



Long Lake
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING

Monday, January 14, 2019

6:00 p.m. Regular Meeting, LLCs Cafeteria

Secondary Location (via Skype):

City Rooms NYC SoHo, Hotel Lobby

120 Lafayette Street, New York, NY 10013

- I. Call To Order – President of the Board
 - A. Pledge of Allegiance
 - B. *Approval of the December 13, 2018 Meeting Minutes
 - C. Next Regular Meeting Date, Wednesday, February 13, 2019
- II. Public Participation
- III. Superintendent's Update
- IV. Business Affairs
 - A. *Approval of November 2018 Treasurer's Report
 - B. Comprehensive Budget and Revenue Status Reports
 - C. Warrants
- V. Recommendations for Approval
 - A. *Approval of Creation of Employee Benefit Accrued Liability Reserve Fund
 - B. *Policy #5140 Administration of the Budget, #6213 Registration and Professional Development, #7512 Student Physicals, #7522 Concussion Management
 - C. *Approval of Hayden LaMere as Clay Target Club Coach
 - D. *Recognize Ray Hoag as 2018-2019 Boys Varsity Baseball Coach
 - E. *Recognize Amanda Flemington as 2018-2019 Girls Modified Softball Coach
 - F. *Approval of Mark Williams Lienau as Certified Substitute Teacher
 - G. *Approval of 2018-2019 Senior Class Field Trip
- VI. Policies, 1st Reading
 - A. Policy #7222 Diploma Or Credential Options For Students With Disabilities, #7260 Designation Of Person In Parental Relation
- VII. General Discussion
 - A. 2019-2020 Budget Information Sheet
 - B. Library Media Specialist
 - C. Capital Project
- VIII. 2nd Public Participation
- IX. Executive Session
- X. Adjourn

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

Date: December 13, 2018

Time: 6:00 p.m.

Type of Meeting: Regular Meeting

Place: High School Library

Members Present: Michael Farrell
Alexandria Harris
Trisha Hosley
Brian Penrose
Frederick Short

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

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 Michael Farrell, seconded by Alexandria Harris, the **minutes of the November 8, 2018 meeting**. Michael Farrell, Alexandria Harris, Trisha Hosley and Frederick Short approved the Motion. Brian Penrose Abstained.

The next meeting date is **Thursday, January 10, 2019** at 6 p.m. in the cafeteria.

Public Participation: Nancy Grosselfinger spoke regarding post-secondary education and training.

Presentations: None

Superintendent Update: Ms. Short also spoke about her discussion with Nancy Grosselfinger on **post-secondary education and training**.

Winter concerts in both Long Lake CSD and Indian Lake CSD were successful.

We've had several **field trips** to the Wild Center and Adirondack Experience recently.

Alumni Day and the volleyball tournament, with recent LLCS graduates, will be held Wednesday, December 19, 2018.

Ms. Short attended an **active shooter drill** at Tupper Lake CSD recently.

Monthly meetings have been held with NERIC representatives with current discussions focusing on technology needs, chromebook replacement and ERate money.

Teacher evaluations are in process.

Ms. Short encouraged board members to complete her Doodle Poll to determine a date for the **board of education retreat**.

Business Affairs:

Approved: On Motion by Frederick Short, seconded by Alexandria Harris, with all in favor, the October 2018 **Treasurer Reports**.

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds and Warrants A-9, C-5, and TA-5 and Budget Transfer Schedule A-3 were reviewed.

Recommendations for Approval

Approved: On Motion by Michael Farrell, seconded by Trisha Hosley, with all in favor, the **June 30, 2018 Audit Corrective Action Plan**.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, **Victoria Snide as Deputy Tax Collector**.

Approved: On Motion by Michael Farrell, seconded by Alexandria Harris, with all in favor, **Policy #6121 Sexual Harassment in the Workplace and Policy #7135 Education of Students in Foster Care**.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, the **Substitute Teacher Aide Rate of Pay** of \$80/day for the 2018-2019 school year.

Appointed: BE IT RESOLVED, that the Board of Education of the Long Lake Central School District hereby accepts the recommendation of the Superintendent to **appoint Joshua Tremblay for a four (4) year probationary appointment as a teacher of K-12 Library Media Specialist** in the School Media Specialist (Library) tenure area, commencing September 1, 2019 and ending August 31, 2023 contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout his probationary period, consistent with the requirements of Education Law Sections 3012², 3012-c and/or 3012-d. This offer is pending Initial Certification in Library Media Specialist.

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **CSE Recommendation** for student #202749.

Approved: On Motion by Michael Farrell, seconded by Frederick Short, with all in favor, **Mary Jo Simone as a Substitute Teacher.**

Approved: On Motion by Trisha Hosley, seconded by Alexandria Harris, with all in favor, **Stephanie Hample as a Substitute Teacher.**

Approved: On Motion by Trisha Hosley, seconded by Michael Farrell, with all in favor, **Jordan Levi as a Substitute Teacher or Substitute Cafeteria Staff.**

Policy Readings

A first **Policy Reading** took place for Policy #5140 Administration of the Budget, #6213 Registration and Professional Development, #7512 Student Physicals, and #7522 Concussion Management.

General Discussion

- The Board discussed the **creation of the Employee Benefit Accrued Liability Reserve Fund** and funding it through fund balance and/or the dissolution of the Insurance Reserve Fund. This will be put on the January agenda for approval.

The **2019-2020 Budget Priorities** were reviewed.

CSEA Negotiations will be starting and board members are needed for the negotiating team.

The Board discussed **Mental Health Services and School Resource Officers**. Ms. Short has received budget information on both items for the Boards consideration.

The list of **capital project items** was discussed. Ms. Short will be researching some items.

2nd Public Participation: None

- **Executive Session:** On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor to enter Executive Session at 8:14 p.m. to discuss the employment history of two particular people and a matter relating to personal and financial issues of a particular person(s) and/or which is made confidential by state or federal law.

Approved: On Motion by Alexandria Harris, seconded by Trisha Hosley, with all in favor, to come out of Executive Session at 9:02 p.m.

Adjournment: On Motion by Alexandria Harris, seconded by Michael Farrell, with all in favor, the Board adjourned at 9:02 p.m.

Clerk of the Board

Victoria J. Snide

TREASURER'S MONTHLY REPORT FUND: EXTRACURRICULAR ACCT.

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 6,771.80

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

Date	Source	
November	Deposits	\$ -
	Interest	\$ 0.05

Total Receipts \$ 0.05

Total receipts, including balance \$ 6,771.85

Disbursements made during the month:

By Check-From Check :#1305	\$ 75.00
EFT Transfers	\$0.00
By Debit Charge	\$ -

Total amount of checks issued and debit charges \$ 75.00

Cash balance as shown by records \$ 6,696.85

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 6,696.85

Less outstanding checks See attached \$ -

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

There are undeposited funds in treasurer's hands)

\$ 6,696.85

Amount of receipts undeposited (See attached schedules)

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 6,696.85

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

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

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Clerk of the Board of Education

Heidi Walker
Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 839.46

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

<u>Date</u>	<u>Source</u>	
November	Deposits	\$ 143,657.04

Total Receipts \$ 143,657.04

Total receipts, including balance \$ 144,496.50

Disbursements made during the month:

By Check-from check #2973-2979 \$ 4,688.37

EFT Transfers 139,127.02

By Debit Charge

Total amount of checks issued and debit charges \$ 143,815.39

Cash balance as shown by records \$ 681.11

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,018.68

less outstanding checks # See Attached \$ 337.57

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

There are undeposited funds in treasurer's hands)

\$ 681.11

Amount of receipts undeposited (See attached schedules)

-

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

\$ 681.11

Received by the Board of Education and entered
as a part of the minutes of the Board meeting heldThis is to certify that the
above cash balance is
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Treasurer of School District

Clerk of the Board of Education

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 13,337.18

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

<u>Date</u>	<u>Source</u>	
November	Deposits	\$ 25,968.30
	Interest	<u>0.11</u>

Total Receipts \$ 25,968.41

Total receipts, including balance \$ 39,305.59

Disbursements made during the month:

By Check-From Check #2146-2150	\$ 2,382.56
EFT Transfers	<u>4,945.60</u>

Total amount of checks issued and debit charges \$ 7,328.16

Cash balance as shown by records \$ 31,977.43**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 32,432.99

Less outstanding checks see attached \$ 455.56Net balance in bank (Should agree with Cash Balance above unless
There are undeposited funds in treasurer's hands)

\$ 31,977.43

Amount of receipts undeposited

-Total available balance (must agree with Cash Balance above if there is a
true reconciliation)\$ 31,977.43Received by the Board of Education and entered
as a part of the minutes of the Board meeting heldThis is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.20

Clerk of the Board of Education

Hita Walker
Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

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

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

Date	Source	
November	Deposits	91,480.88

Total Receipts \$ 91,480.88

Total receipts, including balance \$ 92,480.88

Disbursements made during the month:

By Check: #15221-15297 \$ 4,614.98

EFT Transfers \$ 86,865.90

\$ -

Total amount of checks issued and debit charges: \$ 91,480.88

Cash balance as shown by records \$ 1,000.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,743.54

Less Outstanding Checks - See Attached \$ 743.54

\$ 1,000.00

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

\$ -

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

\$ 1,000.00

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

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Clerk of the Board of Education

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

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

For Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 40,878.92

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

<u>Date</u>	<u>Source</u>	
November	Deposits	\$ 367,000.00
	Interest	1.01

Total Receipts \$ 367,001.01

Total receipts, including balance \$ 407,879.93

Disbursements made during the month:

By Check-From Check #15164-15223	\$ 227,622.47
EFT Transfers	138,711.44
	\$ -

Total amount of checks issued and debit charges \$ 366,333.91

Cash balance as shown by records \$ 41,546.02

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 262,033.74

Less outstanding checks see attached \$ 220,487.72

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 41,546.02

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

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 41,546.02

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

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Clerk of the Board of Education

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


Treasurer of School District

FUND: SCHOLARSHIP FUND

Clerk of the Board of Education

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 1,557,219.66

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

<u>Date</u>	<u>Source</u>	
November	Deposits	\$ 55,273.09
	Interest	\$ 23.35
	Total Receipts	<u>\$ 55,296.44</u>
	Total receipts, including balance	<u>\$ 1,612,516.10</u>

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 392,000.00
By Debit	\$ -

Total amount of checks issued and debit charges \$ 392,000.00Cash balance as shown by records \$ 1,220,516.10**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 1,220,516.10

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,220,516.10

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,220,516.10Received by the Board of Education and entered
as a part of the minutes of the Board meeting held_____
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Clerk of the Board of EducationThis is to certify that the
above cash balance is
in agreement with my
bank statement, as reconciled.Wanda Walker
Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 2,902.74

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

<u>Date</u>	<u>Source</u>	
November	Deposits	\$ -
	Interest	\$ 0.03
Total Receipts		\$ 0.03
Total receipts, including balance		\$ 2,902.77

Disbursements made during the month:

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

Total amount of checks issued and debit charges	\$ -
Cash balance as shown by records	\$ 2,902.77

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 2,902.77
Less outstanding checks	\$ -

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands)	\$ 2,902.77
Amount of receipts undeposited(See attached schedules)	-

Total available balance (must agree with Cash Balance above if there is a true reconciliation)	\$ 2,902.77
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Received by the Board of Education and entered as a part of the minutes of the Board meeting held

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Clerk of the Board of Education

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

Wita Walker
Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 701,926.98

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

<u>Date</u>	<u>Source</u>	
November	Deposits	\$ -
	Interest	\$ 1,208.87
	Total Receipts	\$ 1,208.87
	Total receipts, including balance	\$ 703,135.85

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 \$ 703,135.85

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 703,135.85

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 703,135.85

Amount of receipts undeposited \$ -

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 703,135.85

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

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Clerk of the Board of Education

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

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 333,904.97

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

Date	Source
November	Deposits
	Interest

\$ 575.05

Total Receipts \$ 575.05

Total receipts, including balance \$ 334,480.02

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 \$ 334,480.02

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 334,480.02

less outstanding checks

see attached \$ -
\$ -

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

\$ 334,480.02

Amount of receipts undeposited (See attached schedules)

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

\$ 334,480.02

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

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Clerk of the Board of Education

Lisa Walker
Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 52,003.56

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

Date	Source	
November	Deposits	-
	Interest	\$ 89.55

Total Receipts \$ 89.55

Total receipts, including balance \$ 52,093.11

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 52,093.11

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 52,093.11

less outstanding checks

see attached	\$ -
	\$ -

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

\$ 52,093.11

Amount of receipts undeposited (See attached schedules)

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

\$ 52,093.11

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

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

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Clerk of the Board of Education

Wisa Walker
Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 32,820.84

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

<u>Date</u>	<u>Source</u>	
November	Deposits	-
	Interest	\$ 56.52

Total Receipts \$ 56.52

Total receipts, including balance \$ 32,877.36

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 32,877.36

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 32,877.36

less outstanding checks

see attached	\$ -
	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 32,877.36

Amount of receipts undeposited (See attached schedules)

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

\$ 32,877.36

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

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Clerk of the Board of Education

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bank statement, as reconciled.
Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 70,192.75

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

<u>Date</u>	<u>Source</u>	
November	Deposits	\$ -
	Interest	\$ 120.90

Total Receipts \$ 120.90

Total receipts, including balance \$ 70,313.65

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 70,313.65

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 70,313.65

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 70,313.65

Amount of receipts undeposited (See attached schedules)

-

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

\$ 70,313.65

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

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

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Clerk of the Board of Education


Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 9,319.77

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

Date	Source	
November	Deposits	\$ -
	Interest	\$ 16.05

Total Receipts \$ 16.05

Total receipts, including balance \$ 9,335.82

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 \$ 9,335.82

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month	\$ 9,335.82
less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 9,335.82

Amount of receipts undeposited (See attached schedules)

-

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

\$ 9,335.82

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

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

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Clerk of the Board of Education

Heidi Walker
Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 2,019.68

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

<u>Date</u>	<u>Source</u>	
November	Deposits	\$ -
	Interest	\$ 3.55

Total Receipts \$ 3.55

Total receipts, including balance \$ 2,023.23

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 \$ 2,023.23

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,023.23

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 2,023.23

Amount of receipts undeposited (See attached schedules)

