



**Long Lake**  
CENTRAL SCHOOL DISTRICT

BOARD OF EDUCATION MEETING  
Tuesday, August 8, 2023  
6:00 p.m. Regular Meeting, LLCS Cafeteria

- I. Call to Order – Clerk of the Board
  - a. Pledge of Allegiance
  - b. \*Minutes of the July 18, 2023 Reorganizational/Regular Meeting
  - c. Next Regular Meeting September 12, 2023
- II. Public Participation
- III. Presentations
- IV. Superintendent's Update
- V. Business Affairs
  - a. \*June 2023 Treasurer Reports
  - b. Comprehensive Budget and Revenue Status Reports
  - c. Warrants
  - d. \*Budget Transfers Schedule C-1
- VI. Recommendations for Approval
  - a. \*Policy #5630 Facilities: Inspection, Operation, and Maintenance
  - b. \*Policy #7420 Sports and the Athletic Program
  - c. \*Policy #8240 Instruction in Certain Subjects
  - d. \*2023-2024 Tax Warrant
  - e. \*Request for Disposal of School Property Declared Obsolete
  - f. \*Toni Ann Varvaro as Substitute
  - g. \*Ethan Burns as Fitness Center Attendant for 2023-2024 School Year
  - h. \*Heather Kilpatrick as Teaching Assistant
  - i. \*Conditions of Employment for Jaime Bailey-Warren as Special Education Long-Term Substitute Teacher Effective September 1, 2023
  - j. \*Jaime Bailey-Warren as 11th Grade Advisor for 2023-2024 School Year
  - k. \*Astronomy Set and Casio Organ Donation
  - l. \*Ashley Johnson as School Counselor Effective September 1, 2023
  - m. \*Sean O'Shell as Mentor for Jaime Bailey-Warren
  - n. \*Jim Piraino as Elementary Soccer Coach for 2023-2024 School Year
- VII. General Discussion
  - a. District Wide Safety Plan
- VIII. Policy 1<sup>st</sup> Readings
- IX. 2<sup>nd</sup> Public Participation

X. Executive Session

- a. To Discuss Matters Which Will Imperil Student Safety if Disclosed

XI. Adjourn

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

**Date:** July 18, 2023

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

**Type of Meeting:** Regular/Reorganizational Meeting

**Place:** LLCS Cafeteria

**Members Present:** Michael Farrell  
Joan Paula  
Tara Murphy  
PJ Preuss

**Members Absent:** Trisha Hosley

**Others Present:** David Snide-Principal/Superintendent, Elizabeth Hosley-Clerk of the Board

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

**Approved:** Upon the nomination by Tara Murphy, with all in favor, **Michael Farrell as Board of Education President.**

**Approved:** Upon the nomination by Tara Murphy with all in favor, **Trisha Hosley as Board of Education Vice-President.**

Michael Farrell took his **Oath of Office.**

**Approved:** On Motion by Tara Murphy, seconded by Joan Paula, with all in favor, the below appointments and recommendations for the 2023-2024 school year:

Chief Fiscal Officer	BOE President
District Clerk	Elizabeth Hosley
District Treasurer	Elizabeth Hosley
Deputy District Treasurer	Julie Puterko
Tax Collector	Jerome Flanagan
Deputy Tax Collector	Elizabeth Hosley
Claims Auditor	Lynn Zaidan
School Physician/Medical Director/ Director of School Health Services	Dr. Russell Rider
School Attorney	Girvin & Ferlazzo
External Auditor	Raymond G. Preusser, CPA, P.C.
Chief Information Officer	TBD
Alternate Chief Information Officer	David Snide

Chief Emergency Officer	David Snide
Central Treasurer-Extra Classroom	
Activity Accounts	Julie Puterko
Supervisor of Attendance	Michelle Billings
Asbestos (LEA) Designee	Eric Hample
Purchasing Agent	David Snide
Records Management Officer	David Snide
Records Access Officer	Lynn Zaidan
Civil Rights Compliance Officers	
(#6121)	David Snide
Dignity Act Coordinator	Michelle Billings
Chemical Hygiene Officers	Nicole Curtin & Eric Hample
Liaison for Homeless Children	
& Youth	TBD
Designated Education Official	David Snide
Reviewer of Public Works	
Contractors Payroll Records	Elizabeth Hosley
Delegation for Sale of School	
Property (#5250)	David Snide
Official Bank Depository	Community Bank, N.A., NYClass
Integrated Pest Management	
Coordinator	Eric Hample
Regular Board Meetings	2nd Tuesday of each month, unless otherwise noted
	Hamilton County Express
Official Newspaper	David Snide
Payroll Certifications	
Conferences & Workshop	
Attendance Approvals	David Snide
Petty Cash Fund	\$100.00
Check Signatures	Julie Puterko
	Lynn Zaidan
	David Snide (Extra-Classroom Acct. only)
Budget Transfers	BOE approval for over \$5,000
Mileage Rate	\$.655/mile
Authorization of Investments	Elizabeth Hosley
Tuition	Non-Resident \$1,000/family for 1st child, \$300 each additional child
	Non-Resident Employee - \$100 for 1st child, \$50 each additional child
	PreK- 50% of above rates
Official Undertakings (Bonds)	Tax Collector - \$1,000,000
	Treasurer - \$1,000,000
	Claims Auditor - \$1,000,000
	Business Manager - \$1,000,000
	All Other Employees - \$100,000
BOE Sick Bank Committee	
Member	Trisha Hosley
Credit Cards & Limits	Community Bank (First National of Omaha) \$10,500
Designated No Smoking Zone	
Officials (#5640)	Eric Hample
	David Snide

Data Protection Officer	David Snide
Audit Committee (#1330)	Board of Education
APPR Lead Evaluator	David Snide
Child Nutrition Program:	
Reviewing Official	Elizabeth Hosley
Hearing Official	David Snide
Verification Official	Elizabeth Hosley
Grants in Aid (Federal & State) Applications	David Snide
Superintendent Conference Approval	NYSCOSS Conferences
	Rural Schools Association Conferences
	NYSSBA Conferences
	BOCES Conferences
	NE Council of School Superintendents Conferences
BOE Members Approved Conferences	Fiscal Oversight Fundamental, Essentials of School Board Governance and New School Board Member Academy Workshops
	NYSSBA Conferences
	Rural Schools Association Conferences
	BOCES Conferences
Maximum # of Foreign Exchange Students Enrolled (#7133/7134)	Four
Foreign Exchange Tuition (#7133/7134)	\$9,000 Split 50/50 with Host Family
Foreign Exchange Agencies (#7133/7134)	AFS, International Fellowship, Youth for Understanding, Exchange Service International, Educatius, Svetlana Ovcharenko, EduAbroad
Reestablish Tax Certiorari Reserve Fund	\$10,000 plus interest

**Approved:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, the following **Committee Designations, Pre-School Special Education Programs, and adoption of all Board of Education Policies:**

**Committee Designations:**

Committee on Special Education – Mandated Members  
    Parents of the Student  
    Student, if appropriate  
    General Education Teacher  
    Special Education Teacher/Provider – TBD  
    School Psychologist – Contract with Schroon Lake CSD  
    CSE Chairperson – Joshua Tremblay  
    School Physician – Dr. Russell Rider\*\*  
    Additional Parent Member\*\*

Subcommittee on Special Education – Mandated Members

Parents of the Student  
Student, if appropriate  
General Education Teacher  
Special Education Teacher/Provider – TBD  
CSE Chairperson – Joshua Tremblay  
School Physician – Dr. Russell Rider\*\*  
Additional Parent Member\*\*

Committee on Pre-School Special Education – Mandated Members

Parents of the Student  
Special Education Teacher/Provider – TBD  
CPSE Chairperson – Contract with Schroon Lake CSD  
Additional Parent Member\*\*  
Representative from Municipality

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

Approved Institutions for Pre-School Special Education Programs

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

**Approved:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor to exit the Reorganization Meeting at 6:08.

**Approved:** On Motion by Tara Murphy, seconded by Joan Paula, with all in favor, **minutes of the June 8, 2023, regular meeting.**

The next meeting date is Tuesday, August 8, 2023, at 6 p.m.

**Public Participation:** None

**Presentations:** None

**Superintendent's Update:**

End of school year **report cards** went out.

**Field Trips:** Grades K and 1<sup>st</sup> went to the Newcomb ADK Interpretive Center, K-6<sup>th</sup> went to the Wild Center, and grade 2 completed the Tupper Lake Triad.

**Clay Target** competed in the State Tournament.

We will be conducting interviews for the **Cook Manager** position on Thursday, July 27, 2023. Currently we have three applicants.

**July 11<sup>th</sup> flooding.** The school building and grounds did not sustain any damage. Due to the flooding the Newcomb Youth program is on hold for Long Lake campers because the road to Newcomb is closed for repairs and Capital Project activities were delayed two days.

Tuesday, September 5, 2023, there will be a tabletop exercise from 8:30-10:00am.

There are a few remaining **Advisor positions** open.

The timeline for **recruiting a Superintendent** was reviewed and discussed.

#### **Business Affairs:**

**Approved:** On Motion by Michael Farrell, seconded by Joan Paula, with all in favor, the May 2023 **Treasurer Reports.**

Comprehensive **Budget and Revenue Status** Reports for the General and Lunch Funds and **Warrants** were reviewed.

**Approved:** On Motion by Tara Murphy, seconded by Michael Farrell, with all in favor, **Budget Transfers** Schedule A-4.

#### **Recommendations for Approval:**

**Approved:** On Motion by PJ Preuss, seconded by Tara Murphy, with all in favor, **Student Transportation Agreement with True North Schools for the 2023-2024 School Year.**

**Approved:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, **Student Transportation Agreement with Tupper Lake CSD for the 2023-2024 School Year.**

**Approved:** On Motion by Michael Farrell, seconded by PJ Preuss, with all in favor, **Resolution to Participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Program.**

**Approved:** On Motion by Tara Murphy, seconded by Joan Paula, with all in favor, **Resolution to Participate in the Capital Region BOCES Cooperative Bidding for Shared Food Service Program.**

**Approved:** On Motion by Joan Paula, seconded by Tara Murphy, with all in favor, **Non-Resident Students for 2022-2023 School Year.**

**Approved:** On Motion by Michael Farrell, seconded by Joan Paula, with all in favor, **Policy #6121 Sexual Harassment in the Workplace, Policy #6130 Evaluation of Personnel, Policy #7150 Remote Learning, Policy #8450 Home, Hospital, or Institutional Instruction (Homebound Instruction).**

**Approved:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, to **Rescind Appointments of Bradley Countermine as Special Education Teacher, CSE Chairperson, and 11th Grade Advisor.**

**Approved:** On Motion by Joan Paula, seconded by Tara Murphy, with all in favor, **Joshua Tremblay as Mentor for Aaron Chambers.**

**Approved:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, **Aaron Chambers as Girls Modified Basketball Coach, Donna Furlong as Green Team Club Advisor for 2023-2024 School Year.**

**Recognized:** On Motion by Tara Murphy, seconded by PJ Preuss, with all in favor, **Julie Wolfe as Girls Modified Softball for 2023-2024 School Year.**

**Approved:** On Motion by PJ Preuss, seconded by Michael Farrell, with all in favor, **Resignation of Kathryn Connell as Elementary Education Teacher effective August 31, 2023.**

**Approved:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, **Request for Disposal of School Property Declared Obsolete.**

**Approved:** On Motion by Tara Murphy, seconded by Joan Paula, with all in favor, **CSE Recommendations for Student #s 202753, 202746, 202749, 202301, 202204, 202302.**

**Approved:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, **Rates of Pay for the 2023-2024 School Year.**

**Approved:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, **Grade 12 Spanish Textbook Adoption:** Carie Toth *La calaca alegre*, Carrie Toth *Vector*, Carrie Toth and Carol Gaab *La hija del sastre*, Kristy Placido *Leyendas impactantes*

**Approved, regretfully:** On Motion by Joan Paula, seconded by PJ Preuss, with all in favor, **Resignation of Elisha Cohen Effective August 11, 2023.**

**Approved:** On Motion by Joan Paula, seconded by Tara Murphy, with all in favor, **Joshua Tremblay as 2023-2024 CSE Chairperson.**

#### **General Discussion:**

Code of Conduct was discussed.

**Approved:** On Motion by Michael Farrell, seconded by Joan Paula, with all in favor, **Code of Conduct.**

**Anticipated sports enrollment** numbers for the next few years, past practice of sports scheduling and combining teams was discussed.

Updates on **Capital Project** pieces and finances were discussed.

**Policy 1<sup>st</sup> Readings:** A first policy reading was held on Policy #5630 Facilities: Inspection, Operation, and Maintenance, Policy #7420 Sports and the Athletic Program, Policy #8240 Instruction in Certain Subjects.

**2<sup>nd</sup> Public Participation:** None

**Executive Session:** On Motion by Michael Farrell seconded by Tara Murphy, with all in favor, **enter Executive Session at 8:08**, to discuss a Matter Related to Personal and Financial Issues of a Particular



Person and/or Which Is Made Confidential by State Or Federal Law and Employment History of Three Particular Persons.

**Approved:** On Motion by Tara Murphy, seconded by PJ Preuss, with all in favor, to leave Executive Session at 8:44 p.m.

