



Long Lake
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

Tuesday, July 5, 2022

6:00 p.m. Reorganizational Meeting/Regular Meeting, LLCS Cafeteria

- I. Call to Order – Clerk of the Board
 - a. Pledge of Allegiance
 - b. *Reorganization Meeting
 - c. *Minutes of the June 9, 2022 Regular Meeting
 - d. Next Regular Meeting August 11, 2022
- II. Public Participation
- III. Presentations
- IV. Superintendent's Update
- V. Business Affairs
 - a. *May 2022 Treasurer Reports
 - b. Comprehensive Budget and Revenue Status Reports
 - c. Warrants
 - d. *Budget Transfers
- VI. Recommendations for Approval
 - a. *Julie Puterko as Girls Varsity Softball Coach for 2022-2023 School Year
 - b. *Student Transportation Agreement with True North Schools for the 2022-2023 School Year
 - c. *Student Transportation Agreement with Tupper Lake CSD for the 2022-2023 School Year
 - d. *Resolution to Participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Program
 - e. *Grades 9-12 Spanish Textbook Adoption: Kristy Placido Robo en la noche
 - f. *CSEA Contract for July 1, 2022-June 30, 2025
- VII. General Discussion
 - a. Code of Conduct
- VIII. Policy 1st Readings
 - a. Policy #8110 Curriculum Development, Resources, and Evaluation
 - b. Policy #8340 Instructional Materials and Nonpublic School Students

IX. 2nd Public Participation

X. Executive Session

a. To Discuss Employment History of Two Particular Persons

XI. Adjourn

**REORGANIZATIONAL MEETING
JULY 5, 2022**

Call to order by current Board Clerk.

Pledge of Allegiance.

Clerk will have new BOE member take and sign oath of office.

Clerk will request nominations for the position of board president (does not need a second). When the new president has been elected, the president-elect will request nominations for the position of board vice-president.

Following election of officers, the Clerk will have board president and board vice-president sign oath of office forms. (Clerk will have Superintendent, District Treasurer, Deputy Treasurer, Tax Collector, and Deputy Tax Collector sign Oath of Office forms as needed following business day.) Clerk will have board members sign conflict of interest forms. (Clerk will have Superintendent, District Treasurer and Deputy District Treasurer sign conflict of interest forms the following day).

BOE APPROVAL #1:

| | |
|--|--------------------------------|
| Chief Fiscal Officer | BOE President |
| District Clerk | Elizabeth Hosley |
| District Treasurer | Elizabeth Hosley |
| Deputy District Treasurer | Julie Puterko |
| Tax Collector | Jerome Flanagan |
| Deputy Tax Collector | Elizabeth Hosley |
| Claims Auditor | Lynn Zaidan |
| School Physician/Medical Director/ Director of School Health Services | Dr. Russell Rider |
| School Attorney | Girvin & Ferlazzo |
| External Auditor | Raymond G. Preusser, CPA, P.C. |
| Chief Information Officer | Elisha Cohen |
| Alternate Chief Information Officer | Noelle Short |
| Chief Emergency Officer | Noelle Short |
| Central Treasurer-Extra Classroom Activity Accounts | Julie Puterko |
| Supervisor of Attendance | Michelle Billings |
| Asbestos (LEA) Designee | Eric Hample |
| Purchasing Agent | Noelle Short |
| Records Management Officer | Noelle Short |
| Records Access Officer | Lynn Zaidan |
| Civil Rights Compliance Officers (#6121) | Nicole Curtin |
| Dignity Act Coordinator | Michelle Billings |
| Chemical Hygiene Officers | Nicole Curtin & Eric Hample |

| | |
|---|--|
| Liaison for Homeless Children & Youth | Elisha Cohen |
| Designated Education Official | Noelle Short |
| Reviewer of Public Works | |
| Contractors Payroll Records | Elizabeth Hosley |
| Delegation for Sale of School Property (#5250) | Noelle Short |
| Official Bank Depository | Community Bank, N.A., NYClass |
| Integrated Pest Management Coordinator | Eric Hample |
| Regular Board Meetings | 2 nd Thursday of each month, unless otherwise noted |
| Official Newspaper | Hamilton County Express |
| Payroll Certifications | Noelle Short |
| Conferences & Workshop | |
| Attendance Approvals | Noelle Short |
| Petty Cash Fund | \$100.00 |
| Check Signatures | Julie Puterko |
| | Lynn Zaidan |
| | Noelle Short (Extra-Classroom Acct. only) |
| Budget Transfers | BOE approval for over \$5,000 |
| Mileage Rate | \$.625/mile |
| Authorization of Investments | Elizabeth Hosley |
| Tuition | Non-Resident \$1,000/family for 1 st child, \$300 each additional child |
| | Non-Resident Employee - \$100 for 1 st child, \$50 each additional child |
| | PreK- 50% of above rates |
| Official Undertakings (Bonds) | Tax Collector - \$1,000,000 |
| | Treasurer - \$1,000,000 |
| | Claims Auditor - \$1,000,000 |
| | Business Manager - \$1,000,000 |
| | All Other Employees - \$100,000 |
| BOE Sick Bank Committee | |
| Member | Trisha Hosley |
| Credit Cards & Limits | Community Bank (First National of Omaha) |
| | \$10,500 |
| Designated No Smoking Zone | |
| Officials (#5640) | Eric Hample |
| | Noelle Short |
| Data Protection Officer | Noelle Short |
| Audit Committee (#1330) | Board of Education |
| APPR Lead Evaluator | Noelle Short |
| Child Nutrition Program: | |
| Reviewing Official | Elizabeth Hosley |

Hearing Official
Verification Official
Grants in Aid (Federal &
State) Applications
Superintendent Conference
Approval

Noelle Short
Elizabeth Hosley

Noelle Short

NYSCOSS Conferences
Rural Schools Association Conferences
NYSSBA Conferences
BOCES Conferences
NE Council of School Superintendents
Conferences

BOE Members Approved
Conferences

Fiscal Oversight Fundamental, Essentials of
School Board Governance and
New School Board Member
Academy Workshops
NYSSBA Conferences
Rural Schools Association Conferences
BOCES Conferences

Maximum # of Foreign Exchange
Students Enrolled (#7133/7134)
Foreign Exchange Tuition
(#7133/7134)
Foreign Exchange Agencies
(#7133/7134)

Four

\$9,000 Split 50/50 with Host Family

AFS, International Fellowship, Youth for
Understanding, Exchange Service
International, Educatius, Svetlana
Ovcharenko, EduAbroad

Reestablish Tax Certiorari Reserve
Fund

\$10,000 plus interest

BOE APPROVAL #2:

Committee Designations:

Committee on Special Education – Mandated Members

Parents of the Student
Student, if appropriate
General Education Teacher
Special Education Teacher/Provider – Trevor Sussey, Mara Gaffney
School Psychologist – School Psychologist (TBD)
CSE Chairperson – School Psychologist (TBD)
School Physician – Dr. Russell Rider**
Additional Parent Member**

Subcommittee on Special Education – Mandated Members

Parents of the Student
Student, if appropriate
General Education Teacher
Special Education Teacher/Provider – Trevor Sussey, Mara Gaffney
CSE Chairperson – School Psychologist (TBD)
School Physician – Dr. Russell Rider**
Additional Parent Member**

Committee on Pre-School Special Education – Mandated Members

Parents of the Student
Special Education Teacher/Provider – Mara Gaffney
CPSE Chairperson – School Psychologist (TBD)
Additional Parent Member**
Representative from Municipality

** Mandated if request is made 72 hours prior to CSE meeting.

Approved Institutions for Pre-School Special Education Programs

UCP of Utica, Utica
Adirondack ARC, Tupper Lake
Advanced Therapy, Albany
Prospect Center, Queensbury
Children's Development Group, Keeseville
Kelberman Center, Utica

BOE APPROVAL #3

Adoption of all Long Lake Central School District Board of Education Policies.

Vc

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

Date: June 9, 2022

Time: 6:00 p.m.

Type of Meeting: Regular Meeting

Place: LLCS Cafeteria

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

Members Absent: None

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

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

Approved: On Motion by Alexandria Harris, seconded by Joan Paula, with all in favor, **minutes of the May 10, 2022 regular meeting.**

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, **minutes of the May 10, 2022 budget hearing.**

The **next meeting date is Tuesday, July 5, 2022** at 6 p.m. This will be the reorganizational and regular meeting.

Public Participation: None

Presentations: None

Superintendent's Update:

Prom was organized by Indian Lake CSD and was held at the Long Lake Town Hall. Students from Indian Lake, Minerva, Newcomb and Long Lake attended.

The **Spring Concert** was recently held and was a huge success.

Band members attended the **Memorial Day** celebration at the Long Lake Cemetery then traveled to Indian Lake for the Hamilton County Parade.

Finals will start soon, Regents exams will be held, awards will be handed out, and students attended a K-12 Field Day today. Grades K-6 will have early dismissal days starting June 21.

Graduation is June 24 at 7 p.m.

Annalise Penrose and Ravyn Sotomayor joined Sophie Black in the **National Honor Society**.

Student athletes were celebrated at Indian Lake CSD. Our baseball team qualified as a Scholar Athlete team. Nathan Hosley and Ravyn Sotomayor were named MVAC Spring Scholar Athletes.

Our **Clay Target team tied for first place** in their league.

The **master schedule** for next year is currently being built.

Our **seniors went to Jay Peak** and had a great time. Grades 9-11 went to Sky Zone Trampoline Park, the Outing Club will be biking into Camp Santanoni, the Envirothon Team competed at the state level, and Grades K-6 will be attending the Wild Center.

Bryon Bozak and Nathan Hosley attended **HOBY**.

The Long Lake Lions Club continue to support our **Backpack Program**.

The **capital project** is still ongoing. The permanent lower lobby doors will be installed June 28, the lawn restoration will happen after school is out for the summer. The camera and phone system issues have been sorted out.

Alexandria Harris and Victoria Snide were **thanked for their service on the Board**.

Business Affairs:

Approved: On Motion by Alexandria Harris, seconded by Brian Penrose, with all in favor, the April 2022 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds and Warrant #A-33 were reviewed.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor **Budget Transfer** Schedule A-10.

Recommendations for Approval:

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, the new courses titled **Philosophy/Philosophy 100**.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, **the results of the May 17, 2022 board of education election and budget vote as follows:**

| | |
|-----------------------|-----------------|
| 2022-2023 Budget - | Passed |
| 5 Year Trustee Seat - | Michael Farrell |
| 3 Year Trustee Seat - | Tara Murphy |

Approved: On Motion by Trisha Hosley, seconded by Brian Penrose, with all in favor, the **contract with Dr. Russell Rider** for the 2022-2023 school year as School Physician/Medical Director/Director of School Health Services.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **Mara Gaffney as 2022 Summer School Instructor**.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the **Conditions of Employment for Ethan Burns** for September 1, 2022 through June 30, 2023.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, the **Capital 5-Year Plan**.

Approved: On Motion by Alexandria Harris, seconded by Joan Paula, with all in favor, the **following rates of pay for the 2022-2023 school year:** Jerome Flanagan as Tax Collector \$4,304.00; Lynn Zaidan as Claims Auditor \$500.00; Elizabeth Hosley as Board of Education Clerk \$2,497.00; Charles Farr as Part-Time Bus Driver \$18.77/hour; Anthony Clark and Jerome Flanagan as Substitute Bus Driver/Custodian \$18.77/hour; Certified Teacher/Certified Nurse Substitute \$115.00/day; Certified long term substitute, not certified in the area they are teaching, retroactive after working 20 consecutive instructional days in the same position \$140.00/day; Uncertified teacher/uncertified nurse substitute \$100.00/day; Cleaner/Food Service Worker/Office Worker substitute \$13.20/hour; Fitness Center Attendant \$13.20/hour; ASP Assistant \$13.20/hour.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, the **following appointments for the 2022-2023 school year:** Carey Pooler as Arts in Education Coordinator, Joshua Tremblay as Athletic Coordinator, and Christopher Sass as Technology Coordinator.

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, the **following appointments for the 2022-2023 school year:** Alexander Garrett as Boys' Modified Soccer Coach, Kristin Delehanty as Elementary Soccer Coach, Kami Farr as Elementary Basketball Coach, and Trisha Hosley as Boys' Varsity Basketball Coach. Michael Farrell, Alexandria Harris, Joan Paula and Brian Penrose approved the Motion. Trisha Hosley abstained.

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, the **following appointments for the 2022-2023 school year:** Kathryn Connell as Girls' Modified Basketball Coach, James Piraino as Boys' Modified Baseball Coach, Kathryn Connell as Girls' Modified Softball Coach, and Michele Gannon as 7-12 Club Tennis Advisor.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the **following appointments for the 2022-2023 school year:** Tamara Combs as 7th Grade Advisor, Molly Stewart as 8th Grade Advisor, Michele Gannon as 9th Grade Advisor, Trevor Sussey as 10th Grade Advisor, Joshua Tremblay as 11th Grade Advisor, and Sean O'Shell (.5) and Elisha Cohen (.5) as Co-12th Grade Advisors.

Approved: On Motion by Michael Farrell, seconded by Brian Penrose, with all in favor, the **following appointments for the 2022-2023 school year:** Trevor Sussey as Drama Club Advisor and Kami Farr as Spring and Fall Trapshooting Club Advisor.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, the **following appointments for the 2022-2023 school year:** Joshua Tremblay as Minecraft Club Advisor, Lacey Dukett as National Honor Society Advisor, Nicole Curtin as Outing Club Advisor, Sean O'Shell as Student Council Advisor and Michele Gannon as Yearbook Advisor.

Recognized: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor the **following for the 2022-2023 school year:** Benjamin Conboy as Boys' Varsity Soccer Coach, Emily Wade as Girls' Varsity Soccer Coach; Ray Hoag as Girls' Modified Soccer Coach, Eric McCauliffe as Girls' Varsity Basketball Coach, Travis Howe as Boys' Modified Basketball Coach and Ray Hoag as Boys' Varsity Baseball Coach.

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley with all in favor, the **Legal Retainer with Girvin and Ferlazzo** for the 2022-2023 school year.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, the **Non-Resident Tuition for the 2022-2023 school year** as follows: Non-Resident \$1,000/family for 1st child, \$300 each additional child; Non-Resident Employee - \$100 for 1st child, \$50 for each additional child; PreK – 50% of above rates.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **Tina Pine as Mentor for Donna Furlong** for the 2022-2023 school year.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, the following **Non-Resident Students for the 2022-2023 school year:** Dylan Combs, Alivea Benware, Isabel Tessier-Day, Scarlet Gravlin, and Landon Helms.

General Discussion: Michael Farrell had a question regarding new policies and the kitchen grease trap.

Policy 1st Readings: None

2nd Public Participation: None

Executive Session: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor to enter Executive Session at 6:44 p.m. to discuss the employment history of one particular person, To discuss a matter relating to personal and financial issues of a particular person and/or which is made confidential by state or federal law and to discuss collective negotiations pursuant to Article 14 of the Civil Service Law relating to the following unit: CSEA Local 821. Tara Murphy was invited to attend Executive Session.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, to leave Executive Session at 8:35 p.m.

Approved: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, to **amend Noelle Short's contract to give Juneteenth** as a paid holiday when observed on the school district calendar.

Adjournment: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, the Board adjourned at 8:38 p.m.

Clerk of the Board

Victoria J. Snide

Va

TREASURER'S MONTHLY REPORTFUND: GENERAL FUND

For Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 36,789.65

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

| <u>Date</u> | <u>Source</u> | |
|-------------|---------------|---------------|
| May | Deposits | \$ 311,430.94 |
| | Interest | 0.66 |

Total Receipts \$ 311,431.60

Total receipts, including balance \$ 348,221.25

Disbursements made during the month:

| | |
|----------------------------------|---------------|
| By Check-From Check #17412-17477 | \$ 144,138.51 |
| EFT Transfers | 166,300.61 |
| | \$ - |

Total amount of checks issued and debit charges \$ 310,439.12

Cash balance as shown by records \$ 37,782.13

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 51,730.47

Less outstanding checks see attached \$ 13,948.34

Net balance in bank (Should agree with Cash Balance above unless \$ 37,782.13

there are undeposited funds in treasurer's hands)

Amount of receipts undeposited(See attached schedules)

\$ -

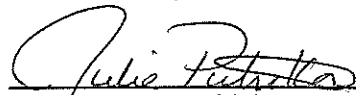
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 37,782.13

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.



Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 24,509.82

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

| <u>Date</u> | <u>Source</u> | |
|-------------|---------------|-----------|
| May | Deposits | \$ 383.90 |
| | Interest | 0.18 |

Total Receipts \$ 384.08

Total receipts, including balance \$ 24,893.90

Disbursements made during the month:

| | |
|--------------------------------|-------------|
| By Check-From Check #2391-2397 | \$ 2,852.70 |
| EFT Transfers | 5,890.40 |

Total amount of checks issued and debit charges \$ 8,743.10

Cash balance as shown by records \$ 16,150.80

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 16,150.80

Less outstanding checks see attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 16,150.80

Amount of receipts undeposited -

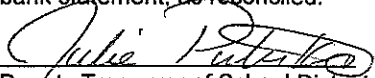
Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 16,150.80

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.
Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 7,972.60

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

| <u>Date</u> | <u>Source</u> | |
|-------------|---------------|-------------|
| May | Deposits | \$ 1,220.15 |
| | Interest | \$ 0.07 |

Total Receipts \$ 1,220.22

Total receipts, including balance \$ 9,192.82

Disbursements made during the month:

| | |
|---------------------------------|-------------|
| By Check-From Check # 1340-1342 | \$ 2,502.91 |
| EFT Transfers | \$0.00 |
| By Debit Charge | \$ - |

Total amount of checks issued and debit charges \$ 2,502.91

Cash balance as shown by records \$ 6,689.91

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,689.91

Less outstanding checks

See attached

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

There are undeposited funds in treasurer's hands)

\$ 6,689.91

Amount of receipts undeposited (See attached schedules)

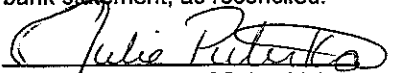
Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 6,689.91

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.
Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$166,725.50

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

| <u>Date</u> | <u>Source</u> | |
|-------------|-----------------------------------|---------------|
| May | Deposits | - |
| | Interest | \$ 1.41 |
| | Total Receipts | \$ 1.41 |
| | Total receipts, including balance | \$ 166,726.91 |

Disbursements made during the month:

| | |
|---------------------|-------------|
| By Check: 1054-1055 | \$ 1,972.75 |
| EFT Transfers | \$ - |
| By Debit Charge | \$ - |

Total amount of checks issued and debit charges: \$ 1,972.75

Cash balance as shown by records \$ 164,754.16

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$164,754.16

Less total of outstanding checks

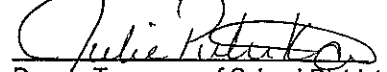
Net balance in bank (Should agree with Cash Balance above unless
There are undeposited funds in treasurer's hands) \$ 164,754.16

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a
true reconciliation) \$164,754.16Received 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.
Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 961,220.80

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

| <u>Date</u> | <u>Source</u> | |
|-------------|-----------------------------------|---------------|
| May | Deposits | \$ - |
| | Interest | \$ 402.04 |
| | Total Receipts | \$ 402.04 |
| | Total receipts, including balance | \$ 961,622.84 |

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 961,622.84

RECONCILIATION WITH BANK STATEMENT

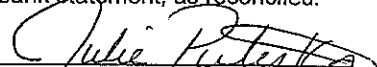
Balance as given on bank statement, end of month \$ 961,622.84

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 961,622.84

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 961,622.84

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

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 72,347.82

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

| <u>Date</u> | <u>Source</u> | |
|-------------|---------------|----------|
| May | Deposits | \$ - |
| | Interest | \$ 30.25 |

Total Receipts \$ 30.25

Total receipts, including balance \$ 72,378.07

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 \$ 72,378.07

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 72,378.07

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 72,378.07

Amount of receipts undeposited (See attached schedules)

-

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

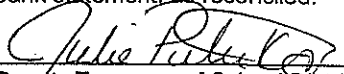
\$ 72,378.07

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.


Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 9,100.45

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

| Date | Source | |
|------|----------|---------|
| May | Deposits | \$ - |
| | Interest | \$ 3.80 |

Total Receipts \$ 3.80

Total receipts, including balance \$ 9,104.25

Disbursements made during the month:

By Check-from Check # \$ -

EFT Transfers -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 9,104.25

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 9,104.25

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 9,104.25

Amount of receipts undeposited (See attached schedules) -

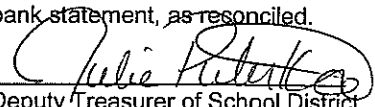
Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 9,104.25

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.
Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 6,778.85

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

| <u>Date</u> | <u>Source</u> | |
|-------------|---------------|---------|
| May | Deposits | \$ - |
| | Interest | \$ 2.83 |

Total Receipts \$ 2.83

Total receipts, including balance \$ 6,781.68

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 \$ 6,781.68

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,781.68

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 6,781.68

Amount of receipts undeposited (See attached schedules) -

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

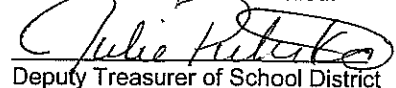
\$ 6,781.68

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.


Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 2,081.53

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

| <u>Date</u> | <u>Source</u> | |
|-------------|---------------|---------|
| May | Deposits | \$ - |
| | Interest | \$ 0.86 |

Total Receipts \$ 0.86

Total receipts, including balance \$ 2,082.39

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 2,082.39

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,082.39

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 2,082.39

Amount of receipts undeposited (See attached schedules)

-

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

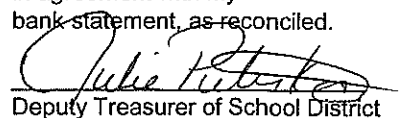
\$ 2,082.39

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

20

Clerk of the Board of Education

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


Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 39,290.14

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

| <u>Date</u> | <u>Source</u> |
|-------------|---------------|
| May | Deposits |
| | Interest |

-
\$ 16.43

Total Receipts \$ 16.43

Total receipts, including balance \$ 39,306.57

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 \$ 39,306.57

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month \$ 39,306.57
less outstanding checks

see attached

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

\$ 39,306.57

Amount of receipts undeposited (See attached schedules)

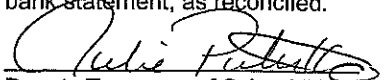
Total available balance (must agree with Cash Balance above if there is a
true reconciliation)

\$ 39,306.57

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

20

Clerk of the Board of Education

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

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 53,600.32

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

| <u>Date</u> | <u>Source</u> | |
|-------------|-----------------------------------|--------------|
| May | Deposits | - |
| | Interest | \$ 22.42 |
| | Total Receipts | \$ 22.42 |
| | Total receipts, including balance | \$ 53,622.74 |

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 \$ 53,622.74

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 53,622.74

less outstanding checks

| | |
|--------------|------|
| see attached | \$ - |
| | \$ - |

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

\$ 53,622.74

Amount of receipts undeposited (See attached schedules)

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

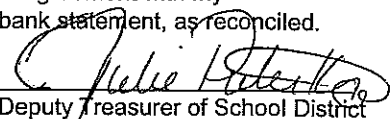
\$ 53,622.74

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

_____, 20____

Clerk of the Board of Education

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


Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 10,005.29

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

| <u>Date</u> | <u>Source</u> | |
|-------------|---------------|---------|
| May | Deposits | - |
| | Interest | \$ 4.20 |

Total Receipts \$ 4.20

Total receipts, including balance \$ 10,009.49

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 \$ 10,009.49

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 10,009.49

less outstanding checks

see attached \$ -

\$ -

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

\$ 10,009.49

Amount of receipts undeposited (See attached schedules)

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

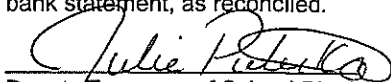
\$ 10,009.49

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.


Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 56,267.08

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

| <u>Date</u> | <u>Source</u> |
|-------------|---------------|
| May | Deposits |
| | Interest |

| |
|----------|
| - |
| \$ 23.53 |

Total Receipts \$ 23.53

Total receipts, including balance \$ 56,290.61

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 56,290.61

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 56,290.61

less outstanding checks

| | |
|--------------|------|
| see attached | \$ - |
| | \$ - |

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

\$ 56,290.61

Amount of receipts undeposited (See attached schedules)

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

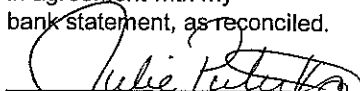
\$ 56,290.61

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

20

Clerk of the Board of Education

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


Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

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)

Date
MaySource
Deposits

Total Receipts

Total receipts, including balance \$ 1,000.00

Disbursements made during the month:

By Check: #

EFT Transfers/Direct Deposit

\$ 109,553.82

\$ -

Total amount of checks issued and debit charges:

Cash balance as shown by records

\$ 1,000.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month

\$ 1,000.00

Less Outstanding Checks - See Attached

\$ -

\$ 1,000.00

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

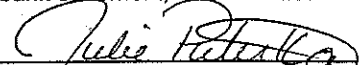
Total available balance (must agree with Cash Balance above if there is a true reconciliation)

\$ 1,000.00

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

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.
Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 5,016.65

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

| <u>Date</u> | <u>Source</u> | |
|-------------|---------------|-----------|
| May | Deposits | \$ 875.00 |
| | Interest | \$ 0.05 |

Total Receipts \$ 875.05

Total receipts, including balance \$ 5,891.70

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

\$ 5,891.70

RECONCILIATION WITH BANK STATEMENTBalance as given on bank statement, end of month
less outstanding checks

\$ 5,891.70

see attached

\$ -

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

There are undeposited funds in treasurer's hands)

\$ 5,891.70

Amount of receipts undeposited (See attached schedules)

-

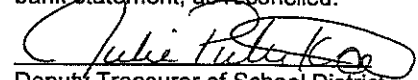
Total available balance (must agree with Cash Balance above if there is a
true reconciliation)

\$ 5,891.70

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.
Deputy Treasurer of School District

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

For the Period from May 1, 2022 thru May 31, 2022

Total available balance as reported at the end of preceding period \$ 1,557,158.65

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

| <u>Date</u> | <u>Source</u> | |
|-------------|-----------------------------------|-----------------|
| May | Deposits | \$ 19,285.23 |
| | Interest | \$ 23.84 |
| | Total Receipts | \$ 19,309.07 |
| | Total receipts, including balance | \$ 1,576,467.72 |

Disbursements made during the month:

| | |
|---------------|---------------|
| By Check: | |
| EFT Transfers | \$ 305,540.54 |
| By Debit | \$ - |

Total amount of checks issued and debit charges \$ 305,540.54

Cash balance as shown by records \$ 1,270,927.18

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,270,927.18

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,270,927.18

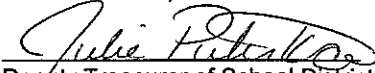
Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,270,927.18

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.
Deputy Treasurer of School District

LONG LAKE CSD

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



| Account | Description | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|------------------------|---|-------------------|---------------|-------------------|-------------------|-------------|------------------|
| <u>C 2860.160-0000</u> | Cafeteria Salaries | 67,980.00 | 0.00 | 67,980.00 | 66,516.89 | 0.00 | 1,463.11 |
| <u>C 2860.400-0000</u> | Cafeteria Contractual | 3,000.00 | 0.00 | 3,000.00 | 420.00 | 0.00 | 2,580.00 |
| <u>C 2860.410-0000</u> | Cafeteria Food | 29,300.00 | 75.00 | 29,375.00 | 28,043.03 | 0.00 | 1,331.97 |
| <u>C 2860.450-0000</u> | Cafeteria Materials & Supplies | 2,800.00 | 222.16 | 3,022.16 | 1,941.61 | 0.00 | 1,080.55 |
| 2860 | SCHOOL FOOD SERVICE | 103,080.00 | 297.16 | 103,377.16 | 96,921.53 | 0.00 | 6,455.63 |
| 28 | | 103,080.00 | 297.16 | 103,377.16 | 96,921.53 | 0.00 | 6,455.63 |
| 2 | | 103,080.00 | 297.16 | 103,377.16 | 96,921.53 | 0.00 | 6,455.63 |
| <u>C 9010.800-0000</u> | Cafeteria Employees Retirement | 10,500.00 | 0.00 | 10,500.00 | -3,100.00 | 0.00 | 13,600.00 |
| 9010 | STATE RETIREMENT | 10,500.00 | 0.00 | 10,500.00 | -3,100.00 | 0.00 | 13,600.00 |
| <u>C 9030.800-0000</u> | Cafeteria Social Security | 5,201.00 | 0.00 | 5,201.00 | 0.00 | 0.00 | 5,201.00 |
| 9030 | SOCIAL SECURITY | 5,201.00 | 0.00 | 5,201.00 | 0.00 | 0.00 | 5,201.00 |
| <u>C 9060.800-0000</u> | Cafeteria Health Insurance | 30,000.00 | 0.00 | 30,000.00 | 28,166.29 | 0.00 | 1,833.71 |
| 9060 | HOSPITAL, MEDICAL & DENTAL INSURANCE | 30,000.00 | 0.00 | 30,000.00 | 28,166.29 | 0.00 | 1,833.71 |
| 90 | | 45,701.00 | 0.00 | 45,701.00 | 25,066.29 | 0.00 | 20,634.71 |
| 9 | | 45,701.00 | 0.00 | 45,701.00 | 25,066.29 | 0.00 | 20,634.71 |
| Fund CTotals: | | 148,781.00 | 297.16 | 149,078.16 | 121,987.82 | 0.00 | 27,090.34 |
| Grand Totals: | | 148,781.00 | 297.16 | 149,078.16 | 121,987.82 | 0.00 | 27,090.34 |

26

LONG LAKE CSD

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



| Account | Description | Budget | Adjustments | Revised Budget | Revenue Earned | Unearned Revenue |
|----------------------|-----------------------------------|-------------------|-------------|-------------------|-------------------|------------------|
| <u>C.1440.B</u> | Breakfast - Student Sale of Meals | 2,500.00 | 0.00 | 2,500.00 | 87.25 | 2,412.75 |
| <u>C.1440.L</u> | Lunch - Student Sale of Meals | 9,500.00 | 0.00 | 9,500.00 | 1,866.47 | 7,633.53 |
| <u>C.1445.L</u> | A La Carte Sales | 750.00 | 0.00 | 750.00 | 88.83 | 661.17 |
| <u>C.2401</u> | Interest and Earnings | 0.00 | 0.00 | 0.00 | 1.80 | -1.80 |
| <u>C.2770</u> | Misc. Revenues | 0.00 | 0.00 | 0.00 | 0.40 | -0.40 |
| <u>C.3190.FB</u> | Breakfast - Federal Reimbursement | 6,000.00 | 0.00 | 6,000.00 | 10,544.00 | -4,544.00 |
| <u>C.3190.FL</u> | Lunch - Federal Reimbursement | 14,000.00 | 0.00 | 14,000.00 | 29,608.00 | -15,608.00 |
| <u>C.3190.FS</u> | Snack - Federal Reimbursement | 550.00 | 0.00 | 550.00 | 599.00 | -49.00 |
| <u>C.3190.SB</u> | Breakfast - State Reimbursement | 300.00 | 0.00 | 300.00 | 383.00 | -83.00 |
| <u>C.3190.SL</u> | Lunch - State Reimbursement | 550.00 | 0.00 | 550.00 | 360.00 | 190.00 |
| <u>C.4190</u> | USDA Surplus Food | 2,200.00 | 0.00 | 2,200.00 | 601.00 | 1,599.00 |
| <u>C.5031</u> | Interfund Transfer | 112,431.00 | 0.00 | 112,431.00 | 75,000.00 | 37,431.00 |
| C Totals: | | 148,781.00 | 0.00 | 148,781.00 | 119,139.75 | 29,641.25 |
| Grand Totals: | | 148,781.00 | 0.00 | 148,781.00 | 119,139.75 | 29,641.25 |