-

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

\$ 2,023.23

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

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

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Clerk of the Board of Education

Heta Walker
Treasurer of School District

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

For the Period from November 1, 2018 thru December 2, 2018

Total available balance as reported at the end of preceding period \$ 7,067.05

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

<u>Date</u>	<u>Source</u>	
November	Deposits	\$ -
	Interest	\$ 12.16

Total Receipts \$ 12.16

Total receipts, including balance \$ 7,079.21

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 7,079.21

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 7,079.21

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 7,079.21

Amount of receipts undeposited (See attached schedules) -

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

\$ 7,079.21

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

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

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Clerk of the Board of Education

Treasurer of School District

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	10,720.00	0.00	10,720.00	845.88	0.00	9,874.12
A 1010.450-0000	BOE Materials and Supplies	2,500.00	0.00	2,500.00	1,356.43	42.76	1,100.81
A 1010.490-0000	BOE BOCES Services	9,000.00	0.00	9,000.00	2,866.00	0.00	6,134.00
1010	BOARD OF EDUCATION	22,220.00	0.00	22,220.00	5,068.31	42.76	17,108.93
A 1040.160-0000	BOE District Clerk Salaries	2,217.00	0.00	2,217.00	1,193.78	0.00	1,023.22
A 1040.400-0000	BOE District Clerk Contractual	3,000.00	0.00	3,000.00	457.23	0.00	2,542.77
1040	DISTRICT CLERK	5,217.00	0.00	5,217.00	1,651.01	0.00	3,565.99
10	Support Staff Salaries	27,437.00	0.00	27,437.00	6,719.32	42.76	20,674.92
A 1240.160-0000	Central Admin Equipment	112,282.00	0.00	112,282.00	59,268.00	0.00	53,014.00
A 1240.200-0000	Central Admin Contractual	1,500.00	0.00	1,500.00	1,458.83	0.00	41.17
A 1240.400-0000	Central Admin Materials & Supplies	14,430.00	320.00	14,750.00	6,402.13	0.00	8,347.87
A 1240.450-0000		2,500.00	116.86	2,616.86	716.90	156.20	1,743.76
1240	CHIEF SCHOOL ADMINISTRATOR	130,712.00	436.86	131,148.86	67,845.86	156.20	63,146.80
12	Finance Business Admin Salaries	130,712.00	436.86	131,148.86	67,845.86	156.20	63,146.80
A 1310.160-0000	Finance BOCES Services	74,557.00	0.00	74,557.00	41,561.48	0.00	32,995.52
A 1310.490-0000		27,500.00	0.00	27,500.00	9,656.50	0.00	17,843.50
1310	BUSINESS ADMINISTRATION	102,057.00	0.00	102,057.00	51,217.98	0.00	50,839.02
A 1320.160-0000	Finance Auditing Salaries	518.00	0.00	518.00	134.46	0.00	383.54
A 1320.400-0000	Finance Auditor Contractual	8,600.00	0.00	8,600.00	8,600.00	0.00	0.00
1320	AUDITING	9,118.00	0.00	9,118.00	8,734.46	0.00	383.54
A 1325.160-0000	Finance District Treasurer	19,791.00	0.00	19,791.00	10,629.60	0.00	9,161.40
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	190.74	0.00	59.26
1325	TREASURER	20,041.00	0.00	20,041.00	10,820.34	0.00	9,220.66
A 1330.160-0000	Finance Tax Collector Salary	3,824.00	0.00	3,824.00	3,824.00	0.00	0.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	1,165.35	0.00	334.65
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
1330	TAX COLLECTOR	5,424.00	0.00	5,424.00	4,989.35	0.00	434.65
13	Legal Contractual	136,640.00	0.00	136,640.00	75,762.13	0.00	60,877.87
A 1420.400-0000		14,000.00	0.00	14,000.00	3,000.00	0.00	11,000.00
1420	LEGAL	14,000.00	0.00	14,000.00	3,000.00	0.00	11,000.00
A 1430.490-0000	Personnel - BOCES Services	1,950.00	0.00	1,950.00	830.00	0.00	1,120.00
1430	PERSONNEL	1,950.00	0.00	1,950.00	830.00	0.00	1,120.00
A 1480.400-0000	Public Info Contractual	20,200.00	0.00	20,200.00	206.00	0.00	19,994.00

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<u>A 1480.450-0000</u>	Public Info/Printing Charges	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
1480	PUBLIC INFORMATION & SERVICES	21,200.00	0.00	21,200.00	206.00	0.00	20,994.00
14							
<u>A 1620.160-0000</u>	Central Services Support Staff Salaries	37,150.00	0.00	37,150.00	4,036.00	0.00	33,114.00
<u>A 1620.200-0000</u>	Central Services Equipment	90,396.00	0.00	90,396.00	46,677.78	0.00	43,718.22
<u>A 1620.400-0000</u>	Central Services Contractual	1,200.00	0.00	1,200.00	269.00	0.00	931.00
<u>A 1620.410-0000</u>	Central Services Fuel Oil	61,500.00	0.00	61,500.00	44,025.00	0.00	17,475.00
<u>A 1620.420-0000</u>	Central Services Television	72,000.00	0.00	72,000.00	26,017.17	45,982.83	0.00
<u>A 1620.430-0000</u>	Central Services Electricity	1,500.00	0.00	1,500.00	997.18	0.00	502.82
<u>A 1620.440-0000</u>	Central Services Water Rent	30,000.00	0.00	30,000.00	7,261.53	0.00	22,738.47
<u>A 1620.450-0000</u>	Central Services Materials & Supplies	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
<u>A 1620.460-0000</u>	Central Services Telephone	20,000.00	328.70	20,328.70	13,004.64	5,931.26	1,392.80
<u>A 1620.480-0000</u>	Central Services LP Gas	8,500.00	0.00	8,500.00	5,932.50	0.00	2,567.50
<u>A 1620.490-0000</u>	Central Services BOCES	100.00	0.00	100.00	27.77	0.00	72.23
1620	OPERATION OF PLANT	287,196.00	328.70	287,524.70	145,551.57	51,914.09	90,059.04
<u>A 1621.160-0000</u>	Mainten Support Staff Salaries	13,759.00	0.00	13,759.00	7,268.00	0.00	6,491.00
<u>A 1621.400-0000</u>	Maintenance Contractual Exp	17,500.00	0.00	17,500.00	3,300.00	3,183.00	11,017.00
1621	MAINTENANCE OF PLANT	31,259.00	0.00	31,259.00	10,568.00	3,183.00	17,508.00
<u>A 1670.400-0000</u>	Contractual	1,200.00	0.00	1,200.00	1,043.16	0.00	156.84
<u>A 1670.450-0000</u>	Postage	3,500.00	0.00	3,500.00	1,345.61	0.00	2,154.39
<u>A 1670.490-0000</u>	Printing - BOCES Services	2,000.00	0.00	2,000.00	73.15	0.00	1,926.85
1670	CENTRAL PRINTING & MAILING	6,700.00	0.00	6,700.00	2,461.92	0.00	4,238.08
<u>A 1680.490-0000</u>	Central DP - BOCES Services	37,500.00	-4,763.00	32,737.00	17,647.00	0.00	15,090.00
1680	CENTRAL DATA PROCESSING	37,500.00	-4,763.00	32,737.00	17,647.00	0.00	15,090.00
16							
<u>A 1910.400-0000</u>	Unallocated Insurance	362,655.00	-4,434.30	358,220.70	176,228.49	55,097.09	126,895.12
1910	UNALLOCATED INSURANCE	3,000.00	0.00	3,000.00	803.88	0.00	2,196.12
<u>A 1920.400-0000</u>	School Association Dues	6,200.00	0.00	6,200.00	4,120.00	0.00	2,080.00
1920	SCHOOL ASSOCIATION DUES	6,200.00	0.00	6,200.00	4,120.00	0.00	2,080.00
<u>A 1981.490-0000</u>	BOCES Administrative Costs	19,500.00	0.00	19,500.00	9,521.00	0.00	9,979.00
1981	BOCES ADMINISTRATIVE COSTS	19,500.00	0.00	19,500.00	9,521.00	0.00	9,979.00
<u>A 1983.490-0000</u>	BOCES Capital Expenses	2,650.00	0.00	2,650.00	20,248.00	0.00	-17,598.00
1983	BOCES CAPITAL EXPENSE	2,650.00	0.00	2,650.00	20,248.00	0.00	-17,598.00

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
19		31,350.00	0.00	31,350.00	34,692.88	0.00	-3,342.88
1		725,944.00	-3,997.44	721,946.56	365,284.68	55,296.05	301,365.83
A 2020.150-0000	Supervision Instructional	25,000.00	0.00	25,000.00	13,461.56	0.00	11,538.44
2020	SUPERVISION - REGULAR SCHOOL	25,000.00	0.00	25,000.00	13,461.56	0.00	11,538.44
A 2070.150-0000	Instructional Salaries	10,440.00	0.00	10,440.00	5,236.00	0.00	5,204.00
A 2070.490-0000	Inservices - BOCES Services	24,500.00	3,000.00	27,500.00	7,358.00	0.00	20,142.00
2070	INSERVICE TRAINING - INSTRUCTION	34,940.00	3,000.00	37,940.00	12,594.00	0.00	25,346.00
20		59,940.00	3,000.00	62,940.00	26,055.56	0.00	36,884.44
A 2110.120-0000	Teaching K-6 Salaries	451,441.00	0.00	451,441.00	173,052.93	0.00	278,388.07
A 2110.130-0000	Teaching 7-12 Salaries	476,763.00	-6,575.00	470,188.00	154,569.76	0.00	315,618.24
A 2110.140-0000	Substitute Teachers	18,000.00	0.00	18,000.00	9,710.00	0.00	8,290.00
A 2110.160-0000	Support Staff Salaries	24,336.00	0.00	24,336.00	8,718.48	0.00	15,617.52
A 2110.170-0000	Payment in Lieu of Health Insurance	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
A 2110.180-0000	Leave Sellback	0.00	6,575.00	6,575.00	6,575.00	0.00	0.00
A 2110.200-0000	Teaching Equipment	4,000.00	0.00	4,000.00	3,088.37	0.00	911.63
A 2110.400-0000	Teaching Contractual	17,100.00	-2,840.00	14,260.00	3,645.44	0.00	10,614.56
A 2110.410-0000	Field Trips	20,000.00	129.00	20,129.00	2,187.43	0.00	17,941.57
A 2110.411-0000	Conference Attendance	8,500.00	0.00	8,500.00	1,122.93	450.00	6,927.07
A 2110.412-0000	Mileage Reimbursement	2,500.00	0.00	2,500.00	171.13	0.00	2,328.87
A 2110.450-0000	Teaching Materials & Supplies	8,200.00	-83.06	8,116.94	5,335.86	0.00	2,781.08
A 2110.451-0000	Elementary - Grade 1	1,540.00	0.00	1,540.00	1,058.25	0.00	481.75
A 2110.451-1000	Summer School	78.00	0.00	78.00	0.00	0.00	78.00
A 2110.451-2000	Art Program	2,836.00	352.46	3,188.46	2,082.70	0.00	1,105.76
A 2110.451-3000	Computer Literacy	0.00	345.18	345.18	345.18	0.00	0.00
A 2110.451-4000	Teachers Assistant	250.00	0.00	250.00	29.90	0.00	220.10
A 2110.451-5000	English	1,175.00	0.00	1,175.00	167.88	38.36	968.76
A 2110.451-6000	French	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.451-7000	Family Consumer Science	675.00	0.00	675.00	0.00	0.00	675.00
A 2110.451-8000	Health Education	350.00	0.00	350.00	107.58	0.00	242.42
A 2110.451-9000	Math	75.00	85.00	160.00	157.99	0.00	2.01
A 2110.452-1000	Elementary - Conboy/SPED	550.00	0.00	550.00	257.84	0.00	292.16
A 2110.452-2000	Music	1,585.00	0.00	1,585.00	362.03	172.74	1,050.23
A 2110.452-3000	Phys Ed	715.00	0.00	715.00	268.76	0.00	446.24

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A 2110.452-4000	Science	808.00	0.00	808.00	452.27	0.00	355.73
A 2110.452-6000	Technology	1,700.00	0.00	1,700.00	196.05	0.00	1,503.95
A 2110.452-7000	Elementary - PreK	650.00	0.00	650.00	483.38	0.00	166.62
A 2110.453-0000	Elementary - Harkness	250.00	0.00	250.00	241.48	0.00	8.52
A 2110.454-0000	Elementary - Grade 2	776.00	0.00	776.00	599.53	0.00	176.47
A 2110.455-0000	Elementary - Grade 3/4	1,050.00	0.00	1,050.00	233.30	0.00	816.70
A 2110.456-0000	Elementary - Grade 5/6	914.00	85.00	999.00	841.55	0.00	157.45
A 2110.458-0000	Elementary - Grade K	1,274.00	0.00	1,274.00	583.24	0.00	690.76
A 2110.459-1000	Ace Committee	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
A 2110.459-2000	STEM	1,000.00	0.00	1,000.00	83.53	0.00	916.47
A 2110.480-0000	Teaching Textbooks	5,000.00	0.00	5,000.00	2,107.84	0.00	2,892.16
A 2110.490-0000	Teaching BOCES	11,000.00	4,387.06	15,387.06	8,702.25	0.00	6,684.81
2110	TEACHING - REGULAR SCHOOL	1,068,791.00	2,460.64	1,071,251.64	387,539.86	661.10	683,050.68
21		1,068,791.00	2,460.64	1,071,251.64	387,539.86	661.10	683,050.68
A 2250.150-0000	Instructional Salaries	83,969.00	0.00	83,969.00	33,745.99	0.00	50,223.01
A 2250.160-0000	Non Instructional Salaries	0.00	17,400.00	17,400.00	6,389.42	0.00	11,010.58
A 2250.400-0000	Students w/Disab Contractual	3,800.00	0.00	3,800.00	4,108.39	0.00	-308.39
A 2250.450-0000	Special Ed Materials & Supplies	610.00	0.00	610.00	484.70	0.00	125.30
A 2250.470-0000	Special Tuition	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
A 2250.490-0000	BOCES Services	85,000.00	-17,400.00	67,600.00	9,987.50	0.00	57,612.50
2250	PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR	175,879.00	0.00	175,879.00	54,716.00	0.00	121,163.00
A 2280.490-0000	BOCES Services	30,000.00	0.00	30,000.00	7,996.00	0.00	22,004.00
2280	OCCUPATIONAL EDUCATION (GRADES 9-12)	30,000.00	0.00	30,000.00	7,996.00	0.00	22,004.00
22		205,879.00	0.00	205,879.00	62,712.00	0.00	143,167.00
A 2330.150-0000	Adult Education Salary	12,407.00	0.00	12,407.00	1,588.20	0.00	10,818.80
A 2330.151-0000	Special Schools Salary	18,720.00	0.00	18,720.00	7,482.00	0.00	11,238.00
A 2330.400-0000	Special Schools Contractual	3,197.00	0.00	3,197.00	62.40	0.00	3,134.60
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	0.00	1,000.00	348.20	0.00	651.80
2330	TEACHING - SPECIAL SCHOOLS	35,324.00	0.00	35,324.00	9,480.80	0.00	25,843.20
23		35,324.00	0.00	35,324.00	9,480.80	0.00	25,843.20
A 2610.150-0000	Library Salaries	55,808.00	0.00	55,808.00	0.00	0.00	55,808.00