**Approved:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, **BE IT RESOLVED** the Board of Education of the Long Lake Central School District, on the recommendation of the Superintendent of Schools, **does hereby appoint Lacey Dukett to the position of Elementary Teacher**, pursuant to a three (3) year probationary appointment in the Elementary tenure area commencing September 1, 2023 and terminating August 31, 2026, contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout their probationary period, consistent with the requirements of Education Law Sections 3012-d.

**Approved:** On Motion by PJ Preuss, seconded by Joan Paula, with all in favor, **BE IT ALSO RESOLVED** Mrs. Dukett is hereby granted a leave of absence from her current position as Teacher Assistant, in the Teacher Assistant tenure area, for a period of one (1) year (from September 1, 2023 to August 31, 2024), for the purpose of accepting the Elementary Teacher appointment. Either party may decide, during or at the end of this 1-year leave of absence, to terminate this appointment. Should Mrs. Dukett's probationary appointment be terminated during or at the end of this one (1) year leave, she shall have the right to return to a position in the Teacher Assistant tenure area. **BE IT FURTHER RESOLVED**, that during or upon the conclusion of such leave of absence Mrs. Dukett returns to the Teacher Assistant tenure area, Mrs. Dukett will be reinstated with her tenure and all previously accrued seniority.

**Adjournment:** On Motion by Michael Farrell, seconded by Tara Murphy, with all in favor, the Board adjourned at 8:47 p.m.

Clerk of the Board

Elizabeth Hosley

Va

TREASURER'S MONTHLY REPORT      FUND: EXTRACURRICULAR ACCT.

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period      \$      7,541.80

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$      1,011.69
	Interest	\$      0.94

Total Receipts      \$      1,012.63

Total receipts, including balance      \$      8,554.43

Disbursements made during the month:

By Check-From Check # 1355	\$      275.00
EFT Transfers	
By Debit Charge	

Total amount of checks issued and debit charges      \$      275.00

Cash balance as shown by records      \$      8,279.43

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month      \$      8,554.43

Less outstanding checks or Internal transfers      \$      275.00

See attached

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

There are undeposited funds in treasurer's hands)      \$      8,279.43

Amount of receipts undeposited (See attached schedules)

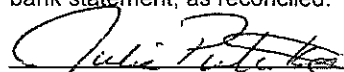
Total available balance (must agree with Cash Balance above if there is a true reconciliation)      \$      8,279.43

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

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

Clerk of the Board of Education

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

  
Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: CAPITAL FUND

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$514,760.19

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

<u>Date</u>	<u>Source</u>	
June	Deposits	
	Interest	\$ 61.04
	Total Receipts	\$ 61.04
	Total receipts, including balance	\$ 514,821.23

Disbursements made during the month:

By Check: 1106-1109	\$ 24,799.22
EFT Transfers	\$ 236.50
By Debit Charge	\$ -

Total amount of checks issued and debit charges: \$ 25,035.72

Cash balance as shown by records \$ 489,785.51

RECONCILIATION WITH BANK STATEMENT

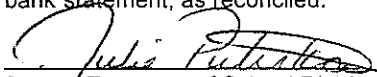
Balance as given on bank statement, end of month	\$489,785.51
Less total of outstanding checks	

Net balance in bank (Should agree with Cash Balance above unless There are undeposited funds in treasurer's hands)	\$ 489,785.51
Amount of receipts undeposited (See attached schedules)	-

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$489,785.51Received by the Board of Education and entered  
as a part of the minutes of the Board meeting held

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

Clerk of the Board of Education

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

TREASURER'S MONTHLY REPORTFUND: MONEY MARKET ACCOUNT

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 354,034.17

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 1,581,332.18
	Interest	\$ 3,193.84
	Total Receipts	<u>\$ 1,584,526.02</u>
	Total receipts, including balance	<u>\$ 1,938,560.19</u>

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 722,511.95
By Debit	\$ -

Total amount of checks issued and debit charges \$ 722,511.95Cash balance as shown by records \$ 1,216,048.24RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,216,048.24

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 1,216,048.24

Amount of receipts undeposited \$ -

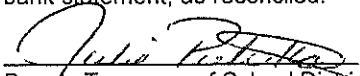
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 1,216,048.24

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

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

Clerk of the Board of Education

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

  
Deputy Treasurer of School District

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

For Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 81,433.99

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 484,387.66
	Interest	11.11

Total Receipts \$ 484,398.77

Total receipts, including balance \$ 565,832.76

Disbursements made during the month:

By Check-From Check #18114 - 18172	\$ 138,316.61
EFT Transfers	368,143.82
	\$ -

Total amount of checks issued and debit charges \$ 506,460.43

Cash balance as shown by records \$ 59,372.33

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 170,836.68

Deposit in transit

Less outstanding checks see attached \$ 111,464.35

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 59,372.33

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

Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 59,372.33

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

20

Clerk of the Board of Education

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

  
Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: LUNCH FUND

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 1,286.35

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 25,759.35
	Interest	<u>2.47</u>

Total Receipts \$ 25,761.82

Total receipts, including balance \$ 27,048.17

Disbursements made during the month:

By Check-From Check 2465 - 2478	\$ 4,254.76
EFT Transfers	<u>6,793.00</u>

Total amount of checks issued and debit charges \$ 11,047.76

Cash balance as shown by records \$ 16,000.41RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 16,730.97

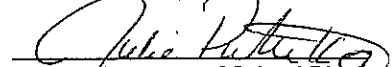
Less outstanding checks see attached \$ 730.56Net balance in bank (Should agree with Cash Balance above unless  
There are undeposited funds in treasurer's hands)

\$ 16,000.41

Amount of receipts undeposited

-Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)\$ 16,000.41Received by the Board of Education and entered  
as a part of the minutes of the Board meeting held

\_\_\_\_\_, 20\_\_\_\_

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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.  
Deputy Treasurer of School District

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

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 1,751,316.46

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

<u>Date</u>	<u>Source</u>	
June	Deposits	
	Interest	\$ 3,630.43
	Total Receipts	\$ 3,630.43
	Total receipts, including balance	\$ 1,754,946.89

Disbursements made during the month:

By Check:	
EFT Transfers	\$ 1,500,000.00
By Debit	\$ -

Total amount of checks issued and debit charges \$ 1,500,000.00

Cash balance as shown by records \$ 254,946.89

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 254,946.89

Less outstanding checks

Net balance in bank (Should agree with Cash Balance above unless there are undeposited funds in treasurer's hands) \$ 254,946.89

Amount of receipts undeposited \$ -

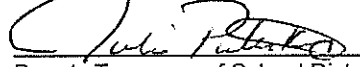
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$ 254,946.89

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

20

Clerk of the Board of Education

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

  
Deputy Treasurer of School District

TREASURER'S MONTHLY REPORTFUND: SCHOLARSHIP FUND

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 5,061.95

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ 6,375.00
	Interest	\$ 0.96

Total Receipts \$ 6,375.96

Total receipts, including balance \$ 11,437.91

Disbursements made during the month:

By Check-from Check # 1454 - 1481 \$ 7,150.00

EFT Transfers -

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 4,287.91

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 8,887.91

less outstanding checks

see attached \$ 4,600.00

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

There are undeposited funds in treasurer's hands)

\$ 4,287.91

Amount of receipts undeposited (See attached schedules)


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

\$ 4,287.91

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

\_\_\_\_\_20\_\_\_\_

Clerk of the Board of Education

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



TREASURER'S MONTHLY REPORTFUND: PAYROLL FUND

For the Period from June 1, 2023 thru June 30, 2023

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

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

<u>Date</u>	<u>Source</u>	
June	Deposits	240,102.60

Total Receipts \$ 240,102.60

Total receipts, including balance \$ 241,102.60

Disbursements made during the month:

By Check: #	
EFT Transfers/Direct Deposit	\$ 240,102.60

Total amount of checks issued and debit charges: \$ 240,102.60

Cash balance as shown by records \$ 1,000.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 1,000.00

Less Outstanding Checks - See Attached \$ -

\$ 1,000.00

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

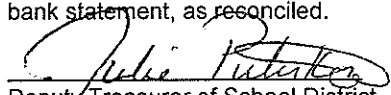
There are undeposited funds in treasurer's hands)

Amount of receipts undeposited-

Total available balance (must agree with Cash Balance above if there is a  
true reconciliation) \$ 1,000.00Received by the Board of Education and entered  
as a part of the minutes of the Board meeting held

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

Clerk of the Board of Education

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

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

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 74,758.20

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 294.97

Total Receipts \$ 294.97

Total receipts, including balance \$ 75,053.17

Disbursements made during the month:

By Check-from Check #	\$ -
EFT Transfers	5,000.00

Total amount of checks issued and debit charges \$ 5,000.00

Cash balance as shown by records \$ 70,053.17

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 70,053.17

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited (See attached schedules) 70,053.17

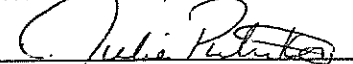
Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)

\$ 70,053.17

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

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

Clerk of the Board of Education

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

TREASURER'S MONTHLY REPORTFUND: TED ABER SCHOLARSHIP-NY CLASS

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 9,403.64

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 37.86

Total Receipts \$ 37.86

Total receipts, including balance \$ 9,441.50

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 \$ 9,441.50

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 9,441.50

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 9,441.50

Amount of receipts undeposited (See attached schedules)

-

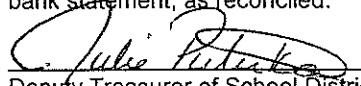
Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)

\$ 9,441.50

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

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

Clerk of the Board of Education

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

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

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 7,004.66

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 28.24

Total Receipts \$ 28.24

Total receipts, including balance \$ 7,032.90

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 \$ 7,032.90

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 7,032.90

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands) \$ 7,032.90

Amount of receipts undeposited (See attached schedules)

-

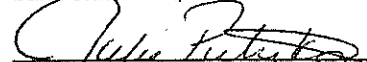
Total available balance (must agree with Cash Balance above if there is a  
true reconciliation)

\$ 7,032.90

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

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

Clerk of the Board of Education

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

TREASURER'S MONTHLY REPORTFUND: COURTNEY SCHOLARSHIP-NY CLASS

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 2,150.87

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ 8.68

Total Receipts \$ 8.68

Total receipts, including balance \$ 2,159.55

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 \$ 2,159.55

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$ 2,159.55

less outstanding checks \$ -

see attached \$ -

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

There are undeposited funds in treasurer's hands)

Amount of receipts undeposited (See attached schedules)

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

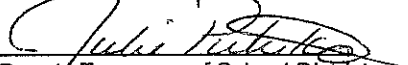
\$ 2,159.55

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

20

Clerk of the Board of Education

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

  
Deputy Treasurer of School District

TREASURER'S MONTHLY REPORT FUND: HRA

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 250.00

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

<u>Date</u>	<u>Source</u>	
June	Deposits	\$ -
	Interest	\$ -
		<u>\$ -</u>
	Total Receipts	\$ -
	Total receipts, including balance	\$ 250.00

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 \$ 250.00

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month \$250.00

Less outstanding checks \$ -

Net balance in bank (Should agree with Cash Balance above unless \$ 250.00

there are undeposited funds in treasurer's hands)

Amount of receipts undeposited(See attached schedules) -

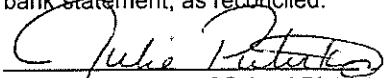
Total available balance (must agree with Cash Balance above if there is a true reconciliation) \$250.00

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

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

\_\_\_\_\_  
Clerk of the Board of Education

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

  
Deputy Treasurer of School District

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

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 40,599.15

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

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 163.47

Total Receipts \$ 163.47

Total receipts, including balance \$ 40,762.62

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 \$ 40,762.62

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 40,762.62

less outstanding checks

see attached

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

There are undeposited funds in treasurer's hands)

\$ 40,762.62

Amount of receipts undeposited (See attached schedules)

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

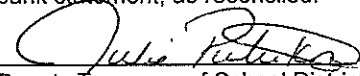
\$ 40,762.62

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

20

Clerk of the Board of Education

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

  
Deputy Treasurer of School District

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

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 14,334.03

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

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 57.72

Total Receipts \$ 57.72

Total receipts, including balance \$ 14,391.75

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 14,391.75

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 14,391.75

less outstanding checks	\$ -
	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 14,391.75

Amount of receipts undeposited (See attached schedules)

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

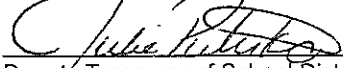
\$ 14,391.75

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

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

Clerk of the Board of Education

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

  
Deputy Treasurer of School District



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

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period      \$      10,338.63

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

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$      41.61

Total Receipts      \$      41.61

Total receipts, including balance      \$      10,380.24

Disbursements made during the month:

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

Total amount of checks issued and debit charges      \$      -

Cash balance as shown by records      \$      10,380.24

RECONCILIATION WITH BANK STATEMENT

Balance as given on bank statement, end of month      \$      10,380.24

less outstanding checks      \$      -

see attached      \$      -

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

\$      10,380.24

Amount of receipts undeposited (See attached schedules)

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

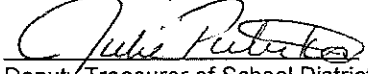
\$      10,380.24

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

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Clerk of the Board of Education

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above cash balance is  
in agreement with my  
bank statement, as reconciled.

