notice of the disclosure is expressly prohibited by law or court order;
- f) Maintain reasonable administrative, technical, and physical safeguards to protect the security, confidentiality, and integrity of PII in its custody;
- g) Use encryption to protect PII in its custody while in motion or at rest; and
- h) Not sell PII nor use or disclose it for any marketing or commercial purpose or facilitate its use or disclosure by any other party for any marketing or commercial purpose or permit another party to do so.

Where a third-party contractor engages a subcontractor to perform its contractual obligations, the data protection obligations imposed on the third-party contractor by law and contract apply to the subcontractor.

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Cooperative Educational Services through a BOCES**

The District may not be required to enter into a separate contract or data sharing and confidentiality agreement with a third-party contractor that will receive student data or teacher or principal data from the District under all circumstances.

For example, the District may not need its own contract or agreement where:

- a) It has entered into a cooperative educational service agreement (CoSer) with a BOCES that includes use of a third-party contractor's product or service; and
- b) That BOCES has entered into a contract or data sharing and confidentiality agreement with the third-party contractor, pursuant to Education Law Section 2-d and its implementing regulations, that is applicable to the District's use of the product or service under that CoSer.

To meet its obligations whenever student data or teacher or principal data from the District is received by a third-party contractor pursuant to a CoSer, the District will consult with the BOCES to, among other things:

- a) Ensure there is a contract or data sharing and confidentiality agreement pursuant to Education Law Section 2-d and its implementing regulations in place that would specifically govern the District's use of a third-party contractor's product or service under a particular CoSer;
- b) Determine procedures for including supplemental information about any applicable contracts or data sharing and confidentiality agreements that a BOCES has entered into with a third-party contractor in its Parents' Bill of Rights for Data Privacy and Security;
- c) Ensure appropriate notification is provided to affected parents, eligible students, teachers, and/or principals about any breach or unauthorized release of PII that a third-party contractor has received from the District pursuant to a BOCES contract; and
- d) Coordinate reporting to the Chief Privacy Officer to avoid duplication in the event the District receives information directly from a third-party contractor about a breach or unauthorized release of PII that the third-party contractor received from the District pursuant to a BOCES contract.

Click-Wrap Agreements

Periodically, District staff may wish to use software, applications, or other technologies in which the user must "click" a button or box to agree to certain online terms of service prior to using the software, application, or other technology. These are known as "click-wrap agreements" and are considered legally binding "contracts or other written agreements" under Education Law Section 2-d and its implementing regulations.

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**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

District staff are prohibited from using software, applications, or other technologies pursuant to a click-wrap agreement in which the third-party contractor receives student data or teacher or principal data from the District unless they have received prior approval from the District's Data Privacy Officer or designee.

The District will develop and implement procedures requiring prior review and approval for staff use of any software, applications, or other technologies pursuant to click-wrap agreements.

Parents' Bill of Rights for Data Privacy and Security

The District will publish its Parents' Bill of Rights for Data Privacy and Security (Bill of Rights) on its website. Additionally, the District will include the Bill of Rights with every contract or other written agreement it enters into with a third-party contractor under which the third-party contractor will receive student data or teacher or principal data from the District.

The District's Bill of Rights will state in clear and plain English terms that:

- updated*
- a) ~~A student's PII cannot be sold or released for any commercial purposes;~~
 - b) ~~Parents have the right to inspect and review the complete contents of their child's education record;~~
 - c) ~~State and federal laws protect the confidentiality of PII, and safeguards associated with industry standards and best practices, including but not limited to encryption, firewalls, and password protection, must be in place when data is stored or transferred;~~
 - d) ~~A complete list of all student data elements collected by the state is available for public review at the following website <http://www.nysed.gov/student-data-privacy/student-data-inventory> or by writing to the Office of Information and Reporting Services, New York State Education Department, Room 865 EBA, 89 Washington Avenue, Albany, New York 12234; and~~
 - e) ~~Parents have the right to have complaints about possible breaches of student data addressed. Complaints should be directed in writing to Privacy Complaint, Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, New York 12234. Complaints may also be submitted using the form available at the following website <http://www.nysed.gov/student-data-privacy/form/report-improper-disclosure>.~~

The Bill of Rights will also include contain all required elements including supplemental information for each contract the District enters into with a third-party contractor where the third-party contractor receives student data or teacher or principal data from the District. The supplemental information must be developed by the District and include the following information:

(Continued)