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A 2610.450-0000	Library Materials & Supplies	900.00	0.00	900.00	103.20	0.00	796.80
A 2610.460-0000	Library Collections	7,400.00	0.00	7,400.00	5,741.80	0.00	1,658.20
2610	SCHOOL LIBRARY & AUDIOVISUAL	84,108.00	0.00	84,108.00	5,845.00	0.00	58,263.00
A 2630.220-0000	Computer Hardware	21,000.00	0.00	21,000.00	245.72	0.00	20,754.28
A 2630.450-0000	Computer Materials & Supplies	1,000.00	0.00	1,000.00	21.96	0.00	978.04
A 2630.460-0000	Computer Software	7,000.00	0.00	7,000.00	5,226.06	362.67	1,411.27
A 2630.490-0000	Computer BOCES	70,200.00	0.00	70,200.00	36,406.00	0.00	33,794.00
2630	COMPUTER ASSISTED INSTRUCTION	99,200.00	0.00	99,200.00	41,899.74	362.67	56,937.59
26	Attendance	163,308.00	0.00	163,308.00	47,744.74	362.67	115,200.59
A 2805.160-0000	Attendance	4,500.00	0.00	4,500.00	1,928.61	0.00	2,571.39
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	0.00	4,500.00	1,928.61	0.00	2,571.39
A 2810.150-0000	Guidance Instructional Salaries	58,135.00	0.00	58,135.00	23,656.57	0.00	34,478.43
A 2810.450-0000	Guidance Materials & Supplies	1,219.00	0.00	1,219.00	120.13	0.00	1,098.87
A 2810.451-0000	Guidance Testing and Materials	1,195.00	964.00	2,159.00	407.00	1,552.00	200.00
2810	GUIDANCE - REGULAR SCHOOL	60,549.00	964.00	61,513.00	24,183.70	1,552.00	35,777.30
A 2815.160-0000	Support Staff Salaries	30,380.00	0.00	30,380.00	12,158.10	0.00	18,221.90
A 2815.400-0000	Health Contractual	6,800.00	0.00	6,800.00	3,085.00	0.00	3,715.00
A 2815.450-0000	Health Materials & Supplies	1,828.00	0.00	1,828.00	407.74	123.41	1,296.85
2815	HEALTH SERVICES - REGULAR SCHOOL	39,008.00	0.00	39,008.00	15,650.84	123.41	23,233.75
A 2820.400-0000	Psychologist Contractual	40,000.00	0.00	40,000.00	18,180.30	0.00	21,819.70
A 2820.450-0000	Psychologist Materials & Supplies	1,150.00	0.00	1,150.00	1,030.16	0.00	119.84
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	41,150.00	0.00	41,150.00	19,210.46	0.00	21,939.54
A 2825.400-0000	Contractual	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00
A 2850.150-0000	Co-curricular Salaries	21,394.00	0.00	21,394.00	2,504.00	0.00	18,890.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	0.00	1,000.00	327.30	0.00	672.70
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	22,394.00	0.00	22,394.00	2,831.30	0.00	19,562.70
A 2855.150-0000	Interscholastic Salaries	20,000.00	0.00	20,000.00	2,222.71	0.00	17,777.29
A 2855.200-0000	Interscholastic Equipment	10,000.00	0.00	10,000.00	7,754.40	0.00	2,245.60
A 2855.400-0000	Interscholastic Contractual	10,500.00	0.00	10,500.00	7,822.12	0.00	2,677.88
A 2855.450-0000	Interscholastic Materials & Supplies	3,000.00	0.00	3,000.00	622.48	0.00	2,377.52

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A 2855.490-0000	BOCES Interscholastic	500.00	0.00	500.00	216.50	0.00	283.50
2855	INTERSCHOLASTIC ATHLETICS -	44,000.00	0.00	44,000.00	18,638.21	0.00	25,361.79
28	REGULAR SCHOOL	217,601.00	964.00	218,565.00	82,443.12	1,675.41	134,446.47
2		1,750,843.00	6,424.64	1,757,267.64	615,976.08	2,699.18	1,138,592.38
A 5510.160-0000	Transportation Salaries	78,399.00	0.00	78,399.00	33,673.11	0.00	44,725.89
A 5510.210-0000	Purchase of Buses	0.00	0.00	0.00	112,375.72	0.00	-112,375.72
A 5510.400-0000	Transportation Contractual	14,000.00	-146.00	13,854.00	7,222.76	0.00	6,631.24
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	0.00	500.00	134.74	0.00	365.26
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	4,492.39	0.00	13,507.61
A 5510.452-0000	Tires	2,500.00	0.00	2,500.00	983.08	0.00	1,516.92
A 5510.453-0000	Parts	7,500.00	0.00	7,500.00	1,922.36	0.00	5,577.64
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	2,685.92	0.00	10,314.08
A 5510.455-0000	Oil	0.00	0.00	0.00	0.00	0.00	0.00
A 5510.490-0000	BOCES Contractual	1,300.00	146.00	1,446.00	507.25	0.00	938.75
5510	DISTRICT TRANSPORTATION SERVICES	135,199.00	0.00	135,199.00	163,997.33	0.00	-28,798.33
55		135,199.00	0.00	135,199.00	163,997.33	0.00	-28,798.33
5		135,199.00	0.00	135,199.00	163,997.33	0.00	-28,798.33
A 9010.800-0000	NYS Retirement	56,000.00	0.00	56,000.00	42,227.00	0.00	13,773.00
9010	STATE RETIREMENT	56,000.00	0.00	56,000.00	42,227.00	0.00	13,773.00
A 9020.800-0000	Teacher Retirement	145,000.00	0.00	145,000.00	10,172.97	0.00	134,827.03
9020	TEACHERS' RETIREMENT	145,000.00	0.00	145,000.00	10,172.97	0.00	134,827.03
A 9030.800-0000	Social Security	130,741.00	0.00	130,741.00	50,393.52	0.00	80,347.48
9030	SOCIAL SECURITY	130,741.00	0.00	130,741.00	50,393.52	0.00	80,347.48
A 9040.800-0000	Worker Compensation	13,000.00	0.00	13,000.00	12,078.00	0.00	922.00
9040	WORKERS' COMPENSATION	13,000.00	0.00	13,000.00	12,078.00	0.00	922.00
A 9050.800-0000	Unemployment	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
9050	UNEMPLOYMENT INSURANCE	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
A 9055.800-0000	Disability Plan	4,000.00	0.00	4,000.00	1,482.11	0.00	2,517.89
9055	DISABILITY INSURANCE	4,000.00	0.00	4,000.00	1,482.11	0.00	2,517.89
A 9060.800-0000	Hospitalization	984,540.00	0.00	984,540.00	564,304.06	0.00	420,235.94
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	984,540.00	0.00	984,540.00	564,304.06	0.00	420,235.94
90		1,353,281.00	0.00	1,353,281.00	680,657.66	0.00	672,623.34

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9901,930-0000	Transfer to School Food Svc Fund	102,605.00	0.00	102,605.00	25,000.00	0.00	77,605.00
9901	TRANSFERS TO FUNDS	102,605.00	0.00	102,605.00	25,000.00	0.00	77,605.00
99		102,605.00	0.00	102,605.00	25,000.00	0.00	77,605.00
9		1,455,886.00	0.00	1,455,886.00	705,657.66	0.00	750,228.34
	Fund A Totals:	4,067,872.00	2,427.20	4,070,299.20	1,850,915.75	57,995.23	2,161,388.22
	Grand Totals:	4,067,872.00	2,427.20	4,070,299.20	1,850,915.75	57,995.23	2,161,388.22

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Taxes	2,813,826.42	0.00	2,813,826.42	2,813,826.42	0.00
A 1081	Other Payments in Lieu of Taxes	0.00	0.00	0.00	1,462.51	-1,462.51
A 1085	School Tax Relief Reimb (STAR)	35,173.58	0.00	35,173.58	35,173.58	0.00
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	1,533.72	1,466.28
A 1310	Day School Tuition	3,300.00	0.00	3,300.00	4,287.00	-987.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	697.00	303.00
A 2401	Interest on Earnings	400.00	0.00	400.00	5,126.85	-4,726.85
A 2650	Sale of Excess Materials	0.00	0.00	0.00	8,600.00	-8,600.00
A 2770	Other Unclassified Revenues	0.00	0.00	0.00	518.48	-518.48
A 3101.A	General Aid	475,000.00	0.00	475,000.00	209,029.03	265,970.97
A 3101.B	Excess Cost Aid	0.00	0.00	0.00	11,450.89	-11,450.89
A 3102	VLT Lottery Aid	0.00	0.00	0.00	10,774.57	-10,774.57
A 3103	BOCES Aid	59,000.00	0.00	59,000.00	-1.26	59,001.26
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	810.00	3,190.00
A 3265	Small Government Assistance	0.00	0.00	0.00	158,956.00	-158,956.00
A 3289	Other State Aid	0.00	0.00	0.00	2,000.00	-2,000.00
A 4601	Medicaid Assistance, HRSS	0.00	0.00	0.00	2,305.11	-2,305.11
A Totals:		3,394,700.00	0.00	3,394,700.00	3,266,549.90	128,150.10
Grand Totals:		3,394,700.00	0.00	3,394,700.00	3,266,549.90	128,150.10

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C 2860.160-0000	Cafeteria Salaries	57,778.00	0.00	57,778.00	23,278.48	0.00	34,499.52
C 2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	986.50	0.00	2,013.50
C 2860.410-0000	Cafeteria Food	30,000.00	0.00	30,000.00	12,061.88	7,514.52	10,423.60
C 2860.450-0000	Cafeteria Materials & Supplies	2,500.00	0.00	2,500.00	896.37	1,032.72	570.91
2860	SCHOOL FOOD SERVICE	93,278.00	0.00	93,278.00	37,223.23	8,547.24	47,507.53
28		93,278.00	0.00	93,278.00	37,223.23	8,547.24	47,507.53
2		93,278.00	0.00	93,278.00	37,223.23	8,547.24	47,507.53
C 9010.800-0000	Cafeteria Employees Retirement	9,500.00	0.00	9,500.00	-2,000.00	0.00	11,500.00
9010	STATE RETIREMENT	9,500.00	0.00	9,500.00	-2,000.00	0.00	11,500.00
C 9030.800-0000	Cafeteria Social Security	4,420.00	0.00	4,420.00	0.00	0.00	4,420.00
9030	SOCIAL SECURITY	4,420.00	0.00	4,420.00	0.00	0.00	4,420.00
C 9060.800-0000	Cafeteria Health Insurance	30,107.00	0.00	30,107.00	0.00	0.00	30,107.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	30,107.00	0.00	30,107.00	0.00	0.00	30,107.00
90		44,027.00	0.00	44,027.00	-2,000.00	0.00	46,027.00
9		44,027.00	0.00	44,027.00	-2,000.00	0.00	46,027.00
	Fund CTotals:	137,305.00	0.00	137,305.00	35,223.23	8,547.24	93,534.53
	Grand Totals:	137,305.00	0.00	137,305.00	35,223.23	8,547.24	93,534.53

LONG LAKE CSD

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



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
<u>C 1440.B</u>	Breakfast - Student Sale of Meals	2,500.00	0.00	2,500.00	1,354.70	1,145.30
<u>C 1440.L</u>	Lunch - Student Sale of Meals	9,500.00	0.00	9,500.00	4,498.55	5,001.45
<u>C 1445.L</u>	A La Carte Sales	2,000.00	0.00	2,000.00	355.01	1,644.99
<u>C 2401</u>	Interest and Earnings	0.00	0.00	0.00	0.87	-0.87
<u>C 3190.FB</u>	Breakfast - Federal Reimbursement	5,500.00	0.00	5,500.00	1,671.00	3,829.00
<u>C 3190.FL</u>	Lunch - Federal Reimbursement	12,000.00	0.00	12,000.00	5,440.00	6,560.00
<u>C 3190.FS</u>	Snack - Federal Reimbursement	750.00	0.00	750.00	215.00	535.00
<u>C 3190.SB</u>	Breakfast - State Reimbursement	250.00	0.00	250.00	713.00	-463.00
<u>C 3190.SL</u>	Lunch - State Reimbursement	400.00	0.00	400.00	203.00	197.00
<u>C 4190</u>	USDA Surplus Food	1,800.00	0.00	1,800.00	0.00	1,800.00
<u>C 5031</u>	Interfund Transfer	102,605.00	0.00	102,605.00	25,000.00	77,605.00
C Totals:		137,305.00	0.00	137,305.00	39,451.13	97,853.87