  
Deputy Treasurer of School District

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

For the Period from June 1, 2023 thru June 30, 2023

Total available balance as reported at the end of preceding period \$ 58,141.66

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

<u>Date</u>	<u>Source</u>	
June	Deposits	-
	Interest	\$ 234.08

Total Receipts \$ 234.08

Total receipts, including balance \$ 58,375.74

Disbursements made during the month:

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

Total amount of checks issued and debit charges \$ -

Cash balance as shown by records \$ 58,375.74

**RECONCILIATION WITH BANK STATEMENT**

Balance as given on bank statement, end of month \$ 58,375.74

less outstanding checks	\$ -
see attached	\$ -

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

There are undeposited funds in treasurer's hands)

\$ 58,375.74

Amount of receipts undeposited (See attached schedules)

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

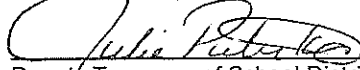
\$ 58,375.74

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

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

Clerk of the Board of Education

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

  
Deputy Treasurer of School District

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 1010.400-0000	BOE Contractual Expense	7,100.00	0.00	7,100.00	0.00	0.00	7,100.00
A 1010.450-0000	BOE Materials and Supplies	1,800.00	0.00	1,800.00	14.40	0.00	1,785.60
A 1010.490-0000	BOE BOCES Services	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00
<b>1010</b>	<b>BOARD OF EDUCATION</b>	<b>16,900.00</b>	<b>0.00</b>	<b>16,900.00</b>	<b>14.40</b>	<b>0.00</b>	<b>16,885.60</b>
A 1040.160-0000	BOE District Clerk Salaries	2,572.00	0.00	2,572.00	296.76	0.00	2,275.24
A 1040.400-0000	BOE District Clerk Contractual	4,500.00	0.00	4,500.00	1,104.06	0.00	3,395.94
<b>1040</b>	<b>DISTRICT CLERK</b>	<b>7,072.00</b>	<b>0.00</b>	<b>7,072.00</b>	<b>1,400.82</b>	<b>0.00</b>	<b>5,671.18</b>
<b>10</b>	<b>Support Staff Salaries</b>	<b>23,972.00</b>	<b>0.00</b>	<b>23,972.00</b>	<b>1,415.22</b>	<b>0.00</b>	<b>22,556.78</b>
A 1240.160-0000	Central Admin Contractual	153,906.00	0.00	153,906.00	24,316.37	0.00	129,589.63
A 1240.400-0000	Central Admin Materials & Supplies	15,755.00	0.00	15,755.00	267.80	0.00	15,487.20
A 1240.450-0000		2,000.00	30.97	2,030.97	30.97	30.98	1,969.02
<b>1240</b>	<b>CHIEF SCHOOL ADMINISTRATOR</b>	<b>171,661.00</b>	<b>30.97</b>	<b>171,691.97</b>	<b>24,615.14</b>	<b>30.98</b>	<b>147,045.85</b>
<b>12</b>	<b>Finance Business Admin Salaries</b>	<b>171,661.00</b>	<b>30.97</b>	<b>171,691.97</b>	<b>24,615.14</b>	<b>30.98</b>	<b>147,045.85</b>
A 1310.160-0000	Finance BOCES Services	81,104.00	0.00	81,104.00	8,449.60	0.00	72,654.40
A 1310.490-0000		29,376.00	0.00	29,376.00	0.00	0.00	29,376.00
<b>1310</b>	<b>BUSINESS ADMINISTRATION</b>	<b>110,480.00</b>	<b>0.00</b>	<b>110,480.00</b>	<b>8,449.60</b>	<b>0.00</b>	<b>102,030.40</b>
A 1320.160-0000	Finance Auditing Salaries	515.00	0.00	515.00	0.00	0.00	515.00
A 1320.400-0000	Finance Auditor Contractual	8,400.00	0.00	8,400.00	0.00	0.00	8,400.00
<b>1320</b>	<b>AUDITING</b>	<b>8,915.00</b>	<b>0.00</b>	<b>8,915.00</b>	<b>0.00</b>	<b>0.00</b>	<b>8,915.00</b>
A 1325.160-0000	Finance District Treasurer	19,864.00	0.00	19,864.00	2,269.60	0.00	17,594.40
A 1325.450-0000	Finance District Treasurer Supplies	250.00	0.00	250.00	0.00	0.00	250.00
<b>1325</b>	<b>TREASURER</b>	<b>20,114.00</b>	<b>0.00</b>	<b>20,114.00</b>	<b>2,269.60</b>	<b>0.00</b>	<b>17,844.40</b>
A 1330.160-0000	Finance Tax Collector Salary	4,433.00	0.00	4,433.00	0.00	0.00	4,433.00
A 1330.400-0000	Finance Tax Collector Contractual	1,500.00	0.00	1,500.00	200.00	0.00	1,300.00
A 1330.450-0000	Finance Tax Collector Materials & Supplies	100.00	0.00	100.00	0.00	0.00	100.00
<b>1330</b>	<b>TAX COLLECTOR</b>	<b>6,033.00</b>	<b>0.00</b>	<b>6,033.00</b>	<b>200.00</b>	<b>0.00</b>	<b>5,833.00</b>
<b>13</b>	<b>Legal Contractual</b>	<b>145,542.00</b>	<b>0.00</b>	<b>145,542.00</b>	<b>10,919.20</b>	<b>0.00</b>	<b>134,622.80</b>
A 1420.400-0000		14,000.00	0.00	14,000.00	625.00	0.00	13,375.00
<b>1420</b>	<b>LEGAL</b>	<b>14,000.00</b>	<b>0.00</b>	<b>14,000.00</b>	<b>625.00</b>	<b>0.00</b>	<b>13,375.00</b>
A 1430.490-0000	Personnel - BOCES Services	1,973.00	0.00	1,973.00	0.00	0.00	1,973.00
<b>1430</b>	<b>PERSONNEL</b>	<b>1,973.00</b>	<b>0.00</b>	<b>1,973.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,973.00</b>
A 1480.400-0000	Public Info Contractual	450.00	0.00	450.00	0.00	0.00	450.00
A 1480.450-0000	Public Info/Printing Charges	500.00	0.00	500.00	0.00	0.00	500.00

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# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<b>1480</b>	<b>PUBLIC INFORMATION &amp; SERVICES</b>	<b>950.00</b>	<b>0.00</b>	<b>950.00</b>	<b>0.00</b>	<b>0.00</b>	<b>950.00</b>
<b>14</b>		<b>16,923.00</b>	<b>0.00</b>	<b>16,923.00</b>	<b>625.00</b>	<b>0.00</b>	<b>16,298.00</b>
<u>A 1620.160-0000</u>	Central Services Support Staff Salaries	107,665.00	0.00	107,665.00	94,688.40	0.00	12,976.60
<u>A 1620.400-0000</u>	Central Services Contractual	71,566.00	0.00	71,566.00	33,216.00	900.00	37,450.00
<u>A 1620.410-0000</u>	Central Services Fuel Oil	103,750.00	0.00	103,750.00	0.00	0.00	103,750.00
<u>A 1620.420-0000</u>	Central Services Television	2,000.00	0.00	2,000.00	134.70	0.00	1,865.30
<u>A 1620.430-0000</u>	Central Services Electricity	28,000.00	0.00	28,000.00	0.00	0.00	28,000.00
<u>A 1620.440-0000</u>	Central Services Water Rent	1,000.00	0.00	1,000.00	1,000.00	0.00	0.00
<u>A 1620.450-0000</u>	Central Services Materials & Supplies	24,000.00	0.00	24,000.00	848.27	6,153.85	16,997.88
<u>A 1620.460-0000</u>	Central Services Telephone	5,000.00	0.00	5,000.00	435.22	0.00	4,564.78
<u>A 1620.480-0000</u>	Central Services LP Gas	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 1620.490-0000</u>	Central Services BOCES	11,200.00	0.00	11,200.00	0.00	0.00	11,200.00
<b>1620</b>	<b>OPERATION OF PLANT</b>	<b>354,281.00</b>	<b>0.00</b>	<b>354,281.00</b>	<b>130,322.59</b>	<b>7,053.85</b>	<b>216,904.56</b>
<u>A 1621.160-0000</u>	Mainten Support Staff Salaries	16,954.00	0.00	16,954.00	1,970.41	0.00	14,983.59
<u>A 1621.400-0000</u>	Maintenance Contractual Exp	33,835.00	5,129.70	38,964.70	31,860.00	5,129.70	1,975.00
<b>1621</b>	<b>MAINTENANCE OF PLANT</b>	<b>50,789.00</b>	<b>5,129.70</b>	<b>55,918.70</b>	<b>33,830.41</b>	<b>5,129.70</b>	<b>16,958.59</b>
<u>A 1670.400-0000</u>	Contractual	825.00	0.00	825.00	0.00	0.00	825.00
<u>A 1670.450-0000</u>	Postage	3,000.00	0.00	3,000.00	52.40	0.00	2,947.60
<u>A 1670.490-0000</u>	Printing - BOCES Services	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>1670</b>	<b>CENTRAL PRINTING &amp; MAILING</b>	<b>4,825.00</b>	<b>0.00</b>	<b>4,825.00</b>	<b>52.40</b>	<b>0.00</b>	<b>4,772.60</b>
<u>A 1680.490-0000</u>	Central DP - BOCES Services	60,000.00	0.00	60,000.00	0.00	0.00	60,000.00
<b>1680</b>	<b>CENTRAL DATA PROCESSING</b>	<b>60,000.00</b>	<b>0.00</b>	<b>60,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>60,000.00</b>
<b>16</b>		<b>469,895.00</b>	<b>5,129.70</b>	<b>475,024.70</b>	<b>164,205.40</b>	<b>12,183.55</b>	<b>298,635.75</b>
<u>A 1910.400-0000</u>	Unallocated Insurance	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<b>1910</b>	<b>UNALLOCATED INSURANCE</b>	<b>1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,000.00</b>
<u>A 1920.400-0000</u>	School Association Dues	5,150.00	0.00	5,150.00	4,811.00	0.00	339.00
<b>1920</b>	<b>SCHOOL ASSOCIATION DUES</b>	<b>5,150.00</b>	<b>0.00</b>	<b>5,150.00</b>	<b>4,811.00</b>	<b>0.00</b>	<b>339.00</b>
<u>A 1981.490-0000</u>	BOCES Administrative Costs	26,000.00	0.00	26,000.00	0.00	0.00	26,000.00
<b>1981</b>	<b>BOCES ADMINISTRATIVE COSTS</b>	<b>26,000.00</b>	<b>0.00</b>	<b>26,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26,000.00</b>
<u>A 1983.490-0000</u>	BOCES Capital Expenses	4,000.00	0.00	4,000.00	0.00	0.00	4,000.00
<b>1983</b>	<b>BOCES CAPITAL EXPENSE</b>	<b>4,000.00</b>	<b>0.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,000.00</b>
<b>19</b>		<b>36,150.00</b>	<b>0.00</b>	<b>36,150.00</b>	<b>4,811.00</b>	<b>0.00</b>	<b>31,339.00</b>
<b>1</b>		<b>864,143.00</b>	<b>5,160.67</b>	<b>869,303.67</b>	<b>206,590.96</b>	<b>12,214.53</b>	<b>650,498.18</b>

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
<u>A 2020.150-0000</u>	Supervision Instructional	15,077.00	0.00	15,077.00	0.00	0.00	15,077.00
<b>2020</b>	<b>SUPERVISION - REGULAR SCHOOL</b>	<b>*</b>	<b>0.00</b>	<b>15,077.00</b>	<b>0.00</b>	<b>0.00</b>	<b>15,077.00</b>
<u>A 2070.150-0000</u>	Instructional Salaries	6,228.00	0.00	6,228.00	0.00	0.00	6,228.00
<u>A 2070.490-0000</u>	Inservices - BOCES Services	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
<b>2070</b>	<b>INSERVICE TRAINING - INSTRUCTION</b>	<b>*</b>	<b>0.00</b>	<b>26,228.00</b>	<b>0.00</b>	<b>0.00</b>	<b>26,228.00</b>
<b>20</b>		<b>**</b>					
<u>A 2110.120-0000</u>	Teaching K-6 Salaries	41,305.00	0.00	41,305.00	0.00	0.00	41,305.00
<u>A 2110.130-0000</u>	Teaching 7-12 Salaries	427,860.00	0.00	427,860.00	0.00	0.00	427,860.00
<u>A 2110.140-0000</u>	Substitute Teachers	500,272.00	0.00	500,272.00	0.00	0.00	500,272.00
<u>A 2110.160-0000</u>	Support Staff Salaries	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<u>A 2110.170-0000</u>	Payment in Lieu of Health Insurance	46,095.00	0.00	46,095.00	0.00	0.00	46,095.00
<u>A 2110.180-0000</u>	Leave Sallback	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00
<u>A 2110.200-0000</u>	Teaching Equipment	0.00	0.00	0.00	10,000.00	0.00	-10,000.00
<u>A 2110.400-0000</u>	Teaching Contractual	5,200.00	0.00	5,200.00	300.00	0.00	4,900.00
<u>A 2110.410-0000</u>	Field Trips	16,730.00	145.20	16,875.20	739.25	321.20	15,814.75
<u>A 2110.411-0000</u>	Conference Attendance	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
<u>A 2110.412-0000</u>	Mileage Reimbursement	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
<u>A 2110.413-0000</u>	Arts in Education	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
<u>A 2110.450-0000</u>	Teaching Materials & Supplies	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<u>A 2110.451-0000</u>	Elementary - Grade 1	8,000.00	2,555.25	10,555.25	2,546.93	1,203.75	6,804.57
<u>A 2110.451-1000</u>	Summer School	150.00	0.00	150.00	0.00	126.43	23.57
<u>A 2110.451-2000</u>	Art Program	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.451-4000</u>	Teachers Assistant-Dukett	1,500.00	0.00	1,500.00	0.00	501.08	998.92
<u>A 2110.451-5000</u>	English	200.00	0.00	200.00	0.00	0.00	200.00
<u>A 2110.451-6000</u>	Spanish	150.00	0.00	150.00	0.00	109.07	40.93
<u>A 2110.451-8000</u>	Health Education	100.00	0.00	100.00	0.00	0.00	100.00
<u>A 2110.451-9000</u>	Math	90.00	0.00	90.00	0.00	0.00	90.00
<u>A 2110.452-1000</u>	Elementary - Gaffney/SPED	185.00	0.00	185.00	0.00	0.00	185.00
<u>A 2110.452-2000</u>	Music	300.00	0.00	300.00	0.00	0.00	300.00
<u>A 2110.452-3000</u>	Phys Ed	850.00	0.00	850.00	0.00	139.32	710.68
<u>A 2110.452-4000</u>	Science	800.00	0.00	800.00	0.00	0.00	800.00
<u>A 2110.452-6000</u>	Technology	980.00	0.00	980.00	37.00	598.01	344.99
<u>A 2110.452-7000</u>	Elementary - PreK/Teaching Assistant	900.00	0.00	900.00	0.00	0.00	900.00
		250.00	0.00	250.00	0.00	0.00	250.00