LONG LAKE CSD

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



| Account | Description | Budget | Adjustments | Revised Budget | Revenue Earned | Unearned Revenue |
|---------------|-------------------------------------|--------------|-------------|----------------|----------------|------------------|
| A 1001 | Real Property Taxes | 3,205,535.66 | 0.00 | 3,205,535.66 | 3,205,534.98 | 0.68 |
| A 1081 | Other Payments in Lieu of Taxes | 0.00 | 0.00 | 0.00 | 12,437.99 | -12,437.99 |
| A 1085 | School Tax Relief Reimb (STAR) | 29,464.34 | 0.00 | 29,464.34 | 29,464.34 | 0.00 |
| A 1090 | Penalty on Taxes | 3,000.00 | 0.00 | 3,000.00 | 3,524.82 | -524.82 |
| A 1310 | Day School Tuition | 4,600.00 | 0.00 | 4,600.00 | 4,600.00 | 0.00 |
| A 1335 | Other Student Fees/Charges | 1,000.00 | 0.00 | 1,000.00 | 1,044.00 | -44.00 |
| A 2401 | Interest on Earnings | 1,500.00 | 0.00 | 1,500.00 | 1,352.52 | 147.48 |
| A 2650 | Sale of Excess Materials | 0.00 | 0.00 | 0.00 | 3,650.00 | -3,650.00 |
| A 2701 | Refunds of Prior Years Expenditures | 0.00 | 0.00 | 0.00 | 32,338.97 | -32,338.97 |
| A 2770 | Other Unclassified Revenues | 0.00 | 0.00 | 0.00 | 26.44 | -26.44 |
| A 3101.A | General Aid | 480,000.00 | 0.00 | 480,000.00 | 401,586.05 | 78,413.95 |
| A 3101.B | Excess Cost Aid | 0.00 | 0.00 | 0.00 | 30,400.40 | -30,400.40 |
| A 3102 | VLT Lottery Aid | 0.00 | 0.00 | 0.00 | 17,574.27 | -17,574.27 |
| A 3103 | BOCES Aid | 55,000.00 | 0.00 | 55,000.00 | 14,352.62 | 40,647.38 |
| A 3260 | Textbook Aid | 4,000.00 | 0.00 | 4,000.00 | 3,321.00 | 679.00 |
| A 3262 | Computer Software Aid | 0.00 | 0.00 | 0.00 | 974.00 | -974.00 |
| A 3263 | Library Material Aid | 0.00 | 0.00 | 0.00 | 406.00 | -406.00 |
| A 3265 | Small Government Assistance | 0.00 | 0.00 | 0.00 | 158,956.00 | -158,956.00 |
| A 4601 | Medicaid Assistance, HRSS | 10,000.00 | 0.00 | 10,000.00 | 13,238.17 | -3,238.17 |
| A Totals: | | 3,794,100.00 | 0.00 | 3,794,100.00 | 3,934,782.57 | -140,682.57 |
| Grand Totals: | | 3,794,100.00 | 0.00 | 3,794,100.00 | 3,934,782.57 | -140,682.57 |

LONG LAKE CSD

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



| Account | Description | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|-----------------|--|------------|-------------|-------------|------------|------------|-----------|
| A 1010.400-0000 | BOE Contractual Expense | 10,350.00 | -450.00 | 9,900.00 | 5,562.00 | 0.00 | 4,338.00 |
| A 1010.450-0000 | BOE Materials and Supplies | 2,800.00 | 0.00 | 2,800.00 | 388.95 | 216.19 | 2,194.86 |
| A 1010.490-0000 | BOE BOCES Services | 9,527.00 | 0.00 | 9,527.00 | 5,509.40 | 0.00 | 4,017.60 |
| 1010 | BOARD OF EDUCATION | | | | | | |
| A 1040.160-0000 | BOE District Clerk Salaries | 22,677.00 | -450.00 | 22,227.00 | 11,460.35 | 216.19 | 10,550.46 |
| A 1040.400-0000 | BOE District Clerk Contractual | 2,424.00 | 150.00 | 2,574.00 | 2,574.00 | 0.00 | 0.00 |
| | | 4,500.00 | 75.00 | 4,575.00 | 4,559.22 | 0.00 | 15.78 |
| 1040 | DISTRICT CLERK | | | | | | |
| | | 6,924.00 | 225.00 | 7,149.00 | 7,133.22 | 0.00 | 15.78 |
| 10 | | | | | | | |
| A 1240.160-0000 | Support Staff Salaries | 29,601.00 | -225.00 | 29,376.00 | 18,593.57 | 216.19 | 10,566.24 |
| A 1240.200-0000 | Central Admin Equipment | 135,357.00 | 0.00 | 135,357.00 | 133,526.91 | 0.00 | 1,830.09 |
| A 1240.400-0000 | Central Admin Contractual | 2,000.00 | 0.00 | 2,000.00 | 0.00 | 0.00 | 2,000.00 |
| A 1240.450-0000 | Central Admin Materials & Supplies | 11,005.00 | 105.00 | 11,110.00 | 9,016.52 | 0.00 | 2,093.48 |
| | | 2,000.00 | -548.00 | 1,452.00 | 439.92 | 27.99 | 984.09 |
| 1240 | CHIEF SCHOOL ADMINISTRATOR | | | | | | |
| | | 150,362.00 | -443.00 | 149,919.00 | 142,983.35 | 27.99 | 6,907.66 |
| 12 | | | | | | | |
| A 1310.160-0000 | Finance Business Admin Salaries | 150,362.00 | -443.00 | 149,919.00 | 142,983.35 | 27.99 | 6,907.66 |
| A 1310.490-0000 | Finance BOCES Services | 103,330.00 | 0.00 | 103,330.00 | 96,109.03 | 0.00 | 7,220.97 |
| | | 28,479.00 | 0.00 | 28,479.00 | 22,514.84 | 0.00 | 5,964.16 |
| 1310 | BUSINESS ADMINISTRATION | | | | | | |
| A 1320.160-0000 | Finance Auditing Salaries | 131,809.00 | 0.00 | 131,809.00 | 118,623.87 | 0.00 | 13,185.13 |
| A 1320.400-0000 | Finance Auditor Contractual | 566.00 | 0.00 | 566.00 | 237.85 | 0.00 | 328.15 |
| | | 8,000.00 | 0.00 | 8,000.00 | 3,000.00 | 0.00 | 5,000.00 |
| 1320 | AUDITING | | | | | | |
| A 1325.160-0000 | Finance District Treasurer | 8,566.00 | 0.00 | 8,566.00 | 3,237.85 | 0.00 | 5,328.15 |
| A 1325.450-0000 | Finance District Treasurer Supplies | 21,580.00 | 0.00 | 21,580.00 | 21,148.40 | 0.00 | 431.60 |
| | | 250.00 | 0.00 | 250.00 | 223.69 | 0.00 | 26.31 |
| 1325 | TREASURER | | | | | | |
| A 1330.160-0000 | Finance Tax Collector Salary | 21,830.00 | 0.00 | 21,830.00 | 21,372.09 | 0.00 | 457.91 |
| A 1330.400-0000 | Finance Tax Collector Contractual | 4,179.00 | 0.00 | 4,179.00 | 4,179.00 | 0.00 | 0.00 |
| A 1330.450-0000 | Finance Tax Collector Materials & Supplies | 1,500.00 | 0.00 | 1,500.00 | 1,279.32 | 0.00 | 220.68 |
| | | 100.00 | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 |
| 1330 | TAX COLLECTOR | | | | | | |
| | | 5,779.00 | 0.00 | 5,779.00 | 5,458.32 | 0.00 | 320.68 |
| 13 | | | | | | | |
| A 1420.400-0000 | Legal Contractual | 167,984.00 | 0.00 | 167,984.00 | 148,692.13 | 0.00 | 19,291.87 |
| | | 14,000.00 | 0.00 | 14,000.00 | 6,250.00 | 0.00 | 7,750.00 |
| 1420 | LEGAL | | | | | | |
| A 1430.490-0000 | Personnel - BOCES Services | 14,000.00 | 0.00 | 14,000.00 | 6,250.00 | 0.00 | 7,750.00 |
| | | 1,950.00 | 0.00 | 1,950.00 | 1,506.60 | 0.00 | 443.40 |
| 1430 | PERSONNEL | | | | | | |
| A 1480.450-0000 | Public Info/Printing Charges | 1,950.00 | 0.00 | 1,950.00 | 1,506.60 | 0.00 | 443.40 |
| | | 1,000.00 | 0.00 | 1,000.00 | 292.59 | 0.00 | 707.41 |

LONG LAKE CSD

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



| Account | Description | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|-----------------|---|------------------|---------------|------------------|------------------|-------------|------------------|
| 19 | | 24,150.00 | 470.00 | 24,620.00 | 25,425.90 | 0.00 | -805.90 |
| 1 | | 768,106.00 | 51,746.96 | 819,852.96 | 708,835.23 | 1,269.60 | 109,748.13 |
| A 2020.150-0000 | Supervision Instructional | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 0.00 |
| 2020 | SUPERVISION - REGULAR SCHOOL | 25,000.00 | 0.00 | 25,000.00 | 25,000.00 | 0.00 | 0.00 |
| A 2070.150-0000 | Instructional Salaries | 17,404.00 | 0.00 | 17,404.00 | 4,005.10 | 0.00 | 13,398.90 |
| A 2070.490-0000 | Inservices - BOCES Services | 22,500.00 | 960.00 | 23,460.00 | 13,899.10 | 0.00 | 9,560.90 |
| 2070 | INSERVICE TRAINING - INSTRUCTION | 39,904.00 | 960.00 | 40,864.00 | 17,904.20 | 0.00 | 22,959.80 |
| 20 | | 64,904.00 | 960.00 | 65,864.00 | 42,904.20 | 0.00 | 22,959.80 |
| A 2110.120-0000 | Teaching K-6 Salaries | 488,646.00 | -5,430.00 | 483,216.00 | 479,327.53 | 0.00 | 3,888.47 |
| A 2110.130-0000 | Teaching 7-12 Salaries | 468,345.00 | 0.00 | 468,345.00 | 451,498.17 | 0.00 | 16,846.83 |
| A 2110.140-0000 | Substitute Teachers | 18,000.00 | 10,930.00 | 28,930.00 | 28,930.00 | 0.00 | 0.00 |
| A 2110.160-0000 | Support Staff Salaries | 42,625.00 | 0.00 | 42,625.00 | 39,680.20 | 0.00 | 2,944.80 |
| A 2110.170-0000 | Payment in Lieu of Health Insurance | 17,000.00 | 0.00 | 17,000.00 | 17,250.00 | 0.00 | -250.00 |
| A 2110.200-0000 | Teaching Equipment | 4,000.00 | 0.00 | 4,000.00 | 2,903.47 | 0.00 | 1,096.53 |
| A 2110.400-0000 | Teaching Contractual | 16,726.00 | -500.00 | 16,226.00 | 13,609.07 | 1,033.70 | 1,583.23 |
| A 2110.410-0000 | Field Trips | 23,000.00 | -3,360.00 | 19,640.00 | 2,022.64 | 0.00 | 17,617.36 |
| A 2110.411-0000 | Conference Attendance | 7,500.00 | 79.00 | 7,579.00 | 748.00 | 315.00 | 6,516.00 |
| A 2110.412-0000 | Mileage Reimbursement | 2,000.00 | 0.00 | 2,000.00 | 50.40 | 0.00 | 1,949.60 |
| A 2110.413-0000 | Arts in Education | 3,000.00 | 0.00 | 3,000.00 | 114.00 | 0.00 | 2,886.00 |
| A 2110.450-0000 | Teaching Materials & Supplies | 9,000.00 | -680.98 | 8,319.02 | 5,200.99 | 2,192.57 | 925.46 |
| A 2110.451-0000 | Elementary - Grade 1 | 1,535.00 | 0.00 | 1,535.00 | 1,450.50 | 0.00 | 84.50 |
| A 2110.451-1000 | Summer School | 100.00 | 0.00 | 100.00 | 0.00 | 0.00 | 100.00 |
| A 2110.451-2000 | Art Program | 2,360.00 | 398.40 | 2,758.40 | 2,709.61 | 0.00 | 48.79 |
| A 2110.451-4000 | Teachers Assistant-Dukett | 150.00 | 0.00 | 150.00 | 148.22 | 0.00 | 1.78 |
| A 2110.451-5000 | English | 350.00 | 10.00 | 360.00 | 358.42 | 0.00 | 1.58 |
| A 2110.451-6000 | Spanish | 835.00 | 0.00 | 835.00 | 786.57 | 0.00 | 48.43 |
| A 2110.451-8000 | Health Education | 230.00 | 0.00 | 230.00 | 13.08 | 0.00 | 216.92 |
| A 2110.451-9000 | Math | 380.00 | 0.00 | 380.00 | 284.83 | 0.00 | 95.17 |
| A 2110.452-1000 | Elementary - Gaffney/SPED | 310.00 | 20.00 | 330.00 | 326.83 | 0.00 | 3.17 |
| A 2110.452-2000 | Music | 720.00 | 144.94 | 864.94 | 506.24 | 0.00 | 358.70 |
| A 2110.452-3000 | Phys Ed | 1,680.00 | 38.00 | 1,718.00 | 1,717.12 | 0.00 | 0.88 |
| A 2110.452-4000 | Science | 910.00 | 0.00 | 910.00 | 755.68 | 0.00 | 154.32 |
| A 2110.452-5000 | Social Studies | 150.00 | 0.00 | 150.00 | 126.60 | 0.00 | 23.40 |

LONG LAKE CSD

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



| Account | Description | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|------------------------|--|-------------------|-------------------|-------------------|-------------------|-----------------|------------------|
| <u>A 2610.450-0000</u> | Library Materials & Supplies | 660.00 | -165.00 | 495.00 | 199.51 | 0.00 | 295.49 |
| <u>A 2610.451-0000</u> | Library Computers/Media | 1,650.00 | 165.00 | 1,815.00 | 1,810.91 | 0.00 | 4.09 |
| <u>A 2610.460-0000</u> | Library Books/Magazines/Subscriptions | 2,694.00 | 0.00 | 2,694.00 | 1,413.04 | 0.00 | 1,280.96 |
| <u>A 2610.490-0000</u> | Library BOCES Services | 8,900.00 | 0.00 | 8,900.00 | 7,868.70 | 0.00 | 1,031.30 |
| 2610 | SCHOOL LIBRARY & AUDIOVISUAL | 69,584.00 | 0.00 | 69,584.00 | 66,972.16 | 0.00 | 2,611.84 |
| <u>A 2630.220-0000</u> | Computer Hardware | 25,000.00 | -4,950.00 | 20,050.00 | 7,168.28 | 1,064.24 | 11,817.48 |
| <u>A 2630.450-0000</u> | Computer Materials & Supplies | 1,000.00 | 0.00 | 1,000.00 | 689.33 | 0.00 | 310.67 |
| <u>A 2630.460-0000</u> | Computer Software | 8,000.00 | 0.00 | 8,000.00 | 3,186.33 | 0.00 | 4,813.67 |
| <u>A 2630.490-0000</u> | Computer BOCES | 78,500.00 | -22,900.00 | 55,600.00 | 49,208.20 | 0.00 | 6,391.80 |
| 2630 | COMPUTER ASSISTED INSTRUCTION | 112,500.00 | -27,850.00 | 84,650.00 | 60,252.14 | 1,064.24 | 23,333.62 |
| 26 | Attendance | 182,084.00 | -27,850.00 | 154,234.00 | 127,224.30 | 1,064.24 | 25,945.46 |
| <u>A 2805.160-0000</u> | | 4,500.00 | 0.00 | 4,500.00 | 4,500.00 | 0.00 | 0.00 |
| 2805 | ATTENDANCE - REGULAR SCHOOL | 4,500.00 | 0.00 | 4,500.00 | 4,500.00 | 0.00 | 0.00 |
| <u>A 2810.150-0000</u> | Guidance Instructional Salaries | 65,730.00 | 0.00 | 65,730.00 | 51,744.30 | 0.00 | 13,985.70 |
| <u>A 2810.450-0000</u> | Guidance Materials & Supplies | 955.00 | 279.98 | 1,234.98 | 766.28 | 12.00 | 456.70 |
| <u>A 2810.451-0000</u> | Guidance Testing and Materials | 816.00 | 755.00 | 1,571.00 | 251.53 | 0.00 | 1,319.47 |
| 2810 | GUIDANCE - REGULAR SCHOOL | 67,501.00 | 1,034.98 | 68,535.98 | 52,762.11 | 12.00 | 15,761.87 |
| <u>A 2815.160-0000</u> | Support Staff Salaries | 36,660.00 | 0.00 | 36,660.00 | 33,823.91 | 0.00 | 2,836.09 |
| <u>A 2815.400-0000</u> | Health Contractual | 6,500.00 | -342.10 | 6,157.90 | 6,042.00 | 0.00 | 115.90 |
| <u>A 2815.450-0000</u> | Health Materials & Supplies | 1,269.00 | 342.10 | 1,611.10 | 1,314.20 | 0.00 | 296.90 |
| 2815 | HEALTH SERVICES - REGULAR SCHOOL | 44,429.00 | 0.00 | 44,429.00 | 41,180.11 | 0.00 | 3,248.89 |
| <u>A 2820.400-0000</u> | Psychologist Contractual | 45,000.00 | 0.00 | 45,000.00 | 26,281.33 | 0.00 | 18,718.67 |
| <u>A 2820.450-0000</u> | Psychologist Materials & Supplies | 330.00 | 215.00 | 545.00 | 544.69 | 0.00 | 0.31 |
| <u>A 2820.490-0000</u> | BOCES Psychologist | 12,000.00 | 0.00 | 12,000.00 | 9,803.00 | 0.00 | 2,197.00 |
| 2820 | PSYCHOLOGICAL SERVICES - REGULAR SCHOOL | 57,330.00 | 215.00 | 57,545.00 | 36,629.02 | 0.00 | 20,915.98 |
| <u>A 2825.400-0000</u> | Contractual | 6,000.00 | 0.00 | 6,000.00 | 5,450.00 | 0.00 | 550.00 |
| 2825 | SOCIAL WORK SERVICES - REGULAR SCHOOL | 6,000.00 | 0.00 | 6,000.00 | 5,450.00 | 0.00 | 550.00 |
| <u>A 2850.150-0000</u> | Co-curricular Salaries | 32,159.00 | 0.00 | 32,159.00 | 22,422.00 | 0.00 | 9,737.00 |
| <u>A 2850.450-0000</u> | Co-curricular Materials & Supplies | 1,000.00 | 0.00 | 1,000.00 | 59.85 | 0.00 | 940.15 |
| 2850 | CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL | 33,159.00 | 0.00 | 33,159.00 | 22,481.85 | 0.00 | 10,677.15 |
| <u>A 2855.150-0000</u> | Interscholastic Salaries | 10,000.00 | 2,000.00 | 12,000.00 | 11,928.00 | 0.00 | 72.00 |