Grand Totals: 137,305.00 0.00 137,305.00 39,451.13 97,853.87

LONG LAKE CSD

Check Warrant Report For A - 11: Cash Disbursement- December 2018 For Dates 12/1/2018 - 12/31/2018



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
15223	12/21/2018	4166	**VOID** CVW LONG LAKE PUBLIC LIBRARY	**VOID**		-81,319.55
15224	12/03/2018	1288	XEROX CORPORATION	COPIER LEASE		210.00
15225	12/14/2018	1479	NYSASBO	DUES - SNIDE 1/1/19-60/30/19		143.56
15226	12/14/2018	1409	HILL ELECTRIC SUPPLY CO. INC.	ELECTRIC SUPPLIES	190132	640.54
15227	12/14/2018	4411	NYSMEC	ELECTRIC COOP INSTALLMENT 4 OF 6		3,879.12
15228	12/14/2018	1711	RUSSELL E. RIDER, MD	1/2 OF 18-19 MEDICAL DIRECTOR CONTRACT		3,000.00
15229	12/14/2018	1360	HAMILTON COUNTY TREASURER	OCTOBER GAS/DIESEL		1,210.89
15230	12/14/2018	3639	INDIAN LAKE CENTRAL SCHOOL	MERGED SOCCER FALL 2018		4,474.65
15231	12/14/2018	4377	EDUCATIONAL VISTAS, INC			407.00
15232	12/14/2018	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
15233	12/14/2018	2279	F-E-H BOCES TREASURER	NOVEMBER CONTRACT BILL		31,837.46
15234	12/14/2018	2644	LAKE PLACID CENTER FOR THE ARTS	FIELD TRIP		129.00
15235	12/14/2018	1243	MCGRAW HILL BOOK COMPANY	MATH SUBSCRIPTION 11/14/18-11/14-19	190162	29.85
15236	12/14/2018	4652	WARREN TIRE	TIRES FOR PICK-UP	190163	651.80
15237	12/14/2018	4604	DOCUMENT SOLUTIONS OF THE NORTH COUNTRY	COPIER USAGE		102.73
15238	12/14/2018	2551	LELAND PAPER CO.	CUSTODIAL SUPPLIES	190148	629.92
15239	12/14/2018	2004	FORTUNE'S HARDWARE	CUSTODIAL SUPPLIES	190015	139.70
15240	12/14/2018	3675	WILD CENTER	FIELD TRIP 12/4/18		54.00
15241	12/14/2018	2060	LEONARD BUS SALES, INC.	BUS 30 REPAIR		61.09
15242	12/14/2018	2988	GIRVIN & FERLAZZO, P.C.	NOVEMBER LEGAL RETAINER		600.00
15243	12/14/2018	1502	STEVE STAHL	OFFICIAL FEES		186.00
15244	12/14/2018	2352	JIM STAHL	OFFICIAL FEES		186.00
15245	12/14/2018	4650	HAYDEN LAMERE	REIMB. STEM SUPPLIES		13.60
15246	12/14/2018	3217	FRONTIER	TELEPHONE CHARGES		390.06
15247	12/14/2018	4525	SLIC NETWORK SOLUTIONS	CABLE TV		122.65
15248	12/14/2018	4605	XEROX FINANCIAL SERVICES	DECEMBER MAINTENANCE		26.73
15249	12/14/2018	4651	PETROLEUM TRADERS CORP	FUEL OIL DELIVERY 11/30/18	190152	10,879.57
15250	12/21/2018	4199	NYS EMPLOYEES' HEALTH INSURANCE	JANUARY HEALTH INSURANCE		76,438.99
15251	12/21/2018	3825	AMAZON		190155	1,439.11
15252	12/21/2018	4425	VERIZON	CELL PHONE		27.82
15253	12/21/2018	4653	BERNARD P. DONEGAN, INC.	FINANCIAL MGMT SERVICES		3,018.50
15254	12/21/2018	1517	TAYLOR WELDING	PICK UP CHARGE FOR		19.00

LONG LAKE CSD

Check Warrant Report For A - 11: Cash Disbursement- December 2018 For Dates 12/1/2018 - 12/31/2018



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
			SUPPLY CO. INC.	TANKS		
15255	12/21/2018	1305	AMERICAN EXPRESS	CHRISTMAS TREE		122.96
15256	12/21/2018	3292	DAY WHOLESALE INC.	WATER	190045	51.00
15257	12/21/2018	4598	KATHERINE M. HARTLEY	ARTS IN ED CONSULTATION		160.00
15258	12/21/2018	4066	TOTALFUNDS	POSTAGE		250.00
15259	12/21/2018	2938	VICTORIA SNIDE	MILEAGE 12/14/18		97.66
15260	12/21/2018	3373	ANTHONY CLARK	MILEAGE 12/14/18		137.34
15261	12/21/2018	3301	TROJAN ENERGY SYSTEMS,INC.	BOILER TUNE UP	190088	2,314.00
15262	12/21/2018	3952	NICOLE CURTIN	SCIENCE SPPLY REIMB.		46.80
15263	12/21/2018	3962	NYS DEPT OF LABOR	ASBESTOS SUPERVISOR LICENSE		75.00
15264	12/21/2018	4382	RALPH DESHETSKY	OFFICIAL FEE		83.00
15265	12/21/2018	1360	HAMILTON COUNTY TREASURER	NOVEMBER GAS/DIESEL		1,546.07
15266	12/21/2018	2695	CDW	BACK UPS	190174	245.72
15267	12/21/2018	1373	JOHN RATHBUN	OFFICIAL FEE		138.00
15268	12/21/2018	3167	JAMES BENTON	OFFICIAL FEE		138.00
15269	12/21/2018	4649	DANA GOETZE	MILEAGE		50.47
15270	12/21/2018	3337	PETER OLESHESKI	OFFICIAL FEES		180.00
15271	12/21/2018	4378	BRUCE TUBBS	OFFICIAL FEES		186.00
15272	12/21/2018	3962	NYS DEPT OF LABOR	ASBESTOS HANDLING LICENSE		300.00
15273	12/21/2018	4654	LACEY DUKETT	CONFERENCE MEAL REIMB.		10.48
15274	12/21/2018	1100	NASCO	PE SUPPLIES	190169	104.36
15275	12/21/2018	4166	CVW LONG LAKE PUBLIC LIBRARY	LIBRARY TAXES COLLECTED TO DATE		81,319.55
15276	12/28/2018	3259	FIRST UNUM LIFE INSURANCE CO.	JANUARY DISABILITY INSURANCE		246.73
15277	12/28/2018	3779	MARLIN LEASING CORP	COPIER LEASE		96.77
15278	12/28/2018	4166	CVW LONG LAKE PUBLIC LIBRARY	LIBRARY TAXES ON STATE LAND		61,449.43
15279	12/28/2018	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
15280	12/28/2018	2279	F-E-H BOCES TREASURER	DECEMBER CONTRACT BILL		35,757.92
15281	12/28/2018	2752	LAWSON OFFICE PRODUCTS	COPIER USAGE CHARGES		237.13
15282	12/28/2018	4300	MOUNTAIN VIEW EQUIPMENT	PLOW BLADES	190175	194.36

Number of Transactions: 60

Warrant Total: 245,168.54
Vendor Portion: 245,168.54

Certification of Warrant

LONG LAKE CSD



Check Warrant Report For A - 11: Cash Disbursement- December 2018 For Dates 12/1/2018 - 12/31/2018

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
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To The District Treasurer: I hereby certify that I have verified the above claims, 60 in number, in the total amount of \$245,168.54. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/3/19 Noelle J. Short
Date SUPERINTENDENT

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$245,168.54. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/3/19 Jerome S. Haraga
Date CLAIMS AUDITOR

LONG LAKE CSD

Check Warrant Report For C - 6: Cash Disbursement-Lunch Fund For Dates 12/1/2018 - 12/31/2018



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2151	12/14/2018	4204	BIMBO FOODS BAKERIES	CAFETERIA FOOD	190101	95.38
2152	12/14/2018	2551	LELAND PAPER CO.	CAFETERIA SUPPLIES	190100	129.75
2153	12/14/2018	4358	SHAHEEN'S MARKET	CAFETERIA FOOD	190165	29.35
2154	12/14/2018	3652	U.S. FOODSERVICE, INC.	CAFETERIA FOOD	190167	777.70
2155	12/14/2018	2496	SYSCO FOOD SERVICES	CAFETERIA FOOD	190153	1,425.63
2156	12/14/2018	2279	F-E-H BOCES TREASURER	NON-AIDABLE PRINTING		5.06
2157	12/14/2018	4371	CAPITAL CANDY CO. INC.	CAFETERIA FOOD	190164	456.49

Number of Transactions: 7

Warrant Total: 2,919.36
Vendor Portion: 2,919.36

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 \$ 2,919.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/3/19 Noelle J. Short
Date SUPERINTENDENT

Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 2,919.36. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

1/3/19 Syrene S. Glorioso
Date CLAIMS AUDITOR

LONG LAKE CSD



Check Warrant Report For TA - 6: Cash Disbursement-Trust & Agency For Dates 12/1/2018 - 12/31/2018

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
448	12/06/2018	3407	NYS INCOME TAX	Trust & Agency Payment		2,739.56
449	12/06/2018	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,165.00
450	12/06/2018	4340	LLCS GENERAL FUND	Trust & Agency Payment		44,478.97
451	12/06/2018	4375	EFTPS Enrollment Processing	Trust & Agency Payment		15,393.50
452	12/20/2018	3407	NYS INCOME TAX	Trust & Agency Payment		2,941.69
453	12/20/2018	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,165.00
454	12/20/2018	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		325.32
455	12/20/2018	4340	LLCS GENERAL FUND	Trust & Agency Payment		48,190.65
456	12/20/2018	4375	EFTPS Enrollment Processing	Trust & Agency Payment		16,499.17
2980	12/06/2018	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		127.57
2981	12/06/2018	3454	LLCS FACULTY ASSOCIATION	Trust & Agency Payment - DUES-TEACHER		1,049.57
2982	12/06/2018	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		210.00
2983	12/20/2018	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		127.57
2984	12/20/2018	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - F-EBF		1,914.09
	12/20/2018	3454	LLCS FACULTY ASSOCIATION	Trust & Agency Payment - DUES-TEACHER		1,049.57
2986	12/20/2018	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment - T-NYSDEF		210.00

Number of Transactions: 16

Warrant Total: 139,587.23
Vendor Portion: 139,587.23

Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 16 in number, in the total amount of \$139,587.23. 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.

12/20/18 Noelle J. Short
Date Superintendent

RESOLUTION TO LIQUIDATE AND TRANSFER MONIES
FROM INSURANCE RESERVE FUND

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

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

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

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

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

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

IT IS HEREBY RESOLVED:

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

2019

5140

Non-Instructional/Business
Operations

SUBJECT: ADMINISTRATION OF THE BUDGET

The Superintendent, working in conjunction with the administrative staff, is responsible to the Board for the administration of the budget. This includes, but is not limited to:

- a) ~~He or she will a~~ Acquainting District employees with the final provisions of the program budget and guiding them in planning to operate efficiently and economically within these provisions.
- b) Providing direction to the District in maintaining ~~Under his or her direction, the District will maintain those records of accounting control as are required by the New York State Uniform System of Accounts for School Districts, the Board, and other procedures, as are deemed necessary.~~
- c) ~~He or she will k~~ Keeping the various operational units informed through periodic reports as to the status of their individual budgets.

e) ~~Board approval is required prior to the expenditure of District funds.~~

Unless otherwise provided by law, no claim against the District will be paid unless such claims have been audited and approved by the ~~*Board~~/Claims Auditor.

Budget Transfers

Within monetary limits as established by the Board, the Superintendent is authorized to transfer funds ~~within the budget~~ between and within functional unit appropriations for teachers' salaries and ordinary contingent expenses. Whenever changes are made, they are to be incorporated in the next Board agenda for informational purposes only.

Statement of the Total Funding Allocation

When required by law, the District will annually submit, prior to July 1, to the Commissioner of Education and the Director of the Budget a detailed statement of the total funding allocation for each school in the District for the upcoming school budget year. This statement will be in a form developed by the Director of the Budget, in consultation with the Commissioner of Education. This statement will be made publicly available and posted on the District website.

Education Law §§ 1604(35), 1709(20-a), 1711, 1718, 1724, 1950(4)(k), 2508, 2523-2526, 2554(2-a), and 3614
8 NYCRR §§ 170.12(c) and 170.2(l)

**Customize to District -- Board approval is required in districts that have not adopted a resolution establishing the Office of Claims Auditor and appointed a Claims Auditor.*
Adoption Date

SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT

Registration

All employees who are certificate holders holding a lifetime certificate in classroom teaching, teaching assistant, or educational leadership service (school building leader, school district leader, or school district business leader) must register with the State Education Department (SED) every five years through the TEACH system. An employee is a certificate holder if he or she holds a permanent or professional certificate in the classroom teaching service, a permanent or professional certificate in the educational leadership service (i.e., school building leader, school district leader, or school district business leader), or a Level III Teaching Assistant certificate. Only registered employees may teach or supervise in the District.

~~Teachers and administrators with a permanent, professional, or a Level III teaching assistant certificate issued before July 1, 2016 must apply for initial registration during the 2016-2017 school year during their birth month. These certificate holders must thereafter renew their registration every five years during their birth month.~~

~~Teachers and administrators with a professional or a Level III teaching assistant certificate issued on or after July 1, 2016 will be automatically registered. These certificate holders must thereafter renew their registration every five years during their birth month.~~

~~Certificate holders who do not timely register may not be employed and may be subject to monthly late fees after the first, transitional five-year registration period. Employees who change their name or address must also update SED within 180 days through the TEACH system. Employees who were certificate holders prior to July 1, 2016 had to apply for initial registration during the 2016-2017 school year and each subsequent five-year period thereafter.~~

Any individual who is issued a new certificate is automatically registered with SED. These certificate holders must renew their registration every five years during their birth month.

Any certificate holder who fails to register by the beginning of the appropriate registration period may be subject to late filing penalties.