# LONG LAKE CSD

Appropriation Status Detail Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2110.452-9000	Teachers Aide Supplies-Kilpatrick	200.00	0.00	200.00	0.00	0.00	200.00
A 2110.454-0000	Elementary - Grade 2	150.00	0.00	150.00	0.00	150.00	0.00
A 2110.455-0000	Elementary - Grade 3/4	150.00	0.00	150.00	0.00	144.68	5.32
A 2110.456-0000	Elementary - Grade 5/6	300.00	0.00	300.00	0.00	0.00	300.00
A 2110.458-0000	Elementary - Grade K	300.00	0.00	300.00	0.00	184.37	115.63
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	50.00	0.00	50.00	0.00	0.00	50.00
A 2110.459-3000	Committees	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00
A 2110.480-0000	Teaching Textbooks	1,000.00	0.00	1,000.00	0.00	89.85	910.15
A 2110.490-0000	Teaching BOCES	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
<b>2110</b>	<b>TEACHING - REGULAR SCHOOL</b>	<b>* 1,091,362.00</b>	<b>2,700.45</b>	<b>1,094,062.45</b>	<b>13,623.18</b>	<b>3,567.76</b>	<b>1,076,871.51</b>
<b>21</b>		<b>** 1,091,362.00</b>	<b>2,700.45</b>	<b>1,094,062.45</b>	<b>13,623.18</b>	<b>3,567.76</b>	<b>1,076,871.51</b>
A 2250.150-0000	Instructional Salaries	64,726.00	0.00	64,726.00	0.00	0.00	64,726.00
A 2250.160-0000	Non Instructional Salaries	39,120.00	0.00	39,120.00	0.00	0.00	39,120.00
A 2250.400-0000	Students w/Disab Contractual	5,400.00	0.00	5,400.00	5,378.47	0.00	21.53
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	92,000.00	0.00	92,000.00	0.00	0.00	92,000.00
<b>2250</b>	<b>PROGRAM FOR STUDENTS W/DISABILITIES SCHOOL AGE - SCHOOL YEAR</b>	<b>* 203,746.00</b>	<b>0.00</b>	<b>203,746.00</b>	<b>5,378.47</b>	<b>0.00</b>	<b>198,367.53</b>
A 2280.490-0000	BOCES Services	40,500.00	0.00	40,500.00	0.00	0.00	40,500.00
<b>2280</b>	<b>OCCUPATIONAL EDUCATION (GRADES 9-12)</b>	<b>40,500.00</b>	<b>0.00</b>	<b>40,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40,500.00</b>
<b>22</b>		<b>** 244,246.00</b>	<b>0.00</b>	<b>244,246.00</b>	<b>5,378.47</b>	<b>0.00</b>	<b>238,867.53</b>
A 2330.150-0000	Adult Education Salary	12,836.00	0.00	12,836.00	0.00	0.00	12,836.00
A 2330.151-0000	Special Schools Salary	15,696.00	0.00	15,696.00	0.00	0.00	15,696.00
A 2330.400-0000	Special Schools Contractual	4,090.00	0.00	4,090.00	0.00	0.00	4,090.00
A 2330.450-0000	Special Schools Materials & Supplies	500.00	0.00	500.00	0.00	0.00	500.00
<b>2330</b>	<b>TEACHING - SPECIAL SCHOOLS</b>	<b>* 33,122.00</b>	<b>0.00</b>	<b>33,122.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33,122.00</b>
<b>23</b>		<b>** 33,122.00</b>	<b>0.00</b>	<b>33,122.00</b>	<b>0.00</b>	<b>0.00</b>	<b>33,122.00</b>
A 2610.150-0000	Library Salaries	59,934.00	0.00	59,934.00	0.00	0.00	59,934.00
A 2610.450-0000	Library Materials & Supplies	400.00	0.00	400.00	0.00	0.00	400.00
A 2610.451-0000	Library Computers/Media	900.00	0.00	900.00	0.00	0.00	900.00
A 2610.460-0000	Library Books/Magazines/Subscriptions	1,000.00	0.00	1,000.00	30.00	988.49	-18.49

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 2610.490-0000	Library BOCES Services	11,000.00	0.00	11,000.00	0.00	0.00	11,000.00
2610	SCHOOL LIBRARY & AUDIOVISUAL	*					
A 2630.220-0000	Computer Hardware	73,234.00	0.00	73,234.00	30.00	988.49	72,215.51
A 2630.450-0000	Computer Materials & Supplies	5,000.00	166.00	5,166.00	0.00	0.00	5,166.00
A 2630.450-0000	Computer Software	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00
A 2630.450-0000	Computer BOCES	4,000.00	0.00	4,000.00	1,961.62	0.00	2,038.38
A 2630.490-0000		62,000.00	0.00	62,000.00	0.00	0.00	62,000.00
2630	COMPUTER ASSISTED INSTRUCTION	*					
26	Attendance	72,800.00	166.00	72,966.00	1,961.62	0.00	71,004.38
A 2805.160-0000		146,034.00	166.00	146,200.00	1,991.62	988.49	143,219.89
2805	ATTENDANCE - REGULAR SCHOOL	*					
A 2810.150-0000	Guidance Instructional Salaries	4,500.00	0.00	4,500.00	0.00	0.00	4,500.00
A 2810.450-0000	Guidance Materials & Supplies	70,752.00	0.00	70,752.00	1,633.51	0.00	69,118.49
A 2810.451-0000	Guidance Testing and Materials	575.00	0.00	575.00	0.00	226.25	348.75
		365.00	0.00	365.00	0.00	108.00	257.00
2810	GUIDANCE - REGULAR SCHOOL	*					
A 2815.160-0000	Support Staff Salaries	71,692.00	0.00	71,692.00	1,633.51	334.25	69,724.24
A 2815.400-0000	Health Contractual	41,276.00	0.00	41,276.00	0.00	0.00	41,276.00
A 2815.450-0000	Health Materials & Supplies	6,500.00	0.00	6,500.00	0.00	0.00	6,500.00
		1,300.00	0.00	1,300.00	0.00	219.21	1,080.79
2815	HEALTH SERVICES - REGULAR SCHOOL	*					
A 2820.400-0000	Psychologist Contractual	49,076.00	0.00	49,076.00	0.00	219.21	48,856.79
2820	PSYCHOLOGICAL SERVICES - REGULAR SCHOOL	*					
A 2825.400-0000	Contractual	20,000.00	0.00	20,000.00	0.00	0.00	20,000.00
2825	SOCIAL WORK SERVICES - REGULAR SCHOOL	*					
A 2850.150-0000	Co-curricular Salaries	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
A 2850.450-0000	Co-curricular Materials & Supplies	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
2850	CO-CURRICULAR ACTIVITIES - REGULAR SCHOOL	*					
A 2855.150-0000	Interscholastic Salaries	28,264.00	0.00	28,264.00	134.40	0.00	28,129.60
A 2855.400-0000	Interscholastic Contractual	500.00	0.00	500.00	0.00	0.00	500.00
A 2855.450-0000	Interscholastic Materials & Supplies	28,764.00	0.00	28,764.00	134.40	0.00	28,629.60
A 2855.490-0000	BOCES Interscholastic	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
2855	INTERSCHOLASTIC ATHLETICS - REGULAR SCHOOL	*					
		20,500.00	365.35	20,865.35	3,524.88	0.00	17,340.47
		3,300.00	147.45	3,447.45	0.00	875.54	2,571.91
		2,500.00	0.00	2,500.00	0.00	0.00	2,500.00
		36,300.00	512.80	36,812.80	3,524.88	875.54	32,412.38

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
28		226,332.00	512.80	226,844.80	5,292.79	1,429.00	220,123.01
2		1,782,401.00	3,379.25	1,785,780.25	26,286.06	5,985.25	1,753,508.94
A 5510.160-0000	Transportation Salaries	73,992.00	0.00	73,992.00	4,523.55	0.00	69,468.45
A 5510.210-0000	Purchase of Buses	22,000.00	0.00	22,000.00	0.00	0.00	22,000.00
A 5510.400-0000	Transportation Contractual	14,000.00	0.00	14,000.00	6,348.50	0.00	7,651.50
A 5510.450-0000	Transportation Materials & Supplies/Parts	13,000.00	0.00	13,000.00	577.52	500.00	11,922.48
A 5510.451-0000	Diesel/Gasoline	18,000.00	0.00	18,000.00	0.00	0.00	18,000.00
A 5510.454-0000	Labor	13,000.00	0.00	13,000.00	752.76	0.00	12,247.24
A 5510.490-0000	BOCES Contractual	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
5510	DISTRICT TRANSPORTATION SERVICES	155,492.00	0.00	155,492.00	12,202.33	500.00	142,789.67
55		155,492.00	0.00	155,492.00	12,202.33	500.00	142,789.67
5		155,492.00	0.00	155,492.00	12,202.33	500.00	142,789.67
A 9010.800-0000	NYS Retirement	0.00	0.00	0.00	-10,300.00	0.00	10,300.00
9010	STATE RETIREMENT	0.00	0.00	0.00	-10,300.00	0.00	10,300.00
A 9020.800-0000	Teacher Retirement	155,000.00	0.00	155,000.00	-73.51	0.00	155,073.51
9020	TEACHERS' RETIREMENT	155,000.00	0.00	155,000.00	-73.51	0.00	155,073.51
A 9030.800-0000	Social Security	155,000.00	0.00	155,000.00	5,193.17	0.00	149,806.83
9030	SOCIAL SECURITY	155,000.00	0.00	155,000.00	5,193.17	0.00	149,806.83
A 9040.800-0000	Worker Compensation	8,000.00	0.00	8,000.00	7,691.00	0.00	309.00
9040	WORKERS' COMPENSATION	8,000.00	0.00	8,000.00	7,691.00	0.00	309.00
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	3,400.00	0.00	3,400.00	446.62	0.00	2,953.38
9055	DISABILITY INSURANCE	3,400.00	0.00	3,400.00	446.62	0.00	2,953.38
A 9060.800-0000	Hospitalization	1,136,751.00	0.00	1,136,751.00	156,088.38	0.00	980,662.62
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	1,136,751.00	0.00	1,136,751.00	156,088.38	0.00	980,662.62
A 9089.800-0000	Other Employee Benefits	3,700.00	0.00	3,700.00	0.00	0.00	3,700.00
9089	Other Employee Benefits	3,700.00	0.00	3,700.00	0.00	0.00	3,700.00
90		1,481,851.00	0.00	1,481,851.00	159,045.66	0.00	1,322,805.34
A 9711.600-0000	Serial Bonds - Principal	170,000.00	0.00	170,000.00	0.00	0.00	170,000.00
A 9711.700-0000	Serial Bonds - Interest	78,575.00	0.00	78,575.00	0.00	0.00	78,575.00
9711	Serial Bonds	248,575.00	0.00	248,575.00	0.00	0.00	248,575.00
97		248,575.00	0.00	248,575.00	0.00	0.00	248,575.00



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Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
A 9901,930-0000	Transfer to School Food Svc Fund		152,977.00	0.00	152,977.00	0.00	0.00	152,977.00
9901	TRANSFERS TO FUNDS	*	152,977.00	0.00	152,977.00	0.00	0.00	152,977.00
99		**	152,977.00	0.00	152,977.00	0.00	0.00	152,977.00
9		***	1,883,403.00	0.00	1,883,403.00	159,045.66	0.00	1,724,357.34
Fund A Totals:			4,685,439.00	8,539.92	4,693,978.92	404,125.01	18,699.78	4,271,154.13
Grand Totals:			4,685,439.00	8,539.92	4,693,978.92	404,125.01	18,699.78	4,271,154.13