LONG LAKE CSD

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



| Account | Description | Budget | Adjustments | Adj. Budget | Expensed | Encumbered | Available |
|------------------------|----------------------------------|--------------|-------------|--------------|--------------|------------|------------|
| <u>A 9089.800-0000</u> | Other Employee Benefits | 1,700.00 | 0.00 | 1,700.00 | 9.90 | 0.00 | 1,690.10 |
| 9089 | Other Employee Benefits | * | 0.00 | 1,700.00 | 9.90 | 0.00 | 1,690.10 |
| 90 | | ** | 0.00 | 1,393,046.00 | 1,219,493.91 | 0.00 | 173,552.09 |
| <u>A 9711.600-0000</u> | Serial Bonds - Principal | 135,000.00 | 40,000.00 | 175,000.00 | 175,000.00 | 0.00 | 0.00 |
| <u>A 9711.700-0000</u> | Serial Bonds - Interest | 108,150.00 | -40,000.00 | 68,150.00 | 50,596.67 | 0.00 | 17,553.33 |
| 9711 | Serial Bonds | * | 0.00 | 243,150.00 | 225,596.67 | 0.00 | 17,553.33 |
| 97 | | ** | 0.00 | 243,150.00 | 225,596.67 | 0.00 | 17,553.33 |
| <u>A 9901.930-0000</u> | Transfer to School Food Svc Fund | 112,431.00 | 0.00 | 112,431.00 | 75,000.00 | 0.00 | 37,431.00 |
| 9901 | TRANSFERS TO FUNDS | * | 0.00 | 112,431.00 | 75,000.00 | 0.00 | 37,431.00 |
| 99 | | ** | 0.00 | 112,431.00 | 75,000.00 | 0.00 | 37,431.00 |
| 9 | | *** | 0.00 | 1,748,627.00 | 1,520,090.58 | 0.00 | 228,536.42 |
| Fund ATotals: | | 4,608,020.00 | 5,795.66 | 4,613,815.66 | 3,941,636.19 | 40,816.11 | 631,363.36 |
| Grand Totals: | | 4,608,020.00 | 5,795.66 | 4,613,815.66 | 3,941,636.19 | 40,816.11 | 631,363.36 |

LONG LAKE CSD

Check Warrant Report For H - 10: Cash Disbursement - Capital Fund For Dates 5/1/2022 - 5/31/2022



| Check # | Check Date | Vendor ID | Vendor Name | Check Description | PO Number | Check Amount |
|---------|------------|-----------|--------------------------|----------------------------|-----------|--------------|
| 054 | 05/13/2022 | 2988 | GIRVIN & FERLAZZO, P.C. | LEGAL FEES-CAPITAL PROJECT | | 709.50 |
| 1055 | 05/13/2022 | 4653 | BERNARD P. DONEGAN, INC. | FINANCIAL MGMT SERVICES | | 1,263.25 |

Number of Transactions: 2

Warrant Total: 1,972.75

Vendor Portion: 1,972.75

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 \$ 1972.75. 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.

6/2/22 Noelle J. Shat
Date Superintendent

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 1972.75. 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.

6/3/22 Dwaine P. Donegan
Date Claims Auditor

LONG LAKE CSD

Check Warrant Report For C - 12: Cash Disbursement - Lunch Fund For Dates 5/1/2022 - 5/31/2022



| Check # | Check Date | Vendor ID | Vendor Name | Check Description | PO Number | Check Amount |
|---------|------------|-----------|-----------------------------|--------------------|-----------|--------------|
| 2391 | 05/13/2022 | 4736 | BELLE SALES AND SUPPLY, LLC | CAFETERIA SUPPLIES | 220088 | 124.90 |
| 2392 | 05/13/2022 | 2496 | SYSCO FOOD SERVICES | CAFETERIA FOOD | 220227 | 1,063.12 |
| 2393 | 05/13/2022 | 4371 | CAPITAL CANDY CO. INC. | CAFETERIA FOOD | 220239 | 676.11 |
| 2394 | 05/13/2022 | 4204 | BIMBO FOODS BAKERIES | CAFETERIA FOOD | 220087 | 190.44 |
| 2395 | 05/13/2022 | 2564 | ECOLAB | CAFETERIA SUPPLIES | 220238 | 118.47 |
| 2396 | 05/13/2022 | 4358 | SHAHEEN'S MARKET | CAFETERIA FOOD | 220228 | 29.19 |
| 2397 | 05/25/2022 | 4371 | CAPITAL CANDY CO. INC. | CAFETERIA FOOD | 220239 | 650.47 |

Number of Transactions: 7

Warrant Total: 2,852.70

Vendor Portion: 2,852.70

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 7 in number, in the total amount of \$ 2,852.70. 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.

6/2/22 Neel f. 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 \$ 2,852.70. 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.

6/3/22 Diane S. Staraga
Date Claims Auditor

LONG LAKE CSD

Check Warrant Report For A - 31: Cash Disbursement - May 2022 For Dates 5/1/2022 - 5/31/2022



| Check # | Check Date | Vendor ID | Vendor Name | Check Description | PO Number | Check Amount |
|---------|------------|-----------|-------------------------------------|---------------------------------|--------------------|--------------|
| 17412 | 05/06/2022 | 2819 | MCCLARY MEDIA INC. | HELP WANTED, PREK, LEGAL ADS | | 225.62 |
| 17413 | 05/06/2022 | 1296 | U.S. POSTAL SERVICE | BUDGET NEWSLETTER MAILING | | 96.00 |
| 17414 | 05/06/2022 | 4605 | XEROX FINANCIAL SERVICES | COPIER LEASES | | 433.30 |
| 17415 | 05/06/2022 | 4681 | EDGENUITY | ONLINE COURSE | 220230 | 90.00 |
| 17416 | 05/06/2022 | 2302 | WARDS | SCIENCE SUPPLIES | 220176 | 94.62 |
| 17417 | 05/06/2022 | 2695 | CDW | WEBCAM | 220220 | 23.12 |
| 17418 | 05/06/2022 | 1840 | GRAINGER | LED DRIVER | 220152 | 217.66 |
| 17419 | 05/06/2022 | 2965 | DISCOUNT SCHOOL SUPPLIES | ASP SUPPLIES | 220165 | 173.22 |
| 17420 | 05/06/2022 | 3259 | FIRST UNUM LIFE INSURANCE CO. | DISABILITY INSURANCE MAY | | 266.71 |
| 17423 | 05/13/2022 | 4803 | SOPHIE E. BLACK | | | 132.00 |
| 17424 | 05/13/2022 | 3217 | FRONTIER | TELEPHONE LINE CHARGE | | 365.15 |
| 17425 | 05/13/2022 | 3064 | TRI-LAKES 3HREE PRESS CORP. | PREK, HELP WANTED ADS | | 171.90 |
| 17426 | 05/13/2022 | 4714 | EDWIN FALK | KILN REPAIR | | 423.00 |
| 17427 | 05/13/2022 | 2609 | B.J. QUEEN | SCOPE PIPE | | 2,221.00 |
| 17428 | 05/13/2022 | 4525 | SLIC NETWORK SOLUTIONS | CABLE TV MAY | | 152.55 |
| 17429 | 05/13/2022 | 3301 | TROJAN ENERGY SYSTEMS, INC. | DAY TANK REPAIR | | 1,515.72 |
| 17430 | 05/13/2022 | 2279 | **CONTINUED** F-E-H BOCES TREASURER | Voided During Printing | | 0.00 |
| 17431 | 05/13/2022 | 2279 | F-E-H BOCES TREASURER | MAY CONTRACT BILLING | | 30,580.96 |
| 17432 | 05/13/2022 | 4809 | ROBCO SPECIALTIES | STEAM TRAP | 220142 | 214.75 |
| 17433 | 05/13/2022 | 3952 | NICOLE CURTIN | | | 94.55 |
| 17434 | 05/13/2022 | 3589 | BLICK ART MATERIALS | ART SUPPLIES | 220240 | 201.36 |
| 17435 | 05/13/2022 | 3292 | DAY WHOLESALE INC. | WATER | 220071 | 57.00 |
| 17436 | 05/13/2022 | 1360 | HAMILTON COUNTY TREASURER | GAS/DIESEL FEBRUARY | | 1,557.83 |
| 17437 | 05/13/2022 | 4802 | HARRISON HALL | | | 105.60 |
| 17438 | 05/13/2022 | 2988 | GIRVIN & FERLAZZO, P.C. | LEGAL RETAINER MARCH | | 625.00 |
| 17439 | 05/13/2022 | 3825 | AMAZON | | *See Detail Report | 1,012.09 |
| 17440 | 05/13/2022 | 4198 | W.B. MASON CO., INC. | CUSTODIAL SUPPLIES | *See Detail Report | 327.62 |
| 17441 | 05/13/2022 | 2060 | LEONARD BUS SALES, INC. | BUS PARTS | 220001 | 2,083.53 |
| 17442 | 05/13/2022 | 4773 | SEAN O'SHELL | SENIOR TRIP ADVANCE FOR TICKETS | | 722.00 |
| 17443 | 05/13/2022 | 4629 | THE POST STAR | HELP WANTED AD | | 286.41 |
| 17444 | 05/13/2022 | 1331 | PRESS REPUBLICAN | HELP WANTED AD | | 446.86 |
| 17445 | 05/13/2022 | 4824 | STONE INDUSTRIES | PORTI-POTTY RENTAL/KATZ FIELD | 220219 | 184.80 |
| 17446 | 05/13/2022 | 2695 | CDW | PRINTER, NURSE | 220221 | 187.27 |
| 17447 | 05/13/2022 | 4411 | NYSMEC | ELECTRIC INSTALLMENT 6 OF 6 | | 666.85 |
| 17448 | 05/13/2022 | 4667 | DALE HAYES | OFFICIAL FEE 4/29/22 | | 119.00 |
| 17448 | 05/25/2022 | 4667 | **VOID** DALE HAYES | **VOID** | | -119.00 |

LONG LAKE CSD

Check Warrant Report For A - 31: Cash Disbursement - May 2022 For Dates 5/1/2022 - 5/31/2022



| Check # | Check Date | Vendor ID | Vendor Name | Check Description | PO Number | Check Amount |
|---------|------------|-----------|---|-----------------------------|--------------------|--------------|
| 17449 | 05/13/2022 | 3784 | TIMOTHY LEACH | OFFICIAL FEE | | 106.00 |
| 17450 | 05/13/2022 | 3018 | CHARLES H. FARR II | OFFICIAL FEE | | 100.00 |
| 17451 | 05/13/2022 | 4825 | ATHMEDICS | BASES, BALLS | 220222 | 647.95 |
| 17452 | 05/13/2022 | 4476 | COMPASS PRINTING PLUS | BUDGET MAILING | | 292.59 |
| 17453 | 05/13/2022 | 4812 | FIRST NATIONAL BANK OF OMAHA | FINGERPRINTS | | 210.50 |
| 17454 | 05/13/2022 | 4442 | MICHAEL COREY | OFFICIAL FEES | | 88.00 |
| 17455 | 05/13/2022 | 4199 | NYS EMPLOYEES' HEALTH INSURANCE | JUNE HEALTH INSURANCE | | 84,103.96 |
| 17456 | 05/13/2022 | 4827 | CHARLES LANGLOIS | OFFICIAL | | 119.00 |
| 17457 | 05/13/2022 | 3031 | GLENN L RUSSELL | OFFICIAL | | 113.00 |
| 17458 | 05/13/2022 | 4604 | DOCUMENT SOLUTIONS OF THE NORTH COUNTRY | COPIER USAGE CHARGES | | 299.31 |
| 17459 | 05/25/2022 | 3825 | AMAZON | | *See Detail Report | 1,174.91 |
| 17460 | 05/25/2022 | 4803 | SOPHIE E. BLACK | ASP ASST | | 52.80 |
| 17461 | 05/25/2022 | 2819 | MCCLARY MEDIA INC. | LEGAL AD/PREK AD | | 139.81 |
| 17462 | 05/25/2022 | 4198 | W.B. MASON CO., INC. | CUSTODIAL PAPER PRODUCTS | 220242 | 375.02 |
| 17463 | 05/25/2022 | 4108 | KAMI FARR | CLAY TARGET REIMB. | | 109.85 |
| 17464 | 05/25/2022 | 4736 | BELLE SALES AND SUPPLY, LLC | FLOOR SCRUBBER | 220196 | 3,495.00 |
| 17465 | 05/25/2022 | 4088 | MOSAIC ASSOCIATES | 5 YEAR PLAN | | 2,118.00 |
| 17466 | 05/25/2022 | 3018 | CHARLES H. FARR II | OFFICIAL FEE | | 97.00 |
| 17467 | 05/25/2022 | 4669 | ETCHED IN VALOR | VARSITY SPORTS AWARDS | 220252 | 114.00 |
| 17468 | 05/25/2022 | 3259 | FIRST UNUM LIFE INSURANCE CO. | JUNE DISABILITY PAYMENT | | 266.71 |
| 17469 | 05/25/2022 | 4802 | HARRISON HALL | ASP ASST. | | 52.80 |
| 17470 | 05/25/2022 | 4828 | ELIZABETH HOSLEY | MILEAGE | | 93.52 |
| 17471 | 05/25/2022 | 4667 | DALE HAYES | OFFICIAL FEE 4/29/22 | | 119.00 |
| 17472 | 05/25/2022 | 4729 | CHESTERTOWN TRUCK & AUTO SUPPLIES | BUS PARTS | 220000 | 6.57 |
| 17473 | 05/25/2022 | 2695 | CDW | | *See Detail Report | 677.34 |
| 17474 | 05/25/2022 | 4305 | LEONARD COOK | MEDICARE PART B REIMB. 2022 | | 850.50 |

LONG LAKE CSD

Check Warrant Report For A - 31: Cash Disbursement - May 2022 For Dates 5/1/2022 - 5/31/2022



| Check # | Check Date | Vendor ID | Vendor Name | Check Description | PO Number | Check Amount |
|----------------------------|------------|-----------|-------------|-------------------|-----------------|--------------|
| Number of Transactions: 62 | | | | | Warrant Total: | 141,779.19 |
| | | | | | Vendor Portion: | 141,779.19 |

*See Detail Report denotes that multiple purchase orders are referenced on this check. Run the Detail report to view the purchase order information

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 62 in number, in the total amount of \$ 141,779.19. 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.

6/2/22 Muller 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 \$ 141,779.19. 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.