Certificate holders must notify SED of any change of name or mailing address within 30 days of such change through the TEACH system. Any certificate holder who willfully fails to inform SED of changes to his or her name and/or address within 180 days of such change may be subject to moral character review.

Continuing Teacher and Leader Education (CTLE) Credit Hours

All continuing teacher and leader education certificate holders (CTLE certificate holders) ~~District teachers and educational leaders with a professional or Level III teaching assistant certificate~~ must successfully complete a minimum of 100 hours of acceptable CTLE hours during each five-year registration period to maintain a valid certificate. An employee is a CLTE certificate holder if he or she holds a professional certificate in the classroom teaching service, a professional certificate in educational leadership service, or a Level III Teaching Assistant certificate. This requirement may be completed at

any time over the course of a five-year period. Credit hours cannot carry over, ~~however,~~ to subsequent registration periods.

SED sets high standards for courses, programs, and activities that qualify for CTLE credit, and it must approve all CTLE sponsors. Generally, acceptable CTLE will be in the content area of any certificate title held by an individual or in pedagogy. Further, the CTLE will be aligned with professional development standards created by the New York Professional Standards and Practices Board for Teaching.

(Continued)

Personnel

SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT (Cont'd.)

The District will describe opportunities for teachers and administrators to engage in CTLE in its Professional Development Plan. The District will annually certify, in a form and on a time table prescribed by the Commissioner of Education, that the requirements to have a professional development plan for the succeeding school year have been met and that it has complied with the professional development plan for the current school year. The District will provide CTLE opportunities that are designed to improve the teacher or leader's pedagogical and/or leadership skills and are targeted at improving student performance, among other things ~~and the teacher's or administrator's pedagogical or leadership skills, and that promote professionalism.~~ A peer-review teacher or principal acting as an independent trained evaluator who conducts a classroom observation as part of a teacher evaluation under relevant sections of the Education Law may apply the observation time to fulfilling CTLE requirements. Time spent mentoring may also be counted toward required CTLE credit hours.

Language Acquisition CTLE and Exemption

Employees holding an English to speakers of other languages (all grades) certificate or a bilingual extension ~~annotations~~ are required to complete ~~50 CTLE~~ a minimum of 50 percent of the required CTLE hours in language acquisition aligned with the core content area of instruction taught, including a focus on best practices for co-teaching strategies, and integrating language and content instruction for English Language Learner (ELL) students. All other certificate holders must complete a minimum of 15 percent of the required hours ~~at least 15 CTLE hours~~ dedicated to language acquisition addressing the needs of ELLs, including a focus on best practices for co-teaching strategies and integrating language and content instruction for ELLs. ~~Employees holding a Level III teaching assistant certificate must complete~~ A minimum of 15 percent of the required CTLE hours ~~at least 15 CTLE hours in~~ for employees holding a Level III Teaching Assistant certificate will be dedicated to language acquisition addressing the needs of ELLs and integrating language and content instruction for ELLs.

Employees holding school district business leader certificates are exempt from the language acquisition CTLE requirements for each year that they are employed in the District. Instead, they must complete a minimum of 15 percent of the required CTLE hours dedicated to the needs of ELLs and federal, state, and local mandates for ELLs.

Employees may be eligible for a waiver of language acquisition CTLE requirements. Each school year when there are fewer than 30 ELL students enrolled in the District or ELLs make up less than 5% of the total student population, the District may obtain an exemption. If the District obtains this exemption, employees would be exempt from the language acquisition CTLE requirement for each year that they are employed in the District.

CTLE Adjustments

The Commissioner may adjust an employee's number of CTLE hours and/or time to complete them due to poor health, as certified by a health-care provider; extended active duty in the Armed Forces; or other acceptable good cause.

(Continued)

SUBJECT: REGISTRATION AND PROFESSIONAL DEVELOPMENT (Cont'd.)

* Any employee holding a certificate in the classroom teaching service who obtains certification from the National Board for Professional Teaching Standards will be considered CTLE-compliant for the registration period in which he or she obtains this certification. The employee must still meet any language acquisition requirements, however.

Recordkeeping and Reporting Requirements

Employees must maintain a record of completed CTLE hours for at least three years from the end of the applicable registration period. The record must include the title of the program, the total number of hours completed, the number of hours completed in language acquisition addressing the need of ELLs, the sponsor's name, any identifying number, attendance verification, and the date and location of the program.

The District will maintain a record of any professional development it conducts or provides for at least seven years from the date of completion. The District will submit to SED, in a form and timetable prescribed by SED, information concerning the completion of professional development for regularly employed certificate holders. ~~also submit all required reports to SED each year.~~

Education Law §§ 3006, 3006-a, 3012-d
8 NYCRR Subpart §§ 80-6,
8 NYCRR §§ 100.2(dd) and 154-2.3(k)

NOTE: Refer also to Policy #6160 -- Professional Growth/Staff Development

Adoption Date

SUBJECT: STUDENT PHYSICALS

Health Examination and Certificate

Health Examination

Each student enrolled in a District school must have a satisfactory health examination conducted by a duly licensed physician, physician assistant, or nurse practitioner within 12 months prior to the commencement of the school year of the student's entrance into:

- a) A District school at any grade level;
- b) Pre-kindergarten or kindergarten; and
2nd, 4th, 7th and 10th
- c) ~~1st, 3rd, 5th, 7th, 9th, and 11th grades.~~

The District may also require an examination and health history of a student when it is determined by the District that it would promote the educational interests of the student.

The District will also provide health examinations before participation in strenuous physical activity and periodically throughout the season as necessary, as well as for the issuance of employment certificates, vacation work permits, newspaper carrier certificates, and street trades badges.

Health Certificate

Each student must submit a health certificate attesting to the health examination within 30 calendar days after his or her entrance into:

- a) A District school at any grade level;
- b) Pre-Kindergarten or kindergarten; and
2nd, 4th, 7th and 10th grades
- c) ~~1st, 3rd, 5th, 7th, 9th, and 11th grades.~~

The building principal or designee will send a notice to the parent of, or person in parental relation to, any student who does not present a health certificate, that if the required health certificate is not furnished within 30 calendar days from the date of the notice, an examination by health appraisal will be made of the student by the Director of School Health Services.

The health certificate will be filed in the student's cumulative record. The health certificate must:

- a) Be on a form prescribed by the Commissioner;

(Continued)

SUBJECT: STUDENT PHYSICALS (Cont'd.)

- b) Describe the condition of the student when the examination was given, provided that such examination was not given more than 12 months prior to the commencement of the school year in which the examination is required;
- c) State the results of any test conducted on the student for sickle cell anemia;
- d) State whether the student is in a fit condition of health to permit his or her attendance at a District school and, where applicable, whether the student has impaired sight or hearing, has received a scoliosis screening, or has any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of such work to prevent injury to the student;
- e) State the student's body mass index (BMI) and weight status category; and
- f) Be signed by a duly licensed physician, physician assistant, or nurse practitioner, who is:
 - 1. Authorized by law to practice in New York State consistent with any applicable written practice agreement; or
 - 2. Authorized to practice in the jurisdiction in which the examination was given, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to those of New York State.

A licensed health professional with appropriate training may conduct a scoliosis screening.

Dental Health Certificate

The District will request a dental health certificate from each student at the same time that health certificates are required. ~~within 30 calendar days after his or her entrance into:~~

- ~~a) A District school at any grade level; and~~
- ~~b) 1st, 3rd, 5th, 7th, and 9th grades.~~

The District may also request an assessment and dental health history of a student when it is determined by the District that it would promote the educational interests of the student.

A notice of request for a dental health certificate will be distributed at the same time that the parent or person in parental relation is notified of health examination requirements. The notice of request for a dental health certificate will list dental practices, dentists, and registered dental hygienists to which students may be referred for dental services on a free or reduced cost basis upon request of the student's school.

(Continued)

SUBJECT: STUDENT PHYSICALS (Cont'd.)

The dental health certificate will be filed in the student's cumulative record. The dental health certificate must:

- a) Describe the dental health condition of the student when the assessment was given, provided that the assessment was not given more than 12 months prior to the commencement of the school year in which the assessment is requested; and
- b) State whether the student is in fit condition of dental health to permit his or her attendance at a District school; and
- c) Be signed by a duly licensed dentist, or a registered dental hygienist, who is:
 - 1. Authorized by law to practice in New York State, and consistent with any applicable written practice agreement; or
 - 2. Authorized to practice in the jurisdiction in which the assessment was performed, provided that the Commissioner has determined that the jurisdiction has standards of licensure and practice comparable to New York State.

Examination by Health Appraisal

The Director of School Health Services will cause students who are required to, but have not submitted, the required health certificate and students with disabilities to be separately and carefully examined and tested to ascertain whether any student has impaired sight or hearing, or any other physical disability which may tend to prevent the student from receiving the full benefit of school work or from receiving the best educational results, or which may require a modification of work to prevent injury to the student.

Each examination will include a calculation of the student's BMI and weight status category. Further, the physician, physician assistant, or nurse practitioner administering the examination will determine whether a one-time test for sickle cell anemia is necessary or desirable and, if so determined, will conduct the test and include the results in the health certificate.

Unless otherwise prohibited by law, if it is ascertained that a student has impaired sight or hearing, or a physical disability or other condition, including sickle cell anemia, the building principal or designee will notify, in writing, the student's parent or person in parental relation as to the existence of the disability. If the parent or person in parental relation is unable or unwilling to provide the necessary relief and treatment for the student, it will be reported by the building principal or designee to the Director of School Health Services, who then has the duty to provide relief for the student.

(Continued)

SUBJECT: STUDENT PHYSICALS (Cont'd.)**District Reporting of BMI and Weight Status Category**

Each school year, the New York State Department of Health randomly selects a certain number of districts across New York State to report, in the aggregate, students' BMI and weight status categories. Selected districts must report BMI results on-line using the Department of Health's Health Provider Network secure website. A student's parent or person in parental relation may refuse to have the student's BMI and weight status category included in such survey.

Health Screenings

The District will provide a:

- a) Scoliosis screening, if not documented on the student's health certificate, at least once each school year for male students in grade 9, and for female students in grades 5 and 7. The positive results of any scoliosis screening examination will be provided in writing to the student's parent or person in parental relation within 90 calendar days after the finding;
- b) Vision screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. The vision screening will test the student's color perception, distance acuity, and near vision. In addition, all students will be screened for distance acuity and near vision in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. The results of all vision screening examinations will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school; and
- c) Hearing screening, if not documented on the student's health certificate, to all students within six months of admission to a District school. In addition, all students will receive a hearing screening in grades pre-kindergarten or kindergarten, 1, 3, 5, 7, and 11, as well as at any other time deemed necessary. Each hearing screening will include, but not be limited to, pure tone screening. The results of any hearing tests requiring a follow-up examination will be provided in writing to the student's parent or person in parental relation and to any teacher of the student while the student is enrolled in the District school.

The results of all health screenings will be recorded in the student's cumulative health record which will be maintained by the school for at least as long as the minimum retention period for such records.

Student Health Records

The health records of individual students will be kept confidential in accordance with the federal Family Educational Rights and Privacy Act (FERPA) and any other applicable federal and state laws.

(Continued)

SUBJECT: STUDENT PHYSICALS (Cont'd.)**Accommodation for Religious Beliefs**

* No health examinations, health history, examinations for health appraisal, screening examinations for sickle cell anemia and/or other health screenings will be required where a student or the parent or person in parental relation to that student objects on the grounds that the examinations, health history, and/or screenings conflict with their genuine and sincere religious beliefs. A written and signed statement from the student or the student's parent or person in parental relation that the person holds these beliefs must be submitted to the building principal or designee, in which case he or she may require supporting documents.

Students in Temporary Housing

For students in temporary housing (i.e., homeless children and youth), the enrolling school must immediately refer the parent or guardian of the student to the District's McKinney-Vento liaison, who will assist them in obtaining the necessary medical records.

20 USC § 1232g
Education Law §§ 903-905, and 3220
8 NYCRR §§ 136.1, 136.3

NOTE: Refer also to Policies #5690 -- Exposure Control Program
#5691 -- Communicable Diseases
#5692 -- Human Immunodeficiency Virus (HIV) Related Illnesses
#7121 -- Diagnostic Screening of Students
#7131 -- Education of Students in Temporary Housing Homeless Children and Youth
#7250 -- Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors
#7420 -- Sports and the Athletic Program
#7510 -- School Health Services
#7511 -- Immunization of Students
#7522 -- Concussion Management

Adoption Date

SUBJECT: CONCUSSION MANAGEMENT

The Board recognizes that concussions and head injuries are the most commonly reported injuries in children and adolescents who participate in sports and recreational activities. The physical and mental well-being of District students is a primary concern. As such, the District supports the proper evaluation and management of concussion injuries.

A concussion is a mild traumatic brain injury (MTBI) that occurs when normal brain functioning is disrupted by a blow or jolt to the head or body that causes the head and brain to move rapidly back and forth. Recovery from concussion and its symptoms will vary. Avoiding re-injury and over-exertion until fully recovered are the cornerstones of proper concussion management.

Concussion Management Team (CMT)

The District is authorized, at its discretion, to establish a Concussion Management Team (CMT) which may be composed of the certified athletic director, a school nurse, the school physician, a coach of an interscholastic team, a certified athletic trainer or such other appropriate personnel as designated by the District. The CMT will oversee and implement the District's concussion policy, including the requirement that all school coaches, physical education teachers, nurses, and certified athletic trainers who work with and/or provide instruction to pupils engaged in school-sponsored athletic activities complete training relating to MTBIs. Furthermore, every CMT may establish and implement a program which provides information on MTBIs to parents and persons in parental relation throughout each school year.

Staff Training/Course of Instruction

Each school coach, physical education teacher, school nurse, and certified athletic trainer who works with and/or provides instruction to students in school-sponsored athletic activities will complete a course of instruction every two years relating to recognizing the symptoms of concussions or MTBIs and monitoring and seeking proper medical treatment for students who suffer from a concussion or MTBI.