**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

- a) The exclusive purposes for which the student data or teacher or principal data will be used by the third-party contractor, as defined in the contract;
- b) How the third-party contractor will ensure that the subcontractors, or other authorized persons or entities to whom the third-party contractor will disclose the student data or teacher or principal data, if any, will abide by all applicable data protection and security requirements, including but not limited to those outlined in applicable laws and regulations (e.g., FERPA; Education Law Section 2-d);
- c) The duration of the contract, including the contract's expiration date, and a description of what will happen to the student data or teacher or principal data upon expiration of the contract or other written agreement (e.g., whether, when, and in what format it will be returned to the District, and/or whether, when, and how the data will be destroyed);
- d) If and how a parent, student, eligible student, teacher, or principal may challenge the accuracy of the student data or teacher or principal data that is collected;
- e) Where the student data or teacher or principal data will be stored, described in a manner as to protect data security, and the security protections taken to ensure the data will be protected and data privacy and security risks mitigated; and
- f) Address how the data will be protected using encryption while in motion and at rest.

The District will publish on its website the supplement to the Bill of Rights (i.e., the supplemental information described above) for any contract or other written agreement it has entered into with a third-party contractor that will receive PII from the District. The Bill of Rights and supplemental information may be redacted to the extent necessary to safeguard the privacy and/or security of the District's data and/or technology infrastructure.

Right of Parents and Eligible Students to Inspect and Review Students' Education Records

Consistent with the obligations of the District under FERPA, parents and eligible students have the right to inspect and review a student's education record by making a request directly to the District in a manner prescribed by the District.

The District will ensure that only authorized individuals are able to inspect and review student data. To that end, the District will take steps to verify the identity of parents or eligible students who submit requests to inspect and review an education record and verify the individual's authority to do so.

Requests by a parent or eligible student for access to a student's education records must be directed to the District and not to a third-party contractor. The District may require that requests to inspect and review education records be made in writing.

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**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

The District will notify parents annually of their right to request to inspect and review their child's education record including any student data stored or maintained by the District through its annual FERPA notice. A notice separate from the District's annual FERPA notice is not required.

The District will comply with a request for access to records within a reasonable period, but not more than 45 calendar days after receipt of a request.

The District may provide the records to a parent or eligible student electronically, if the parent consents. The District must transmit the PII in a way that complies with laws and regulations. Safeguards associated with industry standards and best practices, including but not limited to encryption and password protection, must be in place when education records requested by a parent or eligible student are electronically transmitted.

Complaints of Breach or Unauthorized Release of Student Data and/or Teacher or Principal Data

The District will inform parents, through its Parents' Bill of Rights for Data Privacy and Security, that they have the right to submit complaints about possible breaches of student data to the Chief Privacy Officer at NYSED. In addition, the District has established the following procedures for parents, eligible students, teachers, principals, and other District staff to file complaints with the District about breaches or unauthorized releases of student data and/or teacher or principal data:

- a) All complaints must be submitted to the District's Data Protection Officer in writing.
- b) Upon receipt of a complaint, the District will promptly acknowledge receipt of the complaint, commence an investigation, and take the necessary precautions to protect PII.
- c) Following the investigation of a submitted complaint, the District will provide the individual who filed the complaint with its findings. This will be completed within a reasonable period of time, but no more than 60 calendar days from the receipt of the complaint by the District.
- d) If the District requires additional time, or where the response may compromise security or impede a law enforcement investigation, the District will provide the individual who filed the complaint with a written explanation that includes the approximate date when the District anticipates that it will respond to the complaint.

These procedures will be disseminated to parents, eligible students, teachers, principals, and other District staff.

* { The District will maintain a record of all complaints of breaches or unauthorized releases of student data and their disposition in accordance with applicable data retention policies, including the Records Retention and Disposition Schedule ED-1 (1988; rev. 2004).

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**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)****Reporting a Breach or Unauthorized Release**

The District will report every discovery or report of a breach or unauthorized release of student data or teacher or principal data within the District to the Chief Privacy Officer without unreasonable delay, but no more than ten calendar days after the discovery.

Each third-party contractor that receives student data or teacher or principal data pursuant to a contract or other written agreement entered into with the District will be required to promptly notify the District of any breach of security resulting in an unauthorized release of the data by the third-party contractor or its assignees in violation of applicable laws and regulations, the Parents' Bill of Rights for Student Data Privacy and Security, District policy, and/or binding contractual obligations relating to data privacy and security, in the most expedient way possible and without unreasonable delay, but no more than seven calendar days after the discovery of the breach.

In the event of notification from a third-party contractor, the District will in turn notify the Chief Privacy Officer of the breach or unauthorized release of student data or teacher or principal data no more than ten calendar days after it receives the third-party contractor's notification using a form or format prescribed by NYSED.