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Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
C.2860.160-0000	Cafeteria Salaries	75,779.00	0.00	75,779.00	3,155.70	0.00	72,623.30
C.2860.400-0000	Cafeteria Contractual	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
C.2860.410-0000	Cafeteria Food	32,800.00	0.00	32,800.00	1,733.92	0.00	31,066.08
C.2860.450-0000	Cafeteria Materials & Supplies	2,950.00	37.01	2,987.01	316.18	37.01	2,633.82
2860	SCHOOL FOOD SERVICE	114,529.00	37.01	114,566.01	5,205.80	37.01	109,323.20
28		114,529.00	37.01	114,566.01	5,205.80	37.01	109,323.20
2		114,529.00	37.01	114,566.01	5,205.80	37.01	109,323.20
C.9010.800-0000	Cafeteria Employees Retirement	8,500.00	0.00	8,500.00	-2,800.00	0.00	11,300.00
9010	STATE RETIREMENT	8,500.00	0.00	8,500.00	-2,800.00	0.00	11,300.00
C.9030.800-0000	Cafeteria Social Security	5,798.00	0.00	5,798.00	0.00	0.00	5,798.00
9030	SOCIAL SECURITY	5,798.00	0.00	5,798.00	0.00	0.00	5,798.00
C.9060.800-0000	Cafeteria Health Insurance	61,000.00	0.00	61,000.00	0.00	0.00	61,000.00
9060	HOSPITAL, MEDICAL & DENTAL INSURANCE	61,000.00	0.00	61,000.00	0.00	0.00	61,000.00
90		75,298.00	0.00	75,298.00	-2,800.00	0.00	78,098.00
9		75,298.00	0.00	75,298.00	-2,800.00	0.00	78,098.00
Fund CTotals:		189,827.00	37.01	189,864.01	2,405.80	37.01	187,421.20
Grand Totals:		189,827.00	37.01	189,864.01	2,405.80	37.01	187,421.20

# LONG LAKE CSD

Revenue Status Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1090	Penalty on Taxes	3,000.00	0.00	3,000.00	0.00	3,000.00
A 1310	Day School Tuition	3,150.00	0.00	3,150.00	0.00	3,150.00
A 1335	Other Student Fees/Charges	1,000.00	0.00	1,000.00	0.00	1,000.00
A 2401	Interest on Earnings	15,000.00	0.00	15,000.00	0.00	15,000.00
A 3101.A	General Aid	495,000.00	0.00	495,000.00	0.00	495,000.00
A 3103	BOCES Aid	65,000.00	0.00	65,000.00	20,141.68	44,858.32
A 3260	Textbook Aid	4,000.00	0.00	4,000.00	0.00	4,000.00
A 4601	Medicaid Assistance, HRSS	10,000.00	0.00	10,000.00	2,268.58	7,731.42
A Totals:		596,150.00	0.00	596,150.00	22,410.26	573,739.74
Grand Totals:		596,150.00	0.00	596,150.00	22,410.26	573,739.74

# LONG LAKE CSD

Revenue Status Report By Function From 7/1/2023 To 6/30/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C.1440.B	Breakfast - Student Sale of Meals	2,300.00	0.00	2,300.00	0.00	2,300.00
C.1440.L	Lunch - Student Sale of Meals	8,500.00	0.00	8,500.00	0.00	8,500.00
C.1445.L	A La Carte Sales	500.00	0.00	500.00	0.00	500.00
C.3190.FB	Breakfast - Federal Reimbursement	7,000.00	0.00	7,000.00	0.00	7,000.00
C.3190.FL	Lunch - Federal Reimbursement	15,000.00	0.00	15,000.00	0.00	15,000.00
C.3190.FS	Snack - Federal Reimbursement	550.00	0.00	550.00	0.00	550.00
C.3190.SB	Breakfast - State Reimbursement	400.00	0.00	400.00	-48.00	448.00
C.3190.SL	Lunch - State Reimbursement	600.00	0.00	600.00	-107.00	707.00
C.4190	USDA Surplus Food	2,000.00	0.00	2,000.00	0.00	2,000.00
C.5031	Interfund Transfer	152,977.00	0.00	152,977.00	0.00	152,977.00
<b>C Totals:</b>		<b>189,827.00</b>	<b>0.00</b>	<b>189,827.00</b>	<b>-155.00</b>	<b>189,982.00</b>
<b>Grand Totals:</b>		<b>189,827.00</b>	<b>0.00</b>	<b>189,827.00</b>	<b>-155.00</b>	<b>189,982.00</b>

# LONG LAKE CSD

Check Warrant Report For A - 39: Cash Disbursement June 2023 For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
18114	06/02/2023	4775	RAYMOND G. PREUSSER, CPA, P.C.	Audit 2022-2023		3,000.00
18115	06/02/2023	4525	SLIC NETWORK SOLUTIONS	TV June		134.70
18116	06/02/2023	2004	FORTUNE'S HARDWARE	General Supplies	230195	142.96
18117	06/02/2023	4828	ELIZABETH HOSLEY	Mileage to Notary Exam		165.72
18118	06/02/2023	2302	WARDS	Science Supplies and Hazardous Charge	230277	67.44
18119	06/02/2023	4476	COMPASS PRINTING PLUS	Budget Flyers		278.23
18120	06/02/2023	4861	AMI GRAPHICS, INC	Sports Banner	230299	245.00
18121	06/02/2023	3901	PEAP	Awards & Pins	230295	444.02
18122	06/02/2023	4716	QUADIENT FINANCE USA, INC.	Postage		500.00
18123	06/02/2023	1360	HAMILTON COUNTY TREASURER	Gas and Diesel April		1,073.75
18124	06/02/2023	3259	FIRST UNUM LIFE INSURANCE CO.	Disability Insurance June		276.88
18125	06/02/2023	2285	JOSTENS	Caps and Tassel	230280	125.09
18126	06/02/2023	4605	XEROX FINANCIAL SERVICES	Copier Leases May		427.90
18127	06/02/2023	4830	MARA GAFFNEY	Field Trip Meal reimbursement		217.86
18128	06/02/2023	3379	JEROME F. FLANAGAN	Field Trip Meals and Bus Gas		101.27
18130	06/15/2023	4812	FIRST NATIONAL BANK OF OMAHA	SEVIS membership, Field Trips, Sports Photos		2,135.15
18131	06/15/2023	3825	AMAZON		*See Detail Report	786.45
18132	06/15/2023	4141	NOELLE SHORT	Mileage		175.54
18133	06/15/2023	4735	JOSHUA TREMBLAY	Reimburse for Field Trip Expenses		657.32
18134	06/15/2023	2988	GIRVIN & FERLAZZO, P.C.	Retainer April and May		1,250.00
18135	06/15/2023	1711	RUSSELL E. RIDER, MD	1/2 Medical Director		3,000.00
18136	06/15/2023	4885	Bestco Hartford	July 23 Hartford		5,371.72
18137	06/15/2023	2531	ADIRONDACK HOTEL	NHS Catering		1,892.50
18138	06/15/2023	3003	SHELBURNE MUSEUM, INC.	Field Trip Admission		60.00
18139	06/15/2023	1431	HERMITAGE ART COMPANY, INC.	Grad Program Paper	230281	27.97
18140	06/15/2023	4879	HAMILTON COUNTY TREASURER (COMMUNITY SERVICES)	Social Work Services May and June		1,000.00
18141	06/15/2023	4198	W.B. MASON CO., INC.	Cleaning Supplies	230258	629.60
18142	06/15/2023	3217	FRONTIER	Phone Service May		435.22
18143	06/15/2023	3952	NICOLE CURTIN	Science Supplies	230266	47.19
18144	06/15/2023	4606	Document Solution of the North Country	Printing Charges May		263.33
18145	06/15/2023	4654	LACEY DUKETT	NHS and SCC supplies reimbursement		125.77
18146	06/15/2023	1360	HAMILTON COUNTY TREASURER	Tax Collection Use and Maintenance Charge		200.00
18147	06/15/2023	3675	WILD CENTER	Field Trip		245.00

# LONG LAKE CSD

Check Warrant Report For A - 39: Cash Disbursement June 2023 For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
18148	06/16/2023	4887	ESF Newcomb Campus	Field Trip Admission		100.00
18151	06/28/2023	2279	**CONTINUED** F-E-H BOCES TREASURER	Voided During Printing		0.00
18152	06/28/2023	2279	F-E-H BOCES TREASURER	June BOCES bill		33,787.13
18153	06/28/2023	2742	TUPPER LAKE CENTRAL SCHOOL	Bus Maintance		793.29
18154	06/28/2023	1360	HAMILTON COUNTY TREASURER	May Gas and Diesel		1,397.46
18155	06/28/2023	3259	FIRST UNUM LIFE INSURANCE CO.	Disability Insurance		276.88
18156	06/28/2023	4198	W.B. MASON CO., INC.	Cleaning Supplies and Materials	230258	368.73
18157	06/28/2023	4411	NYSMEC	Electric Installment 1 of 6		4,469.89
18158	06/28/2023	4285	STACKED GRAPHICS	Shirts for PARP		676.00
18159	06/28/2023	4826	GREAT MINDS PBC	Math Program grade 7-8	230290	1,210.42
18160	06/28/2023	3553	CABIN FEVER FLORAL & GIFTS	Graduation Flowers		295.00
18161	06/28/2023	4141	NOELLE SHORT			959.17
18162	06/28/2023	4605	XEROX FINANCIAL SERVICES	Copier Leases June		427.90
18163	06/28/2023	4896	David Snide	Mileage to True North Supt meeting		62.88
18164	06/28/2023	4735	JOSHUA TREMBLAY	Mileage to AD Meeting		60.26
18165	06/28/2023	4773	SEAN O'SHELL	Mileage to Regents Scoring		81.88
18166	06/28/2023	4199	NYS EMPLOYEES' HEALTH INSURANCE	Health Insurance July 23		63,507.91
18167	06/28/2023	4776	MOLLY STEWART	Mileage to COnference, Checkpoint B grading		148.55
18168	06/28/2023	3292	DAY WHOLESALE INC.	Distilled Water for scissor lift batteries		24.00
18169	06/28/2023	4895	ROOST	Tupper Lake Triad patches 2nd Grade		35.00
18170	06/28/2023	3537	LONG LAKE DINER	2023 Sports Award Banquet		365.35
18171	06/28/2023	3952	NICOLE CURTIN	Mileage to Regents Grading		103.50
18172	06/28/2023	4897	Nikki Wonders	Payment for Evaluations		443.00

# LONG LAKE CSD

Check Warrant Report For A - 39: Cash Disbursement June 2023 For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 56					Warrant Total:	135,097.78
					Vendor Portion:	135,097.78

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

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 56 in number, in the total amount of \$ 135097.78. 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.

7/5/23      [Signature]  
Date                      Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 135097.78. 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.

7.5.23      [Signature]  
Date                      Claims Auditor

# LONG LAKE CSD

## Check Warrant Report For CM - 3: Scholarship For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1454	06/20/2023	4777	JOSE LAMOS	JOE LEBLANC - SCHOLARSHIP		100.00
1455	06/20/2023	4888	Ravyn Sotomayor	VALEDICTORIAN SCHOLARSHIP		1,000.00
1456	06/20/2023	4803	SOPHIE E. BLACK	SALUTATORIAN SCHOLARSHIP		500.00
1457	06/20/2023	4803	SOPHIE E. BLACK	JOE LEBLANC SCHOLARSHIP		100.00
1458	06/20/2023	4890	LILLY VAUGHN	JOE LEBLANC SCHOLARSHIP		100.00
1459	06/20/2023	4891	REID WAITE	JOE LEBLANC SCHOLARSHIP		100.00
1460	06/20/2023	4803	SOPHIE E. BLACK	WILL GEIGER ACADEMIC SCHOLARSHIP		500.00
1461	06/20/2023	4888	Ravyn Sotomayor	HIGHEST AVERAGE AWARD		200.00
1462	06/20/2023	4803	SOPHIE E. BLACK	HIGHEST AVERAGE AWARD		50.00
1463	06/20/2023	4890	LILLY VAUGHN	EXCELLENCE IN ART AND TECHNOLOGY		100.00
1464	06/20/2023	4888	Ravyn Sotomayor	EXCELLANCE IN SPANISH		50.00
1465	06/20/2023	4891	REID WAITE	EXCELLENCE IN MUSIC		50.00
1466	06/20/2023	4892	LOGAN KENDALL	EXCELLANCE IN MUSIC		50.00
1467	06/20/2023	4803	SOPHIE E. BLACK	HOVEY MUSIC AWARD		400.00
1468	06/20/2023	4803	SOPHIE E. BLACK	KATZ FAMILY AWARD		500.00
1469	06/20/2023	4888	Ravyn Sotomayor	STEWARTS SHOPS AWARD		125.00
1470	06/20/2023	4803	SOPHIE E. BLACK	STEWARTS SHOPS AWARD		125.00
1471	06/20/2023	4893	RHIANNON SANDIFORD	NYSASBO AWARD		300.00
1472	06/20/2023	4890	LILLY VAUGHN	MOOSE PONDS HUNTING AND FISHING CLUB		200.00
1473	06/20/2023	4803	SOPHIE E. BLACK	DEERLAND PROPERTY SERVICES AWARD		100.00
1474	06/20/2023	4888	Ravyn Sotomayor	COMMUNITY BANK AWARD		200.00
1475	06/20/2023	4803	SOPHIE E. BLACK	DEBBIE O'BRIEN SCHOLARSHIP AWARD		300.00
1476	06/20/2023	4892	LOGAN KENDALL	DR. DONALD CARLISLE SCHOLARSHIP		300.00
1477	06/20/2023	4894	GARRIT CLARK	DR. DONALD CARLISLE SCHOLARSHIP		300.00
1478	06/20/2023	4893	RHIANNON SANDIFORD	DR. DONALD CARLISLE SCHOLARSHIP		300.00
1479	06/20/2023	4894	GARRIT CLARK	RAQUETTE RIVER LODGE #847		500.00
1480	06/20/2023	4893	RHIANNON SANDIFORD	RAQUETTE RIVER LODGE #847		500.00
1481	06/20/2023	4894	GARRIT CLARK	CRAIG SEAMAN MEMORIAL AWARD		100.00



# LONG LAKE CSD

Check Warrant Report For CM - 3: Scholarship For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
Number of Transactions: 28					Warrant Total:	7,150.00
					Vendor Portion:	7,150.00

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 28 in number, in the total amount of \$ 7150.00. You are hereby authorized and directed to pay to the claimants certified above the amount of each claim allowed and charge each to the proper fund.