Components of the training will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

(Continued)

SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)

The course can be completed by means of instruction approved by State Education Department (SED) which include, but are not limited to, courses provided online and by teleconference. The CMT will utilize a the District's existing system to document all required training and professional development for District staff. Upon completion of the training each year, staff will forward their course completion certificate to the appropriate staff for entry into the system. The system will also use an email to remind staff of the need to complete the training each year. Because concussion symptoms may manifest themselves in any setting, all school staff will be encouraged to take the online training and be alert for students who may display or report concussion symptoms.

Information to Parents and Students

The District will include the following information on MTBIs or concussions in any permission or consent form or similar document that may be required from a parent or person in parental relation for a student's participation in interscholastic sports. Similar information will be provided to all students when they sign up for participation in sports and/or through information provided in physical education, health or mental health classes. Information will include:

- a) The definition of MTBI;
- b) Signs and symptoms of MTBI;
- c) How MTBIs may occur;
- d) Practices regarding prevention; and
- e) Guidelines for the return to school and school activities for a student who has suffered an MTBI, even if the injury occurred outside of school.

The District will provide a link on its website to this list of information from the SED's and Department of Health's websites.

Identification of Concussion and Removal from Athletic Activities

The District requires the immediate removal from all athletic activities of any student who has sustained, or is believed to have sustained, a MTBI or concussion. Any student demonstrating signs, symptoms, or behaviors consistent with a concussion while participating in a class, extracurricular activity, or interscholastic athletic activity will be removed from the class, game, or activity and must be evaluated as soon as possible by an appropriate health care professional. This removal must occur based on display of symptoms regardless of whether the injury occurred inside or outside of school. If there is any doubt as to whether the student has sustained a concussion, it will be presumed that the student has been injured until proven otherwise. The District will notify the student's parents or guardians and recommend appropriate evaluation and monitoring.

(Continued)

SUBJECT: CONCUSSION MANAGEMENT (Cont'd.)

The District may allow credentialed District staff to use validated neurocognitive computerized testing as a concussion assessment tool to obtain baseline and post-concussion performance data. These tools are not a replacement for a medical evaluation to diagnose and treat a concussion. The District must seek authorization from the parent/guardian prior to the testing. Additionally, parents/guardians should be given a copy of the results upon request.

Return to School Activities and Athletics

The student will not return to physical activity (including athletics, physical education class, and recess) until he or she has been symptom-free for at least 24 hours, and has been evaluated and received written authorization from a licensed physician. In accordance with Commissioner's regulations, the District's Medical Director will give final clearance on a return to activity for extra-class athletics. All authorizations will be kept on file in the student's permanent health record. The standards for return to athletic activity will also apply to injuries that occur outside of school. School staff should be aware that students may exhibit concussion symptoms caused by injuries from outside activities and that these visible symptoms also indicate a removal from play.

The District will follow any directives issued by the student's treating physician with regard to limitations and restrictions on school and athletic activities for the student. The District ~~will~~ ^{should} also develop a coordinated communication plan among appropriate staff to ensure that the treating physician's orders for post-concussion management are implemented and followed. The school nurse will work to ensure that all the necessary staff get the information they need to care for and work with the injured student.

The District's Medical Director and other licensed healthcare professionals employed by the District ~~may~~ ^{may} will also formulate a ~~standard protocol for treatment~~ procedure and treatment plan to be utilized by District staff who may respond to ~~of~~ students or staff with possible concussions during the school day.

In accordance with SED guidelines, this policy will be both reviewed ~~periodically~~ and updated as ~~necessary~~ ^{periodically} in accordance with SED guidelines. The Superintendent, in consultation with the District's Medical Director and other appropriate staff, may develop regulations and protocols for strategies to prevent concussions, the identification of concussions, and procedures for removal from and return to activities or academics.

Education Law § 305(42)

8 NYCRR §§ 135.4 and 136.5

Guidelines for Concussion Management in the Schools Setting, SED Guidance Document, ~~June~~ 20128

Adoption Date

✓

LONG LAKE CENTRAL SCHOOL FIELD TRIP REQUEST FORM

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

Field Trip Request For: Senior Class ^{Checks.}

Date(s) Of Trip: 3/21 - 3/24/19 Place: New York City
Month Day(s) Year

Times: Leave: 7:45 a.m. Return: 6:30 p.m.

Transportation Availability ☐ YES ☐ NO

Business Manager Signature

Substitute Needed: ☒ YES ☐ NO

Number of Students: 3 or 4

(Attach List of Names)

Names of Chaperones (Must have approval): Mary Phillips - LeBlanc + Joseph Koehring

EXPENSES:

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

Estimated Round Trip Mileage

see attached

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

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

Field Trip approved by Superintendent: ☐ YES ☐ NO

Superintendent

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

COPY: Business Manager, Originator, Cafeteria, Nurse



Website Calendar



AESOP Calendar, confirmation #: _____

To: L.L.C.S. Faculty and Staff

Re: Field Trips

In an effort to bolster a practice that we have used inconsistently, the following criteria must be met before field trips will be approved:

1. **Justification:**

- a. Please explain what the purpose of the trip is by detailing the educational relevance of the trip. Specifically address how the trip bolsters an aspect of your current curriculum and the NYS Standards for your grade/content area.

2. **Planning:**

- a. Please attach pre and post trip lesson plans or activities that support your justification. Also attach any teacher guides that you plan to use.

3. **Assessment:**

- a. Please explain the method you will use for assessing the success of the trip. This will help the district and future classes determine whether the trip is worth repeating.

Please see reverse side for field trip approval form

Senior Class Trip 2019

Estimated Itinerary & Expenses

Dates: Thursday, March 21st – Sunday, March 24th

Location: New York City, NY

Students Attending: Colin Bienvenue, Olivia Penrose, Madison Tallon, Karmen Howe*

Chaperones: Mary Phillips-LeBlanc and Joseph Koehring

Activities

Purchase of the Explorer Pass - (6 passes at \$129 each = \$774)

1. American Museum of Natural History
2. Top of the Rock
3. 9/11 Memorial and Museum
4. Metropolitan Museum of Modern Art
5. Ripley's Believe It or Not @ Times Square

The students have expressed an interest in attending a basketball game and seeing a show. They are interested in seeing the New York Knicks basketball game on Friday, March 22nd at 7:30 p.m. and The Lion King on Saturday, March 23rd at 8:00 p.m.

Tickets for Knicks vs. Denver Nuggets Basketball Game: 6 x \$89.00 = \$534

Tickets for The Lion King 6 x \$180.00 = \$1,080

Total Activities Cost	\$2,388.00
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Transportation

Amtrak Rensselaer to Penn Station, NYC and return 6 x \$90=\$540. Leave on 3/21 at 11:10 a.m. and arrive at Penn Station at 1:45 p.m. Return trip: Leave on 3/24 at 1:20 p.m. and arrive in Albany at 3:45 p.m. Arrive at LLCS at 6:30 p.m.

MetroCard 7-day subway pass: 6 x \$32=\$192

Total Transportation Cost	\$732.00
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Lodging

Based on a mid-level hotel near Times Square

Comfort Inn at Times Square West

3 rooms single occupancy (\$256.98/room), 1 room - three people (\$269.73/room)

Total Lodging Cost (including taxes and fees)	\$3,625.00
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Meals

Thursday: Lunch for 6 x \$25 = \$150
Dinner for 6 x \$35 = \$210

Friday: Breakfast for 6 x \$10 = \$60
Lunch for 6 x \$25 = \$150
Dinner for 6 x \$35 = \$210

Saturday: Breakfast for 6 x \$10 = \$60
Lunch for 6 x \$25 = \$150
Dinner for 6 x \$35 = \$210

Sunday: Breakfast for 6 x \$10 = \$60
Lunch for 6 x \$25 = \$150

Total Meal Cost	\$1,410.00
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Chaperones

2 Chaperones

Thursday Overnight $\$200 \times 2 = \400

Friday Overnight $\$200 \times 2 = \400

Saturday Overnight $\$300 \times 2 = \600

Sunday Day Only $\$155 \times 2 = \310

Total Chaperone Cost \$1,710.00

Substitutes

Substitutes for Thursday, March 21st
\$100 per diem x 2 = \$200.00

Total Substitute Cost **\$200.00**

Petty and Emergency Cash

For incidentals (\$300.00)

Total Petty Cash	\$300.00
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TOTAL ESTIMATED COST \$10,365.00

***Karmen will be unable to attend on the currently scheduled dates, therefore the total estimated cost would be reduced by \$755.00.**

This budget was made with the understanding that all unexpended funds would be returned to the district.

SUBJECT: DIPLOMA OR CREDENTIAL OPTIONS FOR STUDENTS WITH DISABILITIES

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

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

Diploma Options

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

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

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

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

(Continued)

Students

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

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

Existing Credentials Options

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

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

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

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

Adoption Date

SUBJECT: DESIGNATION OF PERSON IN PARENTAL RELATION

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

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

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

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

Scope of Designation

A designation made in accordance with this law may specify:

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

Form of Designation

Designations in General

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

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

(Continued)

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

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

The designation may specify a period of time less than six12 months for which the designation will be valid unless earlier revoked by the parent in accordance with Section 5-1554 of General Obligations Law. However, any designation specifying a period of more than 30 days must also conform to the following provisions as set forth in law.

Designations for More Than 30 Days

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

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

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

Revocation of Designation

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

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

(Continued)

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

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

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

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

*

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



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

TO: Board of Education Members

FROM: Vickie Snide *Vickie*

RE: 2019-2020 Budget Information

DATE: December 28, 2018

Board of Education
Brian Penrose
President
Michael Farrell
Vice President
Alexandria Harris
Trisha Hosley
Frederick Short

Superintendent/Principal

Noelle J. Short
nshort@longlakecsd.org

Business Manager

Victoria J. Snide
vsnide@longlakecsd.org

Treasurer

Lisa Walker
lwalker@longlakecsd.org

School Counselor

Elisha Pylman
epylman@longlakecsd.org

I have attached several budget documents for your review.

1. Tax Levy Limit Calculation – This is **tentative** as I'm still waiting on the final CPI Allowable Growth Factor to be released. Currently this states that our maximum allowable tax levy is \$2,918,956 or \$69,956 more than the 2018-2019 school year tax levy. If we were to anticipate a levy higher than this, we would be requesting a 60% super majority vote on the budget.
2. Budget Code Descriptions – This gives the Board an explanation of where I've budgeted certain expenses.
3. The 2019-2020 General Fund Appropriations (Expenditures) – **This is the first round of numbers only and will most definitely change.** As you review the budget, whenever there is a significant change from the 2018-2019 budget, you will see an explanation of the change in the left hand column. You should review these figures with the Budget Code Descriptions in hand.
4. The 2019-2020 General Fund Revenues – The Governor has not released his projected revenues yet so I am primarily using this year's projections. The Real Property Taxes and STAR lines are vacant. They will be populated once the final tax levy is established in August 2019.
5. The 2019-2020 Lunch Fund Appropriations and Revenues – The projected budget and revenues for the lunch fund should always balance. The Lunch Fund Revenue Code C5031 is the balancing figure. This is the amount (currently \$105,709) that is needed from the General Fund to make the Lunch Fund balance. You can see this expense in the General Fund under Appropriations Code A9901.93 (also \$105,709).
6. Budget Spreadsheet/Tax Rate Projection – This is **tentative**. The Budget Spreadsheet should be used to compare the budget in total and to compare the tax levy to the Tax Levy Limit Calculation. The final levy should be below the maximum allowable levy.

Some comments regarding the 2019-2020 Budget:

- a. I have budgeted for a new treadmill, two ensemble microphones, and a new lawn tractor.
- b. The CSEA contract still needs to be negotiated so all salaries and stipends for CSEA members are estimated.
- c. I have continued to maintain a special education contingency in our BOCES budget lines.
- d. I have budgeted for Mental Health Services.
- e. My December budget information memo included a \$10,000 Roofing Repair quote. I believe this repair can be paid for out of the 2018-2019 budget.
- f. My current estimates reflect enough funds in our Unobligated Fund Balance to pay for the remaining two BOCES Capital Project payments.
- g. I believe I will have some funds available to put into our Reserve Funds before June 30, 2019.