6/3/22 Jerome P. Flanagan
Date Claims Auditor

LONG LAKE CSD

Budget Transfer Schedule Report For A - 11: Budget Transfer



| Ref Number | Account | Date | Budget Transfer Description | Account Description | Detail Description | Approval Status | Transfer Out | Transfer In |
|------------|-----------------|------------|---|---------------------|--------------------|---|--------------|-------------|
| 157 | | 06/23/2022 | Transfer to cover shortage | | | Not Required | | |
| | A 1040.160-0000 | | BOE District Clerk Salaries | | | | | 150.00 |
| | A 1040.400-0000 | | BOE District Clerk Contractual | | | | | 225.00 |
| | A 1040.400-0000 | | BOE District Clerk Contractual | | | | 150.00 | |
| | A 1240.400-0000 | | Central Admin Contractual | | | | 225.00 | |
| | A 1620.160-0000 | | Central Services Support Staff Salaries | | | | 50.00 | |
| | A 1620.400-0000 | | Central Services Contractual | | | | | 100.00 |
| | A 1620.420-0000 | | Central Services Television | | | | 100.00 | |
| | A 1621.160-0000 | | Mainten Support Staff Salaries | | | | | 50.00 |
| | A 2110.120-0000 | | Teaching K-6 Salaries | | | | 3,400.00 | |
| | A 2110.140-0000 | | Substitute Teachers | | | | | |
| | A 2110.450-0000 | | Teaching Materials & Supplies | | | | 20.00 | |
| | A 2110.452-1000 | | Elementary - Gaffney/SPED | | | | | 3,400.00 |
| | A 2250.150-0000 | | Instructional Salaries | | | | 60.00 | |
| | A 2250.160-0000 | | Non Instructional Salaries | | | | | 60.00 |
| | A 2855.150-0000 | | Interscholastic Salaries | | | | | 2,000.00 |
| | A 2855.400-0000 | | Interscholastic Contractual | | | | 2,000.00 | |
| | A 9711.600-0000 | | Serial Bonds - Principal | | | Less paid in intrest but more paid in principal | | 40,000.00 |
| | A 9711.700-0000 | | Serial Bonds - Interest | | | | 40,000.00 | |

va

LONG LAKE CSD

Budget Transfer Schedule Report For A - 11: Budget Transfer



| Ref Number | Account | Date | Budget Transfer Description | Account Description | Detail Description | Approval Status | Transfer Out | Transfer In |
|------------|---------|------|-----------------------------|---------------------|--------------------|-----------------|--------------|-------------|
|------------|---------|------|-----------------------------|---------------------|--------------------|-----------------|--------------|-------------|

Number of Budget Transfers: 1

Account Distribution Totals

| Account | Description | Debits | Credits |
|-----------------|---|-----------|-----------|
| A 1040.160-0000 | BOE District Clerk Salaries | 0.00 | 150.00 |
| A 1040.400-0000 | BOE District Clerk Contractual | 150.00 | 225.00 |
| A 1240.400-0000 | Central Admin Contractual | 225.00 | 0.00 |
| A 1620.160-0000 | Central Services Support Staff Salaries | 50.00 | 0.00 |
| A 1620.400-0000 | Central Services Contractual | 0.00 | 100.00 |
| A 1620.420-0000 | Central Services Television | 100.00 | 0.00 |
| A 1621.160-0000 | Mainten Support Staff Salaries | 0.00 | 50.00 |
| A 2110.120-0000 | Teaching K-6 Salaries | 3,400.00 | 0.00 |
| A 2110.140-0000 | Substitute Teachers | 0.00 | 3,400.00 |
| A 2110.450-0000 | Teaching Materials & Supplies | 20.00 | 0.00 |
| A 2110.452-1000 | Elementary - Gaffney/SPED | 0.00 | 20.00 |
| A 2250.150-0000 | Instructional Salaries | 60.00 | 0.00 |
| A 2250.160-0000 | Non Instructional Salaries | 0.00 | 60.00 |
| A 2855.150-0000 | Interscholastic Salaries | 0.00 | 2,000.00 |
| A 2855.400-0000 | Interscholastic Contractual | 2,000.00 | 0.00 |
| A 9711.600-0000 | Serial Bonds - Principal | 0.00 | 40,000.00 |
| A 9711.700-0000 | Serial Bonds - Interest | 40,000.00 | 0.00 |

Fund A Totals: 46,005.00 46,005.00

Grand Totals: 46,005.00 46,005.00

Grand Totals: 46,005.00 46,005.00

Net Amount: 0.00

LONG LAKE CENTRAL SCHOOL DISTRICT
STUDENT TRANSPORTATION COOPERATIVE AGREEMENT

This agreement is made by and among the participating school districts listed below pursuant to section 119-o of the General Municipal Law for the purpose of providing transportation to their respective students on a cooperative basis during the school year commencing July 1, 2022 and ending June 30, 2023. For the purpose of this agreement the school district sending one of its students on another district's bus shall be called the "sending district", and the school district transporting another district's student shall be called "the transporting district."

The participating school districts:

Minerva Central School District

Bolton Central School district

Indian Lake Central School District

Johnsburg Central School District

Long Lake Central School District

Newcomb Central School District

North Warren Central School District

Schroon Lake Central School District

Warrensburg Central School District

Whereas each of the participating districts provides transportation for its resident students between their homes and the schools they legally attend; and two or more

districts may be transporting students to the same out-of-district locations or over similar routes; and all of the above listed districts are willing to work together to improve transportation service and efficiency within the region served by the participating districts; now therefore, in consideration of the mutual promises contained herein it is agreed:

1. Participating districts shall cooperate with each other by transporting each other's students when multiple districts are transporting students to the same location, to maximize the use of available passenger capacities, and to avoid overlapping and unnecessarily long runs.
2. Transportation officials shall have the authority to represent their respective districts in making scheduling arrangements and designing procedures for covering matters such as scheduling changes, communications, student discipline, emergency procedures and complaints. Any particular cooperative transportation arrangement may be discontinued when no longer convenient to any participating district.
3. The parties agree that each district shall maintain public liability insurance coverage such that the insurance of the transporting district will be primary with respect to any claim made against the transporting district and /or the sending district in connection with or arising out of the operation of the transporting district's vehicle. The transporting district shall provide details of policy terms and limits at the request of the sending district. A transporting district shall not be deemed the agent of the sending district, but rather an independent contractor.

4. There shall be no fee for the transporting of a student of one participating district by another district pursuant to this agreement.

Wherefore the parties have executed this Agreement by authority of their respective Boards of Education.

Dated: _____

For Long Lake Central School District

VLC

**LONG LAKE CENTRAL SCHOOL DISTRICT
STUDENT TRANSPORTATION COOPERATIVE AGREEMENT**

This agreement is made by and among the participating school districts listed below pursuant to section 119-o of the General Municipal Law for the purpose of providing transportation to their respective students on a cooperative basis during the school year commencing July 1, 2022 and ending June 30, 2023. For the purpose of this agreement the school district sending one of its students on another district's bus shall be called the "sending district", and the school district transporting another district's student shall be called "the transporting district."

The participating school districts:

Long Lake Central School District

Tupper Lake Central School District

Whereas each of the participating districts provides transportation for its resident students between their homes and the schools they legally attend; and two or more districts may be transporting students to the same out-of-district locations or over similar routes; and all of the above listed districts are willing to work together to improve transportation service and efficiency within the region served by the participating districts; now therefore, in consideration of the mutual promises contained herein it is agreed:

1. Participating districts shall cooperate with each other by transporting each other's students when multiple districts are transporting students to the

same location, to maximize the use of available passenger capacities, and to avoid overlapping and unnecessarily long runs.

2. Transportation officials shall have the authority to represent their respective districts in making scheduling arrangements and designing procedures for covering matters such as scheduling changes, communications, student discipline, emergency procedures and complaints. Any particular cooperative transportation arrangement may be discontinued when no longer convenient to any participating district.
3. The parties agree that each district shall maintain public liability insurance coverage such that the insurance of the transporting district will be primary with respect to any claim made against the transporting district and /or the sending district in connection with or arising out of the operation of the transporting district's vehicle. The transporting district shall provide details of policy terms and limits at the request of the sending district. A transporting district shall not be deemed the agent of the sending district, but rather an independent contractor.
4. There shall be no fee for the transporting of a student of one participating district by another district pursuant to this agreement.

Wherefore the parties have executed this Agreement by authority of their respective Boards of Education.

Dated: _____

For Long Lake Central School District



Long Lake

CENTRAL SCHOOL DISTRICT

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

P 518/624-2221
F 518/624-3896
W www.longlakecsd.org

Resolution of Board of Education

Board of Education

Brian Penrose

President

Michael Farrell

Vice President

Alexandria Harris

Trisha Hosley

Joan Paula

Be it resolved that the Long Lake Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2022/2023 school year.

Superintendent/Principal

Noelle J. Short

nshort@longlakecsd.org

Business Manager

Victoria J. Snide

vsnide@longlakecsd.org

School Counselor

Elisha Cohen

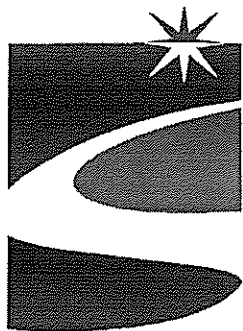
ecohen@longlakecsd.org

Certification of Board Clerk

I, Elizabeth Hosley, District Clerk of the Long Lake Central School District Board of Education, hereby certify that the above resolution was adopted by the required majority vote of the Board of Education at its meeting held on the 5th day of July, 2022.

Date

Signature of Board Clerk



**St. Lawrence-Lewis
BOCES**

*Building Futures *
Creating Meaningful Lives*

Board of Cooperative Educational Services

Thomas R. Burns
District Superintendent
Executive Officer

Cooperative Purchasing

ESC Building
40 W Main Street, PO Box 231
Canton, NY 13617
(315) 386-4504 ext 10127
Email: dbessette@slloboces.org

Darlene Bessette
Supervisor of Purchasing Services

St. Lawrence/Lewis BOCES **Cooperative Purchasing Agreement**

All school districts participating in the St. Lawrence/Lewis BOCES Cooperative Purchasing program through annual board resolution, agree to the following:

- 1.) To bid jointly any or all commodities on the attached list together with a number of public school districts comprising Clinton-Essex, Franklin-Essex, Jefferson-Lewis and St. Lawrence-Lewis BOCES in New York State.
- 2.) The school district will participate with other schools in the BOCES listed above in the joint bidding of any or all commodities on the attached list as authorized by General Municipal Law, Section 119-0.
- 3.) The school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting results to the boards of education and making recommendations thereon.
- 4.) The Board of Education of the school district agrees to appoint the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees to represent it in all matters related above.
- 5.) The Board of Education of the school district authorizes the above mentioned to represent it in all matters leading up to the entering into a contract for the purchase of any and /or all commodities on the attached list.
- 6.) The Board of Education agrees to assume its equitable share of the costs of cooperative bidding.
- 7.) The Board of Education agrees:
 - a.) To abide by majority decisions of the participating districts on quality standards;
 - b.) That unless all bids are rejected, it will award contracts according to the recommendations of the St. Lawrence/Lewis BOCES Cooperative Purchasing Agent and related committees.
 - c.) That after the award of contract(s) it will conduct all negotiations with the successful bidder(s).

St. Lawrence/Lewis BOCES
Bid List

- | | |
|--|------------------------------------|
| ~ A.V. Equipment & Supplies | ~ General School & Office Supplies |
| ~ Art Supplies | ~ Health Supplies |
| ~ Athletic Equipment & Supplies | ~ Ice Cream |
| ~ Bread | ~ Institutional Paper |
| ~ Cafeteria Foods/Frozen Entrees-Meat/Fish | ~ Milk/Juice |
| ~ Computer Supplies | ~ Musical Instruments |
| ~ Construction/Art Paper | ~ Natural Gas |
| ~ Copy Paper | ~ Printed Envelopes |
| ~ Cosmetology Supplies | ~ Produce |
| ~ Custodial Supplies | ~ Propane |
| ~ ULS Diesel Fuel / ULS Kero | ~ Science Classroom Supplies |
| ~ ULS Fuel Oil | ~ Teaching Aids |
| ~ Furnishings | ~ Technology & Shop Supplies |
| ~ Gasoline | ~ Transportation Supplies |

vle

8340F

LONG LAKE CENTRAL SCHOOL DISTRICT
TEXT ADOPTION FORM

6/22/22 Date Spanish Department Molly Stewart Submitted by:

Current Text N/A

Author(s) N/A Edition N/A

Publishing Co. N/A Copyright N/A

Proposed Text Robo en la noche

Author(s) Kristy Placido Edition Past/Present tense dual version

Publishing Co. Fluency Matters Copyright 2009

Readability Level Advanced beginner (Level 2)

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

Cost of each text: \$ 9.00 Total Cost: \$ 72.00

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

Robo en la noche will be used to review the past tense with students.
It will be read late in students' third year of Spanish, after Somos 2
Unit 5. There is currently no text for this purpose. In this book,
students will follow the adventure of an American teen saving endangered
birds in Costa Rica.

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

| | | | |
|--|-------------------|-------------------------------|--|
| Item <u>One year digital teacher package</u> | Cost <u>18.80</u> | <input type="checkbox"/> Once | <input checked="" type="checkbox"/> Annual |
| Item _____ | Cost _____ | <input type="checkbox"/> Once | <input type="checkbox"/> Annual |
| Item _____ | Cost _____ | <input type="checkbox"/> Once | <input type="checkbox"/> Annual |
| Item _____ | Cost _____ | <input type="checkbox"/> Once | <input type="checkbox"/> Annual |
| Item _____ | Cost _____ | <input type="checkbox"/> Once | <input type="checkbox"/> Annual |

Approval: Department Chairperson: Molly Stewart

Superintendent/Board: _____



Long Lake
CENTRAL SCHOOL DISTRICT

Long Lake Central School District
2022-2023 Code of Conduct

Code of Conduct

I. Introduction

The Board of Education ("Board") is committed to providing a safe and orderly school environment where students may receive, and District personnel may deliver, quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty, and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, The Board adopts this Code of Conduct ("Code").

Unless otherwise indicated, this code applies to all students, school personnel, parents, and other visitors when on school property or attending a school function.

II. Definitions

For purposes of this Code, the following definitions apply:

- i. "*Disruptive student*" means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom.
- ii. "*Parent*" means parent, guardian, or person in parental relation to a student.
- iii. "*School property*" means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, or in or on a school bus or school vehicle, as defined in Vehicle and Traffic Law §142.
- iv. "*School Function*" means a school-sponsored extra-curricular event or activity (Education §11[2]).
- v. "*Weapon*" means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu Star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death.
- vi. "*School Bus*" means every motor vehicle owned by a public or governmental agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities (Education Law §11[1] and Vehicle and Traffic Law §142).
- vii. "*Disability*" means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the

exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held (Education Law § 11[4] and Executive Law § 292[21]).

- viii. “Employee” means any person receiving compensation from a school District or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to Title 9-B of Article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such District, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact (Education Law §§ 11[4] and 1125[3]).
- ix. “Sexual Orientation” means actual or perceived heterosexuality, homosexuality, or bisexuality (Education Law § 11[5]).
- x. “Gender” means a person’s actual or perceived sex and includes a person’s gender identity or expression (Education Law § 11[6]).
- xi. “Harassment/Bullying” means the creation of a hostile environment by conduct or by threats, intimidation, or abuse, including cyberbullying as defined in Education Law § 11(8), that:
 - 1. Has or would have the effect of unreasonably and substantially interfering with a student’s educational performance, opportunities, or benefits, or mental, emotional, or physical well-being; or
 - 2. Reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
 - 3. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
 - 4. Occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation, or abuse might reach school property.For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions. (Education Law § 11[7])
- xii. “Cyberbullying” means harassment/bullying, as defined above, through any form of electronic communication. Acts of harassment and bullying that are prohibited include those acts based on a person’s actual or perceived membership in the following groups including, but not limited to:
 - 1. Race
 - 2. Weight
 - 3. National Origin
 - 4. Ethnic Group
 - 5. Religion
 - 6. Religious Practice
 - 7. Disability
 - 8. Sex
 - 9. Sexual Orientation

10. Gender (which includes a person's actual or perceived sex, as well as gender identity and expression).
- xiii. "*Discrimination*" means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex.
- xiv. "*Emotional harm*" that takes place in the context of "harassment or bullying" means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.
- xv. "*Violent student*" means a student under the age of 21 who:
1. Commits an act of violence upon a school employee or attempts to do so.
 2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function or attempts to do so.
 3. Possesses, while on school property or at a school function, a weapon.
 4. Displays, while on school property or at a school function, what appears to be a weapon.
 5. Threatens, while on school property or at a school function, to use a weapon.
 6. Knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on school property or at a school function.
 7. Knowingly and intentionally damages or destroys school District property.