7/3/23  
 Date

  
 Signature

District Treasurer  
 Title

# LONG LAKE CSD



Check Warrant Report For H - 10: Cash Disbursement June Capital Fund For Dates 6/1/2023 - 6/30/2023

Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1106	06/02/2023	4653	BERNARD P. DONEGAN, INC.	Professional Services		6,598.82
1107	06/02/2023	4884	North Country Garden Center	Lawn Work		4,770.00
1108	06/15/2023	2988	GIRVIN & FERLAZZO, P.C.	Construction Matters Legal Fees		451.50
1109	06/15/2023	4886	Murnane Building Contractor	GC-01		12,978.90
Number of Transactions: 4						Warrant Total: 24,799.22
						Vendor Portion: 24,799.22

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 4 in number, in the total amount of \$ 24,799.22. 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.

7/5/23      [Signature]  
Date                      Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 24,799.22. 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.

7.5.23      [Signature]  
Date                      Claims Auditor

## LONG LAKE CSD

Check Warrant Report For C - 12: Cash Disbursement Cafe June For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
2465	06/15/2023	4855	Stewarts Shops Inc	Milk	230116	401.19
2466	06/15/2023	4358	SHAHEEN'S MARKET		230287	99.00
2467	06/15/2023	4204	BIMBO FOODS BAKERIES	Bread	230102	108.77
2468	06/15/2023	2496	SYSCO FOOD SERVICES	Cafe Food	230286	1,738.68
2469	06/15/2023	4848	RENZI'S FOODSERVICE	Cafe Foods	230288	1,176.56
2470	06/28/2023	4358	SHAHEEN'S MARKET	Additional Groceries	230304	103.38
2471	06/28/2023	2496	SYSCO FOOD SERVICES	Groceries	230305	347.27
2472	06/28/2023	4204	BIMBO FOODS BAKERIES	Bread	230102	34.13
2473	06/28/2023	4623	ALEXIS SANDIFORD	Refund for School Meals		35.60
2474	06/28/2023	4900	MaryJo Rockwell Waite	Refund for School Meals		28.95
2475	06/28/2023	4898	Melissa Vaughn	Refund for School Meals		2.70
2476	06/28/2023	4899	Amber Clark	Refund for School Meals		16.55
2477	06/28/2023	4855	Stewarts Shops Inc	Milk June 2023	230116	161.98

Number of Transactions: 13

Warrant Total: 4,254.76

Vendor Portion: 4,254.76

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 13 in number, in the total amount of \$ 4,254.76. 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.

7/5/23  
Date

[Signature]  
Superintendent

## Certification of Warrant

To The District Treasurer: I hereby certify that I have audited the above claims in the total amount of \$ 4,254.76. 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.

7-5-23  
Date

[Signature]  
Claims Auditor

# LONG LAKE CSD

Check Warrant Report For A - 41: Payroll Deductions from General Funds For Dates 6/1/2023 - 6/30/2023



Check #	Check Date	Vendor ID	Vendor Name	Check Description	PO Number	Check Amount
1014	06/08/2023	3407	NYS INCOME TAX	Trust & Agency Payment		5,941.72
1015	06/08/2023	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		2,850.00
1016	06/08/2023	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment		200.00
1017	06/08/2023	4340	LLCS GENERAL FUND	Trust & Agency Payment		87,051.07
1018	06/08/2023	4375	EFTPS Enrollment Processing	Trust & Agency Payment		32,852.26
1019	06/22/2023	3407	NYS INCOME TAX	Trust & Agency Payment		8,357.94
1020	06/22/2023	3411	VOYA INSTITUTIONAL TRUST COMPANY	Trust & Agency Payment		8,150.00
1021	06/22/2023	3413	NYS EMPLOYEES RETIREMENT SYSTEM	Trust & Agency Payment		814.94
1022	06/22/2023	3591	NEW YORK STATE DEFERRED COMP PLAN	Trust & Agency Payment		200.00
1023	06/22/2023	4340	LLCS GENERAL FUND	Trust & Agency Payment		153,051.53
1024	06/22/2023	4375	EFTPS Enrollment Processing	Trust & Agency Payment		46,310.06
18129	06/08/2023	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		148.67
18149	06/26/2023	3406	C.S.E.A., INC.	Trust & Agency Payment - DUES-CSEA		148.67
18150	06/26/2023	3408	C.S.E.A. EMPLOYEE BENEFIT FUND	Trust & Agency Payment - DENTAL/VISION		2,225.94

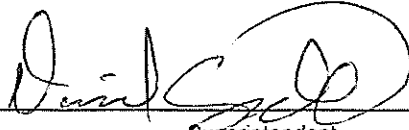
*Auto Deductions*

Number of Transactions: 14

Warrant Total: 348,302.80  
Vendor Portion: 348,302.80

## Certification of Warrant

To The District Treasurer: I hereby certify that I have verified the above claims, 14 in number, in the total amount of \$ 348,302.80. 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.

7/5/23 Date  Superintendent

# LONG LAKE CSD

## Budget Transfer Schedule Report For C - 1: Budget Transfer Cafe



Ref Number	Account	Date	Budget Transfer Description	Account Description	Detail Description	Approval Status	Transfer Out	Transfer In
172		06/30/2023	To Cover Cafe Food Budget Shortage			Not Required		
	C 2860.410-0000		Cafeteria Food					633.00
	C 2860.450-0000		Cafeteria Materials & Supplies				633.00	
Number of Budget Transfers: 1								

Account Distribution Totals				Grand Totals:	Net Amount:
Account	Description	Debits	Credits		
C 2860.410-0000	Cafeteria Food	0.00	633.00	633.00	
C 2860.450-0000	Cafeteria Materials & Supplies	633.00	0.00		0.00
Fund C Totals:				633.00	
Grand Totals:				633.00	

Vla

2023

5630  
1 of 6

Non-Instructional/Business  
Operations

## **SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE**

### **Overview**

The District is committed to providing a healthy and safe environment for all individuals on school grounds. As part of this commitment, the District will comply with all applicable laws, regulations, and codes related to the construction, inspection, operation, and maintenance of District facilities.

### **Construction and Remodeling of School Facilities**

The District will ensure all capital projects and maintenance comply with the requirements of the New York State Uniform Fire Prevention and Building Code, the State Energy Conservation Construction Code, the Manual of Planning Standards, and the Commissioner's regulations. The New York State Education Department (NYSED) Office of Facilities Planning has provided an Instruction Guide on its official website.

Plans and specifications for the erection, enlargement, repair, or remodeling of District facilities will be submitted to the Commissioner consistent with applicable law and regulation.

Plans and specifications submitted to the Commissioner will bear the signature and seal of an architect or engineer licensed to practice in the State of New York. The architect or engineer who sealed the plans and specifications must also certify that the plans and specifications conform to the standards set forth in the State Uniform Fire Prevention and Building Code and the State Energy Conservation Construction Code.

For remodeling or construction projects, the District will ensure compliance with the requirements of the State Uniform Fire Prevention and Building Code, the State Energy Conservation Construction Code, and applicable law and regulation. The District will also retain the services of an architect or engineer licensed to practice in New York State as required by law or regulation, or as necessary given the scope and cost of the project.

### **Carbon Monoxide Detection**

All District facilities will have carbon monoxide alarms or detection systems installed in accordance with all applicable laws, regulations, and/or codes.

### **Asbestos Inspections**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), the District will inform all employees and building occupants (or their legal guardians) at least once each school year about all asbestos inspections, response actions, post-response action activities, as well as triennial re-inspection activities and surveillance activities that are either planned or in progress. The District will provide yearly written notification to parent, teacher, and employee organizations on the availability of the District's asbestos management plan and any asbestos-related actions taken or planned in the school.

(Continued)

**SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)****Lead Testing**

The District will triennially test potable water for lead contamination from all outlets as required by law and regulation. If an outlet exceeds the action level for lead content, the District will prohibit use of the outlet and it will remediate the lead level of the outlet before allowing its use. The District will make all required notifications and issue all mandated reports to the public, local health department, and NYSED. For ten years following creation, the District will retain all records of test results, lead remediation plans, lead-free building determinations, and waiver requests. The District may seek a waiver from testing requirements from the local health department by demonstrating prior substantial compliance with testing requirements.

**\*Legionella Testing**

To help protect staff, students, and visitors from contracting Legionnaires' disease from Legionella bacteria, the District will register any cooling towers it owns with the New York State Department of Health (NYSDOH), providing the information in any form that NYSDOH requires. The District will also adhere to the inspection, annual certification, and maintenance program and planning requirements mandated by NYSDOH. Further, the District will maintain records regarding all inspection results, corrective action, cleaning and disinfection, tests, and certifications for at least three years. The District will keep a copy of its required maintenance program and plan on the premises where the cooling tower is located.

**Comprehensive Long-Range Plan**

The District will develop and keep on file a comprehensive long-range plan pertaining to educational facilities in accordance with the Commissioner's regulations. This plan will be reevaluated and updated at least annually and will include, at a minimum, an appraisal of the following:

- a) The educational philosophy of the District, with resulting administrative organization and program requirements;
- b) Present and projected student enrollments;
- c) Space use and state-rated student capacity of existing facilities;
- d) The allocation of instructional space to meet the current and future special education program and service needs, and to serve students with disabilities in settings with nondisabled peers;

*\*Customize to District -- Add if the District owns any cooling towers, evaporative condensers, or fluid coolers, or other wet cooling devices that are capable of aerosolizing water and that are part of, or contain, a recirculated water system and are incorporated into a building's cooling, industrial process, refrigeration or energy production system.*

(Continued)

**SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)**

- e) Priority of need of maintenance, repair, or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and
- f) The provision of additional facilities.

**Comprehensive Public School Building Safety Program**

To ensure that all District facilities are properly maintained and preserved and provide suitable educational settings, the Board requires that all occupied school facilities which are owned, operated, or leased by the District comply with the provisions of the Comprehensive Public School Building Safety Program, the Uniform Code of Public School Building Inspections, and the Safety Rating and Monitoring as prescribed in Commissioner's regulations.

The Comprehensive Public School Safety Program will consist of the following components:

- a) Building Condition Surveys

Building condition surveys will be conducted on a schedule as assigned by the Commissioner of Education in calendar years 2020-2024 and at least every five years thereafter. Building condition surveys will be conducted on all occupied school buildings in accordance with law and regulation, including being conducted by a licensed architect or a licensed professional engineer who will assess the condition of all major building systems of a school building.

- b) Visual Inspections

Visual inspections will be conducted when deemed necessary by the Commissioner to maintain the safety of public school buildings and the welfare of their occupants. When visual inspections occur, they will be conducted in accordance with law and regulation.

- c) Five-Year Capital Facilities Plan

The District will develop a five-year capital facilities plan and update the plan annually. In developing and amending the plan, the District will use the safety rating of each occupied school building. The plan must be consistent with all District planning requirements and identify critical maintenance needs. The plan will be prepared in a manner and format prescribed by the Commissioner and submitted to the Commissioner upon request. The plan will include, but not be limited to:

- 1. A breakdown for each of the five years of the plan of the estimated expenses for the following:
  - (a) Current or proposed new construction ranked in priority order;

(Continued)



**SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)**

- (b) Current or proposed additions to school facilities ranked in priority order;
  - (c) Current or proposed alterations or reconstruction of school facilities ranked in priority order;
  - (d) Major repairs ranked in priority order;
  - (e) Major system replacement and repairs, and maintenance ranked in priority order; and
  - (f) Energy consumption.
2. A District-wide building inventory that includes, but is not limited to:
- (a) The number and type of facilities owned, operated, or leased by the District;
  - (b) The age, enrollment, rated capacity, use, size, and the safety rating of the buildings as determined pursuant to Commissioner's regulations;
  - (c) The energy sources for the buildings;
  - (d) Probable useful life of each building and its major subsystems;
  - (e) Need for major system replacement and repairs, and maintenance;
  - (f) Summary of the triennial asbestos reports required pursuant to AHERA regulations; and
  - (g) Any other information which may be deemed necessary by the Commissioner to evaluate safety and health conditions in school facilities.
- d) Monitoring System
- The District will establish a process to monitor the condition of all occupied school buildings in order to assure that they are safe and maintained in a state of good repair. The process will include, but not be limited to:
- 1. The establishment of a health and safety committee comprised of representation from District officials, staff, bargaining units, and parents.