TAX LEVY LIMIT CALCULATION – TENTATIVE For 2019-2020 School Year
V. Snide, 12/13/18

Prior Year Tax Levy -2018-2019 school year tax levy	\$2,849,000
x 2019 Tax Base Growth Factor -Comes from Office of Real Property Tax Services	<u>x 1.0044</u> \$2,861,536
+ Prior year PILOT's -we currently do not have any of these	-0-
- Prior year exclusions	
-capital local expenditures – example is principal and interest payments on debt, equipment expenses for transportation (bus purchases) (buses purchased through reserves does not apply)	-0-
-court orders – we currently do not have any	<u>-0-</u>
Adjusted Prior Year Levy	\$2,861,536
x Allowable Growth Factor -Lesser of CPI or 2% -ESTIMATED	<u>x 2.00%</u> \$2,918,767
- PILOTS for coming year -we currently do not have any of these	-0-
+ Available Carryover	<u>\$ 189</u>
TAX LEVY LIMIT - This must be reported to NYS March 1	\$2,918,956 (+\$69,956)
+ 2018-2019 Exclusions	
-capital local expenditures – example is principal and interest payments on debt, equipment expenses for transportation (bus purchases less transportation aid)	-0-
-court orders – we currently do not have any	-0-
-Employees Retirement System costs above 2 percentage points increase, which is 0 for 2019-2020 as the ERS average contribution rate is not 2.0 percentage points higher than '18-'19	-0-
-Teachers Retirement System costs above 2 percentage points increase, which is 0 for 2019-2020 as the TRS rate is not 2.0 percentage points higher than '18-'19	<u>-0-</u>
MAXIMUM ALLOWABLE LEVY – To exceed this, need super majority vote	ESTIMATED \$2,918,956 (\$69,956 or 2.455% higher than prior year levy)

NOTES OF INTEREST

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

ITEMS THAT MUST BE COMMUNICATED TO THE PUBLIC

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

LONG LAKE CENTRAL SCHOOL DISTRICT
GENERAL FUND BUDGET CODE DESCRIPTIONS
SCHOOL YEAR 2019-2020

Board of Education Contractual

A1010.40

Building Condition Survey (every 5 years)

Five-Year Plan

Board Travel & Conferences

District Memberships/Publications/Updates/Subscriptions

Inspectors of Elections

Board of Education Retreat

B.O.E. Materials and Supplies

A1010.45

General Board Support/Recognition/Graduation

Voting Supplies

Character Education/Committee Supplies

District Clerk

A1040.16

Snide, Vickie

District Clerk Contractual

A1040.40

Legal Advertising/Help Wanted Ads

Central Administration

A1240.16

Short, Noelle (partial)

St. Pierre, Mason

Central Administration Contractual

A1240.40

Association Dues(ASBO, NYSCOSS, AASA, Notary, ASCD, SAANYS)

Industrial Appraisal Maintenance/Reports/Reappraisal

Office Equipment Servicing

Superintendent & Staff Conferences/Mileage

One Call Now Service

Lifetime Benefit Solutions (PreTax Benefits)

Bouchey Benefit Consulting (Affordable Care Act Specialists)

Superintendent Technology Reimbursement

Superintendent Life Insurance Policy

Central Administration Materials & Supplies

A1240.45

Office Supplies

Tax Forms

Business Administration Salaries

A1310.16

Snide, Vickie 80%

Walker, Lisa 50%

Auditing Salaries**A1320.16**

Flanagan, Jerry

Finance Salaries**A1325.16**

Walker, Lisa 50%

Tax Collection Salaries**A1330.16**

Flanagan, Jerry

Public Information – Contractual**A1480.40**

Constant Contact

Central Services Salaries**A1620.16**

Clark, Tony 50%

Hample, Eric 80%

Traynor, Dustin 90%

Cook-Keller, Sheri 20%

Overtime, Substitutes

Central Services Contractual**A1620.40**

Pickup Repairs

Gym Floor Refinishing

Roof Inspections

Building Insurance Premiums

Heating Plant (TBS/Trojan)

Alarm & Clock Systems Recertification & Repairs

Sewage System Service

Triennial Asbestos Inspection

Annual Fire & Structural Inspection

Boiler Inspection

Electrical/Plumbing/General Building Maintenance

NYS Permits & Fees

Stage Curtains Recertification

Fuel Oil Tank Recertification-Cathodic/Tightness Tests

Elevator & Lift Maintenance Fees & Inspections

Fire Extinguisher Inspection

Asbestos Training/Conferences/Licenses

Fire Panel Monitoring Service

Central Services Materials & Supplies**A1620.45**

Institutional Paper Products
Cleaning Products
General Plumbing/Hardware
Grounds Maintenance
Asbestos Removal Supplies

Maintenance Salaries**A1621.16**

Clark, Tony 30%

Maintenance Contractual**A1621.40**

Unplanned Service/Repair
Heating Unit Upgrade

Unallocated Insurance**A1910.40**

Student Accident Insurance

School Association Dues**A1920.40**

Mountain Valley Athletic Conference
Central Adirondack School Music Association (CASMA)
NYS Public H.S. Athletic Association
NYS Public H.S. Athletic Association, Sec. 7
National Association of Secondary School Principals (NHS)
NYSSBA

Supervision Instructional**A2020.15**

Short, Noelle (Partial)

Inservice Training**A2070.15**

Summer Curriculum Writing
Mentoring Stipends

Instructional Salaries – Elementary Salaries

A2110.12

Conboy, Allison	50%
Delehanty, Kristin	
Gannon, Michelle	30%
Goetze, Dana	40%
Harkness, Aimee	
Noonan, Elizabeth	
Phillips-LeBlanc, Mary	
Pine, Tina	
Pooler, Carey	
Sass, Christopher	40%
Graduate Hours Estimate	
Long Term Substitute Contingency	
Tutoring	
Summer School	

Instructional Salaries – Secondary Salaries

A2110.13

Combs, Tamara	
Curtin, Nicole	
Gannon, Michelle	70%
Goetze, Dana	60%
Koehring, Joseph	
LaMere, Hayden	
LeMere, Timothy	
Reynolds, Robert	
Sass, Christopher	60%
Graduate Hours Estimate	
Long Term Subs	
Tutoring	

Support Staff Salaries

A2110.16

Farr, Kami

Teaching Contractual A2110.40

Copier Lease & Materials
Faculty Professional Support-Presenters, Superintendent Conf. Day
Instructional Equipment Service/Repair-Instruments, Microscopes,
Kiln, Fitness Center
Fingerprint Fees
CPR Certificates
Online Classes
Flexible Spending Account Fees

Teaching Materials & Supplies

A2110.45

Paper/Envelopes

Office Supplies

Laminating Supplies

Student Awards

Program for Children with Disabilities – Instructional Salaries

A2250.15

Nevins, Megan

Conboy, Allison 50%

Program for Children with Disabilities – Non-Instructional Salaries

Dukett, Lacey

Program for Children with Disabilities - Contractual

A2250.40

IEP Direct

Adult Education – Salaries

A2330.15

Fitness Center

Miscellaneous Classes

Special Schools Salaries

A2330.1510

After School Study Hall/Detention

After School Program Director

Special Schools Contractual

A2330.40

After School Program Assistants

School Library/A.V. Salaries

A2610.15

Tremblay, Joshua

Attendance Salaries

A2805.16

Billings, Michelle (Partial)

Guidance Instruction Salaries

A2810.15

Guidance – Pylman, Elisha

Guidance – Summer Work

Health Services Salaries

A2815.16

Billings, Michelle (Partial)

Substitutes

Psychologist Contractual**A2820.40**

Shared Psychologist with Indian Lake CSD
Social Worker

Co-Curricular Salaries**A2850.15**

Athletic Coordinator
Arts-In-Education
Technology Coordinator
Musical/Play Director
Non-school day activities & overnight chaperones
Dance chaperone
Trip chaperones
Class/Club Advisors
Student Council Advisor
National Honor Society Advisor
Lead Teacher stipend
Science Olympiad Stipends
Yearbook Advisor
Trapshooting Advisor

Transportation Salaries**A5510.16**

Flanagan, Jerry	
Snide, Vickie	20%
Clark, Tony	20%
Hample, Eric	20%
Traynor, Dustin	10%
Farr, Chip	
Substitutes	

Transportation Contractual**A5510.40**

Vehicle Insurance
Tupper Lake CSD Facility Fee
Bus repairs outside of Tupper Lake CSD

Transportation Materials & Supplies**A5510.45...**

Gas/Diesel
Bus Maintenance

BOCES Charges

Board of Education

A1010.49

Policy Updates

Health, Safety, Risk Management

MSDS

Finance

A1310.49

State Aid Planning

Insurance Coordination (Workers Compensation)

Post – Employment Benefit Analysis (GASB75)

Finance Manager Software

AESOP

Personnel

A1430.49

Teacher/Coaches Certification

OLAS

Central Services

A1620.49

NYSMEC (Energy Consortium)

Central Printing & Mailing

A1670.49

Printing

Central Data Processing

A1680.49

Computer Services-Administrative

School Tools

Fiber Remote Costs

Administration

A1981.49

Administrative Charges

BOCES Rent, Capital Projects

A1983.49

Capital Charges

Inservice Training/Instruction

A2070.49

School Improvement

BOCES Workshops/Conferences

Teaching Regular

A2110.49

My Learning Plan/OASYS

Curriculum Mapper

iReady

Special Education

A2250.49

Special Class Options

Occupational Therapy

Physical Therapy

Speech Therapy

Occupational Education

A2280.49

Career & Technical Education (5 year Average)

Computer Assisted Instruction

A2630.49

Computer Technician

Instruction Support Services/Internet

Sports

A2855.49

Interscholastic Sports Coordinator

Transportation

A5510.49

Bus Driver Training

Alcohol & Drug Testing



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

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

LONG LAKE CSD

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



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

LONG LAKE CSD

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



Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
NYS Contract so I increased budget line			
A 1620.420-0000	Central Services Television	1,800.00	1,500.00
A 1620.430-0000	Central Services Electricity	27,000.00	30,000.00
A 1620.440-0000	Central Services Water Rent	1,000.00	1,000.00
A 1620.450-0000	Central Services Materials & Supplies	20,000.00	20,000.00
A 1620.460-0000	Central Services Telephone	8,500.00	8,500.00
A 1620.480-0000	Central Services LP Gas	100.00	100.00
A 1620.490-0000	Central Services BOCES	1,000.00	1,000.00
1620	OPERATION OF PLANT *	310,975.00	287,196.00
A 1621.160-0000	Mainten Support Staff Salaries	13,928.00	13,759.00
A 1621.400-0000	Maintenance Contractual Exp	17,500.00	17,500.00
1621	MAINTENANCE OF PLANT *	31,428.00	31,259.00
A 1670.400-0000	Contractual	1,200.00	1,200.00
A 1670.450-0000	Postage	3,200.00	3,500.00
A 1670.490-0000	Printing - BOCES Services	2,000.00	2,000.00
1670	CENTRAL PRINTING & * MAILING	6,400.00	6,700.00
A 1680.490-0000	Central DP - BOCES Services	37,500.00	37,500.00
1680	CENTRAL DATA PROCESSING *	37,500.00	37,500.00
16	**	386,303.00	362,655.00
A 1910.400-0000	Unallocated Insurance	1,000.00	3,000.00
No longer purchasing Chromebook Insurance			
1910	UNALLOCATED INSURANCE *	1,000.00	3,000.00