III. Student Rights and Responsibilities

a. Rights

The District is committed to safeguarding the rights given to all students under state and federal law. In addition, to promote a safe, healthy, orderly, and civil school environment, all District students have the right to:

- i. Take part in all District activities on an equal basis regardless of race, color, creed, national origin, religion, gender, sexual orientation, ethnic group, religious practice, sex, weight, or disability.
- ii. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
- iii. Access school rules and, when necessary, receive an explanation of those rules from school personnel.
- iv. To be protected from intimidation, harassment, or discrimination based on actual or perceived race, color, weight, national origin, ethnic group, religion, or religious practice, sex, gender/gender identity, sexual orientation, or disability, by employees or students on school property or at a school sponsored event, function, or activity.

b. Responsibilities

All District students have the responsibility to:

- i. Contribute to maintaining a safe and orderly school environment that is conducive to learning and to show respect to other persons and to property.
- ii. Be familiar with and abide by all District policies, rules and regulations dealing with student conduct.
- iii. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
- iv. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
- v. React to direction given by teachers, administrators, and other school personnel in a respectful, positive manner.
- vi. Work to develop mechanisms to control their anger.
- vii. Ask questions when they do not understand.
- viii. Seek help in solving problems that might lead to discipline.
- ix. Dress appropriately for school and school functions.
- x. Accept responsibility for their actions.
- xi. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
- xii. To respect one another and treat others fairly in accordance with the District Code of Conduct and the provisions of the Dignity for all Students Act. To conduct themselves in a manner that fosters an environment that is free from intimidation, harassment, bullying (cyber bullying) or discrimination. To report and encourage others, to report any incidents of intimidation, harassment, or discrimination to Long Lake Central School Staff.

IV. Essential Partners

a. Parents

All parents are expected to:

- i. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community.
- ii. Send their children to school ready to participate and learn.
- iii. Ensure their children attend school regularly and on time.
- iv. Ensure absences are excused.
- v. Communicate with the attendance officer when their children are absent.
- vi. Insist their children be dressed and groomed in a manner consistent with the Student Dress Code.
- vii. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- viii. Know school rules and help their children understand them.
- ix. Convey to their children a supportive attitude toward education and the District.
- x. Build positive relationships with teachers, other parents, and their children's friends.
- xi. Work with the District to maintain open and respectful communication.
- xii. Help their children deal effectively with peer pressure.
- xiii. Inform school officials of changes in the home situation that may affect student conduct or performance.
- xiv. Provide a place for study and ensure homework assignments are completed.
- xv. Teach their children respect and dignity for themselves, and other students regardless of actual or perceived race, color, weight, national origin, ethnic group,

religion, religious practice, disability, sexual orientation, gender, gender identity, or sex, which will strengthen the child's confidence and promote learning in accordance with the Dignity for All Students Act.

b. Teachers

All District teachers are expected to:

- i. Maintain a climate of mutual respect and dignity, which will strengthen students' self-concept and promote confidence to learn.
- ii. Be prepared to teach.
- iii. Demonstrate interest in teaching and concern for student achievement.
- iv. Know school policies and rules and enforce them in a fair and consistent manner.
- v. Communicate to students and parents:
 1. Course objectives and requirements
 2. Marking/grading procedures
 3. Assignment deadlines
 4. Expectations for students
 5. Classroom discipline plan
- vi. Communicate regularly with students, parents and other teachers concerning growth and achievement.
- vii. Confront issues of discrimination and harassment in any situation that threatens the emotional health, physical health or safety of any students, school employee or any person who is lawfully on school property or at a school function.
- viii. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
- ix. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a teacher's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

c. School Counselor

- i. Assist students in coping with peer pressure and emerging personal, social, and emotional problems.
- ii. Initiate teacher/student/counselor conferences and parent/teacher/student/counselor conferences, as necessary, to resolve problems.
- iii. Regularly review with students their educational progress and career plans.
- iv. Provide information to assist students with career planning.
- v. Encourage students to benefit from the curriculum and extracurricular programs.
- vi. Coordinate Intervention Support Services, as needed, with student, parent, building principal and teachers.
- vii. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- viii. Report incidents of discrimination and harassment that are witnessed or otherwise brought to the counselor's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

d. Expectations for Non-Instructional School Staff

- i. Follow the Code of Conduct; know, abide by, and enforce school rules in a fair and consistent manner.

- ii. Set a good example for students and other staff by demonstrating dependability, integrity, and other standards of ethical conduct.
- iii. Assist in promoting a safe, orderly, and stimulating school environment.
- iv. Maintain confidentiality about all personal information and educational records concerning students and their families.
- v. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- vi. Report incidents of discrimination and harassment that are witnessed or otherwise brought to a staff member's attention to the building administrator and/or Dignity Act Coordinator (DAC) in a timely manner.

e. Administrator

- i. Promote a safe, orderly, and stimulating school environment, supporting active teaching and learning.
- ii. Ensure that students and staff have the opportunity to communicate regularly with the principal and approach the principal for redress of grievances.
- iii. Evaluate on a regular basis all instructional programs. Support the development of and student participation in appropriate extracurricular activities.
- iv. Be responsible for enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- v. Review the policies of The Board of Education and state and federal laws relating to school operations and management.
- vi. Inform The Board about educational trends relating to student discipline.
- vii. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
- viii. Work on enforcing the Code of Conduct and ensuring that all cases are resolved promptly and fairly.
- ix. Maintain and encourage a climate of mutual respect and dignity for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, or sex, with an understanding of appropriate appearance, language, and behavior in a school setting, which will strengthen students' self-image and promote confidence to learn.
- x. Follow up on any incidents of discrimination and harassment that are witnessed or otherwise brought to the principal's attention in a timely manner in collaboration with the Dignity Act Coordinator (DAC).

f. Board of Education

- i. Collaborate with students, teachers, administrator, and parent organizations, school safety personnel and other school personnel to develop a Code of Conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
- ii. Adopt and review at least annually the District's Code of Conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation.
- iii. Lead by example by conducting board meetings in a professional, respectful, courteous manner.

- iv. Appoint a Dignity Act Coordinator in each school building. The Dignity Act Coordinator will be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender/gender identity, and sex. The Dignity Act Coordinator will be accessible to students and other staff members for consultation and advice as needed on the Dignity Act.

V. Student Dress Code

All students are expected to give proper attention to personal cleanliness and to dress appropriately for school and school functions. Students and their parents have the primary responsibility for acceptable student dress and appearance. Teachers and all other District personnel should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

- a. Be safe, appropriate, and not disrupt or interfere with the educational process.
- b. Recognize that extremely brief garments such as tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back), low cut jeans, mid-riff shirts, muscle shirts, and see-through garments are not appropriate.
- c. Ensure that top and bottom undergarments are completely covered with outer clothing and no abdomen/stomach/back area is showing. Muscle shirts are considered undergarments.
- d. Always include footwear. Footwear that is a safety hazard will not be allowed. Footwear requirements for Technology classes, Science Labs and Physical Education classes will meet health and safety guidelines for those classes.
- e. Not include the wearing of hats in school during school hours except for a medical or religious purpose.
- f. Not include items that are vulgar, obscene, and libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation, ethnic group, religion, sex, weight, or disability.
- g. Not promote and/or endorse the use of alcohol, tobacco, or illegal drugs and/or encourage other illegal or violent activities.
- h. Not include pierced earrings/jewelry during physical education classes and all sports activities.
- i. Not include articles of clothing deemed sleepwear/loungewear including pajamas, slippers, nightshirts, etc. unless approved for a designated school function.
- j. Not include wearing their coats during the school day unless room temperatures warrant it.
- k. Not include wearing of gang related articles of clothing.

Administration shall be responsible for informing all students and their parents of the Student Dress Code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the Student Dress Code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and

including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

VI. Student Conduct

The Board expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the penalties for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

- a. **Engage in Conduct that is Disorderly. Examples of Disorderly Conduct Include:**
 - i. Running in hallways.
 - ii. Making unreasonable noise.
 - iii. Verbal threats, using language or gestures that are profane, lewd, vulgar, or abusive.
 - iv. Obstructing vehicular or pedestrian traffic.
 - v. Engaging in any willful act which disrupts the normal operation of the school community.
 - vi. Trespassing. Students are not permitted in the school building without permission from the administrator in charge of the building.
 - vii. Computer/electronic communications misuse, including any unauthorized use of cellphones, computers, software, or internet/intranet account; accessing inappropriate websites; or any other violation of the District's acceptable use policy.
 - viii. Inappropriate touching, pushing, shoving, slapping, etc.
 - ix. Unauthorized use of personal electronic devices/equipment (i.e., cell phones, MP3 devices, cameras, and other personal electronic devices deemed inappropriate by the administration).
- b. **Engage in Conduct that is Insubordinate. Examples of Insubordinate Conduct Include:**
 - i. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
 - ii. Lateness for, missing or leaving school without permission.
 - iii. Skipping detention/AIS/MASSH.
- c. **Engage in Conduct that is Disruptive. Examples of Disruptive Conduct Include:**
 - i. Failing to comply with reasonable directions of teachers, school administrators or other school personnel in charge of students.

- ii. Endangering the health and safety of other students or staff or interfering with classes or District activities by means of inappropriate appearance or behavior as per the District Code of Conduct.
- d. **Engage in Conduct that is violent. Examples of violent conduct include:**
 - i. Committing an act of violence (such as hitting, kicking, punching, and scratching) upon a student, teacher, administrator, or any other person lawfully on school property or attempting to do so.
 - ii. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
 - iii. Displaying what appears to be a weapon.
 - iv. Threatening to use any weapon.
 - v. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person lawfully on school property, including graffiti or arson.
 - vi. Intentionally damaging or destroying school District property.
 - vii. Engaging in harassing conduct, verbal threats, intimidation, or abuse that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical wellbeing.
 - viii. Communication by any means, including oral, written, or electronic (such as through the internet, email, or texting) off school property, where the content of such communication can reasonably be interpreted as a threat to commit an act of violence on school property, or results in material or substantial disruption to the educational environment.
- e. **Engage in Any Conduct that Endangers the Safety, Health, and Welfare of Others. Examples of Such Include:**
 - i. Lying to school personnel.
 - ii. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
 - iii. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
 - iv. Discrimination, based on a person's actual or perceived race, age, sexual orientation, use of a recognized guide dog, hearing dog or service dog, color, creed, national origin, ethnic group, religion, religious practice, sex, sexual orientation, gender, or gender identity, marital or veteran status, or disability as a basis for treating another in a negative manner on school property or at a school function.
 - v. Harassment, the creation of a hostile environment by conduct or by verbal threats, intimidation or abuse that has or would have the effect or unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical wellbeing based on a person's actual or perceived race, color, weight, national origin, political affiliation, ethnic group, religion, religious practice, marital or veteran status, use of a recognized guide dog, hearing dog or service dog, disability, sexual orientation, gender or sex.
 - vi. Bullying and intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm and/or emotional discomfort; for example, "play" fighting, extortion of money, overt teasing, etc.

- vii. Hazing, which includes any intentional or reckless act directed against another for the purpose of initiation into, affiliating with or maintaining membership in any school sponsored activity, organization, club, or team.
 - viii. Selling, using, distributing, or possessing obscene material.
 - ix. Using vulgar or abusive language, cursing, or swearing.
 - x. Smoking a cigarette, cigar, pipe or using chewing or smokeless tobacco.
 - xi. Possessing, using, consuming, selling, attempting to sell, distributing, or exchanging alcoholic beverages, tobacco, tobacco products or illegal and/or controlled substances, vaporizers, "vapes", associating vaping equipment and/ or products, counterfeit and designer drugs, or paraphernalia for use of such drugs or be under the influence of any such substances on school property or at a school function. "Illegal substances" include, but are not limited to, inhalants, marijuana, synthetic cannabinoids, cocaine, LSD, PCP, amphetamines, heroin, fentanyl, steroids, look-alike drugs, drug paraphernalia and any substances commonly referred to as "designer drugs."
 - xii. Inappropriately using, sharing, selling, attempting to sell, distributing, or exchanging prescription and over-the-counter drugs.
 - xiii. Gambling or gaming.
 - xiv. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner or inappropriate touching.
 - xv. Initiating a report warning of fire or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
 - xvi. Spitting or the use of other bodily fluids to taunt, insult, or otherwise denigrate another student, staff member or school related personnel is strictly forbidden.
 - xvii. Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors, taking, sending, or receiving sexually explicit videos, pictures or auditory recordings and other verbal or physical conduct or communication of a sexual nature.
 - xviii. Displaying signs of gang affiliation or engaging in gang-related behaviors that are observed to increase the level of conflict or violent behavior.
 - xix. Possessing, consuming, selling, attempting to sell, distributing, or exchanging "look-alike drugs"; or, possessing or consuming (without authorization), selling, attempting to sell, distributing, or exchanging other substances such as dietary supplements, weight loss pills, etc.
 - xx. Violating gender privacy when using school restroom facilities.
- f. **Engage in Misconduct While on a School Bus.**
It is crucial for students to behave appropriately while riding on District buses to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, and fighting will not be tolerated. Remain seated while the bus is in motion.
- g. **Engage in Any Form of Academic Misconduct. Examples of Academic Misconduct Include:**
- i. Plagiarism
 - ii. Cheating
 - iii. Copying
 - iv. Altering records

- v. Assisting another student in any of the above actions. Accessing other users email accounts or network storage accounts and/or attempting to read, delete, copy, modify, and interfere with the transferring and receiving of electronic communications.
 - vi. Violation of the District Acceptable Use Policy for technology.
- h. **Engage in Bullying – Peer Abuse in the Schools.**

The Board is committed to providing a safe and productive learning environment within its schools. Bullying of a student by another student is strictly prohibited on school property, in school buildings, on school buses, and at school sponsored events and/or activities whether occurring on or off campus. The Board shall require the prohibition of bullying – along with the range of possible intervention activities and/or sanctions for such misconduct – to be included in the District Code of Conduct for all grade levels.

For purposes of this policy, the term “bullying” among children is defined, in general, as: “a variety of negative acts carried out repeatedly over time. It involves a real or perceived imbalance of power, with a more powerful child or group attacking those who are less powerful.” Bullying can take three forms:

- i. Physical (including, but not limited to, hitting, kicking, spitting, pushing, taking personal belongings);
- ii. Verbal (including, but not limited to, taunting, malicious teasing, name calling, making threats); and
- iii. Psychological (including, but not limited to, spreading rumors; manipulating social relationships; or engaging in social exclusion, extortion, or intimidation).

The District also prohibits “Internet bullying” (also referred to as “cyberbullying”) including the use of instant messaging, e-mail, web sites, apps, chat rooms, and text messaging when such use interferes with the operation of the school; or infringes upon the general health, safety and welfare of District students or employees.

However, it is important to note that a single negative act as enumerated above may also constitute “bullying” (if not more serious misconduct) based upon the particular circumstances such as the seriousness of the act and/or the intent of the actor.

Any student who believes that he/she is being subjected to bullying behavior, as well as any other person who has knowledge of or witnesses any possible occurrence of bullying, shall report the bullying to any staff member or the administrator. The staff member/administrator to whom the report is made (or the staff member/administrator who witnesses bullying behavior) shall investigate the complaint and take appropriate action to include, as necessary, referral to the next level of supervisory authority and/or other official designated by the District to investigate allegations of bullying. Investigation of allegations of bullying shall follow the procedures utilized for complaints of harassment within the District. Allegations of bullying shall be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints.

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of bullying. Follow-up inquiries and/or appropriate monitoring of the alleged bully and victim

shall be made to ensure that bullying behavior has not resumed and that all those involved in the investigation of allegations of bullying have not suffered retaliation.

Personnel at all levels are responsible for taking corrective action to prevent bullying behavior of which they have been made aware at school District sites or activities and/or reporting such behavior to their immediate supervisor. Staff training will be provided to raise awareness of the problem of bullying within the schools and to facilitate staff identification of and response to such bullying behavior among students.

Prevention and intervention techniques within the District to prevent bullying behavior and to support and protect victims shall include building-level and classroom-level strategies and activities as determined by administration. Individual intervention will be provided by appropriate staff members to bullies, victims and their parents to help ensure that the bullying stops.

Rules against bullying shall be publicized District-wide and shall be disseminated as appropriate to staff, students, and parents. Disciplinary sanctions for violation of this policy shall be outlined in the District Code of Conduct as enumerated above and may also be incorporated in employee and student handbooks (See Policy #7552).

VII. Reporting Violations

All students are expected to promptly report violations of the Code of Conduct to a teacher, school counselor or the administrator. Any student observing a student possessing a weapon, alcohol, or illegal substance on school property or at a school function shall report this information immediately to a teacher or the administrator.