Investigation of Reports of Breach or Unauthorized Release by the Chief Privacy Officer

The Chief Privacy Officer is required to investigate reports of breaches or unauthorized releases of student data or teacher or principal data by third-party contractors. As part of an investigation, the Chief Privacy Officer may require that the parties submit documentation, provide testimony, and may visit, examine, and/or inspect the third-party contractor's facilities and records.

Upon the belief that a breach or unauthorized release constitutes criminal conduct, the Chief Privacy Officer is required to report the breach and unauthorized release to law enforcement in the most expedient way possible and without unreasonable delay.

Third-party contractors are required to cooperate with the District and law enforcement to protect the integrity of investigations into the breach or unauthorized release of PII.

Upon conclusion of an investigation, if the Chief Privacy Officer determines that a third-party contractor has through its actions or omissions caused student data or teacher or principal data to be breached or released to any person or entity not authorized by law to receive this data in violation of applicable laws and regulations, District policy, and/or any binding contractual obligations, the Chief Privacy Officer is required to notify the third-party contractor of the finding and give the third-party contractor no more than 30 days to submit a written response.

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**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

If after reviewing the third-party contractor's written response, the Chief Privacy Officer determines the incident to be a violation of Education Law Section 2-d, the Chief Privacy Officer will be authorized to:

- a) Order the third-party contractor be precluded from accessing PII from the affected educational agency for a fixed period of up to five years;
- b) Order that a third-party contractor or assignee who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data be precluded from accessing student data or teacher or principal data from any educational agency in the state for a fixed period of up to five years;
- c) Order that a third-party contractor who knowingly or recklessly allowed for the breach or unauthorized release of student data or teacher or principal data will not be deemed a responsible bidder or offeror on any contract with an educational agency that involves the sharing of student data or teacher or principal data, as applicable for purposes of General Municipal Law Section 103 or State Finance Law Section 163(10)(c), as applicable, for a fixed period of up to five years; and/or
- d) Require the third-party contractor to provide additional training governing confidentiality of student data and/or teacher or principal data to all its officers and employees with reasonable access to this data and certify that the training has been performed at the contractor's expense. This additional training is required to be performed immediately and include a review of laws, rules, and regulations, including Education Law Section 2-d and its implementing regulations.

If the Chief Privacy Officer determines that the breach or unauthorized release of student data or teacher or principal data on the part of the third-party contractor or assignee was inadvertent and done without intent, knowledge, recklessness, or gross negligence, the Chief Privacy Officer may make a recommendation to the Commissioner that no penalty be issued to the third-party contractor.

The Commissioner would then make a final determination as to whether the breach or unauthorized release was inadvertent and done without intent, knowledge, recklessness or gross negligence and whether or not a penalty should be issued.

Notification of a Breach or Unauthorized Release

The District will notify affected parents, eligible students, teachers, and/or principals in the most expedient way possible and without unreasonable delay, but no more than 60 calendar days after the discovery of a breach or unauthorized release of PII by the District or the receipt of a notification of a breach or unauthorized release of PII from a third-party contractor unless that notification would

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**SUBJECT: PRIVACY AND SECURITY FOR STUDENT DATA AND TEACHER AND
PRINCIPAL DATA (Cont'd.)**

interfere with an ongoing investigation by law enforcement or cause further disclosure of PII by disclosing an unfixed security vulnerability. Where notification is delayed under these circumstances, the District will notify parents, eligible students, teachers, and/or principals within seven calendar days after the security vulnerability has been remedied or the risk of interference with the law enforcement investigation ends.

Notifications will be clear, concise, use language that is plain and easy to understand, and to the extent available, include:

- a) A brief description of the breach or unauthorized release, the dates of the incident and the date of discovery, if known;
- b) A description of the types of PII affected;
- c) An estimate of the number of records affected;
- d) A brief description of the District's investigation or plan to investigate; and
- e) Contact information for representatives who can assist parents or eligible students that have additional questions.

Notification will be directly provided to the affected parent, eligible student, teacher, or principal by first-class mail to their last known address, by email, or by telephone.

Where a breach or unauthorized release is attributed to a third-party contractor, the third-party contractor is required to pay for or promptly reimburse the District for the full cost of this notification.

Annual Data Privacy and Security Training

The District will annually provide data privacy and security awareness training to its officers and staff with access to PII. This training will include, but not be limited to, training on the applicable laws and regulations that protect PII and how staff can comply with these laws and regulations. The District may deliver this training using online training tools. Additionally, this training may be included as part of the training that the District already offers to its workforce.

Notification of Policy

The District will publish this policy on its website and provide notice of the policy to all its officers and staff.

Education Law § 2-d
8 NYCRR Part 121

Adoption Date