LONG LAKE CSD

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



Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
A 1920.400-0000	School Association Dues	6,000.00	6,200.00
1920	SCHOOL ASSOCIATION * DUES	6,000.00	6,200.00
A 1981.490-0000	BOCES Administrative Costs	19,500.00	19,500.00
1981	BOCES ADMINISTRATIVE * COSTS	19,500.00	19,500.00
A 1983.490-0000	BOCES Capital Expenses	2,650.00	2,650.00
1983	BOCES CAPITAL * EXPENSE	2,650.00	2,650.00
19	**	29,150.00	31,350.00
1	***	732,493.00	725,944.00
A 2020.150-0000	Supervision Instructional	25,000.00	25,000.00
2020	SUPERVISION - * REGULAR SCHOOL	25,000.00	25,000.00
A 2070.150-0000	Instructional Salaries	9,880.00	10,440.00
A 2070.490-0000	Inservics - BOCES Services	20,000.00	24,500.00
2070	INSERVICE TRAINING - * INSTRUCTION	29,880.00	34,940.00
20	**	54,880.00	59,940.00
A 2110.120-0000	Teaching K-6 Salaries	480,452.00	451,441.00
	Per contracted salaries and includes longevity payments		
A 2110.130-0000	Teaching 7-12 Salaries	477,469.00	476,763.00
	Per contracted salaries and reflects change in employees due to retirement		
A 2110.140-0000	Substitute Teachers	18,000.00	18,000.00
A 2110.160-0000	Support Staff Salaries	30,126.00	24,336.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
Per contracted salaries			
A 2110.170-0000	Payment in Lieu of Health Insurance	6,000.00	2,000.00
A 2110.200-0000	Teaching Equipment	7,000.00	4,000.00
Treadmill, microphones			
A 2110.400-0000	Teaching Contractual	16,650.00	17,100.00
A 2110.410-0000	Field Trips	20,000.00	20,000.00
A 2110.411-0000	Conference Attendance	8,500.00	8,500.00
A 2110.412-0000	Mileage Reimbursement	2,500.00	2,500.00
A 2110.413-0000	Arts in Education	3,000.00	
A 2110.450-0000	Teaching Materials & Supplies	9,000.00	8,200.00
A 2110.451-0000	Elementary - Grade 1	1,500.00	1,540.00
A 2110.451-1000	Summer School	100.00	78.00
A 2110.451-2000	Art Program	2,800.00	2,836.00
A 2110.451-4000	Teachers Assistant	250.00	250.00
A 2110.451-5000	English	1,000.00	1,175.00
A 2110.451-6000	French	200.00	200.00
A 2110.451-7000	Family Consumer Science	600.00	675.00
A 2110.451-8000	Health Education	350.00	350.00
A 2110.451-9000	Math	100.00	75.00
A 2110.452-1000	Elementary - Conboy/SPED	600.00	550.00
A 2110.452-2000	Music	1,500.00	1,585.00
A 2110.452-3000	Phys Ed	700.00	715.00
A 2110.452-4000	Science	800.00	808.00
A 2110.452-5000	Social Studies	100.00	
A 2110.452-6000	Technology	1,700.00	1,700.00
A 2110.452-7000	Elementary - PreK	650.00	650.00
A 2110.453-0000	Elementary - Harkness	250.00	250.00
A 2110.454-0000	Elementary - Grade 2	800.00	776.00
A 2110.455-0000	Elementary - Grade 3/4	1,000.00	1,050.00
A 2110.456-0000	Elementary - Grade 5/6	1,000.00	914.00
A 2110.458-0000	Elementary - Grade K	1,300.00	1,274.00
A 2110.459-1000	Ace Committee	1,500.00	1,500.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
A 2110.459-2000	STEM	1,000.00	1,000.00
A 2110.480-0000	Teaching Textbooks	5,000.00	5,000.00
A 2110.490-0000	Teaching BOCES	13,000.00	11,000.00
	Increased for iReady program		
2110	TEACHING - REGULAR *	1,116,497.00	1,068,791.00
	SCHOOL		
21	**	1,116,497.00	1,068,791.00
A 2250.150-0000	Instructional Salaries	86,695.00	83,969.00
A 2250.160-0000	Non Instructional Salaries	17,929.00	
	Reflects new position created 2018		
A 2250.400-0000	Students w/Disab Contractual	4,500.00	3,800.00
A 2250.450-0000	Special Ed Materials & Supplies	600.00	610.00
A 2250.470-0000	Special Tuition	2,500.00	2,500.00
A 2250.490-0000	BOCES Services	85,000.00	85,000.00
2250	PROGRAM FOR *	197,224.00	175,879.00
	STUDENTS		
	W/DISABILITIES SCHOOL		
	AGE - SCHOOL YEAR		
A 2280.490-0000	BOCES Services	30,000.00	30,000.00
2280	OCCUPATIONAL *	30,000.00	30,000.00
	EDUCATION (GRADES 9		
	-12)		
22	**	227,224.00	205,879.00
A 2330.150-0000	Adult Education Salary	10,804.00	12,407.00
A 2330.151-0000	Special Schools Salary	20,160.00	18,720.00
A 2330.400-0000	Special Schools Contractual	3,398.00	3,197.00
A 2330.450-0000	Special Schools Materials & Supplies	1,000.00	1,000.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
2330	TEACHING - SPECIAL SCHOOLS	35,362.00	35,324.00
23		** 35,362.00	35,324.00
A 2610.150-0000	Library Salaries	52,504.00	55,808.00
A 2610.450-0000	Library Materials & Supplies	900.00	900.00
A 2610.460-0000	Library Collections	7,400.00	7,400.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	60,804.00	64,108.00
A 2630.220-0000	Computer Hardware	21,000.00	21,000.00
A 2630.450-0000	Computer Materials & Supplies	1,000.00	1,000.00
A 2630.460-0000	Computer Software	7,000.00	7,000.00
A 2630.490-0000	Computer BOCES	70,200.00	70,200.00
2630	COMPUTER ASSISTED INSTRUCTION	99,200.00	99,200.00
26		** 160,004.00	163,308.00
A 2805.160-0000	Attendance	4,500.00	4,500.00
2805	ATTENDANCE - REGULAR SCHOOL	4,500.00	4,500.00
A 2810.150-0000	Guidance Instructional Salaries	61,455.00	58,135.00
A 2810.450-0000	Guidance Materials & Supplies	1,200.00	1,219.00
A 2810.451-0000	Guidance Testing and Materials	1,200.00	1,195.00
2810	GUIDANCE - REGULAR SCHOOL	63,855.00	60,549.00
A 2815.160-0000	Support Staff Salaries	30,855.00	30,380.00
A 2815.400-0000	Health Contractual	6,800.00	6,800.00
A 2815.450-0000	Health Materials & Supplies	1,800.00	1,828.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
2815	HEALTH SERVICES - REGULAR SCHOOL	39,455.00	39,008.00
A 2820.400-0000	Psychologist Contractual Also includes Mental Health Services	50,000.00	40,000.00
A 2820.450-0000	Psychologist Materials & Supplies	1,000.00	1,150.00
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	51,000.00	41,150.00
A 2825.400-0000	Contractual	6,000.00	6,000.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	6,000.00	6,000.00
A 2850.150-0000	Co-curricular Salaries	25,890.00	21,394.00
A 2850.450-0000	Co-curricular Materials & Supplies	1,000.00	1,000.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	26,890.00	22,394.00
A 2855.150-0000	Interscholastic Salaries Many current coaches are from ILCS so decreased this line and increased Contractual line	10,000.00	20,000.00
A 2855.200-0000	Interscholastic Equipment 18-19 Budget included soccer goals and gym scoreboard		10,000.00
A 2855.400-0000	Interscholastic Contractual Many current coaches are from ILCS so increased this line and decreased salaries line	20,500.00	10,500.00
A 2855.450-0000	Interscholastic Materials & Supplies	3,000.00	3,000.00
A 2855.490-0000	BOCES Interscholastic	500.00	500.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL *	34,000.00	44,000.00
28	**	225,700.00	217,601.00
2	***	1,819,667.00	1,750,843.00
A 5510.160-0000	Transportation Salaries	78,760.00	78,399.00
A 5510.400-0000	Transportation Contractual	15,000.00	14,000.00
A 5510.450-0000	Transportation Materials & Supplies Misc	500.00	500.00
A 5510.451-0000	Diesel/Gasoline	18,000.00	18,000.00
A 5510.452-0000	Tires	2,500.00	2,500.00
A 5510.453-0000	Parts	7,500.00	7,500.00
A 5510.454-0000	Labor	13,000.00	13,000.00
A 5510.490-0000	BOCES Contractual	1,300.00	1,300.00
5510	DISTRICT TRANSPORTATION SERVICES *	136,560.00	135,199.00
55	**	136,560.00	135,199.00
5	***	136,560.00	135,199.00
A 9010.800-0000	NYS Retirement	61,000.00	56,000.00
9010	STATE RETIREMENT *	61,000.00	56,000.00
A 9020.800-0000	Teacher Retirement	132,000.00	145,000.00
	TRS rates decreased		
9020	TEACHERS' RETIREMENT *	132,000.00	145,000.00
A 9030.800-0000	Social Security	135,928.00	130,741.00
9030	SOCIAL SECURITY *	135,928.00	130,741.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
A 9040.800-0000	Worker Compensation	13,500.00	13,000.00
9040	WORKERS' COMPENSATION *	13,500.00	13,000.00
A 9050.800-0000	Unemployment	20,000.00	20,000.00
9050	UNEMPLOYMENT INSURANCE *	20,000.00	20,000.00
A 9055.800-0000	Disability Plan	4,000.00	4,000.00
9055	DISABILITY INSURANCE *	4,000.00	4,000.00
A 9060.800-0000	Hospitalization	955,000.00	984,540.00
	Reflects 6 months (7/1- 12/31) of lower than expected rates		
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE *	955,000.00	984,540.00
90	**	1,321,428.00	1,353,281.00
A 9901.930-0000	Transfer to School Food Svc Fund	105,709.00	102,605.00
9901	TRANSFERS TO FUNDS *	105,709.00	102,605.00
99	**	105,709.00	102,605.00
9	***	1,427,137.00	1,455,886.00
Grand Totals:		4,115,857.00	4,067,872.00

LONG LAKE CSD

Revenue Status Report For 2019-2020 GENERAL FUND REVENUE BUDGET



Account	Description	2019 - 20	2018 - 19
		Proposed Budget	Budget
A 1001	Real Property Taxes		2,813,826.42
A 1040	Appropriation of Planned Balance		
A 1080	Federal Payment in Lieu of Taxes		0.00
A 1081	Other Payments in Lieu of Taxes		35,173.58
A 1085	School Tax Relief Reimb (STAR)		3,000.00
A 1090	Penalty on Taxes	3,000.00	3,300.00
A 1310	Day School Tuition	3,600.00	1,000.00
A 1315	CONTINUING EDUCATION		
A 1335	Other Student Fees/Charges	1,000.00	400.00
A 2350	Youth Services, Other Governments	7,500.00	0.00
A 2401	Interest on Earnings		
A 2650	Sale of Excess Materials		
A 2680	Insurance Recoveries		
A 2701	Refunds of Prior Years Expenditures		
A 2770	Other Unclassified Revenues		0.00
A 3040	State Aid Other - STAR Admin		
A 3101.A	General Aid	475,000.00	475,000.00
A 3101.B	Excess Cost Aid		0.00
A 3102	VLT Lottery Aid		0.00
A 3103	BOCES Aid	59,000.00	59,000.00
A 3106	Sound Basic Education Aid		
A 3260	Textbook Aid	4,000.00	4,000.00
A 3262	Computer Software Aid		
A 3263	Library Material Aid		
A 3265	Small Government Assistance		0.00
A 3289	Other State Aid		0.00
A 4285	Deficit Reduction Assessment Rest		
A 4289	Other Federal Educational Aid		
A 4601	Medicaid Assistance, HRSS	4,000.00	0.00
A 5031	Interfund Transfer		

LONG LAKE CSD

Revenue Status Report For 2019-2020 GENERAL FUND REVENUE BUDGET



Account	Description	2019 - 20	2018 - 19
		Proposed Budget	Budget
Grand Totals:		557,100.00	3,394,700.00

Account	Description	2019 - 20 Proposed Budget	2018 - 19 Budget
C 2860.160-0000	Cafeteria Salaries	59,553.00	57,778.00
C 2860.400-0000	Cafeteria Contractual	3,000.00	3,000.00
C 2860.410-0000	Cafeteria Food	30,000.00	30,000.00
C 2860.450-0000	Cafeteria Materials & Supplies	2,500.00	2,500.00
2860	SCHOOL FOOD SERVICE *	95,053.00	93,278.00
28	**	95,053.00	93,278.00
2	***	95,053.00	93,278.00
C 9010.800-0000	Cafeteria Employees Retirement	9,500.00	9,500.00
9010	STATE RETIREMENT *	9,500.00	9,500.00
C 9030.800-0000	Cafeteria Social Security	4,556.00	4,420.00
9030	SOCIAL SECURITY *	4,556.00	4,420.00
C 9060.800-0000	Cafeteria Health Insurance	31,000.00	30,107.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE *	31,000.00	30,107.00
90	**	45,056.00	44,027.00
9	***	45,056.00	44,027.00
Grand Totals:		140,109.00	137,305.00

Account	Description	2019 - 20	2018 - 19
		Proposed Budget	Budget
C 1440.B	Breakfast - Student Sale of Meals	2,500.00	2,500.00
C 1440.L	Lunch - Student Sale of Meals	9,500.00	9,500.00
C 1445.B	A La Carte Sales		
C 1445.L	A La Carte Sales	1,800.00	2,000.00
C 2401	Interest and Earnings		0.00
C 2665	Sale of Equipment		
C 2770	Misc. Revenues		
C 3190.FB	Breakfast - Federal Reimbursement	5,500.00	5,500.00
C 3190.FL	Lunch - Federal Reimbursement	12,000.00	12,000.00
C 3190.FS	Snack - Federal Reimbursement	550.00	750.00
C 3190.SB	Breakfast - State Reimbursement	250.00	250.00
C 3190.SL	Lunch - State Reimbursement	500.00	400.00
C 4190	USDA Surplus Food	1,800.00	1,800.00
C 5031	Interfund Transfer	105,709.00	102,605.00
Grand Totals:		140,109.00	137,305.00

BUDGET SPREADSHEET

	2017-2018	2018-2019	Proposed 2019-2020
Budget Summary			
General Support	718,641	725,944	732,493
Instruction	1,719,403	1,750,843	1,819,667
Pupil Transportation	128,832	135,199	136,560
Undistributed	<u>1,423,366</u>	<u>1,455,886</u>	<u>1,427,137</u>
General Fund Budget Total	3,990,242	4,067,872	4,115,857
 Projected Revenues			
State Aid	474,500	479,000	479,000
BOCES	55,000	59,000	59,000
Interest on Deposits	400	400	7,500
Miscellaneous	<u>6,400</u>	<u>7,300</u>	<u>11,600</u>
Total External Revenues	536,300	545,700	557,100
Appropriated Fund Balance	664,942	673,172	643,757
 Total Revenues & Appropriated Fund Balance	1,201,242	1,218,872	1,200,857
Appropriated Planned Balance	285,000	285,000	285,000
 Tax Levy Summary			
General Fund Appropriation	3,990,242	4,067,872	4,115,857
Less Projected Revenues & Approp. Fund Bal.	<u>1,201,242</u>	<u>1,218,872</u>	<u>1,200,857</u>
Tax Levy Summary	2,789,000	2,849,000	2,915,000
 Tax Rate Summary-Long Lake	\$4.5729	\$4.6738	\$4.7820
(Per \$1,000 A/V)			
Tentative, January 2019			

TAX RATE PROJECTION

SCHOOL YEAR 2019-2020

The tax rate is determined annually and is based on taxable assessed property values and the tax levy required to support the General Fund Budget. Our district has two geographic components: state lands in Arietta and taxable assessed property in the Town of Long Lake. The state establishes Arietta's assessed value and the Town of Long Lake's assessed values are established by the assessor. Both assessments are estimated at full market value (100%). The combination of these two property values equals the district's total value. The tax levy is then apportioned between Arietta and Long Lake based on their respective percentage of the district's total assessed value. The separate tax levies are then calculated by dividing the apportioned levy by the associated assessed value. The resulting figure is the tax rate per \$1,000 of assessed value. The tax levy calculations for school year 2019-2020 are estimated below.

	ARIETTA	LONG LAKE
Taxable assessed value:	\$28,369,470	\$581,203,871
Total district value:	\$609,573,341	
Proportion of district value:	4.6540%	95.3460%
School tax levy:	\$2,915,000	
Levy Apportioned by Municipality	\$135,664.10	\$2,779,335.90
Tax rate per \$1,000 of assessed value 2019-2020:	\$ 4.7821	\$ 4.7820

Tax Rate Comparison:

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

(Tentative, January 2019)

**Long Lake Central School District
Library Media Specialist - Job Description and Expectations
DRAFT 1/14/18**



BOE appointed LMS will be responsible for collaborative development and assistance with instructional implementation for district curriculum skills that will complement and enhance grade-level instruction for all PK-12 district students to include but not limited to:

- Library and Information literacy
- Digital Citizenship and Computer/Technology literacy
- Creation, implementation, and maintenance of an engaging and innovative library media center
- Collaborates with grade-level teams and administration with regard to curriculum design and instruction while demonstrating knowledge of NYS standards, shifts/crosswalks, and implementation timelines
- Demonstrates and maintains a deep understanding of emerging trends/issues as well as best practices in areas such as library outreach, instruction, information access, and program/student assessments
- Actively identifies relevant initiatives for local implementation
- Demonstrates innovative ways of integrating library resources/services into the daily lives of students, and shares all potential resources for incorporation into teacher instructional practices
- Creates educational programs, events, and opportunities relevant to district/community initiatives
- Offers students, parents, educators, and administrators instructional materials reflective of current information needs and/or access
- Is flexible and adapts easily to change when working with students, colleagues and other district stakeholders
- Has practical knowledge and skills with regard to the different subject areas/grade-levels while also being able to assist others with a wide variety of skill sets
- Provides access to materials in all formats, including up-to-date high quality and varied literature to develop and strengthen the love of reading
- Responsible for book circulation, maintenance and repair; along with the other managerial tasks involved in operating a strong school library program across the district
- Submits an annual report to administration providing statistics and other relevant evidence that supports program requirements/services
- Works with the Franklin-Essex-Hamilton School Library System for professional development opportunities and tech support/assistance related to library needs
- Participates in professional organizations at regional, state, and/or national levels (SLNNY, School Librarians of Northern NY; NYLA/SSL, New York Library Association's Section of School Librarians; ALA/AASL, American Library Association's Section of School Library)