All District staff who are authorized to impose disciplinary sanctions are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the Code of Conduct to their supervisor who shall in turn impose an appropriate disciplinary sanction, if so authorized, or refer the matter to a staff member who is authorized to impose an appropriate sanction.

The Board annually appoints a Dignity Act Coordinator and Civil Rights Compliance Officers (Title IX).

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction if warranted, which may include permanent suspension and referral for prosecution.

The administrator must notify the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the administrator learns of the violation. The notification may be made by telephone, followed by a letter mailed on same day as the telephone call is made. The notification must identify the student and explain the conduct that violated the Code of Conduct and constituted a crime.

VIII. Discipline Penalties, Procedures, and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair, and consistent to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

- The student's age.
- The nature of the offense and the circumstances which led to the offense.
- The student's prior disciplinary record.
- The effectiveness of other forms of discipline.
- Information from parents, teachers and/or others, as appropriate.
- Other extenuating circumstances.

a. Penalties

Students who are found to have violated the District's Code of Conduct may be subject to the following penalties, either alone or in combination. The school personnel identified after each penalty are authorized to impose that penalty, consistent with the student's right to due process.

- i. Oral warning - any member of the District staff
- ii. Written notification to student and parent - bus driver, hall and lunch monitors, coaches, school counselors, teachers, administrator
- iii. Detention – lead teachers, administrator
- iv. Suspension from transportation - Director of Transportation, administrator (Notify CSE Chairperson if student is classified)
- v. Suspension from athletic participation - coaches, athletic coordinator, administrator
- vi. Suspension from social or extracurricular activities - activity director, administrator
- vii. Suspension of other privileges - administrator
- viii. In-school suspension - administrator
- ix. Removal from classroom by teacher - teachers, administrator
- x. Short term (five days or less) suspension from school- administrator, Board of Education.
- xi. Long term (more than five days) suspension from school- administrator, Board of Education
- xii. Permanent suspension from school- administrator, Board of Education

b. Procedures

The amount of due process a student is entitled to receive before a penalty is imposed depends on the penalty being imposed. In all cases, regardless of the penalty imposed, the school personnel authorized to impose the penalty must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary penalty in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning, written warning with

written notification to the student and their parents are entitled to additional rights before the penalty is imposed. These additional rights are explained below:

i. **Detention**

Teachers and the administrator may use after school detention as a penalty for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a penalty only after the student's parent has been notified, or a reasonable attempt to notify the parents has been made, and the student has appropriate transportation home following detention.

ii. **Suspension/Removal**

1. **Suspension from Athletic Participation, Extracurricular Activities, and Other Privileges.** A student subjected to a suspension from athletic participation, extracurricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the suspension to discuss the conduct and the penalty involved.
2. **In-school Suspension.** The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, The Board authorizes the administrator to place students who would otherwise be suspended from school as the result of a Code of Conduct violation in "in-school suspension." The in-school suspension teacher will be a certified teacher, if possible. A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the District official imposing the in-school suspension to discuss the conduct and the penalty involved.
3. **Teacher disciplinary removal of disruptive students.** A student's behavior can affect a teacher's ability to teach and can make it difficult for other students in the classroom to learn. In most instances the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his or her composure and self-control in an alternative setting. Such practices may include but are not limited to: (1) short-term "time out" in an elementary classroom or in an administrator's office; (2) sending a student into the hallway briefly; (3) sending a student to the administrator's office for the remainder of the class time only; (4) sending a student to a school counselor or other District staff member for counseling. Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this Code of Conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the

educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two days. The removal from class applies to the class of the removing teacher only.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he or she is being removed and an opportunity to explain his or her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class. If the student poses a danger or ongoing threat of disruption, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he or she was removed from the classroom and give the student a chance to present his or her version of the relevant events within 24-hours.

The teacher must complete a District-established disciplinary referral form and meet with the administrator as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the referral form. If the administrator is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the administrator prior to the beginning of classes on the next school day.

Within 24-hours after the student's removal, the administrator must notify the student's parents, in writing, that the student has been removed from class and why. The notice must also inform the parent that he or she has the right, upon request, to meet informally with the administrator to discuss the reasons for the removal.

The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the student's removal at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting parents. The administrator may require the teacher who ordered the removal to attend the informal conference. If at the informal meeting the student denies the charges, the administrator must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and administrator.

The administrator may overturn the removal of the student from class if the superintendent finds any one of the following:

- a. The charges against the student are not supported by substantial evidence.
- b. The student's removal is otherwise in violation of law, including the District's Code of Conduct
- c. The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The administrator may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal conference if a conference is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the administrator makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continual educational programming and activities until he or she is permitted to return to the classroom.

Each teacher must keep a complete log (on a District provided form) for all cases of removal of students from his or her class. The administrator must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his or her class until he or she has verified with the administrator or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

4. Suspension from school

Suspension from school is a severe penalty, which may be imposed only upon students who are insubordinate, disorderly, violent, or disruptive, or whose conduct otherwise endangers the safety, morals, health, or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the administrator.

Any staff member may recommend to the administrator that a student be suspended. All staff members must immediately report and refer a violent student to the administrator for a violation of the Code of Conduct. All recommendations and referrals will be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The administrator, upon receiving a recommendation or referral for suspension, or when processing a case for suspension, will gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

- a. **Short-term (5 days or less) Suspension from School.** When the administrator (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal conference with the administrator. Both the notice and informal conference shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the administrator may establish.

The notice and opportunity for an informal conference shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal conference shall take place as soon after the suspension as is reasonably practicable.

After the conference, the administrator shall promptly advise the parents in writing of his or her decision. The administrator shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the administrator within five business days, unless they can show extraordinary circumstances precluding them from doing so. The administrator shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the administrator’s decision, they must file a written appeal to The Board with the District clerk within 10 business days

of the date of the administrator's decision, unless they can show extraordinary circumstances precluding them from doing so. Only final decisions of The Board may be appealed to the Commissioner within 30 days of the decision.

b. **Long-term (more than 5 days) Suspension from School**

When the administrator determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his or her behalf.

The administrator shall personally hear and determine the proceeding or may, at his or her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him or her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the administrator. The report of the hearing officer shall be advisory only, and the administrator may accept all or any part thereof.

An appeal of the decision of the superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 10 business days of the date of the superintendent's decision, unless the parents can show that extraordinary circumstances precluded them from doing so. The Board may adopt in whole or part the decision of the superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 business days of the decision.

c. **Permanent Suspension.** Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

d. **Minimum Periods of Suspension**

i. Students who bring a weapon to school.

Any student, other than a student with a disability, found guilty of bringing a weapon onto school property may be subject to suspension from school for at least one calendar year. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The administrator has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the penalty, the administrator may consider the following:

1. The student's age.
2. The student's grade in school.
3. The student's prior disciplinary record.
4. The superintendent's belief that other forms of discipline may be more effective.
5. Input from parents, teachers and/or others.
6. Other extenuating circumstances.
7. A student with a disability may be suspended only in accordance with the requirements of state and federal law.

ii. Students who commit violent acts other than bringing a weapon to school.

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, may be subject to suspension from school for at least five days. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The administrator has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the administrator may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

iii. Students who are repeatedly substantially disruptive of the educational process or repeatedly substantially interfere with the teacher's authority over the classroom.

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom may be suspended from school for at least five days. For purposes of this Code of Conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. If the proposed penalty is the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for an informal conference given to all students subject to a short-term suspension. If the proposed penalty exceeds the minimum five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The administrator has the authority to modify the minimum five-day suspension on a case-by-case basis. In deciding whether to modify the penalty, the administrator may consider the

same factors considered in modifying a one-year suspension for possessing a weapon.

- e. **Suspension from Transportation.** If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the superintendent's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the administrator. In such cases, the student's parent will become responsible for seeing that his or her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the administrator to discuss the conduct and the penalty involved.

c. **Referrals**

- i. **Counseling:** The Guidance Office shall handle all referrals of students to counseling.
- ii. **PINS Petitions:** The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he or she requires supervision and treatment by:
 - 1. Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
 - 2. Engaging in an ongoing or continual course of conduct which makes the student ungovernable, or habitually disobedient and beyond the lawful control of the school.
 - 3. Knowingly and unlawfully possesses an illegal substance in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PIN petition.
- iii. **Juvenile Delinquents or Juvenile Offenders:** The administrator is required to refer the following students to the County Attorney for a juvenile delinquency proceeding before the Family Court:
 - 1. Any student under the age of 16 who is found to have brought a weapon to school, or;
 - 2. Any student 14 or 15 years old who qualifies for juvenile offender status under the criminal procedure law §1.20(42).

The administrator is required to refer students aged 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

IX. Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take

immediate steps to provide alternative means of instruction for the student.

X. Discipline of Students with Disabilities

The Board recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities to address disruptive or problem behavior. The Board also recognizes that students with disabilities enjoy certain procedural protections whenever school authorities intend to impose discipline upon them. The Board is committed to ensuring that the procedures followed for suspending, removing or otherwise disciplining students with disabilities are consistent with the procedural safeguards required by applicable laws and regulations.

This Code of Conduct affords students with disabilities subject to disciplinary action no greater or lesser rights than those expressly afforded by applicable federal and state law and regulations.

a. Authorized Suspensions or Removals of Students with Disabilities

i. For Purposes of this Section of the Code of Conduct, the Following Definitions Apply:

1. A “suspension” means a suspension pursuant to Education Law §3214.
2. A “removal” means a removal for disciplinary reasons from the student’s current educational placement other than a suspension and change in placement to an interim alternative educational setting (IAES) ordered by an impartial hearing officer because the student poses risk of harm to him/herself or others.
3. An “IAES” means a temporary educational placement for a period of up to 45 days, other than the student’s current placement at the time the behavior precipitating the IAES placement occurred, that enables the student to continue to progress in the general curriculum, although in another setting, to continue to receive those services and modifications, including those described on the student’s current Individualized Education Program (IEP), that will enable the student to meet the goals set out in such IEP, and include services and modifications to address the behavior which precipitated the IAES placement that are designed to prevent the behavior from recurring.

b. School Personnel May Order the Suspension or Removal of a Student with a Disability from His or Her Current Educational Placement as Follows:

- i. The Board, the District BOCES Superintendent of Schools or Administrator may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days and not to exceed the amount of time a non-disabled student would be subject to suspension for the same behavior.
- ii. The administrator may order the placement of a student with a disability into an IAES, another setting or suspension for up to 10 consecutive school days, inclusive of any period in which the student has been suspended or removed under subparagraph (a) above for the same behavior, if the administrator determines that the student has engaged in behavior that warrants a suspension and the suspension or removal does not exceed the amount of time non-disabled students would be subject to suspension for the same behavior.

- iii. The administrator may order additional suspensions of not more than 10 consecutive school days in the same school year for separate incidents of misconduct as long as those removals do not constitute a change of placement.
- iv. The administrator may order the placement of a student with a disability in an IAES to be determined by the Committee on Special Education (CSE), for the same amount of time that a student without a disability would be subject to discipline, but not more than 45 days, if the student carries or possesses a weapon to school or to a school function, or the student knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function.
 - 1. "Weapon" means the same as "dangerous weapon" under 18 U.S.C. §930(g) (w) which includes "a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury.
 - 2. "Controlled substance" means a drug or other substance identified in 27 certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations applicable to this policy.
 - 3. "Illegal drugs" means a controlled substance except for those legally possessed or used under the supervision of a school health care provider or that is legally possessed or used under any other authority under the Controlled Substances Act or any other federal law.
- v. Subject to specified conditions required by both federal and state law and regulations, an impartial hearing officer may order the placement of a student with a disability in an IAES setting for up to 45 days at a time, if maintaining the student in his or her current educational placement poses a risk of harm to the student or others.

c. Change of Placement Rule

- i. A disciplinary change in placement means a suspension or removal from a student's current educational placement that is either:
 - 1. for more than 10 consecutive school days; or
 - 2. for a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year and because of such factors as the length of each suspension or removal, the total amount of time the student is removed and the proximity of the suspensions or removals to one another.
- ii. School personnel may not suspend or remove a student with disabilities if imposition of the suspension or removal would result in a disciplinary change in placement based on a pattern of suspension or removal. However, the District may impose a suspension or removal, which would otherwise result in a disciplinary change in placement, based on a pattern of suspensions or removals if the CSE has determined that the behavior was not a manifestation of the student's disability, or the student is placed in an IAES for behavior involving weapons, illegal drugs, or controlled substances.

d. Special Rules Regarding the Suspension or Removal of Students with Disabilities

- i. The District's Committee on Special Education will:
 - 1. Conduct functional behavioral assessments to determine why a student engages in a particular behavior, and develop or review behavioral

interventions plans whenever the District is first suspending or removing a student with a disability for more than 10 school days in a school year or imposing a suspension or removal that constitutes a disciplinary change in placement, including a change in placement to an IAES for misconduct involving weapons, illegal drugs or 28 controlled substances.

If subsequently, a student with a disability who has a behavioral intervention plan and who has been suspended or removed from his or her current educational placement for more than 10 school days in a school year is subjected to a suspension or removal that does not constitute a disciplinary change in placement, the members of the CSE shall review the behavioral intervention plan and its implementation to determine if modifications are necessary. If one or more members of the CSE believe that modifications are needed, the school District shall convene a meeting of the CSE to modify such plan and its implementation, to the extent the committee determines necessary.

2. Conduct a manifestation determination review of the relationship between the student's disability and the behavior subject to disciplinary action whenever a decision is made to place a student in an IAES either for misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension that constitutes a disciplinary change in placement.
- ii. The parents of a student who is facing disciplinary action, but who has not been determined to be eligible for services under IDEA and Article 89 at the time of misconduct, will have the right to invoke applicable procedural safeguards set forth in federal and state law and regulations if, in accordance with federal and state statutory and regulatory criteria, the District is deemed to have had knowledge that their child was a student with a disability before the behavior precipitating disciplinary action occurred. If the District is deemed to have had such knowledge, the student will be considered a student presumed to have a disability for discipline purposes.
 1. The administrator or other school official imposing a suspension or removal shall be responsible for determining whether the student is a student presumed to have a disability.
 2. A student will not be considered a student presumed to have a disability for discipline purposes if, upon receipt of information supporting a claim that the District had knowledge the student was a student with a disability, the District either:
 - a. Conducted an individual evaluation and determined that the student is not a student with a disability or;
 - b. Determined that an evaluation was not necessary and provided notice to the parents of such determination, in the manner required by applicable law and regulations.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in 29 comparable behaviors.

However, if a request for an individual evaluation is made while such non-disabled student is subjected to a disciplinary removal, an expedited evaluation shall be conducted and completed in the manner prescribed by applicable federal and state law and regulations. Until the expedited evaluation is completed, the non-disabled student who is not a student presumed to have a disability for discipline purposes shall remain in the educational placement determined by the District, which can include suspension.

3. The District shall provide parents with notice of disciplinary removal no later than the date on which a decision is made to change the placement of a student with a disability to an IAES for either misconduct involving weapons, illegal drugs or controlled substances or because maintaining the student in his/her current educational setting poses a risk of harm to the student or others; or a decision is made to impose a suspension or removal that constitutes a disciplinary change in placement. The procedural safeguards notice prescribed by the Commissioner shall accompany the notice of disciplinary removal.
4. The parents of a student with disabilities subject to a suspension of five consecutive school days or less shall be provided with the same opportunity for an informal conference available to parents of non-disabled students under the Education Law.
5. Administrator hearings on disciplinary charges against students with disabilities subject to a suspension of more than five school days shall be divided into a guilt phase and a penalty phase in accordance with the procedures set forth in the Commissioner's regulations incorporated into the code.
6. The removal of a student with disabilities other than a suspension or placement in an IAES shall be conducted in accordance with the due process procedures applicable to such removals of non-disabled students, except that the school personnel may not impose such removal for more than 10 consecutive days or for a period that would result in a disciplinary change in placement, unless the CSE has determined that the behavior is not a manifestation of the student's disability.
7. During any period of suspension or removal, including placement in an IAES, students with disabilities shall be provided services as required by the Commissioner's regulations incorporated into this code.

e. Expedited Due Process Hearing

- i. An expedited due process hearing shall be conducted in the manner specified by the Commissioner's regulations incorporated into this code, if:
 1. The District requests such a hearing to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement, or during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings.