(Continued)

**SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)**

2. The establishment of a comprehensive maintenance plan for all major building systems to ensure the building is maintained in a state of good repair. This plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The comprehensive maintenance plan will be available for public inspection.
3. The annual review and approval by the Board of the annual building inspection reports and the five-year building condition surveys.
4. Procedures for assuring that an annual fire safety inspection of each building is conducted in accordance with all applicable laws, regulations, and/or codes.
5. Procedures for assuring that a current and valid certificate of occupancy is maintained for each building and posted in a conspicuous place.
6. Procedures for the investigation and disposition of complaints related to health and safety. These procedures will involve the health and safety committee and, at a minimum, will conform to the following requirements:
  - (a) Provide for a written response to all written complaints. The written response will describe:
    - 1) The investigations, inspections, or tests made to verify the substance of the complaint, or a statement explaining why further investigations, inspections, or tests are not necessary;
    - 2) The results of any investigations, inspections, or tests which address the complaint;
    - 3) The actions, if any, taken to solve the problem; and
    - 4) The action, if any, taken if the complaint involved a violation of law or of a contract provision.
  - (b) A copy of the response will be forwarded to the health and safety committee.
  - (c) Copies of all correspondence will be kept in a permanent project file.
  - (d) These records will be made available to the public upon request.
7. The Board will take actions to immediately remedy serious conditions affecting health and safety in school buildings, and will report the actions to the Commissioner.

(Continued)

**SUBJECT: FACILITIES: INSPECTION, OPERATION, AND MAINTENANCE (Cont'd.)**

8. All construction and maintenance activities will comply with the Uniform Safety Standards for School Construction and Maintenance Projects.

15 USC Sections 2641-2656  
40 CFR Part 763, Subpart E  
Education Law Sections 408, 409, 409-d, 3602, and 3641  
Executive Law Section 378  
Public Health Law Section 1110  
8 NYCRR Sections 155.1, 155.2, 155.3, and 155.4  
10 NYCRR Sections 4-1.1 et seq. and 67-4.1 et seq.  
19 NYCRR Sections 1219-1240

V/b

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Students

## **SUBJECT: SPORTS AND THE ATHLETIC PROGRAM**

### **General Principles and Eligibility**

Athletics are an integral part of a well-balanced educational program. The District's interscholastic athletic program will conform with the Commissioner's regulations, as well as the established rules of the New York State Public High School Athletic Association (NYSPHSAA) and the New York State Education Department (NYSED).

Athletic eligibility requires that the student:

- a) Provide written parental or guardian consent. The consent form must contain information regarding mild traumatic brain injuries (concussions) and sudden cardiac arrests as specified in the Commissioner's regulations.
- b) Have a current health examination and, if the health examination was not completed within 30 days of the start of the season, a completed and signed interval health history form.
- c) Obtain medical clearance from the District's Medical Director.
- d) Meet the requirements for interscholastic competition as set forth by the Commissioner's regulations and NYSPHSAA.
- e) Comply with all District rules, codes, and standards applicable to athletic participation.

### **Title IX Compliance**

The Board supports equal athletic opportunities for all students through interscholastic and intramural activities. To ensure equal athletic opportunities for its students, the District will consider, among other factors:

- a) Whether the selection of sports and levels of competition effectively accommodate all students' interests and abilities;
- b) The provision of equipment and supplies;
- c) Scheduling of games and practice time;
- d) Travel costs and opportunities for travel;
- e) Assignment and compensation of coaches;
- f) The provision of locker rooms, practice facilities, and competitive facilities;

(Continued)

## Students

**SUBJECT: SPORTS AND THE ATHLETIC PROGRAM (Cont'd.)**

- g) Available medical and training facilities and services; and
- h) The nature and extent of support, publicity, and promotion.

The District may consider other pertinent factors as well. Each of the factors will be assessed by comparing availability, quality, type of benefits, kind of opportunities, and form of treatment. Identical benefits, opportunities, or treatment are not required.

The District's Title IX Coordinator(s) will coordinate the District's efforts to comply with its responsibilities under Title IX. The Title IX Coordinator(s) will be appropriately trained and possess comprehensive knowledge about applicable federal and state laws, regulations, and policies. To the extent possible, the District will not designate an employee whose other job duties may create a conflict of interest, such as the Athletic Director.

**Booster Clubs**

The District has a responsibility under Title IX to ensure that boys' and girls' programs are provided with equivalent benefits, treatment, services, and opportunities regardless of their source. When determining equivalency, benefits, services, and opportunities attained through private funds—including donations, fundraising, and booster clubs—must be considered in combination with all benefits, services, and opportunities.

**Athletic Placement Process for Interschool Athletic Programs (APP)\***

The APP is a method for evaluating students who want to participate in sports at higher or lower levels, consistent with their physical and emotional maturity, size, fitness level, and skills. The Board approves the use of the APP for students in grades no lower than seventh grade to compete on interscholastic athletic teams organized for senior high school students, and for senior high school students to compete on interscholastic athletic teams organized for students in the seventh and eighth grades. The Superintendent will implement procedures for the APP, and will direct the Athletic Director to maintain records of students who have successfully completed the APP.

*\*District Option -- Districts which use the APP should keep this section and modify it if necessary. Districts may be more restrictive than the Commissioner's regulations, but not less restrictive. If any limitations are to be placed on the APP (example: specific sports or specific levels), it should be specified here.*

(Continued)

## Students

**SUBJECT: SPORTS AND THE ATHLETIC PROGRAM (Cont'd.)****Student Athletic Injuries**

The coach should ensure that any player injured while under their care receives prompt and appropriate medical attention, and that all of the medical professional's treatment instructions are followed. The injured student has an obligation to promptly inform their coach of all injuries, even if it happens outside of school. No student will be allowed to practice or compete if there is a question whether they are in adequate physical condition. A physician's certification may be required before an athlete is permitted to return to practice or competition.

**Athletic Program Safety**

The District will take reasonable steps to minimize physical risks posed to students participating in the interscholastic athletic program by:

- a) Requiring timely medical examinations of participants;
- b) Employing certified or licensed staff to coach all varsity, junior varsity, and modified practices and games;
- c) Providing or requiring certified or licensed officials to officiate all competitions;
- d) Ensuring that its players' equipment is safe and operates within the applicable manufacturers' guidelines;
- e) Ensuring that all home fields, courts, pools, tracks, and other areas where athletes practice, warm-up, or compete are safe and appropriate for use; and
- f) Providing professional development and training opportunities for all coaching staff.

**Sudden Cardiac Arrest**

For purposes of this policy, the following definition applies:

- a) "Athletic activities" means participation in sessions for instruction and practice in skills, attitudes, and knowledge through participation in individual, group, and team activities organized on an intramural, extramural, interschool athletic, or inclusive athletic basis to supplement regular physical education class instruction, otherwise known as extraclass periods in physical education or extraclass activities.

(Continued)

## Students

**SUBJECT: SPORTS AND THE ATHLETIC PROGRAM (Cont'd.)**

The District promotes safe athletic activities and strives to prevent incidents of sudden cardiac arrest in students by:

- a) Including information developed by the Commissioner of Health on the definition of sudden cardiac arrest and signs and symptoms of pending or increased risk of sudden cardiac arrest in any document that may be required from a parent or person in parental relation for a student's participation in interscholastic sports, including a permission or consent form;
- b) Immediately removing from athletic activities any student who displays signs or symptoms of pending or increased risk of sudden cardiac arrest;
- c) Prohibiting any student from resuming athletic activities until the student has been evaluated by and received written and signed authorization from a licensed physician and until the student has been evaluated and received clearance from the District's Medical Director to resume athletic activities;
- d) Requiring the licensed physician's written and signed authorization to be kept on file in the student's permanent health record;
- e) Abiding by any limitations or restrictions concerning school attendance and athletic activities issued by the student's treating physician;
- f) Requiring coaches of extra periods in physical education to hold a valid certification in first aid knowledge and skills including instruction in recognizing signs and symptoms of cardiac arrest and sudden cardiac arrest; and
- g) Either posting on the District website information developed by the Commissioner of Health on the definition of sudden cardiac arrest and signs and symptoms of pending or increased risk of sudden cardiac arrest or providing a reference for how to obtain this information from the webpages of NYSED and the New York State Department of Health.

Title IX of the Education Amendments Act of 1972, 20 USC Section 1681 et seq.  
34 CFR Sections 106.8, 106.41, and 106.45  
45 CFR Section 86.41  
Education Law Sections 305, 923, and 3208-a  
8 NYCRR Sections 135.4, 135.5, 136.3, 136.5, and 136.9

(Continued)

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Students

**SUBJECT: SPORTS AND THE ATHLETIC PROGRAM (Cont'd.)**

NOTE: Refer also to Policies #3420 -- Non-Discrimination and Anti-Harassment in the District  
#3421 -- Title IX and Sex Discrimination  
#7520 -- Accidents and Medical Emergencies  
#7522 -- Concussion Management  
#8240 -- Instruction in Certain Subjects

Adoption Date



**SUBJECT: INSTRUCTION IN CERTAIN SUBJECTS**

Generally, the Board has the authority to prescribe the course of study in the schools of the District. However, there are general curriculum areas and specific topics in which the District must prescribe instruction. All students in the District will receive instruction in accordance with any applicable laws and regulations.

**Driver Education**

A driver education course may be offered under the conditions set forth by the New York State Education Department and Commissioner's regulations.

**Gifted and Talented Students**

The Board will provide appropriate educational programs for students identified as gifted and talented.

**Physical Education Class**

All students, except those with medical excuses, will participate in physical education in accordance with the Commissioner's regulations, which require that all students attend and participate in physical education as follows:

- a) All students in grades K through 3 will participate in a daily program for a minimum of 120 minutes per week. All students in grades 4 through 6 will participate in a program three times per week for a minimum of 120 minutes per week. The minimum time devoted to these programs (K through 6) is exclusive of any time that may be required for dressing and showering.
- b) Students in grades 5 through 6 that are in a middle school will participate in the physical education program a minimum of three periods per calendar week during one semester of each school year and two periods during the other semester, or a comparable time each semester if the school is organized in other patterns.
- c) All secondary students (in grades 7 through 12) will have the opportunity for regular physical education, but not less than three times per week in one semester and two times per week in the other semester or for a comparable time each semester if the school is organized in other patterns. For students in grades 10 through 12 only, a comparable time each semester will be provided if students have demonstrated acceptable levels of physical fitness, physical skills, and knowledge of physical education activities in extra class programs or out-of-school activities approved by the physical education staff and the school administration.
- d) For grades K through 12, a district may provide an equivalent program as approved by the Commissioner of Education.

(Continued)

## Instruction

**SUBJECT: INSTRUCTION IN CERTAIN SUBJECTS (Cont'd.)**

An excuse from physical education class may be accepted from a licensed physician for medical reasons or a licensed chiropractor for conditions of the spine.

Any student who is temporarily or permanently unable to participate in the regular program of physical education will be provided with adaptive physical education that meets their particular needs.

**Sudden Cardiac Arrest**

For purposes of this policy, the following definition applies:

- a) "Physical activities" means participation in physical education classes and recess or similar activities during the school day.

The District promotes safe physical activities and strives to prevent incidents of sudden cardiac arrest in students by:

- a) Immediately removing from physical activities any student who displays signs or symptoms of pending sudden cardiac arrest;
- b) Prohibiting any student from resuming physical activities until the student has been evaluated by and received written and signed authorization from a healthcare provider to resume physical activities;
- c) Requiring the healthcare provider's written and signed authorization to be kept on file in the student's permanent health record;
- d) Abiding by any limitations or restrictions concerning school attendance and physical activities issued by the student's healthcare provider;
- e) Either posting on the District website information developed by the Commissioner of Health on the definition of sudden cardiac arrest and signs and symptoms of pending or increased risk of sudden cardiac arrest or providing a reference for how to obtain this information from the webpages of the New York State Education Department and the New York State Department of Health.

**Health and Mental Health Education**

The District's health education program recognizes the multiple dimensions of health by including instruction related to:

- a) Mental health;

(Continued)

## Instruction

**SUBJECT: INSTRUCTION IN CERTAIN SUBJECTS (Cont'd.)**

- b) The relation of physical and mental health;
- c) The misuse and abuse of alcohol, tobacco, and other drugs; and
- d) The prevention and detection of certain cancers.

This instruction will enhance student understanding, attitudes, and behaviors that promote health, well-being, and human dignity.

Health education programs provided by the District will be designed according to the needs and abilities of the students at successive grade levels in accordance with applicable laws and regulations.

Education Law Article 90 and Sections 803, 804, 806-a, 923, 1709, and 3204  
8 NYCRR Part 142 and Sections 100.2(c), 107.2, 135.1, 135.3, 135.4, and 136.9

NOTE: Refer also to Policy #7420 – Sports and the Athletic Program

Adoption Date

11d

**TAX WARRANT- September 1, 2023  
SCHOOL YEAR 2023-2024**

To the Collector of School District Long Lake Central School, towns of Arietta and Long Lake in the County of Hamilton, State of New York.