2. The parent requests such a hearing from a determination that the student's behavior was not a manifestation of the student's disability, or relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.
 - a. During the pendency of an expedited due process hearing or appeal regarding the placement of a student in an IAES for behavior involving weapons, illegal drugs or controlled substances, or on grounds of dangerousness, or regarding a determination that the behavior is not a manifestation of the student's disability for a student who has been placed in an IAES, the student shall remain in the IAES pending the decision of the impartial hearing officer or until expiration of the IAES placement, whichever occurs first, unless the parents and the District agree otherwise.
 - b. If school personnel propose to change the student's placement after expiration of an IAES placement, during the pendency of any proceeding to challenge the proposed change in placement, the student shall remain in the placement prior to removal to the IAES, except where the student is again placed in an IAES.
 - c. An expedited due process hearing shall be completed within 15 business days of receipt of the request for a hearing. Although the impartial hearing officer may grant specific extensions of such time period, he or she must mail a written decision to the District and the parents within five business days after the last hearing date, and in no event later than 45 calendar days after receipt of the request for a hearing, without exceptions or extensions.
- f. **Referral to Law Enforcement and Judicial Authorities**
 In accordance with the provisions of IDEA and its implementing regulations:
 - i. The District may report a crime committed by a child with a disability to appropriate authorities and such action will not constitute a change of the student's placement.
 - ii. The administrator shall ensure that copies of the Special Education and disciplinary records of a student with disabilities are transmitted for consideration to the appropriate authorities to whom a crime is reported.

XI. Corporal Punishment

Corporal Punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden. However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

- a. Protect oneself, another student, teacher, or any person from physical injury.
- b. Protect the property of the school or others.
- c. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of school District functions, powers, and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

XII. Student Searches and Interrogations

The Board is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary penalty on a student may question a student about an alleged violation of law or the District Code of Conduct. Students are not entitled to any sort of “Miranda”-type warning before being questioned by school officials, nor are school officials required to contact a student’s parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the administrator, the school health care provider and District security officials to conduct searches of students and their belongings, including motor vehicles on school property, if the authorized school official has reasonable suspicions to believe that the search will result in evidence that the student violated the law or the District Code of Conduct.

An authorized school official may conduct a search of a student’s belongings that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student’s belongings based upon information received from a reliable informant. Individuals, other than the District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student’s belongings, the authorized school official should attempt to get the student to admit that he or she possesses physical evidence that they violated the law or the District Code or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought. Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

a. Student Lockers, Desks, and Other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks, and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means that student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

b. Strip Searches

A strip search is a search that requires a student to remove any or all his or her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the Superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the students or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another District professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have probable cause - not simply reasonable cause - to believe the student is concealing evidence of a violation of law or the District Code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record, and the need for such a search. School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone

c. **Documents of Searches**

The authorized school official conducting the search shall be responsible for promptly recording the following information about the search:

- i. Name, age, and grade of student searched.
- ii. Reasons for the search.
- iii. Name of any informant(s).
- iv. Purpose of search (that is, what item(s) were being sought).
- v. Type and scope of search.
- vi. Person conducting search and his or her title and position.
- vii. Witnesses, if any, to the search.
- viii. Time and location of search.
- ix. Results of search (that is, what item(s) were found).
- x. Disposition of items found.
- xi. Time, manner, and results of parental notification. The administrator shall be responsible for the custody, control, and disposition of any illegal or dangerous item taken from a student.

The administrator will clearly label each item taken from the student and retain control of the item(s), until the items are turned over to the police. The administrator shall be responsible for personally delivering dangerous or illegal items to police authorities.

d. **Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

- i. A search or an arrest warrant; or
- ii. Probable cause to believe a crime has been committed on school property or at a school function; or
- iii. Been invited by school officials.

Before police officials are permitted to question or search any student, the administrator shall first try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted. The

administrator will also be present during any police questioning or search of a student on school property or at a school function.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

- iv. They must be informed of their legal rights.
- v. They may remain silent if they so desire.
- vi. They may request the presence of an attorney

XIII. Child Protective Services

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to Child Protective Services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local Child Protective Services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations.

All requests by Child Protective Services to interview a student on school property shall be made directly to the administrator. The administrator will set the time and place of the interview. The administrator shall decide if it is necessary and appropriate for a school official to be present during the interview, depending on the age of the student being interviewed and the nature of the allegations. If the nature of the allegations is such that it may be necessary for the student to remove any of his or her clothing in order for the Child Protective Services worker to verify the allegations, the school health care provider or other District medical personnel must be present during that portion of the interview. No student may be required to remove his or her clothing in front of a Child Protective Services worker or school District official of the opposite sex.

A Child Protective Services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he or she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

XIV. Visitors to the School

The Board encourages parents and other District citizens to visit the District's school and classrooms to observe the work of students, teachers, and other staff. Since schools are a place of work and learning, certain limits must be set for such visits. The administrator is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

- a. Anyone who is not a regular staff member or student at the school will be considered a visitor.
- b. All visitors to the school must report to the main office upon arrival at the school. There they will be required to sign the visitor's register and will be issued a visitor's identification badge, which must be always worn while in the school or on school grounds. The visitor must return the identification badge to the main office before leaving the building and signing out.
- c. Visitors attending school functions that are open to the public, such as parent/teacher organization meetings or public gatherings, are not required to register.

- d. Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum. Registration is still required at the main office upon arrival.
- e. Teachers are expected not to take class time to discuss individual matters with visitors.
- f. Any unauthorized person on school property will be reported to the administrator. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- g. All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

XV. Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" will mean all persons when on school property or attending a school function including students, teachers, and district personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function will conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

a. Prohibited Conduct

No Person, either alone or with others will:

- i. Intentionally injure any person or threaten to do so.
- ii. Intentionally damage, including graffiti or arson, or destroy school district property or the personal property of a teacher, administrator, other district employee or any person lawfully on school property.
- iii. Disrupt the orderly conduct of classes, school programs or other school activities.
- iv. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- v. Intimidate, harass, or discriminate against any person based on race, color, creed, national origin, religion, age, gender, sexual orientation, or disability.
- vi. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- vii. Obstruct the free movement of any person in any place to which this code applies.
- viii. Violate the traffic laws, parking regulations or other restrictions on vehicles.
- ix. Smoke or vape on school property, possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- x. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the school district.
- xi. Loiter on or about school property.
- xii. Gamble on school property or at a school function.

- xiii. Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- xiv. Willfully incite others to commit any of the acts prohibited by this code.
- xv. Violate any federal or state statute, local ordinance, or board policy while on school property or while at a school function.

b. Penalties

Persons who violate this code will be subject to the following penalties:

- Visitors' authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.
- Students shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
- Tenured faculty members shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
- Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75 shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
- Staff members other than those described in subdivisions above shall be subject to warning, reprimand, suspension, or dismissal as the facts may warrant in accordance with any legal rights they may have.

c. Enforcement

The administrator will be responsible for enforcing the conduct required by this code. When the administrator sees an individual engaged in prohibited conduct, which in his or her judgment does not pose any immediate threat of injury to persons or property, the administrator shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The administrator shall also warn the individual of the consequences for failing to stop.

If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the administrator shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District will initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the code.

XVI. Dissemination and Review

a. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

- i. Posting the Code of Conduct on the school website.
- ii. Instructing the students how to find the Code of Conduct and discussing the Code of Conduct with the students.
- iii. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption

- iv. Providing all new employees with a copy of the current Code of Conduct when they are first hired.
- v. Making copies of the code available for review by students, parents, and other community members.

The Board will sponsor an in-service education program for all district staff members to ensure the effective implementation of the code of conduct. The administrator may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in- service programs pertaining to the management and discipline of students.

The Board will review this Code of Conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently.

Before adopting any revisions to the Code, the Board will hold at least one public hearing at which school personnel, parents, students, and any other interested party may participate. The Code of Conduct and any amendments to it will be filed with the Commissioner no later than 30 days after adoption.

Please refer to the following Board of Education Policies:

- #3420- Non-Discrimination and Anti-Harassment in the School District
- #6120- Equal Employment Opportunity
- #6121- Sexual Harassment of District Personnel
- #7550- Dignity for All Students Act
- #7551- Sexual Harassment of Students
- #7620- Students with Disabilities Participating in School District Programs
- #7621- Section 504 of the Rehabilitation Act of 1973
- #8130- Equal Educational Opportunities
- #8220- Career and Technical (Occupational) Education

SUBJECT: CURRICULUM DEVELOPMENT, RESOURCES, AND EVALUATION

The Board of Regents and the New York State Education Department (NYSED) are responsible for setting state learning standards for what all students should know and be able to do as a result of skilled instruction. The District must provide students with instruction on certain specified topics as outlined in law, regulation, and guidance and will develop curriculum based on established state learning standards, laws, regulations, and guidance.

Definitions

For purposes of this policy, the following definitions apply:

- a) "Curriculum" means the outline or scope and sequence of the content, concepts, and skills students will learn to enable them to meet state learning standards.
- b) "Instruction" means the ways (e.g., approaches, strategies, environments, materials, interactions) that an educator chooses to teach the curriculum, based on the needs of their students.
- c) "State learning standards" means the knowledge, skills, and understandings that individuals can and do habitually demonstrate over time as a consequence of instruction and experience. These standards reflect educational goals for students and are organized by subject area and grade levels.

Curriculum Development, Resources, and Evaluation

District curriculum will align with state learning standards and include any specific topics required by law, regulation, or guidance. The Board has the authority to prescribe curriculum in the District within the parameters established by state learning standards, law, regulation, and guidance. The Board will work with District staff to develop and improve curriculum in the District.

Instructional staff will initiate curriculum development and improvement and respond to changing conditions in curriculum needs and requirements. Curriculum changes may be prompted by changes in state learning standards, trends in specific content areas, changes to educational best practices, and student input. Instructional staff are expected to continually evaluate District curriculum in order to improve learning and foster student growth.

There are many resources that instructional staff may utilize to develop and improve curriculum. Resources may originate from a variety of sources including NYSED, BOCES, and colleges and universities. Instructional staff, under the guidance of District administrators, are expected to consider those resources for possible improvement to the instructional program.

(Continued)

**SUBJECT: CURRICULUM DEVELOPMENT, RESOURCES, AND EVALUATION
(Cont'd.)**

District administrators will work with instructional staff to develop, improve, and evaluate the District's curriculum. District administrators and instructional staff in an academic department may work together to develop recommendations related to their specific academic area. District administrators will work to ensure that curriculum is evaluated on a regular basis.

Recommended curriculum changes will be presented to the Superintendent for review and action. Upon the Superintendent's approval, the recommended changes will then be presented to the Board for approval. District administrators and/or instructional staff may be invited to Board meetings to discuss changes to District curriculum.

The Board may periodically request that the Superintendent present reports necessary to evaluate the effectiveness of the District's curriculum.

20 USC § 6311

Education Law §§ 101, 101-a, 207, 305, 1604, 1709, 1711, 1804, 2503, and 2508

8 NYCRR §§ 3.35 and 100.1

NOTE: Refer also to Policies #8210 -- Safety Conditions and Prevention Instruction Programs
#8240 -- Instruction in Certain Subjects
#8241 -- Patriotism, Citizenship, and Human Rights Education
#8242 -- Civility, Citizenship, and Character Education/Interpersonal
Violence Prevention Education

#8240 Instructional Programs: Driver Education,
Gifted and Talented Education
and Physical Education

Adoption Date

SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS

Textbooks

Upon written request, textbooks will be purchased and loaned free of charge to resident nonpublic school students in grades K through 12 in accordance with law and regulation. Students who reside outside of the District in which the nonpublic school they attend is located must have their textbooks provided by their district of residence.

Written requests for textbook loans may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the book, such as title, author, publisher, and copyright date, as well as the name and address of the child or parent requesting the loan and the nonpublic school attended.

Textbook purchase and loan requests must be received by the District by ^{June 1} ~~[insert date]~~ of the school year prior to which the textbooks are being requested. Notice of this date will be given to all nonpublic schools. For resident students not enrolled by June 1, requests may also be submitted within 30 days of enrollment in the nonpublic school. Additionally, in no event will a late request be denied where a reasonable explanation is given for the delay in making the request.

Any textbook purchased and loaned cannot be religious and must be approved by any school board in New York State. The District may request evidence that a requested textbook is used in one or more public school districts in the state. This evidence may include an authenticated list of public school districts using the textbook from the publisher.

All textbooks will be loaned to resident students enrolled in public and nonpublic schools on an equitable basis.

Textbooks loaned to resident nonpublic school students remain the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged textbooks. The District will provide notification of this at the time a textbook is loaned.

Instructional Computer Hardware

Upon written request, instructional computer hardware will be purchased and loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with law and regulation. The instructional computer hardware must be required for use as a learning aid in a particular class or program.

**District Option -- Education Law Section 701(8) permits Boards, in their discretion, to specify a date by which requests for the purchase and loan of textbooks must be received. This date cannot be earlier than the first day of June of the school year prior to that for which the textbooks are being requested.*

Instruction

**SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS
(Cont'd.)**

Written requests for a loan of instructional computer hardware may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the instructional computer hardware.

★ June 1
Instructional computer hardware purchase and loan requests must be received by the District by **[insert date]* of the school year prior to which the instructional computer hardware is being requested. Notice of this date will be given to all nonpublic schools. For students not enrolled by June 1, requests may also be submitted within 30 days of enrollment in the nonpublic school. Additionally, in no event will a late request be denied where a reasonable explanation is given for the delay in making the request.

Any instructional computer hardware containing software programs which are religious in nature or content will not be purchased or loaned by the District. Additionally, any instructional computer hardware purchased and loaned must be approved by any school board in New York State.

Instructional computer hardware will be loaned to students enrolled in nonpublic schools on an equitable basis.

Instructional computer hardware loaned to nonpublic school students remains the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged instructional computer hardware. The District will provide notification of this at the time instructional computer hardware is loaned.

Smart Schools Classroom Technology

Upon written request, Smart Schools classroom technology will be purchased and loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with requirements in law and regulation.

Written requests for a loan of Smart Schools classroom technology may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the Smart Schools classroom technology.

**District Option -- Education Law Section 754(3) states that Boards must specify the date by which requests for the purchase and loan of instructional computer hardware must be received. This date cannot be earlier than the first day of June of the school year prior to that for which the instructional computer hardware is being requested.*

(Continued)

Instruction

**SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS
(Cont'd.)**

June 1
Smart Schools classroom technology purchase and loan requests must be received by the District by *[insert date]* of the school year prior to which the Smart Schools classroom technology is being requested. Notice of this date will be given to all nonpublic schools. For students not enrolled by June 1, requests may also be submitted within 30 days of enrollment in the nonpublic school. Additionally, in no event will a late request be denied where a reasonable explanation is given for the delay in making the request.

Any Smart Schools classroom technology purchased and loaned cannot contain religious content and must be approved by any school board in New York State.

Smart Schools classroom technology will be loaned to students enrolled in nonpublic schools on an equitable basis.

Computer Software

Upon written request, computer software programs will be loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with requirements in law and regulation.

Written requests for a loan of computer software programs may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the computer software program.

Any computer software which is religious in nature or content will not be purchased or loaned by the District.

Computer software will be loaned to students enrolled in public and nonpublic schools on an equitable basis.

Computer software loaned to nonpublic school students remain the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged computer software. The District will provide notification of this at the time computer software is loaned.

District Option -- Education Law Section 755(3) states that Boards must specify the date by which requests for the purchase and loan of Smart Schools technology must be received. This date cannot be earlier than the first day of June of the school year prior to that for which the Smart Schools technology is being requested.

(Continued)

Instruction

**SUBJECT: INSTRUCTIONAL MATERIALS AND NONPUBLIC SCHOOL STUDENTS
(Cont'd.)****Library Materials**

Upon written request, library materials will be loaned free of charge to nonpublic school students in the District in grades K through 12 in accordance with law and regulation. Library materials must be required for use as a learning aid in a particular class or program and will be loaned for individual student use only.

Written requests for a loan of library materials may be presented directly to the Board, or with the Board's consent, to an appropriate official of the nonpublic school the student attends. The loan request should include information necessary to identify the book, such as title, author, publisher, and copyright date, as well as the name and address of the child or parent requesting the loan and the nonpublic school attended.

Library materials which are religious in nature or content will not be purchased or loaned by the District.

All library materials will be loaned to students enrolled in public and nonpublic schools on an equitable basis.

Library materials loaned to nonpublic school students remain the property of the District. Like public school students, nonpublic school students may be required to pay for lost or excessively damaged library materials. The District will provide notification of this at the time a library material is loaned.

Education Law §§ 701, 712, 752, 754, and 755
8 NYCRR §§ 21.1, 21.3, and 21.4

Adoption Date