You are hereby commanded:

1. To collect taxes in total sum of \$3,396,860 in the same manner that Collectors are authorized to collect town and county taxes, and  
  
To collect the Cornelius Vanderbilt Whitney Long Lake Library taxes in total sum of \$160,274 in the same manner that Collectors are authorized to collect town and county taxes.
2. To give notices in accordance with Section Real Property Tax Law, Section 1322, 1338.
3. To receive from each of the taxable corporations and natural persons on the below tax roll the sums listed or so much thereof as is voluntarily paid to you within one month from date of this warrant.
4. To collect after the expiration of one month the residue of the sums not paid, together with the fees prescribed in sections Education Law 2130 and Real Property Tax Law Section 1328.
5. To return this warrant within 60 days and if any taxes in this list shall be unpaid at that time, you shall deliver to us an account thereof.

**SUMMARY OF TAX ROLL**

<u>Total Amount Assessed Valuation</u>	<u>Total Amount of Tax Levy</u>
\$667,105,080	\$3,396,860-School \$ 160,274-Library

**SCHOOL BUDGET  
SCHOOL YEAR 2023-2024**

Estimated Receipts:

Surplus estimated to be available for appropriations	\$ 977,429
State Aid	499,000
Tax on Property	3,396,860
Other Sources	<u>97,150</u>
 Total Revenues (Estimated)	 \$4,970,439

Estimated Expenditures:

General Support	\$ 864,143
Instruction	1,782,401
Pupil Transportation	155,492
Undistributed	<u>1,883,403</u>
 Total Estimated General Fund Expenditures	 \$4,685,439
Balance-End of Budget Year (use only for Planned Balance)	<u>285,000</u>
Total Estimated Expenditures and Planned Balance	\$4,970,439

This warrant is issued by authority of Article 13 of the Real Property Tax Law and has the same force and effect as a warrant and tax list issued by the Board of Supervisors. It is effective immediately after it is properly signed by the trustees or a majority of trustees.

Given under our hand this 8th day of August 2023

Signatures of trustees:

\_\_\_\_\_  
Paul Preuss

\_\_\_\_\_  
Tara Murphy

\_\_\_\_\_  
Trisha Hosley

\_\_\_\_\_  
Joan Paula

\_\_\_\_\_  
Michael Farrell

Note: As specified by State Law, this warrant shall be signed on or before September 1. The amount of taxes to be collected should correspond with the total entered on the summary at the top of page one. Original document filed in the District Minute book.



### Request for Disposal of School Property

Please fill out all applicable boxes and submit this form to the Superintendent. You will be notified if the Board of Education approves.

Name of Requestor: Dennis Rust Date of Request: 7/10/2023

I request permission to dispose of the following piece(s) of school-owned materials and/or equipment:

Qty	Inventory ID # or ISBN	Description (Include Manufacturer, Model / Make, Color, Style, Etc.)	Reason
1	647	Dell Optiplex Desktop, S/N-60NGJB2	Obsolete as defined by district policy
1	643	Dell Optiplex Desktop, S/N - 60WKJB2	Obsolete as defined by district policy
1	602	Dell Optiplex Desktop, S/N - 719W182	Obsolete as defined by district policy
1	595	Dell Optiplex Desktop, S/N - 71BW182	Obsolete as defined by district policy
1	648	Dell Optiplex Desktop, S/N - 7WRBKB2	Obsolete as defined by district policy
1	644	Dell Optiplex Desktop, S/N - 61LJJB2	Obsolete as defined by district policy
1	646	Dell Optiplex Desktop, S/N - 7WSDKB2	Obsolete as defined by district policy
1	645	Dell Optiplex Desktop, S/N - 62BJJB2	Obsolete as defined by district policy

Superintendent Approval: *Dennis Rust* Date of Approval: 7-10-23

Date of Board of Education Approval: \_\_\_\_\_

Copy: Originator, Superintendent, District Treasurer

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# Request for Disposal of School Property

Please fill out all applicable boxes and submit this form to the Superintendent. You will be notified if the Board of Education approves.

Name of Requestor: NER/C IT Department Date of Request: 7/17/20213

I request permission to dispose of the following piece(s) of school-owned materials and/or equipment:

Qty	Inventory ID # or ISBN	Description (Include Manufacturer, Model / Make, Color, Style, Etc.)	Reason
1	1MM9YJ2/782	Dell Desktop PC Optiplex 5050	End of Life as determined by policy
1	1MBFYJ2/781	Dell Desktop PC Optiplex 5050	End of Life as determined by policy
1	HW2CKQ2/819	Dell Desktop PC Optiplex 3050	End of Life as determined by policy
1	7829KQ2/820	Dell Desktop PC Optiplex 3050	End of Life as determined by policy
1	9C6QGGK2/776	Dell Desktop PC Optiplex 7050	End of Life as determined by policy
1	9C5SGK2/777	Dell Desktop PC Optiplex 7050	End of Life as determined by policy
1	9C6MGK2778	Dell Desktop PC Optiplex 7050	End of Life as determined by policy
1	9C6PGK2/780	Dell Desktop PC Optiplex 7050	End of Life as determined by policy
1	9C6NGK2/779	Dell Desktop Optiplex 7050	End of Life as determined by policy
1	1263346/455	Elmo Document Camera	End of Life as determined by policy

Superintendent Approval: *David Speltz* Date of Approval: 7/17/23

Date of Board of Education Approval: \_\_\_\_\_

Copy: Originator, Superintendent, District Treasurer

2/15

## **BOARD RESOLUTION**

BE IT RESOLVED, that the Board of Education of the Long Lake Central School District, on the recommendation of the Superintendent of Schools, does hereby appoint Heather Kilpatrick to the position of Teaching Assistant, pursuant to a four (4) year probationary appointment in the Teaching Assistant tenure area commencing September 1, 2023 and terminating August 31, 2027, contingent upon achievement of effective or highly effective APPR ratings necessary to receive tenure throughout their probationary period, consistent with the requirements of Education Law Sections 3012-d.

BE IT ALSO RESOLVED, that Ms. Kilpatrick is hereby granted a leave of absence from her current position as Teacher's Aide for a period of one (1) year (from September 1, 2023 to August 31, 2024), for the purpose of accepting the Teaching Assistant appointment. Either party may decide, during or at the end of this 1-year leave of absence, to terminate this appointment. Should Ms. Kilpatrick's probationary appointment be terminated during or at the end of this one (1) year leave, she shall have the right to return to a position as a Teacher's Aide.

BE IT FURTHER RESOLVED, that during or upon the conclusion of such leave of absence Ms. Kilpatrick returns to the Teacher's Aide position, Ms. Kilpatrick will be reinstated with all previously accrued seniority.



AL

## **BOARD RESOLUTION**

BE IT RESOLVED, that the Board of Education of the Long Lake Central School District hereby accepts the recommendation of the Superintendent to appoint Ashley Johnson for a four (4) year probationary appointment as School Counselor in the School Counseling and Guidance tenure area, commencing September 1, 2023 and ending August 31, 2027 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 3012<sup>2</sup>, 3012-c, and/or 3012-d.

V1/b

**DISTRICT-WIDE  
SCHOOL SAFETY PLAN**

**Long Lake  
CSD**

Revision Date: August 1, 2023  
Board of Education Approval: August 8, 2023 (*pending*)

Commissioner's Regulation 155.17

## *Table of Contents*

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

# **DISTRICT-WIDE SCHOOL SAFETY PLAN**

## **Commissioner's Regulation 155.17**

### **INTRODUCTION**

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

### **SECTION I: GENERAL CONSIDERATIONS AND PLANNING GUIDELINES**

#### **A. Purpose**

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

## **B. Identification of School Teams**

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

<b>Name</b>	<b>Title</b>
David Snide	Superintendent/Principal
Elizabeth Hosley	District Treasurer
Eric Hample	Maintenance/Bus Driver/LLVFD
TBD	Faculty/ School Counselor
TBD	Food Service Manager
Michelle Billings	School Nurse/DAC Coordinator/Community Member
Josh Tremblay	Faculty/Athletic Coordinator
Carey Pooler	Faculty /Teacher
Michael Farrell	Board of Education

## **C. Concept of Operations**

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

## **D. Plan Review and Public Comment**

- This plan shall be reviewed and maintained by the District-Wide School Safety Team and reviewed on an annual basis on or before July 1 of each year.
- Pursuant to Commissioner's Regulation 155.17 (e) (3), this plan will be made available for public comment 30 days prior to its adoption. The District-Wide and Building-Level plans may be adopted by the School Board only after at least one public hearing that provides for the participation of school personnel, parents, students and any other interested parties. The plan must be formally adopted by the Board of Education.
- While linked to the District-Wide School Safety Plan, the Building-Level Emergency Response Plan shall be confidential and shall not be subject to disclosure under Article 6 of the Public Officers Law or any other provision of law, in accordance with Education Law Section 2801-a.

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

## **SECTION II: GENERAL EMERGENCY RESPONSE PLANNING**

### **A. Identification of sites of potential emergency**

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

### **B. Actions in response to an emergency**

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

Emergencies include, but are not limited to:

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

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

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

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

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

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

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

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

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

Training procedures and frameworks are included in Appendix 3.

#### **F. Staff development**

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

### **SECTION III: RESPONDING TO THREATS AND ACTS OF VIOLENCE**

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

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

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

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

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

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



Incident Commander will contact the appropriate law enforcement agency by calling 9-1-1.

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

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

### **C. Appropriate responses to emergencies**

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

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

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

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

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

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

## **SECTION IV: COMMUNICATION WITH OTHERS**

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

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

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

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

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

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

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

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

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

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

## **SECTION V: PREVENTION AND INTERVENTION STRATEGIES**

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

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

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

**B. Policies and procedures for the dissemination of informative materials**

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

**C. Prevention and intervention strategies**

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

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

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

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

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

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

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

## APPENDICES

### Appendix 1

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

<b>Building Name</b>	<b>Address</b>	<b>Contact Name</b>	<b>Phone Number</b>
Main Building	20 School Lane, Long Lake, NY 12847	David Snide	518-624-2221
Main Building	20 School Lane, Long Lake, NY 12847	Elizabeth Hosley	518-624-2221
Main Building	20 School Lane, Long Lake, NY 12847	Eric Hample	518-624-2221

## Appendix 2

### Building Risk Determination

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

#### Internal Hazards

##### Civil Disturbance

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

#### Fire and Explosion

- Explosion
- Fire

#### Systems Failure

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

#### Medical Emergency

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

#### Medical Emergency cont.

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

#### Death/Suicide

#### External Hazards

##### Weather Related

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

#### Environmental Problems

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

#### Other External Hazards

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

## **Appendix 3**

### **Training**

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

Topics that will be offered include:

Two-Hour Violence Prevention and Intervention

Incident Command System

Red Cross Shelter Management

Searching for Suspicious Packages

Bullying

Sexual Harassment

## **Appendix 4**

### **Policies dealing with Violence on School Property**

Board Duties and Responsibilities: 6110 Code of Ethics for Board Members and all District Personnel

Board Policy Development: 1410 Administration in Absence of a Board Policy

Employee Rights: 6151 Drug-Free Workplace  
5640 Smoking/Tobacco Use

3411 Prohibition of Weapons on School Grounds  
5741 Drug and Alcohol Testing for School Bus Drivers and other Safety Sensitive Employees

Student Rights: 8130 Equal Educational Opportunities  
7551 Sexual Harassment of Students  
7550 Dignity for All Students  
7350 Corporal Punishment/Emergency Interventions  
7240 Student Records: Access and Challenge

Student Safety: 7530 Child Abuse and Maltreatment

Student Responsibilities: 7310 School Conduct and Discipline  
7313 Suspension of Students  
7320 Alcohol, Tobacco and Drugs of Other Substances  
3411 Prohibition of Weapons on School Grounds

## **Appendix 5**

### **Regulation References**

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



## Appendix 6

### Communities Relation Policy

#### COMMUNITY RELATIONS

##### Public Use of District Facilities:

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

#### FACILITIES

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

Employees

## **Appendix 7**

### **Emergency Responders Contact Information**

<b>New York State Police Department</b> 1963 Route 30 Tupper Lake, NY 12986	(518) 897-2000
6192 Route 28 Indian Lake, NY 12842	(518) 897-2000
<b>Hamilton County Sheriff Department</b> 210 South Shore Road Lake Pleasant, NY 12108	(518) 548-3113
<b>Hamilton County Emergency Management Office</b> 2558 State Route 8 Lake Pleasant, NY 12108	(518) 548-6223
<b>Long Lake Rescue Squad</b> 8555 Newcomb Road Long Lake, NY 12847	(518) 624-6661
<b>Long Lake Volunteer Fire Department</b> 111 South Hill Road Long Lake, NY 12847	(518) 624-4599
<b>Tupper Lake Village Police</b> 21 Santa Clara Avenue Tupper Lake, NY 12986	(518) 359-3776
<b>Blue Mountain Lake Fire Department</b> NYS Route 28 Blue Mountain Lake, NY 12812	(518) 352-7710
<b>Essex County Emergency Management Office</b> 7551 Court Street Elizabethtown, NY 12932	(518) 873-3900
<b>Franklin County Emergency Management Office</b> 55 Bare Hill Road Malone, NY 12953	(518) 483-2580
<b>St. Lawrence County Emergency Management Office</b> 48 Court Street Canton, NY 13617	(315) 379-2240

## **Appendix 8**

### **Memoranda of Understanding**

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